

ATTENDANCE PROCEDURES

In the Elementary Schools, attendance shall be taken each morning at the beginning of the school day. Each classroom teacher shall record the students' presence or absence in a classroom record and shall report all student absence or tardiness to the building office. **Classes begin promptly at 8:45am.**

At the Junior/Senior High School, attendance will be taken at the beginning of the school day during the student's first period class. Each first period teacher will report all absences to the attendance office. In addition, attendance will be taken for each instructional period, with each teacher maintaining an attendance record for all students enrolled in their classes. **Classes begin promptly at 7:35am.**

In the event that a student is absent from school, the parent/guardian should contact the school office in the morning on the day of the absence. If no contact from a parent/guardian occurs, the school will make efforts to reach the parents/guardian through phone numbers provided to the school by the parent/guardian. In addition, the parent/guardian should provide a written note (to be brought to school upon the student's return) explaining the reason for the absence.

NONDISCRIMINATION STATEMENT

The Nondiscrimination Statement explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, the New Lebanon Central School District is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to UADA Director, Office of Civil Rights, Room 326-W, Whitten Building, Independence Avenue, SW, Washington DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

STUDENT DIRECTORY INFORMATION

This is to inform parents or eligible students of their right to refuse the release of student directory information. **Please contact your child's principal by September 18, 2009 if you do not want your child's directory information released.** Otherwise the District may release such information to an outside group without individual consent.

The Board of Education has selected the following from a list defined by the Family Educational Rights and Privacy Act (FERPA) as student directory information: name; grade level; participation in officially recognized activities and sports; weight and height (if members of athletic teams); honors, degrees and awards received; and photographs.

PROJECT "CHILD FIND" PRE-SCHOOL READINESS

Some children exhibit behavioral activities, which could be the warning signs of future difficulties unless intervention treatment is provided at an early age. These behaviors may be physical or emotional. Examples of behaviors forecasting difficulty include children who become easily upset, cry often, or frequently have temper tantrums. Do you feel your child has a problem we should know about? Please contact: The Office of Special Education, 794-8554 (ext. 3004).

ASBESTOS MANAGEMENT PLAN (ANNUAL NOTIFICATION)

Federal Legislation, AHERA (Asbestos Hazard Emergency Response Act), which was passed in 1986, requires school districts to inspect all buildings for asbestos-containing materials, develop an asbestos management plan for each building, and notify employees, students, and parents of the availability of the asbestos management plans for inspection. As was required by the legislation, the District submitted asbestos management plans, one for each building, to the New York State Education Department. Please contact Carrie Nye-Chevrier at 794-9016 (ext. 2110) if you have any questions.

ANTI-HARASSMENT OF EMPLOYEES AND STUDENTS

The Board of Education is committed to safeguarding the right of all students and employees within the District to learn and work in an environment that is free from all forms of harassment. Board of Education policies are available in all buildings and the procedures, which regulate its implementation (#3420, #6121 and #7551). Board policies are available in all buildings, in the District Office and on the District Website.

COMPUTER AND COMPUTER NETWORK ACCEPTABLE USE POLICY

The Board considers student access to computers and computer networks, including the Internet, to be a powerful educational research tool. Board Policy #6470 and # 7314 establishes rules and regulations that govern all users of the District's computers, computer network and the Internet. If you have any questions of concerns, please contact the building principal.

STUDENT RIGHTS

Students are entitled to: pursue their education in an atmosphere that is safe and conducive to learning – free from bullying, intimidation and any form of harassment or threats; a course of study that responds to their educational needs; respect from all members of the school community; procedural due process provided by law; freedom of speech and expression that does not disrupt the educational process or infringe upon the rights of others; freedom from discrimination; a clear description of the rules that apply to them in school; and freedom from unreasonable search and seizure. Students with special needs are entitled to have their educational needs and behavior evaluation on the basis of those needs.

STUDENT RESPONSIBILITIES

Students responsibilities include: demonstrating respect for and kindness to others; working to achieve their full potentials; following school rules and the directions of school staff, faculty and administration; fulfilling all educational assignments and obligations; demonstrating respect for school property and for the property of others; modeling good conduct; presenting themselves neatly in clothing that is safe and suitable for school activities and will not disrupt the education process; financial responsibility for books, tools, computers, locks or any other school property or equipment provide to them.

PROHIBITED BEHAVIOR

The behavior prohibited by the student code of conduct includes: disorderly and disruptive conduct; insubordination; truancy; violent or threatening behavior; possession or use of alcohol or illegal drugs; possession or use of a weapon; destruction of property; harassment of any kind including bullying of other students; use of tobacco products; misconduct on school buses; reckless driving; academic misconduct (cheating or plagiarism).

STUDENT DRESS CODE

The code of conduct contains a dress code applicable to all students. Students are expected to dress in a manner that is safe, appropriate and not disruptive. Clothing that is revealing, vulgar, promotes drug, tobacco or alcohol use, is provocative or disrupts the educational process in any manner is prohibited. Additionally, wearing hats or the use of cell phones, beepers, pagers, lasers and other potentially disruptive devices is prohibited.

CRIMES ON SCHOOL PROPERTY

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

SMOKING ON SCHOOL PREMISES

Due to the health hazards associated with smoking and in accordance with the federal and state law, the use of tobacco and tobacco-related products – also known as “smokeless” or “chewing tobacco” – on school premises, on school buses, or at school-sponsored activities, is strictly prohibited.

SEARCHES

School officials may search school property at any time and for any reason. Students have no reason to expect privacy in school owned or controlled spaces. For example, drug-sniffing dogs may periodically be invited into the high school to sniff lockers. Students and their property may be searched upon reasonable suspicion that contraband or a weapon is present.

CODE OF CONDUCT FOR ALL INDIVIDUALS ON SCHOOL PROPERTY

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

THE FOLLOWING CONDUCT IS PROHIBITED ON SCHOOL PROPERTY

The following conduct is prohibited on school property: physical injury to another person or the threat of such injury; verbal, physical or other forms of harassment or coercion of another; willful damage to, or destruction of property; disruption of the educational process or of any school program or activity; unauthorized entry upon school property; interference with the lawful and authorized activities of others; possession or use of a weapon of any kind or any other object that reasonably can be considered a weapon.

REPORTING VIOLATIONS

All members of the school community have a duty to report activity that threatens safety. Anyone observing or hearing of a person possessing a weapon, alcohol, or illegal substance shall report this information to a teacher or administrator immediately, without exception. All other violations should be reported to a teacher or administrator as soon as possible.

SCHOOL RESPONSE TO VIOLATIONS

There is a wide range of school responses that are permitted when students violate the code of conduct. These range from verbal and written warnings to detention and suspension. In all cases where a student is accused of a violation of the code of conduct he/she is entitled to notice of the violation and an opportunity to explain. The code of conduct provides for teacher removal of students from classrooms under certain circumstances and for hearings by the superintendent when the school wishes to impose a long-term suspension. The code of conduct includes provisions for consideration of special-needs students. Any student who is determined to be a threat to the health and safety of the students or staff may be removed from school pending completion of the discipline process. Bringing a weapon to school, committing a violent act, making threats to another, or possession or use of drugs or illegal substances can lead to immediate removal and suspension for up to one year. A student removed from instruction may be entitled to an alternate form of instruction.