

**STUART M. TOWNSEND ELEMENTARY SCHOOL**  
**STUDENT HANDBOOK**



**2023-2024**



**Stuart M. Townsend Elementary School**  
**27 Hyland Drive**  
**Lake Luzerne, New York 12846**  
**Website: [www.hlcs.org](http://www.hlcs.org)**  
**Phone: (518) 696-2378 Ext. 1101**  
**Fax: (518) 734-0275**

**Jonathan Baker**  
**Elementary School Principal**

**Stephanie Gordon**  
**Elementary School Counselor/Registrar**

**Nia Ketter**  
**Elementary School Counselor**

## Table of Contents

Purpose of Handbook	5
Stuart M. Townsend Elementary School Makeup	5
Civility Statement	5
Academic Calendar	6
Guidance Calendar	7
Faculty	8
Whom to See	9
Office Hours/Phone Numbers	9
Attendance	9
Arrival	9
Drop Off	9
Dismissal	10
Absences	11
Health Office	12
Academic Policy	13
Academics/Parent Portal	13
Retention	14
Programs	14
Library/Media Center Services	16
Homework Hints	17
Student Dress Code	18
School Behavior	19
The A, B, Cs at Stuart M. Townsend Elementary School	19
Buses	22
Detention	27
Disciplinary Consequences and Procedures	29
General Information	34

## **Purpose of Handbook**

The purpose of this handbook is to introduce students and families to the Stuart M. Townsend Elementary School. We feel our programs, operating procedures, positive environment and staff (which are highlighted in this handbook) foster academic and social growth. This publication is a reference source and its contents will offer the individual student the greatest opportunity for continued success in the Stuart M. Townsend Elementary School.

## **Stuart M. Townsend Elementary School Makeup**

The Stuart M. Townsend Elementary School is home to Head Start, Pre-Kindergarten, Kindergarten, Grades 1, 2, 3, 4, 5 and 6. It offers academic, artistic, and athletic curricula within the framework of a team structure. Teachers work together to reinforce learning and provide consistent behavior management strategies. Each grade level offers instruction in English, mathematics, reading, science, social studies, and physical education. Chorus, band, art, technology, home and careers, and library services are offered at various grade levels.

## **Civility Statement**

The Hadley-Luzerne Central School District believes that all schools should be institutions in which mutual respect is practiced, encouraged and reinforced by all who enter. The Hadley-Luzerne School District will extend respect to all, which is inclusive of but not limited to, students, parents, our extended community, and the general public. Our school district expects the same consideration in return.

Our school district is deeply committed to keeping schools free from disruptions, activities, or behaviors that threaten the educational process and our ability to provide a safe and healthy environment for our students. Our policies promote civility, mutual respect, and orderly conduct for and by everyone associated, affiliated, and/or connected to our school district and our students. We believe civility should permeate our entire community.

**Academic Calendar  
2023-2024**

September 7	First Day of School
September 14	Pre K-2 Meet the Teacher Night (6:00-7:00 PM)
September 14	Grades 3-6 Meet the Teacher Night (7:00-8:00 PM)
September 22	Pre K-6 Photo Day
October 6	Half Day of School (Dismissal 11:00 AM)
October 9	Columbus Day (No School)
November 8	K-6 Math Fun Night
November 9	Emergency Release Day (Dismissal 15 min. early)
November 10	Veterans Day (No School)
November 14	Pre K-6 Photo Retake Day
November 15 & 16	Parent/Teacher Conferences (Dismissal 11:00 AM)
November 22-24	Thanksgiving Recess (No School)
December 12	Grade 5 & 6 Winter Concert (7:00 PM)
December 13	Grade 3 & 4 Winter Concert (9:00 AM)
December 21	Pre K-2 Winter Concert (8:30 AM, 9:45 AM, 11 AM)
December 22-January 1	Holiday Recess (No School)
January 2	Classes Resume
January 15	Martin Luther King Jr. Day (No School)
February 19-23	Mid-Winter Recess (No School)
March 7	Parent/Teacher Conferences (Dismissal 11:00 AM)
March 8	Pre K-6 Spring Photo Day
March 14	K-6 Reading & Math Night
March 15	Superintendent's Conference Day (No School)
March 29	Good Friday (No School)
April 1-5	Spring Recess (No School)
May 1	Grade 6 Orientation (6:00 PM - High School)
May 16 & 17	Universal Pre K & Kindergarten Roundup
May 22	Grades 5 & 6 Spring Concert (7:00 PM)
May 21	Art Show (5:30 PM - 7:30 PM)
May 27	Memorial Day (No School)
June 19	Juneteenth (No School)
June 20- 26	Half Days (Dismissal 11:00 AM)
June 26	7 Down to the Cap and Gown Ceremony (9:00 AM)
June 26	Last Day of School

**Guidance Calendar  
2023-2024**

September 7	First Day of School
November 9	1st Quarter Marking Period Ends
November 15 & 16	Parent/Teacher Conferences (Dismissal 11:00 AM)
January 26	2nd Quarter Marking Period Ends
March 7	Parent/Teacher Conferences (Dismissal 11:00 AM)
March 15	Superintendent's Conference Day (No School)
April 12	3rd Quarter Marking Period Ends
May 1	6th Grade Orientation (6:00 PM - HS)
May 16 & 17	Universal Pre K & Kindergarten Roundup
June 26	7 Down to the Cap and Gown Ceremony (9:00 AM)
June 26	4th Quarter Marking Period Ends
June 26	Last Day of School

## Stuart M. Townsend Elementary School Faculty

Albohn, Margaret	Special Education K-2
Arcate, Laura	K-2 AIS
Berrigan, Diana	ELA AIS 5/6
Bierman, Jed	Grade 3
Boucher, Tom	Grade 6
Bourdeau, Jennifer	Grade 1
Bouton, Lori	Grade 2
Bradley, Julia	Special Education K-2
Brooks, Melanie	Reading/AIS 2/3/4
Brown, Tim	Grade 5
Burrell, Kristine	Grade 4
Canavan, Julie	Grade 5
Cook, Cindy	ELA/Math AIS
Cook, Patti	Reading AIS
Curry, Jessica	Grade 6
Davis, Heather	Grade K
Demos, Sue	Math 6
Durham, Shelby	Art K, 1,5
Dymond, Frank	Physical Education
Elliott, Audrey	Grade 2
Fitzgerald, Liam	Music 5/Band 5&6
Gordon, Stephanie	School Counselor
Haynes, Gordon	Grade 5
Horn, Annie	Nurse
Hughes, Mandy	Grade 4
Hunt, Mikayla	School Psychologist
Ketter, Nia	School Counselor
Keys, Taylor	Grade 4
Kunath, Jessica	Pre K
Lemery, Sandi	Special Education 3-5
Locke, Lenny	Senior Computer Technician
Maguire, Kathleen	Grade 3
Mark, Robert	CSE/CPSE Chairperson
McGinnis, Kathleen	K-2 AIS
Miller, Alyssa	Grade 1
Moulton, Darian	Social Worker
Moulton, Julia	Family & Consumer Science
O'Neil, Sharon	Special Education 3/4
Ostrander, Susan	Grade 3
Persons, Siera	Media Specialist
Puckhoff, Maya	Art 2,3,4,6
Robertson, Donna	Special Education 5/6
Robertson, Michaela	Music K-5/Chorus 5&6
Scofield, Kindra	Grade K
Skiff, Grant	Physical Education
Stanton, Anna	Grade 2
Szachacz, Jean	Speech Pathologist
Torda-Ecuyer, Ashley	Special Education K-2
Townsend, Marissa	Social Worker
Wester, Christina	Grade K
Winnek, Barbara	Grade 1
Winslow, Elaine	Math AIS 3/4/5/6
Wuerdeman, Emma	School Psychologist



### **Whom to See**

Absences	Mrs. Diehl
Academic Concerns	Ms. Gordon/Mrs. Ketter
Academic Problems	Mr. Baker
Career Information	Ms. Gordon/Mrs. Ketter
Change of Address or Phone	Mrs. Diehl/Mrs. Horn
Early Dismissal	Mrs. Diehl
Grades	Your teacher/Mr. Baker
Library Materials	Ms. Persons
Locker Problems	Your teacher/Ms. Curley/Mrs. Diehl
Lost and Found	Mrs. Horn
Make-up Work	Your teacher
Promotion Requirements	Mr. Baker
Report Card Concerns	Your teacher/Mr. Baker
Student Assistance	Your teacher/Mr. Baker/Ms. Gordon/Mrs. Ketter
Textbooks	Your teacher

### **Office Hours/Phone Numbers**

Monday-Friday 7:40 AM- 3:15 PM

Main Office (518) 696-2378 Ext. 1101

Nurse's Office (518) 696-2378 Ext. 1107

### **Attendance**

School is in session from 7:50 a.m. - 2:22 p.m. Monday through Friday. Please call the nurse's office (Ext. 1107) if your child will not be in school.

### **Arrival**

All students should arrive by 7:50 a.m. and enter at that time. Regular classroom routines begin at 8:00 a.m. Please do not drop students off at school prior to 7:40 a.m.

### **Drop Off**

If you are driving your child to school you must use the circle driveway to drop your child off. This helps us to safely move buses in and out of the main parking lot. Please do not drop your child off prior to 7:40 a.m. due to supervision and safety concerns.

## Dismissal - PikmyKid App

Students are dismissed at 2:22 p.m. The purpose of the PikmyKid app is for parents and guardians to communicate directly with the classroom teacher regarding any changes that need to be made **for dismissal purposes** that takes place daily at 2:15 p.m.

- All changes that need to be made for student pickup or bus changes for dismissal must be **completed by 1:30 p.m.** This will allow teachers time to access PIKMYKID and ensure that your child is at the right location at dismissal.
- You have the calendar at your fingertips. You can schedule changes ahead of time and at any time you wish. There is no need to call the school anymore with the possibility of missed messages to the classroom teacher.
- You have the opportunity to choose who will be picking up your child on any given day, or who will be meeting your child at the bus stop.
- All students being picked up at dismissal will utilize the LGI loop, as has been done in the past. Please use the loop, not the parking lot. Walking students to your vehicle is unsafe, as cars and buses are moving throughout the school parking lot.
- For students being picked up in the loop, our wifi will notify us that you are here once you select announce on PIKMYKID, and we will prepare your child for a quick, safe pick up. If someone else is picking up your child that does not have the APP, please utilize the QR Code car tags that were mailed to you the last week of August. These tags need to be in the car window when picking up your child for easy scanning by our dismissal team. Please utilize the Parent Portal (SchoolTool) to ensure your contact information is up to date. If you are having difficulty looking up the information in SchoolTool, please email [help@hlcs.org](mailto:help@hlcs.org).
- For a bus change, which should be for caregiver or custody purposes only, parents will see a drop down menu for the bus number change. Please keep this information readily available for future bus address changes in PIKMYKID. **Please be aware that routes can change at any time due to driver availability, consolidation runs and room on the bus.** A parent/guardian must be present to greet the child off the bus for grades K-4.
- We understand that some of you may have Internet access issues. Please call the school prior to **1:15PM** if you are unable to access PIKMYKID at 518-696-2378, ext. 1101. Please be patient and answer all questions as we will be putting your information into PIKMYKID for you.
- If you are picking up early for an appointment, you will still pick up your child through the main office. There is no need to utilize PIKMYKID for early dismissal. Please send in a note with your child, or email Mrs. Diehl at the office at [diehlk@hlcs.org](mailto:diehlk@hlcs.org) with the time that you will be picking up your child.

## Early Dismissal/Snow Day

In some emergency situations and/or during periods of inclement weather, early dismissal may become necessary. Please help prepare your child for these occasions by explaining to them what they should do if they have to be dismissed prior to the regular dismissal time. The District's Automated Notification System will contact households and emergency contacts when weather or other emergency situations occur. Also, radio stations 1540AM, 107FM, 1450AM, 95.5FM, 99.5FM, 93.5FM, 107.7FM, 101.7FM and channels 6, 10, 13 will alert parents to information regarding dismissal, should and early dismissal exist. If there are specific instructions that you wish the school to follow in the event of early dismissals and/or emergency situations, you should note these instructions in writing and forward it to the attention of both your child's teacher and the elementary office at the beginning of the school year. Any changes from your original request will need to be in writing.

## Visitors

All visitors must report to the school office upon entering the building. If you have a scheduled appointment or are a volunteer in a classroom, you will need to sign in and obtain a visitor's pass. If you bring a forgotten item to your child or wish to speak with them, the office staff will assist you by calling the child's room and requesting that they meet you in the school office.

**All visitors to the building must sign in at the front office and present picture identification. You will be required to wear a visitor's pass while in the building. You also must sign out when leaving the building**

## **Absences**

Regular attendance in school is required by law and is important for academic growth and success.

**What if my child is absent?** Let the elementary office know the reason for the absence and the length of time the child will be out of school. If the elementary office does not hear from you, you will receive a call to see why your child is out of school. It is the responsibility of parents to see that children come to school regularly.

**What do I need to do when my child returns to school?** Upon returning to school your child will need to bring a written excuse indicating the dates and the reason for the absence. Any child that has been out with a contagious illness; such as chicken pox, lice, pink eye or strep throat must see the nurse upon returning to school. Any absence not accompanied by a written excuse are marked as "illegal" absences. Illegal absences are also indicated if a child is absent from school for a reason not recognized by New York State even if a written excuse is provided.

### **Legal excuses for absence are:**

1. Illness of student
2. Doctor or dentist appointments (when possible appointments should be made after school hours or on vacation days)
3. Illness or death in the family
4. Religious observation
5. Court Attendance
6. Quarantine

**Illegal Absences** - Article 65, Section 3205 of the New York State Education Law makes it compulsory for all minors between the ages of six and sixteen to attend school full time. A child's success is closely associated with attendance. Severe cases of truancy will be referred to Social Services and County Family Court.

**What if my child has an appointment?** If there is a need to take your child out of school during the school day, a note to your child's teacher is required indicating the reason and the time you plan to pick up the child. Please report to the office and the secretary will call the classroom to have your child sent to the lobby.

## **Tardiness**

It is important for children to develop the habit of being on time. Children who are late begin the school day with the possibility of being disorganized for the rest of the day.

**What if my child arrives late to school in the K-6 building?** When the child arrives at school after attendance is taken at 8:00 a.m., the parent and the late student should report to the elementary office. The student will then be given a pass to take to their classroom teacher.

### **Truant**

A student who is absent from school without his/her parent's or guardian's knowledge is truant. Truancy results in two nights of late detention. Skipping school, leaving the building without permission or authorization are common examples of truancy.

### **Health Office Notes**

Pre K-6 - Mrs. Horn, Nurse - (518) 696 2378 Extension #1107

### **Administration of Medications in Schools**

A program for the administration of medications to students in schools must be managed and supervised by our school nursing personnel. Only those medications that are necessary to maintain the student in school and that must be given during school hours should be administered.

In accordance with New York State Law, medication (both prescription and over-the-counter) cannot be administered to any student through the school's health office without the following criteria being met:

- A written order from a licensed prescriber is required. A new order will be needed at the start of **EVERY** school year.
- A written statement from the parent or guardian requesting administration of the medication in school is needed.
- The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container.
- The medication will be stored in a locked cabinet in the health office to ensure the safety of all our students.

Items such as Caladryl, Bactine, Cough Drops and Antibiotic Ointments **cannot** be utilized in our health offices without both doctor and parent written permission.

All medications and supplies need to be picked up by the last day of school or they will be discarded.

The school nurse should be informed of any medication changes (even meds given at home) and diagnosis.

If a student is unable to participate in physical education a doctor's note is required. The student will also need a doctor's note to return to physical education if a date is not included with the original note.

All school accidents and/or injuries must be reported to your teacher and the nurse if they occur on school property or at a school-sponsored activity, no matter what time they occur. Injuries will be taken care of and parents will be notified.

## **Immunizations**

Students will not be permitted to attend school unless their immunization record is completed by the first day of school. The New York State Public Health Law mandates this practice.

Please refer to the School Calendar for the New York State Immunization Requirements for School Entrance/Attendance.

## **Physicals**

Physicals need to be completed for incoming PreK and Kindergarteners and all newly enrolled students. State mandated physicals are required for PreK, Kindergarten, 1st, 3rd, and 5th graders. The school physician conducts physicals for those that have not been completed by a family doctor. If your child had a physical by his/her physician, completed health forms should be forwarded to the school nurse.

## **Emergency Information Sheet**

You will need to complete data on your child's emergency information sheet. This sheet will need updating by you each time there is a change in the information that was originally stated. These sheets may be completed at the time of your registration or at the beginning of the school year. Please make sure you indicate names of those whom we may contact in the event of an emergency.

## **Parent-Teacher Conferences**

A Parent-Teacher Conference will be scheduled for each parent/guardian during the month of November. There is another conference that takes place in early spring. The spring conference will only take place if the teacher or parent feels that it is necessary.

You may contact your child's teacher at school any time during the school year to obtain information on your child's progress or request a conference.

Students receiving Academic Intervention Services (AIS) in English Language Arts (ELA) and or Math will be issued separate progress reports from their AIS teachers throughout the year.

Reports of student progress will be issued four times each year.

## **Academic Policy**

**Failing academic subjects** - Students are encouraged to stay after school during the support period to do makeup, catch-up, or review work. Teachers will be responsible for providing work and support for their students. Parent/Guardian involvement and approval in this process will be expected and appreciated. We need to work together to ensure your child's academic success.

Parents may keep track of their child's academic progress by utilizing the school district's Parent Portal.

## **Academics/SchoolTool Parent Portal**

Academic success is a primary goal of Stuart M. Townsend Elementary School. Grades K-6 utilize a standards based report card.

Parents may keep track of their child's academic progress by utilizing the school district's SchoolTool Parent Portal. SchoolTool Parent Portal is a web-based access portal that allows parents to view student information such as emergency contact information, schedule, attendance, report cards and assignment grades. Parents can access information for all of their children with one SchoolTool account. If you have any questions about the information you see on the portal or about your child's performance in general, feel free to contact his/her teacher or school counselor. For information on how to register and access the SchoolTool Parent Portal please visit [www.hlcs.org](http://www.hlcs.org), you will need to select Parent Information and then Parent Portal and begin your registration process. If you have any questions please email [help@hlcs.org](mailto:help@hlcs.org).

## **Retention**

In cases where a child needs to repeat his/her current grade, every effort will be made to inform parents/guardians as early on in the school year as possible. Academic screening, classroom progress, testing, the child's social and emotional development, and classroom teacher recommendations all play a role in this decision. You will be notified in writing and requested to attend a meeting with school personnel should retention be necessary. In decisions on retention, by School Board Policy, final authority rests with the Principal.

## **Grade Level Programs**

### **Universal PreKindergarten Program**

Children will learn basic academics and social skills in this activity-centered, fun program designed to build the foundation for school. Time will be spent on literacy, physical activity, music, art, and thematic programs designed to engage every learner.

### **Kindergarten Program**

Your child will spend a block of time each day learning the basic letters, sounds, phonics and system of our written and spoken language. Writing, decoding, listening and speaking skills will all be a part of our program. Time will also be spent utilizing a computer-based teaching system designed to develop writing and reading skills of kindergarten students.

Our Math from Eureka is a hands-on, manipulative based program. Scholastic Literacy is our ELA program.

Science and Social Studies - The children will be exposed to the following units of study aligned to the NYS Common Core Learning Standards; the family, the five senses, animals, the seasons, national holidays, nutrition, early Americans, kings and queens, and presidents.

Skills for Growing - This program fosters citizenship skills in responsibility, good judgment, self-discipline, respect and getting along with others.

### **First Grade Program**

Our morning consists of hanging up our coats, checking job responsibilities for the day, reading the message board with a morning activity to be accomplished.

From there we take attendance and read the calendar. This is also a time when we do shared reading with the total class where we can introduce or review various reading skills using Scholastic Literacy.

After our skills work, we begin our listening and learning instruction, developing our skills as good listeners. We then will begin our reading groups. After lunch and recess, we will have our daily specials, then math using Eureka.

### **Second Grade - Six Grade Program**

September brings forth another exciting school year. We look forward to working with your child. We strongly believe the greatest gains are made through a combined effort of home and school. In an effort to keep you informed we would like to share some of our long-range goals for the upcoming year.

- To build a love for reading and expose the students to many different types of literature using Scholastic Literacy.
- To read and reread books in order to increase fluency and comprehension and to build appropriate reading strategies.
- To use literature and hands-on activities to increase understanding in both science and social studies.
- To increase the students' willingness and ability to write for a variety of purposes.
- To utilize the process approach to writing, this includes developing a topic, writing a first draft, revising, editing, and publishing.
- To learn common spelling patterns and frequently used words that will assist them in reading and writing.
- To use the Eureka Math program to increase math knowledge in the NYS Common Core Learning Standards.
- To participate in classroom discussions to further their understanding of the content being studied.
- To be a caring and cooperative member of our classroom community.

If you have any questions or concerns please feel free to contact us at school. We will do everything we can to ensure your child has a positive elementary school experience.

### **Special Education Program**

Each special education program is unique as are the students that we service. This individualized program focuses on building independent skills as part of the classroom setting in Kindergarten and First Grade and in a small group setting in Second Grade.

All teachers and students have one goal, educational success.

### **Specials**

Our specials program will follow a four day A, B, C, D rotation. The first day of school is day A. Snow days and school closings **do not** change the four day rotation.

### **K-6 Art Program**

Art classes provide an enriching environment for exploring the creativity that all children possess. With guided practice, the students paint, draw, glue, cut, and color their way through their art classes. It is here that smaller motor skills are developed and strengthened.

Songs, literature and puppetry are incorporated into many of the lessons with an emphasis on the use of imagination and self-expression.

### **K-6 Music Program**

1. Singing - a wide variety of songs, occasionally in other languages.
2. Moving - to beats, rhythms, and dramatic ideas in games, songs, and dances.
3. Playing - rhythms, melody fragments, and ostinatos on classroom instruments.
4. Listening - to musical selections with guidance, in order to understand elements such as mood, dynamics, and form.
5. Reading - the basic elements of musical notation, and by 2nd grade, beginning to follow notes and words of songs.
6. Understanding - how music helps us to celebrate the seasons and holidays of the year and enriches our lives.

## **Physical Education**

Combinations of variables are included within the curriculum. The main objective is to enhance physical health and social interaction. The following is an overview of the physical education curriculum:

1. Physical fitness
2. Movement excellence and useful physical skills:
  - Competency in body movement
  - Rhythmic movement
  - Fundamental skills (locomotors, non-locomotors and manipulative skills)
3. Experience
4. Social development
5. Safety skills and attitudes
6. Positive self-concept

The fundamental skills learned at this level provide the base on which all physical activity is built.

## **Library/Media Center Services**

The goal of the K-6 library staff is to help young children develop a love of reading through a love of their library. We strive to provide a positive atmosphere for all students that will encourage good borrowing skills and library behavior that will enhance their understanding of the golden rule throughout their lives. Class visits combine assistance to children with their own book selection for individual borrowing and with the appropriate stories to reinforce vocabulary and listening skills. The elementary level program of the library is part of the overall school curriculum that encourages the development of good communication skills through reading, listening, speaking, sharing their reactions to stories, writing and drawing their reactions to stories. This program helps to support the NYS Common Core Learning Standards of English-Language Arts.

## **Programs**

The elementary school is a time for students to experience a variety of courses. Academic courses are aligned with the NY State Standards and seek to challenge students to their full potential. All students participate in the NY State Assessments.

## **Course Offerings:**



- A. Math, Science, English and Social Studies are major offerings in grades Kindergarten through grade 6.
- B. Technology is offered to all students grades K-6. Library skills to Kindergarten through grade 4, and the related arts (Arts and Music) are co-educational.
- C. Physical Education is required for all students. If a student cannot participate in physical education, the student must have a written medical excuse. This excuse must be provided by the physician and state when the student may return to class.
- D. In general, each student will have a full scheduled class load.

## **Homework**

Home study is a necessary part of each student's educational program. Each student must spend home study time in addition to scheduled class instruction to achieve satisfactory work.

Long range assignments require planned study time for their completion. This type of planning eliminates the necessity of spending too much time the day before such an assignment is due.

## **Homework Hints**

**Homework Drop Spot** - Choosing a special homework drop spot at home will help your child develop the habit of always putting completed assignments in the same place each night. Make sure it is convenient!!!

**Study Area** - Identify a location at home in which homework will be done. It should be quiet and well lit with any necessary supplies handy.

**Homework Survival Kit** - A homework survival kit containing supplies necessary for completing homework will help your child avoid being distracted by needing to look for pencils, pens, index cards, paper, glue, a dictionary, etc.

**Schedule Daily Homework Time** - Decide on a preplanned time set aside for doing homework. Be firm and let your child know that no other activities will be permitted during this time.

**Praise, Praise, Praise** - Let your child know on a daily basis how proud you are of their academic efforts. This is highly motivating to children.

## **Student Dress Code**

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

- For safety reasons, footwear is required and should be worn at all times.
- No coats or jackets will be worn in the building during the school day. Student lockers will be provided.
- The wearing of hats, hoods, and bandanas in the classroom is not permitted except for medical or religious reasons.
- Gang related apparel or clothing is prohibited.
- Clothing that is disruptive or interferes with the educational process will not be permitted to be worn by students in school or on school premises (pajamas, profanity, offensive messages, promotion of drugs, alcohol, and/or tobacco).
- Attire should not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, or disability.
- No jewelry with sharp edges, heavy ornamental chains, dog collars or choke chains will be permitted.
- No sunglasses will be permitted unless prescribed by a physician.
- Certain insignias designated or inferred as inappropriate or obscene or in bad taste will not be permitted.
- Boys must wear footwear, (sneakers must be worn for PE class), slacks, shorts, a shirt (no tank tops, muscle shirts or exposed underclothing).
- Girls must wear footwear, (sneakers must be worn for PE class), slacks, shorts or skirts of appropriate length, some type of blouse or dress (no bare midriffs; no spaghetti straps (must be at least one inch width on the straps); no halter, tube or net tops; not exposed underclothing; not plunging neckline–front or back; and no see-through garments).

The above mentioned dress code requirements are for the protection of all students attending Stuart M. Townsend Elementary School and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. The administration reserves the right to rule on the appropriateness of student dress.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and if necessary or practical, replacing it with an acceptable item. Staff will assist in notifying the parent(s) of the student in order to secure alternate clothing (if necessary). Any student who refuses to cooperate shall be subject to discipline, up to and including suspension for the day.

**REMEMBER THIS ABOUT DRESS AND APPEARANCE:**

How you look affects how you feel and behave.

How you look affects how others feel and behave

Use common sense.

## **School Behavior**

### **The A, B, Cs at Stuart M. Townsend Elementary School**

#### **Accountability... Behavior... Consideration...**

The school is a learning center. In order to promote a safe, nurturing environment the following behaviors should be practiced.

#### **A. General Behavior**

1. Skateboards, roller blades, scooters and bicycles are considered transportation modes and their operation must cease once the student(s) enter school grounds.
2. Walk in the halls quietly. Keep your hands to yourself.
3. Respect the rights and property of others.
4. Harassment (verbal, physical, sexual) is prohibited and may result in suspension from school.
5. Students are to follow all reasonable requests made by elementary school staff.
6. Students are to use appropriate language at all times when in school or near school. Inappropriate language towards staff will result in disciplinary action.
7. Students are responsible for the proper care of all school books, supplies and furniture. Students who lose or damage school property or equipment will be required to pay for the damage or replace the item. Graffiti is prohibited.
8. Passes should be carried by students when they are out of the classroom during class time.
9. Radios, laser lights, electronic games, beepers, cell phones, cameras, camcorders, walkmans, tape recorders, and iPods are not allowed in the halls, cafeteria or classrooms during the school day.
10. The possession of tobacco products, matches and/or lighters is prohibited. Violators will be suspended.
11. The possession, consumption, distribution, sale and/or use of any pill, capsule, liquid inhalant, marijuana, or any other "illegal substance" or related paraphernalia (including "look a likes") which may be detrimental to the health, safety or welfare of the user is prohibited. Offenders will be suspended from school.
12. Possession of fireworks such as caps, firecrackers, poppers, etc. is prohibited and will result in disciplinary action.
13. Fighting in school or on school property results in an out of school suspension.
14. Bullying is prohibited. Repeat offenders face an out of school suspension.
15. Possessing any weapon, displaying what appears to be a weapon, or threatening to use a weapon is prohibited and will result in a suspension from school.

"Weapons" means gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity knife, metal knuckle knife, box cutters, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause injury or death.

## **B. Bullying**

The Board of Education is committed to providing a safe and productive learning environment within the schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus.

For purposes of this policy, the term “bullying among children” is defined, in general, as “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are or may feel less powerful,” such as:

- A) Physical (including, but not limited to hitting, kicking, spitting, pushing, taking personal belongings, or destruction of personal property).
- B) Verbal (including, but not limited to, taunting, insulting, malicious teasing, name calling, making threats).
- C) Psychological (including, but not limited to spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).

The district also prohibits “internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school, or infringes upon the general health, safety, and welfare of district students or employees.

It is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances, such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrences of bullying, needs to report the bullying to any staff member or the building principal. The staff member/building principal to whom the report is made shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the district to investigate allegations of bullying. Allegations of bullying shall be promptly investigated by the Dignity Act Coordinator, the Principal. The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individual in the investigation of allegations of bullying.

## **C. Code of Conduct**

In order to ensure the safety of all students as well as maintain a respectful environment that encourages learning, Stuart M. Townsend Elementary School has a code of conduct for all students.

Many important parts of the code are included in this handbook, and further information can be obtained in the elementary school office. While the code does not limit or restrict neither freedom of speech nor any constitutional or individual right, it does not allow for abuse of individuals and therefore maintains the academic environment appropriate for elementary school. In compliance with the Dignity for All Students Act, students or adults are not to bully, annoy, bother or tease another student; nor will they treat a person differently because of how they look or act. This includes, but isn't just about someone's actual, or what is thought to be their race color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or sex. These disrespectful and unfair behaviors and/or words can interfere with a student's education. At Stuart M. Townsend Elementary School, we will not tolerate unfair treatment of another student. The following areas are covered by the Dignity for All Students Act: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Students who don't want to come to school or don't feel safe because they have been treated unfairly because of what is, or appears to be their race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex OR have seen other students being treated this way should immediately tell an adult in the school. When possible, help the student who is being hurt.

PROHIBITED STUDENT CONDUCT:

- A. Engage in conduct that is disorderly.
- B. Engage in conduct that is insubordinate.
- C. Engage in conduct that is disruptive.
- D. Engage in conduct that is violent.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others.
- F. Engage in misconduct while on a school bus.
- G. Engage in any form of academic misconduct.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function.

Students will behave in a way that promotes a welcome and safe environment. Students should demonstrate respect towards faculty, staff and each other. The Stuart M. Townsend Elementary School promotes a comfortable place that is conducive to learning. Our objective within the academic curriculum is to teach students that they are responsible for their actions.

Each student must adhere to basic safety rules in the school building, outside on school property, on buses and any location where a school-sponsored activity takes place. Observation of these rules is necessary for the protection of all students and staff.

Students will not display behavior that could endanger others physically or emotionally. Threats or acts of violence will not be tolerated.

Any student who disrupts learning or the structure of the school day will face immediate consequences.

The building Principal will determine and implement an appropriate consequence based on the following criteria:

1. The age of the student. Does the student understand his/her actions?
2. Was there intent?
3. The level of danger to self or others.
4. Is there a pattern of continued disrespect or disruption?
5. Is the child able to correct the unwanted behavior, or is more time needed? Is a psychological evaluation needed?

The appropriate consequences will reflect the intensity of the act. The consequences must be age and developmentally appropriate.

Consequences:

- Time Out
- Apology
- Parent Conference
- Detention
- In School
- Out of School Suspension
- Referral to outside resources/agencies

## **Bicycles**

Riding bicycles to school is a privilege.

### **General Rules:**

1. Park and lock the bike in the rack provided. The school is not responsible for damage or theft.
2. Refrain from riding on school grounds before and after school when there is bus or other vehicular traffic.

## **Lost and Found**

Should something be lost or found, please notify the office. There is a lost and found box located in the nurse's office.

Students are responsible for their possessions. It is very helpful if the student's belongings are marked. It is easier to return lost items to their rightful owners.

## **Care of Public Property**

The taxpayers and parents of the school district have provided excellent physical facilities. Students who are involved in stealing, defacing public property, or abusing equipment will be financially responsible for their actions. The business office will bill parents.

## **Other Student Services**

### **Buses**

Students are under school jurisdiction from the time they board the school buses in the morning until they are returned to their destination at the end of the school day. Conduct on a bus should not interfere with a driver's ability to handle the bus properly and safely. Consideration of others is expected by all. Each student has rights, but also obligations to respect the rights of others. **THE BUS DRIVER HAS THE AUTHORITY TO CONTROL STUDENT BEHAVIOR ON THE BUS. CONSISTENT VIOLATION OF RULES WILL RESULT IN THE LOSS OF RIDING PRIVILEGE TEMPORARILY OR PERMANENTLY.**

### **State Transportation Law**

1. Be ready when the bus arrives.
2. Do not enter or leave the bus while it is in motion.
3. Pass 10 feet in front rather than behind the bus.
4. Report immediately to your bus at dismissal. If you plan to go to another bus or unload to another place, report to the school office for permission. All permission requests must be from a parent or guardian in writing.
5. No food or gum is allowed on the bus.
6. Occupy seat as assigned by driver.
7. Arms and legs are to be kept out of the aisle during the bus trip.
8. Remain seated until the bus stops at your destination.
9. Heads or arms must not be thrust from windows.
10. Swearing or other bad language must not be used.
11. The use of tobacco or liquor is forbidden.
12. Quarreling, fighting or rough play will not be tolerated.
13. Loud speaking annoys the driver and cannot be tolerated. It makes good driving difficult.
14. Obey the bus driver, he is doing his best for you.
15. Please help your bus driver to keep your bus neat and do your part to make his driving safe.
16. Bus drivers will report any irregularity to the principal who may deny the student or students the privilege of riding on the buses.

### **K-4 Transportation Notice**

#### **Bus Pick Up/Drop Off Information**

An adult/guardian or designee must take physical responsibility of the student (Kindergarten through grade 4) upon their exit from the bus at their designated bus stop upon their return home. This person can be a parent, brother or sister, aunt or uncle, grandparent, babysitter, neighbor, etc. Please inform the school of anyone who the bus driver may release K-4 children to at the end of the school day trip home. If a parent or designee from this list is not available at the bus stop, the child will be returned back to their school and arrangements must be made to pick the student up at school. Please call the elementary school office with any questions.

#### **Homeroom Expectations**

Each student is assigned to a homeroom and a teacher/advisor is responsible for that room. Answers to routine questions concerning school operation should come from homeroom teachers.

Rules governing homeroom behavior will be established by the individual homeroom teachers. The Pledge of Allegiance and major announcements are made during this period. This is also the time to prepare for the school day by checking individual schedules, posted notices and getting books and materials needed for classes.

### **Lunchroom Expectations**

1. All students' lunch lines are on a first come/first serve basis by grade. Places are NOT to be saved for friends.
2. In the cafeteria reasonable courtesies are to be observed. Shouting, changing seats, misuse of food and the like is not acceptable. Respect for each other will ensure a more pleasant lunch.
3. Teachers on duty will dismiss students.
4. Students are to remain in the cafeteria during the lunch period.
5. Students may bring a book and read for the last 10 minutes of lunch period.
6. Lockers and other lavatories- these areas are not to be visited at this time without a pass from the teacher.
7. Throwing objects or food is prohibited. Violators will be disciplined accordingly.

### **Assembly Behavior**

1. Enter the auditorium in an orderly manner and sit quietly.
2. Listen politely to the performance and speakers.
3. Clap politely to show appreciation. Do not stamp your feet, "boo", whistle, etc.
4. Leave in an orderly manner, as directed by the supervising adult.

### **Field Trip Behavior**

1. Remain in your seat while the vehicle is in motion, talk quietly.
2. Keep the vehicle clean.
3. Listen carefully to the supervising adults and follow their instructions.
4. Be a good citizen when representing the Hadley-Luzerne School District.

### **Concerts/Sporting Events Behavior**

1. Be courteous and respectful to others.
2. Clapping or cheering is appropriate. Booing and/or yelling negative comments and/or obscenities is unsportsmanlike and is prohibited.

### **School Closing**

- A. Should it be necessary to close school or not hold a school session due to inclement weather or other emergency circumstances, an announcement will be made over radio stations WWSC, WGY, Y96, WROW and WBZA.  
**PLEASE DO NOT CALL THE SCHOOL OR RADIO STATION. LISTEN FOR RADIO LISTING**
- B. You will be contacted via the automated phone message system.
- C. There is a link to "School Closing" on the webpage at HLCS.org



## **Substitute Teachers**

Substitute teachers are in the building whenever teachers are ill or are attending conferences. Substitute teachers are important visitors and should be treated with kindness and respect at all times.

## **Visitors**

Students are not to invite friends from other schools to visit during the regular school day. All visitors to the school building must sign in at the front office and must wear a visitor's pass while in the building.

All visitors must report to the school office upon entering the building. If you have a scheduled appointment or are a volunteer in a classroom, you will need to sign in and obtain a visitor's pass. If you bring a forgotten item for your child or wish to speak with them, the office staff will assist you by calling your child's room and requesting that they meet you in the school office.

All visitors to the building must sign in at the front office and present picture identification. You will be required to wear a visitor's pass while in the building. You also must sign out when leaving the building.

## **School Property**

Students are responsible for the proper care of all books, supplies, furniture, computers, calculators and iPads supplied by the school.

Textbooks - All basic texts are loaned for use during the school year. They should be kept clean and handled carefully. All textbooks are to be covered throughout the school year. Students should fill out the book form in the front of the book to ensure its safe return. A fine is charged based on the principal's and teacher's judgment for abuse, misuse and loss.

Students who abuse property, break windows or do other damage to school property will be required to pay for the damage done or replace the item.

All loitering and the use of skateboards, rollerblades, scooters and roller skates are prohibited on school property. School Board Policy for Community Activities follows.

## Public Activities Involving Staff, Students, or Facilities

## Skateboards, Rollerblades, Scooters, and Roller Skates

The Hadley-Luzerne Central School Board of Education believes that the safety of its students and the general public while on school property is essential. To this end, the school district will prohibit loitering and the use of skateboards, rollerblades, scooters, and roller skates on school property.

## Rules and Procedures

“*Wheelies*” means a shoe with retractable wheels in the sole.

“*Roller skate*” means a shoe with four small wheels attached to it for skating.

“*Skateboard*” means a device for riding upon, usually while standing, consisting of an oblong piece of wood or other material mounted on skate wheels.

“*Rollerblades*” means a form of skate with spherical shaped wheels constructed in-line and made of rubber or other synthetic material.

“*Scooter*” means a long footboard between two small end wheels, controlled by an upright steering handle attached to the front wheel.

“*Operate*” means to ride on or upon or control the operation of a skateboard, roller skates, scooter, or rollerblades.

“*Operator*” means every person who operates or is in actual physical control of a skateboard, roller skates, scooter, or rollerblades.

“*School property*” means any property owned, leased, or controlled by a school district.

It shall be a violation of school policy to operate a skateboard, rollerblades, scooters, or roller skates on school property. Local law enforcement officials may charge any individual who violates this provision with criminal trespass. Any Hadley-Luzerne Central School District student who violates this school policy may also be subject to discipline, including expulsion or exclusion.

The Hadley-Luzerne Central School District may post a sign on school property to inform the general public of these prohibitions and regulations on skateboarding, rollerblading, scooter use, and roller skating on school property. Students of the District are deemed to know of these prohibitions and regulations through student handbooks, regardless of whether a posting has been done.

### **Bookbags/Backpacks**

All bookbags/backpacks should be left in the student's locker. They are not to be carried from classroom to classroom.

### **Buildings and Grounds**

The appearance of the school building correlates to the way students, faculty and staff feel about themselves.

Students, faculty and staff should all participate in keeping rooms, halls, grounds, lavatories, cafeteria, bulletin boards neat and clean.

### **Child Custody**

Occasionally domestic problems involving child custody are brought to the attention of the school. School officials do not pass judgment on these cases. The responsibilities as to the legal guardianship rests with the parents and Family Court. Legal documents must be on file with the building principal if any restrictions have been established regarding a child's custody.

### **Detention**

- A. A student may remain after school for detention at the request of the principal or teacher. Dismissal will be at 3:00 pm.
- B. Students will be allowed to call home to notify their families of the assigned detention. If there is a problem, parents should contact the main office at (518) 696-2378 ext. 1101.

### **Gum**

Gum is not permitted on school property, this includes school vehicles.

### **Latex**

Due to a latex allergy within the school premises, latex balloons, latex gloves and other latex products are not to be within the Stuart M. Townsend Elementary School buildings/grounds.

## **Food and Drink**

All food and drink during the school day is to be consumed in the cafeteria. No food or drink is to be consumed in the halls unless authorized by the administration. Students with administrative permission to eat in classes may be restricted as to the type of food permitted. Please be aware of food allergies. Contact your child's teacher prior to sending in any food.

## **Halls**

- A. 7:50 a.m. students are to enter the building, go to their lockers and report to their homerooms. There is to be no loitering near lockers that are away from the student's homeroom area. Any student in the halls for any other reason must have a pass from a teacher.
- B. At no time should there be running in the halls.
- C. Voices should be kept at a conversational level.
- D. Students are expected to be in class at 8:00 a.m. for attendance and announcements.

## **Fire Drills/Lockdowns**

- A. A drill is a practice for a real event. The possibility always exists that a fire drill could be real. Therefore, an ability to follow directions and consideration for other people are very important.
- B. WHEN THE FIRE ALARM SOUNDS, EVERYONE MUST LEAVE THE BUILDING. THERE IS TO BE NO TALKING DURING THE DRILL. EACH TEACHER SHOULD SEE THAT ALL STUDENTS ARE OUT OF THE ROOM BEFORE LEAVING.
- C. General Rules:
  - 1. In the classroom-line up quickly and quietly, follow exit directions provided by the teacher.
  - 2. In the hall – move quickly and calmly with NO RUNNING OR PUSHING. Courtesy is most important at all times. Should an exit be blocked, use the nearest one.
  - 3. Outside – line up in an orderly manner away from the school on the grass, off the black top and wait quietly. Attendance will be taken. Entrances must be clear for the fire department. An announcement will be made to return to the building.
- D. Between classes/lunch – should the fire alarm sound during the passing of classes or lunch time, leave the building immediately and quietly through the nearest exit. Assemble in the field and wait for further instructions.
- E. In case of an intruder or other emergency situations, the staff and students will also be conducting four (4) emergency lockdown drills.

## **Disciplinary Consequences and Procedures**

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

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider such things as age, the nature of the offense, prior disciplinary record and information from parents, staff or others deemed appropriate and other extenuating circumstances.

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

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 with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

Verbal warning – any member of the district staff.

Written warning – bus driver, hall and lunch monitors, teachers, principal and superintendent.

Written and/or verbal notification to parents – bus driver, hall and lunch monitors, teachers, principal, superintendent.

Plan development with staff – teacher, principal, detention teachers, superintendent.

Late-night detention – teachers, principal, superintendent.

Suspension from transportation – principal and superintendent.

Suspension from social or extracurricular activities – principal, superintendent.

Suspension of other privileges – principal, superintendent.

Time out from the classroom – teacher, principal.

In-school suspension – principal, superintendent.

Removal from classroom by teacher – teachers, principal, superintendent.

Short-term (five days or less) suspension from school – principal, superintendent, board of education.

Long-term (more than five days) suspension from school – superintendent, board of education.

Permanent suspension from school – superintendent, board of education.

Filing of a formal Person in Need of Supervision (PINS) complaint with the local probation department – principal, superintendent.

### **Procedures**

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed.

## **In-School Suspension**

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in “in-school suspension.”

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law #3214. However, the student and the student’s parents will be provided with a reasonable opportunity for an informal conference with the district officials imposing the in-school suspension to discuss the conduct and the penalty involved.

## **Out-of-School Suspension**

An out-of-school suspension is assigned at the discretion of the administration unless otherwise stipulated. When a student is suspended from school the parent or guardian of the students will be notified by telephone, if possible, and in writing. A parent conference may be required before a suspended student returns to regular classes. Parents are entitled to a conference any time a student is suspended. Requests should be made with the elementary school administration.

The suspended student must be signed out of school by the administrator before leaving school.

A student suspended out of school is not permitted in Stuart M. Townsend Elementary School or on school grounds and is not permitted to participate in or attend any school-sponsored activities until the suspension has been lifted or expired. If the suspended student enters Stuart M. Townsend Elementary School or is on school grounds during the suspension period without administrative permission, the student will be declared as trespassing and immediate and appropriate action will be taken.

Following the accumulation of ten (10) days suspension, a recommendation may be forthcoming to the Superintendent of Schools that the student may be considered insubordinate and that a Superintendent’s Hearing be convened to consider further disciplinary action.

## **Gambling**

Students participating in gambling (betting) in whatever form will face disciplinary action.

## **Profanity and Swearing**

The use of profanity directly to a staff member or in an unreasonable manner by students is absolutely prohibited in school, on school grounds, or in school vehicles. Students involved in this kind of behavior will face disciplinary action.

## **Drug (Controlled Substance) Alcohol Policy**

Any student found in possession on school property with drug paraphernalia, or alcohol will be subject to the following disciplinary measures:

A student who violates the above policy regarding alcohol will:

- Be immediately suspended from school for five days and will be banned from all extracurricular activities for eight weeks.
- The parents will be notified to come and remove the student from school.
- Be required to participate in the drug/alcohol support group during this time.
- The Principal will contact the Superintendent of Schools if further disciplinary action is warranted.

Any student who violates the above policy regarding illegal drugs will:

- Have his/her parents called to come to school immediately.
- Be turned over to the appropriate law enforcement agency.
- Have five days suspension from school and a Superintendent's Hearing.
- Be required to participate in the drug/alcohol support group during this time.

If medication is necessary during school hours, it must be placed in the Health Office, labeled, accompanied by a physician's order and a parental permission note. This applies to both prescription and non-prescription drugs.

The Board of Education prohibits misusing any non-controlled substances for achieving an intoxicating or narcotic effect in themselves or others in school. Students violating this policy will be suspended.

In School is defined as: within any building(s) or on any premises of Hadley-Luzerne School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility.

## **Search and Seizure**

School lockers, desks, and other such equipment are not the private property of students but the property of the school district. Students have no reasonable expectation of privacy with respect to these places, and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Under special circumstances, school officials may search students particularly if there is reasonable suspicion that a student possesses illegal matter (for example; a dangerous weapon or illegal drugs). Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and the students will be present when their possessions are being searched.

## **Police Involvement in Searches and Interrogations of Students**

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

- ✓ A search or an arrest warrant
- ✓ Probable cause to believe a crime has been committed on school property or at a school function
- ✓ Been invited by school officials
- ✓ Health and/or safety concerns

Before police officials are permitted to question or search any student, the building principal or his/her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by the building principal or his/her designee as soon thereafter as possible. The building principal or his or her designee will be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- ✓ They must be informed of their legal rights
- ✓ They may remain silent if they so desire
- ✓ They may request the presence of an attorney

## **Smoking and Tobacco**

In conforming to State Law which prohibits the sale of tobacco to minors and with the recommendation of physicians that smoking is injurious to health, smoking or possession of tobacco products (including lighters) by students is prohibited by Board policy.

Smoking, herein defined as any use of tobacco (which includes smokeless tobacco) within any building(s) or on any premises of Hadley-Luzerne School District, or while riding on any conveyance owned or operated by Hadley-Luzerne School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility, is hereby prohibited.

Any student who violates this policy regarding use will be subject to the following disciplinary action:

- ✓ An automatic suspension of three (3) days out of school
- ✓ Parent notified

Any student found to be in possession of tobacco products will be subject to suspension. In addition, students who are in close proximity to smokers, "watching out" for them, or in other manner aiding the violation, will have to share in any resulting disciplinary actions.



## **Sexual Harassment**

It is policy of the Hadley-Luzerne School District to maintain learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Hadley-Luzerne School District staff to harass another staff member or student or visitor to the district through conduct or communications of a sexual nature as described in the definition section. It shall also be a violation of this policy for students to harass other students, staff or visitors to the district through conduct or communications of a sexual nature as described in the definition section.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing sexual harassment within his/her school or office.

Violations of this policy or procedure will be cause for disciplinary action.

### **Definition**

- ✓ Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- ✓ Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities.
- ✓ Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.
- ✓ Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- ✓ Sexual harassment, as set forth in Section II-a, may include, but is not limited to the following:
  - Verbal harassment or abuse
  - Pressure for sexual activity
  - Repeated remarks to a person with sexual or demeaning implications
  - Unwelcome touching
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

Any staff person who alleges sexual harassment by a staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or District Title IX Coordinator. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused will be respected consistent with the school district's legal obligation of misconduct and to take corrective action when this conduct has occurred.

### **Sanctions**

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, up to and including the possibility of discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

## **Theft/Vandalism**

All school property is provided by public funds and requires the care a student would give to his/her own property. The building and all of the equipment in it will remain a source of pride to the community if each student takes proper care of what the district has provided.

The staff of Hadley-Luzerne Schools is committed to working with students on respecting school property. All forms of thievery, vandalism, or malicious damage to the school or to the property of other students, including those committed in the name of "tradition" are considered very serious matters.

Students involved in such matters will be subject to:

1. Financial restitution
2. Suspension and
3. Prosecution under the law

Parents are reminded that state law makes parents liable for damage done by their child.

## **Child Protective Services Investigations**

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

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

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

## **General Information**

### **Teacher, Counselor Conferences**

Teachers are available for conferences with parents generally before and after school. Parents may make an appointment by calling the office (518-696-2378 ext. 1101).

The administration may call conferences at any time regarding academic or disciplinary reasons. These conferences may include some or all of the following: parent(s), student, teacher, counselor, administrator, and other staff members.

## **Confidentiality**

Student records will be maintained by the school district for use by appropriate district personnel in developing the best possible educational program for each student.

Parents or legal guardians of students under eighteen (18) years of age are entitled to inspect the student's cumulative record.

Access to permanent student records is available to authorized school personnel, the student's parents or legal guardians in consultation with school officials.

The parent is afforded the opportunity through a hearing to challenge the accuracy and content of the student's records. A student over the age of 18 is given these same rights as the parents.

## **Reporting Violations**

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

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanction shall refer the matter to a staff member(s) who is authorized to impose an appropriate sanction.

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

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation.

