



2023 - 2024

**Lake George
Jr.-Sr. High School**

**Student
Handbook**

Dear Students and Parents:

Welcome to Lake George Jr.-Sr. High School. Faculty, staff, students, parents, and administrators developed this Student Handbook. It contains a lot of information, which is indexed for easier reference. We ask that you take some time to pay particular attention to the section on Student Policies and the Eligibility Policy. It is our intent to be very clear about our expectations so that students can make the best choices possible. Our goal is to provide quality education for all students in a safe and orderly environment. School and home need to work together to make that happen.

After you review the handbook and discuss it with your child, please sign on the signature page located on the back page of this handbook, remove it from the handbook and have your student return it to his/her guideroom adviser. No special privileges, including senior privileges, will be given until we have these signatures on file.

Thank you very much for your interest and willingness to work with us as we prepare the students of Lake George for success.

Sincerely,

A handwritten signature in black ink, appearing to read "Francis Cocozza". The signature is fluid and cursive, with a long horizontal stroke at the end.

Francis Cocozza
Principal

ALMA MATER

Oh, lake of crystal waters
Surrounded by yon hills
The mountains peaks rise up
To kiss the blue 'nd skies and rills.

Our high school stands upon the mound
We gaze at all her charms
God bless our Alma Mater
In the Adirondack' arms.

As forward through the years we march
Our footsteps toward success
We dream of Lake George High School
And the friends that we possess.

The love and honor in our hearts
Shall live forever more
The things that we accomplish
Shall reflect upon the door.

(Sung to the tune of "America, the Beautiful".)

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0000 - EDUCATIONAL PHILOSOPHY

0100 - EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

0125 - PHILOSOPHY

We believe in the individuality of the learner. Every student should have the opportunity for continuous progress. Each student should be provided with learning experiences, which afford opportunities to fully utilize abilities, motivation, and creativity.

We believe in an environment, which teaches self-respect, promotes respect for others, and encourages students to take responsibility for their actions. We strive to create an atmosphere, which recognizes the dignity of every individual and positively reinforces the importance of self-respect.

We believe that the process of learning must be established as our foremost goal and that good scholarship should be publicly praised.

We believe that it is important for all students to acquire self-awareness of their particular learning styles and differences. *We also believe* teachers are in a unique position to help identify these differences and use this information to help individual students to learn and perform more effectively.

We believe that the school is one of the agents responsible for helping the individual toward growth. Open communication and involvement of all members of the school community will promote the intellectual growth, emotional stability, social competency, and optimum health of every individual.

We believe in instilling transferable skills, knowledge, and values necessary for students to meet the challenges inherent to higher learning standards and an ever-changing workplace.

We believe that the school must prepare students for responsibility, leadership, individualism, dedication, self-sufficiency, and a positive contribution to society.

0150 - OBJECTIVES

1. Recognize and encourage the individuality of students in their roles as learners by providing variety, challenge, and
2. opportunity for choice in the school program and within each course.
3. Develop a respect for the individual and an understanding of the individual's place and responsibility in society.
4. Provide for the development of diversified experiences to acquire general learning skills as well as the acquisition of specific knowledge and skills.
5. Develop an understanding of the democratic processes, world problems, and cultural differences.
6. Provide a curriculum that will facilitate all students= awareness of various learning styles and differences, and which will allow students to gain insight into their particular learning styles and differences.
7. Encourage teachers to further improve their ability to identify students= learning differences, and to enhance their skills in helping students whose learning differences create obstacles to optimal learning and school performance.
8. Provide a curriculum and a system of rewards that will foster optimal achievement that is intellectually challenging and a system, which recognizes and supports academic achievement and excellence.
9. Provide courses for students, which stimulate and encourage creative, inventive thinking and allow a variety of

aesthetic expressions.

10. Develop an atmosphere of cooperation in the planning of school and community activities to create a responsible attitude of leadership and citizenship.
11. Continue to promote communication between school and community.
12. Encourage student participation in extracurricular activities, which are designed to promote student interests and social development.
13. Promote the importance of physical and emotional well-being.
14. Enable the student to discover and learn the knowledge, skills, attitudes, and values necessary to carry out career decisions.

0175 - MISSION STATEMENT

The Lake George Central School District will personalize opportunities that empower all students to be lifelong learners, leaders, and global citizens.

0200 - OUTCOMES

We believe that while each student should learn responsibility traits at home, they also should continue those responsibilities at school by using opportunities available to reinforce those traits.

There are no "tricks" to education, just hard work. We believe the following outcomes are possible for each student in our high school.

1. All students will demonstrate proficiency to the best of their ability in the academic core. This consists of mathematics, science, English, reading, writing, and social science.
2. Students will demonstrate proficiency in communication by proving they can use a personal computer and a word processor; they can speak, write, listen and read English and a second language; they can use music, or the performing or visual arts; they can use and apply their knowledge in technology.
3. Students will show proficiency in problem-solving by conducting research and presenting findings, demonstrating the use of the scientific method, calculating and computing mathematics, and creating solutions for real-life problems.
4. Students will demonstrate proficiency in citizenship and personal development by respecting and accepting individual and cultural differences, as well as respecting themselves and surrounding property. Students will demonstrate proficiency in civic values by performing documented community service projects as well as taking responsibility for the environment where they live and learn.
5. Students will develop skills necessary for personal well-being and self-worth by demonstrating a knowledge of personal health and the environment as well as demonstrating physical fitness.
6. Students will develop the means to become lifelong learners by demonstrating self-analysis of personal skills and talents and designing a plan towards achieving career and life-skill goals. Students will also demonstrate their ability to acquire and apply new knowledge.

1000 - COMMUNITY RELATIONS

1100 - PUBLIC NOTIFICATION

The Lake George Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to age, sex, race, color, national origin, or handicap. Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator/Superintendent of Schools
Lake George Central School District
381 Canada Street
Lake George, New York 12845
Telephone: (518) 668-5456

1120 - PUBLIC ACCESS TO STUDENT RECORDS

The Family Rights and Privacy Act of 1974 mandates that student records be available to the parents of students under 18 years of age, and to students and former students over 18 years of age and includes the provision that parents, students over 18, and former students over 18 years of age must be provided an opportunity for a hearing to challenge the content of the records. In addition, the Act provides that the confidentiality of educational records with respect to third parties must be maintained.

1200 - DAILY OPENING EXERCISES

Opening exercises each day will consist of the Salute to the Flag and a moment of silence. During the moment of silence, students are expected to remain respectfully silent. The Commissioner of Education's regulation requires that opening exercises each day school is in session shall be the Salute to the Flag.

1210 - TELEPHONE

Personal phone calls should only be made in the main office. Classroom phones may only be used by students with the explicit permission of a staff member.

1220 - LOST AND FOUND

Lost and Found: small items (cells phones, jewelry, etc.) will be turned into the greeter, while clothing and larger items (books, backpacks, etc.) will be in/near the cafeteria. Students should check the Lost and Found for lost items and/or ask for their return via the Daily Bulletin. A written description of the lost article should be given to the staff in the main office.

1221 - RELATIONS WITH PARENT ORGANIZATIONS

Local PTSO units are always supposed to "Put Children First." Lake George PTSO tries to do this when making decisions on their programs and funding, when selecting a parent representative, and when choosing and organizing their fund-raising activities. Their meetings are open to the public and they value the input of all students, parents, teachers, and administrators attending these meetings. This year their meetings will be held every other month at the Elementary School. They are all scheduled to begin at 6:00 p.m. Babysitting will be available. The PTSO Board members and information can be found on the school's website, www.lkgeorge.org, under Community.

1240 - VISITORS: STUDENT GUESTS

Parents and other citizens are encouraged to visit the school periodically during the school year. Persons who are not students or staff **must** report immediately to the greeter's desk when they enter the school building. *Student visitors from other schools, unless they have a specific academic reason and prior approval of the Building Principal, are not permitted to enter school buildings.*

Visitors to the schools of the district shall be governed by the following rules:

1. The person or group wishing to visit must contact the Building Principal, and prior approval must be obtained for the visit.
2. All visitors must report to the greeter, sign in, and be issued a visitor's pass, which must be displayed at all times. The pass must be returned to the greeter after the visit.
3. Parents are encouraged to visit teachers, guidance counselors, school nurses, school psychologists, and other support personnel by appointment, to discuss any problems or concerns the parent may have regarding the student, whether or not school-related.

1520 - PUBLIC CONDUCT ON SCHOOL PROPERTY

Lake George Jr.-Sr. High School expects a high standard of conduct from its students, faculty, and support staff, as well as visitors to the school.

In order to secure the building, after the start of each school day all doors will be locked.

The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district, and used in its teaching, administrative, cultural, recreational, athletic and other programs and activities.

PROHIBITED CONDUCT

No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do;
2. Use, possess, sell or distribute alcohol, illegal drugs, and drug paraphernalia;
3. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations. (see 5314, Corporal Punishment Complaints);
4. Damage or destroy the property of the district or under its jurisdiction, nor remove or use such property without authorization;
5. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty, or staff member;
6. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
7. Without authorization, remain in any building or facility after it is normally closed;
8. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty, or staff member;
9. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
10. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;

11. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Principal or Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
12. Incite others to commit any of the acts herein prohibited with the specific intent to procure them to do so; and/or
13. Violate any law, regulation, or Board policy.

Disciplinary measures for anyone who violates any of the provisions of these rules are subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

2000 - BOARD OF EDUCATION

Board member information can be found on the district website.

www.lkgeorge.org

3000 - DISTRICT ADMINISTRATION/STAFF

Personnel information can be found on the district website.

www.lkgeorge.org

4000 - INSTRUCTION

4200 - BELL SCHEDULES

Regular Schedule Grades 7-12	
School Unlocked	7:30
Warning Bell	7:57
Guideroom	8:00 – 8:06 (6)
Period 1	8:08 – 8:48 (40)
Period 2	8:51 – 9:31 (40)
Period 3	9:34 – 10:14 (40)
Period 4	10:17 – 10:57 (40)
Period 5 (A/B Lunch)	11:00 – 11:40 (40)
Period 6 (A/B Lunch)	11:43 – 12:23 (40)
Period 7 (A/B Lunch)	12:26 – 1:06 (40)
Period 8	1:09 – 1:49 (40)
Period 9	1:52 – 2:33 (41)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

Extended Guideroom Grades 7-12	
School Unlocked	7:30
Warning Bell	7:57
Extended Guideroom	8:00 – 8:25 (25)
Period 1	8:27 – 9:05 (38)
Period 2	9:08 – 9:46 (38)
Period 3	9:49 – 10:27 (38)
Period 4	10:30 – 11:08 (38)
Period 5 (A/B Lunch)	11:11 – 11:49 (38)
Period 6 (A/B Lunch)	11:52 – 12:30 (38)
Period 7 (A/B Lunch)	12:33 – 1:11 (38)
Period 8	1:14 – 1:52 (38)
Period 9	1:55 – 2:33 (38)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

One-Hour Delay Grades 7-12	
School Unlocked	8:30
Warning Bell	8:57
Guideroom	9:00 – 9:06 (6)
Period 1	9:08 – 9:41 (33)
Period 2	9:44 – 10:17 (33)
Period 3	10:20 – 10:53 (33)
Period 4	10:56 – 11:29 (33)
Period 5 (A/B Lunch)	11:32 – 12:05 (33)
Period 6 (A/B Lunch)	12:08 – 12:41 (33)
Period 7 (A/B Lunch)	12:44 – 1:18 (34)
Period 8	1:21 – 1:55 (34)
Period 9	1:58 – 2:33 (35)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

Two-Hour Delay Grades 7-12	
School Unlocked	9:30
Warning Bell	9:57
Guideroom	10:00 – 10:06 (6)
Period 1	10:08 – 10:34 (26)
Period 2	10:37 – 11:03 (26)
Period 3	11:06 – 11:32 (26)
Period 4	11:35 – 12:01 (26)
Period 5 (No A/B: Students report to lunch)	12:04 – 12:31 (27)
Period 6 (No A/B: Students report to lunch)	12:34 – 1:01 (27)
Period 7 (No A/B: Students report to lunch)	1:04 – 1:31 (27)
Period 8	1:34 – 2:01 (27)
Period 9	2:04 – 2:33 (29)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

PM Assembly Grades 7-12	
School Unlocked	7:30
Warning Bell	7:57
Guideroom	8:00 – 8:06 (6)
Period 1	8:08 – 8:43 (35)
Period 2	8:46 – 9:21 (35)
Period 3	9:24 – 9:59 (35)
Period 4	10:02 – 10:37 (35)
Period 5 (A/B Lunch)	10:40 – 11:15 (35)
Period 6 (A/B Lunch)	11:18 – 11:53 (35)
Period 7 (A/B Lunch)	11:56 – 12:31 (35)
Period 8	12:34 – 1:09 (35)
Period 9	1:12 – 1:47 (35)
Assembly	1:47 – 2:33 (46)
Regular buses leave	2:38
Period 10	2:35 – 3:15 (40)
Late buses leave	3:20
School Locked	4:00

Half-Day Grades 7-12	
School Unlocked	7:30
Warning Bell	7:57
Guideroom	8:00 – 8:06 (6)
Period 1	8:08 – 8:31 (23)
Period 2	8:34 – 8:57 (23)
Period 3	9:00 – 9:23 (23)
Period 4	9:26 – 9:49 (23)
Period 5 (No A/B: Students report to lunch)	9:52 – 10:15 (23)
Period 6 (No A/B: Students report to lunch)	10:18 – 10:41 (23)
Period 7 (No A/B: Students report to lunch)	10:44 – 11:07 (23)
Period 8	11:10 – 11:33 (23)
Period 9	11:36 – 12:00 (24)
Buses leave	12:05

4300 - SCHEDULING

The counseling office will correct clerical errors on student schedules during the first days of school. Other schedule changes, dropping or adding a subject, may also be made through the counseling office.

All mid-year changes for students who are not scheduled for a change, but wish to add or re-arrange a schedule should be done during the first week of the second semester.

A Drop/Add Slip must be completed for all schedule changes. This slip is available at the Counseling Office.

Students must take five subjects, plus physical education each semester.

4300.1 - DROPPING/ADDING COURSES

All students must carry 6.5 assigned periods and if he/she drops a course that puts him/her below this assignment, he/she will have to select another course for that period. Students who plan on dropping or adding a course to their schedule should follow the following procedures:

- 1) Discuss the change with your parents.
- 2) Discuss the change with your school counselor.
- 3) Take drop/add slip and have it signed in order: by the teacher, parents, and school counselor.
- 4) At the time of signing, the teacher will determine the grade of W/P or W/F, if appropriate.
- 5) The completed form should be returned to the counselor. Your schedule will be changed at that time and all parties involved will be notified.

NOTE: You are expected to follow your present schedule, including the subjects you wish to change until you are officially notified that the change has been approved. If you do not continue to report to the class, you will be considered as cutting the class and will be subject to the consequence.

4300.2 - WITHDRAW/PASSING, WITHDRAW/FAILING

A student may drop a course with no record of it appearing on his/her Transcript provided that the withdrawal occurs during the first 25% of the course. Once a student has completed 25% or more of the course, he/she may not withdraw without it appearing on his/her Transcript as either a W/P (Withdrawal/Passing) or a W/F (Withdrawal/Failing). The determination of a W/P or a W/F rests with the course instructor and will be based on the total grade average for all work completed up to the time of withdrawal.

If a student chooses to take, at a later date, a course for which he/she previously received a W/P or W/F, the W/P or W/F will be replaced with the grade earned.

4300.3 - WITHDRAWAL NOTICE

A withdrawal notice form has been prepared which the Counseling Office will issue to students leaving school. The student will have the slip signed by subject matter teachers and homeroom teacher, indicating that all books have been returned and all financial obligations are met. The pupil will then present the withdrawal notice to the office where a transfer will be issued.

No transfers or transcript of work completed will be issued until the student has returned all books, paid any outstanding bills, and met all other obligations.

4321 - PROGRAMS FOR STUDENTS WITH DISABILITIES

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extra-curricular programs and activities, which are available to all other students enrolled in the public schools of this district. Parents/students who desire further information on these programs and services should contact the CSE office or the District CSE Chairperson at (518) 668-5452 Ext. 1209.

4350 - GIFTED AND TALENTED PROGRAMS

Our Gifted and Talented Program offers our identified gifted and talented students the opportunity to explore individualized courses of study, academic competitions, mentorships, and educational seminars.

4600 - SUPPORT SERVICES

4600.1 - COUNSELING OFFICE

Each student will meet with his/her school counselor several times during the year. Questions concerning class schedules, test scores, college admission, and employment may be discussed with the counselor. Appointments can be made through the counseling secretary. The waiting room of the Counseling Office has a wealth of special material for student use: college catalogs, vocational files, job pamphlets, college videos, etc.

The counselors care about each student as a total person. They are available anytime a student needs someone to talk with about issues such as peer relations, loneliness, family difficulties, drug and alcohol decisions, or any other personal concerns. Students should get to know their counselor.

4600.2 - SCHOOL PSYCHOLOGIST and SCHOOL SOCIAL WORKER

The School Psychologist and the School Social Worker counsel students individually and in groups, helping them to gain insight into their educational, vocational, and personal/social problems and to develop skills in decision making.

The psychologist offers psychological testing services as requested by parents, the Student Study Team, and the Committee on Special Education.

4600.3 - ACADEMIC INTERVENTION SERVICES (AIS Labs)

Students who do poorly on NYS assessment tests or who have been identified by teachers as needing extra support will be provided with remediation to improve skills and promote satisfactory results on the State-required Regents test(s). Certified teachers will provide remediation. An individual instruction program, resource room, regular instructional classroom program, honor society tutoring, etc. may also provide remediation.

4600.4 - ADVISORY/guideroom

Students will be assigned to Guide Groups and will meet in guiderooms each morning from 8:00-8:06 for attendance and announcements. Adults directing the groups will be called Mentors. Each group will have between five to eight students in the same grade level. Students will remain with the same mentor throughout high school. Any difficulty within the group should be discussed with the appropriate school counselor.

On the first Wednesday (when possible) of each month, guideroom time will be extended. Approximately four extra-extended guideroom periods will be held as needed for meetings, surveys, or special events.

The role of the Mentor varies: to greet students in a positive way each day, to take attendance, to distribute relevant information and report cards, to encourage academic success and extracurricular involvement, and to refer students to proper resources as needed (such as counselors, psychologist, nurse, etc.).

Dates and Special Schedule for Extended Guideroom:

Extended Guideroom (EGR) is usually the first Wednesday of each month. Occasionally an additional EGR will be scheduled to discuss an issue or have a school-related event. Staff will be provided a schedule at the beginning of each school year.

4600.5 - LIBRARY MEDIA CENTER

The Library Media Center provides resources for both academic research and leisure reading. In addition to print materials (books, magazines, newspapers, and pamphlets), certain periodicals and newspapers are available on microfilm. There is also a computer lab located in the library media center for student use throughout the day.

The photocopier in the Library may be used for book copying with permission from the Librarian. Any other use is at the Librarian's discretion.

Books may be borrowed for two weeks and renewed, if not on reserve for someone else. Back issues of periodicals may be checked out for two weeks also. Current periodicals and reference materials (encyclopedias, dictionaries, and vertical file materials) are to be used in the center only.

Students may not bring food or drinks into the center. The center is reserved for students who wish to work, study or read in a quiet atmosphere. The cell phone policy applies to the library. Please see the cell phone policy within this handbook.

4600.6 - CHILD STUDY TEAM

Child Study Team (CST) is a group of teachers, administrators, and support personnel who meet weekly to deal with referrals for staff on concerns with students for a wide range of issues. The CST is a proactive problem-solving team, which coordinates services and makes necessary referrals (such as to CSE, outside agencies, etc.) for the referred students.

The core members of the CST are the principal or designee, the school nurse, the school social worker, the school psychologist, the school counselors, and the probation official. Teachers of referred students and mentor teachers are also welcome to attend.

4710 - GRADING SYSTEM

The marking system used shall be as follows:

95 - 100	Outstanding	65 - 69	Passing
90 - 94	Excellent	00 - 64	Failing
85 - 89	Very Good	Inc.	Incomplete
80 - 84	Above Average	X	Excused
75 - 79	Average	W/P	Withdraw/Passing
70 - 74	Below Average W/F	W/F	Withdraw/Failing

4710.1 - FINAL AVERAGE

Final averages are computed by averaging the four-quarter grades plus the final exam. The final exam, therefore, counts 1/5th of the final mark, except in extenuating circumstances. A plan may be developed with a guidance counselor and approved by the principal.

4710.2 - PHYSICAL EDUCATION CREDIT

In accordance with the New York State Regents Action Plan, Lake George High School has a policy of requiring graduation credit for Physical Education. All students will be required to earn one-half credit per year for Physical Education. All graduates will need two credits. Credit for Physical Education shall be granted under the following criteria:

1. GRADES

- a. Physical Education is required each year by the New York State Department of Education. Students who receive a passing grade in Physical Education will receive .5 credits towards high school graduation. 2.0 credits are needed to fulfill NYS requirements.
- b. Each student receives a grade based on their ability to meet the NYS Learning Standards as specifically related to the activity that they participate in.
- c. Each student participates in two or more different activities each quarter/marketing period. Students' grades are calculated based on the following criteria:
 - i. Social and behavioral responsibility/class participation (4pts. per class): NYS Learning Standard 2 = 80%
 - ii. Skill Assessments, Application, Strategy & Cognitive Knowledge NYS Learning Standard 1, 2, 3 = 20%

2. CLASS REQUIREMENTS:

- a. All students are required to change their clothing for class. This includes a pair of shorts or sweats, a T-shirt (with sleeves) or sweat top, etc., and a pair of sneakers that tie. Each student shall be issued a lock and a locker to keep his/her clothing in.
- b. The students' social/behavioral responsibility/participation grade is based on being in attendance and prepared to participate. Each student is expected to make a satisfactory effort to accomplish the skills of the day's lesson. Each student will receive 0-4 points according to his/her level of participation. (Please refer to Participation and Social Responsibility Grading Rubric on our website.)
- c. Students who are absent from a class will not receive participation points for that day until the class is made up. Make-up P.E. classes will be held every Thursday during 10th period. Classes may also be made up during free periods or study halls with permission from Physical Education Staff. Students who are unprepared for P.E. class will NOT be allowed to make up that class. Students are encouraged to speak with the P.E. teachers if they have questions or concerns about their absences.

3. MEDICAL EXCUSES

- a. If a student is temporarily unable to participate in their regular Physical Education program, they must provide the school nurse with a note from a physician or appropriate medical professional. This note should reflect the student's physical limitations. Physical Education staff will provide adapted activities (based on the note) for the student to participate in during the dates of limited duration. Ex. A student with a knee injury may have a physician's note stating the student can participate in an upper-body program only. (Lake George Jr. Sr. High school has a Certificate of Medical Limitations form which can be provided at family's requests.)
- b. IMPORTANT: A student with a medical note removing them from ALL Physical Education activities for a duration of time will be required to make up all missed classes.

4. INTERIM REPORTS

- a. Any and all students with four or more illegal or legally missed classes will be reported as Incomplete at the 5 weeks. The Incomplete will be changed when all classes (legal) are made up. The exception is: The student who has four illegal misses will not be given an Incomplete, but a numerical grade of 64 or below.

4711 - DAILY SCHEDULE

Each class will be assigned on A, B, C, and/or D days instead of Monday, Tuesday, Wednesday, Thursday, and/or Friday. If school is closed for any reason, the day school reopens will follow in sequence. For example:

Monday	Day B
Tuesday	Day C
Wednesday	School Closed
Thursday	Day D
Friday	Day A

4712 - REPORT CARDS/SUPPLEMENTAL REPORTS

All quarterly Report Cards are sent home *with the students* except the final one in June, which is sent by mail. Parents should feel free to ask for a conference anytime throughout the year by calling the counseling office at (518) 668-5452 for an appointment. We encourage parents to talk with their child's teachers.

4713 - STUDY HALLS

Students will be assigned to study halls for one or more of the following:

- **GRADES 10, 11, 12:** All students will be assigned to study halls during their free time for the first ten weeks of the school year based on their Honor Roll status from Quarter 4 of the previous year. All 9th graders will be assigned to study halls during their free time for the first ten weeks of the school year. 7th & 8th-grade students cannot have free periods. They automatically are enrolled in a study hall for the entire year.
- **GRADES 10, 11, 12:** All students who do not maintain an 80% or above in each class at the end of each 5 and 10 week period will be assigned to a study hall. Students who achieve Honor Roll status or higher are exempt from study halls. A student with an Incomplete would be assigned to study hall. All students remain in study hall until the next five weeks, except for those who make up an incomplete grade. All 9th graders will be assigned to a study hall unless they achieve Honor Roll status or higher.
- Discipline Referrals
- Attendance Warning Letters
- Honor Society students, who have an incomplete or a grade below 65, will lose their honor society privileges and be assigned to study halls for five weeks or until the incomplete is made up.
- It is the responsibility of the student to check in the guidance office or the main office to get the room assignment for their study hall if they receive an Incomplete or grade below 80%. The excuse of "I did not get my study hall assignments" or "I did not understand my schedule" is not acceptable. Detentions will be assigned.

Conduct guidelines for students during the study hall period are as follows:

- Study halls are intended for quiet study and/or work; students that disrupt others will receive discipline referrals.
- Students may do homework, read appropriate materials, and/or study.
- Non-academic use of electronic devices is prohibited with exception to the following:
 - Music players may be listened to quietly at the discretion of the study hall monitor
 - Study hall monitors may allow the use of laptop computers for academic purposes only
 - Please see the cell phone policy within this handbook

- Food and beverages may be allowed at the discretion of the study hall monitor.
- Students may leave a study hall period with a pre-signed pass to see another faculty or staff member and must return a signed pass to the study hall monitor before the end of the period. Students who abuse this pass privilege will lose the privilege.
- Students may attend the library with a pre-signed pass from the teacher of the class that he or she has work to complete. Students must check in with their study hall monitor for attendance purposes and return to study hall once the work from that particular class is complete. Students that abuse this pass privilege will lose the privilege.

4740 - HONOR ROLL

The honor roll is composed of students in grades 7-12 who have an average of 85-89%. The high honor roll is for those students who have an average of 90% or better. Students who achieve an average of 95% will be recognized on the Principal's List. In all cases, a failing grade or an incomplete will automatically keep a student off the honor rolls. All subjects, including physical education which is calculated at one-half weight, are averaged when determining honor roll. Students are eligible for honor roll only when they maintain a course load of five subjects plus physical education each semester. Students, who achieve a 95% average, will be recognized on the Principal's List.

4745 - TAKING COLLEGE COURSES WHILE IN HIGH SCHOOL

Several college-accredited courses are offered at Lake George through an agreement with local area colleges. Students must maintain at least an 85% average to apply for these courses. Applications are available in the guidance office.

Seniors, who take college courses at SUNY Adirondack should realize the following procedures:

1. All courses that are required for Graduation will be converted from a letter grade to numerical grades and calculated into their cumulative class rank using a conversion chart from SUNY Adirondack.
2. For Honor Roll purposes, a student must still maintain a course load of five courses plus physical education to qualify and if there are fewer than five courses taken at Lake George, we will have to convert those courses needed to make the five into the numerical scale to calculate honor roll.
3. For safety and accountability reasons SUNY Adirondack students must sign in at the attendance office upon arrival to school.
4. If a SUNY Adirondack student is assigned to Study Halls, he/she must report to school for first period on days SUNY Adirondack does not meet.

Students, who wish to attend another program or college outside of Lake George Jr.-Sr. High School during his or her senior year, must submit a written request for permission to the school principal with the rationale and the expectations for credits, graduation status, and class ranking clearly understood. The principal will review all such requests and determine on an individual basis, using information such as student achievement, the field of study being pursued, present programs offered at Lake George related to the student's educational and social needs, if the request is granted. There will be a signed agreement with the student, parents, guidance counselor, and principal. The application form details specific regulations about LGHS students taking college classes. Please see Guidance for more details.

4747 - EQUIVALENCY PROGRAMS

Students, who pursue a TASC (Test Assessing Secondary Completion) through a B.O.C.E.S. preparation program, or our in-house program, which includes a vocational component, or through any other certified equivalency program arranged through our guidance office, may NOT participate in any interscholastic sports or any extracurricular events/clubs/activities and are not eligible to participate in graduation ceremonies. Students who quit school and attend TASC programs after they leave school will be considered "left" students and will not be eligible to participate in the graduation ceremonies.

4750 - PROMOTION AND RETENTION

Seventh graders can earn a possible 8.5 units of study. Students must earn 6.5 units of study, (unless a unit of study is exempted based on his/her I.E.P.) 4 of the units must be in English, social studies, math, and science. Students may earn only 2 units in summer school but must have at least a 55 average in the subject at the end of the school year to be eligible to attend summer school. Students who do not pass his/her foreign language will be assigned to a foreign language A.I.S. lab in 8th grade.

Eighth graders can earn a possible 7.5 units of study. Students must earn 5.5 units, 4 of them must be in English, foreign language, social studies, math, and science. Students may earn 2 units in summer school but must have at least a 55 average in the course at the end of the year to attend. Students who do not pass the foreign language class and the final exam in 8th grade may repeat the language class to earn the required one high school credit. If a student fails both the class and the final exam, he/she must repeat the 8th-grade language class.

9th graders through 12th graders will be promoted to the next grade level, each year, provided they have earned at least the total units of credit shown below:

- 5 units of credit to become a **sophomore**
- 10 units of credit to become a **junior**
- Enough units of credit to be able to schedule all remaining graduation requirements to become a **senior**

If a student does not earn the required credits shown above, then he/she will not advance to the next grade level with his/her original Cohort group, which will affect his/her guideroom placement as well as his/her ability to participate in activities (ex. Junior prom, Senior ball, class trips, class meetings, etc.) with his/her original cohort. If a student does not have enough credits to graduate with his/her class, he/she will not be included in graduation ceremonies. Students must earn a total of 22 credits and meet specific requirements explained in the program of studies to be eligible to participate in graduation ceremonies with their cohort group. If a tenth-grade student is likely to “miss” their junior year status because their academic achievement suggests they will have made up their credit shortfall, they will be dealt with on an individual basis regarding junior prom and other junior activities. Students with an IEP will have grade-level placement determined by the committee on special education.

Students who fail both English and social studies will not be allowed to double up English and social studies in the same year. A student who fails either English or Social Studies and has earned the required 55% average is encouraged to take the subject in summer school. With the approval of the department chairperson and his/her counselor, a student may double up in the subject they failed, but this is not recommended as it may have a serious impact on scheduling and chances for success in either subject.

The policy for athletics is that once an athlete completes his/her 4-year eligibility, he/she cannot take part in his/her fifth year of activities. The policy for student council is that students shall only be qualified for an election to a class office or student council representative if they have met the academic eligibility requirements during each quarter of the year in which the election is held.

4750.1 - SUMMER SCHOOL POLICY

Since summer school is designed as a review of previously covered material, students must achieve a certain level of completion before earning the opportunity to attend summer school. A student must have a 55% average and meet attendance requirements to attend Summer School. The final grade for the subject will be the higher grade of the two final grades.

4760 - INCOMPLETES

The grade of incomplete is to be used when a student is absent for a prolonged period due to illness or extenuating circumstances. All incompletes must be made up within five weeks of the student's return to school. The grade of incomplete is not to be used as a final grade.

4770 - GRADUATION REQUIREMENTS

Refer to page 2 of the Senior High Program of Studies.

4780 - RANK

Final Class Rank is determined by:

- a) Averaging all subjects, except physical education, for the first seven semesters of high school. During the senior year, the average of the first two-quarter grades in all subjects will be used.
- b) Taking the course final average, or the June or August Regents exam grade, whichever is higher.
- c) All A.P. courses are weighted by a .05 factor within the teacher's assigned grade.
- d) The Honors Group will be established after seven semesters and is the top 10% of all students who are eligible to be program completers in June.

4790 - CHALLENGE OF REGENTS COURSES AND EXAMS FOR CREDIT

Students wishing to challenge a Regents course and exam must file with the Principal a copy of a proposal no later than the first day of the Quarter in which the Regents exam is to be taken. (Ten weeks before the exam.) Students must score an 85% or higher on the State exam and complete a project required of the teacher and approved by the Principal.

A determination will be made within one school week. All parties will be notified. After this, the contract sheet must be completed and filed with the Principal no later than five weeks before the exam.

Regents Challenge Proposal Forms may be picked up in the counseling office.

5000 - STUDENT POLICIES

5025 - TENTH PERIOD

Our regular school day has nine periods. The day begins at 7:57 and ends at 2:33. The teaching day ends at the end of 9th period (at 2:33 dismissal). Students who have not completed assignments, have been assigned detention, or need to spend time with a teacher should plan on staying 10th period until 3:15 dismissal. Students who do not attend after school when directed by a teacher or administrator may be issued a detention. All efforts are being made to ensure that there are no faculty meetings on Mondays, Wednesdays, Thursdays, and Fridays so these days will be available for student help. Students should check with teachers' schedules on Tuesdays and Thursdays if they wish to get help 10th period. (Meeting schedule for all clubs will be available to advisors at the beginning of the school year.)

Students should not loiter in the halls or on school premises after dismissal at 2:33. Any student remaining in the building for 10th period should be in one of the following locations: the library, cafeteria (under supervision), a specific classroom for an activity or extra help, the counseling office, or the gym area and athletic fields for a supervised activity. Students who leave school grounds during 10th period may not be permitted to ride the late bus.

Disciplinary measures range from a reprimand to suspension.

5050 - USE OF UNSCHEDULED TIME/FREE PERIODS

Preparation periods for students, grades 9-12, allow them to determine for themselves how unscheduled time may best be utilized. Preparation periods are to be organized as informally as possible. If high school students are to be prepared for post-high school experiences, they must also be self-disciplined in the proper use of unscheduled time. How well students use their unscheduled time will determine how long they will be permitted to enjoy this privilege.

Permission for unscheduled time will be granted only to students, grades 9-12, who are in good standing. To retain this privilege, the student must remain in good standing, which includes:

1. Observance of school policies and rules.
2. Respect for the rights and properties of others.
3. Maintenance of an 80% or above in each class or maintaining honor roll status (no failing grades or incompletes) at the 10-week marking period. (85% or higher in ninth grade.) See Study hall guidelines.
4. The practice of good citizenship and good behavior.
5. Satisfactory classroom punctuality, attendance, preparation, and performance.
6. Not failing any courses

Students, with unscheduled time, may not be sitting, loitering, or without a pass five minutes after the start of a period until the end of the period. Students may not leave the building and/or school grounds at any time without the permission of the principal, designee, or a staff member.

Students with unscheduled time are required to be in one of the following:

1. Cafeteria dining room
2. Library
3. A classroom with teacher's permission
4. Counseling office

Disciplinary measures may result in loss of unscheduled time and assignment to study hall.

5075 - STUDENTS ATTENDING BOCES PROGRAMS

The procedures listed below were created to keep our students safe and to also align with the BOCES driving regulation policy. These procedures should be followed daily.

- All students attending p.m. BOCES programs may leave their 4th-period class no more than 3 minutes early to have lunch in the cafeteria before boarding the BOCES bus.
- All students attending BOCES programs need to sign out daily in the attendance office before leaving for BOCES.
- Any student riding the BOCES bus will be met in the cafeteria each day by the bus driver. Students cannot be unattended in the halls or outside of the school.
- Students who plan on driving themselves must have signed documentation by both BOCES and Lake George administration and a parent/guardian approval as well before being given the privilege to drive. No student will be allowed to drive unless it is completed and signed documentation turned into the main office.
- Students can only drive themselves to and from the BOCES programs. No riders and no exceptions.
- Students who fail to follow any of these safety procedures will be given consequences ranging from warnings to suspensions and loss of driving privileges.

5100 - ATTENDANCE AND TARDINESS POLICIES AND PROCEDURES

An excellent attendance record is a top priority in the Lake George Jr.-Sr. High School. The staff will make every effort to help students achieve positive and productive patterns of attendance. Frequent absences lead to serious gaps in the educational sequence and subsequent understanding for future progress. **Note:** Missing a double period class is equivalent to missing two class days. To participate fully in class, students must be present. It is the responsibility of the parents/guardians to comply with New York State Education Law, which mandates that children be in attendance every day that school is in session.

The following are the only legal excuses for absence:

- student illness
- sickness or death in the family
- excused absence for a medical appointment for part of the day
- educational/school trip and other activities led by school staff
- impassable roads or weather
- approved religious observance not regularly scheduled on the school calendar
- quarantine
- court appearance
- attendance at health clinics
- an approved cooperative work program
- pre-approved college visits and military obligations (completed form must be filed in the counseling office)

Attendance will be taken in first period for junior high classes and will be taken in guiderooms for senior high students. Tardiness to the assigned area will be treated the same as if the student was tardy to an assigned first-period class. All senior high students have guiderooms.

Students must be in attendance (illegal/legal-absent/tardy), a minimum of 7 periods and/or at an administrator's discretion, during the school day, to participate in, and/or attend, extra-curricular activities or sporting events and practices. If a student repeatedly (more than 1x) comes in late or leaves early (or is absent) for any illegal/legal absence/tardy, the principal may request documentation. Without such documentation, they may be banned from participating in and or attending extracurricular activities or sporting events/practices for that day or days.

A student may be excused from part of the school day for any of the above reasons by written or verbal notification to the school counseling, attendance, nursing, or main office. Students excused by the School Nurse because of illness may only be released to someone at his/her home residence who is over 18 years of age. School staff routinely contact parents of students who are absent. Parents are asked to call the school to report absences. A note, signed by a parent or legal guardian, which includes the student's name, date of absence, and reason for absence must be turned in to the attendance office upon return to school. If this is not done, detention for the following day will be assigned to the student.

Students attending BOCES/CTE programs are under the same attendance guidelines as those established at the home school.

If a student is absent from school for three or more consecutive days due to illness, homework assignments may be requested by calling the main office at (518) 668-5452. The assignments may be picked up in the main office the day following the actual request.

5100.1 - ATTENDANCE AND RECOGNITION

For matters of student awards and recognition, Lake George Jr.-Sr. high school has defined two award categories that may be recognized annually during final guideroom days:

Perfect Attendance Award: The student will be in attendance and present for every day and every class, except for school-sponsored: trips, activities, events, sports, contests.

Present Every Day Award: The student will be in attendance and present for every day and every class, except for legal excuses (see above) for a part of the school day.

5160 - STUDENT ABSENCES

Students are required to bring in notes for all absences. Failure to bring in a note may result in detention. Students that present a forged note will be subject to immediate disciplinary consequences ranging from a warning to a superintendent's hearing.

1. Legal Absence - When a student returns to school after a legal absence, he/she is to contact each teacher on the day of return. Failure to complete work within two days for each day missed will result in a loss of credit. Extended illness of a serious nature, with medical documentation, may be given special consideration by the administration.
2. Illegal Absence - If it is possible, the teacher or teachers involved must be contacted before or during the absence. If prior contact is not made, the student is to contact his/her teacher(s) on the day of return. An illegal absence may result in the student being assigned two detentions for each class missed either with the teacher or the principal and may result in loss of free time. Repeated illegal absence may result in suspension.

- a. Unlawful Detention (illegal absence with parental knowledge)

Absences from classes for reasons not listed in Section 5100, but with the permission of the parent are referred to as "unlawful detentions". Examples of this are vacation trips with parents, visiting relatives, working, or making a false statement about the reason for absence. The principal should be notified in advance of extended absences of more than three days. The student's guidance counselor and teachers involved should be contacted before the absence. Class assignments will be given if possible and missed work will be given at the teacher's discretion. Students must have their work completed and turned in to teachers on the day they return to school unless there is an extenuating circumstance as determined by the Principal. In an extenuating circumstance, the student is to contact his/her teacher(s) on the day of the return. Parents are highly encouraged to plan vacations during school breaks.

b. Truancy (illegal absence without parental knowledge)

Absences from classes that are not legal and occur without parental consent are deemed to be cases of truancy. Skipping classes, leaving school grounds without permission, failing to report to school, are all considered truanies, and the teacher will have the option not to give the student credit for missed work. Truant students are responsible for the content missed in all courses. In addition to detentions or in-school suspension assigned, students will be responsible for making up missed work. A minimum consequence of loss of free time on a graduated scale and two detentions will be assigned for each period missed. Subsequent truanies will bear penalties ranging from increasing loss of free time, Attendance Review Board Referral to Superintendent's Hearing.

3. Unauthorized Absence from Class or Student Schedule -

- a. The first unauthorized absence from a class, or student schedule, by a student, may result in two nights of regular school detention and teachers will have the option to not give the student credit for missed work of that period.
- b. The second unauthorized absence from a class, or student schedule, may result in one night of late detention.
- c. The third unauthorized absence from a class, or student schedule, may result in two nights of late detention and a parent contact and conference will be held with administration and/or guidance.

Failure to serve the regular detentions may result in assignment to late detentions. Failure to serve the extended detentions will result in a make-up of that detention plus possible suspension.

4. Chronic Absenteeism - Chronic absenteeism will be handled in the following manner:

- a. A student who is absent from school for ten or more days will be notified through a warning letter to parents.
- b. For a student who is absent from school for fifteen or more days, a letter will be sent to parents requiring an ARB meeting.
- c. A student who is absent from school for twenty or more days will have a second warning letter of concern sent to the parents and a copy will be sent to the District Attorney.
- d. A student who is absent from school for thirty or more days will receive a third letter sent to the parents and the District Attorney's office will be notified of the concern and a meeting with the District Attorney will be set, at which meeting a formal agreement will be reached or a possible prosecution will be rendered.

5161 - TARDINESS

TARDINESS TO SCHOOL ONLY (either due to legal or illegal reasons). See next section for tardiness to class.

1. Students must enter the building through the main entrance on Canada Street if arriving any time after the 8 a.m. bell.
2. Students who are tardy to school (after the 8:00 bell) must report to the attendance office with a note signed by the parent explaining the reason.
3. Failure to sign in and to get a signed pass to class will result in the student being assigned to late detention (2:35-4:00). The excuse of "forgetting to sign in" will not be accepted. If a note is not received by the next morning, detention will be issued.
4. Students will be given three allowable illegal tardies each semester. A note is still required for each of these tardies. If a note is not received, a detention will be issued.
5. Upon the fourth and each subsequent illegal tardy, a detention will be issued.
6. It is the student's responsibility to bring in a note the next day to the attendance clerk before guideroom (or immediately upon signing into school if late). Upon receiving the note, detention will be waived. If no note is brought to the attendance office before guideroom or immediately upon arrival, the student is expected to serve the detention as assigned.

7. Chronically tardy students will be subject to a broader range of consequences including immediate day detentions to suspensions. Parents will be notified. It may also be referred to counseling, probations, P.I.N.S., or social services agencies, as deemed appropriate by the A.R.B.
 - a. For a student who is tardy from school for 10 or more days, a warning letter will be sent to parents.
 - b. A student who is chronically absent or tardy (more than 15 times) may be required to have a physician's note for the absence to be considered a legal excuse.

***NOTE:** Parents will be involved throughout the process and home visits will be made, if necessary.
The Principal may make exceptions to the above for an extenuating circumstance.*

TARDINESS TO CLASS - Teachers will record the number of times that a student is late to class. To receive credit for attendance in a specific class, a student must be present for a minimum of 75% of class time. (Example: 30 minutes of a 40-minute class =75%)

The following disciplinary procedure for tardiness to class is in effect with each new marking period (10 weeks); that is, at the beginning of each new marking period, this procedure starts anew. The following steps will be taken:

- First Offenses of Tardiness - Positive reinforcement from teacher to be to class on time; detention with the teacher after school to make up class time, the parent will be contacted, at teacher's discretion
- Repeated Offenses of Tardiness - Range of consequences from the loss of free time to extended detention, assigned by principal or designee; parent conference with the teacher, principal, or designee.

A serious pattern of continued tardiness after all the above measures have been tried may result in a parent/student conference with the Superintendent of Schools.

5162 - STUDENT DISMISSAL PRECAUTIONS

In order to ensure students' safety, the school maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student unless the individual's name appears upon the list.

Students may be excused from part of the school day for reasons explained in "Attendance 5100" by properly notifying the school counseling, attendance, nursing, or main office.

Students who need to be excused early (as above) **MUST SUBMIT** a note to the attendance office, or speak directly to the attendance clerk, before school. The note must be signed by a parent or guardian with the following information: time for dismissal, time for the appointment, name of doctor/dentist, etc.

Students must sign out before leaving and sign in upon returning to school in the attendance office. Failure to sign in and out properly will subject the student to immediate disciplinary action. The excuse of "forgetting to sign in/out" will not be accepted! All students are dismissed/re-admitted via the main entrance on Canada Street.

NOTE: The Principal may make exceptions to the above for an extenuating circumstance.

5165 - ATTENDANCE REVIEW BOARD

The Attendance Review Board (ARB) will meet to discuss students who have excessive absences or tardiness from school and/or class to determine a course of action.

- 1) This board will consist of the principal or designee, school nurse, counselor, attendance officer, and perhaps teacher(s) of students in jeopardy.

- 2) Parents will be notified if there is a scheduled meeting for their son/daughter with the Attendance Review Board. Parents are urged to attend and help resolve the issues surrounding the student's attendance problems. (See Section 5160 Student Absences)
- 3) Students also will be referred to the A.R.B. as outlined in the absentee/tardy policy and may also be convened by the principal, teacher, or Student Study Team (SST).

NOTE: Exceptions to this attendance policy may be made due to extenuating circumstances (i.e. serious illness, family crisis) as determined by the Principal.

5300 - CODE OF CONDUCT

Discipline Philosophy - It is the philosophy of the Lake George School District that discipline is more than responding to a student's misbehavior with rewards or punishments. It is a proactive process of developing responsible decision-making of students, creating a positive and safe learning environment, and building positive relationships with students. It is our responsibility to prepare students to function in the kind of society in which they live, which of course is a democratic society. Qualities of cooperation, self-discipline, social responsibility, and mutual respect become the goals of discipline in a democratic society or classroom.

Our goals in establishing a positive orderly school are to:

1. Establish a climate of equality and mutual respect. Equality carries with it responsibility for one's behavior and the understanding that every person in school will be treated respectfully as a human being.
2. Encouragement of students. Everyone wants to belong and a student we can connect with will be more motivated to learn and will become more cooperative. Intervention techniques alone to stop misbehavior provide only temporary relief. On the other hand, if we couple intervention with steps for building self-esteem, we will usually achieve positive relationships with students and consequently, appropriate behavior that lasts.
3. Offer students a role in decision-making. Learning to make decisions is an important part of education, a vital preparation for adulthood. Students will become more likely to accept and comply with policies they helped create. Involving students on committees and actively pursuing input from the student council and class officers are examples of student involvement.
4. Develop students' self-discipline by offering them consistent, logical fully understood guidelines for behavior. Our society has certain rules, the violation of which leads to certain predictable outcomes. Consequences for misbehavior in school should be logical and consistent just as the arranged results of violating the social order are applied outside of school. A student who marks a desk will need to clean the desk or pay to have it repaired. If policies are reasonable and if the exceeding of limits leads to logical, predictable consequences, then you can foster self-discipline in students as order is maintained in the school. The use of natural and logical consequences has distinct advantages over reward and punishment in that students are responsible for their behavior. Students make decisions within limits and are held accountable for the consequences. Applying the consequences can be done in a firm friendly manner since the consequences are clearly understood by the student beforehand. The philosophy of cooperative democratic discipline is one, which is based on parents, students, and educators working together to solve discipline dilemmas. The ongoing training for parents and staff by our district in cooperative discipline reflects that understanding and commitment.

Roles - It is the responsibility of every student, staff member, and administrator at Lake George to maintain an orderly environment that is one which is conducive to learning, respectful of the rights of others, and mindful of the school's integrity.

The Role of Staff - Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. First, by their example teachers provide models of exemplary school and community citizenship. Next, they have the responsibility for establishing and maintaining positive, effective, and consistent classroom management techniques, which result in involving and motivating students.

Teachers have day-to-day responsibility for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with students to assure their understanding of rules and regulations and to provide guidance to them in their efforts to comply. Conferences and counseling with students and, when appropriate, with parents, are techniques teachers should utilize to assure understanding and compliance and this will result in the resolution of problems at the most meaningful level. Teachers who have concerns about a student's ability to learn, social problems, or health problems are encouraged to complete a referral to the school's Child Study Team.

Teachers will work in cooperation with the principal, counselors, psychologist, or other personnel, to develop appropriate strategies for addressing the student's problems. In cases where discipline must be handled beyond the classroom, teachers will complete a Discipline Report, which describes the inappropriate behavior. This "reported offense" will be forwarded to the school principal or designee.

The Role of the Principal, or Designee - The principal, or designee are the persons responsible for all the activities that occur in and around the school building. It is their leadership that sets the tone of the school.

The principal or designee has the responsibility of assuring that students receive all due process provisions of Education Law 3214. In the case of a suspension by the principal, the student and the person in parental relation shall, on request, be given an opportunity for an informal conference with the principal at which time the person in parental relation shall be authorized to ask questions of witnesses and/or the principal. In most cases, the principal will serve as the explaining witness.

The principal or designee each has the responsibility of receiving and acting on disciplinary reports that may be submitted by staff members. In order that they may reach a decision, it will become necessary for them to gather facts from the teacher submitting the report, from the student, and/or from other individuals they deem appropriate. Upon gathering relevant information, the principal will determine an appropriate course of action based on the disciplinary measures outlined in the Code.

The principal or designee will be guided by the provisions of the Code, as well as by their human and professional judgment, in reaching a determination of appropriate disciplinary action. The resources of the counseling department, school psychologist, and other school personnel will also be considered in setting a course of action.

It will be the responsibility of the principal or designee to communicate their actions to the staff member completing the report and to the student and parents, when appropriate. The principal or designee will also be responsible for the maintenance of records regarding student discipline.

The Role of the Student - The process of educating students is based on the human values of self-respect and respect for others. No student has the right to impede the education of his/her fellow students. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process.

To function as an effective member of the Lake George community, each student must know the rules, adhere to them, and understand the consequences of his/her actions if the rules are violated.

The Role of the Parent - Parents are one of the most influential facilitators of their child's education and have a vested interest in the child's educational experience. Therefore, parents are welcomed and encouraged to communicate with teachers, counselors, staff, and the principal in regard to any circumstance that affects and/or relates to the learning process of their child.

Parents play a key role in the establishment of a positive school environment. When parents maintain a home environment that is orderly and guided by positive but firm guidelines, their children will approach their school experience with an understanding of expectations that stress respect for the rights of others and positive, appropriate

behavior. Parents also assist in the school's efforts to improve student conduct by being actively involved with school personnel should a problem arise. By working with the school staff, on behalf of their children, parents assist in presenting a unified, well-thought-out course of action, which will have maximum benefit for the student. A team (parent school) approach will yield the most effective and worthwhile results.

Definition of Disciplinary Measures - While it is the intent of the District that satisfactory behavior be fostered by positive measures, it must be recognized that some student behavior will require the imposition of appropriate disciplinary measures or penalties.

The code of conduct, which follows this introduction specifies and defines various areas of student involvement or behavior. These statements are followed by appropriate disciplinary measures listed from the least to the most severe, which will result if a student fails to adhere to any of the rules. If an infraction is of a severe nature, it is possible that more severe disciplinary measures will be exacted as appropriate for the infraction.

A record will be kept of a student's infractions and the disciplinary measures incurred. Subsequent infractions of the same regulation will result in more severe penalties as stated for the first and further offenses.

A parental conference may be required at any step in the disciplinary process. This is a meeting of a person in a parental relationship with appropriate school personnel to discuss student behavior and expected conduct for the future.

Acts within the school, which constitute a crime when occurring in the community, will be reported to the proper legal jurisdiction.

Consequences - The range of consequences that may be imposed for violations of the student disciplinary code includes the following: warning, reprimand, written notification to parents, loss of free time, detention, extended detention, in-school suspension, in-school detention, out of school suspension, and permanent suspension. Counseling, although not considered a consequence, may be provided as an alternative to a consequence, if formally arranged through the counseling office.

5310 - CAMPUS RULES

1. Every student is responsible for his or her learning.
2. Treat others, as you would like to be treated.
3. Respect other people's property and person.
4. Display respect for each other and authority.
5. Listen carefully and follow the instructions of adults in the building.
6. Be on time for class and with assignments.
7. Speak only as loudly as necessary.
8. No running or loitering.
9. Keep your hands and feet to yourself.

5310.1 - CAFETERIA RULES

Students are expected to conduct themselves responsibly in the cafeteria.

1. Respect all cafeteria staff and monitors.
2. No cutting in lines.
3. Inappropriate and disrespectful behavior will not be tolerated.
4. Students are permitted to take portions of food and/or beverage only as allowed by the cafeteria staff.
5. Trays, dishes, utensils, and paper products are to be returned to the appropriate area and disposed of properly.

6. Trays are to be carefully loaded. Take care to avoid spilling food and/or beverages.
7. Do not throw food and/or beverages or leave them on the table or floor.
8. Treat the cafeteria furniture with respect. Defacing and/or destroying furniture is an infraction of school rules and will be dealt with accordingly.
9. Unacceptable language in the cafeteria will not be tolerated.
10. Food and beverages must be eaten in the cafeteria, except for *teacher permission to bring to guiderooms* (students should not however be eating in the halls).
11. Students who need to see a teacher during lunch period should eat in the cafeteria first then be excused with a pass.
12. Students are not allowed in the kitchen area.
13. Students should enter and exit the cafeteria by way of the main entrance.
14. After returning trays and dishes, do not use the inside cafeteria line as an exit.
15. The exit into the auditorium lobby is a fire exit only.
16. Please see the cell phone policy found within this handbook.

Disciplinary measures vary from removal from lunch, cleaning up the cafeteria, assigned seating in the cafeteria, suspension to loss of cafeteria privileges or loss of free periods, and/or suspension in or out of school.

5310.2 - CONDUCT AT DANCES AND EXTRACURRICULAR ACTIVITIES

Students are not allowed to bring backpacks, drinks, or drink containers to evening activities, such as dances, football games, concerts, etc. Please see dance protocol and eligibility policy and standards.

5310.3 - SENIOR PRIVILEGES

Senior lunch privilege is just that ... a privilege, not a right! Privileges are earned and carry responsibility.

SENIOR LUNCH PRIVILEGE - Seniors after the first five-week period and at the discretion of the Administration who meet the criteria below, may leave the building for lunch during their forty-minute lunch period **only**. Any senior who abuses this privilege by returning late or extending the privilege into another period will lose the privilege.

The following rules apply for lunch privileges:

1. A permission slip must be signed by the student and parent and returned to the principal or designee.
2. Students must carry an average of 80% or above in each class - or have Honor Roll status, and have no incomplete or failing marks at the beginning of privilege.
3. Students cannot have more than three (3) illegal tardies for the previous five-week period.
4. The student must not have had any “major” discipline referrals from the previous five weeks as determined by administrative review.
5. Students who lose their extra-curricular privilege for twenty weeks or longer, will not be eligible for senior privilege.
6. An administrator, at any time, reserves the right to remove senior privileges at any time for any level of infraction.
7. Students must sign in and out and must use the main entrance only.
8. Please see the cell phone policy found within this handbook.

5310.4 - BUS ENTRANCE GUIDELINES

1. No smoking at any time during the school day, on or off school grounds.
2. No skateboarding.
3. No spitting.
4. No foul language.
5. No horse playing.
6. No throwing snowballs.
7. No body surfing down the side of the hill.
8. No jumping down off the side of the hill.
9. No loitering in the streets. Students need to stay on the sidewalk.
10. No double-parking, including parents as well as students.
11. After leaving school premises re-entry only by a monitor, office staff, or greeter.
12. The following examples should be played down on the field: hacky sac, soccer, field hockey, ball throwing, etc.
13. Students are not allowed to leave school grounds while waiting for any bus/van (school transportation) at any time.

Disciplinary measures vary from removal from the bus, warning, any type of detention, suspension, or a superintendent's hearing.

5311 - STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS' BILL OF RIGHTS

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and the right to achieve all that they are capable of achieving.
2. Students have the right to enroll in a particular course of study, which best meets their determined needs.
3. Students have the right to be respected as individuals.
4. Students of this district shall have the rights afforded to students under the provisions of the federal and state constitutions and the laws of the State of New York. The rights of students are not identical to the rights of adults.
5. Students have the right to freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities.

STUDENTS' BILL OF RESPONSIBILITIES

1. Students will conduct themselves with respect toward themselves, fellow students, teachers, and others.
2. Students will strive to achieve their potential in all areas.
3. Students will follow the directions of the faculty and administration at all times.
4. Students will fulfill all classroom obligations.
5. Students will show respect for school property and the property of others.
6. Students will demonstrate good conduct and a positive attitude in school activities.
7. Students will dress in a clean, safe, presentable manner.
8. Students will follow Board approved school conduct and discipline policy.

5311.1 - DUE PROCESS

Student discipline may only be administered as a result of an informal proceeding before the high school principal or designee. During such informal hearing, the student shall be apprised of the specific rule or regulation, which has been violated. The student has the right to refute allegations presented against him/her and to present witnesses on his/her behalf. Upon the completion of the informal hearing, the high school principal or designee shall make a just and fair determination of the case. The decision of the high school principal or designee is binding upon all those involved in the disciplinary matter. This procedure is used when the in-school suspension is the appropriate penalty.

The student has a right to request an informal hearing before the high school principal when appropriate disciplinary action may result in suspension from school where such suspension does not exceed five school days. The pupil and the person in parental relation to him/her can, upon request, be given an opportunity for an informal conference with the principal at which time the person in parental relation shall be authorized to ask questions and seek facts in the matter.

5311.2 - SEXUAL HARASSMENT - STUDENTS

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 sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by students. Generally, sexual harassment is defined as unwelcome sexual advances, discrimination based on sexual orientation, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the immediate supervisor (principal or designee, guidance counselor) through informal and/or formal complaint procedures developed by the District. If the complaint officer is the offender, the complainant shall report his/her complaint to the Superintendent. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District's investigation, immediate corrective action will be taken, up to and including suspension and possible Superintendent's hearing. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints. The Superintendent's designees shall affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions of harassment. A copy of this policy shall be included in the Policy Handbook and shall be available upon request to all students.

5311.3 - GRIEVANCE PROCEDURE

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the school administration.

A student filing a complaint or grievance for any matter, or alleging that there is an action affecting him/her, which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) (i.e., that discriminates upon the basis of sex and/or disability) should read the following information regarding the resolution of the complaint or grievance.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. To reach an informal solution to the problem, students should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest authority in the school building, i.e., the Building Principal, who has the final determination on all such matters.
2. For the resolution of matters where appeal procedures are outlined in the law, such as student suspensions, the legal course of action will be followed. (See suspension section 5313.)
3. On issues affecting the student body, students may address the student government or student council in order to resolve matters. Students may request a conference with the Building Principal in accordance with the rules and procedures established by the student government.
4. If a student's grievance cannot be resolved at the building level between the student and principal, the student must declare, in writing, an appeal to the Superintendent within ten days.

5311.4 - CARE OF SCHOOL PROPERTY BY STUDENTS

All students must show respect and care for Lake George Central School property. Any damage to property should be reported to the main office or the appropriate teacher.

Acts of vandalism are crimes against the school district and the community, which supports the schools. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability in excess of \$2500.

5311.5 - DRESS CODE

All students while in the school setting and school sponsored events/activities (on/off campus) should wear at all times, clothing and accessories, which are appropriate in a public high school setting. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Clothing (or lack thereof) that is disruptive to the educational process will not be permitted to be worn by the students in school or on the school premises or at school sponsored events/activities (on/off campus).

A student's attire shall:

- Fully cover genitals and buttocks within a full range of motion.
- Include footwear at all times.
- Fully cover all undergarments.
-

A student's attire shall **not** include:

- Extremely brief and/or revealing garments; see-through garments are not appropriate.
- Bandanas except for approved activities.
- Sunglasses unless prescribed by a physician.

A student's dress, grooming, and appearance shall not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender identity and expression, disability or for any other reason or protected class; nor promote and/or endorse the use of alcohol, tobacco, marijuana, or legal or illegal drugs and/or encourage other illegal or violent activities or sex. A student's dress, grooming, and appearance may be prohibited if any distractions are perceived, occur, or disruptions could occur to the educational process or to others.

Hats or other head-gear are permitted with teacher permission. While hooded sweatshirts are allowed, the hood must remain down (off the head).

Disciplinary measures:

Each building principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and as relevant reminders throughout the year.

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. With any potential violation, the principal or designee has the final discretion regarding the matter. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Staff procedures to follow:

When a staff member sees that a student is in violation of this policy, they are to:

- Staff member is comfortable speaking with student:
 - Privately approach the student and have a confidential conversation.
 - Ask the student to modify their appearance. If the student complies, the student may resume class and the situation will be documented by the staff member. If the student does not comply, the student will be sent to the main office for the office to address the matter with the student.
 - Staff member will complete a discipline referral indicating compliance or noncompliance.

- Staff member is uncomfortable speaking with student:
 - Immediately call or email the main office to make the office aware of the situation. The office will then address the matter with the student as soon as practically possible. If the matter requires an immediate response, please call the main office.
 - The initial staff member is to fill out a discipline referral for documentation purposes.

5312 - PROHIBITED CONDUCT

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious violations of the district's Code of Conduct can result in a hearing with the Superintendent of Schools.

5312.1 - DIGNITY FOR ALL STUDENTS ACT-DASA (STUDENT HARASSMENT, BULLYING & DISCRIMINATION)

Lake George Jr/Sr High School is committed to the safety and welfare of all students. Coordinators for DASA are as follows:
Lake George Elementary School: James Conway, Principal 69 Sun Valley Drive, Lake George, NY 12845 Phone: 518-668-5714
Lake George Jr.-Sr. High School: Christopher Mondella, Dean of Students 381 Canada Street Lake George, NY 12845 Phone: 518-668-5452

Please utilize the links below to access information about our school's policy regarding the Dignity for All Students Act and other pertinent topics that relate to our students and their safety:

[Policy 7550: Dignity for All Students Act Policy](#)

[Policy 7552: Gender Identity Policy](#)

[Bullying, Harassment, or Intimidation Complaint Form](#)

5312.3 - DRUG AND ALCOHOL ABUSE POLICY

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities or functions. Violations of the district's Code of Conduct may result in a hearing with the Superintendent of Schools.

For the purposes of this policy, the following definitions shall apply:

School Property - Means in or within any building, structure, athletic playing field, playground, school bus, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, and any building, structure or vehicle owned, leased, or contracted by the Lake George Central School District.

School Grounds - Means any building, structure, and surrounding outdoor grounds contained within the elementary or secondary school's legally defined property boundaries.

School Function - Means a school-sponsored or school-authorized extra-curricular event or activity regardless of where such event or activity takes place, whether on school property or school grounds or any other location off school property or school grounds, including any event or activity that may take place in another state.

The Board of Education of the Lake George Central School District is committed to the prevention of alcohol, and other substance use/abuse (see definitions in next paragraph). This policy describes the philosophy of the District and the program elements the District will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, and other substances.

No person may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician (see Handbook number 5420-Student Health Services). Failure to do so may result in disciplinary consequences. The terms "alcohol and other substances" throughout this policy shall mean the use of all substances including, but not limited to, alcohol, tobacco, inhalants, vape pen, vape juice (nicotine or non-nicotine), or any product/device used as an inhalant not prescribed by a physician, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, synthetic, fake, incense, narcotics, all other over-the-counter and prescription medication, etc. and any of those substances commonly referred to as "designer drugs." The inappropriate use or sharing of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any person who has consumed or used any of the aforementioned substances, any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or

any person who school personnel has reasonable grounds to suspect has used alcohol and/or other substances shall be prohibited from entering school grounds or school-sponsored events, and his/her parents will be immediately notified.

PHILOSOPHY

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

1. Alcohol, tobacco, and other substance use/abuse are preventable and treatable.
2. Alcohol and other substance use/abuse inhibit the District from carrying out its central mission of educating students.
3. The behavior of the Board of Education, the administration, and all school staff should model the behavior requested of students.
4. While the District can and must assume a leadership role in alcohol, tobacco, and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community as a whole.
5. Alcohol and/or other substances use/abuse are harmful to the health and well-being of our students.

PRIMARY PREVENTION

The intent of primary prevention programming is to prevent or delay the onset of alcohol, and other substance use by students. The components of this programming shall include:

A sequential K-12 prevention curriculum that provides for:

1. Accurate and age-appropriate information about alcohol, tobacco, and other substances including the physical, psychological, and social consequences of their use/abuse.
2. Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors such as the H.I.V. virus, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
3. Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy lifestyles.
4. Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction and management.
5. Helping students develop a positive self-concept.
 - a. Assisting parents, guardians, and community members to use and seek out the information and skills necessary to reinforce the components of this policy in the home and community to have a consistent message to our youth.
 - b. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extra-curricular activities. Such activities will be planned collaboratively with students, parents, community members, and agencies.

INTERVENTION

The intervention program intends to eliminate any existing use/abuse of alcohol and other substances and to identify and provide supportive services to kindergarten through 12th-grade students at high risk for such use/abuse.

The components of such programming shall include:

1. Providing alcohol and other substance use/abuse assessment and counseling services for students through the school social worker and guidance department.
2. Developing close working relationships between the child study team and local community agencies in order to identify and refer students to appropriate agencies when their use/abuse of alcohol and/or other substances require counseling and/or treatment.
3. Providing services to students who are in or returning from treatment to assure that the school environment supports the process of recovery initiated in the treatment program.
4. Providing individual and group counseling targeted at students who are at high risk for alcohol and/or other substance use/abuse.

5. Informing parents of available District intervention services.
6. Confidentiality based on Board of Education, state and federal policy or law.

USE AND/OR POSSESSION OF DRUGS/ALCOHOL

A student who attends school or a school-related activity, on or off-campus, under the influence of alcohol or drugs or who is found to be in possession of drugs or alcohol or any student exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any student who school personnel has reasonable grounds to suspect has used alcohol and/or other substances will be detained by the administrator, school representative, or chaperone, and the *Procedures for staff to follow when a student is suspected of being under the influence of drugs and/or alcohol* (which is attached hereto and incorporated herein by reference) are completed, the following will occur:

First violation:

1. Call his/her parents to come to school/event immediately;
2. Will be referred to the appropriate law enforcement agency;
3. Receive out-of-school suspension for up to five days and a possible Superintendent's Hearing; and at the administrator's discretion, the student(s) may be asked to consent to an alcohol/drug screening test (which may or may not include law enforcement.)
4. Will be required to meet with the School Social Worker and/or Guidance Counselor for an assessment and follow the recommendations of that assessment, including attendance at a minimum of three (3) educational sessions and/or evaluations with a Certified Alcohol and Substance Abuse Counselor (CASAC) or a Counselor in an Office of Alcohol and Substance Abuse Service (OASAS) program or a counselor who they have been regularly seeing. The school district will assist the student and his/her family with referrals if necessary. Any evaluations or assessments must be done before the student will be allowed to participate in ANY extracurricular activities, events - - graduation, prom, dances, plays, sports, etc. --, and/or functions. Participation in activities and team practices shall be left to the discretion of the Principal and Athletic Director. These sessions must be three (3) weekly sessions with at least one of the sessions attended by one parent/legal guardian. As part of the assessment, the student must follow the recommendations made by the Certified Alcohol and Substance Abuse Counselor, which could include but not be limited to mandated counseling, community service hours, and other recommendations for intervention to avoid repeated substance abuse. The student and his/her parents shall provide written authorization allowing the District to obtain written reports from the Certified Alcohol and Substance Abuse Counselor with respect to the sessions or evaluations conducted.
 - a. The above policy intends to preclude the student from all school activities (clubs, sports, etc.) for 3 full weeks (21 calendar days). The 21 days may carry into another school year.

Second violation or repeated violations:

- All of the above steps will be followed in addition to a Superintendent's Hearing. The possible penalty from the Superintendent's Hearing is suspension from school.
- If the parent/guardian appeals the suspension, it is recommended that the student submits to a drug or alcohol test within 24 hours of the incident. The type of test and place of test, to be considered for the appeal, must be agreeable to the district and be conducted within the 24-hour period. The administering Physician must use a "chain of custody" process in conducting the agreed-upon drug test. All administering Physicians must complete the below form entitled Record of Drug and/or Alcohol Test Results and return it to the district immediately.

SALE OR DISTRIBUTION OF DRUGS/ALCOHOL

This offense will result in a Superintendent's Hearing with a referral to the appropriate police department.

IMPORTANT INFORMATION REGARDING APPEAL OF PENALTY FOLLOWING VIOLATION OF SCHOOL'S SUBSTANCE ABUSE POLICY:

When a parent/guardian appeals a student's suspension following a possible violation of the school's substance abuse policy, it is recommended that the student consent to a drug or alcohol test. This should be arranged by the parent/guardian and ordered by the student's physician.

The following information must be communicated to the physician, by the parent/guardian:

1. The specimen collection for the ordered test must occur **within 24 hours** of the incident.
2. The specimen must be collected using a "chain of custody" procedure (this will need to be ordered by the physician).

RECORD OF DRUG AND/OR ALCOHOL TEST RESULTS FORM

This form should be completed by the administering Physician and returned to the student upon completion of the testing. All portions of this form must be completed by the administering physician.

Name of Patient: _____
Date of birth: _____ Age: _____ Male: _____ Female: _____
Date of drug test: _____
Drug test performed by: _____

<u>Drug Tested</u>	<u>Result of Screening Test</u>
Alcohol	_____
Marijuana	_____
Cocaine	_____
Opiates	_____
Amphetamines	_____

Information released to: _____

Chain of Custody

Name of patient: _____
Signature of patient: _____
Specimen collected by: _____
Collection observed by: _____
Date and time: _____
For the analysis of: _____

VERIFICATION, IDENTITY, AND CUSTODY OF THE SPECIMEN MAINTAINED BY:

Released By	Received By	Date/Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TO BE COMPLETED BY TESTING PERSONNEL ONLY

Seal broken by: _____ Date/Time: _____
Test performed by: _____ Date/Time: _____

PROCEDURES FOR STAFF TO FOLLOW WHEN A STUDENT IS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL:

1. When you suspect a student to be under the influence of a drug and/or alcohol approach the student.
2. After approaching the student and having a brief conversation with him or her, if your suspicion does not go away, then call for an Administrator. Do not, at any time, leave the student and the student's belongings unsupervised. If an administrator cannot be found, communicate with the main office about the situation, and ask for someone to come to your classroom and/or area.
3. The Administrator or responding staff member will escort the student and the student's belongings to an appropriate location. The student and their belongings should not be left alone at any time.
4. A trained staff member will formally evaluate that student. During the evaluation, two adults must be present during this evaluation. The student's parent will be called and informed of the situation.
5. If a student admits to being under the influence of a drug and/or alcohol, the formal evaluation will still be administered.
6. If the evaluation concludes that the student IS under the influence of drugs and/or alcohol, the appropriate law enforcement agency will be called and the procedures/policies found within the code of conduct will be followed.
7. If the evaluation concludes that the student is NOT under the influence of drugs and/or alcohol, the nurse will be involved.
8. The initial responding staff member will be asked to write up on a referral form the reasons for the initial suspicion.
9. At the administrator's discretion, the student(s) may be asked to consent to an alcohol/drug screening test (which may or may not include law enforcement).

5312.4 - SMOKING AND TOBACCO USE ENFORCEMENT POLICY

PURPOSE AND GOALS

Intent of Policy

The Lake George Central School District recognizes its responsibility to promote the health, welfare, and safety of students, staff, parents, and visitors to our school. Therefore, the Lake George Central School District will prohibit the use of tobacco products in all school buildings, on school property, and at school-sponsored activities.

Definitions

Tobacco means any cigarette, e-cigarette (cigar), pipe, bidis or beedies, herbal cigarette, clove cigarette, vape juice, vape pen, vaporizer, chewing tobacco, powdered tobacco, nicotine water, and any other tobacco/nicotine and non-nicotine smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form or any equipment used to inhale not prescribed by a doctor.

Tobacco-Free Environments

Tobacco Use Prohibited: No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds, or at any school-sponsored event or off-campus activity. Students in attendance are not allowed to use tobacco in any way at any time during school hours, on or off school property.

Tobacco Possession: No student is permitted to possess tobacco on school property, grounds, or at a school-sponsored

event or activity off-campus.

Tobacco Distribution: Distribution or sale of tobacco, including any smoking/inhaling device is prohibited on school property, grounds, and at any school-sponsored event or activity.

Tobacco Advertising: Tobacco advertising is prohibited on school property, grounds, at any school-sponsored event or activity off-campus, and in all school-sponsored publications. Whenever possible, the school will request tobacco-free editions of all publications.

Tobacco Promotion: Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off-campus.

Enforcement

All administrators, staff, and chaperones will enforce the tobacco policy for student infractions.

Employee infractions will be enforced by the administrators. Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and collective bargaining agreements.

Parent and visitor infractions will be enforced by administrators.

Student violations of this policy will lead to disciplinary action up to and including suspension from school as per the district's Code of Conduct. Student participation in a tobacco cessation program and/or tobacco education class may be mandated as an additional requirement. Parents will be notified of violations involving their children and subsequent action taken by the school.

5312.5 - SKATEBOARDING OR ROLLERBLADING ON SCHOOL PREMISES

Skateboarding and rollerblading are prohibited on school property. In addition, according to Lake George Village Code Ordinance No. 53 no person shall coast, slide or skate upon, into, over, or across many streets or sidewalks of the Village of Lake George or any sidewalk adjacent thereto by means of any sled, roller skates, skateboard or similar device, except upon approval of the Village Board of Trustees for special events at specific locations. Streets listed by the Village include Canada Street, Mountain Drive between Canada and Ottawa Streets, and Ottawa Street. (A complete list of streets is listed in the Village Code.)

5312.6 - STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Please click on the below link to access the most current acceptable use policy:

[Student Information Technology Acceptable Use Policy](#)

****Be sure to read, sign, and return the Information Technology Acceptable Use Policy Parent/Student Agreement Consent form you received in this summer's mailing.**

5312.7 - OBSCENE LANGUAGE

One of the goals of the Lake George Jr.-Sr. High School is to teach students the ability to communicate clearly within the structure of appropriate and acceptable standards of the English language. These standards are to be exemplified by all members of the school community. It is therefore stated that obscene language will not be tolerated within the school environment.

Disciplinary measures:

1. First Reported Offense - a conference and discussion with the high school principal or designee will take place, where a consequence will be determined based on the situation.
2. Second Reported Offense - the student will be assigned one detention.
3. Third Reported Offense - the student will be assigned to one late detention and a letter will be mailed to the parents.
4. Fourth Reported Offense - the student will be assigned to one late detention and one in-school suspension. A letter will be mailed home to the parents. A parent conference will be necessary before the student returns to class.

5312.8 - DISHONESTY

ACADEMIC INTEGRITY

As a part of a school community, it is the duty of and responsibility of students and faculty to honor academic achievement won fairly as the consequence of genuine hard work and effort. Academic integrity at Lake George Jr.-Sr. High School is based upon a respect for individual achievement that lies at the heart of our culture.

A. Basic Standards of Academic Integrity - Registration at Lake George Jr.-Sr. High School requires adherence to the high school's standards of academic integrity. It is paramount that all students are aware of these standards. If there are questions relating to these standards counseling is available for those students seeking assistance. The assistance may be initiated by discussing the issue with any faculty member or guidance counselor. While all standards of academic integrity cannot be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable.

- Cheating: using unauthorized notes, study aids, electronic devices, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading (assuming that such revision has not been authorized by the teacher); allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Plagiarism: submitting material that in part or whole is not entirely one's work without attributing those same portions to their correct source.
- Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the teacher; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the teacher at the conclusion of the examination; (d) otherwise undertaking an activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
- Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission,

petition, drop/add form, ID card, or any other official school document.

- Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

B. Due Process and Student Rights - In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

- Prompt investigation of all charges of academic dishonesty.
- Written notice of the facts and evidence underlying the charge of academic dishonesty and the principle(s) of academic integrity said to have been violated.
- An explanation of the procedure used in the investigation.
- A hearing or meeting at which the student involved may be heard and the accuracy of the charge considered by the designee, who shall recommend a course of action to the principal.
- An appeal of the designee's decision to the principal. Implementation of sanctions will be suspended until the appeal made by the student is completed.

C. Consequences - All proven cases of academic dishonesty will result in the notification of the parent/guardian, guidance counselor, principal, or designee. Additionally, several of the following consequences may occur after consultation with the Principal and the teacher of record:

- Record on the disciplinary card in the main office.
- Detention or suspension from school.
- Reduced or failing grade on quiz, test, paper, project, or exam.
- Reduced or failing grade for the quarter.
- Reduced or failing grade for the course.

Counseling is available for students seeking assistance in dealing with the issue of academic integrity.

Eight Cardinal Rules of Academic Integrity

1. Be Responsible. Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. Acknowledge Your Sources. Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted or cited.
3. Protect Your Work. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Avoid Suspicion. Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. Do Your Own Work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
6. Never Falsify a Record or permit another person to do so. Falsifying records may be a criminal act.
7. Never Fabricate Data, citations, or experimental results. Many professional careers have ended in disgrace; even years after the fabrication first took place.
8. Don't Destroy Trust. Tell the truth when discussing your work with your instructor.

LYING

In a school attempting to function on the basis of trust, students acting contrary to this principle will be subject to disciplinary action. Lying, (for example, (1) when asked to give his or her name to a substitute teacher, a student gives a false reply or (2) a student claims that his or her absence from class was due to illness and it is found that he or she was merely cutting),

distorting facts, forging notes and similar offenses are considered unacceptable behavior.

Disciplinary measures:

1. For the first reported offense, (unless insubordinate) the student will be responsible to face up to the truth with the party involved and whatever consequence would result from that truth.
2. For the second reported offense, the student will be assigned to late detentions. A student conference will be held with the principal and a letter will be sent home.
3. For the third reported offense, the student will receive 2 late detentions and 1 in-school suspension. A parental conference will be held with the principal.

5312.9 - PERSONAL COMMUNICATION DEVICES

ELECTRONIC COMMUNICATION POLICY

It is the philosophy of the Lake George School District to embrace the use of technology when used appropriately. Electronic communication devices provide conveniences in our daily life; however, their use can easily disrupt or become a distraction to the broader mission statement of our district and the educational process. The Lake George School District electronic communication device policy provides ample opportunity for usage while protecting the educational process.

The use of an electronic communication device for any reason in school is a privilege. The use of a device is defined as but not limited to: talking, messaging, photographing, Internet usage, game playing, and any other software usage found on a device. **ELECTRONIC COMMUNICATION DEVICES ARE TO REMAIN ON SILENT OR VIBRATE AT ALL TIMES.**

NOTE: The term ‘device’ represents any electronic communication device, including but not limited to, cell phones, electronic watches, and earbuds.

Time of Day	Personal Device Use	Further Explanation
Passing Time	Allowed	The use of a device cannot be an excuse for being late to class.
guideroom	Allowed	Following morning announcements and with permission from the guideroom mentor, students may use their devices.
Study Halls	Not Allowed	Study Hall is an academic period. (District-provided laptops may be used for media/music at the discretion of the monitor.)
Instructional Time	Not Allowed	Personal devices may be incorporated into a lesson with explicit direction by the teacher.
Library	Allowed	Personal devices may be used only at the discretion of the librarian and only if they are not a distraction.
Lunch	Allowed	Students may use personal devices for appropriate purposes during their scheduled lunch period.
Emergency Drills/Situations	Not Allowed	Students may not, under any circumstances, use a device during an emergency drill.
Detention/Late Detention	Not Allowed	Devices are not allowed at any time while serving detention or late detention.
In-School Suspension	Not Allowed	Devices are not allowed at any time while serving In-School Suspension.
Bus	Allowed	Personal devices may be used only at the discretion of the bus driver and only if they are not a distraction.
New York State Assessment	Not Allowed	The New York State Department of Education prohibits

and Exam Locations		cell phones or other electronic devices unless prescribed by a 504 plan or IEP. (Proctors may hold such devices during the exam)
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PROTOCOLS FOR VIOLATIONS OF ELECTRONIC COMMUNICATION DEVICE POLICY

At any point, no matter the number of offenses, a student’s communication device privilege may be suspended either short-term or indefinitely depending on the situation.

1. **First Offense** – Devices will be turned in to the main office by a teacher or staff member accompanied by a discipline referral. The cell phone will be returned to the student at the end of the day*.
2. **Second Offense**: Devices will be turned in to the main office by a teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the cell phone from an administrator*.
3. **Third Offense**: Devices will be turned in to the main office by a teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the cell phone from an administrator. Additionally, other consequences may range from detention to a Superintendent’s hearing.

Any student that refuses to hand their device over to a staff member will receive additional consequences ranging from detention to a Superintendent’s hearing.

Inappropriate use of cell phones or other electronic devices will not be tolerated. This includes, but is not limited to, cheating, sending disruptive messages, taking inappropriate photos or videos, acts of bullying, threatening, harassing, or menacing in any manner. Students who participate in these behaviors will be subject to disciplinary consequences and may have their electronic communication device privileges suspended indefinitely.

School officials may search devices if there is reasonable suspicion that a student possesses illegal content or content that may pose a safety risk or substantial disruption to the educational process. Law enforcement may be notified if illegal content is found or information that poses a safety risk is found on a device. If the device is password protected and the student does not voluntarily comply with school officials, he or she may be suspended immediately and law enforcement may be contacted.

Disciplinary measures may range from a reprimand to Superintendent’s Hearing. Inappropriate behavior and flagrant acts may result in suspension on the first offense.

MEDIA/ELECTRONIC DEVICES

A good learning environment is one free from excessive, inappropriate, disruptive noises. Students are not to make any noise, which might interfere with the learning of others. These devices are a privilege to use on school property and at any given time a staff member may ask a student to turn down, turn off, or confiscate the device.

Media players and other such electronic devices are prohibited unless pre-approved by a teacher or an administrator. Media/music players, etc. if brought to school, must have earphones and /or earbuds. For safety reasons, only one earphone or earbud may be on or in an ear at any given time. If there is a violation the device will be confiscated and delivered to the office, where the student may claim it at the end of the school day. The principal/teacher/coach may make an exception.

Disciplinary measures may range from confiscation to suspension.

5312.10 - OBJECTIONABLE BEHAVIOR

An academic community should be congenial and safe for all students. Any behavior affecting the rights of others,

especially that which could possibly result in bodily injury, or could reasonably cause a safety concern, is objectionable.

The following are some examples of objectionable behavior:

1. Harassment, threats, intimidation, threatening others, hazing, bullying and/or cyber-bullying, sexting
2. Fighting
3. Shoving
4. Any actions that might cause injury
5. Throwing or kicking objects (i.e. hacky sacks) inside the building
6. Misuse of property belonging to others
7. Offensive gestures
8. Running in the halls
9. Inappropriate display of intimate affection
10. Littering
11. Possession or display of pornographic material
12. Repeated noncompliance with teacher directives
13. Extortion
14. Misuse of Computers/Computer Programs/Internet (see Acceptable Use Policy for Computers)
15. Possession of a laser on school property
16. Making unreasonable noise
17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner
18. Possession of a sex toy or a sexually implied device/object

Disciplinary measures will relate to the misbehavior and may involve a full range of consequences from a reprimand to a Superintendent's Hearing.

5312.11 - DEFAMATION AND DISCRIMINATION

Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability, is a basis for treating another in a negative manner.

*Refer to DASA Policy.

5312.12 - LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students may not leave the building or premises without the permission of the principal, designee, or a member of the staff. Discipline measures range from loss of free time to suspension.

5312.13 - INSUBORDINATION

In the school community as well as outside of it, a student is expected to conduct himself/herself in a polite and courteous manner. In order to maintain a positive school environment, it may be necessary for staff members to give reasonable directives to students.

Insubordination occurs when a student is openly defiant and willfully disregards a reasonable directive issued by a staff member. The following are examples of insubordinate actions:

1. Deliberate disobedience.
2. Flagrant acts of rudeness.
3. Refusal to report to the office upon direction.
4. Disrespectful language.

Disciplinary measures range from a reprimand to a Superintendent's Hearing. Flagrant acts may result in suspension on the first offense.

5312.14 - ASSAULT

Any attack upon another person with the intent to cause bodily harm is assault. Instances of assault upon any member of the school community will be investigated and appropriate disciplinary action taken.

Disciplinary measures depend upon the nature of the assault and intent for harm and could go immediately to a Superintendent's Hearing and the possible referral to appropriate law enforcement agencies.

5312.15 - THEFT

One of the goals of Lake George Jr.-Sr. High School is to instill a feeling of respect for the rights and property of the entire Lake George community. Therefore, it is expected that all students will be honest and will respect the property of others. Since stealing is against the law, any individual who violates this law will be subject to school and/or criminal punishment. When it has been determined that an individual has been involved in a theft, the following measures will be taken:

Disciplinary measures: In all cases, return of the stolen property or restitution will be made:

1. First Reported Offense: according to the severity and circumstances of the theft, a counseling session to a five-day suspension may be given. A letter will be sent to the parents informing them that a conference time must be established before the student returns to school.
2. Second Reported Offense: a multiple-day suspension will be given. A parent conference time must be established before the student returns to school.

NOTE: A theft may be reported to the police department for their investigation.

5312.16 - VANDALISM

Vandalism is the intentional damage to the property of the school district or of any personal property, which results in the cleaning, repair, or replacement of the property vandalized. Examples of vandalism include defacing of walls, lockers, furniture, books, or other school equipment (including busses) and materials; damage to floors, walls, ceilings, doors, windows, lockers, and bulletin boards; mistreatment of any equipment or furnishings, such as visual aids or books; and the personal property of any school community member.

According to New York State law, a student's parent or guardian is responsible for up to two thousand five hundred dollars (\$2500) for vandalism caused by their child. In addition, the Village of Lake George Ordinance No. 21 pertains to vandalism on the outside grounds of our school. Violations of this ordinance are subject to a penalty of \$50 for each offense.

Disciplinary measures range from repair and replacement of damages to referral to appropriate legal authorities, to suspension in/out of school.

5312.17 - REPORTING A FALSE ALARM

Fire alarms and protection equipment are provided for the safety of the entire school community. Misuse of the system

and/or equipment or the making of a bomb threat, will result in disciplinary action.

Disciplinary measures range from suspension to Superintendent's Hearing. Referral to appropriate law enforcement agencies will be made.

5313 - REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal, or his or her designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on 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 authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to the supervisor, who shall, in turn, impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member 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 or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

PROCEDURES AND REFERRALS

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 penalties will consider the following:

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

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

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.

The range of penalties that may be imposed for violations of the student disciplinary code includes the following: warning, reprimand, written notification to parents, loss of free time, detention, timeout room, in-school detention, out of school suspension, permanent suspension. Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged through the counseling office.

5313.1 - REGULAR DETENTION

Regular detention is held during 10th period, Monday through Friday 2:35-3:15, in a quiet study room supervised by a staff member. Detention must be served on the day it is assigned. If a student does not serve the night of detention, he/she will be assigned another night of detention for a total of two days. If a student misses detention again, he/she will be assigned to late detention. Late detentions that are missed will result in in-school detention plus the late detention will be served. If a student arrives after 2:40, he/she will not be allowed in and must serve that detention, plus one extra detention.

- Students must be quiet.
- Students may not eat or drink (except water) during detention.
- Students will come prepared to work or read.
- Students must sit where assigned.
- Students will not be allowed into detention if not prepared to work or read. Students must make up that night plus one extra night.
- Students cannot leave once the student arrives for detention.
- Students will not be allowed to stay in detention if not working or reading. Students must make up that night plus one extra night.
- Disruptive students will be warned only ONCE, then sent to the designee to finish detention there and be assigned one extra night of detention.
- Please see the cell phone policy within this handbook.

Students who do not adhere to this policy may lose free periods, be assigned to in-school detention, lose lunch privileges, and/or be suspended from school.

5313.2 - LATE DETENTION

Late detention will be held from 2:35 - 4:00 p.m. every day. With parent permission, it may also occur on a Saturday or a non-school day. The following rules apply:

1. All regular detention rules apply.
2. Students must serve the late detention on the day it is assigned.
3. If a student misses late detention, he/she will be assigned In-School Suspension, plus he/she must make up the late detention.
4. Late detention precludes the student from attending any after-school extracurricular activities, including athletics.
5. Please see the cell phone policy within this handbook.

5313.25 - SUSPENSION FROM ATHLETIC PARTICIPATION, EXTRACURRICULAR ACTIVITIES & OTHER PRIVILEGES

A student subjected to a suspension from athletic participation, extra-curricular activities, or other privileges 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 official imposing the suspension to discuss the conduct and the penalty involved. If the student or parent wishes to appeal the decision, please refer to the Student Handbook appeal process 5813.4. During the appeal process, students shall not participate until the appeal is complete or the penalty is served (whichever comes first.)

5313.3 - IN-SCHOOL SUSPENSION ROOM

The In-School Suspension room is a quiet supervised study room in which a detained student is not in contact with other students. Classwork will be assigned and will be done. Lunch will be eaten in the ISS room. A lunch (typically a sandwich and milk) will be brought to the student if they do not have their own lunch. Other suspension rules also apply to this room. Students who are assigned In-School Suspension will not be allowed to participate in any after-school activities: i.e. attending school functions, practices, dances, etc. during the period of suspension. The in-school suspension will commence at the time the in-suspension is assigned and will end at midnight of the final day of the suspension. Also, please see the cell phone policy within this handbook.

5313.35 - REMOVAL OF DISRUPTIVE STUDENT FROM CLASS BY TEACHER

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- a) short-term "time out" to a neutral setting, i.e.: back of classroom, different classroom alternative
- b) sending a student to administrator's office for the remainder of the class time only; or
- c) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may choose to remove a disruptive student from class for up to two days through the due process as outlined in the teacher's handbook or through regular administrative channels. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a building-established disciplinary removal form and meet with the principal or his designee as soon as possible, but no later than the end of the school day, to explain the circumstances for the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided with a telephone number(s) for the purpose of contacting parents. The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- a) The charges against the student are not supported by substantial evidence.
- b) The student's removal is otherwise in violation of law, including the district's code of conduct.
- c) The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district-provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

5313.4 - SUSPENSIONS

Out of School Suspension shall be used as a disciplinary means of correction for the most severe offenses. The Principal has the delegated authority to suspend for a period not to exceed five school days.

SUSPENSION PROCEDURE

The following procedure will be employed whenever a student is suspended from school for a period of five days or less:

- a) Students will be personally notified of the suspension, the length of the suspension, and the reason.
- b) The parents or guardians of a suspended student will be notified by either telephone or letter within 24 hours of the student's suspension.
- c) The Superintendent of Schools will receive written notification of all student suspensions made by the high school principal and the reasons therefore within 24 hours of such action.
- d) Students suspended out of school will not be readmitted to the school until a parental - administrative conference has been held.
- e) Periods of suspension will commence at the time the suspension is assigned and will terminate on the day the student returns to school unless the offense is of such a nature that immediate removal is necessary.
- f) Suspended students are responsible for completing all assignments from teachers.
- g) Suspended students will not be permitted to attend any school function, i.e. dances, athletic contests, etc. during the period of his/her suspension.

SUSPENSION APPEAL PROCESS

If the parents wish to appeal the suspension, they must set up a conference with the principal. After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

5313.5 - SUPERINTENDENT'S HEARING

When expulsion or long-term suspensions are the appropriate response to student behavior, the student and the persons in parental authority have all of the rights as set forth in Section 3214 of the Education Law of the State of New York. Briefly, this section provides:

- a) That the student is given written notice as to the charges pending against him.
- b) The student has the right to be represented by counsel.
- c) A hearing officer appointed by the Superintendent of Schools and the Board of Education to hear evidence in the case shall conduct a hearing.
- d) A student has a right to present witnesses and other evidence on his own behalf and the right to cross-examine witnesses against him.
- e) The decision of the assessor shall be based upon fact.
- f) The report of the hearing officer is advisory only and the Superintendent and Board of Education may accept or reject all or part of the report.
- g) An appeal of the decision of the hearing officer may be made to the Commissioner of Education for the State of New York.

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function.

5314 - CORPORAL PUNISHMENT

The use of corporal punishment is expressly prohibited in the Lake George Jr.-Sr. High School. This shall not be construed to prohibit the use of physical force for the following reasons:

1. To protect oneself from physical injury;
2. To protect another pupil or teacher or any other person from physical injury;
3. To protect the property of the school or others; or
4. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

5315 - MINIMUM PERIODS OF SUSPENSION

5315.1 - DANGEROUS WEAPONS IN SCHOOL

No student shall have in his or her possession on school premises (including school transportation) any rifle, shotgun, pistol, revolver, ammunition, air gun, pellet gun, toy gun, other firearms, knife, dangerous chemical, mace, pepper spray, explosive, or any object which is not necessary for school activities and which could be used and/or viewed as a weapon. This includes but is not limited to any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm or can be used or viewed as a safety concern.

In accordance with the Gun Free Schools Act of 1994, all students, other than a student with a disability, found guilty of bringing a firearm, as defined in federal law, onto school property after a hearing has been provided pursuant to section 3214 of the Education Law, will be subject to at least a one-year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

1. The age of the student;
2. The student's grade in school;
3. The student's prior disciplinary record;
4. The Superintendent's belief that other forms of discipline may be more effective;
5. Input from parents, teachers, and/or others; and
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of State and federal laws.

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

Law enforcement officers (local, county, state, federal) are the only people permitted on school property to have a weapon in their possession.

5315.2 - STUDENTS WHO COMMIT VIOLENT ACTS OTHER THAN BRINGING A WEAPON TO SCHOOL

BRINGING A WEAPON TO SCHOOL

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and

the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

5320 - SAFETY INSTRUCTIONS FOR STUDENTS IN BUS TRAVEL

The school provides transportation for students to and from school. This is a privilege and not a right! Safety is the primary concern in transporting students to and from school. All guidelines that are established are to ensure that safety and control by the driver are maintained throughout the trip. Students are to conduct themselves in a manner so that all bus rides will be a positive experience for everyone.

The school bus is purchased by the school district at great expense. It is truly a convenience for all students. Students must use it properly and it will continue to carry all students to and from school safely and comfortably. When it is misused, parents will have to provide other means for their student(s) to get to and from school.

The school provides buses for students who have stayed for some activity. A bus leaves the high school at 3:15. However, in order for students to ride the bus, students must sign the list in the main office before 2:40 on the day of the activity.

Misbehavior on the school bus (whether a regular bus run or a late bus run) should be reported to the driver. Students should not attempt to settle matters by themselves. Misconduct reports will be filed by the bus driver, given to the Director of Transportation, Principal, and a copy will be sent home. In addition to the above, all rules, regulations, and disciplinary measures apply to students riding the daily bus to and from any BOCES building.

When the bus arrives, students should:

- Stand still until the bus stops.
- Move onto the bus in an orderly fashion. Where there are large groups, form a line and wait until younger children get on first.
- Obey the driver as he/she is now in charge; sit where he/she tells you to. Seats are built for three students each.
- Keep your hands and feet to yourself: do not put your arms or head out of the open bus window and do not fight with others.
- Keep voice at a normal level and use no profanity or vulgar language.
- Not litter nor throw anything (inside or outside).
- Not bring dangerous articles on the bus
- Not light matches, nor use tobacco or tobacco products on the bus.
- Not bring drugs and/or alcoholic beverages on the bus.
- Not destroy school property or property of others.
- Not run in the aisle or leave their seat while the bus is moving.
- CD players, music video players, and headsets cannot be used on the bus.
- Please see cell policy within this handbook.

Lake George Spectator Bus Procedure

As a privilege and upon request, the District may provide a spectator school bus. Below is a checklist of guidelines students

need to understand and meet in order for the request to be approved. For athletic contests over 1 hour and 30 minutes in distances away, it is recommended that LG Athletic Booster Club be contacted to investigate a charter bus.

Student Spectator Bus Procedures Checklist

	Date/Initials
Student must initiate the request at least two (2) days in advance to the High School Principal.	
Each student interested in participating understands: <ul style="list-style-type: none"> - A \$10 deposit and a signed permission slip must be submitted to the main office the day before the event. - The \$10 deposit will be returned once they arrive at the destination. - Any student who does not show up for the bus forfeits their deposit. 	
A minimum of 20 prepaid deposits must be received for the spectator bus to be offered.	
One staff/faculty chaperone will be needed per 20 students.	
When this checklist is submitted: <ul style="list-style-type: none"> - The Principal (or designee) will inform the student body via the morning and afternoon announcements and include them in the daily bulletin. - The Principal (or designee) will communicate with faculty/staff about the need for a paid chaperone for the spectator bus. 	
Students understand this privilege will be for Lake George Jr.-Sr. High School students only (no guests are allowed).	
Students must ride to and from the contest on the bus (no exceptions).	
Students must be in good standing academically/behaviorally with the approval and signature of the Principal (or designee) before reserving a spot.	
Spectator school buses will not be considered for overnight trips.	
Spectators will be returned to the Jr.-Sr. High School at the conclusion of the event.	
Students understand the spectator bus is subject to bus/driver availability and weather conditions.	

Disciplinary measures:

When a student is suspended from riding the bus, parents will be responsible for providing transportation to and from school. Disciplinary measures range from a reprimand to suspension of bus privileges, or in/out of school suspension.

5330 - STUDENT SEARCHES AND INTERROGATIONS

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort

of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

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, electronic devices, district technological resources, 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, and their belongings (i.e. backpacks and personal electronic devices) particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

5333 - 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 schools 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:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or 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 questioning or search shall not be conducted.

The principal or designee will also 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:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

5335 - CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district’s commitment to keeping students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a 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 designee. The principal or his designee shall set the time and place of the interview. The principal or 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 that 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 of abuse if not 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 of abuse, the worker may remove the student without a court order and without the parent's consent.

5340 - DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

When a student with a disability violates the discipline code of the school, which he/she attends, a meeting of the building administrator and the special education teacher shall be held to determine:

1. Whether the student is capable of following the school discipline code.
2. Was the behavior the result of an inability to understand the rules?
3. Was the behavior the result of an inability to control inappropriate behavior?
 - a. If the student is capable of following the school discipline code despite his/her disability, then the appropriate school regulations will be followed.
 - b. If the student is not capable of following the school discipline code because he/she cannot understand the regulations, appropriate actions to ensure understanding will be attempted.
 - c. If the student is found to be incapable of following the school discipline code after reasonable efforts have been made to obtain cooperation because he/she cannot control his/her inappropriate behavior, then a CSE (Committee on Special Education) meeting will be convened to address the student's behavior
 - d. The Committee on Special Education will review the student's Individual Education Program, and if appropriate, develop positive behavioral responses and options for dealing with inappropriate behavior, such as in-school suspension, being sent home, loss of privileges, etc. through the development of a behavioral intervention plan.
 - e. If the behavior of a pupil with a disability is determined to be seriously non-compliant or even dangerous to himself or others, then the school principal must take immediate and appropriate action, followed by immediate notification of the home school when necessary and notification to the CSE. If this action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the pupil, the opportunity for the pupil to respond, the opportunity for a parent conference, Superintendent's Hearing, if the suspension is for more than 5 days, etc.

For each proposed suspension, the District must ensure that the behavior for which suspension is being considered is not directly related to the pupil's disability, or caused by an inappropriate placement. If there is any question about the appropriateness of suspension, particularly in the case of pupils classified as emotionally disturbed, the matter must be referred to the CSE. The CSE will consider the matter carefully including the possibility of changing the pupil's placement.

If a pupil's total days of suspension exceed 10 days within any school year, the school principal will make immediate notification to the CSE. Legal References:

NYSED, Article 65, Section 3214.3
8 NYCRR 200.7 (b) (3)
8 NYCRR 100.2 (1)
Rehabilitation Act of 1973, Section 504
34 CFR Part 104

5420 - STUDENT HEALTH SERVICES

If a student is hurt or ill, he/she should tell a teacher/staff member and ask for a pass to the office of the school nurse. Students must "sign out" from the nurse's office if they are released from school early (see 5162, Early Dismissal Precautions). The school nurse will provide emergency care for students in accidental or unexpected medical situations.

If a student needs to take any medications, including over-the-counter or prescription medications, during the school day,

he/she must follow these rules:

1. Bring a note from his/her physician and parent or guardian, which gives the nurse permission to store the medication for the student's use, releasing the Board of Education and its employees of liability for the administration of medication.
2. Give the nurse a doctor's note with instructions about dosage, times given, etc.

All medications, including all over-the-counter ones, should be handed to the school nurse as soon as a student arrives at school. No student should have a prescription or over-the-counter drugs in his/her possession while at school. Contact the school nurse if you have questions.

5454 - STUDENT AUTOMOBILE USE

Unsafe speeds around school or passing a school bus are traffic violations and will be reported to authorities. Students will only be allowed to drive to BOCES when there are extenuating circumstances and with a signed permission pass from the principal. Students driving to school are not to park in the bus unloading areas, technology area, gym area, or administrative area at any time. A first-time offense will be a warning; a second time the student's car will be towed!

5640 - EMPLOYMENT OF STUDENTS/WORKING PAPERS

Students, ages 14 to 17, who intend to work during the summer, MUST have working papers. These can be issued by the school (or any public high school). Forms can be obtained in the main office. In order to receive working papers the student must have a physical on file in the nurse's office that is dated within one year of requesting working papers.

It is a privilege to work during the school year. Therefore, a student must maintain satisfactory school grades to retain their working status because the school district may withdraw working paper permits from students who fail to maintain satisfactory grades in school.

5700 - CAFETERIA PROGRAMS

Each student has a personal cafeteria account with the cashier in the cafeteria. Students have been issued a PIN number and may use the number to purchase or charge breakfast and/or lunch. Students may get their PIN number from the Cafeteria Manager if he/she does not know his/her account number. PIN numbers are personal and should be used only by their owner and may not be shared.

Any amount of money may be deposited to a student's account either by cash or check at the cash register. Students who need to charge for lunch or breakfast may do so at the cash register, also. The maximum negative balance is equal to three charges.

Students who bring their lunch must eat in the cafeteria and may purchase cartons of milk. A variety of foods are available on the a la carte line. Students must report to the cafeteria during their scheduled lunchtime and REMAIN there until dismissal by the staff in charge.

BREAKFAST

Students may purchase a complete breakfast in the cafeteria before school. The cafeteria will be open from 7:45 until the warning bell at 7:57 and from 8:00 to 9:30 for this purpose. Students who are eligible for free or reduced lunches will also be eligible to take part in this program.

MEAL PRICES

For up-to-date information regarding meal prices click the following link to be directed to the district's Food Services page of our website: [Food Services](#)

5800 - CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

Lake George Jr.-Sr. High School recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

Students must be in attendance a minimum of 7 periods during the school day to participate in co-curricular and extracurricular activities.

5805 - ELIGIBILITY POLICY AND STANDARDS

Lake George Jr./Sr. High School recognizes the educational values inherent in student participation in extracurricular activities for such purposes as participating in athletics, building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. In order to promote the highest standards of scholarship, achievement and integrity, we advocate that every student who wishes to participate in non-graded, ongoing activities uphold a satisfactory level of academic achievement.

We believe it is important for students to have support and intervention from parents, teachers and administration when it becomes apparent that academic achievement cannot be maintained. This cooperative effort is designed to encourage and motivate students to continue to perform at their potential academically, athletically and in all areas of their interest and endeavor.

- Step 1: A copy of this policy is sent home to parents in the student handbook at the beginning of the year. It is to be signed and returned to the school to be filed.
- Step 2: Five week grades are input to the computer as usual and a probation list is automatically generated by our computer program or the Guidance Office. All students, grades 7-12, are listed by grade level with name and course(s) failed (below a 65) or an incomplete. All teachers, advisors, counselors, and coaches receive the probation list. Club/class/coaches/advisors should regularly check the probation list.
- Step 3: Five week grades are input to the computer as usual and a probation list is generated by the Guidance Office. All students, grades 7-12, are listed by grade level with name and course(s) failed (below a 65). All teachers, advisors, counselors, and coaches receive the probation list.
- Step 4: Probation starts when the probation list is distributed to staff.
- Step 5: Parents and students should realize from the grades and comments on interim reports and/or report cards that their child is on Probation.
- Step 6: The Probation Card Process:

Student's Responsibilities:

- Obtain a probation card from the guidance or main office.
- See appropriate teacher.
- Receive assignment and due date and record on back of card.
- Have the card initialed through the due date.
- Sign individual teacher's accountability list.
- Complete assignment by due date.

- Show signed card to coach or advisor in order to participate in that day's meeting or event. (i.e. practice, game, field trip, special ceremony)
- If the card is not signed, notify the advisor or coach and do not participate.
- If the teacher is absent, the student must report to the main office for a one-day initial. If the card is not signed from the previous day, the principal or other designee will not do a one-day initial. (Every attempt will be made to get a hold of the absent teacher.)

Teacher's Responsibilities:

- Ensure that the student wrote the assignment, and the due date should be written on the back of the probation card before signing. (i.e. Lab #1 due tomorrow, personal narrative due Wednesday, mandatory 9th period all week etc. Be specific.)
- Initial the back of the card up to the day you expect to see the student again.
- Keep an accountability list and have the student initial your list while you initial theirs.
- If a student fails to complete an assignment do not sign his/her probation card. Instead put an "X" in the box. The "X" or lack of signature will prohibit the student from participating in extracurricular activities that day.)
- If the student has met his/her obligation for the five-week period, the teacher may sign him/her off for the five-week period.

Coach's/Advisor's Responsibilities:

- Supply the office with an updated list of participants whenever necessary.
- Make sure students have a Probation Card as soon as the Eligibility List comes out, and monitor it daily.
- Ask to see all cards of probationary students at each activity or meeting and if the student does not have a card, the student cannot participate.
- Encourage probationary students to complete necessary work.

Administrative Responsibilities:

- Settle disputes concerning special circumstances.
- The principal or other designee will be the central communication person to oversee any communication problems, compile eventual suspension list, handle individual concerns such as lost cards, etc. This person's final decision should be followed by all parties involved and not undermined. Fair and consistent application of policy and consequences is our only means of measuring continual success.
- A student or parent can appeal using the process and procedure outlined in this handbook.

Parent's Responsibilities:

- Check what is expected of your child on the back of the probation card.
- Review the card daily to see if your child is completing assigned work. At any time, parents have the right to remove their child from participating in any activity.

Rules and Consequences:

1) **Rule:** Students must hand in assigned work on the due date.

Consequence: The student is prohibited from participating in any extracurricular activity that day if their work is not handed in on time. The overdue assignment is automatically due the next day in addition to other assignments scheduled. The student receives an "X" on his/her card.

2) **Rule:** No forging of teachers' initials or signatures.

Consequence:

Violation 1- A loss of 25% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participated. Sectional, regional or state games are NOT exempt from this rule.

Violation 2- A loss of 50% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participates. Sectional, regional or state games are NOT exempt from this rule.

Violation 3 - A loss of all education-based athletic activities for 1 calendar year (365 days) from the date of infraction.

3) **Rule:** Students are not allowed to participate in any extracurricular activity unless their probation card is up to date. (Need a Friday initial for any weekend activity.) (Again, it is the student's responsibility to not go/play.)

Consequence: If a student participates illegally, they need to sit out a practice or game whichever event occurred when they illegally participated.

5810 - CLUBS AND ORGANIZATIONS

Below are the recognized clubs, committees, and organizations of Lake George Jr.-Sr. high school. Any of the listed organizations with an asterisk (*) are bound by local, state, and national guidelines. Students will be required to adhere to these guidelines, as well as this Lake George Student Handbook for eligibility. This includes on and off school grounds and during regular and non-school hours. The advisor has full authority to determine participation, and eligibility for participation, in the organizations they advise. Some clubs and organizations are offered based on student interest. Refer to the clubs, activities, and committees brochure for active club information.

**Academic Quiz Bowl Team* - Students, grades 9-12 can try out for this Quiz Team that competes with other schools in the area.

Anime Club - Anime Club is open to all students with an interest in anime, manga, Asian culture, or art in relation to these. Our activities include group discussions, movies, and Asian crafts. Anyone is welcome to join us, and we consider all suggestions and ideas for our scheduled meetings and events made by our members. See Mr. Smith for more details.

Anti-Bullying Committee - A group of students committed to promoting a positive school climate. Members of the committee are advocates for creating a school free from harassment, bullying, and discrimination. Please join the committee every 2nd and 4th Friday of the month and join our efforts.

Astronomy Club - The Astronomy Club meets once a month to discuss astronomical phenomena and events and to plan our nighttime viewing sessions. When conditions are right, we meet in the evening to use our telescopes to view various celestial objects. We take an annual field trip to various locations of scientific interest. See Mr. Wells (Room 10) for more information.

Book Club - Do you love to read? Are you looking for other people to discuss great books with? Do you want new ideas for titles to try? Join us for book club, where you will direct our discussion and reading choices. We will meet on the 4th Wednesday of each month. See Mrs. Olson if you are interested.

**Business Honor Society* - Business students who are active members of Future Business Leaders of America, have achieved and maintain an overall GPA of 80% or higher, have achieved and maintain a business overall GPA of 88% or higher, and who have earned the required business credits are eligible to apply for membership in Business Honor Society. Applications are accepted before the February vacation. A formal induction ceremony takes place in March. Members receive an official membership card, certificate, and pin and achieve additional recognition by wearing a stole during their graduation ceremony.

Cabaret Club - Cabaret Club meets weekly (Thursday 10th Period) and is a fun-filled action-packed club. If you have any interest in theater games, writing, composing, dancing, acting, singing, and/or directing, this is the club for you. We will be putting together a short cabaret of theatrical scenes and songs that we can perform, if we so choose, at the end of the year. Come to a meeting and check it out. All grades are welcome. See Mr. Alecci with any questions.

Chemistry Club - LG Chemistry Club is a chartered member of the American Chemical Society Chemistry Club program. It is open to students in grades 9-12. In any given meeting, each of the student groups will research a particular chemical demonstration or experiment, discuss any particular safety considerations with the adviser, and then do the experiment.

Chess Club - Do you play chess? Would you like to learn? Then join the chess club! We meet the first Friday of each month during 10th period for food, fun, and chess, of course. New members are welcome (Grades 7-12).

Drama Club - This club is designed to support and promote the School Musical at LG. Drama club members gain

experience in promoting, advertising, and producing live theater. Drama club members are not necessarily actors on the stage, although many are. See Mrs. Baker with any questions.

Drumline - Drumline is open to any student in grades 7-12 who would like to join. Students do not need any prior musical experience and they do not need to know how to read music. Rehearsals are scheduled after school and some evenings as necessary. Drumline performs at home football games, girls' basketball games, all send-offs, and other celebrations as requested. Drumline is a lot of fun and a great way to show your school spirit. See Mrs. Baker for more information.

Effective Schools Committee - The Effective Schools Committee is a club that gets involved with students, staff, and the community. It is a club for students in grades 7 through 12. We host the annual Talent Show, as well as sponsor various events throughout the school year. We meet on the first Thursday of every month in the cafeteria at 2:35.

Environmental Club - If you want to make a difference in the World ... if you want to see a better future ... if you care about the Earth and all its inhabitants ... come join the environmental club. We hope to make more students and teachers aware of the small steps that can be taken to change the quality of life on Earth. Our group meets bi-monthly to plan ways to get awareness out to the school and community. Group activities include; Earth Day, community nights, tree planting, and recycling campaigns. See Mrs. Darby or Mr. Spath for more info.

FBLA - FBLA stands for Future Business Leaders of America. The purpose of this club is to provide students with opportunities and leadership skills. FBLA participates in community service activities, fundraisers, and competitions. This club is open to 8th – 12th-grade students and meets on the 2nd Thursday of each month.

French Club - French Club is open to all French students in grades 7-12 who wish to explore hands-on aspects of French culture. The club meets on the third Thursday of the month during 10th period in Room 105. Refreshments are provided. Members of the French Honor Society usually coordinate activities, with input from club members. See Mrs. Hendley for more info.

***French Honor Society (Saint Sacrement Chapter)** - Students who meet academic requirements are invited to join La Société Honoraire de Français. These requirements include a final average of 90 or above in French and a final average of 80 or above for other classes. Membership is open to juniors and seniors currently enrolled in a French class. An induction ceremony is held in November. Members meet once a month and are responsible for helping to plan and run French Club meetings.

Gaming Club - Gaming Club is an opportunity for students to socialize and have fun together based on their hobby of playing video games. Students will have an opportunity to play multi and single-player games and discuss gaming strategies and preferences.

Interact Club - Interact Club is a Rotary-sponsored youth service group that develops fellowship and leadership through community service events. Meetings will be on the second and fourth Wednesday of the month. See Mrs. Kandora in Room 108 for more info.

Intramurals - Any student, grades 7-12, can put together a team to play after school 10th period. Three Intramural sports seasons are offered in the Fall, Winter, and Spring. (Intramural Sports offerings vary by year.)

Jazz Ensemble - meets before school on Friday mornings at 7:15. All members of the junior and senior bands are eligible to join. If you are not in band, membership will be determined by audition. All members of the Jazz Ensemble must be able to read music. Jazz ensemble performs in regular school concerts, on the Dollars For Scholars Annual Cruise, and at various command performances throughout the year. See Mrs. Baker (Room 118) with any questions you may have.

Junior High Art Club - The Junior High Art Club is open to all 7th and 8th-grade students who are interested in creating arts and crafts. We will be using mediums and techniques that are not used in the 7th-grade art classes for many of the projects. Each month, a different theme will be selected, for example, candle-making, acrylic rock painting, and hand-made journal books will be anticipated themes that will be offered during 10th period every Monday. To become a member, students should attend the first meeting in the fall.

***Junior Honor Society** - The Junior Honor Society recognizes student achievement while helping members develop in leadership, character, and service. 7th and 8th-grade students with an academic average of 90.0 or higher are invited to submit information about their involvement in leadership, service, and community activities. This information is used in the selection process, which begins in the third marking period and culminates with a May induction ceremony. Membership continues through the end of ninth grade. Please refer to the Senior National Honor Society guidelines for further criteria.

Kinder-Seniors - Lake George High School Seniors engage with Lake George Kindergarten students in various literary, STEM, science, and math activities. This experience will enrich the beginning and end of a student's life at Lake George

CSD. Seniors will model skills.

The Lake Take - The Lake Take is our student-created and operated school newspaper. We print our newspaper throughout the year, primarily in an electronic format. We would love to have you share your talents in writing, photography, layout, and/or design!! Our meetings are flexible and we are always looking for new ideas. Share your voice today! See Mrs. Olson if you are interested.

Mock Trial - Are you passionate about the law, public speaking, or problem-solving? Mock Trial can be an extremely fulfilling activity to pursue. Mock Trial is a competition where students simulate a real trial. The trial concerns an official case that remains the same throughout the entire academic year. Open to students in grades 9-12.

Multi-Media Club - Media Club is made up of dedicated students who help produce many of the biggest school events. The club helps with Bravo, Talent Show, the School Musical, and many other special events throughout the year. Members learn to program and run lighting control modules, use microphones and mix sound for a variety of productions, and integrate technology for large presentations. Members are expected to be available for evening commitments.

***Odyssey of the Mind** - This program is coordinated through the Gifted and Talented teacher and each year we have at least one team compete in this problem-solving experience. The number and challenges of the team depend on student interest. Offered based on student interest.

Peer Mentoring - Peer Mentoring is an upper-classmen mentoring program designed to align older high school students with 7th graders to assist them with the transition to high school. It is open to 10th-12th graders.

Quiz Team - Do you like trivia? Are you competitive? Come find out about our school's Academic Quiz Team. This team is open to students in grades 8 through 12. Our team competes against other area high schools as part of The Post-Star Academic Bowl. The games are a little like Jeopardy matches, except four students at a time play as a team.

SADD - Students Against Destructive Decisions (SADD) is a group of students who want to make a difference in the lives of their friends and peers. We take on issues that are destructive and try to educate and encourage students to be healthy and safe. SADD is open to any student in grades 7-12 who cares enough. Come and join us! Meetings are on the first Wednesday of every month.

Senior High Art Club - Open to all students in grades 9-12 who want to explore fun projects such as darkroom photography, glass jewelry making, metal enameling, and painting. No experience is required. The club also participates in art-based community service projects and gallery visits throughout the year. See Mrs. Connolly in Room XXX to sign up or to get more information.

***Senior National Honor Society** - The National Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. To be eligible for membership ideals of leadership, service, character, and scholarship are considered for selection.

Leadership - The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

Service - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance is gladly available and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities

- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Do committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students
- *Character* - The student of character:
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit from the mistakes of others
- Actively helps rid the school of bad influences or environment.

Scholarship - The student who demonstrates scholarship:

- Has a 90% cumulative average in credit-bearing classes and is in grade 11 or 12.
- Maintains high honor roll status.

Students academically eligible are notified and, if interested, are asked to fill out an activities sheet. A list of those interested is distributed to the faculty, who then evaluate these students in the areas of character, leadership, and service. A point system has been devised to allow applicants to be listed in rank order by average points accrued on evaluations. These evaluations are then considered and membership determined by the Junior and Senior Honor Society Councils. Students who are named to Honor Society membership are so advised and officially inducted at a formal ceremony.

Senior Select Chorus - The Vocal Chords meets every Wednesday 10th period. You don't need to be in chorus to be in this group, but you need to commit to coming to our rehearsals and be willing to perform in some community performances. (Performances previous years have been at the Great Escape, The Sagamore, The Hyde Collection, and yearly for the Rotary Club.) This looks great on that college application. See Mr. Alecci for details.

Spanish Club - Open to any Spanish student in grades 7-12 who would like to know more about the Hispanic culture such as food, music, dance, art, games, etc. The club will meet on the third Thursday of every month during 10th period in Mrs. Cornell's room. See Mrs. Cooper or Mrs. Cornell for more information.

***Spanish Honor Society (Reina Sofia Chapter)** - The Reina Sofia Chapter of La Sociedad Honoraria Hispánica is an organization, which recognizes high achievement in Spanish by students of secondary schools, and it is used to promote continuity of interest in Hispanic Studies. Any secondary school student who has maintained an honor average (90% or above) in the study of Spanish for a minimum of three semesters may apply for membership.

Spectrum - Spectrum is a student-run club that supports young people in creating, strengthening, and sustaining our school environment as a safe and positive place for all. The focus of this club is to allow members to support each other, create awareness about diversity, and talk about issues related to sexual orientation and gender identity. This group of students may be involved in discussions and activities related to discrimination, harassment, and violence in schools.

***Student Council** - The Student Council is an organization formed to represent the student body. Members include each class president and two student council representatives from each class. Officers are elected by grades 7-12 every spring.

Technology Club - Technology Club is open to all High School Technology students. This year we will be doing our annual fundraiser by producing and selling Adirondack Chairs. Proceeds are used to fund club functions and are also used to sponsor families in need through Operation Santa Claus. See Mr. Gengel for more information.

Varsity Club - Varsity Club is a group of dedicated student-athletes who partake in various community service projects and fundraisers in the area along with dedicating time and effort to improving our school's athletic standards. Our varsity athletes lead by example and always put forth the significant effort. We take pride in athletic involvement and sportsmanship both on and off the field.

Vex Robotics Club - The Robotics team was established in 2016. Students competing on the team are enrolled in Tech Ed electives and are looking to expand their engineering experience. The team has earned 21 awards in the last 3 years. See

Mr. Stroebel for more information.

Weightlifting Club - The Weight room opens for club use Monday, Wednesday, and Friday from 2:35-3:15 the first Monday after Thanksgiving thru the end of the school year. You must sign in when you use it and you may come as often as you like or your schedule permits. We offer training on the use of the equipment and will help you set up a personalized program that fits your needs and goals.

Yearbook Club - You will cherish many of your high school memories, so why not create something to help keep these years fresh in your memory? We are always looking for creative, hardworking individuals with interests in writing, photography, and design. We meet every Monday. For more information see Mrs. VanVlack.

5830 - ACTIVITIES

All students are to demonstrate behavior as stated in this document. Behavior while attending special events such as athletic events, concerts, theater productions, dances, and field trips should conform to the Code of Conduct and the occasion. Directives of supervisors at these events are to be followed.

Disciplinary measures range from a reprimand to suspension from activities and/or school.

A special set of Athletic Training and Behavior Rules applies for those students who earn the privilege of representing the school on interscholastic athletic teams. These rules are reviewed separately with team members by all coaches.

PLANNING AN ACTIVITY

At least two weeks prior to the event, obtain an application form from the office to be completed by the sponsoring group and forwarded to the Student Council, which will then send it to the Principal for final approval or rejection.

Outside organizations must also make written applications for use of the building and forms may be secured in the main office.

PREPARATION FOR ACTIVITY

Pupils should plan decorations so they are not excused from classes for this work. If decorating needs to be done the afternoon or evening before, be sure to arrange with the principal or designee so that the next day's activities are not necessarily changed at the last minute.

FOLLOWING THE ACTIVITY

Put money in the safe. All decorations are to be taken down and the building restored to its former condition.

RULES GOVERNING ACTIVITIES

1. All activities must end by 9:00 p.m. unless approved by the principal to go longer.
2. Any teacher present has complete authority over any student from any school.
3. No student below grade 7 will be allowed at any activity unless accompanied at all times by a parent.
4. Once a student leaves the building, he/she will not be readmitted.
5. Use or consumption of tobacco and tobacco products, alcoholic beverages, or illegal drugs is not permitted at any school function.
6. Food and beverages are to be consumed in the designated areas only (not in the auditorium or gymnasium).
7. Discourtesies or infractions of rules will cause the withdrawal of privileges, or some other disciplinary action.
8. Students should obtain permission from the Principal prior to bringing a guest to any school dance.
9. A student who attends an activity under the influence of alcohol or drugs will be detained by the Principal or chaperones, and parents will be called to pick up the student and appropriate consequences will occur.

ALL EVENTS HELD IN THE GYMNASIUM

1. Food and beverages are not allowed in the gymnasium.
2. Student spectators are to be in the lobby or gym only.
3. Students are to leave the gym only during halftime, and/or between games. They should be back in their seats before the game resumes.

4. No one except players or coaches will be allowed in the locker room.
5. Only cheerleaders and advisors are allowed in the cheerleaders' dressing room or hall leading to their room.
6. Only team members in uniform are to use the court.

ALL EVENTS HELD IN THE AUDITORIUM

1. Food and beverages are not allowed in the auditorium.
2. If it is necessary to enter or exit the auditorium, please wait until after a scene has finished, or a group has performed. Use rear exits only.
3. Kindly do not use flash cameras during a performance as this is very distracting to the performers.
4. Please remember that talking during a performance is distracting to the performers and an annoyance to those around you.

RULES GOVERNING NIGHT ACTIVITIES ON THE FOOTBALL FIELD

1. Any teacher present has complete authority over any student from any school.
2. No student below **7th grade** will be allowed at an activity unless accompanied at all times by an adult.
3. Once a student leaves the site, he/she will not be readmitted.
4. Use or consumption of tobacco and tobacco products, alcoholic beverages, or illegal drugs is not permitted at any school function.
5. A student, who attends an activity under the influence of alcohol or drugs, will be detained by the principal or chaperones and parents will be called to pick up the student.
6. Students attending the event must be present to watch the game. No side football games or activities will be tolerated.
7. Students are expected to respect neighbors and their property when entering and departing the events. A violation can lead to exclusion from athletic events as a spectator.

PROCEDURES FOR USE OF LIGHTS ON UPPER FIELD

The lights were designed and donated for fall sports, so the following procedures have been designed for that purpose.

1. Practices will be limited to one (1) only the week of the night game and must be finished with lights off by 9:00 p.m.
2. Games will start no later than 7:30 p.m. and lights will be turned off no later than 11:00 p.m.
3. Announcements will be made prior to all events regarding respect for neighbors' properties when arriving and departing from events as well as parking in the area.
4. Schedules will be forwarded to emergency squads, police, and other appropriate agencies for assistance at night events.
5. The principal and/or athletic director will determine any other appropriate uses of the field.
6. A utilization form is available for requests of outside organizations, but this request should only be granted on rare occasions.

SECTION II CODE OF CONDUCT

5870 - EDUCATION-BASED ATHLETICS AND INTRAMURALS

Lake George Jr.-Sr. High School offers the following sports:

BOYS	GIRLS	CO-ED
Baseball	Basketball	Alpine Skiing
Basketball	Cheerleading	Bowling
Cross-Country	Cross-Country	Intramurals
Football	Golf	Nordic Skiing
Golf	Softball	Unified Basketball
Soccer	Soccer	

Tennis	Tennis
Track	Track
Wrestling	Volleyball

School Colors - BLUE AND WHITE

Students must be in attendance for a minimum of 7 periods, and/or at the administrator's discretion, during the school day to participate in extracurricular activities or sporting events and practices. Students, who fail to maintain passing work in academic courses will be counseled by the coach and classroom teacher. If no improvement is made the student may be suspended from activities by the advisor or coach.

Students who are on disciplinary school suspension will not be allowed to participate in extracurricular activities during the time of the suspension.

ATHLETIC EDUCATIONAL PHILOSOPHY

We believe that every student in the Lake George School District is entitled to an equal opportunity athletically that will develop the individual potential to the maximum and enable each to become a useful and participating citizen in our democratic society.

Knowing that each student is an individual and that wide and complex differences exist among students and their abilities, we shall make every effort to provide an athletic program that will meet the needs, abilities, aspirations, and interests of each child.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual goals. The district will provide every student with equal opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

ATHLETIC PLACEMENT PROCESS (APP)

The APP is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness, and skill. The intent of this program is to provide for students in grades 7 through 12 to safely participate at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness, and skill, so the student may be placed at a level of competition that should result in increased opportunity, a fairer competitive environment reduced injury, and greater personal satisfaction.

The APP was designed for mature and exceptionally skilled students to advance to an upper level and less developed students to participate at an appropriate lower level that is suited to their development and ability. The program is not to be used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified program is offered, or to reward a student. It is aimed at the few select students who can benefit from such placement because of their level of readiness. It will also be fairer to the other students on the modified teams.

5880 - ATHLETE'S RULES OF CONDUCT

Team members are expected to be good citizens representing our school and community. Student-athletes will jeopardize team membership if school rules, attendance rules, or laws are violated. Violations of school rules or civil law will result in disciplinary action. The principal and athletic director will review the student's team membership and appropriate penalties will be imposed. Student-athletes interested in developing their athletic talents and potentialities will not subject themselves to possessing or using alcoholic beverages, tobacco, drugs, or any drug/tobacco paraphernalia as defined within the District's

Code of Conduct.

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges 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 official imposing the suspension to discuss the conduct and the penalty involved. If the student or parent wishes to appeal the decision please refer to the student handbook appeal process 5313.4. During the appeal process students shall not participate until the appeal is complete or the penalty is served (whichever comes first).

After such conference, any team member found in violation of the District's Code of Conduct will be subject to the following:

1. The use and/or possession of alcohol, tobacco, and/or any drugs, drug/tobacco paraphernalia (as defined in the District's Code of Conduct) by any student are prohibited.

A **FIRST** violation to the above alcohol/drug/tobacco policy will result in:

- A loss of 25% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participated. Sectional, regional or state games are NOT exempt from this rule.
- All policies and related consequences from the District's Code of Conduct will be followed.
- At the discretion of the athletic director and /or principal, the option may exist for the student-athlete to only practice with the team while ineligible to participate in scheduled contests.
- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

A **SECOND** violation to the above alcohol/drug/tobacco policy will result in:

- A loss of 50% of the current season's scheduled contests. This suspension may carry into the next sport season or the next year in which the student participates. Sectional, regional or state games are NOT exempt from this rule.
- All policies and related consequences from the District's Code of Conduct will be followed.
- At the discretion of the athletic director and/or principal, the option may exist for the student athlete to only practice with the team while ineligible to participate in scheduled contests.
- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

A **THIRD** and any subsequent violation to the above drug/alcohol/tobacco policy will result in:

- A loss of all education-based athletic activities for 1 calendar year (365 days) from the date of infraction.
- All policies and related consequences from the District's Code of Conduct will be followed.
- When a suspension is carried over to the next sport season, the athletic director and/or principal will use their discretion to determine if the athlete may try out after the season begins and/or practice with the team while ineligible to participate in scheduled contests.
- If Applicable, notification will be provided to club/extracurricular/honor society/other school organizations (Local/State/National) which may result in further disciplinary consequences from that group/club/organization.

THESE VIOLATIONS ARE CUMULATIVE THROUGHOUT A STUDENT'S ENTIRE ATHLETIC CAREER, GRADES 7-12. A STUDENT MAY NOT RETURN TO ANY ATHLETIC PARTICIPATION IF HE OR SHE HAS NOT SATISFIED ALL THE CONDITIONS IMPOSED FROM EACH VIOLATION.

- Scheduled contests are defined as actual games used in the team's overall record.
- Scrimmages/exhibitions are not contests therefore at the discretion of the athletic director and/or principal, the option may exist for the student athlete to scrimmage with the team while ineligible to participate in scheduled contests.

The above drug/alcohol/tobacco policy is in effect on and off school time and on and off school property during the time that the student is participating in education-based athletics. Participation in education-based athletics begins per NYSPHSAA official fall, winter and spring start dates and ends on the last day of the particular season. This applies whether the athlete is registered or not at the time of infraction. The attendance of student athletes at gatherings of student(s) at which alcohol and/or drugs are consumed are prohibited. Actual consumption of alcohol and/or use of drugs are not a prerequisite for establishing a violation of this rule. Any student athlete who has agreed to this code of conduct and who is found to have voluntarily remained within the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether he or she consumes or uses any substances. Student athletes found to be violating this policy on or off school property or on and off school time are subject to the above rules, regulations, and consequences. No student athlete will be deemed to have violated this rule, if he or she can, to the satisfaction of the athletic director and/or principal, prove his/her innocence and/or any extenuating circumstances connecting them to the gathering.

2. Academic Standing - an athlete is expected to maintain a satisfactory academic standing while participating in sports. The Eligibility/Probation Policy as stated in Section 5805 of the Student Handbook is now in effect for all students.
3. Cases of misconduct on and off school time and on and off school property during the time that the student is participating in education-based athletics (as defined within the District's Code of Conduct) during the student's athletic season will result in disciplinary action. A season suspension could result depending on the severity of misconduct.
4. Student Athletes serving a suspension (in-school or out-of-school) are not allowed to participate in practices and/or contests (as defined within the District's Code of Conduct) until the suspension period and re-entry meeting is concluded.
5. Failure to attend practice sessions or events shows an irresponsible attitude toward team goals. Athletes who are missing from practice without prior notification to their coach do not show concern for the welfare of the team. Two such infractions by an athlete may result in a season suspension.
6. Insubordination by an athlete towards his coach may result in a season suspension.
7. All of the preceding rules are in effect for the entire season of each sport's season in which the student is participating.

MISCELLANEOUS ITEMS/RULES

- An athlete must be in school for a minimum of 7 periods and/or at the administrator's discretion, in order to participate in that day's practice/game.
- All those involved in education-based sports are expected to follow the district's anti-bullying policy.
- Any acts construed by the coach, athletic director or administration, as hazing will be considered a code of conduct violation.
- Once an athlete is selected for a team, he/she may not quit that team to join another during that sport season without

permission from the coach & Director of Athletics. This ALSO applies if an athlete has been dismissed from a team for disciplinary reasons.

- Students who do not participate in a scheduled Physical Education class may not participate in a practice or contest that day unless they have a legal excuse (defined in the student handbook).
- Outside Competition: If a Lake George athlete chooses to participate in a club sport, during a season, it should be with the understanding that the commitment to the school team will take priority over the club sport for practice and games.
- Camps: The Lake George coaching staff realizes that camps enhance skill development and provide increased opportunities for athletes to participate in their respective sports. Lake George however, does not sponsor nor require attendance at camps. They are not a mandate or pre-requisite for selection to any team. Our coaches will provide information on different camps when requested to do so and will encourage our athletes to attend when there is an interest.
- No jewelry (which includes visible body piercing objects) shall be worn in any sport. Religious medals must be taped to the body and under the uniform. Medical medals must be taped to the body so they are visible. Soft, pliable barrettes are permissible. Note: The sport of golf is exempt from this rule.

PARENT PICK UP/TRANSPORTATION

In the interest of our athletes' safety, we require our players to ride to athletic contests on the school bus. We also strongly encourage athletes to ride back to school on the bus as well. However, an athlete may be released to a parent or legal guardian using the following procedure:

Coaches will have a list with the names of each athlete's legal guardians. Coaches may release athletes only to the student's parent or guardian. Coaches may ask the parent or guardian for identification prior to releasing. (There are exceptions to this procedure as outlined below).

- Any release to a parent will include a sign out process. The parent or guardian and the coach must make a face-to-face contact and the parent/guardian must sign a release form.
- There will be a release time developed by the coaches of individual sports so that parents know when they can pick-up the student athlete after the contest.
- Students will always ride the bus home if a parent/guardian is not present to pick them up. Teams will not wait for a parent who is not present at the release time.
- Coaches will encourage teams to travel on the bus.
- Under no circumstances are student-athletes to obtain transportation to and/or from an event with other students. Student-athletes are not allowed to drive themselves to and/or from an athletic event.
- Under extraordinary circumstances (for example: SAT Exams, medical reasons, unavoidable personal situations, etc.) parents may obtain permission in advance for their son/daughter to be transported to and/or from an away contest by another adult (non-parent/ non-guardian) after submitting an Athletic Trip Release Form (which can be completed online at www.lkgeorge.com – Athletics tab) to the main office a minimum of 24 hours in advance of the event.
- In the event of an immediate emergency situation parents/guardians should contact the High School Principal or Athletic Director. (*Coaches will use their professional judgment in emergency situations if the Principal and/or Athletic Director is not able to be reached.)

Lake George Spectator Bus Procedure

As a privilege and upon request, the District may provide a spectator school bus. Below is a checklist of guidelines students need to understand and meet in order for the request to be approved. For athletic contests over 1 hour and 30 minutes in distances away, it is recommended that LG Athletic Booster Club be contacted to investigate a charter bus.

Student Spectator Bus Procedures Checklist

	Date/Initials
Student must initiate the request at least two (2) days in advance to the High School Principal.	
Each student interested in participating understands: <ul style="list-style-type: none"> - A \$10 deposit and a signed permission slip must be submitted to the main office the day before the event. - The \$10 deposit will be returned once they arrive at the destination. - Any student who does not show up for the bus forfeits their deposit. 	
A minimum of 20 prepaid deposits must be received for the spectator bus to be offered.	
One staff/faculty chaperone will be needed per 20 students.	
When this checklist is submitted: <ul style="list-style-type: none"> - The Principal (or designee) will inform the student body via the morning and afternoon announcements and include them in the daily bulletin. - The Principal (or designee) will communicate with faculty/staff about the need for a paid chaperone for the spectator bus. 	
Students understand this privilege will be for Lake George Jr.-Sr. High School students only (no guests are allowed).	
Students must ride to and from the contest on the bus (no exceptions).	
Students must be in good standing academically/behaviorally with the approval and signature of the Principal (or designee) before reserving a spot.	
Spectator school buses will not be considered for overnight trips.	
Spectators will be returned to the Jr.-Sr. High School at the conclusion of the event.	
Students understand the spectator bus is subject to bus/driver availability and weather conditions.	

Disciplinary measures:

When a student is suspended from riding the bus, parents will be responsible for providing transportation to and from school. Disciplinary measures range from a reprimand to suspension of bus privileges, or in/out of school suspension.

5890 - CONCUSSION MANAGEMENT SCHOOL POLICY

The Board of Education of the Lake George Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have

serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

A concussion is an injury to the brain. A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from a concussion will vary. Avoiding re-injury and overexertion until fully recovered are the cornerstones of proper concussion management.

While District staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity, shall be removed from the game, activity, or class and be evaluated as soon as possible by an appropriate health care professional. The coach/physical education teacher or staff members in charge will notify the student's parents or guardians and recommend he or she see a physician.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.

If a student is suspected of having a concussion, the student shall not participate in physical activities until authorized to do so by an appropriate health care professional. Any student who continues to have signs or symptoms upon return to activity must be removed from play and be reevaluated by their general physician. The district appointed medical director will make the final decision on return to activity in all unresolved or inconclusive matters that are not resolved by the student's general physician. (Adopted: May 8, 2012. Amended: August 9, 2016)

AFTER SCHOOL CONCUSSION MANAGEMENT: SPORTS/ACTIVITIES

SEASON PROTOCOLS

Parents and Students

All parents and students will have access to the Lake George Education Based Athletic Handbook which includes an explanation of the district's Concussion Management Policy and Return to Play (RTP)/Return to School Protocols (RTS). A parent/guardian must sign a permission slip prior to participation in athletics acknowledging receipt and understanding of the document. The Lake George Education Based Athletic Handbook can be found at www.lkgeorge.org (athletics tab) or the athletic director can be contacted in order to obtain a hardcopy.

Coaches, Physical Education Teachers, School Nurses

All coaches/physical education teachers, school nurses, and appropriate staff members receive appropriate training per New York State guidelines. All suspected concussions will be reported by the coach/physical education teacher or staff member to the nurse, so he/she may follow up with the family and private health care providers as indicated. If a student with a known head injury in the season prior resulted in the student missing the remainder of that season he or she should have medical clearance to participate in the current season and it may be determined that he or she follows the RTP protocol.

Athletic Director

The athletic director will ensure that all coaches/physical education teachers are trained, understand concussions, and familiar with the RTP protocol. The athletic director will make certain all coaches are using the concussion checklist.

Staff Roles

- Coach/Physical Education Teacher or Appropriate Staff Member:

If a trained medical person is not available, the coach/physical education teacher or appropriate staff member will evaluate

whether the student has sustained a head injury, by observation, concussion checklist, and collaborative eyewitness accounts from teammates. If the student describes ANY symptoms or demonstrates any signs of a concussion per the concussion checklist:

- The student will be immediately removed from play and will not be allowed to return to play in the current game or practice.
- The student will not be left alone; the coach/physical education teacher or staff member will do his or her best to contact a parent. Close monitoring should be done following injury by the coach or the parent. At any sign of deterioration, medical help must be immediately sought by calling 911 and parents must be notified.
- A player must be medically evaluated by a private physician following a suspected concussion, even if symptoms have resolved or are fleeting.
- A student who receives an injury that results in the appearance of any concussive symptoms may not return to play. The coach will not be making a medical determination for RTP.
- 911 must be called if a student loses consciousness.
- The school nurse will follow-up with the student medically throughout the five-day RTP protocol. If the student exhibits any symptoms of a concussion, the student will not be able to resume the return to play protocol and the nurse will notify the parent and request the student return to his or her physician.

- School Nurse:

The school nurse will contact the student and parents following a head injury to discuss the severity of the injury. The school nurse will also document whether the parent sought medical care and/or notified a private physician of the injury. If the parent did not seek proper care, the nurse will advise the parent to have the student evaluated as soon as possible. * The nurse shall receive copies of all physician notes. The school nurse will consult with the coach/physical education teacher or appropriate staff member and fill out an accident report. The school nurse will notify all appropriate staff/faculty about the student's injury to ensure proper management of the injury. The school nurse will notify guidance counselors when a note from a physician states accommodations for learning is recommended. The school nurse will advise the parent to contact the student's counselor if learning problems appear to develop during the healing phase.

When the private physician releases the student for RTP, the school staff shall interpret that as the child having had 24 hours free from all symptoms and, therefore, has been cleared to begin the five-day graduated stepwise program. The private physician's clearance "without restriction" is not a determination for the student to return to regular play. It is only a clearance for the student to begin the RTP procedures. In order for the student to return to normal activity or competition immediately, a note from the physician must specify the student never suffered from a concussion. The nurse will work in conjunction with the Athletic Director to inform his or her coach/physical education teacher of the injury. The nurse will follow-up with the student throughout the five -day RTP protocol. If any symptoms reoccur, the student will not be able to continue the RTP protocol and the nurse will contact the parent and advise further follow-up with their physician. The district physician will ultimately be responsible for permitting a student to return to play.

*Any outside physician visit is subject to parental expense unless district policy suggests differently.

BORDERLINE/UNRESOLVED CALLS

Staff is asked to adhere to the simple philosophy of, "WHEN IN DOUBT, SIT THEM OUT!" If there is any doubt whether a student has sustained a concussion, it will be treated as a concussion. The student will be referred to his or her physician and if the physician notes he or she never suffered a concussion, the student may return to regular play or competition. Unresolved cases where no outside physician was sought or if evidence of symptoms is still present (e.g. learning difficulties) will be referred to the district appointed medical director and he or she will make the final determination on whether RTP should be followed. The district appointed medical director may request an evaluation of the student and/or ask to evaluate the student to assist in making the final determination.

Concussion Management

Return to Play (RTP) Protocol

There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. If the student is having difficulty performing “normal” activities that may affect academics, parents should contact his or her child’s guidance counselor and/or teachers. Return to play following a concussion involves a day-by-day progression once the student is symptom free for a minimum of 24 hours. No student should return to play while symptomatic. Students are prohibited from returning to play the day the suspected concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student is symptom free for 24 hours and has a signed release by the treating physician, he/she may begin the return to play progression below (provided there are no other mitigating circumstances). The Lake George School District will follow guidelines based on the National Federation of State High School Associations NFHS model listed below:

Step 1: Light aerobic exercise- e.g. 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises

Step 2: Moderate aerobic exercise- e.g. 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training and other exercises

Step 4: Full contact practice or training

Step 5: Full game play

Once asymptomatic, each step will take place per 24-hour period. If any post-concussion symptoms occur while in the program, then the student must be reevaluated by the student’s physician and will return to day one of the program after the student has been medically cleared and asymptomatic for 24 hours.

Return to School

Following a concussion, a student may have difficulty in school. This may include but are not limited to the following symptoms: difficulty concentrating, sensitivity to bright lights, and difficulty with tasks that require sustained concentration. It is important that parents, students and the school work together to develop accommodations to help with the healing process.

Return to School (RTS) Protocol

Responsibilities of the School Nurse after notification of student’s concussion:

1. The athlete will be instructed to report to the school nurse upon his or her return to school.

At that point, the school nurse will:

- a) Check-in with the student.
 - b) Provide individualized healthcare plan based on the athlete’s current condition, recommendations from the athlete’s physician and the athlete’s medical and educational needs as identified by his/her physician.
2. Notify the student’s guidance counselor of the educational needs as identified by his/her physician.
 3. Notify the student’s PE teacher of any restrictions as identified by the physician or the parents.
 4. Check in with the athlete at least once per school day during the RTP process. Ask the athlete to check in during free periods or lunch or if they are experiencing any issues during the day.

Responsibilities of the student’s guidance counselor:

1. Once notified by the school nurse, monitor the student closely and recommend appropriate academic accommodations when he or she exhibits symptoms of post-concussion syndrome.
2. Communicate with the school health office on a regular basis, to provide the most effective care for the student.

3. Communicate with student, student's parent(s), and teachers

Responsibilities of the student's teachers:

1. When notified by a guidance counselor, monitor the student closely and work with the guidance counselor to recommend appropriate academic accommodations when he or she exhibits symptoms of post-concussion syndrome.
2. Communicate with the school health office on a regular basis, to provide the most effective care for the student.

All teachers interacting with the student (including the physical education teacher): Teachers can often help observe changes in a student, including symptoms that may be worsening. Teachers are also in a position to interact regularly with the student's parents, thereby providing a channel to obtain and share information with them about the student's progress and challenges.

Responsibilities of the student's parents:

1. Notify the school nurse of concussion (if sustained other than when engaged in school activity) Understand what a concussion is and follow physician's orders.
2. Limit their child's activities that require concentration or mental stimulation, providing cognitive rest. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed, as well as a gradual progression back to full academic work.
3. Communicate with their child's teachers, guidance counselor, and nurse if learning difficulties occur.
4. Encourage their child to get plenty of sleep and rest.

Responsibilities of the student:

The student: The affected student should be "in the loop," and encouraged to share his/ her thoughts about how things are going, and symptoms he or she is experiencing. The student should receive feedback from the rest of the team that is appropriate to his/her age, level of understanding, and emotional status.

Resources:

U.S. Department of Health Center for Disease Control and Prevention <https://www.cdc.gov/headsup/index.html>

New York State Public High School Athletic Association <http://www.nysphsaa.org/>

Dr. Martin Breen, MD, Glens Falls, NY, Pediatrics, Medical Director, Lake George Central School

Dr. Cynthia Devore, Medical Director, Monroe #1 BOCES

6000 FISCAL MANAGEMENT

6250 - TEXTBOOKS

The school with the following regulations issues textbooks in all subjects:

1. Textbooks are issued by teachers to students in their classes.
2. Each student will write his or her name in the panel provided on the inside of the front cover of each textbook issued.
3. Students will pay for any unnecessary wear, destruction, or loss of textbooks.
4. No textbook or school property will be assigned to students for the following school year if previous year textbooks/school property has not been properly returned or paid for.

7000 FACILITIES

7010 - PROTECTING VALUABLES

The school is not responsible for valuables, which are lost or stolen while a student is attending school. Students wishing to have valuables protected while they are in attendance should deposit them in the office at the beginning of school and collect them at the close of school. Students who bring money to school and leave it in their lockers run the risk of having it stolen. The school is not responsible for valuables left in lockers.

7020 - LOCKERS

Lockers are the property of the school district and are provided for books, coats, etc. They are assigned at the opening of school. Students are to use only the lockers assigned to them and should not share their locker combination with anyone. Gym lockers will be assigned by physical education teachers for gym clothes.

Because lockers are the property of Lake George Jr.-Sr. High School, students are responsible for the condition of the lockers and will pay for damages.

7050 - SCHOOL BUILDING FLOOR PLANS

Floor Plans of the Jr.-Sr. High School are available in the main office for student use.

8000 SUPPORT SERVICES

8120 - ACCIDENT PREVENTION AND SAFETY PROCEDURES

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
- Immediately report any unsafe practices by anyone in the building or on the grounds;
- Ride bicycles only on the streets, not the sidewalks. Bicycles are to be parked in the rack provided by the school, located just outside the north door. Pleasure riding on the school grounds is prohibited during school hours.

EYE SAFETY DEVICES

Eye safety devices are provided for all students, instructors, and visitors who are engaged in or observing the use of materials or equipment, which may potentially damage eyesight.

8121 - FIRST AID

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

- No medical treatment except first aid is permitted in school;
- A master first aid kit shall be kept and properly maintained in the school and on each school bus;
- No drugs shall be administered to school personnel unless authorized by a physician;
- Parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
- In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency sheet followed. In extreme emergencies, arrangements may be made for the Rescue Squad to transport the child to Glens Falls Hospital.

8130 - EMERGENCY PLANS

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a drill of the Emergency Management Plan, including practice in sheltering students and staff, and early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such drill at least one week prior to the drill.

8132 - FIRE DRILLS

PROCEDURES

Fire Drills will be held during the first week of school and periodically thereafter.

All teachers will explain the fire drill procedures and take the class through the procedure during the first two days of school.

Pupils will leave the building quietly and in an orderly fashion and will remain approximately one hundred feet from the building until the all-clear signal has been given.

Maps and directions for exiting the building during emergencies are posted in each room.

Please see the cell phone policy within this handbook.

8134 - EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. The following radio stations carry announcements of emergency school closings: 98.5 WCKM, WWSC, Y-96, WENU in the Glens Falls area, WGY in Schenectady, and WROW in Albany, and on Channels 6, 10, and 13 on local TV channels. Information will also be posted on the school's website: www.lkgeorge.org.

If no report is heard, it can be assumed the schools are opening on time.

8400 - TRANSPORTATION

Transportation is provided to students who live more than one mile from the high school building. Questions about the school transportation program should be directed to the Director of Transportation at (518) 668-2131. For further information, see 5320, Safety Instructions for Students in Bus Travel, above.

8520 - FREE AND REDUCED-PRICE FOOD SERVICES

The nutrition of district students is an important factor in their educational progress. The school, therefore, participates in federally funded school breakfast and lunch programs and shall provide free or reduced-price food services to qualified district students.

Information and applications will be sent home with students on the first day of school each year and are also available in the business office throughout the school year.

9000 PARENT SIGNATURE FORM/FERPA

Parent/Student Signature Forms are on the next page. Please read, sign and date all areas on the form and return to school by opening week.

2023-2024

Student Handbook & Academic Eligibility Policy Acknowledgment

*This page must be returned to school with **REQUIRED SIGNATURES** and Information*

Print Student Name: _____ Guideroom: _____ Grade: _____

The 2023-2024 Student Handbook is available on the school's website. If you do not have internet access and/or wish to receive a hard copy, please email Ana Hladik in the main office (hladika@lkgeorge.org) or call (518) 668-5452 Ext. 1201.

Handbook Acknowledgment:

We read the Student Handbook and understand the student responsibilities and consequences.

Academic Eligibility Policy Acknowledgment for Athletics & Extracurricular Activities:

We read the Academic Eligibility Policy for Athletics & Extracurricular Activities (Section 5805), and understand our responsibilities.

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Directory Information

FERPA defines "directory information" as information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, as defined in federal regulations, includes info such as the student's name, address, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. Lake George CSD shall limit the disclosure of information contained in the student's education records except:

- a. by prior written consent of the student's parents or an eligible student,
- b. directory information or,
- c. under certain circumstances, as permitted by FERPA, state and federal law.

Typical means of disclosure may include school publications, newsletters, newspapers, our student handbook, mailings, postings, school-affiliated websites, military recruiters, or institutions of higher education. For more detailed information, visit <https://studentprivacy.ed.gov>.

If you do **not** want your child's name and/or photo used for any of the above during the **2023-2024 school year**, please submit a written request to the high school main office specifying which items you would like excluded.

A new request will need to be submitted each school year.