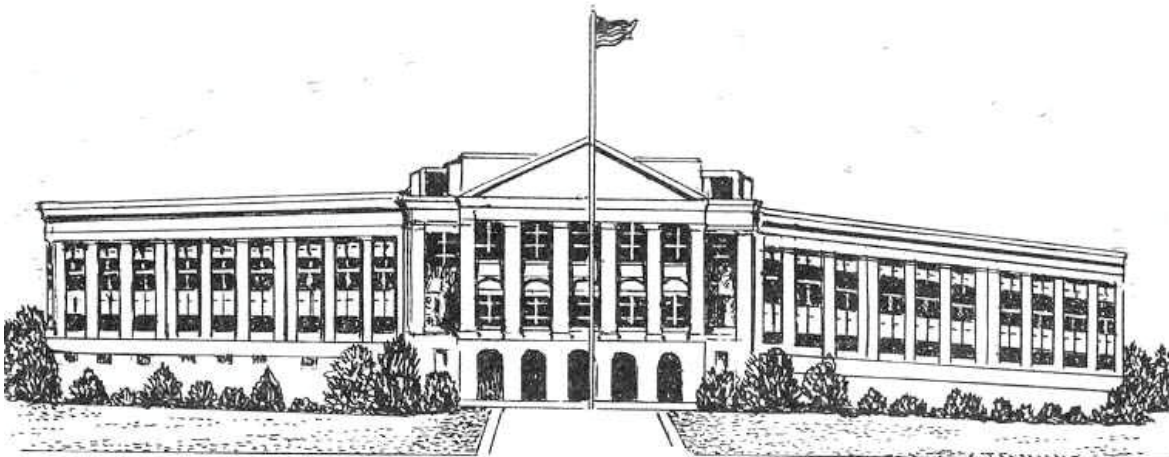


# Lake Placid Middle High School Student Handbook 2016-2017

Middle School Principal: Ms. Theresa Lindsay  
High School Principal: Mr. Dana Wood

34 School Street  
Lake Placid, NY 12946

Telephone: 523-2474  
Fax: 523-2896  
[www.lpcsd.org](http://www.lpcsd.org)



Dear Parents, Guardians, and Students:

It is with great pleasure that we welcome you to the 2016-2017 school year at Lake Placid Middle/High School. The Lake Placid Middle/High School administration, faculty and staff are committed to providing for our students a positive, beneficial educational experience rich in learning and community. The distribution of this handbook is a way of notifying students and parents of the expectations and procedures of the school.

Included in our handbook are the attendance policy and Code of Conduct. Both of these documents are required by New York State Education Law and developed by our school community to promote school attendance and a safe environment for all of our students.

We ask that parents, guardians and students review these documents as they provide important importation for learning and acceptable behavior at our school. Please also visit our school website at [www.lpcsd.org](http://www.lpcsd.org) for other important information.

If you have any questions or concerns during this year, please never hesitate to contact your student's teacher or us. Please refer to our e-mail addresses and phone numbers included in our handbook.

Sincerely,

*Theresa Lindsay*

Middle School Principal

*Dana Wood*

High School Principal

## **MIDDLE / HIGH SCHOOL HANDBOOK**

This student handbook has been prepared as a resource for school information for you and your family.

### **BUILDING ENTRANCES**

After 7:45 a.m. all visitors must use the main entrance at the rear or the ramp entrance toward ORDA of the Middle/High School.

### **CLOSED CAMPUS**

During the normal school day, (7:33 AM - 2:07 PM) students must remain in the school building unless authorized by an administrator to leave. This is done in the main office of the Middle/High School.

**\*\*\* Once a student steps onto one of the district school buses or arrives at school by other means, the student is considered to be at school and must abide by the Closed Campus rule.**

### **EQUAL OPPORTUNITY - NOTIFICATION STATEMENT**

**It is the policy of the Lake Placid Central Schools not to discriminate on the basis of age, race, color, religion, gender, sexual orientation or gender identity, disability, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. Lake Placid Central Schools are committed to equal opportunity.**

Inquiries regarding compliance with Title IX and Sexual Harassment/Racial Harassment should be made to:  
**Title IX Coordinator / Sexual Harassment/Racial Harassment Coordinator**

Dr. Roger Catania, 523-2475, ext. 3002  
Superintendent  
50 Cummings Road  
Lake Placid Central School

**Inquiries regarding compliance with Section 504 should be made to:**

Section 504 Coordinator  
Mrs. Sarah Allen, 523-2474, ext. 4011  
318 Old Military Road  
Lake Placid, NY 12946-1500

### **MISSION STATEMENT**

As part of a distinctive Adirondack community, the Lake Placid Central School provides a welcoming, stimulating environment that inspires students to achieve their academic, physical, and social potential and to thrive in a dynamic global society.

School Motto: Learning-Growing-Succeeding

### **COMMUNITY RELATIONS / PUBLIC INFORMATION**

School District Website: [www.lpcsd.org](http://www.lpcsd.org)

School Board Meeting:

Parents and members of the community are encouraged to attend and participate at public Board of Education Meetings, which are held twice a month (generally Tuesday nights), beginning at 6:30 P.M. at the Administrative Services Center, unless otherwise stipulated. Please contact the Superintendent's Office with questions or concerns at 523-2475, extension 3001.

The meeting calendar for the Board of Education will be posted on the district website under the Board of Education tab once the schedule is determined.

## **SCHOOL DISTRICT RECORDS**

Often parents and students and other community members may want to have specific information about the schools in this district. Information about student records is discussed in section 5500, Student Records. For information on other topics, interested persons may inspect and/or copy school district records at the Office of the School Business Administrator, Leonard Sauer, located at the Administrative Services Center during regular business hours.

## **VISITORS: STUDENT GUESTS**

**Visitors are welcome to tour the school as long as they have been approved by a principal and obtained a visitor's pass from the Main Office. (NO VISITORS DURING REVIEW AND TEST WEEKS.)** All visitors must abide by the rules of the school and not take advantage of their privileges. If these visitors will ride the bus, parental permission, in written form, must be presented to the driver of the bus.

**IT IS AGAINST THE STATE LAW FOR ANYONE TO LOITER IN A SCHOOL. VIOLATORS ARE SUBJECT TO POLICE ACTION.**

Visitors to the school shall be governed by the following rules:

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

**Parents should feel free to ask for a conference any time throughout the year by calling the guidance office at 523-2474 (ext. 4022) for an appointment. We encourage parents to talk with their child's teachers.**



# Lake Placid

Final Adopted 4-5-16

## 2016-2017 SCHOOL YEAR

Dates underlined are Regents Examinations. Opening Day for staff is Sept. 1  
 Dates blocked school is not in session ■ Opening Day for students is Sept. 6  
 Dates circled are Conference Days ● (Teacher meetings – no school for students)  
 Dates with △ are ½ days for staff development.

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	△

**SEPTEMBER**  
 Sept. 1 & 2 Supt. Conference Days  
 Sept. 5 Labor Day  
 Sept. 6 Opening Day of School  
 Sept. 30 Half Staff Development Day

February 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	△
17	18	19	20	21	22	23
24	25	26	27	28		

**OCTOBER**  
 Oct. 10 Columbus Day  
 Oct. 21 Supt. Conference Day

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOVEMBER**  
 Nov. 11 Veterans Day  
 Nov. 17 ½ Parent Teacher Conf. Day  
 Nov. 22 Early Release/Evac Drills\*  
 Nov. 23-25 Thanksgiving Vacation

March 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DECEMBER**  
 Dec. 23-Jan. 2 Christmas Vacation

November 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JANUARY**  
 Jan. 1 New Year's Day  
 Jan. 16 Martin Luther King, Jr. Day  
 Jan. 24-27 Regent's Exams

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**FEBRUARY**  
 Feb. 17 Half Staff Development Day  
 Feb. 20-21 President's Break

**MARCH**  
 March 28-30 3-8 ELA Testing  
 Mar. 24 Supt. Conference Day

December 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**  
 Apr. 10-21 Spring Break

May 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**MAY**  
 May 2-4 Grade 3-8 Math Testing  
 May 26 & 29 Memorial Day

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JUNE**  
 June 5 Gr 4 & 8 Science Written  
 June 13-22 Regent's Exams  
 June 23 Last Day of School

\*Early Release 1:45 PM Middle/High School  
 2:30-PM Elementary School

Grading Periods

1 <sup>st</sup> Quarter – Sept. 6 to Nov. 10
2 <sup>nd</sup> Quarter – Nov. 14 to Jan. 27
3 <sup>rd</sup> Quarter – Jan. 30 to March 31
4 <sup>th</sup> Quarter – April 3 – June 23

June 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Summary of School Days**

September	21	February	18
October	20	March	23
November	18	April	10
December	16	May	21
January	20	June	17
		Total	184

**Lake Placid Middle/High School  
2016-17  
Class Periods**

High School

- HR 7:33 - 7:40
- 1. 7:43 - 8:23
- 2. 8:26 - 9:06
- 3. 9:09 - 9:49
- 4. 9:52 - 10:32
- 5. 10:35 - 11:15
- 6 11:18 - 11:58
- 7. 12:01 - 12:41
- 8. 12:44 - 1:24
- 9. 1:27 - 2:07
  
- 10. 2:10 - 2:45

Middle School

- HR 7:33 - 7:40
- 1. 7:43 - 8:23
- 2. 8:26 - 9:06
- 3. 9:09 - 9:49
- 4. 9:52 - 10:32
- 5. 10:35 - 11:20 (45 minutes)
- 6-L 11:23 - 11:53
- 7. 11:56 - 12:41 (45 minutes)
- 8. 12:44 - 1:24
- 9. 1:27 - 2:07
  
- 10. 2:10 - 2:45

\*\* Period 10: All students must leave the building immediately after 9<sup>th</sup> period (2:07), unless attending an authorized 10<sup>th</sup> period activity or staying with a teacher.

\*\*The first bell will ring at 7:28 a.m., allowing students time to go to their lockers before their homeroom.

In general, most students in grades 9-12 can anticipate a 5<sup>th</sup> or 7<sup>th</sup> period lunch depending upon their course load. Students in grades 6, 7 and 8 will generally eat during the 6<sup>th</sup> period lunch.

Schedules will be given out to students on the school's annual Locker Day.

## **General Guidelines:**

### **Arrival:**

1. Students will be permitted to go to the cafeteria prior to the start of school in order to wait for school to begin. This is a privilege that can be lost if behavior is inappropriate.
2. It is advisable not to arrive at school too early. **The building will not open before 7:00 a.m.** School begins at 7:33 a.m.
3. Parents dropping students at school should use the ramp entrance on Cummings Road. Students should be dropped off prior to 7:33 a.m. on the school side of the street

### **Extra Help:**

1. Remember that teachers are available until 2:45 p.m. for extra help, and students should utilize this time for improvement.

### **Detention:**

1. Students who have not completed work or are in violation of class or school rules will be assigned detention.
2. Skipping teacher assigned detention, and more serious rule infractions, will result in more serious consequences, including but not limited to: Late Afternoon School, Saturday School, or In-School Suspension.
3. Parents are notified if a student will be detained, either by their child's phone call, a call from a teacher, or a call from an office staff member.

### **Questions/Concerns:**

1. Please call or email your child's teacher with academic or any other type of concern that you may have.
2. Your child's school counselor can arrange for a conference with teachers as soon as it is mutually possible. Call the Middle School Guidance Counselor at 523- 2474(ext. 4020), or the High School Guidance Counselor, at 523- 2474(ext. 4018), for assistance.

## **STUDENT'S BILL OF RIGHTS**

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Students have the right to be respected as individuals.
3. 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.
4. Students have the rights to freedom from discrimination relative to participation in curriculum offerings, athletics and extra-curricular activities.

## **ROLES AND RESPONSIBILITIES OF ESSENTIAL SCHOOL PARTNERS**

All school community members are responsible for assuring that the environment of the school is supportive to the educational program. The school community is defined as parents, students, staff, administrators, and the Board of Education of Lake Placid Central Schools.

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

- Students will conduct themselves with respect toward self, fellow students, teachers and others.
- Students will strive to achieve to their potential in all areas.
- Students will follow directions of the staff and administration at all times.
- Students will fulfill all classroom obligations.
- Students will show respect for school property and for the property of others.
- Students will demonstrate good conduct and a positive attitude in school activities.
- Students will dress in a clean, safe, presentable manner.
- Students will follow Board approved school Code of Conduct policy.

### **Expectations for Students:**

- Considerate of Others
- Enthusiastic and Motivated
- Life-Long Learners
- Positive Attitudes
- Self-Disciplined
- Honesty/Integrity

**Classroom Standards for Students:**

- Students will be on time and at the scheduled place throughout each school day.
- Students will be prepared for lessons with assignments completed.
- Students will have the necessary books, supplies, paper, and materials called for.
- Students will use their own personal knowledge as they complete assignments, tests, or other work intended to determine that knowledge.
- Students will follow any other standards or procedures established by the teachers and/or administrators.

**Parent(s), Guardian(s), Legal Custodian(s) Responsibilities:**

- To work with school personnel and community agencies to enforce appropriate student behavior.
- To care for student's health and well-being.
- To see that their student attends school on a regular basis, on time, and with lessons prepared.
- To understand each section of the student handbook as it relates to discipline and assure that their child knows the established standards, rules, and consequences of rule violations.
- To help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- To convey to their children a supportive attitude toward education and the district.
- To inform school officials of changes in the home situation that may affect student conduct or performance.

**Teachers Responsibilities:**

- To demonstrate interest in teaching and concern for student achievement.
- To communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan
- To communicate regularly with students, parents and other teachers concerning growth and achievement.
- To provide a respectful/encouraging environment for learning.
- To understand and consistently encourage the established standards and rules at all times.
- To confer with parents, school personnel, and students to assist in correcting unsatisfactory behavior.
  - To use the student handbook Code of Conduct section to help teach students to understand the established standards and rules.

**STUDENT DISMISSAL PRECAUTIONS REGULATION**

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian. The signature must be notarized.

A student may be released to either parent unless a custodial parent supplies the school principal with a certified copy of a court order or divorce decree to the contrary. Parents and guardians may amend the list of persons authorized to obtain release of their children by contacting the building principal.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the Building Principal. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent may be called. Parents, guardians, or designees must sign students out of school in the attendance office. Students age 18 and over may sign themselves out with written parental permission.

In the event of an emergency, the Building Principal (523-2474) may release a student to some individual not appearing on the approved list only if the parent or guardian has been contacted by the Principal and has approved the release, and the Principal determines that an emergency exists.



## ATTENDANCE PROTOCOL OF LAKE PLACID CENTRAL SCHOOLS:

Student attendance shall be in conformance with New York State and Lake Placid Central Schools Board Policies.

- A. Expectations: Students will be in attendance a **minimum** of **90%** of the days school is in session.

Attendance is critical to:

1. Accurately determine the districts average daily attendance for state aid programs.
2. Verify compliance with compulsory education laws.
3. Increase student success in academic course work. A lack of attendance may lead to poor performance, low grades and the possibility of repeating the course and/or entire school year.

- B. Definitions

1. Absence - Each teacher will record an absence when the student is not in attendance for any time during school day.
2. Half-Day Absence - This is to be recorded when a student is in attendance for less than one-half of the school day.

One-half (1/2) day of attendance is defined as follows:

Middle/High School 7:33 a.m. to 10:32 a.m. and 10:35 a.m. to 2:07 p.m.

3. Truancy - All absences from school without parental knowledge or consent.

- C. Excused Absences

1. Excused Absences Not counted each semester.

A student shall not be counted as absent in the following circumstances with written verification:

1. Authorized school-sponsored absentee/program.
2. Death in the family.
3. Religious observations.
4. Extended educational leave opportunities granted at the discretion of the principal or their designee.
5. High School students shall be allowed a reasonable number of college/university visitation days granted at the discretion of the principal or their designee. This stipulation will only be granted after the student has verified these visitations through the college/university Office of Admissions. Students must give LPMHS prior notice to the college visitation.
6. Subpoena to appear in court as a witness in a judicial proceeding, verification, in writing, by the parent/guardian upon student's return, further verification by the Subpoena.
7. Medical/dental appointments with verification, in writing, by the doctor's office.
8. Emergency situations will be evaluated as excused or unexcused by the principal or their designee.

2. Excused Absences counted each semester.

1. Personal illness (unless excused by physician's note).

3. Unexcused Absences counted per semester.

1. Family vacations.
2. Emergency situations will be evaluated as excused or unexcused by the principal or their designee.
3. Truancy.

*(When a student has been habitually absent, notification shall be submitted to the school district attendance office, which may lead to referral to the Essex County Family Court (PINS) or a Child Protective Services notification/call)*

#### D. Make-Up Work

1. Middle / High School - Students **will** be allowed to make up and receive credits for any work missed as a result of being absent by the date specified by the student's teachers..
2. There **WILL BE NO CREDIT** given for work made up for **unexcused absences**.
3. Homework assignments will not be provided prior to non-school vacations.
4. Make-up work and credit will **not** be given during **truancy**.

**NOTE: Make up work will be strongly recommended for out-of-school suspensions. Credit will be given for make up work and for assignments, tests and quizzes under the following stipulations:**

- a. All assignments must be completed and turned in to the teacher during the first class meeting upon returning to school.
- b. It will be the responsibility of the students and/or their parents to obtain the assignments through the counseling office.
- c. For tests and quizzes missed during an out-of-school suspension, the student must make arrangements to make up the test or quiz within three (3) days of returning to school.

#### E. Absence Reporting

1. Parents/guardians are encouraged to call school to report or verify an absence. This ensures the safety of the student, and it documents the reason for the absence. Please call the Middle/High School Office Attendance Extension at (518) 523-2474 and dial extension 4001 by 8:30 a.m.
2. All Absences require one of the following:
  - a. a note written by a parent or guardian, or
  - b. a phone contact between the parent or guardian and the school

### **TARDY PROTOCOL**

**TARDINESS:** Is when a student is not in his/her assigned station when the bell rings or when school classes begin.

Tardy students at the Middle/High School are those who arrive after 7:33 a.m. Tardy students must report to the Attendance Office for a late pass. A tardy student will not be admitted to class without a pass from the Attendance Office. Failure to sign in will subject the student to immediate disciplinary action. The excuse of "forgetting to sign in" will not be accepted.

According to State Law, chronic tardiness to school is to be treated as unlawful absence.

A student who misses more than the first fifteen (15) minutes of a class will be counted absent from that class. If the student misses less than the first fifteen (15) minutes of a class, the student will be counted as tardy. Four tardies to class will be counted as an absence.

#### **Disciplinary Action for School Tardies/Lates:**

Any student with 5 lates to school will have a letter sent home. Students with 7-15 lates to school will have detention each time they are late. Students with more than 15 lates to school will serve late afternoon school for each late over 15. **Seniors and Juniors may be subject to loss of Privileges when they reach 15 lates.**

#### **Disciplinary Action for Class Tardies/Lates:**

1. Verbal warning from teacher.
2. Phone call/email from teacher to parent.
3. Subsequent lates will result in appropriate disciplinary action being taken at the discretion of the teacher.
4. Excessive lates will be referred to the office and may result in the loss of participation in extra curricular programs (i.e. athletics, drama, etc.).

### **Cutting Class Policy:**

Cutting class is a willful non-attendance of a scheduled assignment by a student. Cutting class will not be tolerated

**(PLEASE NOTE: DISCIPLINARY ACTION WILL RESULT WHEN A STUDENT HAS CUT CLASS.)**

1st Class cut = 2 detentions, 2nd Class cut = 2 late detentions, 3rd Class cut = 1 day ISS, 4th Class cut = 2 days ISS

\*\*\* Staying in the Nurses' Office when not verifiably sick instead of going to class will count as a class cut.

### **TRUANCY PROTOCOL**

Truancy is the willful non-attendance of a student from school without parent/guardian/custodial permission. Student receives a zero for all work and assignments that occur on the day of the truancy. **(PLEASE NOTE: DISCIPLINARY ACTION WILL RESULT WHEN A STUDENT HAS BEEN TRUANT.)**

1st truancy = 2 days late detention, 2nd truancy = 4 days late detention, 3rd truancy = 2 days ISS, 4th truancy = 4 days ISS

(When a student has been habitually truant, notification shall be submitted to the school district attendance office, which may lead to referral to the Essex County Family Court.)

### **RELIGIOUS OBSERVANCES**

Religious observances may be recognized as days of attendance upon the written request of the parent/guardian. Explanation of the nature of the observance must be brought to school when the student returns. Pupils who fail to present such a note immediately upon return to school will be considered an unexcused absence.

### **EDUCATIONAL LEAVE**

Students who are excused for educational leave will be recognized as being in attendance, upon the written request of the parent or guardian and approval by the principal. Parents must complete an Educational Leave Application prior to the trip or competition. Students being considered for Educational Leave must have had a "B" average or above during the previous school year and be currently maintaining a "B" average. Such leave is granted for participation in:

1. Major state and/or nationally recognized competitions necessary for state and/or national point ranking.
2. Major trips that are educational in nature that extends beyond scheduled school vacations or holidays.
3. College visitations accepted at the discretion of the principal or designee. Applications for Educational Leave will be subject to verification from the college or university.
4. School endorsed or sponsored programs.

The granting of educational leave will be at the discretion of the principal or his designee.

Educational Leave forms are available in the Middle/High School Guidance Office.

### **GRADING SYSTEM: Grades, Progress Reports and Report Cards.**

#### **MARKING SYSTEM**

1. There are four marking periods, each containing approximately forty-five teaching days. The key to grade equivalents is as follows.

A+	98-100	B+	88-89	C+	78-79	D	65-69
A	93-97	B	83-87	C	73-77	F	64 and below (Fail)
A-	90-92	B-	80-82	C-	70-72	P	Pass
						INC	incomplete

2. An Effort Evaluation is given along with the grades: Outstanding, Satisfactory, Needs Improvement, Unsatisfactory
3. Teacher Comments will be marked on the progress report/report card.

Parents should feel free to ask for a conference any time throughout the year by calling the guidance office at 523-2474 (ext. 4022), for an appointment. We encourage parents to talk with their child's teachers.

### **STUDENT PROGRESS REPORTS AND REPORT CARDS:**

Lake Placid's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teachers, and interim reports issued as needed or required. Parents are urged to visit the school and to meet with guidance counselors and teachers whenever necessary. Please schedule all such visits in advance.

1. **Progress Reports** are mailed home to parents/families.
2. **Report Cards** are mailed home four (4) times per school year, approximately one week after each quarter ends.

### **FINAL GRADES for courses.**

Final grades or averages are determined by averaging quarter grades, mid-term (if given) and final exam (if given)/Regents exam. In a situation where a student fails a course, and if the course is offered in summer school, the summer school grade would be counted as a separate class grade on the transcript. Both, the regular class and the summer school class will appear on the student's transcript.

### **HONOR ROLL**

An Honor Roll listing of students is developed at the close of each marking period. It will include students who have attained High Honor or Honor status.

-High Honors: A student must attain an average of 90-100, not have any incomplete grades, and have no grade below 65.

-Honors: A student must attain an average of 85-89, have no incomplete grades, and have no grade below 65.

### **CLASS RANK: High School**

Final class rank is determined by:

Averaging all subjects for all bonafide students for the first seven semesters of high school. A bonafide student shall be a student who has attended Lake Placid Central School on a full time basis for grades 10-12, carrying a minimum of five and one-half (5 1/2) credits each semester.

- a) Only bonafide students shall be considered for valedictorian and salutatorian status. Correspondence courses, tutoring, etc. are not considered bonafide student status.
- b) A transfer student may have only five and one-half (5 1/2) transferred credits considered toward valedictorian-salutatorian status. The remainin18 credits must be earned at Lake Placid Central School.
- c) A transfer student must be enrolled and attend Lake Placid High School from February to June in grade 9, and from September to June in grades 10, 11 and 12, to be considered eligible for valedictorian-salutatorian status.
- d) June awards for the highest year end average in grades 6-12 pertain to students enrolled in Lake Placid Central School for the entire school year.

### **ALTERNATIVES TO SPECIFIC REGENTS AND LOCAL DIPLOMA REQUIREMENTS**

A student may earn a maximum of 6.5 units of credit for either a Regents or local diploma without completing units of study for such units of credit, if:

- a) Based on the student's past academic performance, the High School Principal and School Counselor determine that the student will benefit academically by exercising this alternative;
- b) The student achieves a score of at least 85 percent, or its equivalent as determined by the commissioner, on a State-developed, or State-approved examination;
- c) The student passes an oral examination or successfully completes a special project to demonstrate proficiency as determined by the High School Principal, in the subject matter area; and
- d) The student attends school, or received substantially equivalent instruction elsewhere, in accordance with section 3204 (2) of the Education Law, until the age of 16, pursuant to sections 3204 and 3205 of the Education Law.

## EARLY GRADUATION

In certain instances when a student has completed the requirements for graduation, he or she may be allowed to graduate ahead of schedule. Students seeking early graduation will need to prepare a written plan, present written approval by a parent, and receive approval of the Principal by the end of the sophomore year. In considering the individual requests, attention shall be given to the student's grades, performance in school, what his or her plans are for the future, and what benefits would accrue to the student if the request for early graduation were to be approved. The final decision on whether to grant permission is made by the Principal, after consultation with the student's counselor, the student and parent(s).

## COMMENCEMENT EXERCISES

To be eligible to participate in graduation ceremonies, students must have met all Lake Placid High School graduation requirements.

## SCHOOLTOOL

Lake Placid Central School's website works in partnership with SchoolTool. It is a great way for parents and students to keep up to date with school information. SchoolTool is accessible from any computer that is online. **Log onto <http://www.lpcsd.org>.**

In order to use SchoolTool you must log onto SchoolTool and create your own username and password. This user name is good for the duration of your child's educational career. If you have not yet accessed SchoolTool, please contact the office to receive your activation code and instructions.

Once you have activated your account you can check your child's class activities, and monitor his/her progress (Parents can access **private** reports and grades specific for your child.)

If you login on to the Lake Placid Central School Website at <http://www.lpcsd.org> you can access the following information:

- a) View teacher and classroom websites containing course descriptions, lesson plans, due dates, test dates, etc.
- b) Access email and teacher/staff contact information.
- c) View events on the school calendar
- d) See breakfast and lunch menus.
- e) View additional information relating to our school.

If you have any questions about SchoolTool, please contact the school at 523-2474

## REQUIRED SUBJECTS FOR GRADES 6-8 AT LAKE PLACID INCLUDE:

<b>Grade 6:</b>	Language Arts	Foreign Language	<b>Grade 8:</b>	English	Foreign Language
	Social Studies	Family & Consumer Science		Social Studies	Music
	Math	Music		Math	Technology
	Science	Physical Education		Science	Physical Education
	Art	Reading		Art	Computer Skills
	Computer Skills	Language Skills & Review		Health	
				Family & Consumer Science	
<b>Grade 7:</b>	English	Foreign Language			
	Social Studies	Family & Consumer Science			
	Math	Music			
	Science	Physical Education			
	Art	Technology			
	Health				

## **ALTERNATIVE EDUCATION**

The school offers an alternative education option for students who might otherwise struggle in traditional educational programs. Students are eligible based on recommendations from their guidance counselor, teachers, or other support personnel. Final placement requires the principal's approval.

## **COURSE OFFERINGS:**

Complete course catalogs are available from the Guidance Office for Middle and High School programs.

## **SCHEDULE CHANGES**

Errors that appear on student schedules will be corrected by the Guidance Office during the first two days of school. Other schedule changes, such as dropping or adding a subject, must be made before the end of the second week of school through the Guidance Office. All mid-year changes for students who are not scheduled for a change, but wish to add or re-arrange a schedule, must be done during the first week of the second semester.

## **MATERIALS NOT SUPPLIED TO STUDENTS BY THE SCHOOL DISTRICT**

As a rule, the school district generally does not supply: pens, pencils, binders, notebook paper, etc., but a material supply list is generally included in the summer mailing to parents. Some additional fees are attached to extended classroom field trips, projects, and athletics.

## **CALCULATORS**

7<sup>th</sup> – 12<sup>th</sup> grade students should purchase their own scientific calculator. Check with your math teacher for a recommended make and model. The Lake Placid Central School will provide, ON REGENTS EXAM DAYS, access to a calculator to any student in need of one.

Graphing calculators that do not allow for symbolic manipulation will be required for the Math B Regents examination and will be permitted (not required) for the Math A Regents examination. The Lake Placid Central School will provide access to graphing calculators for use in school to any student in need of one.

*As a result of state requirement, the memory of any calculator with programming capability must be cleared or reset when students enter the testing room. The use of operating manuals, instruction or formula cards, or other information concerning the operation is not permitted. Calculators that can be used to communicate with other calculators are not permitted.*

## **ACCELERATED PROGRAM AT MIDDLE SCHOOL**

Middle School advancement is offered in the following subject areas, Math, and Science. These courses accelerate the pace at which the course is taught and thus create a much more challenging course for students.

Accelerated opportunities are based on New York State Assessment exams results, teacher recommendation, and the student's grades. Students who maintain high averages may **not** necessarily be good candidates for our accelerated program.

In addition to attaining mastery level on the New York Assessment exams results, for a student to be eligible to enter and remain in the accelerated program, the following must be evident:

### **Exhibit Motivation:**

1. The student must have a strong internal work ethic. He/She should not need to be prodded to complete assignments.
2. The student must complete homework in a timely manner. The workload for an excel course is heavier than that of a regular course. The student must show that he/she can handle the additional work.
3. Students in the program should demonstrate a maximum effort in assignments.

### **Comprehension Skills:**

1. The student should have insight into the work, reading, etc. that other students in regular classes do not.
2. The student must exhibit a solid foundation of skills upon which to build.

**Genuine Interest:**

1. The student should exhibit a true interest in what he/she is learning.
2. The student must want to do the work.
3. The student must be able to do the work.
4. The student must be willing to do the work in a thorough manner.

**Grades:**

In each marking period, the student must maintain an average of: 85 or above in Math and 90 or above in Science.

The first marking period is the acceleration entrance cutoff at Grade 8 for Regents courses in math.

The Teacher Team for each grade level and the Accelerated Program Committee will apply the criteria in determining whether or not a student enters or remains in the program.

If a student transfers to Lake Placid from another school, he/she must, present official documentation which demonstrates that he/she has met all of the above criteria.

**LAKE PLACID HIGH SCHOOL PROGRAM DESCRIPTIONS:**

**COURSE OFFERINGS:** Complete course catalogs are available from the Guidance Office for Middle and High School programs.

**REQUIRED SUBJECTS**

Required subjects for Lake Placid High School students include:

English	4 1/2 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Health	1/2 credits
Physical Education	2 credits
Art or Music	1 credit
Foreign Language	1 credit
Computers	1/2 credit
Service Learning	1/2 credit
Other Electives	<u>2 1/2 credits</u>

**22.5 Total credits**

**SERVICE LEARNING HALF CREDIT** (not a class)

Students need to earn 40 Service Learning hours as a graduation requirement. Service learning is experiential learning through service to others.

Service learning not only benefits those being helped but can contribute significantly to the growth and development of the person helping. The experience involves preparation and planning, action; and reflection on the experience. Examples of projects range from participation in a Habitat for Humanity project, preparing food at the Ecumenical Food Bank, to providing support at any of the many athletic competitions hosted by Lake Placid. Projects organized through Key club or National Honor Society also counts toward this requirement. If a parent or guardian participates in the project with the student, the student earns bonus service learning credit. All projects must be properly documented and approved.

## **HIGH SCHOOL: ADVANCED PLACEMENT PROGRAM - High School**

LPHS offers Advanced Placement Courses in Art, Biology, Calculus, English Literature, English Language, Environmental Science, Statistics, and U. S. History. Successful students have the opportunity to receive college credit and /or advanced course placement upon enrollment in their college or university. Students may need to meet an entrance requirement to enroll in an AP course.

It is anticipated that accelerated Math students will take AP Calculus or AP Statistics in their senior year. Accelerated Science students will take AP Biology or AP Environmental Science their senior year.

### **AP COURSES - GRADE PROCEDURE**

In an ATTEMPT to balance and reward students enrolled in the college courses known as AP; course instructors and administrators have developed the following grading procedure:

1. Grades for marking periods, mid-term, final and final averages are NOT altered on the report cards. All grades will be recorded by the teachers of these AP courses.
2. For calculation of Class Rank and Honor Roll listing, AP students will have 5 points added for each AP marking period grade provided they do not receive an "unsatisfactory" in effort.
3. AP students commit to the following:
  - a) to remain in the course for the entire year upon completion of the 5th week of school.
  - b) to take the appropriate AP exam in May.

### **PROMOTION AND RETENTION:**

Lake Placid schools will make every effort to communicate potential promotions or retentions of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion & retention:

#### **Middle School**

Lake Placid schools will make every effort to communicate potential promotions or retentions of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion & retention:

1. Students who pass all subjects will be promoted automatically.
2. Students who fail one subject will have the failure evaluated and a determination made as to the reason for the failure. The student may be required to repeat the subject in summer school contingent on the course being offered in summer school. If the course is not offered in summer school, then the student likely will repeat
3. Students who fail two or three subjects are required to take and pass these courses in summer school, if offered in order to be promoted to the next grade.
4. Students who fail four core courses are retained and are ineligible for summer school.

\*\*\* Elimination of Summer School means that summer classes would not be offered to Middle School Students. This increases the likelihood of students repeating the course or possibly the entire school year.

#### **High School**

In general, promotion from one class to the next shall be contingent upon the passing of all required subjects. Subjects that are not successfully completed with passing grades must be taken in summer school (if offered). High School students who finish a course with an average grade between 50-65% would be allowed to gain credit through the Credit Recovery Lab. All students are required to carry a minimum of 6.5 credits per semester and have no more than two (2) study halls per day.

In the high school, grade level assignment is based upon successful completion of academic requirements and not simply the student's year in school. Grade level status determines student placement in the Yearbook, locker assignment, lunch period assignment, eligibility for senior privileges, and more. Grade level assignments are made as follows:



- All entering **Freshmen** are assigned a Grade 9 status
- Students who have successfully completed a minimum of five (5) credits and passing grades in both Global Studies 9 and English 9 are given a Grade 10/**Sophomore** status.
- Students who have successfully completed a minimum of eleven (11), including a passing grade in English 9, English 10, Global Studies 9, and Global Studies 10, one Physical Education class, one Math class, and one Science class are given a Grade 11/**Junior** status.
- Students who successfully completed a minimum of fifteen (15) credits, including a passing grade in English 9, 10, and 11, Global Studies 9 and 10, U.S. History 11, two Physical Education classes, two credits each in Math **and** Science and are eligible to graduate in June are given a Grade 12/**Senior** status. All seniors are required to carry a minimum of 6.5 credits their senior year and have no more than two (2) study halls per day.

\*Because some students will benefit from the opportunity to attend Summer School a final grade level assignment will not be determined until after the completion of summer courses, as well as the August Regents exams. Any exception to these guidelines must be approved in advance by the Principal and/or Superintendent.

### **CREDIT UNIT**

A word used to measure credit for a subject taken five times a week for one year. A few subjects are taught for one semester and are given 1/2 unit of credit. **At Lake Placid High School, a minimum of 22.5 units is needed for a high school diploma.**

### **GRADUATION REQUIREMENTS**

To graduate, LPHS Students must successfully complete required subjects and pass the required exams. Graduates earn a Local High School Diploma, CDOS Credential, a Regents diploma, a Regents Diploma With Advanced Designation, a Regents Diploma with Honors, or a Regents Diploma With Advanced Designation with Honor.

### **PHYSICAL EDUCATION UNIFORMS**

All students are required to change clothes for physical education classes. The uniform consists of shorts/sweatpants, T- shirt/sweatshirt and gym shoes. Physical Education attire will be provided to any student where circumstances prohibit a pupil from purchasing the uniform. Proper attire during physical education classes is a consideration in the final grade for the marking period. Attendance, effort, skill and attitude are also considered in developing a student's grade in physical education.

### **CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS FOR ALL STUDENTS:**

Lake Placid Central School District 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. The district will ensure that all students residing in the district have the opportunity to participate in school district programs, to the maximum extent appropriate to the needs of the student.

### **EXTRACURRICULAR PARTICIPATION FOR HOME SCHOOLED STUDENTS.**

Students who are instructed at home may participate in any club or activity where the school system does not give credit or recognize as an interscholastic sport. Students must meet the appropriate criteria for the specific activity. Students may participate in seasonal intramurals as long as a recent physical shows fitness for that intramural activity. Parents should make arrangements for said involvement through the school principal.

## CLASS ADVISORS

### Class of:

2017	Mrs. Connie Hammaker & Mr. Bill Duffany
2018	Mrs. Sandy Huber & Mrs. Tammy Casey
2019	Mrs. Cora Clark & Mr. Brian Brandes
2020	TBA
2021	8 <sup>th</sup> grade Team Teachers
2022	7 <sup>th</sup> grade Team Teachers
2023	6 <sup>th</sup> grade Team Teachers

## STUDENT ORGANIZATIONS and ATHLETICS:

The following list presents current student organizations. If a student is interested in joining any of the activities sponsored by these organizations, he/she should check with the Main Office or the Advisor listed for further information.

Band	Advisor: TBA
Builders Club	Advisor: Mrs. McConvey
Chorus	Advisor: Ms. Weems
Fall Play	Advisor: Mr. Gotham (Middle School: there are occasional opportunities in Drama productions.)
Key Club	Advisor: Mrs. Merrihew
Lake Placid Outing Club	Advisor: Mr. McMullen and Mrs. Morgan
Lambda Pi (Math Honor Society)	Advisor: Mrs. Poulsen & Mrs. Casey
Memory Book	Advisor: Mrs. Gosling
Middle School Student Council	Advisor: Ms. Brewer
National Honor Society	Advisor: Mrs. Damp
Newspaper	Advisor: Mr. Duffany
Spring Musical	Advisor: Ms. Weems (Middle School: there are occasional opportunities in Drama productions.)
Student Council	Advisor: Mrs. Duggan
Varsity Club	Advisor: Mr. Walentuk
Yearbook	Advisor: Mr. Brian LaVallee

## SPORTS

**V=Varsity (grades 9-12), JV=Junior Varsity (grades 9-10), M=Modified (grades 7-9)**

**6th GRADE INTRAMURALS:** Golf, Soccer, Nordic Skiing, Ice Skating, Basketball, Tennis, Luge (when available), and other sports to be announced.

**Modified Sports:** generally refers to 7-9 graders as eligible for school-sponsored sports when available.

**FALL BOYS:** Cross country running (V, M), Soccer (V, JV, M)

**FALL GIRLS:** Cross country running (V, M), Soccer (V, JV, M), Volleyball (V, JV, M).

**WINTER BOYS:** Basketball (V, JV, M), Hockey (V), Alpine Skiing (V), Nordic Skiing (V).

**WINTER GIRLS:** Basketball (V, JV, M), Hockey (V), Alpine Skiing (V), Nordic Skiing (V).

**SPRING BOYS:** Baseball (V, JV, M), Golf (V), Tennis (V), Track (V, M), Lacrosse (M,V).

**SPRING GIRLS:** Softball (V, JV, M), Golf (V), Tennis (V), Track (V,M), Lacrosse (V)

-If interested in any of these programs, please contact Mr. Matthew Walentuk, Athletic Director at 523-2474 (ext. 4116).

-Every Varsity, Junior Varsity, and Modified athlete will be issued, and be expected to abide by, the school's "Athletic Code of Conduct".

## **SPORTS INTERIM (Held in the cafeteria)**

Supervision and assistance for **Middle School** athletes is available in the cafeteria from 2:45 p.m. to 5:00 p.m., depending on the sports schedule. **Middle School** athletes should be in a classroom with a teacher during 10th period (2:08-2:45). Middle school students are not allowed to leave campus at the end of the day when they have a practice.

After 2:08 p.m., athletes are **not to be in the school halls or unsupervised**. They are to report and **sign in** to either Sports Interim (8<sup>th</sup> grade) or a teacher (7<sup>th</sup> grade).

**Students who do not conform to this policy may lose the opportunity for participation in extracurricular programs.**

Supervision and assistance for **High School** athletes is available in the cafeteria from 2:10 p.m. to 5:00 p.m., depending on the sports schedule.

After 2:10 p.m., athletes should be in a supervised classroom or sports interim. They are to report and **sign in** to either Sports Interim or with a teacher.

High School Athletes will be permitted to leave the building after 2:10 p.m. as long as they are not staying 10th period for a teacher. In addition, the athletes may return to the building, and upon doing so, must go directly to Sports Interim in the cafeteria or directly to practice.

**Students who do not conform to this policy may lose the opportunity for participation in extracurricular programs.**

## **FIELD TRIPS**

Field trips properly planned and executed can complement classroom or club activities. Students must turn in permission slips signed by their parents before they are permitted to leave the building. Bus transportation is provided, and the rules for conduct on the bus apply as always.

If a student has been assigned ISS or OSS any day during the school year for inappropriate, especially unsafe conduct, that student may not be eligible to attend the field trip at the discretion of the principal or their designee.

## **STUDY HALLS**

The study hall is a place of quiet, orderliness and concentration. It is expected that each student will occupy him/herself with constructive work during this period. Students needing to leave study hall must have a pre-signed pass from their destination (Media Center, Computer Lab, etc.) Attendance will be taken, and then the student will be released. Students will report directly to the destination indicated on the pass.

If students do not wish to have a study hall period, they are encouraged to select an additional course.

## **DANCES**

Dances may be held in the school gymnasium and the cafeteria. Bands/DJs are to be approved by the administration. The sponsor and several other faculty members are to chaperone. Middle School dances are generally over at 9:15 p.m., High School dances are generally over at 10:30 p.m.

When needed, a bus may be provided for the students that live in Wilmington.

Guests that are in grades 9-12(non-Lake Placid Central Students) of Lake Placid Central students may be invited to the Winter Carnival Sno-Ball Hop and the Jr. Sr. Prom. The Jr. Sr. Prom is a high school dance. An application **must** be approved by the Principal, and a guest pass issued. All school rules apply at school dances.

## **CODE OF CONDUCT OF LAKE PLACID CENTRAL SCHOOLS**

### **STUDENT CODE OF BEHAVIOR**

Disciplinary action, when necessary, will be firm, fair and consistent so as to be most effective in changing student behavior. The District maintains a written Code of Conduct, which sets expectations for appropriate conduct and standards for discipline, which is available to students, parents and the public. The complete school district policy can be accessed at [www.lpcsd.org](http://www.lpcsd.org). 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 circumstance 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 with the exception of possessing or handling a weapon, firearm, fireworks, drugs or alcohol.

The Lake Placid Central Schools Code of Conduct provides a standardized procedure for establishing a positive environment in which students can learn. All students during the regular school term and/or summer school are expected to adhere to the rules set forth in the Code of Conduct, and it is the responsibility of the staff and the administration to enforce the Code of Conduct as established. The Board of Education delegates to the Superintendent and each Principal the authority to deal with disciplinary problems in his/her school, including suspensions.

### **PLAGIARISM:**

1. The act of presenting the words, ideas, images, sounds or other creative expression of others as your own.
2. Turning in an assignment to a class that was completed for a different class is also considered plagiarism.
3. Students need to be aware that plagiarism has consequences if the act was intentional or unintentional.
4. Proper citations are required in order to avoid plagiarism.
5. Quoted, paraphrased and summarized materials must be cited.
6. Students guilty of plagiarism will receive a Zero on the plagiarized assignment. The teacher will contact the parent.
7. Cheating will be treated the same way as plagiarism.
8. Further issues of plagiarism may lead to ISS and/or OSS days being assigned and possible expulsion from the course.

### **BACKPACKS / BAGS**

All backpacks must be stored in students' lockers throughout the **entire** school day. Students will be allowed to carry string sport bags during the school day. Regular backpacks, handbags, purses and other bags should be stored in lockers once the school day has started. These articles have the potential for safety issues and thus need to be stored in student lockers. Students who sustain an injury that requires crutches or impedes their ability to carry books must gain permission from the principal or their designee for an exemption to this policy. Students needing to bring a laptop computer bag will also be required to gain an exemption from the Principal or their designee. If an exemption is granted, the student will be assigned a tag to hang on the backpack/bag that clearly identifies to the students and staff that an exemption has been granted by the principal or their designee.

### **STUDENT DRESS**

Students at Lake Placid MS/HS are expected to continue a tradition of appropriate dress for school and school-related events. We expect our students to be dressed for an academic atmosphere of purposeful learning and responsible citizenship. These guidelines will help students make good choices about what to wear to school, so that parents don't need to be called:

- All clothing must be worn in an appropriate and tasteful manner, and as originally intended by the designer. For example, headbands will not be worn around the neck; shirts must be buttoned so bare chest is not exposed, shoes must be fastened/tied; etc. Clothes may not be inside out or backward, and must stay up/on independently
- Extremely loose/big clothes (huge 5XL T-shirts, sagging pants) or extremely tight/small clothes (midriff-baring tops, mini-skirts, short shorts, low-cut blouses/décolletage) are not permitted. (Clothing that requires frequent adjustment – pulling down, or up, to provide adequate coverage – does not comply.)
- Abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment may not be worn on clothing or as jewelry.
- Students are required to wear shoes at all times for health and safety reasons.
- These items WILL NOT be worn at school (rules apply to both boys and girls):
  - Pants worn below the waist or showing clothing/underwear beneath the main outerwear. No sagging pants with the crotch closer to the knees than to its intended location. Pants must stay up without assistance. ( If you have to hold the waistband while walking to keep your pants on, your pants do not fit.)
  - Shorts/skirts that fall above mid-thigh.
  - Shirts that expose the stomach/torso or are low-cut in front, back, or sides; excessively tight or see-through shirts; strapless tops, tops that do not cover lingerie or underwear including bra straps
  - Hats may not be worn in the building. Head-coverings of any other kind (bandanas, do-rags) are not allowed except for religious and medical purposes.
  - Jackets and coats will not be worn in school unless entering or exiting the building. These rules apply to both male and female students.

In the course of the year, LPCSD may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment. For example, certain accessories or styles may be gang-related, or may convey non-verbal messages that are inappropriate for schools. The dress code may be adjusted accordingly.

Lake Placid Central School keeps some garments on hand for students who wear inappropriate clothes to school. **We may have a T-shirt for you to borrow so that you will not miss classroom instruction while waiting for your parents to bring you a change of clothing.** We can't guarantee that you will like what we have available or that we'll have something in your size. Parents will be called to bring appropriate clothing when necessary.

#### **Activities and Clubs** (Activities not related to class grade)

##### A. Academics:

- Clubs: If a student is failing a class, the student may not miss any school for any club related event while classes are in session.
- Activities: If a student is failing a class, the student is required to spend 10<sup>th</sup> period until the teacher of the class where the student is earning a failing grade and until the grade is in the passing range. This proviso will be part of the overall contract required between the activity sponsor, the student and the parent/guardian. If the student fails to attend a mandatory 10<sup>th</sup> period, this will be ground for removal of the student from the activity.

B. Attendance:

- Clubs: A student tardy on the day of a club event shall not leave school to participate in that club event during class time.
- Activities: Excessive student tardiness or absences shall prompt a phone call from the activity advisor and could result in non-participation.
- **If a student is absent on the day of the activity, the student is unable to participate in that activity.**

A. In-School Code of Conduct Violation:

- Clubs: Follow appropriate consequences as stipulated in the Student Handbook
- Activities: Follow appropriate consequences as stipulated in the Student Handbook

B. Out-of-School Code of Conduct Violation (Alcohol/Drugs/Parties):

- Clubs: If a student violates the out-of-school conduct (refer to Athletic Policy Contract), the student could be required to participate in an additional two events. Conduct violation of an officer will result in removal of the officer designation.
- Activities:
  - First Offense The infraction is noted and the student is referred to the substance abuse counselor.
  - Second Offense – The student is required to participate in substance abuse counseling or be removed from the activity.
  - Third Offense – The student will be dismissed from the activity the student is currently participating in.
  - Fourth Offense – The student is not able to participate in future activities.

**Conduct Constituting an Interference with School Purposes or an Educational Function**

Conduct constituting an interference with school purposes or an educational function shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in the carrying out of a school purpose or an educational function.

**Dignity for All Students Act**

The Dignity for All Student Act prohibits harassment with respect to certain non-exclusive protected classes including, but not limited to: actual or perceived race, color, weight (size), national origin, ethnic group, religious practice, disability, sexual orientation, gender identity, or sex. All LPCSD staff will be committed to awareness and sensitivity regarding potential discrimination, bullying, cyberbullying, hazing, or harassment. This policy covers actions that occur at school, during school-sponsored events, or even off-campus misconduct (like cyberbullying) that negatively influence the school environment

If a student, colleague, or peer feels they have been harassed, hazed, or bullied, they should report the incident to their principal, Dignity Act coordinator, school nurse, or any other faculty member. In these circumstances, appropriate school responses may include the following: character education, skill-building, corrective instruction, peer support groups, behavioral interventions, schedule modifications, targeted use of monitors, staff professional development, behavioral assessments and evaluations, student counseling, parental conferences, and -- when appropriate -- disciplinary actions.

**Discipline of Students with Disabilities**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This code of

conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

## **TECHNOLOGY PROTOCOL**

As part of our educational program students may use school computers and gain access to the internet. All students will be granted a login name and password. This login and password will be used to gain access to computers and the internet. It is imperative that students keep this login and password information private. In the event that a student gives someone else access to their login information, they put themselves at risk for consequences if their login is used and a violation of the technology policy occurs. In this situation, the consequences for any violations will be the same for both the login owner and the person using the login.

Technology access is a privilege that carries responsibilities for acceptable use that include academic honesty, good communication and behavior while using technology. Students who violate the Technology and Internet Acceptable Use Policies may be subject to temporary or permanent suspension of their technology privileges and/or other disciplinary actions where appropriate.

At different times during the school year, equipment (such as computers, iPods, iPads, cameras and other electronic devices) may be made available for students to sign out. Students will be required to physically sign out the equipment and sign an acceptable use agreement and confirmed by their parents stating that the student is responsible for the equipment they are signing out, and for returning the equipment in good working order. Further, in the event that equipment is damaged or lost, the student is responsible for the cost of repair or replacement of the signed out equipment.

### **Bring Your Own Device (BYOD) Protocol**

The goal of BYOD programs is to expand opportunities for 21st century learning. However, using personally owned devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

#### **Devices Permitted:**

The following devices are permitted. Items may be added or deleted at the discretion of the school administration.

Laptops, netbooks, Chrome books

Tablets (iPad, Xoom, Galaxy, etc.)

iPod Touch, Cellphones, Smartphone, Droid, Blackberry eReader/Tablets – (Kindle, Nooks, etc.)

#### **Rules and Conditions:**

The following rules and conditions are specific to our school's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Student Code of Behavior and Technology Appropriate Use Policy.

#### **Where/When/Storage:**

1. Students may only use their device in the morning before the first bell, after school, and in the classroom when instructed to do so by their teacher or other instructional staff. The use of the cellphone will be limited to texting and not making calls.
2. Students may not use their device to update personal social media sites/accounts, take unauthorized pictures, videos and social media postings during school hours.
3. Students may not use their device in common areas (hallways, etc.) unless during the specifically designated time and location.
4. Students may not use their device while on school buses without permission from the supervising teacher.
5. Student will not be allowed to have access to their devices during Regents and State Assessments.
6. Students should not ask teachers or staff to 'hold onto' or store their device.
7. Administrators should not be asked to retrieve devices left in school lockers during or after normal school hours.

### **Network/Internet Access/Electrical**

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites, which are blocked by the District's filter.
2. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network.
3. Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.

The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices. It is recommended that the device locator feature be enabled if possible.

The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.

School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.

School administrators may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of school policy as well as any local, state, or federal laws.

### **Discipline of Students with Disabilities**

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

### **Grounds for Long Term or Short Term Suspension**

A student may be suspended for either disruption, violence, insubordination, disorderly conduct, or substantial disobedience that otherwise endangers the safety, morals, health or welfare of others or a student's physical or mental condition that endangers the health, safety or morals of himself or herself or other students which occurs when a student is:

1. On school grounds immediately before and immediately after school hours and at any other time when the school is being used by a school group.
2. Off grounds at a school activity, function, or event.
3. Off the school grounds at a school activity, and educational function, any event sponsored by the school district, or when such student is traveling to or from school for said school activities, functions, or events.

**The following are examples of conduct constituting student disruption, violence, insubordination, disorderly conduct or substantial disobedience, but are not exclusive examples:**



- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, discrimination, harassment, hazing, possessing obscene material, using vulgar or abusive language or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive or any other instrument of offensive or defensive combat. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
  - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - (2) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or of use of the building or corridor or room.
  - (3) Setting fire to or substantially damaging any school building or property.
  - (4) Possessing, firing, displaying, or threatening use of firearms, explosives, or other instruments of offensive or defensive combat on the school premises for any unlawful purpose.
  - (5) Prevention of or attempting to prevent by physical act the convening or continued function of any school or educational function or of any lawful meeting or assembly on school property.
  - (6) Continuously and intentionally making noise or acting in any manner or conspiring so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value, or repeated damage or theft involving school property of small value.
- c. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
- d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- e. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
- f. Possessing, handling or transmitting any object that can reasonably be considered firearms, explosives, fireworks/firecrackers, any knife, but excluding school supplies such as pencil or compasses where such items have reasonable use in connection with an educational function.

The building principal or his 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.

- g. Knowingly possessing, using, consuming, transmitting tobacco products or knowingly possessing, using, consuming, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the afore listed substances, or anything used or designed to be used primarily for the storage processing, delivery, or consumption of controlled substances.

The building principal or his 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.

Use of drug authorized by a medical prescription for said student from a physician is not a violation of this rule.

The following option shall be made available which shall apply exclusively to section "g" items. Such option shall not apply where multiple charges are brought against a student affecting more

than section "g," or where such charge involves the delivery or transmission of substances identified above.

Long term suspension may take place after the student and the student's parents are asked to appear at a hearing, or waive a right to a hearing, or waive a right to a hearing and request an opportunity to enroll in an alcohol and substance abuse education program subject to the approval of the School District through approved facilities.

If the student/parent/guardian/legal custodian chooses to waive his right to a hearing by signing Form S-8A and enrolls the student in an approved alcohol and substance abuse education program, the student will return to school to continue his/her education on a probationary basis under the conditions of the waiver.

Should the student fail to comply with the stipulations of the waiver and not complete the alcohol and substance abuse education program, the recommended suspension will then become effective immediately.

The cost of the approved alcohol and abuse education program and chemical assessment shall be paid by the student and/or his parent (s), legal guardian(s) or legal custodian(s).

Upon completion of the alcohol and substance abuse education program, the student and his/her parents/legal guardians/legal custodians shall confer with the School District to determine the status and future recommendations for the student.

Make-up work **shall** be permitted from the time that said student/parent/legal guardian/ legal custodian signs the form S-8A (Waiver of a hearing, Alcohol and Substance Abuse) formally requesting enrollment in the alcohol and substance abuse education program. Make-up work will not be permitted for days of suspension prior to signing of Form S-8A.

- h. Engaging in the unlawful selling of narcotics or other violation of criminal law that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
- i. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
- j. Engaging in any activity forbidden by the State of New York that constitutes an interference with school purposes or an education function.
- k. In addition to the grounds for long term or short term suspension already mentioned, a student may be suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or educational function or the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- l. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held telephone in a situation not relating to a school purpose or an educational function.
- m. A violation or repeated violation of any rules validly adopted.
- n. Engaging in any form of academic misconduct.

Examples of academic misconduct include:

- 1 Plagiarism:
  - Hiring someone to write a paper, buying a paper or project or downloading a paper from an online service.
  - Not properly citing the works, pictures, music, video or other forms of communication in your research projects or presentations.

- Rewording someone else's words (paraphrasing) and not giving them credit, thereby passing someone else's ideas off as your own.
2. Cheating:
    - Looking at another's test or sharing what is on a test with students in other sections of that class.
    - Letting your project partner do all the work and just putting your name on the final report.
    - Having a family member do your project.
    - Turning in another student's old project.
    - Using "cheat sheets" during a test.
  3. Copying:
    - Copying someone else's homework or assignment.
    - Sharing files (e.g. an Excel worksheet in a business class).
  4. Altering records
  5. Assisting another student in any of the above actions.

## **Definitions of District-Wide Behavior Offenses**

### **Academic Misconduct**

Plagiarism, cheating, copying, altering records, assisting another student in any way and/or intent to deceive. Please refer to "District Wide Behavior Consequences" flow chart for Academic Misconduct , and to "The Pitfalls of Cheating" pamphlet as a guide to appropriate academic conduct.

### **Arson**

Intentionally setting fire to any school building and/or school property.

### **Assault**

Threatening to physically harm any student or staff member, and/or threatening to bring any weapon to school or threatening to use any against a student or staff member. (An assault occurs without the actual physical harm.)

### **Battery**

Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.

### **Bullying**

The continued or repeated act of directing physical, verbal, or psychological aggression or harassment toward another individual with the goal of gaining power over or dominating another individual (<http://naspcenter.org>). Bullying behaviors include but are not limited to:

- a. name calling/rumor starting
- b. intimidation, taunting or threats
- c. social exclusion
- d. pushing, grabbing, and/or punching
- e. mocking one's personal appearance or behaviors
- f. Cyber-Bullying. The use of interactive and digital technologies and/or cell phones, and/or text messaging, social websites, such as Facebook, MySpace, etc. that educationally impacts students and/or the school environment.

### **Cutting Class**

The willful nonattendance of a scheduled assignment by a student.

### **Disruptive Behavior**

An action that creates turmoil or disorder. An action constituting an interference with school purposes. This includes throwing of objects, sustained loud talking, yelling or screaming, noise with materials, roughhousing and horseplay, sustained out of seat behavior. Dress code violations may also be considered disruptive behavior.

### **Extortion**

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from a student or staff member.

**Failure to Follow Directions (Insubordination/Non-compliance)**

The failure to comply with directions of teachers/ administrators or other school personnel or talks back and/or delivers socially rude interactions during any period of time when he is properly under their supervision.

**False Alarms / Bomb Threat**

Making a report, attempting to call or pull, or calling or pulling an alarm for fire or bomb when it does not exist.

**Fighting / Physical Aggression / Physical Contact**

Engaging in a physical contact or struggle with one or more students. A disagreement between two or more students in which mutual participation or physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include but is not limited to slugging, kicking, fist blows, pulling hair.)

**Habitual Offender**

Repeatedly violating any rule, which constitutes an interference with school purposes or an educational function.

**Improper Sexual/Racial Behavior/Harassment/Hazing/Inappropriate Displays of Affection**

The act of making improper, unacceptable sexual advances/contact/exposure or sexual/racial harassment which includes verbal statements, ridicule, gestures or physical contact; an act not in accord with propriety, modesty, or good manners. This would include possession or distribution of pornographic materials, or the accessing of pornographic materials through technology.

**Inappropriate Language / Abusive Language**

The use of offensive or inappropriate language through written word, gestures, or speaking. Engaging in speech or conduct including clothing, jewelry or hair style , which is profane, indecent, lewd, vulgar or offensive to school purposes.

**Intimidation**

The act of compelling or deterring by or as if by threats or to frighten. To make an individual fearful of an act.

**Knowingly possessing, using, consuming, transmitting, or being under the influence of drugs or alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of a controlled substance.**

- a. Possessing - Having in one's actual and physical control.
- b. Using - Employing or availing one's self.
- c. Consuming - Having taken or eaten or drunk.
- d. Transmitting - To pass from one person to another.
- e. Being under the influence - Indulging in any degree to deprive one of that clearness of intellect and control which he/she would otherwise possess.
- f. Anything used or designed to be used for storage, processing, delivery, or consumption (paraphernalia).  
(a-f) Applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, paraphernalia, or any substance represented to be any of the afore listed substances.

**Knowingly Possessing Tobacco Products**

Having in one's actual and physical control any form of tobacco. (This includes but is not limited to chewing tobacco or other smokeless tobacco, cigarettes, cigars, pipe tobacco, electronic cigarettes and other vapor products.)

**Possessing, handling, using, transmitting, or selling any object that can reasonably be considered an instrument, which could be used to intimidate, inflict pain, or cause injury. An instrument of offensive or defensive combat.**

(This would include any knife, but exclude school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function.)

- a. Possessing - Having in one's actual and physical control.
- b. Handling - The act of holding.
- c. Using - Employing or availing one's self of.
- d. Transmitting - To pass from one person to another.
- e. Selling - Transferring the property in a contract of a sale.

**Possession of a Firearm**

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code;
  - (1) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - (2) The frame or receiver of any weapon described above.
  - (3) Any firearm muffler or firearm silencer.
  - (4) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - (5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - (6) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**Possessing, Using, Transmitting, or Selling Fireworks/Firecrackers**

- a. Possessing - Having in one's actual and physical control.
- b. Using - Employing or availing one's self of.
- c. Transmitting - To pass from one person to another.
- d. Selling - Transferring the property in a contract of sale.
- e. Fireworks/Firecracker - A device for producing a reaction) as of light, noise, or smoke) by combustion or flammable composition.

**Possessing Stolen Goods**

Having an item (property) of the school or of another person in one's possession.

**Selling Drugs or Alcohol**

The act of transferring or the offer to transfer (written or oral), to another person in a contract of sale. Selling applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented by any of the afore listed substances.

**Stealing/Knowingly Possessing Stolen Goods**

The act of taking or knowingly possessing an item (property) of the school or of another person.

**Trespassing**

Unauthorized or illegal intrusion of a building or grounds before, during or after school.

**Truancy / Leaving or Off Campus**

The willful non-attendance of a student from school without parent/guardian/custodial permission.

### **Use of Tobacco Products**

Using any form of tobacco products. (This includes but is not limited to smoking cigarettes, cigars, pipes, or chewing tobacco.)

### **Vandalism**

Willful or malicious destruction/defacement of property. (This includes but is not limited to graffiti on walls, buildings, furniture, lockers, etc.)

### **Violent Student Behavior**

"Violent student Behavior" means a student who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damage or destroy the personal property of any school employee or any person lawfully on school property or at a school function.  
Knowingly and intentionally damages or destroys school district policy.

### **District Wide Consequences**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – Athletic Director, coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board of Education
12. Long-term (more than five days) suspension from school – Superintendent, Board of Education
13. Permanent suspension from school – Superintendent, Board of Education.

### **Other Remedies**

Action in addition to suspension that is necessary to ensure a safe, orderly and effective environment may include the following:

- a. A reciprocal agreement in regard to suspension shall be in effect with all extension schools that enroll students from the Lake Placid Central Schools. (This includes BOCES)

- b. Corporal punishment may not be administered to any student. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:
  1. Protect oneself, another student, teacher or any person from physical injury.
  2. Protect the property of the school or others.
  3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.
  
- c. The superintendent, principal, or other administrative personnel, or teachers shall be authorized to take action in connection with student behavior in addition to the actions specifically provided which may be reasonable, desirable or necessary to help a student, or further school purposes, or to prevent interference or disruption including such actions as:
  1. Counseling with a student or group of students.
  2. Conferencing with a parent or group of parents.
  3. Assigning students additional work (including community service).
  4. Rearranging class schedules.
  5. Requiring a student to remain after regular hours to do additional work, or for counseling, or for detention (i.e. Late afternoon school/Saturday school). Students who do not report for Late afternoon school/Saturday school, will be immediately suspended out of school for three (3) days. The maximum number of Late afternoon school/Saturday school referrals for the school year will be four (4).
  6. Restricting extracurricular activities.
  7. Assigning by the principal to:
    - a. Special course of study
    - b. An alternative education program or
    - c. An alternative school
  8. Removing of a student from school-sponsored transportation.
  9. Drug sniffing dogs.

## **II. Short Term Suspension Procedures**

When a principal determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges:
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. the student will be provided an opportunity to explain his or her conduct and to ask questions of complaining parties if applicable.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. While a student is waiting for parent notification, he/she is to remain in a supervised area until the parent/guardian/ custodian has picked up the student.
4. Following the suspension, the parents/legal guardians/legal custodians of suspended students will be notified in writing, by personal delivery, express mail. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
5. If parents are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five school days.
6. In the event that parents are unclear of the process or procedures, the school will assist wherever possible.

## **III. Long Term Suspension Procedures**

When a principal recommends to the superintendent (or designee) that a student be given a long term suspension from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct a hearing.
2. A long-term suspension will not take place until the student and the student's parents, legal guardian/custodian are given notice of their right to appear at a hearing with the superintendent (or designee).
3. Notice (S-7) of the right to appear at a hearing shall: be made by certified mail or by personal delivery, contain the reason for the suspension, and contain the procedures for requesting a hearing.
4. At the hearing, the principal and/or other witnesses will present evidence to support the evidence/charges against the student. The student and/or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If a hearing is held, the person conducting the hearing will make a written summary of the evidence heard at the hearing, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the hearing to the school board. The student or parent appeal to the school board must be in writing within ten (10) school days of the notice from the hearing examiner. If an appeal is properly made, the board must consider the appeal. It will consider the written summary of the hearing and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### **IV. Late Afternoon School (2:11 P. M. - 5:00 P. M.)**

Late afternoon school is an alternative used to keep those students in school who have excessive tardies, truancies, other attendance issues, or minor behavior problems. The principal may assign students to Late afternoon school as stipulated in the Student Handbook. The following rules and procedures will apply to this program.

Late Afternoon School meets on designated afternoons for a three-hour period. Students assigned to Late Afternoon School must report promptly at the end of the regular student day.

The administration will communicate with the parent(s) when a student has been assigned to Late afternoon school. All Late afternoon school assignments will be made at least two (2) days prior to the assignment, unless the student opts to service an earlier date of detention.

Failure to report to Late afternoon school may result in an IMMEDIATE 3 DAY SUSPENSION FROM SCHOOL. Work related conflicts and other arrangements are not valid reasons for missing an assignment. Reassignments for Late afternoon school will only be made for illness on the day of the assigned Late afternoon school.

Students must arrive on time with books and materials for three to four hours of study.

Students who fail to appear, arrive late, or violate Late afternoon school rules will be subject to immediate suspension from school.

Students are not permitted to enter Late afternoon school with any food or drink, radio or headphones, playing cards, or other material not acceptable to the supervisor. A quiet academic atmosphere will be maintained.

In the event of hazardous weather or road conditions, the students or parent may call the school to determine the status of Late afternoon school. The phone (523-2474) will be monitored during normal school hours.

A student can accumulate a maximum of four (4) Late afternoon school assignments during the school year. After that, an out-of-school suspension may be assigned.

Late afternoon school Rules:

- No talking, note passing, or any other forms of communication.
- Face the front at all times.
- No sleeping or putting your head down.
- Keep busy by studying, writing, reading or reviewing.
- Absolutely no candy, drinks or other food allowed.



- Be on time when returning from break.
- Students will be dismissed promptly at 5:00 p.m., from Late Afternoon School, no earlier.
- You cannot go outside of the building during a break.

## **V. Pins Complaint**

The district may file a PINS (person in need of supervision) complaint in Family Court on any Student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 211.05. A single violation of Section 221.05 will be sufficient basis for filing a PINS Complaint.
- d. Juvenile Delinquents and Juvenile Offenders  
The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
  1. Any student under the age of 16 who is found to have brought a weapon to school, or
  2. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20 (42).

The Superintendent is required to refer students age 16 or older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

## **VI. Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

- A. No person, either alone or with others, shall:
  1. Intentionally injure any person or threaten to do so.
  2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  3. Disrupt the orderly conduct of classes, school programs or other school activities.
  4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
  5. Intimidate, harass or discriminate against any person on the basis of age, race, color, religion, gender, sexual orientation or gender identity, disability or national origin including limited English proficiency.
  6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
  7. Obstruct the free movement of any person in any place to which this code applies.
  8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
  9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Persons who violate this code shall be subject to the following penalties.

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to removal and ejection by law enforcement and arrested.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements and Code of Conduct.
3. Faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
4. Other staff members. They shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law 75 or other legal rights they may have.

**Supervision of Students**

1. School children shall be under the supervision of a teacher at all times during the school days and other school-sponsored activities.
2. Principals and teachers shall not release children, when in the custody of the school during the school day, to individuals other than parents or legal guardians or persons properly designated by the parents.
3. The Board does not permit the practice of sending children on errands away from the school premises during the school day.

**Physical Examination**

All students entering Lake Placid Central Schools for the first time shall provide evidence of a medical examination by a licensed physician. Evidence of immunization for childhood diseases shall also be provided.

**Distribution of Literature or Other Materials**

The distribution of literature or other materials in school buildings, other structures, or upon the grounds used by the Lake Placid Central Schools by any student regularly enrolled in kindergarten through grade twelve of said school district shall be subject to the following stipulations:

1. The distribution of any literature or material shall be prohibited which:
  - a. is obscene,
  - b. is libelous,
  - c. is productive of or is likely to produce a substantial and material interference with or delay normal classroom activity or normal school function due to its content or by the manner of distribution itself.
2. Literature or materials other than the kind described in item one (1) may be referred to as distributable literature. Such literature shall be subject to the following:
  - a. Distribution in classrooms, hallways, or other areas of a school building, other structures, or grounds at time which would delay passing to and from classes, disturb classes in session, or otherwise interfere with a normal school function or activity shall be prohibited.
  - b. Distribution shall be made only in the place designated by the school principal in such a way as not to coerce or otherwise interfere with students or others on school premises.
  - c. Distribution shall be made in such a way to insure that said premises do not become littered.
3. Nothing contained herein shall be construed as an indication that the Board of Education shall permit, without its express prior consent, the distribution of any literature or materials by any person who is not a regularly enrolled student in the specific school or schools where such is to be distributed.

4. The violation of any portion of this policy by a student regularly enrolled in the Lake Placid Central School District may cause such student to be suspended either short or long term.
5. In the application of the foregoing policy pertaining to the distribution of literature or materials by students, school district staff shall take appropriate care to insure that constitutional and other legal rights of such students to freedom of expression shall not be abridged. The policy shall combine a respect for the rights of students with an appropriate regard for the maintenance of the type of decorum and environment which are conducive to the accomplishment of the school district's overall purpose.
6. In the event any one or more provisions of this policy should be declared unconstitutional, such decision shall in no sense invalidate any other part of said policy.

## **TRANSPORTATION: STUDENT CONDUCT ON BUSES**

### *Bus Regulations*

1. The student shall ride the bus assigned for morning and evening, boarding and getting off at the designated place.
2. Permission to ride a different bus shall be granted if space is available and the student brings to the principal, or his designee, a signed request from the parent/legal guardian/legal custodian. If the request is approved, a standard permission slip is given the student for the driver.
3. The student shall be waiting at the designated boarding place when the bus arrives.
4. Whenever boarding the bus, a student shall be seated immediately as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
5. Windows shall not be opened or closed except only with the permission of the driver.
6. Consumption of food/beverage is not permitted on the bus.
7. The following violations will not be tolerated:
 

a. Chasing bus on bicycle	e. Fighting	i. Loud or abusive language
b. Throwing objects in the bus or at the bus.	f. Destruction of public property	j. Graffiti
c. Running after the bus after getting off	g. Moving from place to place on the bus	k. Hitting, tripping, holding.
d. Teasing, yelling, name calling	h. Smoking, use/possession of alcoholic beverages or drugs	

The above rules apply at any time to all students ride the bus.

Many bus concerns start at the bus stop, or are a product of a neighborhood problem. The district staff is concerned about this situation and does become involved when the problem carries over to the bus or school.

A student's actions before boarding or after leaving the bus are the responsibility of the student and his parents/legal guardians/legal custodians.

In order to be allowed to ride the "late bus", a student must obtain a late bus pass from the Main Office indicating the reason he/she was unable to ride the regular bus. If a student was with a teacher 10th period seeking extra help or for any other purpose, that teacher will give the student a **bus pass** to be presented at **Sports Study Hall** to be stamped. Only students with stamped late bus passes will allowed on the late bus. The purpose of the late bus is to enable students who are riders to avail themselves of extra help from teachers, and to participate in extra curricular activities and practices. It is **not** intended to be a way home after "going to town", or "visiting with friends".

## **FACILITIES**

### **COMPUTER LAB**

1. Students are expected to act appropriately and care for equipment properly when in the Computer labs.
2. No students are to be using the lab computers without permission from the computer teacher/coordinator.
3. Students will need a username and password to access the district's computer system.

**LOCKERS** (including athletic lockers, desks, and other storage locations)

1. Lockers are issued to each student at the beginning of each school year. Each student is responsible for proper care of his/her locker. Lock combinations are given to each student by his/her homeroom teacher. There is a new combination each year.  
STUDENTS ARE CAUTIONED NOT TO DIVULGE THEIR LOCKER COMBINATIONS TO OTHER STUDENTS. LOCKERS MAY NOT BE SHARED.
2. Lockers may be searched at any time under the authorization of the Principal. There should be no expectation of personal privacy regarding student lockers.
3. NO STUDENT IS TO CHANGE HIS/HER LOCKER TO ANOTHER WITHOUT PERMISSION FROM THE MAIN OFFICE.
4. If a locker combination malfunctions, notify the Main Office.
5. Your locker must be kept closed and locked at all times. Thefts can occur only when you leave your locker open, permit others to use your locker, or when you let someone know your locker combination. If the lock is properly locked, it is not possible to open the locker without the combination. This applies to lockers in the Physical Education area as well.
6. Students are permitted to go to their lockers between classes. You must have a pass to go to your locker DURING CLASS PERIODS, but such requests should be kept to a minimum, and at the discretion of the teacher.
7. You are not to place a padlock on your locker unless it has been issued to you by the school. We have found, in the past, that often the key is lost or left at home and there is no way to get into your locker. NO PADLOCKS ARE ALLOWED ON THE LOCKERS that have internal combinations.

### **LIBRARY MEDIA CENTER (LMC)**

1. The LMC may be used for research projects and quiet study.
2. Students may borrow books and videos for a period of three weeks.
3. Reference books and magazines are used in the LMC only. Articles for research may be photocopied at no charge.
4. STUDENTS ARE EXPECTED TO RETURN ANY BORROWED ITEM FROM THE LMC ON OR BEFORE THE DUE DATE. It is a privilege to be allowed to take these items from the Library Media Center, but they must be returned in good condition so that others may have the same privilege.
5. LOST OR DAMAGED MATERIALS MUST BE REPLACED OR PAID FOR AT THE CURRENT REPLACEMENT COST.
6. A pre-signed pass from the LMC is required in order to go to the Library Media Center from a study hall. Sign-up for passes is before school and between periods. It is a full-period pass and must be signed and the time recorded by the study hall teacher.
7. Two ten-minute passes at a time may be written by a study hall teacher for quick work.
8. Students may use the Internet for research while in the library on a full-period pass after filling out an Internet Plan which is then signed by the Media Specialist or Library's Teacher Assistant. There is NO CHAT, E-MAIL or INSTANT MESSAGE ALLOWED.
9. Students abusing the LMC or its materials will not be allowed further use of the LMC or its facilities. Students must be courteous to others.

### **STUDENT FEES, FINES AND CHARGES**

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

### **VALUABLES**

Students are urged not to bring valuables and large sums of money to school. Make certain that your lockers are secured properly before leaving them. Do not leave valuables on desks, sinks, tables, etc.

Valuables may be left in the Main Office for the day under extenuating circumstances.

### **SUPPORT SERVICES**

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the district while on district property.

All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings, which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds;
3. ride bicycles only on the roadways, not the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on the school grounds is prohibited during school hours;
4. observe the 10-mile per hour speed limit on school grounds;
5. refrain from riding skateboards on school property at any time; and
6. refrain from roller-blading on school property 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. Such activities and materials are listed in Section 141.10 of the Commissioner's Regulations.

## **FIRST AID**

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

1. no medical treatment except first aid is permitted in school;
2. a master first aid kit shall be kept and properly maintained in the school and on each school bus;
3. no drugs shall be administered by school personnel unless authorized by a physician;
4. the student health record will be consulted for special directions regarding emergency care procedures;
5. in all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent or guardian can be reached.

## **EMERGENCY PLANS**

There may be times during the year, other than for fire or civil defense purposes, when it becomes necessary to evacuate the school building of all students and personnel. We have developed the following procedures to affect such a situation.

1. The Olympic Arena will become our emergency center. All personnel, except those otherwise assigned, will proceed to the Olympic Arena according to the procedures outlined.

All students (6-12) will move into the Arena and sit, according to grade level, in designated sections. The Principal or his designee will be in charge. Teachers will proceed to sit with the grade level to which they have been assigned.

2. The public address system will be used to alert the entire school regarding an emergency evacuation. Directions will be given from the main office.
  - a. We will leave the building from classrooms as directed over the PA.
  - b. Students will exit via designated fire exit routes and proceed to the arena with their assigned class.
3. Attendance will be taken at the Arena. Teachers are to take their class list with them.
4. If an extended stay is imminent, students will be moved to a second and more comfortable location (within ORDA). All grade levels will have their own location so that the appropriate grade level teams of teachers will be able to provide instruction, entertainment, etc.
5. Ms. Clark, the school nurse, will set up an emergency first aid station at the south end of the hallway between the 32 rink and the Conference Center.

6. A Command Center will be established and designated. Land phones will be available for students at the Command Center. **STUDENTS ARE NOT TO USE THEIR CELL PHONES UNLESS GIVEN PERMISSION BY A STAFF/FACULTY MEMBER.**
7. If an extended stay is imminent, students and staff will be informed of the situation on a regular basis.
8. If an extended stay is imminent, information will be made available to the community via the local television and radio stations as well as through personal phone contact (as needed).
9. Students will be held at ORDA until the signal to return to school, or until they are dismissed from ORDA.

If dismissed to go home, the students who ride a bus will be picked up by the bus at the ORDA entrance off of Main Street.

Parents who plan on picking their child up will be able to do so by driving to the Main Street entrance of ORDA, where assigned school staff members will be available to assist. Parents will be required to sign their child out.

Students who walk will be allowed to leave, provided it is safe, and as soon as parental contact has been made by a school official.

10. If there is a conflict with space at the ORDA facility, an alternative emergency site will be announced.

### **FIRE DRILLS**

New York State law requires that fire drills be held periodically. Specific instructions on which exit to use are posted in each room. When the alarm sounds, all students are to leave the building in a quiet, orderly manner as rapidly as possible without running. There is to be no talking as, in an emergency, it would be important that all hear directions. Students are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds.

It is most essential that all staff have immediate knowledge of the fire exits at all times.

All Fire Drills, after the first one, will be unannounced. All teachers should be alert to take the quickest route possible if in doubt concerning the exit to be used. **TEACHERS AND STUDENTS SHOULD TREAT EACH FIRE ALARM INCIDENT AS A REAL FIRE SITUATION.**

Specific fire drill directions will be provided by the Principal in charge of each building. These directions are posted in each classroom. New York State Law requires that each public school conduct twelve fire drills per year. Eight of these drills must be completed prior to November 1st

### **ALMA MATER**

Mid sparkling lakes and mountains fair	Through the years Lake Placid High
Piercing the sky	We'll sing to you

High on a hill midst beauty rare  
Stands our Lake Placid High  
With purpose high and spirits bright  
We march on the road to fame  
Making each foot print clear  
To mark a path in Placid's name

Thinking of our dear old school  
'Midst the mountains blue  
Though we roam o'er land and sea  
Our love for you n'er will die  
For we will make the world re-echo  
With the praise of Placid High

**\* The complete School District Policy on student conduct can be accessed on the school website\***

## LINES OF COMMUNICATION

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The Lake Placid Central School district is committed to listening to suggestions, answering questions and addressing concerns, complaints or issues in a timely and efficient manner. Therefore, issues should be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his/her area of responsibility and is most prepared to offer assistance.

Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call.

### **Medical Concerns K-12 . . .**

- Step 1 - Bldg. Nurse
  - Elementary School – Mrs. Elise Stosiek, ext. 4505
  - Middle/High School – Ms. Cora Clark, ext. 4007
- Step 2 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay ext. 4017
- Step 3 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **School Difficulty K-12 (grades, academic performance, classroom behavior, etc.) . . .**

- Step 1 – Classroom Teacher
- Step 2 - School Counselor (if student is a Middle/High School Student)
- Step 3 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay ext. 4017
- Step 4 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Transportation Concerns (routing, pick-up, behavior, etc.) . . .**

- Step 1 – Transportation Supervisor, Mr. Jeff Jacques at 523-4277
- Step 2 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay, ext. 4017
- Step 3 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Special Education Concerns K-12 . . .**

- Step 1 – Special Education Teacher
- Step 2 – Chairperson of Special Education – Mrs. Sarah Allen, ext. 4011
- Step 3 – Middle/High School Psychologist – Dr. David Miller, ext. 4010
  - Elementary School Psychologist – Mrs. Mel Frazer, ext. 4504
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay ext. 4017



### **Special Education Concerns K-12 . . . (con't)**

- Step 4 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - Interim High School – Mr. Dana Wood, ext. 4005
  - Interim Middle School – Ms. Theresa Lindsay ext. 4017
- Step 5 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Curriculum (Course) Concerns . . .**

- Step 1 – Teacher
- Step 2 - School Counselor (if student is a Middle/High School Student)
- Step 3 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay ext. 4017
- Step 4 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Budget Concerns . . .**

- Step 1 – Business Administrator – Mr. Leonard Sauers, ext. 3004
- Step 2 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Athletic Concerns . . .**

- Step 1 – Coach or Physical Education Teacher
  - Elementary School –Mr. Brian VanNorestrand, ext. 4511
  - Middle/High School – Mrs. Donna Moody, ext. 4119
- Step 2 – Athletic Director, Mr. Matt Walentuk, ext. 4116
- Step 3 – Bldg. Principal
  - Elementary School – Mrs. Sonja Franklin, ext. 4502
  - High School – Mr. Dana Wood, ext. 4005
  - Middle School – Ms. Theresa Lindsay ext. 4017
- Step 4 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

### **Building Use Request (including athletic fields) . . .**

- Step 1 – Administrative Services Center – Mrs. Karen Angelopoulos, ext. 3001
- Step 2 - Business Administrator – Mr. Leonard Sauers, ext. 3004
- Step 3 – Transportation Director – Mr. Jeff Jacques, 523-4277
- Step 4 – Superintendent of Schools - Dr. Roger P. Catania, ext. 3002

## CONTACTS

### Office Phone Numbers

523-2474	<b>MS/HS Office</b>	523-2475	<b>Business Office</b>
523-2475	<b>Superintendent's Office</b>	523-4277	<b>Transportation Center</b>
523-3640	<b>Elementary Office</b>		

### Fax Numbers

523-4971	<b>Superintendent Fax</b>	523-4861	<b>M/H Sch Media Center Fax</b>
523-4901	<b>Business Office Fax</b>	523-4314	<b>Elementary School Fax</b>
523-2896	<b>MS/HS Office Fax</b>	523-4374	<b>Elem Sch Media Center Fax</b>
523-4864	<b>MS/HS Physical Education Fax</b>	523-2554	<b>Transportation Fax</b>

### Middle/High School Administration Extensions

4005	<b>Wood, Dana</b>	Principal 9-12
4017	<b>Lindsay, Theresa</b>	Principal 6-8

### Middle/High School Employee Voice Mailbox Extensions

5253	<b>Allen</b>	<b>Mrs. Sarah</b>	Chairperson of Special Education
5222	<b>Auer</b>	<b>Mrs. Holly</b>	Teacher Assistant, Grade 6
5236	<b>Bickford</b>	<b>Ms. Alice</b>	Teacher Assistant, HS
5271	<b>Bitner</b>	<b>Mrs. Hailey</b>	Teacher, Math 7
5245	<b>Boslet</b>	<b>Ms. Kristen</b>	Teacher Assistant, Alternative Education
5200	<b>Brandes</b>	<b>Mr. Brian</b>	Teacher, Math & Technology
5226	<b>Bretschneider</b>	<b>Mrs. Megan</b>	Teacher Assistant, MS/HS
5266	<b>Brewer</b>	<b>Ms. Heather</b>	Teacher, Social Studies 7, HS Social Studies
5211	<b>Bringley</b>	<b>Mr. Michael</b>	Teacher, Science 7 & 8
5201	<b>Brunner</b>	<b>Mr. Frank</b>	Teacher, HS Science
4840	<b>Burdick</b>	<b>Mr. John</b>	Teacher, Math 6
5216	<b>Carlisto</b>	<b>Mrs. Angela</b>	Teacher, English 8
5248	<b>Carlson</b>	<b>Mr. Olaf</b>	Teacher, Spanish MS
5220	<b>Casey</b>	<b>Mrs. Tammy</b>	Teacher, HS Math
5218	<b>Clark</b>	<b>Mr. Keith</b>	Teacher, Social Studies 8 & AP U.S. History
4008	<b>Clark</b>	<b>Mrs. Tina</b>	Student Support Counselor
4007	<b>Clark</b>	<b>Ms. Cora</b>	Nurse
5267	<b>Conrad</b>	<b>Mrs. Carrie</b>	Teacher Assistant,
5217	<b>Tice</b>	<b>Ms. Kristin</b>	Teacher, MS English
5209	<b>Damp</b>	<b>Mrs. Dana</b>	Teacher, HS Science
5215	<b>Decker</b>	<b>Mrs. Maryellen</b>	Teacher, Health/Physical Ed
5203	<b>Duffany</b>	<b>Mr. William</b>	Teacher, HS Social Studies
5230	<b>Duggan</b>	<b>Mrs. Jeanette</b>	Teacher, HS Social Studies
5208	<b>Gallagher</b>	<b>Mrs. Margaret</b>	Teacher, Learning Specialist
4118	<b>Glinski</b>	<b>Mr. John</b>	Teacher, MS/HS Physical Ed
4020	<b>Gosling</b>	<b>Mrs. Lynn</b>	Counselor MS
5278	<b>Gotham</b>	<b>Mr. Brenden</b>	Teacher, HS English
5257	<b>Gotham</b>	<b>Mrs. Amy</b>	Teacher Assistant

5275	<b>Gregory</b>	<b>Mr. Earl</b>	Teacher, HS Math
4018	<b>Hammaker</b>	<b>Mrs. Constance</b>	HS Guidance Counselor
5249	<b>Harvey</b>	<b>Ms. Kristin</b>	Teacher, Learning Specialist
5256	<b>Huber</b>	<b>Mrs. Sandy</b>	Teacher, MS/HS Art
5243	<b>Kukuvka</b>	<b>Ms. Emileigh</b>	Teacher, MS/HS Instrumental Music
5214	<b>Jones</b>	<b>Mrs. Linda</b>	Teacher Assistant, HS
5267	<b>Keough</b>	<b>Mrs. Lori</b>	Teacher Assistant, MS
5206	<b>LaVallee</b>	<b>Mr. Brian</b>	Teacher, Technology
5250	<b>Lawrence</b>	<b>Mrs. Jennifer</b>	Teacher, HS Spanish, FACS
5213	<b>Lepak</b>	<b>Mr. Robert</b>	Teacher, HS Science
5259	<b>Mariano</b>	<b>Mrs. Cassandra</b>	Teacher, Math 8
5238	<b>McCandlish</b>	<b>Ms. Meg</b>	Teacher, Learning Specialist
4130	<b>McConvey</b>	<b>Mrs. Patti</b>	Teacher Assistant, Library Media Center
5274	<b>McKinnon</b>	<b>Mrs. Jodi</b>	Teacher, MS French, FACS
4148	<b>Merrihew</b>	<b>Mrs. Karyssa</b>	Teacher, HS English 9
4839	<b>Merrihew-Knox</b>	<b>Mrs. Karen</b>	Physical Therapist
4010	<b>Miller</b>	<b>Dr. David</b>	Psychologist
5225	<b>Miller</b>	<b>Mrs. Susan Hickman</b>	Teacher, Learning Specialist
4119	<b>Moody</b>	<b>Mrs. Donna</b>	MS/HS Phys Ed
5241	<b>Morgan</b>	<b>Mrs. Tammy</b>	Teacher, HS Science
5224	<b>Mullane</b>	<b>Mr. John</b>	Teacher, English 11
5273	<b>Murphy</b>	<b>Mrs. Lynne</b>	Teacher Assistant
5221	<b>Eisley</b>	<b>Ms. Cara</b>	Teacher, HS French, FACS
4132	<b>Paulson</b>	<b>Mrs. Anne</b>	Library Media Specialist
5210	<b>Poulsen</b>	<b>Mrs. Robyn</b>	Teacher, HS Math
5219	<b>Rickard</b>	<b>Mrs. Anne</b>	Teacher, MS/HS Art
5260	<b>Riehs</b>	<b>Mrs. Laurel</b>	Teacher, Reading Specialist
5262		<b>TBA</b>	Teacher, Learning Specialist
5244	<b>Skufca</b>	<b>Mrs. Colleen</b>	Teacher, Speech K-12
5252	<b>Spicer</b>	<b>Ms. Amy</b>	Teacher, HS English
5237	<b>Moruzzi</b>	<b>Mrs. Thea</b>	Teacher, Science 6
5276	<b>Thomsen</b>	<b>Mrs. Rebecca</b>	Physical Therapist
5270	<b>Thoreck</b>	<b>Mrs. Nancy</b>	Teacher Assistant, MS/HS
4116	<b>Walentuk</b>	<b>Mr. Matthew</b>	Teacher, Alternative Education; Athletic Director
5242	<b>Weems</b>	<b>Ms. Kimberly</b>	Teacher, MS/HS Vocal Music
5240	<b>Weinstein</b>	<b>Ms. Julie</b>	Teacher, Social Studies 6
5202	<b>TBA</b>	<b>TBA</b>	Teacher, English 7

**Middle/High School Clerical Staff Extensions**

4003	<b>Adams</b>	<b>Mrs. Sarah</b>	Typist-Main Office Secretary
4001	<b>Mayberry</b>	<b>Mrs. Patty</b>	Typist/Receptionist/Attendance
4022	<b>Begor</b>	<b>Mrs. Elisa</b>	Typist - Guidance Office Secretary

**Custodial Staff Voice Mailbox Extensions**

4123	<b>Graham</b>	<b>Mr. Robert</b>	Head Custodian
5258	<b>Brier</b>	<b>Mr. Daryl</b>	Custodian
5232	<b>Gallagher</b>	<b>Mr. Terry</b>	Custodian
	<b>Rattee</b>	<b>Mr. Michael</b>	Custodian
	<b>Sheffield</b>	<b>Mr. Tony</b>	Custodian
4847	<b>Wright</b>	<b>Mr. Clarence</b>	Custodian

**Food Service Staff Voice Mailbox Extensions**

5231	<b>Brier</b>	<b>Mrs. Sherry</b>	Food Service Helper
5234	<b>Fortune</b>	<b>Ms. Betty Jo</b>	Food Service Helper
	<b>Hudson</b>	<b>Ms. Nicole</b>	Dishwasher
4171	<b>Rossi</b>	<b>Mrs. Susan</b>	Food Service Cook

**Administrative Services Center Extensions**

<b>523-2475 +</b>			
3001	<b>Angelopoulos</b>	<b>Mrs. Karen</b>	District Clerk
3003	<b>Baumbach</b>	<b>Mrs. Laurie</b>	Tax Collector
3005	<b>Bickford</b>	<b>Mrs. BeBe</b>	Payroll Clerk/Deputy Treasurer
3002	<b>Catania</b>	<b>Dr. Roger</b>	Superintendent
3004	<b>Sauers</b>	<b>Mr. Leonard</b>	Business Manager/Treasurer
3010	<b>Ridenour</b>	<b>Mrs. Tracey</b>	Administrative Assistant

**Transportation Center Extensions**

<b>523-2474 +</b>		<b>or 523-4277 Direct Phone Line</b>	
4701	<b>Jacques</b>	<b>Mr. Jeff</b>	Transportation/Buildings & Grounds Director
4702	<b>Lewis</b>	<b>Ms. Paula</b>	Bus Driver

**BOARD OF EDUCATION MEMBERS**

Mary Dietrich – President  
Rick Preston – Vice President  
Jeffrey Brownell  
Patricia Gallagher  
Linda O’Leary  
Patricia Stanton  
Camelia Sheridan

All Board of Education meetings are held at 6:30 p.m. the first and third Tuesday of each month. They are held at the Administrative Services Center behind the Middle/High School, or as announced at the Wilmington Community Center.