

# Student Handbook



## **LAKE GEORGE JR.-SR. HIGH SCHOOL**

**2020-2021**

Dear Students and Parents:

Welcome to Lake George Jr.-Sr. High School. Faculty, staff, students, parents and administrators developed this Student Handbook. It contains a lot of information, which is indexed for easier reference. We ask that you take some time to pay particular attention to the section on Student Policies and the Eligibility Policy. It is our intent to be very clear about our expectations so that students can make the best choices possible. Our goal is to provide quality education for all students in a safe and orderly environment. School and home need to work together to make that happen.

After you have reviewed the handbook and have discussed it with your child, please sign on the signature page located on the back page of this handbook, remove it from the handbook and have your student return it to his/her guide room adviser. No special privileges, including senior privileges, will be given until we have these signatures on file.

Thank you very much for your interest and willingness to work with us as we prepare the students of Lake George for success.

Sincerely,

A handwritten signature in black ink, appearing to read "Francis Cocozza". The signature is fluid and cursive, with a long horizontal stroke at the end.

Francis Cocozza  
Principal

## **ALMA MATER**

Oh, lake of crystal waters  
Surrounded by yon hills  
The mountains peaks rise up  
To kiss the blue 'nd skies and rills.

Our high school stands upon the mound  
We gaze at all her charms  
God bless our Alma Mater  
In the Adirondack' arms.

As forward through the years we march  
Our footsteps toward success  
We dream of Lake George High School  
And the friends that we possess.

The love and honor in our hearts  
Shall live forever more  
The things that we accomplish  
Shall reflect upon the door.

(Sung to the tune of "America, the Beautiful".)

# Table of Contents

<b>0000 - EDUCATIONAL PHILOSOPHY</b>	<b>7</b>
0100 EQUAL OPPORTUNITY	7
0125 PHILOSOPHY	7
0150 OBJECTIVES	7
0175 MISSION STATEMENT	8
0200 OUTCOMES	8
<b>1000 - COMMUNITY RELATIONS</b>	<b>9</b>
1100 PUBLIC NOTIFICATION	9
1120 PUBLIC ACCESS TO STUDENT RECORDS	9
1200 DAILY OPENING EXERCISES	9
1210 TELEPHONE	9
1220 LOST AND FOUND	9
1221 RELATIONS WITH PARENT ORGANIZATIONS	9
1240 VISITORS: STUDENT GUESTS	10
1520 PUBLIC CONDUCT ON SCHOOL PROPERTY	10
<b>2000 - BOARD OF EDUCATION</b>	<b>11</b>
<b>3000 - DISTRICT ADMINISTRATION/STAFF</b>	<b>11</b>
<b>4000 - INSTRUCTION</b>	<b>12</b>
4200 BELL SCHEDULES	12
4300 SCHEDULING	14
4300.1 DROPPING/ADDING COURSES	14
4300.2 WITHDRAW/PASSING - WITHDRAW/FAILING	14
4300.3 WITHDRAWAL NOTICE	14
4321 PROGRAMS FOR STUDENTS WITH DISABILITIES	14
4350 GIFTED AND TALENTED PROGRAMS	15
4600 SUPPORT SERVICES	15
4600.1 COUNSELING OFFICE	15
4600.2 SCHOOL PSYCHOLOGIST and SCHOOL SOCIAL WORKER	15
4600.3 ACADEMIC INTERVENTION SERVICES (AIS Labs)	15
4600.4 ADVISORY/GUIDE ROOM	15
4600.5 LIBRARY MEDIA CENTER	16
4600.6 CHILD STUDY TEAM	16
4710 GRADING SYSTEM	16
4710.1 FINAL AVERAGE	16
4710.2 PHYSICAL EDUCATION CREDIT	16
4711 DAILY SCHEDULE	17
4712 REPORT CARDS/SUPPLEMENTAL REPORTS	17
4713 STUDY HALLS	18
4740 HONOR ROLL	18
4745 TAKING COLLEGE COURSES WHILE IN HIGH SCHOOL	18
4747 EQUIVALENCY PROGRAMS	19
4750 PROMOTION AND RETENTION	19
4750.1 SUMMER SCHOOL POLICY	20
4760 INCOMPLETES	20
4770 GRADUATION REQUIREMENTS	20
4780 RANK	20
4790 CHALLENGE OF REGENTS COURSES AND EXAMS FOR CREDIT	20

<b>5000 - STUDENT POLICIES</b>	<b>21</b>
5025 TENTH PERIOD	21
5050 USE OF UNSCHEDULED TIME/FREE PERIODS	21
5075 STUDENTS ATTENDING BOCES PROGRAMS	22
5100 ATTENDANCE AND TARDINESS POLICIES AND PROCEDURES	22
5100.1 ATTENDANCE AND RECOGNITION	23
5160 STUDENT ABSENCES	23
5161 TARDINESS	24
5162 STUDENT DISMISSAL PRECAUTIONS	25
5165 ATTENDANCE REVIEW BOARD	25
5300 CODE OF CONDUCT	25
5310 CAMPUS RULES	27
5310.1 CAFETERIA RULES	28
5310.2 CONDUCT AT DANCES AND EXTRACURRICULAR ACTIVITIES	28
5310.3 SENIOR PRIVILEGES	28
5310.4 BUS ENTRANCE GUIDELINES	29
5311 STUDENT RIGHTS AND RESPONSIBILITIES	29
5311.1 DUE PROCESS	29
5311.2 SEXUAL HARASSMENT - STUDENTS	30
5311.3 GRIEVANCE PROCEDURE	30
5311.4 CARE OF SCHOOL PROPERTY BY STUDENTS	31
5311.5 DRESS CODE	31
5312 PROHIBITED CONDUCT	32
5312.1 DIGNITY FOR ALL STUDENTS ACT-DASA (STUDENT HARASSMENT, BULLYING & DISCRIMINATION)	32
5312.3 DRUG AND ALCOHOL ABUSE POLICY	41
5312.4 SMOKING AND TOBACCO USE ENFORCEMENT POLICY	45
5312.5 SKATEBOARDING OR ROLLERBLADING ON SCHOOL PREMISES	46
5312.6 STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	46
5312.7 OBSCENE LANGUAGE	48
5312.8 DISHONESTY	49
5312.9 PERSONAL COMMUNICATION DEVICES	50
5312.10 OBJECTIONABLE BEHAVIOR	52
5312.11 DEFAMATION AND DISCRIMINATION	53
5312.12 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	53
5312.13 INSUBORDINATION	53
5312.14 ASSAULT	53
5312.15 THEFT	53
5312.16 VANDALISM	54
5312.17 REPORTING A FALSE ALARM	54
5313 REPORTING VIOLATIONS	54
5313.1 REGULAR DETENTION	55
5313.2 LATE DETENTION	55
5313.25 SUSPENSION FROM ATHLETIC PARTICIPATION, EXTRACURRICULAR ACTIVITIES & OTHER PRIVILEGES	56
5313.3 IN-SCHOOL SUSPENSION ROOM	56
5313.35 REMOVAL OF DISRUPTIVE STUDENT FROM CLASS BY TEACHER	56
5313.4 SUSPENSIONS	57
5313.5 SUPERINTENDENT'S HEARING	58
5314 CORPORAL PUNISHMENT	58
5315 MINIMUM PERIODS OF SUSPENSION	58
5315.1 DANGEROUS WEAPONS IN SCHOOL	58
5315.2 STUDENTS WHO COMMIT VIOLENT ACTS OTHER THAN BRINGING A WEAPON TO SCHOOL	59
5320 SAFETY INSTRUCTIONS FOR STUDENTS IN BUS TRAVEL	59

5330	STUDENT SEARCHES AND INTERROGATIONS	61
5333	POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS	62
5335	CHILD PROTECTIVE SERVICES INVESTIGATIONS	62
5340	DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES	63
5420	STUDENT HEALTH SERVICES	63
5454	STUDENT AUTOMOBILE USE	64
5640	EMPLOYMENT OF STUDENTS/WORKING PAPERS	64
5700	CAFETERIA PROGRAMS	64
5800	CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS	64
5805	ELIGIBILITY POLICY AND STANDARDS	65
5810	CLUBS AND ORGANIZATIONS	67
5830	ACTIVITIES	70
5870	EDUCATION-BASED ATHLETICS AND INTRAMURALS	71
5880	ATHLETE'S RULES OF CONDUCT	72
5890	CONCUSSION MANAGEMENT SCHOOL POLICY	75
<b>6000</b>	<b>- FISCAL MANAGEMENT</b>	<b>79</b>
6250	TEXTBOOKS	79
<b>7000</b>	<b>- FACILITIES</b>	<b>79</b>
7010	PROTECTING VALUABLES	79
7020	LOCKERS	79
7050	SCHOOL BUILDING FLOOR PLANS	79
<b>8000</b>	<b>- SUPPORT SERVICES</b>	<b>80</b>
8120	ACCIDENT PREVENTION AND SAFETY PROCEDURES	80
8121	FIRST-AID	80
8130	EMERGENCY PLANS	80
8132	FIRE DRILLS	80
8134	EMERGENCY CLOSINGS	81
8400	TRANSPORTATION	81
8520	FREE AND REDUCED-PRICE FOOD SERVICES	81
<b>9000</b>	<b>- PARENT SIGNATURE FORM/FERPA</b>	<b>81</b>
	HANDBOOK ACKNOWLEDGMENT & ELIGIBILITY PERMISSION FORM	82

## **0000 - EDUCATIONAL PHILOSOPHY**

### **0100 - EQUAL OPPORTUNITY**

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

### **0125 - PHILOSOPHY**

*We believe* in the individuality of the learner. Every student should have the opportunity for continuous progress. Each student should be provided with learning experiences, which afford opportunities to fully utilize abilities, motivation, and creativity.

*We believe* in an environment, which teaches self-respect, promotes respect for others and encourages students to take responsibility for their own actions. We strive to create an atmosphere, which recognizes the dignity of every individual and positively reinforces the importance of self-respect.

*We believe* that the process of learning must be established as our foremost goal and that good scholarship should be publicly praised.

*We believe* that it is important for all students to acquire a self-awareness of their own particular learning styles and differences. *We also believe* teachers are in a unique position to help identify these differences and use this information to help individual students to learn and perform more effectively.

*We believe* that the school is one of the agents responsible for helping the individual toward growth. Open communication and involvement of all members of the school community will promote the intellectual growth, emotional stability, social competency, and optimum health of every individual.

*We believe* in instilling transferable skills, knowledge, and values necessary for students to meet the challenges inherent to higher learning standards and an ever-changing workplace.

*We believe* that the school must prepare students for responsibility, leadership, individualism, dedication, self-sufficiency, and a positive contribution to society.

### **0150 - OBJECTIVES**

1. Recognize and encourage the individuality of students in their roles as learners by providing variety, challenge, and opportunity for choice in the school program and within each course.
2. Develop a respect for the individual and an understanding of the individual's place and responsibility in society.
3. Provide for the development of diversified experiences to acquire general learning skills as well as the acquisition of specific knowledge and skills.
4. Develop an understanding of the democratic processes, world problems and cultural differences.
5. Provide a curriculum that will facilitate all students= awareness of various learning styles and differences, and which will allow students to gain insight into their own particular learning styles and differences.
6. Encourage teachers to further improve their ability to identify students= learning differences, and to enhance their skills in helping students whose learning differences create obstacles to optimal learning and school performance.
7. Provide a curriculum and a system of rewards that will foster optimal achievement that is intellectually challenging and a system, which recognizes and supports academic achievement and excellence.
8. Provide courses for students, which stimulate and encourage creative, inventive thinking and allow a variety of aesthetic expressions.
9. Develop an atmosphere of cooperation in the planning of school and community activities to create a responsible attitude of leadership and citizenship.
10. Continue to promote communication between school and community.
11. Encourage student participation in extracurricular activities, which are designed to promote student interests and social development.
12. Promote the importance of physical and emotional well being.
13. Enable the student to discover and learn the knowledge, skills, attitudes, and values necessary to carry out career decisions.

## **0175 - MISSION STATEMENT**

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

## **0200 - OUTCOMES**

We believe that while each student should learn responsibility traits at home, they also should continue those responsibilities at school by using opportunities available to reinforce those traits.

There are no "tricks" to education, just hard work. We believe the following outcomes are possible for each student in our high school.

1. All students will demonstrate proficiency to the best of their individual ability in the academic core. This consists of mathematics, science, English, reading, writing and social science.
2. Students will demonstrate proficiency in communication by proving they are able to use a personal computer and a word processor; they are able to speak, write, listen and read English and a second language; they are able to use music, or the performing or visual arts; they are able to use and apply their knowledge in technology.
3. Students will show proficiency in problem-solving by conducting research and presenting findings, demonstrating the use of the scientific method, calculating and computing mathematics, and creating solutions for real-life problems.
4. Students will demonstrate proficiency in citizenship and personal development by respecting and accepting individual and cultural differences, as well as respecting themselves and surrounding property. Students will demonstrate proficiency in civic values by performing documented community service projects as well as taking responsibility for the environment where they live and learn.
5. Students will develop skills necessary for personal well being and self-worth by demonstrating a knowledge of personal health and the environment as well as demonstrating physical fitness.
6. Students will develop the means to become life-long learners by demonstrating self-analysis of personal skills and talents, as well as designing a plan towards achieving career and life-skill goals. Students will also demonstrate their ability to acquire and apply new knowledge.



## **1000 - COMMUNITY RELATIONS**

### **1100 - PUBLIC NOTIFICATION**

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

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator/Superintendent of Schools  
Lake George Central School District  
381 Canada Street  
Lake George, New York 12845  
Telephone: (518) 668-5456

### **1120 - PUBLIC ACCESS TO STUDENT RECORDS**

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

### **1200 - DAILY OPENING EXERCISES**

Opening exercises each day will consist of the Salute to the Flag and a moment of silence. During the moment of silence, students are expected to remain respectfully silent. The Commissioner of Education's regulation requires that opening exercises each day school is in session shall be the Salute to the Flag.

### **1210 - TELEPHONE**

It is necessary that the office phones be used only for school business. Personal phone calls should only be made at the greeter's desk, which is located at the Canada Street entrance of the Jr.-Sr. high school. Classroom phones may only be used by students with the explicit permission of a staff member.

### **1220 - LOST AND FOUND**

Lost and Found: small items (cells phones, jewelry, etc.) will be turned into the greeter, while clothing and larger items (books, backpacks, etc.) will be in/near the cafeteria. Students should check the Lost and Found for lost items and/or ask for its return via the Daily Bulletin. A written description of the lost article should be given to the staff in the main office.

### **1221 - RELATIONS WITH PARENT ORGANIZATIONS**

Local PTSO units are always supposed to "Put Children First." Lake George PTSO tries to do this when making decisions on their programs and funding, when selecting a parent representative, and when choosing and organizing their fund-raising activities. Their meetings are open to the public and they value the input of all students, parents, teachers, and administrators attending these meetings. This year their meetings will be held every other month at the Elementary School. They are all scheduled to begin at 6:00 p.m. Babysitting will be available.

The PTSO Board members and information can be found on the school's website, [www.lkgeorge.org](http://www.lkgeorge.org), under Community.

## **1240 - VISITORS: STUDENT GUESTS**

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

Visitors to the schools of the district shall be governed by the following rules:

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

## **1520 - PUBLIC CONDUCT ON SCHOOL PROPERTY**

Lake George Jr.-Sr. High School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the school.

In order to secure the building, after the start of each school day all doors will be locked.

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

### **PROHIBITED CONDUCT**

No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do;
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations. (see 5314, Corporal Punishment Complaints);
4. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
5. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
6. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
7. Without authorization, remain in any building or facility after it is normally closed;
8. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
9. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
10. Disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
11. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Principal or Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
12. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
13. Violate any law, regulation or Board policy.

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

## **2000 - BOARD OF EDUCATION**

Board member information can be found on the district website.

[www.lkgeorge.org](http://www.lkgeorge.org)

## **3000 - DISTRICT ADMINISTRATION/STAFF**

Personnel information can be found on the district website.

[www.lkgeorge.org](http://www.lkgeorge.org)

## 4000 - INSTRUCTION

### 4200 - BELL SCHEDULES

<b>BELL SCHEDULE A (REGULAR) GRADES 8-12</b>	
School unlocked	7:30
Warning bell	7:57
Guide Room	8:00 – 8:06 (6)
Period 1	8:08 – 8:48 (40)
Period 2	8:51 – 9:31 (40)
Period 3	9:34 – 10:14 (40)
Period 4	10:17 – 10:57 (40)
Period 5	11:00 – 11:40 (40)
Junior High Lunch A	11:00 - 11:20 (20)
Junior High Lunch B	11:20 – 11:40 (20)
Period 6 (HS Lunch 1)	11:43 – 12:23 (40)
Period 7 (HS Lunch 2)	12:26 – 1:06 (40)
Period 8	1:09 – 1:49 (40)
Period 9	1:52 – 2:33 (41)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

<b>BELL SCHEDULE B (EXTENDED) GRADES 7-12</b>	
School unlocked	7:30
Warning bell	7:57
Guide Room	8:00 – 8:25 (25)
Period 1	8:27 – 9:05 (38)
Period 2	9:08 – 9:46 (38)
Period 3	9:49 – 10:27 (38)
Period 4	10:30 – 11:08 (38)
Period 5	11:11 – 11:49 (38)
Junior High Lunch A	11:11 – 11:30 (19)
Junior High Lunch B	11:30 – 11:49 (19)
Period 6 (HS Lunch 1)	11:52 – 12:30 (38)
Period 7 (HS Lunch 2)	12:33 – 1:11 (38)
Period 8	1:14 – 1:52 (38)
Period 9	1:55 – 2:33 (38)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

<b>BELL SCHEDULE C (PM ASSEMBLY) GRADES 7-12</b>	
School unlocked	7:30
Warning bell	7:57
Guide Room	8:00 – 8:06 (6)
Period 1	8:08 – 8:43 (35)
Period 2	8:46 – 9:21 (35)
Period 3	9:24 – 9:59 (35)
Period 4	10:02 – 10:37 (35)
Period 5	10:40 – 11:15 (35)
Junior High Lunch A	10:40 – 10:57 (17)
Junior High Lunch B	10:58 – 11:15 (17)
Period 6 (HS Lunch 1)	11:18 – 11:53 (35)
Period 7 (HS Lunch 2)	11:56 – 12:31 (35)
Period 8	12:34 – 1:09 (35)
Period 9	1:12 – 1:47 (35)
Assembly	1:47 – 2:33 (46)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

<b>BELL SCHEDULE D (HALF-DAY) GRADES 7-12</b>	
School unlocked	7:30
Warning bell	7:57
Guide Room	8:00 – 8:06 (6)
Period 1	8:08 – 8:31 (23)
Period 2	8:34 – 8:57 (23)
Period 3	9:00 – 9:23 (23)
Period 4	9:26 – 9:49 (23)
Period 5 (Jr High Lunches A&B)	9:52 – 10:15 (23)
Period 6 (HS Lunch 1)	10:18 – 10:41 (23)
Period 7 (HS Lunch 2)	10:44 – 11:07 (23)
Period 8	11:10 – 11:33 (23)
Period 9	11:36 – 12:00 (24)
Buses leave	12:05

<b>BELL SCHEDULE E (ONE-HOUR DELAY) GRADES 7-12</b>	
School unlocked	8:30
Warning bell	8:57
Guide Room	9:00 – 9:06 (6)
Period 1	9:08 – 9:41 (33)
Period 2	9:44 – 10:17 (33)
Period 3	10:20 – 10:53 (33)
Period 4	10:56 – 11:29 (33)
Period 5	11:32 – 12:05 (33)
Junior High Lunch A	11:32 – 11:48 (16)
Junior High Lunch B	11:49 – 12:05 (16)
Period 6 (HS Lunch 1)	12:08 – 12:41 (33)
Period 7 (HS Lunch 2)	12:44 – 1:18 (34)
Period 8	1:21 – 1:55 (34)
Period 9	1:58 – 2:33 (35)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

<b>BELL SCHEDULE E (TWO-HOUR DELAY) GRADES 7-12</b>	
School unlocked	9:30
Warning bell	9:57
Guide Room	10:00 – 10:06 (6)
Period 1	10:08 – 10:34 (26)
Period 2	10:37 – 11:03 (26)
Period 3	11:06 – 11:32 (26)
Period 4	11:35 – 12:01 (26)
Period 5 (Jr High Lunch A&B)	12:04 – 12:31 (27)
Period 6 (HS Lunch 1)	12:34 – 1:01 (27)
Period 7 (HS Lunch 2)	1:04 – 1:31 (27)
Period 8	1:34 – 2:01 (27)
Period 9	2:04 – 2:33 (29)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

<b>BELL SCHEDULE - 7th GRADE</b>	
Period 1	8:00 – 8:41 (41)
Period 2	8:43 – 9:21 (38)
Period 3	9:23 – 10:01 (38)
Period 4	10:03 – 10:41 (38)
Period 5	10:44 – 11:22 (38)
Period 6	11:25 – 12:03 (38)
Lunch	12:03 – 12:23 (20)
Periods 7-9	Normal

## **4300 - SCHEDULING**

The counseling office will correct clerical errors on student schedules during the first days of school. Other schedule changes, dropping or adding a subject, may also be made through the counseling office.

All mid-year changes for students who are not scheduled for a change, but wish to add or re-arrange a schedule should be done during the first week of the second semester.

A Drop/Add Slip must be completed for all schedule changes. This slip is available at the Counseling Office.

Students must take five subjects, **plus** physical education each semester.

### **4300.1 - DROPPING/ADDING COURSES**

All students must carry 6.5 assigned periods and if he/she drops a course that puts him/her below this assignment, he/she will have to select another course for that period. Students who plan on dropping or adding a course to their schedule should follow the following procedures:

- 1) Discuss the change with your parents.
- 2) Discuss the change with your school counselor.
- 3) Take drop/add slip and have it signed in order: by teacher, parents and school counselor.
- 4) At the time of signing, the teacher will determine the grade of W/P or W/F, if appropriate.
- 5) The completed form should be returned to the counselor. Your schedule will be changed at that time and all parties involved will be notified.

**NOTE:** You are expected to follow your present schedule, including the subjects you wish to change, until you are officially notified that the change has been approved. If you do not continue to report to the class, you will be considered as cutting the class and will be subject to the consequence.

### **4300.2 - WITHDRAW/PASSING, WITHDRAW/FAILING**

A student may drop a course with no record of it appearing on his/her Transcript provided that the withdrawal occurs during the first 25% of the course. Once a student has completed 25% or more of the course, he/she may not withdraw without it appearing on his/her Transcript as either a W/P (Withdrawal/Passing) or a W/F (Withdrawal/Failing). The determination of a W/P or a W/F rests with the course instructor and will be based on the total grade average for all work completed up to the time of withdrawal.

If a student chooses to take, at a later date, a course for which he/she previously received a W/P or W/F, the W/P or W/F will be replaced with the grade earned.

### **4300.3 - WITHDRAWAL NOTICE**

A withdrawal notice form has been prepared which the Counseling Office will issue to students leaving school. The student will have the slip signed by subject matter teachers and homeroom teacher, indicating that all books have been returned and all financial obligations are met. The pupil will then present the withdrawal notice to the office where a transfer will be issued.

No transfers or transcript of work completed will be issued until the student has returned all books, paid any outstanding bills and met all other obligations.

## **4321 - PROGRAMS FOR STUDENTS WITH DISABILITIES**

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extra-curricular programs and activities, which are available to all other students enrolled in the public schools of this district. Parents/students who desire further information on these programs and services should contact the CSE office or the District CSE Chairperson at (518) 668-5452 Ext. 1209.

## **4350 - GIFTED AND TALENTED PROGRAMS**

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

## **4600 - SUPPORT SERVICES**

### **4600.1 - COUNSELING OFFICE**

Each student will meet with his/her school counselor several times during the year. Questions concerning class scheduling, test scores, college admission, and employment may be discussed with the counselor. Appointments can be made through the counseling secretary. The waiting room of the Counseling Office has a wealth of special material for student use: college catalogues, vocational files, job pamphlets, college videos, etc.

The counselors care about each student as a total person. They are available anytime a student needs someone to talk with about issues such as peer relations, loneliness, family difficulties, drug and alcohol decisions, or any other personal concerns. Students should get to know their counselor.

### **4600.2 - SCHOOL PSYCHOLOGIST and SCHOOL SOCIAL WORKER**

The School Psychologist and the School Social Worker counsel students individually and in groups, helping them to gain insight into their educational, vocational and personal/social problems and to develop skills in decision making.

The psychologist offers psychological testing services as requested by parents, the Student Study Team and the Committee on Special Education.

### **4600.3 - ACADEMIC INTERVENTION SERVICES (AIS Labs)**

Students who do poorly on NYS assessment tests or who have been identified by teachers as being in need of extra support will be provided with remediation in order to improve skills and promote satisfactory results on the State required Regents test(s). Certified teachers will provide remediation. An individual instruction program, resource room, regular instructional classroom program, honor society tutoring, etc. may also provide remediation.

### **4600.4 - ADVISORY/GUIDE ROOM**

Students will be assigned to Guide Groups and will meet in Guide Rooms each morning from 8:00-8:06 for attendance and announcements. Adults directing the groups will be called Mentors. Each group will have between five to eight students in the same grade level. Students will remain with the same mentor throughout high school. Any difficulty within the group should be discussed with the appropriate school counselor.

On the first Wednesday (when possible) of each month, Guide room time will be extended. Approximately four extra-extended Guide Room periods will be held as needed for meetings, surveys or special events.

The role of the Mentor varies: to greet students in a positive way each day, to take attendance, to distribute relevant information and report cards, to encourage academic success and extracurricular involvement and to refer students to proper resources as needed (such as counselors, psychologist, nurse, etc.).

#### **Dates and Special Schedule for Extended Guide Room:**

Extended Guide Room (EGR) is usually the first Wednesday of each month. Occasionally an additional EGR will be scheduled to discuss an issue or have a school-related event. Staff will be provided a schedule at the beginning of each school year.

## **4600.5 - LIBRARY MEDIA CENTER**

The Library Media Center provides resources for both academic research and leisure reading. In addition to print materials (books, magazines, newspapers, and pamphlets), certain periodicals and newspapers are available on microfilm. There is also a computer lab located in the library media center for student use throughout the day.

The photocopier in the Library may be used for book copying with permission from the Librarian. Any other use is at the Librarian's discretion.

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

Students may not bring food or drinks into the center. The center is reserved for students who wish to work study or read in a quiet atmosphere. The cell phone policy applies to the library. Please see the cell phone policy within this handbook.

## **4600.6 - CHILD STUDY TEAM**

Child Study Team is a group of teachers, administrators and support personnel who meet weekly to deal with referrals for staff on concerns with students for a wide range of issues. The C.S.T. is a proactive problem-solving team, which coordinates services and makes necessary referrals (such as to CSE, outside agencies, etc.) for the referred students.

The core of members of the C.S.T. are the principal or designee, the school nurse, the school social worker, the school psychologist and the school counselors and the probation official. Teachers of referred students and mentor teachers are also welcome to attend.

## **4710 - GRADING SYSTEM**

The marking system used shall be as follows:

95 - 100	Outstanding	65 - 69	Passing
90 - 94	Excellent	00 - 64	Failing
85 - 89	Very Good	Inc.	Incomplete
80 - 84	Above Average	X	Excused
75 - 79	Average	W/P	Withdraw/Passing
70 - 74	Below Average W/F	W/F	Withdraw/Failing

### **4710.1 - FINAL AVERAGE**

Final averages are computed by averaging the four-quarter grades plus the final exam. The final exam, therefore, counts 1/5th of the final mark, except in extenuating circumstances. A plan may be developed with a guidance counselor and approved by the principal.

### **4710.2 - PHYSICAL EDUCATION CREDIT**

In accordance with the New York State Regents Action Plan, Lake George High School has a policy of requiring graduation credit for Physical Education. All students will be required to earn a one-half credit per year for Physical Education. All graduates will need two credits. Credit for Physical Education shall be granted under the following criteria:

#### **1. GRADES**

- a. Physical Education is required each year by the New York State Department of Education. Students who receive a passing grade in Physical Education will receive .5 credits towards high school graduation. 2.0 credits are needed to fulfill NYS requirements.
- b. Each student receives a grade based on their ability to meet the NYS Learning Standards as specifically related to the activity that they participate in.
- c. Each student participates in two or more different activities each quarter/marketing period. Students' grades are calculated based on the following criteria:
  - i. Social and behavioral responsibility/class participation (4pts. per class): NYS Learning Standard 2 = 80%
  - ii. Skill Assessments, Application, Strategy & Cognitive Knowledge NYS Learning Standard 1, 2, 3 = 20%



## 2. CLASS REQUIREMENTS:

FYI: For the 2020-2021 school year, please refer to the updated information relating to PE class requirements. Many of the items written here may be adjusted as a result of COVID-10.

- a. All students are required to change their clothing for class. This includes a pair of shorts or sweats, a T-shirt (with sleeves) or sweat top etc., and a pair of sneakers that tie. Each student shall be issued a lock and a locker to keep his/her clothing in.
- b. The students' social/behavioral responsibility/participation grade is based on being in attendance and prepared to participate. Each student is expected to make a satisfactory effort to accomplish the skills of the day's lesson. Each student will receive 0-4 points according to his/her level of participation. (Please refer to Participation and Social Responsibility Grading Rubric on our website.)
- c. Students who are absent from a class will not receive participation points for that day until the class is made up. Make up P.E. classes will be held every Thursday during 10<sup>th</sup> period. Classes may also be made up during free periods or study halls with permission from Physical Education Staff. Students who are unprepared for P.E. class will NOT be allowed to make up that class. Students are encouraged to speak with the P.E. teachers if they have questions or concerns about their absences.

## 3. MEDICAL EXCUSES

- a. If a student is temporarily unable to participate in their regular Physical Education program, they must provide the school nurse with a note from a physician or appropriate medical professional. This note should reflect the student's physical limitations. Physical Education staff will provide adapted activities (based on the note) for the student to participate in during the dates of limitation duration. Ex. A student with a knee injury may have a physician's note stating the student is able to participate in an upper body program only. (Lake George Jr. Sr. High school has a Certificate of Medical Limitations form which can be provided at family's requests.)
- b. IMPORTANT: A student with a medical note removing them from ALL Physical Education activities for a duration of time will be required to make up all missed classes.

## 4. INTERIM REPORTS

- a. Any and all students with four or more illegal or legally missed classes will be reported as an Incomplete at the 5-week period. The Incomplete will be changed when all classes (legal) are made up. The exception is: The student who has four illegal misses will not be given an Incomplete, but a numerical grade of 64 or below.

## 4711 - DAILY SCHEDULE

Each class will be assigned on A, B, C, and/or D days instead of Monday, Tuesday, Wednesday, Thursday and/or Friday. If school is closed for any reason, the day school reopens will follow in sequence. For example:

Monday	Day B
Tuesday	Day C
Wednesday	School Closed
Thursday	Day D
Friday	Day A

## 4712 - REPORT CARDS/SUPPLEMENTAL REPORTS

All quarterly Report Cards are sent home *with the students* except the final one in June, which is sent by mail. Parents should feel free to ask for a conference anytime throughout the year by calling the counseling office at (518) 668-5452 for an appointment. We encourage parents to talk with their child's teachers.

## **4713 - STUDY HALLS**

Students will be assigned to study halls for one or more of the following:

- **GRADES 10, 11, 12:** All students will be assigned to study halls during their free time for the first ten weeks of the school year based on their Honor Roll status from Quarter 4 of the previous year. All 9<sup>th</sup> graders will be assigned to study halls during their free time for the first ten weeks of the school year. 7<sup>th</sup> & 8<sup>th</sup> grade students cannot have free periods. They automatically are enrolled in a study hall for the entire year.
- **GRADES 10, 11, 12:** All students who do not maintain an 80% or above in each class at the end of each 5 and 10 week period will be assigned to a study hall. Students who achieve Honor Roll status or higher are exempt from study halls. A student with an Incomplete would be assigned to study hall. All students remain in study hall until the next five weeks, with the exception of those who make up an incomplete grade. All 9<sup>th</sup> graders will be assigned to a study hall unless they achieve Honor Roll status or higher.
- Discipline Referrals
- Attendance Warning Letters
- Honor Society students, who have an incomplete or a grade below 65, will lose their honor society privileges and be assigned to study halls for five weeks or until the incomplete is made up.
- It is the responsibility of the student to check in the guidance office or main office to get the room assignment for their study hall if they receive an Incomplete or grade below 80%. The excuse of “I did not get my study hall assignments” or “I did not understand my schedule” is not acceptable. Detentions will be assigned.

Conduct guidelines for students during study hall period are as follows:

- Study halls are intended for quiet study and/or work; students that disrupt others will receive discipline referrals.
- Students may do homework, read appropriate materials and/or study.
- Non-academic use of electronic devices is prohibited with exception to the following:
  - Music players may be listened to quietly at the discretion of the study hall monitor
  - Study hall monitors may allow the use of laptop computers for academic purposes only
  - Please see cell phone policy within this handbook
- Food and beverages may be allowed at the discretion of the study hall monitor.
- Students may leave a study hall period with a pre-signed pass to see another faculty or staff member and must return signed pass to study hall monitor before the end of the period. Students who abuse this pass privilege will lose the privilege.
- Students may attend the library with a pre-signed pass from the teacher of the class that he or she has work to complete. Students must check-in with their study hall monitor for attendance purposes and return to study hall once the work from that particular class is complete. Students that abuse this pass privilege will lose the privilege.

## **4740 - HONOR ROLL**

The honor roll is composed of students in grades 7-12 who have an average of 85-89%. The high honor roll is for those students who have an average of 90% or better. Students who achieve an average of 95% will be recognized on the Principal's List. In all cases a failing grade or an incomplete will automatically keep a student off the honor rolls. All subjects, including physical education which is calculated at one-half weight, are averaged when determining honor roll. Students are eligible for honor roll only when they maintain a course load of five subjects plus physical education each semester. Students, who achieve a 95% average, will be recognized on the Principal's List.

## **4745 - TAKING COLLEGE COURSES WHILE IN HIGH SCHOOL**

A number of college-accredited courses are offered at Lake George through an agreement with local area colleges. Students must maintain at least 85% average in order to apply for these courses. Applications are available in the guidance office.

Seniors, who take college courses at SUNY Adirondack should realize the following procedures:

1. All courses that are required for Graduation will be converted from a letter grade to numerical grades and calculated into their cumulative class rank using a conversion chart from SUNY Adirondack.

2. For Honor Roll purposes, a student must still maintain a course load of five courses plus physical education to qualify and if there are less than five courses taken at Lake George, we will have to convert those courses needed to make the five into numerical scale to calculate honor roll.
3. For safety and accountability reasons SUNY Adirondack students must sign in at the attendance office upon arrival to school.
4. If a SUNY Adirondack student is assigned to Study Halls, he/she must report to school for first period on days SUNY Adirondack does not meet.

Students, who wish to attend another program or college outside of Lake George Jr.-Sr. High School during his or her senior year, must submit a written request for permission to the school principal with the rationale and the expectations for credits, graduation status and class ranking clearly understood. The principal will review all such requests and determine on an individual basis, using information such as student achievement, field of study being pursued, present programs offered at Lake George related to the student's educational and social needs, if the request is granted. There will be a signed agreement with the student, parents, guidance counselor and principal. The application form details specific regulations about LGHS students taking college classes. Please see Guidance for more details.

#### **4747 - EQUIVALENCY PROGRAMS**

Students, who pursue a TASC (Test Assessing Secondary Completion) through a B.O.C.E.S. preparation program, or our own in-house program, which includes a vocational component, or through any other certified equivalency program arranged through our guidance office, may NOT participate in any interscholastic sports or any extracurricular events/clubs/activities and are not eligible to participate in graduation ceremonies. Students who quit school and attend TASC programs after they leave school will be considered "left" students and will not be eligible to participate in the graduation ceremonies.

#### **4750 - PROMOTION AND RETENTION**

Seventh graders can earn a possible 8.5 units of study. Students must earn 6.5 units of study, (unless a unit of study is exempted based on his/her I.E.P.) 4 of the units must be in English, social studies, math and science. Students may earn only 2 units in summer school, but must have at least a 55 average in the subject at the end of the school year to be eligible to attend summer school. Students who do not pass his/her foreign language will be assigned to a foreign language A.I.S. lab in 8<sup>th</sup> grade.

Eighth graders can earn a possible 7.5 units of study. Students must earn 5.5 units, 4 of them must be in English, foreign language, social studies, math, and science. Students may earn 2 units in summer school but must have at least a 55 average in the course at the end of the year to attend. Students who do not pass the foreign language class and the final exam in 8<sup>th</sup> grade may repeat the language class to earn the required one high school credit. If a student fails both the class and the final exam, he/she must repeat the 8<sup>th</sup> grade language class.

9<sup>th</sup> graders through 12<sup>th</sup> graders will be promoted to the next grade level, each year, provided they have earned at least the total units of credit shown below:

1. 5 units of credit to become a **sophomore**
2. 10 units of credit to become a **junior**
3. Enough units of credit to be able to schedule all remaining graduation requirements to become a **senior**

If a student does not earn the required credits shown above, then he/she will not advance to the next grade level with his/her original Cohort group, which will affect his/her guide room placement as well as his/her ability to participate in activities (ex. Junior prom, Senior ball, class trips, class meetings, etc.) with his/her original cohort. If a student does not have enough credits to graduate with his/her class, he/she will not be included in graduation ceremonies. Students must earn a total of 22 credits and meet specific requirements explained in the program of studies in order to be eligible to participate in graduation ceremonies with their cohort group. If a tenth-grade student is likely to "miss" their junior year status because their academic achievement suggests they will have made up their credit shortfall, they will be dealt with on an individual basis regarding junior prom and other junior activities. Students with an IEP will have grade level placement determined by the committee on special education.

Students who fail both English and social studies will not be allowed to double up English and social studies in the same year. A student who fails either English or Social Studies and has earned the required 55% average is encouraged to take the subject in summer school. With approval of the department chairperson and his/her counselor, a student may double up in the subject failed, but this is not recommended as it may have a serious impact on scheduling and chances for success in either subject.

The policy for athletics is that once an athlete completes his/her 4-year eligibility, he/she cannot take part in his/her fifth year of activities. The policy for student council is that students shall only be qualified for an election to a class office or student council representative if they have met the academic eligibility requirements during each quarter of the year which election is held.

#### **4750.1 - SUMMER SCHOOL POLICY**

Since summer school is designed as a review of previously covered material, students must achieve a certain level of completion before earning the opportunity to attend summer school. A student must have a 55% average and meet attendance requirements in order to attend Summer School. Final grade for the subject will be the higher grade of the two final grades.

#### **4760 - INCOMPLETES**

The grade of incomplete is to be used when a student is absent for a prolonged period of time due to illness or extenuating circumstances. All incompletes must be made up within five weeks of the student's return to school. The grade of incomplete is not to be used as a final grade.

#### **4770 - GRADUATION REQUIREMENTS**

Refer to page 2 of the Senior High Program of Studies.

#### **4780 - RANK**

Final Class Rank is determined by:

- a) Averaging all subjects, except physical education, for the first seven semesters of high school. During the senior year, the average of the first two-quarter grades in all subjects will be used.
- b) Taking the course final average, or the June or August Regents exam grade, whichever is higher.
- c) All A.P. courses are weighted by a .05 factor within the teacher's assigned grade.
- d) The Honors Group will be established after seven semesters and is the top 10% of all students who are eligible to be program completers in June.

#### **4790 - CHALLENGE OF REGENTS COURSES AND EXAMS FOR CREDIT**

Students wishing to challenge a Regents course and exam must file with the Principal a copy of a proposal no later than the first day of the Quarter in which the Regents exam is to be taken. (Ten weeks prior to the exam.) Students must score an 85% or higher on the State exam and complete a project required of the teacher and approved by the Principal.

A determination will be made within one school week. All parties will be notified. After this, the contract sheet must be completed and filed with the Principal no later than five weeks prior to the exam.

Regents Challenge Proposal Forms may be picked up in the counseling office.

## **5000 - STUDENT POLICIES**

### **5025 - TENTH PERIOD**

Our regular school day has nine periods. The day begins at 7:57 and ends at 2:33. The teaching day ends at the end of 9th period (at 2:33 dismissal). Students who have not completed assignments, have been assigned detention or need to spend time with a teacher should plan on staying 10<sup>th</sup> period until 3:15 dismissal. Students who do not attend after school when directed by a teacher or administrator may be issued detention. All efforts are being made to ensure that there are no faculty meetings on Mondays, Wednesdays, Thursdays and Fridays so these days will be available for student help. Students should check with teachers' schedules on Tuesdays and Thursdays if they wish to get help 10th period. (Meeting schedule for all clubs will be available to advisors at the beginning of the school year.)

Students should not loiter in the halls or on school premises after dismissal at 2:33. Any student remaining in the building for 10th period should be in one of the following locations: the library, cafeteria (under supervision), a specific classroom for an activity or extra help, the counseling office, or the gym area and athletic fields for a supervised activity. Students who leave school grounds during 10<sup>th</sup> period may not be permitted to ride the late bus.

**Disciplinary measures** range from a reprimand to suspension.

### **5050 - USE OF UNSCHEDULED TIME/FREE PERIODS**

Preparation periods for students, grades 9-12, allow them to determine for themselves how unscheduled time may best be utilized. Preparation periods are to be organized as informally as possible. If high school students are to be prepared for post high school experiences, they must also be self-disciplined in the proper use of unscheduled time. How well students use their unscheduled time will determine how long they will be permitted to enjoy this privilege.

Permission for unscheduled time will be granted only to students, grades 9-12, who are in good standing. To retain this privilege, the student must remain in good standing, which includes:

1. Observance of school policies and rules.
2. Respect for rights and properties of others.
3. Maintenance of an 80% or above in each class or maintaining honor roll status at the 5 and 10 week periods. (85% or higher in ninth grade.) See Study hall guidelines.
4. The practice of good citizenship and good behavior.
5. Satisfactory classroom punctuality, attendance, preparation and performance.

Students, with unscheduled time, may not be sitting, loitering or without a pass five minutes after the start of a period until the end of the period. Students may not leave the building and/or school grounds at any time without the permission of the principal, designee or a staff member.

Students with unscheduled time are required to be in one of the following:

1. Cafeteria dining room;
2. Library;
3. A classroom with teacher's permission;
4. Counseling office; or
5. Computer Lab.

**Disciplinary measures** may result in loss of unscheduled time and assignment to study hall.

## **5075 - STUDENTS ATTENDING BOCES PROGRAMS**

The procedures listed below were created to keep our students safe and to also align with the BOCES driving regulation policy. These procedures should be followed on a daily basis.

- All students attending p.m. BOCES programs may leave their 4<sup>th</sup> period class no more than 3 minutes early to have lunch in the cafeteria before boarding the BOCES bus.
- All students attending BOCES programs need to sign out daily in the attendance office before leaving for BOCES.
- Any student riding the BOCES bus will be met in the cafeteria each day by the bus driver. Students cannot be unattended in the halls or outside of the school.
- Students who plan on driving themselves must have signed documentation by both BOCES and Lake George administration and a parent/guardian approval as well before being given the privilege to drive. No student will be allowed to drive unless there is completed and signed documentation turned into the main office.
- Students can only drive themselves to and from the BOCES programs. Absolutely no riders and no exceptions.
- Students who fail to follow any of these safety procedures will be given consequences ranging from warning to suspensions and loss of driving privileges.

## **5100 - ATTENDANCE AND TARDINESS POLICIES AND PROCEDURES**

An excellent attendance record is a top priority in the Lake George Jr.-Sr. High School. The staff will make every effort to help students achieve positive and productive patterns of attendance. Frequent absences lead to serious gaps in the educational sequence and subsequent understanding for future progress. **Note:** Missing double period class is equivalent to missing two class days. To participate fully in class, students must be present. It is the responsibility of the parents/guardians to comply with New York State Education Law, which mandates that children be in attendance every day that school is in session.

The following are the only legal excuses for absence:

- student illness
- sickness or death in the family
- excused absence for a medical appointment for part of the day
- educational/school trip and other activities led by school staff
- impassable roads or weather
- approved religious observance not regularly scheduled on the school calendar
- quarantine
- court appearance
- attendance at health clinics
- approved cooperative work program
- pre-approved college visits and military obligations (completed form must be filed in the counseling office)

Attendance will be taken in first period for junior high classes and will be taken in Guide Rooms for senior high students. Tardiness to the assigned area will be treated the same as if the student was tardy to an assigned first period class. All senior high students have guide rooms.

Students must be in attendance (illegal/legal-absent/tardy), a minimum of 7 periods and/or at an administrator's discretion, during the school day to participate in, and/or attend, extra-curricular activities or sporting events and practices. If a student repeatedly (more than 1x) comes in late or leaves early (or is absent) for any illegal/legal absent/tardy, the principal may request documentation. Without such documentation they may be banned from participating in and or attending extracurricular activities or sporting events/practices for that day or days.

A student may be excused from part of the school day for any of the above reasons by written or verbal notification to the school counseling, attendance, nursing or main office. Students excused by the School Nurse because of illness may only be released to someone at his/her home residence who is over 18 years of age. School staff routinely contacts parents of students who are absent. Parents are asked to call school to report absences. A note, signed by a parent or legal guardian, which includes the student's name, date of absence and reason for absence must be turned into the attendance office upon return to school. If this is not done a detention for the following day will be assigned to the student.

Students attending BOCES/CTE programs are under the same attendance guidelines as those established at the home school.

If a student is absent from school three or more consecutive days due to illness, homework assignments may be requested by calling the main office at (518) 668-5452. The assignments may be picked up in the main office the day following the actual request.

### **5100.1 - ATTENDANCE AND RECOGNITION**

For matters of student awards and recognition, Lake George Jr.-Sr. high school has defined two award categories that will be recognized annually during final guideroom days:

#### Perfect Attendance Award:

The student will be in attendance and present for every day and every class, with the exception of school sponsored: trips, activities, events, sports, contests.

#### Present Every Day Award:

The student will be in attendance and present for every day and every class, with the exception of legal excuses (see above) for a part of the school day.

### **5160 - STUDENT ABSENCES**

Students are required to bring in notes for all absences. Failure to bring in a note may result in detention. Students that present a forged note will be subject to immediate disciplinary consequences ranging from a warning to a superintendent's hearing.

1. Legal Absence - When a student returns to school after a legal absence, he/she is to contact each teacher on the day of return. Failure to complete work within two days for each day missed will result in loss of credit. Extended illness of a serious nature, with medical documentation, may be given special consideration by the administration.
2. Illegal Absence - If it is possible, the teacher or teachers involved must be contacted prior to or during the absence. If prior contact is not made, the student is to contact his/her teacher(s) on the day of return. An illegal absence may result in the student being assigned two detentions for each class missed either with the teacher or the principal and may result in loss of free time. Repeated illegal absence may result in suspension.

- a. Unlawful Detention (*illegal absence with parental knowledge*)

Absences from classes for reasons not listed in Section 5100, but with the permission of the parent are referred to as "unlawful detentions". Examples of this are: vacation trips with parents, visiting relatives, working or making a false statement about the reason for absence. The principal should be notified in advance of extended absences of more than three days. The student's guidance counselor and teachers involved should be contacted prior to the absence. Class assignments will be given if possible and missed work will be given at the teacher's discretion. Students must have their work completed and turned in to teachers on the day they return to school, unless there is an extenuating circumstance as determined by the Principal. In an extenuating circumstance, the student is to contact his/her teacher(s) on the day of the return. Parents are highly encouraged to plan vacations during school breaks.

- b. Truancy (*illegal absence without parental knowledge*)

Absences from classes that are not legal and occur without parental consent are deemed to be cases of truancy. Skipping classes, leaving school grounds without permission, failing to report to school, are all considered truanies, and the teacher will have the option not to give the student credit for missed work. Truant students are responsible for the content missed in all courses. In addition to detentions or in school suspension assigned, students will be responsible for making up missed work. A minimum consequence of loss of free time on a graduated scale and two detentions will be assigned for each period missed. Subsequent truanies will bear penalties ranging from increasing loss of free time, Attendance Review Board Referral to Superintendent's Hearing.

3. Unauthorized Absence from Class or Student Schedule -

- a. The first unauthorized absence from a class, or student schedule, by a student may result in two nights of regular school detention and teachers will have the option to not give the student credit for missed work of that period.
- b. The second unauthorized absence from a class, or student schedule, may result in one night of late detention.
- c. The third unauthorized absence from a class, or student schedule, may result in two nights of late detention and a parent contact and conference will be held with administration and/or guidance.

Failure to serve the regular detentions may result in assignment to late detentions. Failure to serve the extended detentions will result in a make-up of that detention plus possible suspension.

4. Chronic Absenteeism - Chronic absenteeism will be handled in the following manner:

- a. A student who is absent from school for ten or more days will be notified through a warning letter to parents.
- b. A student who is absent from school for fifteen or more days a letter will be sent to parents requiring an ARB meeting.
- c. A student who is absent from school for twenty or more days will have a second warning letter of concern sent to the parents and a copy will be sent to the District Attorney.
- d. A student who is absent from school for thirty or more days will receive a third letter sent to the parents and the District Attorney's office will be notified of the concern and a meeting with the District Attorney will be set, at which meeting a formal agreement will be reached or a possible prosecution will be rendered.

## 5161 - TARDINESS

**TARDINESS TO SCHOOL ONLY** (either due to legal or illegal reason). See next section for tardiness to class.

1. Students must enter the building through the main entrance on Canada Street if arriving any time after the 8 a.m. bell.
2. Students who are tardy to school (after the 8:00 bell) must report to the attendance office with a note signed by the parent explaining the reason.
3. Failure to sign in and to get a signed pass to class will result in the student being assigned to late detention (2:35-4:00). The excuse of "forgetting to sign in" will not be accepted. If a note is not received by the next morning, detention will be issued.
4. Students will be given three allowable illegal tardies each semester. A note is still required for each of these tardies. If a note is not received, a detention will be issued.
5. Upon the fourth and each subsequent illegal tardy, a detention will be issued.
6. It is the student's responsibility to bring in a note the next day to the attendance clerk prior to guide room (or immediately upon signing into school if late). Upon receiving the note, detention will be waived. If no note is brought to the attendance office prior to guide room or immediately upon arrival, the student is expected to serve the detention as assigned.
7. Students who are chronically tardy will be subject to a broader range of consequences including immediate day detentions to suspensions. Parents will be notified. It may also be referred to counseling, probations, P.I.N.S. or social services agencies, as deemed appropriate by the A.R.B.
  - a. A student who is tardy from school for 10 or more days a warning letter will be sent to parents.
  - b. A student who is chronically absent or tardy (more than 15 times) may be required to have a physician's note for the absence to be considered a legal excuse.

***NOTE:** Parents will be involved throughout the process and home visits will be made, if necessary. The Principal may make exceptions to the above for an extenuating circumstance.*

**TARDINESS TO CLASS** - Teachers will record the number of times that a student is late to class. To receive credit for attendance in a specific class, a student must be present for a minimum of 75% of class time. (Example: 30 minutes of a 40-minute class =75%)

The following disciplinary procedure for tardiness to class is in effect with each new marking period (10 weeks); that is, at the beginning of each new marking period, this procedure starts anew. The following steps will be taken:

First Offenses of Tardiness - Positive reinforcement from teacher to be to class on time; detention with teacher after school to make up class time, parent will be contacted, at teacher's discretion

Repeated Offenses of Tardiness - Range of consequences from the loss of free time to extended detention, assigned by principal or designee; parent conference with teacher, principal, or designee.

Serious pattern of continued tardiness after all the above measures have been tried may result in a parent/student conference with the Superintendent of Schools.



## **5162 - STUDENT DISMISSAL PRECAUTIONS**

In order to ensure students' safety, the school maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Students may be excused from part of the school day for reasons explained in "Attendance 5100" by properly notifying the school counseling, attendance, nursing or main office.

Students who need to be excused early (as above) **MUST SUBMIT** a note to the attendance office, or speak directly to the attendance clerk, before school. The note must be signed by parent or guardian with the following information: time for dismissal, time for appointment, name of doctor/dentist, etc.

Students must sign out before leaving and sign in upon returning to school in the attendance office. Failure to sign in and out properly will subject the student to immediate disciplinary action. The excuse of "forgetting to sign in/out" will not be accepted! All students are dismissed/re-admitted via the main entrance on Canada Street.

**NOTE:** The Principal may make Exceptions to the above for an extenuating circumstance.

## **5165 - ATTENDANCE REVIEW BOARD**

The Attendance Review Board (ARB) will meet to discuss students who have excessive absences or tardiness from school and/or class to determine a course of action.

- 1) This board will consist of the principal or designee, school nurse, counselor, attendance officer, and perhaps teacher(s) of students in jeopardy.
- 2) Parents will be notified if there is a scheduled meeting for their son/daughter with the Attendance Review Board. Parents are urged to attend and help resolve the issues surrounding the student's attendance problems. (See Section 5160 Student Absences)
- 3) Students also will be referred to the A.R.B. as outlined in the absentee/tardy policy and may also be convened by the principal, teacher or Student Study Team (SST).

**NOTE:** Exceptions to this attendance policy may be made due to extenuating circumstances (i.e. serious illness, family crisis) as determined by the Principal.

## **5300 - CODE OF CONDUCT**

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

Our goals in establishing a positive orderly school are to:

1. Establish a climate of equality and mutual respect. Equality carries with it responsibility for one's own behavior and the understanding that every person in school will be treated respectfully as a human being.
2. Encouragement of students. Everyone wants to belong and a student we can connect with will be more motivated to learn and will become more cooperative. Intervention techniques alone to stop misbehavior provide only temporary relief. On the other hand, if we couple intervention with steps for building self-esteem, we will usually achieve positive relationships with students and consequently, appropriate behavior that lasts.
3. Offer students a role in decision-making. Learning to make decisions is an important part of education, a vital preparation for adulthood. Students will become more likely to accept and comply with policies they helped create. Involving students on committees and actively pursuing input from student council and class officers are examples of student involvement.
4. Develop students' self-discipline by offering them consistent, logical fully understood guidelines for behavior. Our society has certain rules, the violation of which leads to certain predictable outcomes. Consequences for misbehavior in school

should be logical and consistent just as the arranged results of violating the social order are applied outside of school. A student who marks a desk will need to clean the desk or pay to have it repaired. If policies are reasonable and if the exceeding of limits leads to logical, predictable consequences, then you can foster self-discipline in students as order is maintained in school. The use of natural and logical consequences has distinct advantages over reward and punishment in that students are responsible for their own behavior. Students make decisions within limits and are held accountable for the consequences. Applying the consequences can be done in a firm friendly manner since the consequences are clearly understood by the student beforehand. The philosophy of cooperative democratic discipline is one, which is based on parents, students and educators working together to solve discipline dilemmas. The ongoing training for parents and staff by our district in cooperative discipline reflects that understanding and commitment.

**Roles** - It is the responsibility of every student, staff member, and administrator at Lake George to maintain an orderly environment that is one which is conducive to learning, respectful of the rights of others, and mindful of the school's integrity.

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

Teachers have day-to-day responsibility for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with students to assure their understanding of rules and regulations and to provide guidance to them in their efforts to comply. Conferences and counseling with students and, when appropriate, with parents are techniques teachers should utilize to assure understanding and compliance and this will result in resolution of problems at the most meaningful level. Teachers who have concerns about a student's ability to learn, social problems or health problems are encouraged to complete a referral to the school's Child Study Team.

Teachers will work in cooperation with the principal, counselors, psychologist, or other personnel, to develop appropriate strategies for addressing the student's problems. In cases where discipline must be handled beyond the classroom, teachers will complete a Discipline Report, which describes the inappropriate behavior. This "reported offense" will be forwarded to the school principal or designee.

The Role of the Principal or designee - The principal, or designee are the persons responsible for all the activities that occur in and around the school building. It is their leadership that sets the tone of the school.

The principal or designee have the responsibility of assuring that students receive all due process provisions of Education Law 3214. In the case of a suspension by the principal, the student and the person in parental relation shall, on request, be given an opportunity for an informal conference with the principal at which time the person in parental relation shall be authorized to ask questions of witnesses and/or the principal. In most cases, the principal will serve as the explaining witness.

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

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

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

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

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

#### The Role of the Parent

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

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

#### Definition of Disciplinary Measures

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

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

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

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

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

**Consequences** - The range of consequences which may be imposed for violations of the student disciplinary code includes the following: warning, reprimand, written notification to parents, loss of free time, detention, extended detention, in-school suspension, in-school detention, out of school suspension, and permanent suspension. Counseling, although not considered a consequence, may be provided as an alternative to a consequence, if formally arranged through the counseling office.

### **5310 - CAMPUS RULES**

1. Every student is responsible for his or her own learning.
2. Treat others, as you would like to be treated.
3. Respect other people's property and person.
4. Display respect for each other and for authority.
5. Listen carefully and follow the instructions of adults in the building.
6. Be on time to class and with assignments.
7. Speak only as loudly as necessary.
8. No running or loitering.
9. Keep your hands and feet to yourself.

### **5310.1 - CAFETERIA RULES**

Students are expected to conduct themselves responsibly in the cafeteria.

1. Respect all cafeteria staff and monitors.
2. No cutting in lines.
3. Inappropriate and disrespectful behavior will not be tolerated.
4. Students are permitted to take portions of food and/or beverage only as allowed by cafeteria staff.
5. Trays, dishes, utensils, and paper products are to be returned to the appropriate area and disposed of properly.
6. Trays are to be carefully loaded. Take care to avoid spilling food and/or beverages.
7. Do not throw food and/or beverages or leave them on the table or floor.
8. Treat the cafeteria furniture with respect. Defacing and/or destroying furniture is an infraction of school rules and will be dealt with accordingly.
9. Unacceptable language in the cafeteria will not be tolerated.
10. Food and beverages must be eaten in the cafeteria, except for *teacher permission to bring to guide rooms* (students should not however be eating in the halls).
11. Students who need to see a teacher during lunch period should eat in the cafeteria first then be excused with a pass.
12. Students are not allowed in the kitchen area.
13. Students should enter and exit the cafeteria by way of the main entrance.
14. After returning trays and dishes, do not use the inside cafeteria line as an exit.
15. The exit into the auditorium lobby is a fire exit only.
16. Please see cell phone policy found within this handbook.

**Disciplinary measures** vary from removal from lunch, cleaning up cafeteria, assigned seating in cafeteria, suspension to loss of cafeteria privileges or loss of free periods, and/or suspension in or out of school.

### **5310.2 - CONDUCT AT DANCES AND EXTRA CURRICULAR ACTIVITIES**

Students are not allowed to bring backpacks, drinks or drink containers to evening activities, such as dances, football games, concerts, etc. Please see dance protocol and eligibility policy and standards.

### **5310.3 - SENIOR PRIVILEGES**

Senior lunch privilege is just that ... a privilege, not a right! Privileges are earned and carry responsibility.

**SENIOR LUNCH PRIVILEGE** - Seniors after the first five-week period and at the discretion of the Administration who meet the criteria below, may leave the building for lunch during their forty-minute lunch period **only**. Any senior who abuses this privilege by returning late or extending the privilege into another period, will lose the privilege.

The following rules apply for lunch privileges:

1. A permission slip must be signed by student and parent and returned to the principal or designee.
2. Student must carry an average of 80% or above in each class - or have Honor Roll status; and have no incomplete or failing marks at the beginning of privilege.
3. Student cannot have more than three (3) illegal tardies for the previous five-week period.
4. Student must not have had any "major" discipline referrals from the previous five-weeks as determined by administrative review.
5. Students who lose their extra-curricular privilege for twenty weeks or longer, will not be eligible for senior privilege.
6. An administrator, at any time, reserves the right to remove senior privileges at any time for any level of infraction.
7. Students must sign in and out, and must use the main entrance only.
8. Please see cell phone policy found within this handbook.

#### **5310.4 - BUS ENTRANCE GUIDELINES**

1. No smoking at any time during school day, on or off school grounds.
2. No skateboarding.
3. No spitting.
4. No foul language.
5. No horse playing.
6. No throwing snowballs.
7. No body surfing down the side of the hill.
8. No jumping down off the side of the hill.
9. No loitering in the streets. Students need to stay on the sidewalk.
10. No double-parking, including parents as well as students.
11. After leaving school premises re-entry only by a monitor, office staff or greeter.
12. The following examples should be played down on the field: hacky sac, soccer, field hockey, ball throwing, etc.
13. Students are not allowed to leave school grounds while waiting for any bus/van (school transportation) at any time.

Disciplinary measures vary from removal from bus, warning, any type of detention, suspension, or a superintendent's hearing.

#### **5311 - STUDENT RIGHTS AND RESPONSIBILITIES**

##### **STUDENTS' BILL OF RIGHTS**

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

##### **STUDENTS' BILL OF RESPONSIBILITIES**

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

#### **5311.1 - DUE PROCESS**

Student discipline may only be administered as a result of an informal proceeding before the high school principal or designee. During such informal hearing, the student shall be apprised of the specific rule or regulation, which has been violated. The student has the right to refute allegations presented against him/her and to present witnesses on his/her behalf. Upon the completion of the informal hearing, the high school principal or designee shall make a just and fair determination of the case. The decision of the high school principal or designee is binding upon all those involved in the disciplinary matter. This procedure is used when in-school suspension is the appropriate penalty.

The student has a right to request an informal hearing before the high school principal when appropriate disciplinary action may result in suspension from school where such suspension does not exceed five school days. The pupil and the person in parental relation to him/her can, upon request, be given an opportunity for an informal conference with the principal at which time the person in parental relation shall be authorized to ask questions and seek facts in the matter.

### **5311.2 - SEXUAL HARASSMENT - STUDENTS**

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

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

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

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

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

Based upon the results of the District's investigation, immediate corrective action will be taken, up to and including suspension and possible Superintendent's hearing. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

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

### **5311.3 - GRIEVANCE PROCEDURE**

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the school administration.

A student filing a complaint or grievance for any matter, or alleging that there is an action affecting him/her, which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) (i.e., that discriminates upon the basis of sex and/or disability) should read the following information regarding the resolution of the complaint or grievance.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. To reach an informal solution to the problem, students should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest authority in the school building, i.e., the Building Principal, who has the final determination on all such matters.
2. For resolution of matters where appeal procedures are outlined in the law, such as student suspensions, the legal course of action will be followed. (See suspension section 5313.)

3. On issues affecting the student body, students may address the student government or student council in order to resolve matters. Students may request a conference with the Building Principal in accordance with the rules and procedures established by the student government.
4. If a student's grievance cannot be resolved at the building level between the student and principal, the student must declare, in writing, an appeal to the Superintendent within ten days.

#### **5311.4 - CARE OF SCHOOL PROPERTY BY STUDENTS**

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

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

#### **5311.5 - DRESS CODE**

Lake George is preparing students for their future entrance into the world of work, and having good judgment for appropriate attire in the work setting is an important skill in that preparation. With that in mind, all students should wear clothing and accessories, which are appropriate in a public high school setting. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting, which includes school dances, except for semi-formal or formal dances.

The New York State Commissioner of Education has established the following guidelines for dress:

1. Decency:
  - a. Recognize that extremely brief or revealing garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back as long as no undergarments are showing) see-through garments are not appropriate.
  - b. Off-shoulder garments must be worn with acceptable undergarment. Underwear must be covered.
  - c. No bare midriffs, which means when standing tops should meet bottoms.
  - d. Shorts and skirts must extend beyond the length of the student's tips of thumbs with arms extended at your side.
  - e. Ensure that underwear is completely covered with outer clothing.
2. Health (dirty clothes)
3. Safety (shoes must be worn, dangerous objects not allowed, i.e.: long chains, spiked jewelry, etc.)
4. Clothing which is disruptive to the educational process will not be permitted to be worn by the students in school or on the school premises.
5. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability; nor promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails may be prohibited if any distractions are perceived, occur, or disruptions could occur to the educational process.
6. Hats or other head-gear will not be permitted in class, except for medical or religious purposes, or teacher permission.
7. Hoods and bandanas are not permitted at any time during the school day on school grounds.
8. Sunglasses will not be permitted unless prescribed by a physician.

#### **Disciplinary measures:**

Each building principal or his or 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.

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.

## **5312 - PROHIBITED CONDUCT**

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

### **5312.1 - DIGNITY FOR ALL STUDENTS ACT-DASA (STUDENT HARASSMENT, BULLYING & DISCRIMINATION)**

#### **Student Harassment, Bullying and Discrimination in the School District:**

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

In accordance with the Dignity for All Students Act, Education Law, Article 2, and Federal Civil Rights Statutes, including Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and all subsequent amendments, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which creates or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

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

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

#### **Student Privacy Pertaining to Student Identity and/or Status:**

Certain records and personally identifiable information related to the student's gender status or biological sex may be protected not only as an educational record, but also as a confidential medical or patient health care record. The District further recognizes that a student may have a strong individual interest in maintaining the privacy of his/her gender identity status or his/her gender nonconforming presentation at school. Accordingly, in addition to adhering to all legal standards of confidentiality, school personnel with knowledge of any student's gender identity status or gender nonconforming presentation are expected to treat that information as being particularly sensitive, even internally among school staff and school officials. School employees are expected to refer any questions they may have about student privacy and possible disclosures of a student's gender identity or gender nonconforming status to the Principal of the school involved.

The District strongly encourages students and their families to maintain ongoing communication with the school employees who are working directly with the student.

This policy does not anticipate every situation that might occur with respect to transgender students, and the needs of each student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the privacy, dignity, safety, comfort, and healthy development of all students, maximizing inclusion and social integration while minimizing exclusion and stigmatization while providing a safe and dignified atmosphere for all students.



## Key Terms:

- Cisgender: the sex designation, usually “male” or “female,” assigned to a person when they are born.
- Gender: actual or perceived sex.
- Gender identity: a person's inner sense or psychological knowledge of being male, female, neither, or both.
- Gender expression: the ways a person conveys their gender identity to others, such as through behavior, appearance, clothing, hairstyle, activities, voice, and mannerisms.
- Gender nonconforming (GNC): describes someone whose gender identity or gender expression does not conform to social or stereotypical expectations of a person with that sex assigned at birth. This is also referred to as gender variant or gender atypical.
- Transgender: someone whose gender identity is different than his or her sex assigned at birth.
- Transition: the process by which a person socially or physically aligns their gender expression more closely to their gender identity than their assigned sex at birth.

All students should be addressed by a name and pronoun corresponding to their gender identity that is consistently asserted at school and beyond school. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. This directive will not necessarily eliminate inadvertent slips or honest mistakes, but it does prohibit intentional and persistent refusals to respect a student’s current gender identity. The requested name shall be included in the student information system in addition to the student’s legal name, in order to inform teachers of the preferred name and pronoun to use when addressing the student.

The District’s approach of respecting a student’s decision to regularly use a name and the pronouns that correspond to the student’s current gender identity is not a commitment to change all existing school records in order to reflect those preferences. Further, there may be situations where the District is required to use or report the legal name or biological sex of the student as that data is reflected in the District’s official records. The extent to which official records of the District are modified will depend on a case-by-case evaluation of the information that the District receives and the type(s) of school records affected by the information that is received. For example, when a student changes his/her legal name and that change is sufficiently substantiated, the District will issue a high school transcript under the student’s new legal name. This applies prospectively and only for active students. The district will not go back and change official records or documents of past or graduated students.

To the extent information about a student’s transgender status may constitute medical information, the District may disclose such information as authorized under the Family Educational Rights and Privacy Act (“FERPA”) and New York State law.

For further information about our policy on Gender Identity please click [District Gender Identity Policy](#).

## Harassment, Bullying, and Discrimination of Students

### Harassment

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived:

- a. Race;
- b. Color;
- c. Weight;
- d. Body type/physical characteristics;
- e. National Origin;
- f. Ethnic Group;

- g. Religion;
- h. Religious Practice;
- i. Disability;
- j. Sex;
- k. Sexual Orientation; or
- l. Gender (including gender identity and expression)
- m. Socio-economic Status

### **Bullying**

Bullying, under the Dignity for All Students Act, has the same meaning as harassment (see above).

In order to streamline the wording of this policy and regulation the term harassment will be used throughout to encompass bullying, intimidation, cyberbullying, and hazing behaviors. However, the Lake George Central School District defines bullying as the following:

For the purpose of this policy, the term "bullying" is defined as "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful person or group attacking those who are less powerful with an intent to harm the individual or group." Bullying includes three characteristics; an imbalance of power, an intent to cause harm, and repetition. However, the District does recognize that a single act that is particularly threatening can constitute bullying. Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal and/or written (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

### **Cyberbullying**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school or off campus, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology/electronic communication: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any electronic/technological tool, such as but not limited to sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs and social networks). ANY electronic communication that takes place on or off school grounds that directly or indirectly threatens the wellbeing of a student(s) or school employee(s) may be referred to law enforcement or applicable State or County agency. Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

### **Disability**

- a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- b) a record of such an impairment; or
- c) a condition regarded by others as such an impairment.
  - (1) In all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

**Discrimination**

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under Harassment, herein).

**Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

**School Property**

Means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus.

**School Bus**

Means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, or to/from school activities; or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**School Function**

Means a school-sponsored extracurricular event or activity.

**Employee**

Any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to Title 9-B of Article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to the district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

**DIGNITY ACT COORDINATOR**

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

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

**PREVENTION AND TRAINING**

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

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

All students shall be instructed to raise awareness and sensitivity to discrimination or harassment and to promote civility in the relations of people of different races, colors, weight, body type/physical characteristics, socio-economic status, religions, national origins, political affiliations, gender, gender expressions, sexual orientations, age, marital status, body type/physical characteristics, and socio-economic status.

Students should be sensitized to the warning signs of discrimination, harassment, bullying, taunting or intimidation, as well as to their responsibility to become actively involved in the prevention and reporting of such acts.

Rules against bullying, discrimination and harassment included herein shall be included in the Code of Conduct, publicized on the District website and made available to all staff and parents.

### **INTERVENTION**

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

Successful intervention may involve remediation. Examples of remedial responses are found below.

### **REPORTS AND INVESTIGATIONS**

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The district will recommend that complaints are made in writing in order to document incidents and thoroughly investigate each allegation.

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

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

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

If, after an investigation, the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or

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

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

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

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

Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Changes in class schedule;
- Supportive intervention;
- Behavioral assessment or evaluation;
- Behavioral management plan, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences; or
- Student treatment or therapy.

Environmental remediation may include, but is not limited to:

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- Modification of schedules;
- Adjustment in hallway traffic and other student routes of travel;
- Targeted use of monitors;
- Parent education seminars/workshops;
- Peer support groups.

Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a warning up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of district business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

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

## PROCEDURES

### A. Initial (Building-level) Procedure

Whenever a complaint of harassment is received whether verbal or written, it will be subject to a thorough preliminary review and investigation. Except in the case of severe or criminal conduct, the principal, the principal's designee or the Dignity Act Coordinator shall make all reasonable efforts to resolve complaints informally at the school level. The goal of informal procedures is to end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint. At any point during the investigation Administration may consult legal counsel for guidance.

As soon as possible, but no later than ten school days following receipt of a complaint, the principal, the principal's designee or the Dignity Act Coordinator will begin an investigation of the complaint by:

- Reviewing any written documentation provided by the complainant(s).
- Conducting separate interviews of the target(s), alleged perpetrator(s), and witnesses, if any, and documenting the conversations.
- Providing the alleged perpetrator(s) a chance to respond and notify him/her that if objectionable behavior has occurred, it must cease immediately. The individual will be made aware of remediation opportunities as well as potential disciplinary consequences.
- Determining whether the complainant needs any accommodations to ensure his/her safety, and following up periodically until the complaint has been resolved. Accommodations may include, but are not limited to:
  - A "permanent" hall pass that allows the student to visit a designated adult at any time;
  - Access to private bathroom facilities;
  - An escort during passing periods;
  - Permission to use personal cell phone in the event that the student feels threatened and needs immediate access to parent or guardian;

The district recognizes that there is a need to balance accommodations that enhance student safety against the potential to further stigmatize the targeted student and provide an appropriate education. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Parents of student complainants and accused students should be notified of allegations that are serious or involve repeated conduct.

Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

- discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
- suggesting counseling, skill building activities and/or sensitivity training
- writing letters of caution or reprimand; and/or
- separating the parties.

Appropriate disciplinary action shall be recommended and imposed in accordance with district policy and student code of conduct. The district will make every reasonable effort to attempt to first resolve the misconduct through non-punitive measures.

The investigator shall report back to both the target and the accused, within twenty school days notifying them, as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. The actions taken will be in conformance with the *Remediation/Discipline/Penalties* section of this regulation. The complainant shall report immediately if the objectionable behavior occurs again or if the alleged perpetrator retaliates against him/her.

The complainant will also be advised of other avenues to pursue their complaint, including contact information for state and federal authorities.

In addition, where the principal, the principal's designee or the Dignity Act Coordinator has a reasonable suspicion that the alleged bullying incident involves criminal activity, he/she should immediately notify appropriate authorities.

Any party who is not satisfied with the outcome of the initial investigation may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

#### B. District-level Procedure

The Superintendent or his/her designee shall promptly investigate and equitably resolve all bullying complaints that are referred to him/her, as well as those appealed to the Superintendent following an initial investigation. In the event the complaint involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to an appropriate individual.

The district level investigation should begin as soon as possible, but not later than ten school days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation and coming to a determination, the Superintendent or his/her designee shall review the evidence gathered during the initial investigation or independently investigate the complaint. At any point of the investigative process the Superintendent or his/her designee may seek legal counsel for guidance.

If a district level investigation results in a determination that bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the *Remediation/Discipline/Penalties* section of this regulation.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged perpetrator, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

Any party who is not satisfied with the outcome of the district-level investigation may appeal to the Board of Education by submitting a written request to the Board President within 30 days.

#### C. Board-level Procedure

When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

If the Board determines a hearing is necessary, the Board President shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the complainant.

- The Board may elect to seek guidance from legal counsel before issuing a decision.
- The Board shall render a decision in writing within 15 school days after the hearing has been concluded.
- The district shall retain documentation associated with complaints and investigations in accordance with Schedule ED-1.

#### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

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

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

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

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

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

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

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

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Coordinator(s) will notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

#### **Knowingly Makes False Accusations**

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

#### **Privacy Rights**

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

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

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

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

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

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

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



### **5312.3 - DRUG AND ALCOHOL ABUSE POLICY**

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

For the purposes of this policy, the following definitions shall apply:

- School Property: Means in or within any building, structure, athletic playing field, playground, school bus, parking lot or land contained within the real property boundary line of a public elementary or secondary school, and any building, structure or vehicle owned, leased, or contracted by the Lake George Central School District.
- School Grounds: Means any building, structure and surrounding outdoor grounds contained within the elementary or secondary school's legally defined property boundaries.
- School Function: Means a school-sponsored or school-authorized extra-curricular event or activity regardless of where such event or activity takes place, whether on school property or school grounds or any other location off school property or school grounds, including any event or activity that may take place in another state.

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

No person may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician (see Handbook number 5420-Student Health Services). Failure to do so may result in disciplinary consequences. The terms "alcohol and other substances" throughout this policy shall mean the use of all substances including, but not limited to, alcohol, tobacco, inhalants, vape pen, vape juice (nicotine or non-nicotine) or any product/device used as an inhalant not prescribed by a physician, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, synthetic, fake, incense, narcotics, all other over-the-counter and prescription medication, etc. and any of those substances commonly referred to as "designer drugs." The inappropriate use or sharing of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any person who has consumed or used any of the aforementioned substances, any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances shall be prohibited from entering school grounds or school-sponsored events, and his/her parents will be immediately notified.

### **PHILOSOPHY**

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

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

## **PRIMARY PREVENTION**

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

A sequential K-12 prevention curriculum that provides for:

1. Accurate and age appropriate information about alcohol, tobacco, and other substances including the physical, psychological, and social consequences of their use/abuse.
2. Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors such as the H.I.V. virus, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
3. Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
4. Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction and management.
5. Helping students develop a positive self-concept.
  - a. Assisting parents, guardians, and community members to use and seek out the information and skills necessary to reinforce the components of this policy in the home and community in order to have a consistent message to our youth.
  - b. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extra-curricular activities. Such activities will be planned collaboratively with students, parents, community members and agencies.

## **INTERVENTION**

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

The components of such programming shall include:

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

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

A student who attends school or a school related activity, on or off campus, under the influence of alcohol or drugs or who is found to be in possession of drugs or alcohol or any student exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any student who school personnel have reasonable grounds to suspect has used alcohol and/or other substances will be detained by the administrator, school representative, or chaperone, and the *Procedures for staff to follow when a student is suspected of being under the influence of drugs and/or alcohol (which is attached hereto and incorporated herein by reference)* are completed, the following will occur:

### **First violation:**

1. Call his/her parents to come to school/event immediately;
2. Will be referred to the appropriate law enforcement agency;

3. Receive out-of-school suspension for up to five days and a possible Superintendent's Hearing; and at the administrator's discretion, the student(s) may be asked to consent to an alcohol/drug screening test (which may or may not include law enforcement.)
4. Will be required to meet with the School Social Worker and/or Guidance Counselor for an assessment and follow the recommendations of that assessment, including attendance at a minimum of three (3) educational sessions and/or evaluations with a Certified Alcohol and Substance Abuse Counselor (CASAC) or a Counselor in an Office of Alcohol and Substance Abuse Service (OASAS) program or a counselor who they have been regularly seeing. The school district will assist the student and his/her family with referrals if necessary. Any evaluations or assessments must be done before the student will be allowed to participate in ANY extracurricular activities, events - - graduation, prom, dances, plays, sports, etc. --, and/or functions. Participation in activities and team practices shall be left to the discretion of the Principal and Athletic Director. These sessions must be three (3) weekly sessions with at least one of the sessions attended by one parent/legal guardian. As part of the assessment, the student must follow the recommendations made by the Certified Alcohol and Substance Abuse Counselor, which could include but not be limited to mandated counseling, community service hours, and other recommendations for intervention to avoid repeated substance abuse. The student and his/her parents shall provide written authorization allowing the District to obtain written reports from the Certified Alcohol and Substance Abuse Counselor with respect to the sessions or evaluations conducted.
5. The intent of the above policy is to preclude the student from all school activities (clubs, sports, etc.) for 3 full weeks (21 calendar days). The 21 days may carry into another school year.

**Second violation or repeated violations:**

All of the above steps will be followed in addition to a Superintendent's Hearing. The possible penalty from the Superintendent's Hearing is suspension from school.

If the parent/guardian appeals the suspension, it is recommended that the student submit to a drug or alcohol test within 24 hours of the incident. The type of test and place of test, in order to be considered for the appeal, must be agreeable to the district and be conducted within the 24-hour time period. The administering Physician must use a "chain of custody" process in conducting the agreed upon drug test. All administering Physicians must complete the below form entitled Record of Drug and/or Alcohol Test Results and return it to the district immediately.

**SALE OR DISTRIBUTION OF DRUGS/ALCOHOL**

This offense will result in a Superintendent's Hearing with a referral to the appropriate police department.

**IMPORTANT INFORMATION REGARDING APPEAL OF PENALTY FOLLOWING VIOLATION OF SCHOOL'S SUBSTANCE ABUSE POLICY:**

When a parent/guardian appeals a student's suspension following possible violation of the school's substance abuse policy, it is recommended that the student consent to a drug or alcohol test. This should be arranged by the parent/guardian, and ordered by the student's physician.

**It is important that the following information be communicated to the physician, by the parent/guardian:**

1. The specimen collection for the ordered test must occur **within 24 hours** of the incident.
2. The specimen must be collected using a “**chain of custody**” procedure (this will need to be ordered by the physician).

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**RECORD OF DRUG AND/OR ALCOHOL TEST RESULTS FORM**

This form should be completed by the administering Physician and returned to the student upon completion of the testing. All portions of this form must be completed by the administering Physician.

Name of Patient: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
Date of drug test: \_\_\_\_\_  
Drug test performed by: \_\_\_\_\_

<u>Drug Tested</u>	<u>Result of Screening Test</u>
Alcohol	_____
Marijuana	_____
Cocaine	_____
Opiates	_____
Amphetamines	_____

Information released to: \_\_\_\_\_

**Chain of Custody**

Name of patient: \_\_\_\_\_  
Signature of patient: \_\_\_\_\_  
Specimen collected by: \_\_\_\_\_  
Collection observed by: \_\_\_\_\_  
Date and time: \_\_\_\_\_  
For the analysis of: \_\_\_\_\_

**VERIFICATION, IDENTITY, AND CUSTODY OF THE SPECIMEN MAINTAINED BY:**

<b>Released By</b>	<b>Received By</b>	<b>Date/Time</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TO BE COMPLETED BY TESTING PERSONNEL ONLY**

Seal broken by: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Test performed by: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Test verified by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## **PROCEDURES FOR STAFF TO FOLLOW WHEN A STUDENT IS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL:**

1. When you suspect a student to be under the influence of a drug and/or alcohol approach the student.
2. After approaching the student and having a brief conversation with him or her, if your suspicion does not go away, then call for an Administrator. Do not, at any time, leave the student and the student's belongings unsupervised. If an administrator cannot be found, communicate with the main office about the situation, and ask for someone to come to your classroom and/or area.
3. The Administrator or responding staff member will escort the student and the student's belongings to an appropriate location. The student and their belongings should not be left alone at any time.
4. A trained staff member will formally evaluate that student. During the evaluation, two adults must be present during this evaluation. The student's parent will be called and informed of the situation.
5. If a student admits to being under the influence of a drug and/or alcohol, the formal evaluation will still be administered.
6. If the evaluation concludes that the student IS under the influence of drugs and/or alcohol, the appropriate law enforcement agency will be called and the procedures/policies found within the code of conduct will be followed.
7. If the evaluation concludes that the student is NOT under the influence of drugs and/or alcohol, the nurse will be involved.
8. The initial responding staff member will be asked to write-up on a referral form the reasons for the initial suspicion.
9. At the administrator's discretion, the student(s) may be asked to consent to an alcohol/drug screening test (which may or may not include law enforcement).

## **5312.4 - SMOKING AND TOBACCO USE ENFORCEMENT POLICY**

### **PURPOSE AND GOALS**

#### **Intent of Policy**

The Lake George Central School District recognizes its responsibility to promote the health, welfare and safety of students, staff, parents and visitors to our school. Therefore, the Lake George Central School District will prohibit the use of tobacco products in all school buildings, on school property and at school sponsored activities.

#### **Definitions**

Tobacco: means any cigarette, e-cigarette (cigar), pipe, bidis or beedies, herbal cigarette, clove cigarette, vape juice, vape pen, vaporizer, chewing tobacco, powdered tobacco, nicotine water, and any other tobacco/nicotine and non-nicotine smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form or any equipment used to inhale not prescribed by a doctor.

#### **Tobacco Free Environments**

Tobacco Use Prohibited: No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or off campus activity. Students in attendance are not allowed to use tobacco in any way at any time during school hours, on or off school property.

Tobacco Possession: No student is permitted to possess tobacco on school property, grounds, or at school-sponsored event or activity off campus.

Tobacco Distribution: Distribution or sale of tobacco, including any smoking/inhaling device is prohibited on school property, grounds, and at any school-sponsored event or activity.

Tobacco Advertising: Tobacco advertising is prohibited on school property, grounds, at any school-sponsored event or activity off campus, and in all school-sponsored publications. Whenever possible, the school will request tobacco-free editions of all publications.

Tobacco Promotion: Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus.

## **Enforcement**

All administrators, staff and chaperones will enforce the tobacco policy for student infractions.

Employee infractions will be enforced by the administrators. Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and collective bargaining agreements.

Parent and visitor infractions will be enforced by administrators.

Student violations of this policy will lead to disciplinary action up to and including suspension from school as per the district's Code of Conduct. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline. Parents will be notified of violations involving their child and subsequent action taken by the school.

### **5312.5 - SKATEBOARDING OR ROLLERBLADING ON SCHOOL PREMISES**

Skateboarding and rollerblading is prohibited on school property. In addition, according to Lake George Village Code Ordinance No. 53 no person shall coast, slide or skate upon, into, over or across many streets or sidewalks of the Village of Lake George or any sidewalk adjacent thereto by means of any sled, roller skates, skateboard or similar device, except upon approval of the Village Board of Trustees for special events at specific locations. Streets listed by the Village include: Canada Street, Mountain Drive between Canada and Ottawa Streets, and Ottawa Street. (A complete list of streets is listed in the Village Code.)

### **5312.6 - STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

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

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

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

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

General student behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct, the Student Handbook, and other regulations and school rules, apply to this Acceptable Use Policy (including the use of the Internet and other DTR). District users shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state laws.

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

## **Rules & Regulations**

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

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

**Accounts & Passwords:** Users must take all precautions to prevent others from using their assigned network or email accounts.

- Users must not provide your password or account information to another person. Keep them confidential.
- Users will not leave your account open or unattended.
- Users are prohibited from using another person's ID or password for any DTR.

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

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

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

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

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

Parents may contact the Director of Educational Technology with questions about Google Apps for Education and to discuss removing their child's account at any time.

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

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

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

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

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

***Illegal or Destructive Activities:***

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

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

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

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

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

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

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

***\*\*Users are encouraged to back up important digital information. \*\****

***\*\*Be sure to read, sign, and return the Information Technology Acceptable Use Policy Parent/Student Agreement Consent form mailed to you during the summer.***

**5312.7 - OBSCENE LANGUAGE**

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

**Disciplinary measures:**

- ❖ For the first offense a conference and discussion with the high school principal or designee will take place, where a consequence will be determined based on the situation.
- ❖ For the second reported offense the student will be assigned one detention.
- ❖ For the third reported offense the student will be assigned to one late detention and a letter will be mailed to the parents.
- ❖ For the fourth reported offense the student will be assigned to one late detention and one in-school suspension. A letter will be mailed home to the parents. A parent conference will be necessary before the student returns to class.



## **5312.8 - DISHONESTY**

### **ACADEMIC INTEGRITY**

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

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

Registration at Lake George Jr.-Sr. High School requires adherence to the high school's standards of academic integrity. It is paramount that all students are aware of these standards. If there are questions relating to these standards counseling is available for those students seeking assistance. The assistance may be initiated by discussing the issue with any faculty member or guidance counselor. While all standards of academic integrity cannot be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable.

- Cheating: using unauthorized notes, study aids, electronic devices, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading (assuming that such revision has not been authorized by the teacher); allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
- Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the teacher; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the teacher at the conclusion of the examination; (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
- Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.
- Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information.

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

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

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

### **C. Consequences**

All proven cases of academic dishonesty will result in the notification of the parent/guardian, guidance counselor, principal, or designee.

Additionally, at least several of the following may occur:

- Reduced or failing grade on quiz, test, paper, project, or exam
- Reduced or failing grade for quarter
- Reduced or failing grade for the course
- Record on disciplinary card in the main office
- Detention or suspension from school

Counseling is available for students seeking assistance in dealing with the issue of academic integrity.

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

1. **Be Responsible.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted or cited.
3. **Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. **Do Your Own Work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
6. **Never Falsify a Record** or permit another person to do so. Falsifying records may be a criminal act.
7. **Never Fabricate Data,** citations, or experimental results. Many professional careers have ended in disgrace; even years after the fabrication first took place.
8. **Don't Destroy Trust.** Tell the truth when discussing your work with your instructor.

### **LYING**

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

### **Disciplinary measures:**

1. For the first reported offense, (unless insubordinate) the student will be responsible to face up to the truth with the party involved and whatever consequence would result from that truth.
2. For the second reported offense, the student will be assigned to late detentions. A student conference will be held with the principal and a letter will be sent home.
3. For the third reported offense, the student will receive 2 late detentions and 1 in school suspension. A parental conference will be held with the principal.

## **5312.9 - PERSONAL COMMUNICATION DEVICES**

### **ELECTRONIC COMMUNICATION POLICY**

It is the philosophy of the Lake George School District to embrace the use of technology when used appropriately. Electronic communication devices provide conveniences in our daily life; however, their use can easily disrupt or become a distraction to the broader mission statement of our district and the educational process. The Lake George School District electronic communication device policy provides ample opportunity for usage while protecting the educational process.

The use of an electronic communication device for any reason in school is a privilege. The use of a device is defined as but not limited to: talking, messaging, photographing, Internet usage, game playing, and any other software usage found on a device. ELECTRONIC COMMUNICATION DEVICES ARE TO REMAIN ON SILENT OR VIBRATE AT ALL TIMES.

NOTE: The term ‘device’ represents any Electronic Communication Device, including but not limited to, cell phones.

<b><u>Time of Day</u></b>	<b><u>Personal Cell Phone Use</u></b>	<b><u>Further Explanation</u></b>
<b>Passing Time</b>	<b>Allowed</b>	<b>The use of a device cannot be an excuse for being late to class.</b>
<b>Guide Room</b>	<b>Allowed</b>	<b>Following morning announcements and with permission from the guide room mentor, students may use their personal device.</b>
<b>Study Halls</b>	<b>Not Allowed</b>	<b>Study Hall is an academic period. (District provided laptops may be used for media/music at the discretion of the monitor.)</b>
<b>Instructional Time</b>	<b>Not Allowed</b>	<b>Personal devices may be incorporated into a lesson with explicit direction by the teacher.</b>
<b>Library</b>	<b>Allowed</b>	<b>Personal devices may be used only at the discretion of the librarian and only if they are not a distraction.</b>
<b>Lunch</b>	<b>Allowed</b>	<b>Students may use personal devices for appropriate purposes during their scheduled lunch period.</b>
<b>Emergency Drills/ Situations</b>	<b>Not Allowed</b>	<b>Students may not, under any circumstances use a device during an emergency drill.</b>
<b>Detention/Late Detention</b>	<b>Not Allowed</b>	<b>Devices are not allowed at any time while serving detention or late detention.</b>
<b>In-School Suspension</b>	<b>Not Allowed</b>	<b>Devices are not allowed at any time while serving In-School Suspension.</b>
<b>Bus</b>	<b>Allowed</b>	<b>Personal devices may be used only at the discretion of the bus driver and only if they are not a distraction.</b>
<b>New York State Assessment and Exam Locations</b>	<b>Not Allowed</b>	<b>The New York State Department of Education prohibits cell phones or other electronic devices unless prescribed by a 504 plan or IEP. (Proctors may hold such devices during the exam)</b>

### **PROTOCOLS FOR VIOLATIONS OF ELECTRONIC COMMUNICATION DEVICE POLICY**

At any point, no matter the number of offenses, a student’s communication device privilege may be suspended either short term or indefinitely depending on the situation.

**1<sup>st</sup> Offense** – Devices will be turned in to the main office by teacher or staff member accompanied by a discipline referral. The cell phone will be returned to student at the end of the day\*.

**2<sup>nd</sup> Offense:** Devices will be turned in to the main office by teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the cell phone from an administrator\*.

**3<sup>rd</sup> Offense:** Devices will be turned in to the main office by teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the cell phone from an administrator. Additionally, other consequences may range from detention to a Superintendent’s hearing.

Any student that refuses to hand their device over to a staff member will receive additional consequences ranging from detention to a Superintendent's hearing.

**Inappropriate use of cell phones or other electronic devices will not be tolerated. This includes, but is not limited to, cheating, sending disruptive messages, taking inappropriate photos or videos, acts of bullying, threatening, harassing or menacing in any manner. Students who participate in these behaviors will be subject to disciplinary consequences and may have their electronic communication device privileges suspended indefinitely.**

School officials may search devices if there is reasonable suspicion that a student possesses illegal content or content that may pose a safety risk or substantial disruption to the educational process. Law enforcement may be notified if illegal content is found or information that poses a safety risk is found on a device. If the device is password protected and the student does not voluntarily comply with school officials, he or she may be suspended immediately and law enforcement may be contacted.

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

### **MEDIA/ELECTRONIC DEVICES**

A good learning environment is one free from excessive, inappropriate, disruptive noises. Students are not to make any noise, which might interfere with the learning of others. These devices are a privilege to use on school property and at any given time a staff member may ask a student to turn down, turn off, or confiscate the device.

Media players, and other such electronic devices are prohibited unless pre-approved by a teacher or an administrator. Media/music players, etc. if brought to school, must have earphones and /or earbuds. For safety reasons, only one earphone or earbud may be on or in an ear at any given time. If there is a violation the device will be confiscated and delivered to the office, where the student may claim it at the end of the school day. Principal/Teacher/Coach may make an exception.

**Disciplinary measures** may range from confiscation to suspension.

### **5312.10 - OBJECTIONABLE BEHAVIOR**

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

The following are some examples of objectionable behavior:

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

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

### **5312.11 - DEFAMATION AND DISCRIMINATION**

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

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

\*Refer to DASA Policy.

### **5312.12 - LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

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

### **5312.13 - INSUBORDINATION**

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

Insubordination occurs when a student is openly defiant and willfully disregards a reasonable directive issued by a staff member. The following are examples of insubordinate actions:

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

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

### **5312.14 - ASSAULT**

Any attack upon another person with intent to cause bodily harm is assault. Instances of assault upon any member of the school community will be investigated and appropriate disciplinary action taken.

**Disciplinary measures** depend upon the nature of the assault and intent for harm and could go immediately to a Superintendent's Hearing and the possible referral to appropriate law enforcement agencies.

### **5312.15 - THEFT**

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

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

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

**2. For the second reported offense:** a multiple day suspension will be given. A parent conference time must be established before the student returns to school.

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

### **5312.16 - VANDALISM**

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

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

**Disciplinary measures** range from repair and replacement of damages to referral to appropriate legal authorities, to suspension in/out of school.

### **5312.17 - REPORTING A FALSE ALARM**

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

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

### **5313 - REPORTING VIOLATIONS**

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

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

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

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

### **PROCEDURES AND REFERRALS**

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

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

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

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

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

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

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

### **5313.1 - REGULAR DETENTION**

Regular detention is held during 10th period, Monday's through Friday's 2:35-3:15, in a quiet study room supervised by a staff member. Detention must be served on the day it is assigned. If student does not serve the night of detention, he/she will be assigned another night of detention for a total of two days. If student misses a detention again, he/she will be assigned to a late detention. Late detentions that are missed will result in an in-school detention plus the late detention will be served. If a student arrives after 2:40, he/she will not be allowed in and must serve that detention, plus one extra detention.

- Student must be quiet.
- Student may not eat or drink (except water) during detention.
- Student will come prepared to work or read.
- Student must sit where assigned.
- Student will not be allowed into detention if not prepared to work or read. Student must make up that night plus one extra night.
- Student cannot leave once student arrives for detention.
- Student will not be allowed to stay in detention if not working or reading. Student must make up that night plus one extra night.
- Disruptive students will be warned only ONCE, then sent to the designee to finish detention there and be assigned one extra night of detention.
- Please see cell phone policy within this handbook.

Students who do not adhere to this policy may lose free periods, be assigned to in-school detention, lose lunch privileges and/or be suspended from school.

### **5313.2 - LATE DETENTION**

Late detention will be held on Mondays and Wednesdays from 2:35-4:30 each week. The following rules apply:

1. All regular detention rules apply.
2. Students must serve the late detention on the day it is assigned.
3. If a student misses a late detention, he/she will be assigned to In-School Detention, plus he/she must make up the late detention.
4. Please see cell phone policy within this handbook.

### **5313.25 - SUSPENSION FROM ATHLETIC PARTICIPATION, EXTRACURRICULAR ACTIVITIES & OTHER PRIVILEGES**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved. If the student or parent wishes to appeal the decision, please refer to the Student Handbook appeal process 5813.4. During the appeal process, students shall not participate until the appeal is complete or the penalty is served (whichever comes first.)

### **5313.3 - IN-SCHOOL SUSPENSION ROOM**

The In-School Suspension room is a quiet supervised study room in which a detained student is not in contact with other students. Class work will be assigned and will be done. Lunch will be eaten in the I.S.S. room. A lunch (typically a sandwich and milk) will be brought to the student if they do not have their own lunch. Other suspension rules also apply for this room. Students are still required to serve their suspensions.

Students who are assigned In-School Suspension will not be allowed to participate in any after school activities: i.e. attending school functions, practices, dances, etc. during the period of suspension. The in-school suspension will commence at the time the in-suspension is assigned and will end at midnight of the final day of the suspension. Also, please see cell phone policy within this handbook.

### **5313.35 - REMOVAL OF DISRUPTIVE STUDENT FROM CLASS BY TEACHER**

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

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

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

A classroom teacher may choose to remove a disruptive student from class for up to two days through the due process as outlined in the teacher's handbook or through regular administrative channels. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a building-established disciplinary removal form and meet with the principal or his designee as soon as possible, but no later than the end of the school day, to explain the circumstances for the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.



Within 24-hours after the student's removal, the principal or another district administrator designated by the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided with a telephone number(s) for the purpose of contacting parents. The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- a) The charges against the student are not supported by substantial evidence.
- b) The student's removal is otherwise in violation of law, including the district's code of conduct.
- c) The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

#### **5313.4 - SUSPENSIONS**

Out of School Suspension shall be used as a disciplinary means of correction for the most severe offenses. The Principal has the delegated authority to suspend for a period not to exceed five school days.

#### **SUSPENSION PROCEDURE**

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

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

## **SUSPENSION APPEAL PROCESS**

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

### **5313.5 - SUPERINTENDENT'S HEARING**

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

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

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

### **5314 - CORPORAL PUNISHMENT**

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

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

### **5315 - MINIMUM PERIODS OF SUSPENSION**

#### **5315.1 - DANGEROUS WEAPONS IN SCHOOL**

No student shall have in his or her possession on school premises (including school transportation) any rifle, shotgun, pistol, revolver, ammunition, air gun, pellet gun, toy gun, other firearm, knife, dangerous chemical, mace, pepper spray, explosive, or any object which is not necessary for school activities and which could be used and/or viewed as a weapon. This includes but is not limited to any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm, or can be used or viewed as a safety concern.

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

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

A student with a disability may be suspended only in accordance with the requirements of State and federal laws.

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

Law enforcement officers (local, county, state, federal) are the only people permitted on school property to have a weapon in their possession.

## **5315.2 - STUDENTS WHO COMMIT VIOLENT ACTS OTHER THAN BRINGING A WEAPON TO SCHOOL**

### **BRINGING A WEAPON TO SCHOOL**

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

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

### **ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

## **5320 - SAFETY INSTRUCTIONS FOR STUDENTS IN BUS TRAVEL**

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

The school bus is purchased by the school district at great expense. It is truly a convenience for all students. Students must use it properly and it will continue to carry all students to and from school safely and comfortably. When it is misused, parents will have to provide other means for their student(s) to get to and from school.

The school provides buses for students who have stayed for some activity. A bus leaves the high school at 3:15. However, in order for students to ride the bus, students must sign the list in the main office before 2:40 on the day of the activity.

Misbehavior on the school bus (whether a regular bus run or a late bus run) should be reported to the driver. Students should not attempt to settle matters by themselves. Misconduct reports will be filed by the bus driver, given to the Director of Transportation, Principal and a copy will be sent home.

In addition to the above, all rules, regulations and disciplinary measures apply to students riding the daily bus to and from any B.O.C.E.S. building.

*When the bus arrives, students should:*

- Stand still until bus stops.
- Move onto bus in an orderly fashion. Where there are large groups, form a line and wait until younger children get on first.
- Obey the driver as he/she is now in charge; sit where he/she tells you to. Seats are built for three students each.
- Keep your hands and feet to yourself: do not put arms or head out of open bus window and do not fight with others.
- Keep voice at normal level and use no profanity or vulgar language.
- Not litter nor throw anything (inside or outside).
- Not bring dangerous articles on the bus
- Not light matches, nor use tobacco or tobacco products on the bus.
- Not bring drugs and/or alcoholic beverages on the bus.
- Not destroy school property or property of others.
- Not run in the aisle or leave their seat while bus is moving.
- CD players, music video players, and headsets cannot be used on the bus.
- Please see cell policy within this handbook.

### **Lake George Spectator Bus Procedure**

District may provide a spectator school bus as a privilege under the following guidelines:

1. Students must initiate the request at least 2 days in advance via High School Principal.
2. Students must submit a \$10 deposit and permission slip to the main office secretary one school day before the event. \*Deposit will be returned to the student upon arrival to the event. Any student who does not show for the bus forfeits the deposit.
3. Minimum of 20 prepaid deposits and signed permission slips must be received for the spectator school bus to be offered.
4. The High School Principal (or designee) will ensure that:
  - The spectator bus is announced on the a.m. & p.m. announcements to allow others to be informed about the spectator bus.
  - An announcement is made to communicate the need for a paid chaperone for the spectator bus.
  - The spectator bus and need for a chaperone will be placed on the daily bulletin.
5. Spectator School Bus is for Lake George Jr.-Sr. High School students grades 7-12 only (no guests are allowed).
  - Students must ride to and from the contest (no exceptions).
  - Students must be in good standing with approval and signature of Principal (or designee) order to reserve spot.
  - Spectator school bus will not be considered for overnight trips.
  - The spectator school bus will return to school at the conclusion of the event.
6. For athletic contests over 1 hour and 30 minutes in distances away it is recommended that LG Warriors Booster Club be contacted to investigate a charter bus.
7. Spectator bus is subject to bus/driver availability and weather conditions.

**STUDENT SPECTATOR BUS PROCEDURE  
CHECKLIST**

<b>GUIDELINES:</b>	<b>Date &amp; Initials</b>
STUDENT MAKES REQUEST TO HS PRINCIPAL, TWO (2) DAYS PRIOR TO EVENT	
EACH STUDENT INTERESTED IN PARTICIPATING UNDERSTANDS: 1. A TEN (\$10) DEPOSIT AND A PERMISSION SLIP WILL BE SUBMITTED TO MAIN OFFICE SECRETARY ONE (1) DAY BEFORE EVENT. 2. THE (\$10) DEPOSIT WILL BE RETURNED ONCE THEY ARRIVE AT THE DESTINATION.	
1. A MIN. OF 20 PREPAID DEPOSITS FOR THE SPECTATOR BUS TO BE OFFERED MUST BE RECEIVED 2. A SIGNED PERMISSION SLIP FROM EACH STUDENT MUST BE RECEIVED	
ONE STAFF/FACULTY CHAPERONE WILL BE NEEDED PER 20 STUDENTS.	
WHEN THE CHECKLIST IS SUBMITTED: 1. THE HS PRINCIPAL (OR DESIGNEE) WILL ENSURE THE SPECTATOR BUS IS ANNOUNCED TO INFORM STUDENT BODY 2. THE HS PRINCIPAL (OR DESIGNEE) WILL ANNOUNCE THE NEED FOR A PAID CHAPERONE FOR SPECTATOR BUS 3. SPECTATOR BUS AND NEED FOR CHAPERONE WILL BE PLACED ON DAILY BULLETIN	
STUDENTS UNDERSTAND THIS PRIVILEGE WILL BE FOR LAKE GEORGE JR.-SR. HIGH STUDENTS ONLY	
STUDENTS MUST RIDE TO AND FROM THE CONTEST ON THE BUS (NO EXCEPTIONS)	
STUDENTS MUST BE IN GOOD STANDING ACADEMICALLY/BEHAVIORALLY WITH APPROVAL AND SIGNATURE OF PRINCIPAL (OR DESIGNEE) BEFORE RESERVING A SPOT	
SPECTATORS WILL BE RETURNED TO THE JR./SR. HS AT THE CONCLUSION OF THE EVENT	
THE UNDERSTANDING SPECTATOR BUS IS SUBJECT TO BUS/DRIVER AVAILABILITY AND WEATHER CONDITIONS	

**Disciplinary measures:**

During the time a student is suspended from riding the bus, parents will be responsible for providing transportation to and from school. Disciplinary measures range from reprimand to suspension of bus privileges, or in/out of school suspension.

**5330 - STUDENT SEARCHES AND INTERROGATIONS**

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

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

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

### **5333 - POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS**

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

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

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted.

The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

### **5335 - CHILD PROTECTIVE SERVICES INVESTIGATIONS**

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

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

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

## **5340 - DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

When a student with a disability 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:

1. Whether the student is capable of following the school discipline code.
2. Was the behavior the result of an inability to understand the rules?
3. Was the behavior the result of an inability to control inappropriate behavior?
  - a. If the student is capable of following the school discipline code despite his/her disability, then the appropriate school regulations will be followed.
  - b. 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.
  - c. 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 a CSE (Committee on Special Education) meeting will be convened to address the student's behavior
  - d. The Committee on Special Education will review the student's Individual Education Program, and if appropriate, develop positive behavioral responses and options for dealing with inappropriate behavior, such as in school suspension, being sent home, loss of privileges, etc. through the development of a behavioral intervention plan.
  - e. If the behavior of a pupil with a disability is determined to be seriously non-compliant or even dangerous to himself or others, then the school principal must take immediate and appropriate action, followed by immediate notification of the home school when necessary and notification to the CSE. If this action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the pupil, opportunity for the pupil to respond, opportunity for a parent conference, Superintendent's Hearing, if suspension is for more than 5 days, etc.

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

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

Legal References: NYSED, Article 65, Section 3214.3  
8 NYCRR 200.7 (b) (3)  
8 NYCRR 100.2 (1)  
Rehabilitation Act of 1973, Section 504  
34 CFR Part 104

## **5420 - STUDENT HEALTH SERVICES**

If a student is hurt or ill, he/she should tell a teacher/staff member and ask for a pass to the office of the school nurse. Students must "sign out" from the nurse's office if they are released from school early (see 5162, Early Dismissal Precautions).

The school nurse will provide emergency care for students in accidental or unexpected medical situations.

If a student needs to take any medications, including over-the-counter or prescription medications, during the school day, he/she must follow these rules:

1. Bring a note from his/her physician and parent or guardian, which gives the nurse permission to store the medication for the student's use, releasing the Board of Education and its employees of liability for the administration of medication.
2. Give the nurse a doctor's note with instructions about dosage, times given, etc.

All medications, including all over-the-counter ones, should be handed to the school nurse as soon as a student arrives at school. No student should have prescription or over-the-counter drugs in his/her possession while at school. Contact the school nurse if you have questions.

## **5454 - STUDENT AUTOMOBILE USE**

Unsafe speeds around school or passing a school bus are traffic violations and will be reported to authorities. Students will only be allowed to drive to BOCES when there are extenuating circumstances and with a signed permission pass from the principal. Students driving to school are not to park in the bus unloading areas, technology area, gym area, or administrative area at any time. A first-time offense will be a warning; a second time the student's car will be towed!

## **5640 - EMPLOYMENT OF STUDENTS/WORKING PAPERS**

Each spring, physicals are given for working papers. Students, ages 14 to 17, who intend to work during the summer, MUST have working papers. These can be issued by the school (or any public high school). Students are urged to secure working papers by June 10 and to have physicals when the School Nurse announces time in spring.

It is a privilege to work during the school year. Therefore, a student must maintain satisfactory school grades to retain their working status because the school district may withdraw working paper permits from students who fail to maintain satisfactory grades in school.

## **5700 - CAFETERIA PROGRAMS**

### **LUNCH**

The prices for lunch are as follows:

- Students           \$2.60
- Extra Milk       \$ .60

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

Any amount of money may be deposited to a student's account either by cash or check at the cash register. Students who need to charge for lunch or breakfast may do so at the cash register, also. The maximum negative balance is equal to three charges.

Students who bring their lunch must eat in the cafeteria and may purchase cartons of milk. A variety of foods are available on the a la carte line.

Students must report to the cafeteria during scheduled lunch time and REMAIN there until dismissal by the staff in charge.

### **BREAKFAST**

Students may purchase a complete breakfast in the cafeteria before school. The cafeteria will be open from 7:45 until the warning bell at 7:57 and from 8:00 to 9:30 for this purpose. The cost for breakfast is \$1.65. Students, who are eligible for free or reduced lunches, will also be eligible to take part in this program.

## **5800 - CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

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

**Students must be in attendance a minimum of 7 periods during the school day to participate in co-curricular and extracurricular activities.**



## **5805 - ELIGIBILITY POLICY AND STANDARDS**

Lake George Jr./Sr. High School recognizes the educational values inherent in student participation in extracurricular activities for such purposes as participating in athletics, building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. In order to promote the highest standards of scholarship, achievement and integrity, we advocate that every student who wishes to participate in non-graded, ongoing activities uphold a satisfactory level of academic achievement.

We believe it is important for students to have support and intervention from parents, teachers and administration when it becomes apparent that academic achievement cannot be maintained. This cooperative effort is designed to encourage and motivate students to continue to perform at their potential academically, athletically and in all areas of their interest and endeavor.

**Step 1:** A copy of this policy is sent home to parents in the student handbook at the beginning of the year. It is to be signed and returned to the school to be filed.

**Step 2:** Five-week grades are input to the computer as usual and a probation list is automatically generated by our computer program or the Guidance Office. All students, grades 7-12, are listed by grade level with name and course(s) failed (below a 65) or an incomplete. All teachers, advisors, counselors, and coaches receive the probation list. Club/class/coaches/advisors should regularly check the probation list.

**Step 3:** Five-week grades are input to the computer as usual and a probation list is generated by the Guidance Office. All students, grades 7-12, are listed by grade level with name and course(s) failed (below a 65). All teachers, advisors, counselors, and coaches receive the probation list.

**Step 4:** Probation starts when the probation list is distributed to staff.

**Step 5:** Parents and students should realize from the grades and comments on interim reports and/or report cards that their child is on Probation.

**Step 6:** The Probation Card Process:

### **Student's Responsibilities:**

1. Obtain a probation card from the guidance or main office.
2. See appropriate teacher.
3. Receive assignment and due date and record on back of card.
4. Have card initialed through due date.
5. Sign individual teacher's accountability list.
6. Complete assignment by due date.
7. Show signed card to coach or advisor in order to participate in that day's meeting or event. (i.e. practice, game, field trip, special ceremony)
8. If the card is not signed, notify the advisor or coach and do not participate.
9. If teacher is absent, student must report to main office for a one-day initial. If the card is **not** signed from the previous day, the principal/designee will **not** do a one-day initial. (Every attempt will be made to get a hold of the absent teacher.)

### **Teacher's Responsibilities:**

1. Ensure that the student wrote the assignment, and the due date should be written on the back of the probation card before signing. (i.e. Lab #1 due tomorrow, personal narrative due Wednesday, mandatory 9<sup>th</sup> period all week etc. Be specific.)
2. Initial the back of the card up to the day you expect to see the student again.
3. Keep accountability list and have student initial your list while you initial theirs.
4. If student fails to complete assignment do not sign his/her probation card. Instead put an X in the box. The X **or** lack of signature will prohibit the student from participating in extracurricular activities that day.)
5. If the student has met his/her obligation for the five-week period, the teacher may sign him/her off for the five-week period.

Coach's/Advisor's Responsibilities:

1. Supply the office with an updated list of participants whenever necessary.
2. Make sure students have a Probation Card as soon as the Eligibility List comes out, and monitor it daily.
3. Ask to see all cards of probationary students at each activity or meeting and if student does not have card, student cannot participate.
4. Encourage probationary students to complete necessary work.

Administrative Responsibilities:

1. Settle disputes concerning special circumstances.
2. The designee will be the central communication person to oversee any communication problems, compile eventual suspension list, handle individual concerns such as lost cards, etc. This person's final decision should be followed by all parties involved and not undermined. Fair and consistent application of policy and consequences is our only means of measuring continual success.
3. A student or parent can appeal using the process and procedure outlined in this handbook.

Parent's Responsibilities:

1. Check what is expected of your child on the back of the probation card.
2. Review card daily to see if child is completing assigned work. Two Xs in any one subject on the probation card will prohibit students from participating in all extracurricular activities for the remainder of the 5-week marking period.
3. At any time, parents have the right to remove their child from participating in any activity.

**RULES AND CONSEQUENCES**

- 1) **Rule:** Students must hand in assigned work on the due date.  
**Consequence:** Student is prohibited from participating in any extracurricular activity that day. The overdue assignment is automatically due the next day in addition to other assignments scheduled. The student receives an X on his/her card.
- 2) **Rule:** No forging of teachers' initials or signatures.  
**Consequence:** Immediate suspension from all extracurricular activities for ten weeks. Second offense will result in suspension for twenty weeks.
- 3) **Rule:** Two missed due dates in one subject are not permitted.  
**Consequence:** Two Xs on a card in any one subject and the student's name goes on the suspension list, and he or she is suspended from participating until the next grade report.
- 4) **Rule:** Students are not allowed to participate in any extracurricular activity unless their probation card is up to date. (Need a Friday initial for any weekend activity.) (Again, it is the student's responsibility to not go/play.)  
**Consequence:** If a student participates illegally, they are suspended from all activities until the next grade report.
- 5) **Rule:** Repeated card loss is not acceptable.  
**Consequence:** Two lost cards in a five-week period may result in suspension for the remainder of the five weeks.

## **5810 - CLUBS AND ORGANIZATIONS**

Below are the recognized clubs, committees and organizations of Lake George Jr.-Sr. high school. Any of the listed organizations with an asterisk (\*) are bound by local, state and national guidelines. Students will be required to adhere to these guidelines, as well as this Lake George Student Handbook for eligibility. This includes on and off school grounds and during regular and non-school hours. The advisor has full authority to determine participation, and eligibility for participation, in the organizations they advise.

**\*ACADEMIC QUIZ BOWL TEAM**-Students, grades 9-12, can try out for this Quiz Team that competes with other schools in the area.

**ANTI-BULLYING COMMITTEE** –A group of students committed to promoting a positive school climate. Members of the committee are advocates for creating a school free from harassment, bullying, and discrimination. Please join the committee every 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month and join our efforts.

**ASTRONOMY CLUB**-Club meets once a month to discuss astronomical phenomena and events, and to plan our nighttime viewing sessions. When timing and conditions are right, we meet in the evening to use our telescopes to view the various celestial objects we can see, such as; the Moon, planets, star clusters, galaxies, nebulae, comets, etc. We also take an annual field trip to the Planetarium at the Schenectady Museum.

**BOOK CLUB**- Do you love to read? Are you looking for other people who share your interest to discuss titles with, and share book suggestions with? Join us in the high school book club, where you will direct our discussion and reading choices. We will meet the 3<sup>rd</sup> Wednesday of each month in the library.

**\*BUSINESS HONOR SOCIETY** – Business students who are active members of Future Business Leaders of America, have achieved and maintain an overall GPA of 80% or higher, have achieved and maintain a business overall GPA of 88% or higher, and who have earned the required business credits are eligible to apply for membership in Business Honor Society. Applications are accepted before February vacation. A formal induction ceremony takes place in March. Members receive an official membership card, certificate, and pin and achieve additional recognition by wearing a stole during their graduation ceremony.

**CABARET CLUB**-Club is a select vocal ensemble and drama group for grades 7-12 that puts on special performances under the direction of the music department.

**CHESS CLUB** –Are you an intellectual? Of course you are! So this year, join thy fellow intellectual brethren in the Chess Club. The club will consist of league play and tournaments, but ultimately will just be about having fun! Who are we kidding? Come ready to play...it's all about winning.

**\*DRAMA CLUB** is for students who wish to be involved in all aspects of producing the school's play/musical.

**DRONE CLUB**-Contact Mrs. Coker in the technology department for information.

**DRUM LINE** is open to any student in grade 7-12 who would like to join. Students do not need any prior musical experience and they do not need to know how to read music. Rehearsals are scheduled after school and some evenings as necessary. Drumline performs at home football games, girls' basketball games, all sendoffs and other celebrations as requested. Drumline is a lot of fun and a great way to show your school spirit.

**EFFECTIVE SCHOOLS PROGRAM**-Effective Schools is a committee of faculty, staff, and students who are responsible for promoting a positive school climate, recognition and involvement in school organizations, and social and community service activities. This committee is open to any student in grades 7-12. Meetings are held every other Thursday during 10<sup>th</sup> period.

**ENVIRONMENTAL CLUB**-If you want to make a difference in the World; if you want to see a better future; if you care about the Earth and all its inhabitants...come join us in environmental club. No effort is too small. It is the little things that make a big difference. As a club, we hope to make more students and teachers aware of the small steps that can be taken to change the quality of life on Earth. Our group meets bimonthly to plan ways to get awareness out to the school and community. Group activities include; Earth day, community nights, tree planting, and recycling campaigns. If these activities interest you and you feel committed then please join us.

**FRENCH CLUB** is open to all French students grades 7-12 who wish to explore many aspects of French culture. The club meets once a month during 10<sup>th</sup> period. Past activities have included: making French holiday cards, creating French artwork, French board games (Scrabble, Monopoly), Mardi Gras celebration, pétanque (French bocce ball), decorating Yule log cakes, and the ever-popular annual scavenger hunt in March. There is a crêpe celebration at the end of May for those who have attended a minimum number of meetings.

**\*FRENCH HONOR SOCIETY – Saint Sacrement Chapter.** Students who meet academic requirements are invited to join La Société Honoraire de Français. These requirements include a final average of 90 or above in French, and a final average of 80 or above for other classes. Membership is open to juniors and seniors currently enrolled in a French class. An induction ceremony is held in November. Members meet once a month and are responsible for helping to plan and run French Club meetings.

**\*FUTURE BUSINESS LEADERS OF AMERICA (F.B.L.A.)**-This club is a nationally recognized student leadership organization. The club is open to business students, grades 8-12. The club meets monthly, organizes community service projects,

takes business field trips and competes in local, state and national competitions.

**\*INTERACT CLUB**-Club is open to any student, grades 9-12, and meets once a week after school. The club, which is sponsored by the Rotary Club, has been successful with fundraising and service to the community. All money raised by the Interact Club is used to help others. Club members need to be actively involved in planning and carrying out service projects.

**INTRAMURALS**-Any student, grades 7-12, can put together a team to play after school 10<sup>th</sup> period. Three Intramural sport seasons are offered in the Fall, Winter and Spring. (Intramural Sport offerings vary by year.)

**JUNIOR HIGH ART CLUB** -The Junior High Art Club is open to all 7<sup>th</sup> and 8<sup>th</sup> grade students who are interested in arts and crafts. Each month, a different theme will be selected within the fine arts. For example, candle-making, printing for cards, pottery and homemade journal-books are a few of the anticipated themes. It is offered during 10<sup>th</sup> period each Monday. To become a member, students should contact the junior high art teacher.

**\*JUNIOR HONOR SOCIETY**-The Junior Honor Society recognizes student achievement while helping members develop in leadership, character and service. 7<sup>th</sup> and 8<sup>th</sup> grade students with an academic average of 90.0 or higher are invited to submit information about their involvement in leadership, service, and community activities. This information is used in the selection process, which begins in the third marking period and culminates with a May induction ceremony. Membership continues through the end of ninth grade.

**MATH COUNTS**-This is a competition math-challenge experience for 6<sup>th</sup> -8<sup>th</sup> graders where they compete individually and as teams against math students locally, and potentially at the state and national levels.

**MEDIA CLUB** -Media Club is open to any student, grade 7-12, who is interested in learning more in the field of multimedia, including maintenance of equipment, filming games and productions, television production and many other facets of computer-media.

**\*ODYSSEY OF THE MIND**-This program is coordinated through the Gifted and Talented teacher and each year we have at least one team compete in this problem-solving experience. The number and challenges of the team depends on student interest.

**PEER COUNSELING**-Peer Counseling is open to students, grades 9-12, who wish to complete a training program in communication skills. Students are then matched with younger students in "students helping students" activities, such as tutoring and ones similar to the Big Sister, Big Brother Programs.

This program has provided some healthy role models/relationships for various students in the school. The benefit comes through the matching of peer counselors to other students who need an ear, or a hand, or some attention to make an improvement in their ability to handle school life.

**PEER HELPERS**-Peer Helpers is open to students, grades 7 and 8, who wish to complete a training program in communication skills. Students are then matched with younger students in "students helping students" activities, such as tutoring and ones similar to the Big Sister, Big Brother Programs.

This program has provided some healthy role models/relationships for various students in the school. The benefit comes through the matching of peer counselors to other students who need an ear, or a hand, or some attention to make an improvement in their ability to handle school life

**SENIOR HIGH ART CLUB** is a club for art students in grades 9-12 who are interested in a variety of extra art experiences after school, including field trips to colleges and museums and portfolio development work. The emphasis of this club is on preparing students who may be interested in pursuing art in college as a major or minor field of study.

**\*SENIOR NATIONAL HONOR SOCIETY**-The National Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of academics, character, leadership and service. To be eligible for membership ideals of leadership, service, character and scholarship are considered for selection.

*Leadership* - The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.
- *Service* - The student who serves:
- Is willing to uphold scholarship and maintain a loyal school attitude

- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students
- *Character* - The student of character:
  - Takes criticism willingly and accepts recommendations graciously
  - Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
  - Upholds principles of morality and ethics
  - Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - Demonstrates the highest standards of honesty and reliability
  - Shows courtesy, concern, and respect for others
  - Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
  - Has powers of concentration and sustained attention as shown by perseverance and application to studies
  - Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
  - Actively helps rid the school of bad influences or environment.
- *Scholarship* - The student who demonstrates scholarship:
  - Has a 90% cumulative average in credit bearing classes and is in grade 11 or 12.
  - Maintains high honor roll status.

Students academically eligible are notified and, if interested, are asked to fill out an activities sheet. A list of those interested is distributed to the faculty, who then evaluate these students in the areas of character, leadership and service. A point system has been devised to allow applicants to be listed in rank order by average points accrued on evaluations. These evaluations are then considered and membership determined by the Junior and Senior Honor Society Councils. Students who are named to Honor Society membership are so advised and officially inducted at a formal ceremony.

**SPANISH CLUB**-Spanish Club is open to Spanish students in grades 7-12. Meetings are held monthly and activities are culture based and include: cooking, dancing and crafts.

**\*SPANISH HONOR SOCIETY**-The Reina Sofia Chapter of La Sociedad Honoraria Hispánica is an organization, which recognizes high achievement in Spanish by students of secondary schools, and it is used to promote a continuity of interest in Hispanic Studies. Any secondary school student who has maintained an honor average (90% or above) in the study of Spanish for a minimum of three semesters may apply for membership.

**SPECTRUM** is a student-run club that supports young people in creating, strengthening, and sustaining our school environment as a safe and positive place for all. The focus of this club is to give members the awareness about diversity, and to talk about issues related to sexual orientation and gender identity.

**\*STUDENT COUNCIL**-The Student Council is an organization formed to represent the student body. Members include each class president and two student council representatives from each class. Officers are elected by grades 7-12 every spring.

**\*STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)** -S.A.D.D. is a group of students helping students make positive decisions about challenges in their everyday lives. S.A.D.D. is willing to address issues that have the potential to negatively impact the lives of teens, including drugs and alcohol, drunk driving, bullying, and unhealthy relationships to name a few. By raising awareness, providing helpful information, and sponsoring positive activities, S.A.D.D. tries to make life better for Lake George students. This club is open to all students in the junior-senior high school.

**STUDIO JAZZ-ROCK ENSEMBLE**-The Studio Jazz-Rock Ensemble is a select performance ensemble of both instrumental and vocal musicians. The ensemble rehearses one evening every week and membership is by audition only. Instrumentalists should be members of one of the other school bands and should be taking lessons on their major instruments. Vocalists should be members of the chorus. Membership is open to any high school student who can pass the performance auditions.

**TECHNOLOGY CLUB**-The Technology Club is open to any student who is interested in technology. Club activities include fund-raisers to support a Technology Scholarship to an outstanding senior technology student.

**THE VOCAL CHORDS**, a select vocal group that performs as a separate ensemble at most concerts and sometimes performs at community events. Admission is by audition only.

**\*VARSITY CLUB** is a group of dedicated student-athletes who partake in various community service projects and fundraisers in the area, along with dedicated time and effort to improving our schools' athletic standards. Our Varsity Athletes lead by example and always put forth significant effort. We take pride in athletic involvement and sportsmanship both on and off the field.

**VEX ROBOTICS CLUB** Speak to the Technology teachers for information on this club.

**WEIGHTLIFTING CLUB** this club meets after school in the weight room and competes occasionally against other schools.

**YEARBOOK**-The Yearbook Staff publishes The Georgian annually. Membership to the group is an excellent opportunity to learn publishing skills, computer-aided layout design and technology use. It gives students who may not be generally involved in extracurricular activities the opportunity to let their talent and skills shine. Meetings are usually held after school and membership is open to any interested high school student.

## **5830 - ACTIVITIES**

All students are to demonstrate behavior as stated in this document. Behavior while attending special events such as athletic events, concerts, theater productions, dances, and field trips should conform to the Code of Conduct and the occasion. Directives of supervisors at these events are to be followed.

Disciplinary measures range from reprimand to suspension from activities and/or school.

A special set of Athletic Training and Behavior Rules applies for those students who earn the privilege of representing the school on interscholastic athletic teams. These rules are reviewed separately with team members by all coaches.

### **PLANNING AN ACTIVITY**

At least two weeks prior to the event, obtain an application form from the office to be completed by the sponsoring group and forwarded to the Student Council, which will then send it to the Principal for final approval or rejection.

Outside organizations must also make written application for use of the building and forms may be secured in the main office.

### **PREPARATION FOR ACTIVITY**

Pupils should plan decorations so they are not excused from classes for this work. If decorating needs to be done the afternoon or evening before, be sure to arrange with the principal or designee so that the next day's activities are not necessarily changed at the last minute.

### **FOLLOWING THE ACTIVITY**

Put money in the safe. All decorations are to be taken down and the building restored to its former condition.

### **RULES GOVERNING ACTIVITIES**

1. All activities must end by 9:00 p.m. unless approved by the principal to go longer.
2. Any teacher present has complete authority over any student from any school.
3. No student below grade 7 will be allowed at any activity unless accompanied at all times by a parent.
4. Once a student leaves the building, he/she will not be readmitted.
5. Use or consumption of tobacco and tobacco products, alcoholic beverages or illegal drugs is not permitted at any school function.
6. Food and beverages are to be consumed in the designated areas only (not in the auditorium or gymnasium).
7. Discourtesies or infraction of rules will cause withdrawal of privileges, or some other disciplinary action.
8. Students should obtain permission from the Principal prior to bringing a guest to any school dance.
9. A student who attends an activity under the influence of alcohol or drugs, will be detained by the Principal or chaperones, and parents will be called to pick up the student and appropriate consequences will occur.

### **ALL EVENTS HELD IN THE GYMNASIUM**

1. Food and beverages are not allowed in the gymnasium.
2. Student spectators are to be in the lobby or gym only.
3. Students are to leave the gym only during halftime, and/or between games. They should be back in their seats before the game resumes.
4. No one except players or coaches will be allowed in the locker room.
5. Only cheerleaders and advisors are allowed in the cheerleaders' dressing room or hall leading to their room.
6. Only team members in uniform are to use the court.

### **ALL EVENTS HELD IN THE AUDITORIUM**

1. Food and beverages are not allowed in the auditorium.
2. If it is necessary to enter or exit the auditorium, please wait until after a scene has finished, or a group has performed. Use rear exits only.
3. Kindly do not use flash cameras during a performance as this is very distracting to the performers.
4. Please remember that talking during a performance is distracting to the performers and an annoyance to those around you.

### **RULES GOVERNING NIGHT ACTIVITIES ON THE FOOTBALL FIELD**

1. Any teacher present has complete authority over any student from any school.
2. No student below **7th grade** will be allowed at an activity unless accompanied at all times by an adult.
3. Once a student leaves the site, he/she will not be readmitted.
4. Use or consumption of tobacco and tobacco products, alcoholic beverages or illegal drugs is not permitted at any school function.
5. A student, who attends an activity under the influence of alcohol or drugs, will be detained by the principal or chaperones and parents will be called to pick up the student.
6. Students attending the event must be present to watch the game. No side football games or activities will be tolerated.
7. Students are expected to respect neighbors and their property when entering and departing the events. A violation can lead to exclusion from athletic events as a spectator.

### **PROCEDURES FOR USE OF LIGHTS ON UPPER FIELD**

The lights were designed and donated for fall sports, so the following procedures have been designed for that purpose.

1. Practices will be limited to one (1) only the week of the night game and must be finished with lights off by 9:00 p.m.
2. Games will start no later than 7:30 p.m. and lights will be turned off no later than 11:00 p.m.
3. Announcements will be made prior to all events regarding respect for neighbors' properties when arriving and departing from events as well as parking in the area.
4. Schedules will be forwarded to emergency squads, police and other appropriate agencies for assistance at night events.
5. The principal and/or athletic director will determine any other appropriate uses of the field.
6. A utilization form is available for requests of outside organizations, but this request should only be granted on rare occasions.

## **SECTION II CODE OF CONDUCT**

### **5870 - EDUCATION-BASED ATHLETICS AND INTRAMURALS**

Lake George Jr.-Sr. High School offers the following sports:

BOYS	GIRLS	CO-ED
Baseball	Basketball	Alpine Skiing
Basketball	Cheerleading	Bowling
Cross-Country	Cross-Country	Intramurals
Football	Golf	Nordic Skiing
Golf	Softball	Unified Basketball
Soccer	Soccer	
Tennis	Tennis	
Track	Track	
Wrestling	Volleyball	

School Nickname - WARRIORS

School Colors - BLUE AND WHITE

Students must be in attendance for a minimum of 7 periods, and/or at the administrator's discretion, during the school day to participate in extracurricular activities or sporting events and practices. Students, who fail to maintain passing work in academic courses will be counseled by the coach and classroom teacher. If no improvement is made the student may be suspended from activities by the advisor or coach.

Students who are on disciplinary school suspension will not be allowed to participate in extracurricular activities during the time of the suspension.

## **ATHLETIC EDUCATIONAL PHILOSOPHY**

We believe that every student in the Lake George School District is entitled to an equal opportunity athletically that will develop individual potential to the maximum and enable each to become a useful and participating citizen in our democratic society.

Knowing that each student is an individual and that wide and complex differences exist among students and their abilities, we shall make every effort to provide an athletic program that will meet the needs, abilities, aspirations, and interests of each child.

## **EQUAL OPPORTUNITY**

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

## **ATHLETIC PLACEMENT PROCESS (APP)**

The APP is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness and skill. The intent of this program is to provide for students in grades 7 through 12 to safely participate at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness and skill, so the student may be placed at a level of competition which should result in increased opportunity, a fairer competitive environment, reduced injury and greater personal satisfaction.

The APP was designed for mature and exceptionally skilled students to advance to an upper level and less developed students to participate at an appropriate lower level that is suited to their development and ability. The program is not to be used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified program is offered, or to reward a student. It is aimed at the few select students who can benefit from such placement because of their level of readiness. It will also be fairer to the other students on the modified teams.

## **5880 - ATHLETE'S RULES OF CONDUCT**

Team members are expected to be good citizens representing our school and community. Student-athletes will jeopardize team membership if school rules, attendance rules, or laws are violated. Violations of school rules or civil law will result in disciplinary action. The principal and athletic director will review the student's team membership and appropriate penalties will be imposed. Student-athletes interested in developing their athletic talents and potentialities will not subject themselves to possessing or using alcoholic beverages, tobacco, drugs, or any drug/tobacco paraphernalia as defined within the District's Code of Conduct.

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved. If the student or parent wishes to appeal the decision please refer to the student handbook appeal process 5313.4. During the appeal process students shall not participate until the appeal is complete or the penalty is served (whichever comes first).

After such conference, any team member found in violation of the District's Code of Conduct will be subject to the following:

1. The use and/or possession of alcohol, tobacco, and/or any drugs (as defined in the District's Code of Conduct) by any student are prohibited.

A FIRST violation to the above alcohol/drug/tobacco policy will result in:

- A loss of 25% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participates. Sectional, regional or state games are NOT exempt from this rule.
- All policies and related consequences from the District's Code of Conduct will be followed.
- At the discretion of the athletic director and/or principal, the option may exist for the student-athlete to only practice with the team while ineligible to participate in scheduled contests.



- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

A SECOND violation to the above alcohol/drug/tobacco policy will result in:

- A loss of 50% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participates. Sectional, regional or state games are NOT exempt from this rule.
- All policies and related consequences from the District's Code of Conduct will be followed.
- At the discretion of the athletic director and/or principal, the option may exist for the student-athlete to only practice with the team while ineligible to participate in scheduled contests.
- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

A THIRD and any subsequent violation to the above drug/alcohol/tobacco policy will result in:

- A loss of all interscholastic athletic activities for 1 calendar year.
- All policies and related consequences from the District's Code of Conduct will be followed.
- When a suspension is carried over to the next sport season, the athletic director and/or principal will use their discretion to determine if the athlete may try out after the season begins and/or practice with the team while ineligible to participate in scheduled contests.
- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

THESE VIOLATIONS ARE CUMULATIVE THROUGHOUT A STUDENT'S ENTIRE ATHLETIC CAREER, GRADES 7-12. A STUDENT MAY NOT RETURN TO ANY ATHLETIC PARTICIPATION IF HE OR SHE HAS NOT SATISFIED ALL THE CONDITIONS IMPOSED FROM EACH VIOLATION.

- Scheduled contests are defined as actual games used in the team's overall record.
- Scrimmages/exhibitions are not contests and athletes are restricted from participating during the time of their suspension

The above drug/alcohol/tobacco policy is in effect on and off school time and on and off school property during the time that the student is participating in education-based athletics. Participation in education-based athletics begins per NYSPHSAA official fall, winter and spring start dates and ends on the last day of the particular season. This applies whether the athlete is registered or not at the time of infraction. The attendance of student athletes at gatherings of student(s) at which alcohol and/or drugs are consumed are prohibited. Actual consumption of alcohol and/or use of drugs are not a prerequisite for establishing a violation of this rule. Any student athlete who has agreed to this code of conduct and who is found to have voluntarily remained within the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether he or she consumes or uses any substances. Student athletes found to be violating this policy on or off school property or on and off school time are subject to the above rules, regulations, and consequences. No student athlete will be deemed to have violated this rule, if he or she can, to the satisfaction of the athletic director and/or principal, prove his/her innocence and/or any extenuating circumstances connecting them to the gathering.

2. Academic Standing - an athlete is expected to maintain a satisfactory academic standing while participating in sports. The Eligibility/Probation Policy as stated in Section 5805 of the Student Handbook is now in effect for all students.
3. Cases of severe or persistent misconduct (as defined within the District's Code of Conduct) during the student's athletic season will result in disciplinary action. A season suspension could result depending on the severity of misconduct.
4. Student Athletes serving a suspension (in-school or out-of-school) are not allowed to participate in practices and/or contests (as defined within the District's Code of Conduct) until the suspension period and re-entry meeting is concluded.
5. Failure to attend practice sessions or events shows an irresponsible attitude toward team goals. Athletes who are missing from practice without prior notification to their coach do not show concern for the welfare of the team. Two such infractions by an athlete will result in a season suspension.
6. Insubordination by an athlete towards his coach will result in a season suspension.
7. All of the preceding rules are in effect for the entire season of each sport's season in which the student is participating.

## **PARENT PICK UP/TRANSPORTATION**

In the interest of our athletes' safety, we require our players to ride to athletic contests on the school bus. We also strongly encourage athletes to ride back to school on the bus as well. However, an athlete may be released to a parent or legal guardian using the following procedure:

- Coaches will have a list with the names of each athlete's legal guardians. Coaches may release athletes only to the student's parent or guardian. Coaches may ask the parent or guardian for identification prior to releasing.
- Any release to a parent will include a sign out process. The parent or guardian and the coach must make a face-to-face contact and the parent/guardian must sign a release form.
- There will be a release time developed by the coaches of individual sports so that parents know when they can pick-up the student athlete after the contest.
- Students will always ride the bus home if a parent/guardian is not present to pick them up. Teams will not wait for a parent who is not present at the release time.
- Coaches will encourage teams to travel on the bus.

### **Chain of Command**

Team Coach  
Varsity Coach  
Athletic Director  
School Principal  
Superintendent  
Board of Education

It is the recommendation of the Athletic Department that the above chain of command be followed when there is a problem. Whether the problem is personal or otherwise, we feel that the above procedure will help clarify the event in question and will possibly solve the problem at the grassroots level.

We prefer that all parties involved insist that the chain be followed. Please check to confirm that the person has been contacted for information prior to your getting involved. If you feel that a resolution to the problem has not been achieved, then and only then should the next higher person be involved

- Under no circumstances are student-athletes to obtain transportation to and/or from an event with other students. Student-athletes are not allowed to drive themselves to and/or from an athletic event.
- Under extraordinary circumstances (for example: SAT Exams, medical reasons, unavoidable personal situations, etc.) parents may obtain permission in advance for their son/daughter to be transported to and/or from an away contest by another adult (non-parent/non-guardian) after submitting an **Athletic Trip Release Form** (which can be downloaded at [www.lakegeorgeathletics.com](http://www.lakegeorgeathletics.com) – Downloadable Forms and Files tab) to the main office a minimum of 24 hours in advance of the event.
- In the event of an immediate emergency situation parents/guardians should contact the High School Principal or Athletic Director. (\*Coaches will use their professional judgement in emergency situations if the Principal and/or Athletic Director is not able to be reached.)

### **Lake George Spectator Bus Procedure**

District may provide a spectator school bus as a privilege under the following guidelines:

1. Students must initiate the request at least 2 days in advance via High School Principal.
2. Students must submit a \$10 deposit and permission slip to the main office secretary one school day before the event.  
\*Deposit will be returned to the student upon arrival to the event. Any student who does not show for the bus forfeits the deposit.
3. Minimum of 20 prepaid deposits and signed permission slips must be received for the spectator school bus to be offered.

4. The High School Principal (or designee) will ensure that:
  - a. The spectator bus is announced on the a.m. & p.m. announcements to allow others to be informed about the spectator bus.
  - b. An announcement is made to communicate the need for a paid chaperone for the spectator bus.
  - c. The spectator bus and need for a chaperone will be placed on the daily bulletin.
5. Spectator School Bus is for Lake George Jr.-Sr. High School students grades 7-12 only (no guests are allowed).
  - Students must ride to and from the contest (no exceptions).
  - Students must be in good standing with approval and signature of Principal (or designee) order to reserve a spot.
  - Spectator school bus will not be considered for overnight trips.
  - The spectator school bus will return to school at the conclusion of the event.
6. For athletic contests over 1 hour and 30 minutes in distances away it is recommended that LG Warriors Booster Club be contacted to investigate a charter bus.
7. Spectator bus is subject to bus/driver availability and weather conditions.

[Students, if you want to request a bus, click here.](#)

## **5890 - CONCUSSION MANAGEMENT SCHOOL POLICY**

The Board of Education of the Lake George Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

A concussion is an injury to the brain. A concussion occurs when normal brain function is disrupted by a blow or jolt to the head. Recovery from a concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While District staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity, shall be removed from the game, activity, or class and be evaluated as soon as possible by an appropriate health care professional. The coach/physical education teacher or staff members in charge will notify the student's parents or guardians and recommend he or she see a physician.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.

If a student is suspected of having a concussion, the student shall not participate in physical activities until authorized to do so by an appropriate health care professional. Any student who continues to have signs or symptoms upon return to activity must be removed from play and be reevaluated by their general physician. The district appointed medical director will make the final decision on return to activity in all unresolved or inconclusive matters that are not resolved by the student's general physician.

## **AFTER SCHOOL CONCUSSION MANAGEMENT: SPORTS/ACTIVITIES**

### **SEASON PROTOCOLS**

#### **Parents and Students**

All parents and students will have access to the Lake George Education Based Athletic Handbook which includes an explanation of the district's Concussion Management Policy and Return to Play (RTP)/Return to School Protocols (RTS). A parent/guardian must sign a permission slip prior to participation in athletics acknowledging receipt and understanding of the document. The Lake George Education Based Athletic Handbook can be found at [www.lakegeorgeathletics.com](http://www.lakegeorgeathletics.com) (downloadable forms and files) or the athletic director can be contacted in order to obtain a hardcopy.

### **Coaches, Physical Education Teachers, School Nurses**

All coaches/physical education teachers, school nurses, and appropriate staff members receive appropriate training per New York State guidelines. All suspected concussions will be reported by the coach/physical education teacher or staff member to the nurse, so he/she may follow up with the family and private health care providers as indicated. If a student with a known head injury in the season prior resulted in the student missing the remainder of that season he or she should have medical clearance to participate in the current season and it may be determined that he or she follow the RTP protocol.

### **Athletic Director**

The athletic director will ensure that all coaches/ physical education teachers are trained, understand concussions, and familiar with the RTP protocol. The athletic director will make certain all coaches are using the concussion checklist.

### **STAFF ROLES**

#### **Coach/Physical Education Teacher or Appropriate Staff Member:**

If a trained medical person is not available, the coach/physical education teacher or appropriate staff member will evaluate whether the student sustained a head injury, by observation, concussion checklist, and collaborative eyewitness accounts from teammates. If the student describes ANY symptoms or demonstrates any signs of a concussion per the concussion checklist:

- The student will be immediately removed from play and will not be allowed to return to play in the current game or practice.
- The student will not be left alone; the coach/physical education teacher or staff member will do his or her best to contact a parent. Close monitoring should be done following injury by the coach, or the parent. At any sign of deterioration, medical help must be immediately sought by calling 911 and parents must be notified.
- A player must be medically evaluated by a private physician following a suspected concussion, even if symptoms have resolved or are fleeting.
- A student who receives an injury that results in appearance of any concussive symptoms may not return to play. The coach will not be making a medical determination for RTP.
- 911 must be called if a student loses consciousness.
- The school nurse will follow-up with the student medically throughout the six-day RTP protocol. If the student exhibits any symptoms of a concussion, the student will not be able to resume the return to play protocol and the nurse will notify the parent and request the student return to his or her physician.

#### **School Nurse**

The school nurse will contact the student and parents following a head injury to discuss the severity of the injury. The school nurse will also document whether the parent sought medical care and/or notified a private physician of the injury. If the parent did not seek proper care, the nurse will advise the parent to have the student evaluated as soon as possible \*. The nurse shall receive copies of all physician notes. The school nurse will consult with the coach/physical education teacher or appropriate staff member and fill out an accident report. The school nurse will notify all appropriate staff/faculty about the student's injury to ensure proper management of the injury. The school nurse will advise the parent to contact the student's counselor if learning problems appear to develop during the healing phase.

When the private physician releases the student for RTP, the school staff shall interpret that as the child having had 24 hours free from all symptoms and, therefore, has been cleared to begin the six-day graduated stepwise program. The private physician's clearance "without restriction" is not a determination for the student to return to regular play. It is only a clearance for the student to begin the RTP procedures. In order for the student to return to normal activity or competition immediately, **a note from the physician must specify the student never suffered from a concussion.** The nurse will give a copy of the physician's note to the student, and it is the student's responsibility to give the note to his or her coach/physical education teacher. The nurse will follow-up with the student throughout the six-day RTP protocol. If any symptoms reoccur the student will not be able to continue the RTP protocol and the nurse will contact the parent and advise further follow-up with their physician. The district physician will ultimately be responsible for permitting a student to return to play.

\*Any outside physician visit is subject to parental expense unless district policy suggests differently.

### **BORDERLINE/UNRESOLVED CALLS**

Staff is asked to adhere to the simple philosophy of, “WHEN IN DOUBT, SIT THEM OUT!” If there is any doubt whether a student has sustained a concussion, it will be treated as a concussion. The student will be referred to his or her physician and if the physician notes he or she never suffered a concussion, the student may return to regular play or competition. Unresolved cases where no outside physician was sought or if evidence of symptoms is still present (e.g. learning difficulties) will be referred to the district appointed medical director and he or she will make the final determination on whether RTP should be followed. The district appointed medical director may request an evaluation of the student and/or ask to evaluate the student to assist in making the final determination.

## **CONCUSSION MANAGEMENT**

### **Return to Play (RTP) Protocol**

There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. If the student is having difficulty performing “normal” activities that may affect academics, parents should contact his or her child’s guidance counselor and/or teachers. Return to play following a concussion involves a day-by-day progression once the student is symptom free for a minimum of 24 hours. No student should return to play while symptomatic. Students are prohibited from returning to play the day the suspected concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student is symptom free for 24 hours and has a signed release by the treating physician, he/she may begin the return to play progression below (provided there are no other mitigating circumstances). The Lake George School District will follow guidelines based on the National Federation of State High School Associations NFHS model listed below:

**Step 1:** Light aerobic exercise- e.g. 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises

**Step 2:** Moderate aerobic exercise- e.g. 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment

**Step 3:** Non-contact training drills in full uniform. May begin weight lifting, resistance training and other exercises

**Step 4:** Full contact practice or training

**Step 5:** Full game play

Once asymptomatic, each step will take place per 24-hour period. If any post-concussion symptoms occur while in the program, then the student must be reevaluated by the student’s physician and will return to day one of the program after the student has been medically cleared and asymptomatic for 24 hours.

## **CONCUSSION FACT SHEET**

Provided by the Center of Disease Control and Prevention

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Symptoms Reported by Athlete:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Appears dazed or stunned</li> <li>● Is confused about assignment or position</li> <li>● Forgets an instruction</li> <li>● Is unsure of game, score, or opponent</li> <li>● Moves clumsily</li> <li>● Answers questions slowly</li> <li>● Loses consciousness (<i>even briefly</i>)</li> <li>● Shows mood, behavior, or personality changes</li> <li>● Can't recall events <i>prior</i> to hit or fall</li> <li>● Can't recall events <i>after</i> hit or fall</li> </ul> | <ul style="list-style-type: none"> <li>● Headache or “pressure” in head</li> <li>● Nausea or vomiting</li> <li>● Balance problems or dizziness</li> <li>● Double or blurry vision</li> <li>● Sensitivity to light or noise</li> <li>● Feeling sluggish, hazy, foggy, or groggy</li> <li>● Concentration or memory problems</li> <li>● Confusion</li> <li>● Just not “feeling right” or is “feeling down”</li> </ul> |
|---|---|

### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### What should you do if you think your teen has a concussion?

**1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

**2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.

**3. Teach your teen that it's not smart to play with a concussion.**

Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's “just fine.”

**4. Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

**If you think your teen has a concussion:**

Don't assess it yourself. Take him/her out of play. Seek the advice of a healthcare professional.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION**

June 2010

## **6000 FISCAL MANAGEMENT**

### **6250 - TEXTBOOKS**

The school with the following regulations issues textbooks in all subjects:

1. Textbooks are issued by teachers to students in their classes.
2. Each student will write his or her name in the panel provided on the inside of the front cover of each textbook issued.
3. Students will pay for any unnecessary wear, destruction or loss of textbook.
4. No textbook or school property will be assigned to students for the following school year if previous year textbooks/school property has not been properly returned or paid for.

## **7000 FACILITIES**

### **7010 - PROTECTING VALUABLES**

The school is not responsible for valuables, which are lost or stolen while a student is attending school. Students wishing to have valuables protected while they are in attendance should deposit them in the office at the beginning of school and collect them at the close of school. Students who bring money to school and leave it in their lockers run the risk of having it stolen. The school is not responsible for valuables left in lockers.

### **7020 - LOCKERS**

Lockers are the property of the school district and are provided for books, coats, etc. They are assigned at the opening of school. Students are to use only the lockers assigned to them and should not share their locker combination with anyone. Gym lockers will be assigned by physical education teachers for gym clothes.

Because lockers are the property of Lake George Jr.-Sr. High School, students are responsible for the condition of the lockers and will pay for damages.

### **7050 - SCHOOL BUILDING FLOOR PLANS**

Floor Plans of the Jr.-Sr. High School are available in the main office for student use.

## **8000 SUPPORT SERVICES**

### **8120 - ACCIDENT PREVENTION AND SAFETY PROCEDURES**

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

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

### **EYE SAFETY DEVICES**

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment, which may potentially damage the eyesight.

### **8121 - FIRST AID**

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

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

### **8130 - EMERGENCY PLANS**

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

Each year, the school will stage a drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such drill at least one week prior to the drill.

### **8132 - FIRE DRILLS**

#### **PROCEDURES**

Fire Drills will be held during the first week of school and periodically thereafter.

All teachers will explain the fire drill procedures and take the class through the procedure during the first two days of school.

Pupils will leave the building quietly and in an orderly fashion, and will remain approximately one hundred feet from the building until the all-clear signal has been given.

Maps and directions for exiting the building during emergencies are posted in each room.

Please see cell phone policy within this handbook.



### **8134 - EMERGENCY CLOSINGS**

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. The following radio stations carry announcements of emergency school closings: 98.5 WCKM, WWSC, Y-96, WENU in Glens Falls area, WGY in Schenectady and WROW in Albany and on Channels 6, 10 and 13 on local TV channels. Information will also be posted on the school's web site: [www.lkgeorge.org](http://www.lkgeorge.org).

If no report is heard, it can be assumed the schools are opening on time.

### **8400 - TRANSPORTATION**

Transportation is provided to students who live more than one mile from the high school building. Questions about the school transportation program should be directed to the Director of Transportation at (518) 668-2131. For further information, see 5320, Safety Instructions for Students in Bus Travel, above.

### **8520 - FREE AND REDUCED-PRICE FOOD SERVICES**

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school breakfast and lunch programs, and shall provide free or reduced-price food services to qualified district students.

Information and applications will be sent home with students on the first day of school each year and are also available in the business office throughout the school year.

## **9000 PARENT SIGNATURE FORM/FERPA**

Parent/Student Signature Forms are on the next page. Please read, sign and date all areas on the form and return to school by opening week.

***This page must be returned to Lake George School  
with REQUIRED SIGNATURES and Information***

Print Student Name: \_\_\_\_\_ Guideroom: \_\_\_\_\_ Grade: \_\_\_\_\_

The Student Handbook is available on the school's website.

If you do not have internet access and need a hard copy, please check here

**Handbook Acknowledgment:**

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

**Eligibility Permission:**

We read the academic Eligibility Policy Section 5805, and understand our responsibilities.

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents:**

I give permission to have student directory information about my child provided to:

- name and/or photo used in any school publication, newsletter, newspaper, mailing, posting, website etc.
- any institution of higher education without my prior written consent
- military recruiters without my prior written consent

If you do not want your child's name and/or photo used for any of the above, please submit a written request to the main office of the high school specifying which items you would like excluded.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_