

## **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 8:25am.** Additionally, attendance will be taken for ELA, math, Social Studies and Science.

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 30, 2016 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.

## **NEW YORK STATE SCHOOL DISTRICT LIAISON FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTH**

If anyone suspects that a student under 18 years of age in our district is living apart from their parents or legal guardians in unstable or inadequate living situations, they should contact Matt Klafehn, Homeless Liaison for the New Lebanon Central School District, at 794-7600.

### **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 which regulate its implementation (#0100, #0110 and #0115) are available 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 #4526 and #8630 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**

Student's 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 provided 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.

## **DASA (Dignity for All Students Act)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy (#0110). The Board prohibits and condemns all forms of harassment by employees, school volunteers, students and non-employees, such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at location off school premises. The District has designated two Complaint Officers:

Walter B. Howard Coordinator- Andrew Kourt- AKourt@newlebanoncsd.org

Jr/Sr High School Coordinator- Josh Noble – JNoble@newlebanoncsd.org

## **Parental Right to Request and Review Information Regarding Teacher Qualifications**

Dear Parents and Guardians:

In accordance with the Federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the New Lebanon Central School District, you have the right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject area he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals, you have a right to request their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to your child's building principal. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

## EMERGENCY SCHOOL CLOSINGS

In the event of an emergency closing of the school, announcements will be made on the following radio and television stations:

WFLY – Albany	92FM	WGY – Schenectady	810AM
WPTR – Albany	1540 AM	WRVE – Schenectady	99FM
WQBK – Albany	1300AM	WPYX – Troy	106FM
WQBK – Albany	104FM	WTRY – Troy	980AM
WROW – Albany	590AM	WRGB – TV	Channel 6
WROW – Albany	95FM	WTEN – TV	Channel 10
WHUC – Hudson	93.5 FM	WNYT – TV	Channel 13
WHUC – Hudson	1230 AM		

The announcements will be made as early as possible. Please continue listening for any possible changes in the opening or closing times of school when weather conditions worsen. **PLEASE BE SURE YOUR CHILD KNOWS WHAT TO DO AND WHERE TO GO SHOULD SCHOOL CLOSE EARLY. HAVE A PLAN OF ACTION SO THAT YOUR CHILD KNOWS WHAT TO DO.**

If all five emergency closing days are not used, the following recess day may be added to the school calendar for faculty and students: **5/26/17**. If more than 5 emergency closing days are used, the following days may be added to the school calendar: **4/21, 4/20, 4/19, 4/18, 4/17**. Please note that these days are earmarked currently as vacation, but if needed would be days your child would be expected to be in school. It is important for you to keep this in mind when making your vacation plans.

## SCHOOL SAFETY PLANS

In accordance with regulations of the Commissioner of Education, the District has developed a District Wide Safety Plan to safeguard the safety and health of all students and staff, as well as District property. **An early dismissal drill is set for Thursday, October 27, 2016 and Friday March 31, 2016. Students will be dismissed 15 minutes earlier than normal dismissal time.** A copy of the District Wide Safety Plan is available on the District website.

## 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 Mike Los at 794-9016 prompt 3, prompt 3 if you have any questions.