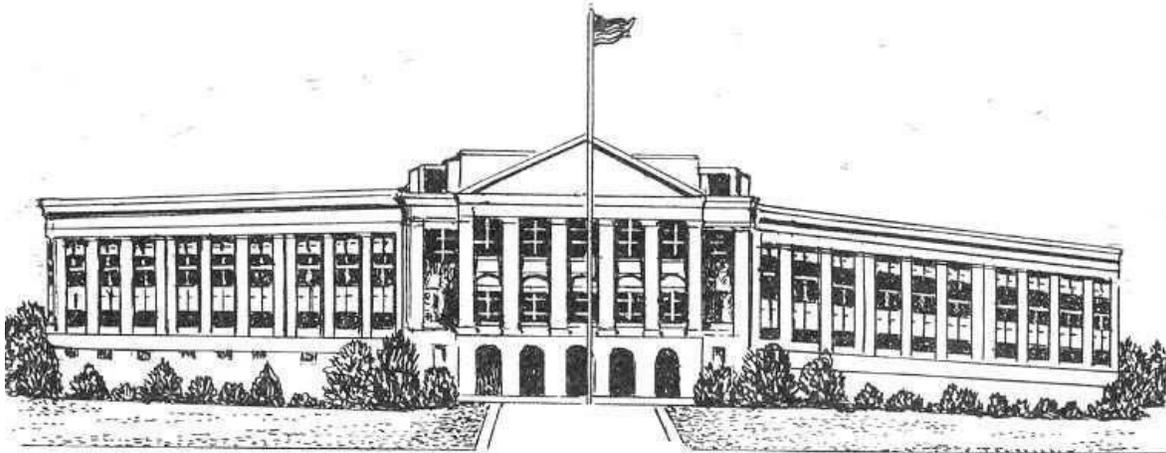


Lake Placid
Middle High School
Student Handbook
2019 - 2020

34 School Street
Lake Placid, NY 12946

Telephone: 523-2474
Fax: 523-2896
www.lpcsd.org





Dear Parents, Guardians, and Students:

It is with great pleasure that we welcome you to the 2019-2020 school year at Lake Placid Middle/High School. The Lake Placid Middle/High School administration, faculty and staff are committed to providing our students with a positive and 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 summaries of the attendance policy and Code of Conduct. Both of these documents are required by New York State Education Law and are 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 information for learning and acceptable behavior at our school. You can also visit our school website at, www.lpcsd.org, for other important information.

If you have any questions or concerns during this year, please feel free to contact your student's teacher or the administrative team.

Sincerely,

Mrs. Tammy Casey and Ms. Theresa Lindsay

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

ALMA MATER

Mid sparkling lakes and mountains fair
Piercing the sky
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

Through the years Lake Placid High
We'll sing to you
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

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

Community Relations / Public Information:

School District Website: 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. The Board of Education meetings are streamed live and the link can be found on the district webpage. 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 and can be found at www.LPCSD.org.

SCHOOL DISTRICT RECORDS

Often parents, 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, Dana Wood, 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 obtain a visitor's pass from the Main Office. All visitors must abide by the rules of the school and not take advantage of their privileges. If visitors plan to 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, please report to the main office, sign in, and be issued a visitor's I.D., which should be displayed at all times. For safety reasons, please remember to sign out at the conclusion of your 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 you may have regarding the student, whether or not school-related.



**2019-2020
Lake Placid Middle & High School
NEW Class Schedule**

LUNCH 5TH		
	Start	End
HR	7:33	7:40
1	7:43	8:24
2	8:27	9:08
3	9:11	9:52
4	9:55	10:36
5	10:39	11:09
6	11:12	11:53
7	11:56	12:37
8	12:40	1:21
9	1:24	2:07
10	2:10	2:45

LUNCH 6TH		
	Start	End
HR	7:33	7:40
1	7:43	8:24
2	8:27	9:08
3	9:11	9:52
4	9:55	10:36
5	10:39	11:20
6	11:23	11:53
7	11:56	12:37
8	12:40	1:21
9	1:24	2:07
10	2:10	2:45

LUNCH 7TH		
	Start	End
HR	7:33	7:40
1	7:43	8:24
2	8:27	9:08
3	9:11	9:52
4	9:55	10:36
5	10:39	11:20
6	11:23	12:04
7	12:07	12:37
8	12:40	1:21
9	1:24	2:07
10	2:10	2:45

AFTER SCHOOL BUS RUNS

The Middle School High School offers three bus times for dismissal:

Regular Dismissal: 2:07 P.M.

Late Dismissal:

Lake Placid Run: 3:05 P.M.

Wilmington Run: 3:20 P.M.

The Wilmington after sport bus runs have varying departure times. Please check the daily athletic schedule.

GENERAL GUIDELINES

BUILDING ENTRANCES

During school hours, all visitors must use the main entrance at the rear of the Middle/ High School. Please come to the main office to sign-in.

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. All students leaving the building need to be signed out by an adult 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.**

ARRIVAL:

- Students are encouraged to go to the cafeteria and have some breakfast prior to the start of school. Breakfast is served from 7:00 - 7:33 a.m..
- It is advisable not to arrive at school too early. **The building does not open before 7:00 a.m.** School begins at 7:33 a.m.
- 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:

- Teachers are available until 2:45 p.m. for extra help. Students should utilize this time for improvement.

DETENTION:

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

QUESTIONS/CONCERNS:

Please call or email your child's teacher with academic or any other type of concern that you may have.

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.

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 BILL OF RIGHTS

- 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.
- Students have the right to be respected as individuals.
- 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.

ROLES AND RESPONSIBILITIES OF ESSENTIAL SCHOOL PARTNERS (cont'd)

- Students have the rights to freedom from discrimination relative to participation in curriculum offerings, athletics and extra-curricular activities.

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 the directions of the staff and administration at all times.
- Students will fulfill all classroom obligations.
- Students will show respect for school property and 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 the 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 an interest in teaching and concern for student achievement.
- To communicate to students and parents:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - 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 PROCEDURES

No student will 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 legal guardian grants written permission to school personnel for another adult to pick up their student.

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 the release of their children by contacting the building principal.

Parents, guardians, or designees must sign students out of school in the main office. Students age 18 and over may sign themselves out with verbal parental permission.

ATTENDANCE PROTOCOL OF LAKE PLACID CENTRAL SCHOOLS

Attendance is critical to students' academic success. A lack of attendance may lead to poor performance, low grades and the possibility of repeating the course and/or the entire school year. The district is required to comply with the compulsory education law. Student attendance is also used to determine state aid funding. Student attendance shall follow the New York State Regulations and Lake Placid Central Schools Board Policies.

ABSENCES

Each teacher will record an absence when the student is not in attendance for any time during the school day.

- Half-Day absences are 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 being present for five class periods.
- Truancy is defined as all absences from school without parental knowledge or consent.

A student shall not be counted as having an unexcused absence in the following circumstances with written verification:

- Authorized school-sponsored event/activity.
- Death in the family.
- Religious observations.
- Educational leave opportunities that have been pre-approved by the principal or designee.
- 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.
- Medical/dental appointments with verification, in writing, by the doctor's office.
- Emergency situations will be evaluated as excused or unexcused by the principal or their designee.

(When a student has been habitually absent it may lead to a referral to the Essex County Family Court (PINS) or Child Protective Services.)

ABSENCE REPORTING

1. Parents/guardians are encouraged to call the 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 a note written by a parent or guardian, or phone contact between the parent or guardian and the school.

Any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason are expected to arrange with their teachers to make up any work missed.

ABSENCE REPORTING(cont'd)

Only those students with an excused absence will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

TARDY PROTOCOL

Tardiness is when a student is not in his/her assigned station when homeroom starts or classes begin. Students at the Middle/High School who are late to school are considered tardy if they arrive after 7:33 a.m or after a specific class has started. Students will be marked late by the classroom teacher.

Disciplinary Action for School Tardies/Lates and/or cutting class:

Consequences for being habitually late to school or any class could result in the following;

- Verbal warning
- Phone call/email to parent
- Mandatory tenth period with classroom teacher
- Late school 2:45 - 5:00
- Parent conference
- Referral to school counselor and/or outside agency
- Subject to loss of privileges

*** Staying in the Nurses' Office when not sick, will count as an unexcused absence from class.***

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 at least five days prior to the trip or competition. Students being considered for Educational Leave must have had an **80** average or above during the previous school year and be currently maintaining an **80** average in each class. 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 or on the district webpage www.LPCSD.org.

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.
 - An Effort Evaluation is given along with the grades: Outstanding, Satisfactory, Needs Improvement, Unsatisfactory
 - 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.

GRADES

FINAL GRADES

Final grades are calculated using quarter grades, mid-term (if given) and final exam (if given)/Regents exam. When 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 students for the first seven semesters of high school. A student is required to attend Lake Placid Central School on a full time basis from second semester ninth grade through twelfth grade, carrying a minimum of five and one-half (5 1/2) credits each semester to be considered for valedictorian and salutatorian status and class ranking.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS & DIPLOMA TYPES:

LPHS students must successfully complete all required subjects, pass the required exams and complete the community service requirement. 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.

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 at least one year in advance. 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).

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.

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

DISTRICT WEBSITE

If you log onto 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.
- 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.

COURSE OFFERINGS

Complete course catalogs are available from the school counseling office and online for Middle and High School programs.

LAKE PLACID MIDDLE SCHOOL PROGRAM DESCRIPTIONS:

SUBJECTS FOR GRADES 6-8 AT LAKE PLACID INCLUDE:

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

ALTERNATIVE EDUCATION

The school offers an 8th grade alternative education option for students who might benefit from a non-traditional educational program. Students are eligible based on recommendations from their guidance counselors, teachers, or other support personnel. Final placement requires the principal's approval.

MS 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 school counseling office and with parental permission. 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.

ACCELERATED PROGRAM AT MIDDLE SCHOOL

Middle School advanced classes are offered in Math and Science. 8th grade accelerated students will take Regents classes in Algebra and/or Living Environment. Accelerated opportunities are based on teacher recommendation, student motivation and the student's grades. Students who maintain high averages may **not** necessarily be good candidates for our accelerated program.

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	Mathematics	3 credits
Social Studies	4 credits	Science	3 credits
Health	1/2 credit	Physical Education	2 credits
Art or Music	1 credit	Foreign Language	1 credit
Computers	1/2 credit	Service Learning	1/2 credit
Other Electives	2 1/2 credits	22.5 Total credits	

CREDIT UNIT

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

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 a reflection on the experience. 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 PROGRAMS

LPHS offers Advanced Placement Courses in Art, Biology, 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.

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 the 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 retention 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 retention of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. Students who fail a subject will have the failure evaluated and a determination made as to the reason for the failure. The student will be required to repeat the core subject or foreign language class in summer school contingent on the course being offered in summer school.

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 assignments, 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.

CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

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 2020	Mrs. Duggan, Mrs. Merrihew & Mrs. Keough
Class of 2021	Mr. LaVallee & Mr. Robinson
Class of 2022	Mrs. Murphy & Ms. McConvey
Class of 2023	TBD
Class of 2024	8 th grade- Mrs. Carlisto, Mr. Clark, Mrs. Mariano, Mrs. Morgan and Ms. Boslet
Class of 2025	7 th grade- Mr. Bringley, Mrs. Hutchins, Ms. Brewer, Mrs. Fremante
Class of 2026	6 th grade- Ms. Moruzzi, Mr. Bringley, Ms. Mercier and TBD

STUDENT ORGANIZATIONS & 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.

ORGANIZATION:	ADVISOR:	ORGANIZATION:	ADVISOR:
After Prom Party	TBD	Lake Placid Outing Club	Dr. Balestrini & Ms. Briggs
Art Club (MS)	Mrs. Huber	LPCC (MS)	Mrs. Hutchins & Mr. Bringley
Band	Ms. Kukulka	Memory Book (MS)	Ms. Boslet
Builder's Club	Mrs. McConvey	National Honor Society	Mr. Mullane
Chorus	TBD	Science Olympiad	Mr. Brunner
Drama Club (MS & HS)	Mr. Gotham	Spring Musical	TBD
Environmental Club	Mrs. Morgan	HS Student Council	Mrs. Hammaker & Mr. Robinson
Journalism	Mrs. Merrihew	Varsity Club	Mr. Burdick
Key Club	Mr. Bosworth	Yearbook (HS)	Mr. LaVallee

ATHLETICS**FALL SPORTS:**

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

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

WINTER SPORTS:

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

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

SPRING SPORTS:

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

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

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

** Football is an opportunity to participate on a Saranac Lake Team

6th GRADE INTRAMURALS: Golf, Soccer, Nordic Skiing, Basketball, Tennis and other sports to be announced.

SPORTS STUDY HALL (Held in the cafeteria)

Supervision for **middle school** athletes is available in the cafeteria or library from 2:45p.m. to 3:30

p.m., depending on the sports schedule. CYC offers supervision in the Library Media Center from 3:30pm - 5:00pm.

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 practice. After 2:08 p.m., athletes should not be in the school halls or unsupervised.

SPORTS STUDY HALL(cont'd)

Supervision for **high school** athletes is available in the cafeteria or library from 2:10p.m. to 3:30pm and the Library Media Center from 3:30pm-5:00pm, depending on the sports schedule. Athletes are to report and **sign-in** to either Sports Study Hall or with a teacher. High school athletes will be permitted to leave the building after 2:10p.m. as long as they are not staying 10th period for a teacher. The athletes may return to the building, and upon doing so, must go directly to Sports Study Hall in the cafeteria or directly to practice.

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.

PHYSICAL EDUCATION UNIFORMS

Students are required to change clothes for physical education classes. The uniform consists of shorts/sweatpants, t-shirts sweatshirts and gym shoes. Physical Education attire will be provided to any student where circumstances prohibit a pupil from purchasing the required attire. Proper clothes 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.

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.

DANCES

Dances may be held in the school gymnasium, cafeteria and foyer. Bands/DJs and song lists are to be approved by the administration. The sponsor and other faculty members are to chaperone. Middle school dances are generally over at 9:00 p.m., high school dances are generally over at 10:00 p.m.

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

Guests of Lake Placid High School students who are in grades 9-12 (non-Lake Placid Central Students) may be invited to the Winter Carnival Sno-Ball Hop and the Jr. & Sr. Prom. An application signed by both parents/guardians **must** be approved by the Principal. All school rules apply at school dances.

CODE OF CONDUCT OF LAKE PLACID CENTRAL SCHOOLS

BULLYING AND HARASSMENT

Dignity for All Students Act - DASA

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

BULLYING AND HARASSMENT(cont'd)

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.

SEXUAL HARASSMENT

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The district condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. The complete policy can be found on the district website at www.lpcsd.org (policy 0110).

STUDENT CODE of CONDUCT

Prohibited Student Conduct

- Disorderly Conduct
- Insubordination
- Disruptive Conduct
- Violent Conduct
- Endangerment to self or others
- Misconduct on School Bus
- Academic Misconduct
- Off-Campus Misconduct leading to school Disruption

Descriptions and definitions can be found in the [District Code of Conduct](#), part 5300, on our school website, www.LPCSD.org

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. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

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

STUDENT CODE OF BEHAVIOR (cont'd)

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.

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, school 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 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)
- 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:
 - Protect oneself, another student, teacher or any person from physical injury.
 - Protect the property of the school or others.
 - 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.
- 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:
 - Counseling with a student or group of students.
 - Conferencing with a parent or group of parents.
 - Assigning students additional work.
 - Rearranging class schedules.
 - Requiring a student to remain after regular hours to do additional work,(i.e. Late afternoon school). Students who do not report for Late afternoon school, will continue down the progression
 - consequences.
 - Restricting extracurricular activities.
 - Assigning by the principal to:
 - Special course of study, an alternative education program or an alternative school
 - Removing a student from school-sponsored transportation.

Short Term Out of School Suspension Procedures

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

- A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to: a written or oral statement detailing the misconduct. If the student denies the misconduct, a summary of the evidence will be presented; and the student will be provided an opportunity to explain his or her conduct and to ask questions of complaining parties if applicable.
- 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.
- 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.
- Following the suspension, the parents/legal guardians/legal custodians of the suspended student will be notified in writing, by personal delivery, or express mail. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
- 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.
- In the event that parents are unclear of the process or procedures, the school will assist wherever possible.

Long Term Out-of-School 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 Superintendent's 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 information to support the evidence against the student. The student and/or parent will have the opportunity to answer the accusations 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.

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. 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.

Conduct Interfering 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 purposes or an educational function.

Activities and Clubs (Activities not related to class grade)

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 10th period with the teacher of that class until their grade is in the passing range. This 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 10th period, this will be grounds for removal of the student from the activity.

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.

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

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:

These items WILL NOT be worn at school (rules apply to both boys and girls):

- 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.
- Shorts/skirts that fall above mid-thigh or extremely tight/small clothes (midriff-baring tops, mini-skirts).
- 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. (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 jewelry.
- Students are required to wear shoes at all times for health and safety reasons.
- Pants showing 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 physical assistance. (If you have to hold the waistband while walking to keep your pants on, your pants do not fit.) Extremely loose/big clothes (huge 5XL T-shirts, sagging pants) are not permitted.
- Hats may not be worn in the building. Head-coverings of any other kind (hoodie, 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.

STUDENT DRESS (cont'd)

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. 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 t-shirts to borrow so that students will not miss classroom instruction while waiting for parents to bring a change of clothing.** We can't guarantee that we will have all available sizes or that we'll have something each student will like. Parents will be called to bring appropriate clothing when necessary.

BACKPACKS/BAGS

All backpacks must be stored in students' lockers throughout the **entire** 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 require crutches or impede their ability to carry books must obtain permission from the principal or their designee for an exemption to this policy.

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. The district policy can be found on the district webpage under section 400 - Internet Safety at www.LPCSD.org.

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.

CELL PHONES/ ELECTRONIC DEVICES (iPods, MP3, etc.)

MIDDLE SCHOOL STUDENTS:

Cell phones **MUST** be silenced and stored in the student's locker during school hours. Cell phones are not allowed until the end of the school day (after 2:07). Cell phones are considered an "electronic backpack."

Cell phones/iPods/MP3 players MUST be put away and not in your possession during all academic classes, including homeroom. Headphones/earbuds need to put away and not visible during all academic classes and in the hallway.

HIGH SCHOOL STUDENTS:

Cell phones/iPods/MP3 players and Headphones/earbuds MUST be put away and not in your possession when in the hallway.

Cell phones and headphones/earbuds may be used during the school day in the following locations: cafeteria, library media center and study halls with the following stipulations:

1. Teacher/staff permission
2. Students must use headphones/earbuds.
3. Volume must be low enough so that others standing/sitting next to the student cannot hear the sound or be disturbed by the device's use.
4. Students will not share headphones with other students. (i.e. two students and one set of headphones).
5. If the use of these devices constitutes a disruption to the location where they are being used, then students will follow the teacher's directions in limiting the use of these devices.

MIDDLE & HIGH SCHOOL STUDENTS:

Violation of the appropriate use of electronic devices, as described above, may result in detention, and/or in-school-suspension. If the policy is violated, the student will be required to turn the device over to school personnel and the student and/or parent may pick up the device from the main office at the end of the school day.

****Note:** Electronic devices may be lost, damaged, or stolen while at school. LPMHS is not responsible for any lost, stolen, or damaged electronic devices and administration will not devote time in regard to these matters. Students are encouraged to leave their valuable devices at home, thus, these electronic devices are the sole responsibility of the student and the school accepts no responsibility for the safety of these items.

Unauthorized photographs or recordings (video or oral) of any student, faculty, or staff member could be considered a criminal offense. Please be mindful and ask permission before recording anyone.

Devices Permitted:

The following devices are permitted with teacher/administrator permission. Items may be added or deleted at the discretion of the school administration. Laptops, Chromebooks, Tablets (iPad, Kindle , etc.).

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 cell phone 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 driver/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

Students should always use the school's wireless network, not personal data plans, to access the web. Privileges may be revoked for students found to be visiting websites which are blocked by the District's filter.

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.

Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.

Network/Internet Access/Electrica (cont'd)

The 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 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.

Late Afternoon School (2:10 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. 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. Failure to report to late afternoon school may result in an alternative consequence. 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 should arrive on time with books and materials for three to four hours of study. 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 parents may call the school to determine the status of late afternoon school. The phone (523-2474) will be monitored during normal school hours.

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:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- 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.
- Knowingly and unlawfully possessing 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.
- Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer students under the following conditions to the County Attorney for a juvenile delinquency proceeding before the Family Court.

- Any student under the age of 16 who is found to have brought a weapon to school, or
- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20 (42).

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.

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- 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.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- 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.
- 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.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 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.
- 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.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

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

- Visitors permission to be on school grounds or at a 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.
- Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements and Code of Conduct.
- Faculty members 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.
- Staff members 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

- Students shall be under the supervision of a teacher at all times during the school days and other school-sponsored activities.
 - 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.
-

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 must 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:

- The distribution of any literature or material shall be prohibited which is obscene, libelous, 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.
- Literature or materials other than the kind described in item one may be referred to as distributable literature with administrator permission. Such literature shall be subject to the following - distribution in classrooms, hallways, or other areas of a school building, other structures, or grounds at times 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.
- 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.
- Distribution shall be made in such a way to insure that said premises do not become littered.
- 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.
- 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.
- 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.
- 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 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 their 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. Hitting, tripping, holding
 - b. Throwing objects in/out or at the bus
 - c. Running after the bus after getting off
 - d. Teasing, yelling, name calling
 - e. Fighting
 - f. Destruction of public property
 - g. Moving from place to place on the bus
 - h. Smoking, use/possession of alcoholic beverages or drugs
 - i. Loud or abusive language
 - j. Graffiti
 - k. Chasing bus on bicycle

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 students a **bus pass** to be presented at **Sports Study Hall** to be stamped. Only students with stamped late bus passes will be 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 extracurricular 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. Locker 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 OR USE AN UNASSIGNED LOCKER.
4. If a locker combination malfunctions, notify the Main Office.

LOCKERS (cont'd)

5. Your locker must be kept closed and locked at all times. Thefts can occur 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 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.

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 roller-blading or skateboarding on school property during school hours.

EYE SAFETY

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 & DRILLS

New York State law requires that drills & exercises be conducted annually. The New York State Law requires that each public school conduct twelve drills per year. Eight of these drills must be completed prior to December 31st. Four of the twelve drills must be lock-down drills and eight of the drills must be evacuation drills. Each of these drills will be practiced throughout the year.

SHORT TERM EVACUATION

In the event that a situation poses enough risk that evacuation of the building and remaining on school grounds is determined to not be adequate, students and staff will be evacuated from the building. Students and staff will not be allowed to return to the building until an all clear has been given by the building principal or designee.

FIRE DRILLS

All fire drills will be unannounced. All teachers should be alert to take the quickest route possible. **TEACHERS AND STUDENTS SHOULD TREAT EACH FIRE ALARM INCIDENT AS A REAL FIRE SITUATION.**

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 quickly as possible without running. There is no talking. In an emergency it is important that all directions be heard. Students are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds.

LONG TERM EVACUATION

In the event that a situation poses enough risk that evacuation of the building and remaining on school grounds is determined to not be adequate, students and staff will be evacuated to an off-site location.

The Conference Center (CC) will become our emergency center. All personnel, except those otherwise assigned, will proceed to the CC 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 designee will be in charge. Teachers will proceed to sit with the grade level to which they have been assigned.

- The public address system will be used to alert the entire school regarding an emergency evacuation. Directions will be given from the main office.
- We will leave the building from classrooms as directed over the PA.
- Students will exit via designated fire exit routes and proceed to the CC with their assigned class.
- Attendance will be taken at the CC. Teachers are to take their class list with them.
- 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.

LONG TERM EVACUATION (cont'd)

- 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.**
- If an extended stay is imminent, students and staff will be informed of the situation on a regular basis.
- 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).
- Students will be held at the CC until they are signaled to return to school, or until they are dismissed.

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

OTHER SAFETY DRILLS

HOLD IN PLACE

A Hold in Place will be used when an incident is occurring inside the school building. This drill allows classes to continue, but terminates outside activity and restricts movement within the building.

SHELTER IN ALTERNATIVE LOCATION

Students and staff will be moved to another location within the building

LOCKOUT

Lockout is used when an incident is occurring outside the school building or off school property. This process allows the school to continue with the normal school day, but terminates outside activity and allows NO unauthorized personnel into the building.

LOCKDOWN

A lock-down is used when there is an immediate threat to the school population, staff and students are secured in the rooms. Teachers will use the information they are given over the PA system to decide next steps to ensure student and staff safety.

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