

Livingston Manor Elementary School

Parent/Student Handbook

2024 - 2025



Learners Today

Leaders Tomorrow

Welcome to Our School!

The terms and conditions in the student handbook may be subject to change in situations where there are emergencies or changes in law which suspend or modify part of the student handbook.

Dear Parents:

Welcome to the Livingston Manor Elementary School. This handbook is designed to answer some of your questions about school procedures, special services, communications, events and special programs. It also outlines the responsibilities of the faculty, parents and students in the school community. It is important to read and discuss this material with your children.

The elementary program includes classroom instruction in, among other things, language arts, mathematics, health, social studies and science. All the elementary students participate in physical education, art, music, computer and library classes. As you review this handbook, you will find a variety of special programs that are offered to address the needs of individual students, as well.

The Elementary Handbook contains the district's policies on discipline and sexual harassment. At the end of the handbook, you will find a contract. We ask you to please sign and return the contract to your child's teacher.

For students to reach their full potential academically, socially and emotionally, parents, students and teachers must all work closely together. Thank you for your cooperation in this matter. If you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Julie Buck".

Julie Buck
Elementary Principal

TABLE OF CONTENTS

Mission Statement	4
Elementary Faculty	4
Building Procedures	6
Attendance Policy	9
Health Services	11
Special Services and Programs	12
Testing Program	13
Celebrations – Character Education Target Behaviors	13
Your Child’s Success in School	14
Student Responsibilities	14
Plain Language Code of Conduct	16
Student Contract	20
Student Contract	22

Livingston Manor Elementary School Mission Statement

The mission of the Livingston Manor Elementary School is to be the foundation of learning for students who can succeed now and at their next level of education. We believe our children can reach their greatest potential and become healthy, well-adjusted life-long learners. In cooperation with the parents and community, we will provide a curriculum that meets the needs of all students, taught by a supportive staff, in a creative environment, that is safe, nurturing and conducive to learning.

ELEMENTARY FACULTY

PRE-K	Mrs. Fiona Streimer	Room 108
KINDERGARTEN	Mrs. Michele Hemmer Mrs. Lydia Ryan	Room 110 Room 111
KINDERGARTEN – 2ND GRADE	Ms. Nicole Rojas	Room 112
FIRST GRADE	Miss Shana Mavila Miss Barbara Smith	Room 105 Room 106
SECOND GRADE	Mrs. Courtney Darder Mrs. Laurielle Isabella	Room 102 Room 113
THIRD GRADE	Mrs. Stacy Evans Mrs. Jennifer Nichols	Room 103 Room 104
FOURTH GRADE	Mrs. Amy Hicks Mrs. Kimberly Luning	Room 118 Room 101
FIFTH & SIXTH GRADE	Miss Lindsey Bauer Miss Lindsay Fredenburg Mr. Richard Hemmer Mr. Charles Hicks Mrs. Selena Ross Miss Brittany Williams Mrs. Joyce Hoag	Room 137 Room 137 Room 307 Room 309 Room 308 Room 310 Room 410
SPECIAL SUBJECTS	Mrs. Laurie Allen – Kuehn Ms. Rene Carlson Mr. Kevin Clifford Ms. Angelina Coriano Mrs. Calley Erlwein Mrs. Angela Kelly Ms. Jordana Maraj Mrs. Melanie Schwartz Mr. Daniel Smith Ms. Jaime Snow Mrs. Brea Wolcott Mrs. Breanne Wood Mr. Nicholas Wyss	Special Education Remedial Math Physical Education Art Remedial Reading AIS/ESL Teacher Vocal Music Library Instrumental Music Remedial Reading Speech Special Education Physical Education

BOARD OF EDUCATION MEMBERS

Mr. James Buck	President
Mrs. Jill Smith	Vice President
Mrs. Nicole Park	Member
Mr. Ed Gorr	Member
Mr. Chris Tuleweit	Member
Mrs. Marlyn Peters	Clerk of the Board

ADMINISTRATION

Mr. John Evans	Superintendent
Mr. Adam Larson	7 - 12 Principal
Mrs. Julie Buck	Pre-K - 6 Principal
Miss Lauren Marrero	Director of Special Services
Mr. Christopher Hubert	Director of Educational Programs/Services-Asst. Principal
Mr. Jeff Froehlich	Business Manager
Mrs. Tina Dutcher	Assistant School Business Manager/District Treasurer
Mrs. Katrina Johnston	Deputy District Treasurer
Mrs. Lori Hendrickson	School Tax Collector
Ms. Danielle Mann	HR Director
Mr. Ryan Vogler	Director of Facilities
Mr. Stephen Rogers	Cafeteria Manager

SUPPORT STAFF

Mrs. Marlyn Peters	Superintendent's Secretary
Mrs. Deborah Cuttita	Elementary Secretary
Mrs. Rosa Finkel	High School Secretary/Registrar
Mrs. Sylvia Park	CSE Secretary
Mr. Steven Livsey	Network Administrator
Deputy Jason Beebe	School Resource Officer

FULL-TIME AIDES/ASSISTANTS

Mrs. Kimberly Niemann	Attendance Aide
Mr. Joshua Evans	Teacher Assistant
Mrs. Yelena Lundquist	Teacher Assistant
Mrs. Amanda Mattingley	Teacher Assistant
Mrs. Angela Mills	Teacher Assistant
Mrs. Carlee Mills	Teacher Assistant

TELEPHONE NUMBERS

Superintendent	Mr. John Evans	439-4400 ext. 1201
Transportation	Mr. Phil Vallone	439-3713
Health Office	Mrs. Mary Davis – Nurse	439-4400 ext.1214
Lunch/Cafeteria	Mr. Stephen Rogers	439-4400 ext.1223
School Psychologist	Mrs. Janelle Jones	439-4400 ext.1242
Elementary Guidance	Miss Meagan Edwards	439-4400 ext. 1227
	Mrs. Nicole Bishop	439-4400 ext. 3119
Elementary Office	Mrs. Deborah Cuttita	439-4400 ext. 1200

MANOR WILDCATS PTSA

President	Mrs. Danielle Decker-Stone
Vice-President	Mrs. Julie Buck
Treasurer	Ms. Tara Diescher
Secretary	Mrs. Karen Park

BUILDING PROCEDURES

BUILDING HOURS 8:00 A.M. – 2:45P.M.

Students who walk to school are NOT permitted in the building prior to 8:00 A.M. If a parent drives his/her children to school, they may be sent to the cafeteria as early as **7:45 am** but no earlier. Unsupervised students are to leave the building promptly at 2:45 pm. Once the dismissal bell has rung, unless other accommodations have been made (IE-tutoring, practices, extra-curricular, etc.). Late busses are available on Tuesday and Thursday at 4:00 pm for students who need extra help, or participate in sport/extra curricular activities only. Students must have a signed pass from a teacher to board the late bus.

SCHOOL ENTRANCE PROCEDURES

A morning drop-off procedure has been developed for the safety and convenience of the students and their parents/guardians. Students riding the bus will be dismissed from the bus at 8:00am to enter the school. Students in grades 3-6 will enter the main door with the greeter. Students in grades pre k -2 will enter the side door by the kindergarten wing. Supervision for students waiting to enter school will be provided. Students should be dropped off at the door. Parking will be provided in visitor's parking area adjacent to the bus loop for families who wish to walk students to the door. There is also a drop off in the rear of the school near the cafeteria. There is no parking in the back parking for parents who wish to walk their children into school.

Students riding to school in cars will enter the sidewalk on the student drop off loop, designated by the orange cones, on the other side of the bus loop. We ask that parents pull their cars forward in a line to facilitate the safety of this plan. Supervision for this drop off is also provided.

DISMISSAL

Bus students will exit the school by the greeter and bus loop at dismissal and board the appropriate bus.

Walkers with parents and car riders will be escorted to the cafeteria at 2:40.

Please write a note or call the office before 2:00 P.M. if there are any changes to your child's routine dismissal plan. For students who do not regularly ride a bus, written or verbal permission from a parent is necessary for a student to ride the bus to another location.

SCHOOL CLOSINGS

In the event of severely inclement weather, mechanical breakdown, etc., school may be closed early or the starting time delayed. School closings, delayed starting time or early dismissals will be announced via the various social media outlets, the school Facebook page, the Thrillshare Notification System, and on the school website: <http://www.lmcs.k12.ny.us>. If no report is made, it can be assumed that school will be in session. Please do not call the school.

ACADEMIC AND EXTRA CURRICULAR ACTIVITIES POLICY (TUTORING) – Eligibility Policy

L.M.C.S. is committed to academic excellence. It also supports extracurricular activities for students. Involvement in extra-curricular activities for grades 5 and 6 may be curtailed if a student fails to fulfill his/her academic responsibilities.

The building blocks for academic success are going to class, paying attention in class, doing homework and preparing for tests consistently and correctly. Students failing 1 or more courses must attend a minimum of 2 hours of tutoring per week. All tutoring must be entered in AISM no later than 10:00 A.M. each Friday morning in order for the student to be eligible for extra-curricular activities (jazz band, drama, sports, dances, games, etc.) the following week. Failing 2 or more core courses will be grounds for removal from after-school activities.

ACCIDENTS

Students are to report immediately all accidents to the instructor in charge. A report is to be filed with the school nurse.

ADDRESS

A change in your address or phone number must be reported in the guidance office as soon as this information is available.

ANNOUNCEMENTS

Announcements are submitted electronically from the office to staff members each morning to be read to their classes during homeroom. The Pledge of Allegiance and topical announcements are read each morning. Staff and students with announcements to be read are to submit them to Mrs. Cuttita in the Elementary Office. Students or organizations wishing to put up posters in school must have administrative approval before doing so and are responsible for taking them down.

ASSEMBLIES

At all times student behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct includes whistling, uncalled-for-clapping, talking during a program, and wearing hats or caps. Students who do not abide by these general rules will be asked to leave and may not be permitted to attend future programs. Parents will be notified and further disciplinary measures may be necessary.

BOY-GIRL RELATIONSHIPS ON SCHOOL PROPERTY

Displays of affection, other than holding hands in school or on school property are in poor taste, thus unacceptable behavior. There is a proper time and place for a show of affection and school is not that place. (Example: embracing or kissing in the halls is not proper public behavior.)

DISTRICT TRANSPORTATION

Busing to and from school is both a right and a privilege. Any acts that threaten the safety and welfare of the occupants or cause damage to the bus may result in suspension or exclusion of riding privilege. (Example: moving from seat to seat, shouting, reaching or leaning out of windows, fighting, obscenity, throwing objects, etc.)

If bus-riding privileges have been curtailed and suspension from school is not in effect, the student will be expected to be in attendance. Students who walk, are driven to school, or park their cars off school property are expected to come directly to school.

BULLYING/INTIMIDATION/HARASSMENT DIGNITY ACT

The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Individuals in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation and disability. The intent of the Dignity Act is to protect ALL individuals in schools.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying is a repetitive abuse of power by one or more people over another. It is verbal, physical, social, or psychological. Bullying can be either direct or indirect. Direct verbal bullying includes taunting, teasing, and name-calling. Indirect verbal bullying includes spreading rumors.

Direct physical bullying includes hitting, kicking, destruction or theft of property. Indirect physical bullying includes enlisting a friend to assault someone for you. Direct nonverbal/nonphysical bullying includes threatening or using obscene gestures toward a student. Indirect nonverbal/nonphysical bullying includes excluding others from a group, manipulation of friendships, or threats via Facebook or other social networking sites. All incidents of bullying must be reported to the Dignity Act Coordinator. The Dignity Act Coordinator for PK-8 is Ms. Meagan Edwards at extension 1227.

CAFETERIA RULES- Always walk in the cafeteria

Each class has a specific time to enter the cafeteria for lunch. Students are not to enter the cafeteria prior to their class's designated time. **ALL STUDENTS** must remain on campus for lunch.

A dining room atmosphere is maintained at all times in the cafeteria. Talking is to be kept at a conversational level. All food is to be eaten in the cafeteria, trash placed in the waste bins, and trays returned to the dish area. **Soda and candy are not permitted in the cafeteria** during lunch periods.

A maximum of 8 pupils may sit on one side of a table.

Talk quietly to those near you.

Remain seated until your lunch is finished. A faculty member will direct pupils to take up their trays.

Food throwing is NOT permitted.

Food is to be eaten in the cafeteria only, except for snacks for the kindergarten and first grades.

Pupils are encouraged to eat a full, balanced meal.

When returning trays, walk up the center aisle and return by the side aisle. Do not pile trays when returning them

Lunch money is payable on a daily, weekly, bi-weekly, or monthly basis. Cash or checks made payable to the LMCS Cafeteria may be brought to school by your child. The funds will be added to your child's lunch card account. Payments may also be made online by accessing our school website: <http://www.lmcs.k12.ny.us> and selecting "My School Bucks" from the list of Quick Links on the left side of the home page.

CELL PHONE/ELECTRONIC DEVICES

The use of cell phones, MP3 players, ear buds, related electronic devices, etc. is prohibited during school hours (8:00 am - 2:45 pm). This includes during breakfast and lunch periods. All electronic devices are to be turned off and stored in lockers. Any staff member who witnesses an electronic device during the school day is to request the surrender of the electronic device and refer it to the principal. Students will be assigned lunch detention for one day for the first offense; a full day of ALC will be assigned for the second offense; and an out-of-school suspension will be the result of a 3rd violation of electronic device code. If the student refuses to surrender the electronic device s/he will be referred to the office for insubordination. Students are not to bring such devices to any testing site. Students found using an electronic device during exams/testing will have their tests invalidated.

CHEATING/PLAGIARISM

Students found to be cheating (giving or receiving information) will be disciplined academically at the discretion of the teacher as well as written up.

Teachers should handle these situations according to the Code of Conduct and send a referral to the office for documentation. Plagiarism is also considered cheating. Plagiarism is the taking of ideas or writings of another, and using them as one's own, which includes use of Artificial Intelligence (AI) or comparable applications.

DANCES/SOCIAL ACTIVITIES

Students wishing to bring visitors to school dances must get prior permission from the principal. Only visitors from a Sullivan County school will be approved. The group sponsoring the dance is expected to help clean up, supervise and be responsible throughout the activity. The group sponsoring the activity is responsible for damages to school property.

DETENTION

Students with excessive tardiness may be placed in lunch/recess detention.

DISRESPECT AND INSUBORDINATION

Disrespect or insubordination will not be tolerated. If the violation is flagrant or persistent, an out-of-school suspension may result.

DRESS CODE – Grades 5&6

Students who come to school improperly groomed or attired will not be allowed to attend classes. Any jewelry, accessories or clothing that is distracting or disruptive to the educational process or school tone will not be permitted. (Example: lewd pictures, profane sayings, bare midriffs, tank tops, short shorts or skirts)

The school policy will be administered in an age-appropriate manner.

Grades Pre-K through Grade 4 dress should be appropriate and safe. Particular attention needs to be paid to safe footwear.

Coats, hats, and book bags must be stored in lockers during the instructional day.

DRUGS and ALCOHOL

The use of drugs and alcohol is strictly forbidden on school property. Students caught with either drugs or alcohol in their possession will receive an immediate out-of-school suspension and the authorities will be contacted. Students found to be under the influence of drugs or alcohol at school or school sponsored activities will forfeit the right to attend future events and may be referred to legal agencies.

FALSE ALARMS

If found guilty of this offense, a student is subject to a fine and imprisonment. The administration will press charges. (Under these circumstances, we are endangering the lives of the firemen who rapidly respond to our automatic alarm system that connects the school to the firehouse).

FIRE AND EMERGENCY DRILLS

New York State school law requires a minimum number of fire drills per year. Each classroom has its designated exit route for these drills. Students are to walk quietly and rapidly, stand away from the building, off of the roads, and return to their classes in a similar manner at the designated short bell signal. Drills are to be treated seriously. Students who fail to adhere to drill procedures are subject to disciplinary action.

FLAG SALUTES

A daily pledge to the flag is given. **Students are to show proper respect during this time.** Students who choose not to participate must stand and are **not** to interfere with the rights of others to salute the flag nor be disrespectful.

FOOD AND DRINK

There is to be no food or drink taken out of the cafeteria. Absolutely NO open containers are permitted in the building unless opened and consumed in the cafeteria. New York State school law does not permit the fund-raising sale of sweets (candy, cake, soda, etc.) until after the lunch hour.

HALL WANDERING

Students are not to be in the halls during class periods unless they have a signed pass/agenda.

LOCKERS

A locker with a combination is assigned to each student at the beginning of the school year. Students' lockers should be kept locked when the student is not at his or her locker. The lockers are the property of the Livingston Manor Central School and are subject to inspection by authorized school personnel. The school is not responsible for stolen items, but gives all the assistance it can in trying to uncover a theft. Students are not to go to lockers during class time without a pass from a teacher.

LOST AND FOUND

The Main Office houses a lost and found area. Individuals who find lost items are requested to turn them in to the Main Office. Students having lost property may inquire about it at the Main Office.

OUT-OF-SCHOOL SUSPENSION

Students are NOT permitted to be in the building or on school grounds at any time if they are on an "out-of-school suspension". If this should occur, further suspensions may be added or trespass charges may be filed.

PASSES FROM SCHOOL

Pupils shall not be permitted to leave before the end of the school day, unless permission of the parent or guardian is first secured. The principal shall exercise discretionary judgment in excusing pupils. The student should bring a note signed by his parent or guardian stating the time it will be necessary for him to leave school and the reason. **The students are to bring a note to the attendance office before the first class of the day.** Passes from school may be accepted after telephone verification with the parent or guardian. If the parents anticipate that they will not be home for telephone verification, it is their responsibility to call the school prior to their child leaving the building. Once a student is given permission to leave the school grounds for an appointment, he is expected to keep his appointment and return to school that day, if possible.

SMOKING/VAPING

Smoking and vaping in school or on school property by students, faculty or visitors is prohibited. Violation of the School Board's policy banning smoking or possession of tobacco products by a student may result in a suspension.

STUDENT BEVERAGE MACHINE

A student beverage machine is located in the foyer near the new gymnasium. It is operative after 3:00 p.m. Proceeds go to the Student Council. Abuse of the machine or its use during school will result in its' removal.

TELEPHONES

Students will be called to the phone from class only in extreme emergencies; a messenger will deliver only messages of an urgent nature to students. Students will only be able to use school phones for school purposes. This is a privilege that will be revoked if it is abused. Students may only make calls from the phone in the Elementary School Office. Students should not expect to use the phone during class time.

Main Office	439-4400 X 1201	Guidance Office	439-4400 X 1213
Elementary Office	439-4400 X 1200	High School Office	439-4400 X 1207
Nurse's Office	439-4400 X 1214	Attendance Office	439-4400 X 1245

TEXTBOOKS

Textbooks and other school purchased materials that are loaned to students are to be kept in good order. Each student will be financially responsible for school materials that are lost, stolen or damaged beyond normal wear and tear.

WEAPONS

Weapons in school or on school property by students, faculty or visitors are prohibited. Violation of the School Board's policy banning weapons by a student will result in a Superintendent's hearing and suspension. (See Code of Conduct for definition of weapon.)

WITHDRAWALS AND TRANSFERS

Students withdrawing from school or transferring to another district must have parental permission and obtain a transfer card or withdrawal form from the high school office. Signatures of all teachers, return of school properties, and cleaning of lockers will be necessary before credits will be transferred to another school or permission for withdrawal granted.

ATTENDANCE POLICY

ABSENCES AND EXCUSES

School attendance is a fundamental concern of the student, parent and school. Quality education cannot take place without it.

Excuses for students being absent or late are expected when the student returns to school. If the student does not bring the excuse, his absence will be coded unexcused. Unexcused absences may lead to a denial of credit and/or legal action. Illegal absences or truancies are cause for legal procedures based on EDUCATIONAL NEGLECT. Procedure dictates that a letter will be sent home and CPS will be contacted. Moreover, the School Resource Officer or other employee may follow up on excessive unexcused absences, and may make a visit to the student's home to determine the reason for the absence and develop a plan to improve attendance.

Students who are absent more than 20% of the time may lose academic credit for that course. The principal in accordance with the Board of Education's policy determines exceptions to this policy. Further, students who enter school the end of the first period without a doctor's note or are absent during the regular school day cannot attend any other school or evening activity without permission from the principal. Students arriving late must sign in with the attendance officer. Parents should phone to report pupil absences. The attendance office is 439-4400 *Ext. 1245*

COMPREHENSIVE ATTENDANCE POLICY

- A. OBJECTIVES** – The objectives of the Livingston Manor Central School Comprehensive Attendance Policy are:
1. To accurately track the attendance, absences, tardiness, and early departure of students to and from school
 2. To ensure sufficient pupil attendance of classes so that pupils may achieve New York State mandated educational requirements.
 3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.
- B. DEFINITIONS** – Whenever used within the Comprehensive Attendance Policy, the following terms shall mean
1. **Scheduled Instruction:** Every period that a pupil is scheduled to attend instruction or supervised study activities during the course of the school day during the school year.
 2. **Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.
 3. **Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.
 4. **Early Departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.
 5. **Excused:** Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: doctor visit, attendance at health clinics or other medical visits, religious observance, personal observance, personal illness, illness or death in the family, approved college visits, military obligation, disciplinary detention of an incarcerated youth, required court appearance, quarantine, or any other reasons approved in advance by the Principal, Superintendent or Commissioner of Education.
 6. **Unexcused:** Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include: shopping, over-sleeping, staying home to baby-sit, working, being tired, traveling, family vacations, needed at home, cold weather, hot weather, missing the bus, skipping class, and any other reasons not stated under "excused".
- C. NOTICE OF ABSENCES**-The pupil's parent(s) or person in a parental relation shall be notified of a pupil's unexcused absence, tardiness, or early departure according to the following:
1. Where a pupil has not been marked as present for the first block of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parents(s) or person in parental relation using our Thrill Share Notification System.
- D. SPECIAL NOTES:**
1. If a student is suffering from a prolonged illness, the student should be referred to the Section 504 Committee to determine if services are appropriate. IN all cases, the parent must provide the district with written documentation from a medical professional with the approximate time the student will be unable to attend school and the medical basis for the student's inability to attend.

INTERVENTION STRATEGY DEVELOPMENT

The building principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the principal determines that existing intervention policies or practices are insufficient, the principal shall notify the board of education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing board approval to implement.

COUNSELING

The district shall provide consistent counseling to students with chronic attendance problems.

ATTENDANCE SUPERVISION OFFICER

The board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

DISCIPLINARY PROCEDURES

The pupil may be subject to disciplinary procedures for unexcused absences, tardiness or early departure, including verbal or written warnings, detentions, in-school suspensions, loss of school privileges s described in the Code of Conduct.

ABSENCES AND EXCUSES

School attendance is a fundamental concern of the student, parent and school. Quality education cannot take place without it. Section 175.6 of the Commissioner's regulations specifically defines "excused absences". The following chart lists what may be considered "excused" or "unexcused"

EXCUSED

Sickness
Impassable Roads
Dangerous Weather Conditions
District Not Transporting
Religious Observation
Approved College Visit
Death in Family
Medical Appointment
Military Obligation

UNEXCUSED

Cold Weather
Missed the Bus
Babysitting
Needed at Home
Shopping
Overslept
Vacation
Hair Appointment

EARLY DISMISSALS

Pupils shall not be permitted to leave before the end of the school day, unless permission of the parent or guardian is first secured. The principal shall exercise discretionary judgment in excusing pupils. The student should bring a note signed by his parent or guardian stating the time it will be necessary for him to leave school and the reason. The students are to bring a note to the attendance office before the first class of the day. Students are not permitted to leave the school ground between classes. Students leaving school must sign out with the attendance officer

EMERGENCIES, ILLNESSES AND INJURIES

A student who is too ill to remain in class is to report to the school nurse. Students may NOT carry ANY medication, including aspirin or Tylenol. Parents must bring any necessary medication to the health office. The nurse may dispense Tylenol to a student if a doctor's prescription is on file in the nurse's office. Students with asthma may obtain permission to carry an atomizer by providing a doctor's order for the school nurse. Contact the school nurse if you have any doubts.

LATE PROCEDURE

Classes begin at 8:09am. Students in Grade 5 and 6 late to homeroom (after 8:10am) must get a pass from the attendance office located in the foyer entrance. Any student who is late 3 or more times during any ten-week period will receive a lunch detention. During each ten-week period (which corresponds to the marking periods) the first two lates to school or homeroom are forgiven. On the 3rd late during a marking period, the student will receive a detention. For every late during the ten-week period, the student will receive after school detention. The attendance officer will keep track of the number of lates. It is important that students learn that being on time is their responsibility. For students to be successful, the need to be on time.

COMMUNICATION WITH PARENTS

The following methods are used to establish and maintain positive communication with parents:

OPEN HOUSE: The annual Back to School Block Party will occur in September.

NEWSLETTER – Elementary Newsletters are sent home each month with students with helpful hints and information. A calendar of events will always be part of this newsletter.

PARENT/TEACHER CONFERENCES – Conferences will be scheduled at the end of the first ten-week marking period. The first report card will be handed out at that time. Parents are encouraged to contact their child's teacher for additional conferences at any time during the year if a problem exists.

REPORT CARDS – Report cards are issued three times a year for grades PK – 4 and four times per year for grades 5 & 6 to keep parents aware of student progress in academic and social areas. Report cards will be issued on the following dates for grades PK-4: 12/06/24, 3/21/25 and the last day of school. Report cards will be issued on the following dates for grades 5 & 6: 11/15/2024, 2/7/2025, 4/18/2025 and the last day of school. *These dates are subject to change.*

School Tools Information: Your student's grades are available for you to view by logging on to our School Tools computer program. Please call the guidance office to learn how to access that information.

OPEN HOUSE/BLOCK PARTY – The elementary school and staff have an Open House/Block Party in early fall. The event is designed to give parents a chance to meet their child's teacher and to learn more about school programs. Every parent/guardian is encouraged to participate. The date for event will be announced after school begins.

HEALTH SERVICES

The school nurse is responsible for the screening and monitoring of all student health problems. The nurse is in contact with parents throughout the year. Parents should contact the nurse if their child has a medical problem.

MEDICAL RECORD – Medical records for students are kept from pre-k through twelfth grade. Results of annual vision, scoliosis, height, weight, hearing screening and immunizations, along with the health history are recorded.

VISION AND HEARING TESTS – Vision and hearing tests are given each year to all grade levels. These tests are not extensive but are used for gross screening. Parents will be notified of any discrepancies found. A follow-up examination can be performed by the family physician for diagnosis and treatment.

PHYSICAL EXAMINATIONS – New York State law requires a physical exam for each new student entering the school district and grades Pre-K, K, 1, 3, 5, 7, 9 & 11. This examination should be conducted by your family health care provider who will give your child a complete diagnostic examination, keep a continuous record of your child's health and be in a position to make any immediate follow-up that may be needed.

An annual physical examination form will be issued to the student upon entrance to school. If this form is not returned to the school within one month, the school doctor reserves the legal right to make a medical appraisal of your child.

EMERGENCY CARDS – Each student is given an emergency card on the first day of school. The emergency card must be completed and returned to the school nurse. **THE INFORMATION ON THE CARD IS IMPORTANT AND MUST BE AS ACCURATE AS POSSIBLE. IN THE EVENT OF AN ACCIDENT OR ILLNESS, THE NURSE WILL CONTACT YOU OR SOMEONE ELSE INDICATED ON THE CARD. IF ANY OF THE INFORMATION ON THE CARD CHANGES DURING THE SCHOOL YEAR, PLEASE NOTIFY THE SCHOOL NURSE IMMEDIATELY.**

ILLNESS AT SCHOOL – Please do not send your child to school if you suspect a fever, rash or other signs of illness. If your child becomes ill at school, you will be contacted to make arrangements to have someone pick the child up.

MEDICATIONS – If a child is to take any medication during the school day, it must be in the bottle dispensed by the pharmacist with the child's name, name of medication, prescription number, dosage, number of times to be given, and the physician's name on the label. Parents must submit a written order from a licensed prescriber. Do not send medication with the child. Students are not to bring and dispense their own medication.

DRESSING FOR THE WEATHER – Weather permitting, students go outside to the playground every day. Please make sure your child is dressed appropriately with coats, boots, hats, gloves, snowsuits or snow pants as necessary.

HEAD LICE POLICY

When a student is suspected of having lice or nits, the student will be referred to the nurse or designated employee trained by the nurse to do such checks for a private, personal assessment. Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, he or she poses little risk to others, and does not have resulting health problems; he or she should remain in the class but be discouraged from class direct head contact with others.

If a child is assessed as having lice, confidentiality must be maintained so that the child is not embarrassed.

The child's parent or guardian should be notified that day by telephone or if the parent is unable to be notified by telephone a note will be sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. The parent is given the option to pick up the student from school. Some parents prefer to take care of the home environment before the student returns home and others want to pick up the student and start with the delouse treatment as soon as possible.

In addition, a note to go home to the parents of all the children in the classroom, encouraging them to check their children at home and treat, if appropriate, before returning to school the next day. Family members will also be checked discreetly for any evidence of lice.

When there are 3 or more cases of head lice identified in a single classroom within a 2-week consecutive period (with no close contact except at school) the whole class may be screened.

If only nits (eggs) are found upon inspection of the student's head, a telephone call to the parent/guardian should occur to determine if the student has been recently treated for head lice and to encourage the family to remove as many of the nits as possible.

After proper treatment, a child should be allowed to return to school. It is requested that the parent brings the student to the health office after treatment, and before return to classroom so that both nurse and parent can evaluate student for head lice. The American Academy of Pediatrics and the National Association of School Nurses discourage no nit policies. Nit removal at the time of treatment by the parent/guardian may decrease

diagnostic confusion; decrease the possibility of unnecessary treatment; and removal of nits within 1 cm of the scalp may decrease the small risk of re-infestation.

No healthy child should be excluded from valuable school time because of head lice. The school nurse can provide valuable service by:

- educating the families;
- rechecking a child's head: if requested to do so by a parent;
- offer extra help to families of children who are repeatedly or chronically infested;
- in rare instances, it may be helpful to involve public health nursing;

Providing accurate information on diagnosis, treatment, and prevention to community.

STUDENT ACCIDENT INSURANCE – Students are covered for accidents through a full excess insurance plan. Eligible covered expenses will be paid only if they are in excess of other valid and collectible insurance. You must submit the claim to your primary carrier before the district plan will compute payment. For those who do not have insurance, the school insurance company will be considered the primary coverage.

SPECIAL SERVICES AND PROGRAMS

CHORUS – Students in grades 3, 4, 5 and 6 are eligible to participate in chorus. Practices are held one or more days per week and the chorus performs in concerts and other activities.

INSTRUMENTAL MUSIC – Students in grades 5 and 6 are eligible to take lessons (instruments are rented by the parents). Instrumental lessons are given once a week and the band performs in various concerts and other activities.

SPEECH AND LANGUAGE THERAPY – Students are screened during kindergarten registration in the early spring for speech problems. Students may also be referred by their teachers. The speech therapist will assess students and determine the need for speech and language therapy.

COMMITTEE ON SPECIAL EDUCATION (CSE) – A teacher or parent who suspects that a student may have special educational needs may request an evaluation by the CSE. Parents will be notified before any testing occurs and will be informed of any learning difficulty. Referrals should be made to the Chairperson of the Committee on Special Education.

RTI TEAM – The RTI Team reviews referrals concerning students having academic problems. A team approach is used to evaluate and resolve the problem. Referrals may be made by any concerned teacher.

REMEDIAL PROGRAMS (Reading and Math) – Remedial reading and remedial math programs are provided to students who need additional assistance in reading and math as determined by testing and teacher referral.

AFTER SCHOOL TUTORING – After school tutoring is provided for students who need the extra help.

LATE BUS – The school provides a late bus at 4:00 P.M. on Tuesdays and Thursdays. Students who need to take a bus home can ride the late bus during the school year. Students are encouraged to stay and get help from the staff or for events or club meetings. The student must get a pass from the teacher they stayed with in order to ride the bus.

BREAKFAST PROGRAM – **Breakfast is the most important meal of the day.** Research has shown that students who eat a balanced breakfast do better in school. Our cafeteria staff provides our children with a free balanced breakfast at 8:00 am in the classroom. A variety of cold cereal, toast, milk, juice or fruit is provided.

ELEMENTARY LIBRARY LENDING POLICY

1. Books are borrowed for a two-week period and may be kept for another period by bringing the book to the library for renewal.
2. Students may borrow three books at a time. Exceptions can be made for special projects.
3. After two weeks, lists of students with overdue books are distributed to classrooms. After three weeks, students receive an individual notice and bill for the overdue book. Students with overdue books may not borrow from the library.
4. Students must pay for lost or damaged books.
5. Repeated abuse of library privileges may result in permanent loss of those privileges.

LIBRARY AND COMPUTER LAB USE

The library and computer labs should be areas for study and research. Those not abiding by these rules will have their privileges restricted. Teachers may also restrict students.

1. Lab use is limited to school related work. If necessary, we will ask for written confirmation from your teacher(s).
2. Only class assignments may be printed. Offensive material will not be entered or printed. The staff has the right to examine and approve all work.
3. There will be no food or drink in any computer area.
4. There will be no game usage, unless approved by
5. The library and computer lab are not to be used as social areas
6. No one will be allowed to use personal software programs or computer equipment in any lab. No software or equipment will be removed from the computer lab.
7. Remember: Computer lab use is a privilege, not a right. Any abuse will cancel this privilege.

DISTRICT NETWORK AND INTERNET POLICY

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is not required. **Access is a privilege – not a right.** Access entails responsibility.

Internet access will be provided to the students of the district in accordance with the terms of this policy. Internet access from school district computers is reserved solely for educational purposes. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy. Access to the network and the Internet will be under the direction and supervision of the staff assigned to the Internet access area.

The school reserves the right to monitor all Internet and Network activity including transmission and receipt of e-mail. Network administrators will review files and communications to maintain system integrity and ensure users are using the system responsibly.

A violation of this policy will be treated as a violation of the student discipline code and specifically as a violation of that section of the code, which subjects a student to disciplinary action for the failure to comply with the directions of a teacher, administrator, or other school employee. A violation of this policy may also result in disciplinary actions based upon other sections of the student discipline code. In addition to those penalties set forth in the student discipline code, a violation of this network and internet policy may also result in the loss of network and internet privileges. Violations may also result in other disciplinary or legal action.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team was established to explore ways to bring about positive changes at Livingston Manor Central School. Suggestions are always welcome.

VISITATION

All visitors must sign in at the Attendance Office. Visitors are not allowed to enter classrooms without approval of the principal. Visitors are not allowed during final exams

TESTING PROGRAM

NYS will be testing every student in grades 3 – 6. Below is the exam schedule:

<u>Examination</u>	<u>Date</u>
Grades 3-6 English Language Arts, Math & Science	April 21 th – May 16 th 2025
NYSSA Testing	March 10 th – June 6 th 2025
NYSESLAT Testing	April 21 st – May 23 rd 2025

MORNING PROGRAM

The following celebrations will be announced at the MORNING PROGRAM:

B.U.G. Award	Honor Roll
Classes of the Month	High Roll Award
Student of the Month	Principal's Award

Parents and family members are both invited and encouraged to attend the monthly Morning Program.

THE B.U.G. AWARD

The B.U.G. Award stands for **Brought Up your Grade** and will be given to students in grades 3 through 6. Students will receive a certificate if they have raised their overall average from one marking period to the next. In grades 5 and 6 they must increase their overall average by 3 points.

HONOR ROLL AWARDS

Honor Roll: GPA of 84 – 88.99, **High Honor Roll:** GPA of 89-92.99, **Principal's Award:** GPA of 93-100

STUDENT OF THE MONTH AWARD

Students in grades Pre-Kindergarten through sixth are eligible for this award, which is given once a month. Students must meet the following criteria:

- Student must be a good citizen
- Student must be responsible, respectful and safe
- Student must be helpful
- Student must show improvement and effort

Reward: Students and their parents will be invited to a breakfast and will receive a certificate of accomplishment.

Grade 5 & 6 Principal's Trip

Students who achieve Principal's List and/or High Honor Roll for 3 out of 4 marking periods will be rewarded with a special field trip towards the end of the school year.

YOUR CHILD'S SUCCESS IN SCHOOL School is the main occupation of your children. Students spend about half of their weekday time in school. If students are successful, they will probably be more contented and pleasant at home. If they are unhappy and frustrated in school, they may be a problem to themselves and others.

THERE ARE SEVERAL WAYS YOU CAN HELP YOUR CHILD

Provide your child with a room or a corner of a room for study. Study areas should have the following items: uncluttered desk or table, a dictionary, a ruler, several pencils and a sharpener, pens, ample paper, and good lighting. The study area should NOT have television, radio, games, younger brothers and sisters, or friends. Encourage a regular time to do homework.

Make sure students have proper supplies for school. In most cases the classroom teacher will provide a list of materials and supplies the children will need. Prepare for the next day at school. Encourage them to get clothes and school materials ready the night before and put them in a designated place.

Parent involvement in school is important. Consider volunteering at school as a helper. Get to know your children's friends and their parents. Attend open house and meet the teachers.

Encourage a balanced diet. Buy as little junk food as possible. Breakfast is extremely important for providing energy and making students alert.

Be consistent with discipline. If you say your child is grounded for a week, then enforce it. Don't threaten action that you do not intend to or cannot carry out. Seek academic help. Don't hesitate to call a teacher for help or advice. It is very helpful to sit down with your child and review their papers as they come home from school. Show interest and ask questions. Tell your child how you feel about the grades on the papers. It is permissible to assist your child with homework when they are absent. Just remember to guide them to the correct answers and not do the work for them.

GRADE RETENTION

Students who have not mastered grade level skills and who would benefit from grade retention, as determined by the team of classroom and support teachers and principal, may be considered for retention at any grade level. Grade Retention:

Performance Standards for Promotion have been developed for each grade level. The standards will be given to parents at the beginning of the school year. Teachers will determine if students have met the standards.

Parents will be notified at 20, 30, 35, and 40 weeks concerning the academic progress of a student who has not met the standards and is being considered for grade retention. The final decision will be made by the current Performance Standards for Promotion Committee along with the teacher. We hope to gain approval from the parents as well. Parents who are in disagreement with the committee's recommendation may use the following due process component.

1. Appeal to the District Superintendent.
2. Appeal to the District Board of Education
3. Appeal to the New York State Commissioner of Education.

SOME SPECIFIC RESPONSIBILITIES OF LIVINGSTON MANOR ELEMENTARY STUDENTS

Come to school regularly

Be on time

Bring pencils, papers and books to school and to class (or any other materials your teacher requests)

Behave at all times

Follow school rules and regulations

Get all assignments in on time

Respect each other, your teachers and other member of the school community

Participate in class and school activities

There are just some of the responsibilities that our students have. The primary responsibility of the school and its staff to the students is to provide the best quality education that we can and to respect students and encourage them to always do their best.

If everyone lives up to their responsibilities as students or teachers, everyone wins!

SCHOOL BEHAVIORS SPECIFIC TO ELEMENTARY STUDENTS In a good environment for learning, it is essential that classroom discipline be maintained. The development of self-discipline is the ultimate aim of our school and it shall be the responsibility of the administration and staff to strive toward the maintenance of good discipline at all times, recognizing that it is a guiding rather than a punishing device.

PLAYGROUND RULES

Pupils are to remain outside unless they have permission from a staff member.

Pupils are to remain within designated boundaries.

No eating on the playground.

No climbing on trees and shrubbery.

Use fair-play manners and play organized games so everyone can participate.

At the sound of the whistle, stop, be quiet, and listen for directions.

Any unauthorized personnel must be reported to the Main Office or the Elementary Office.

FRONT PLAYGROUND

Boundaries – Boundaries within the fenced area to the stone wall, to the sidewalk adjacent to the lawn.

No standing on swings or slides.

One person at a time on a swing; all children on swings must face the direction of the playground.

No sitting, standing or walking on top of the stone wall.
No walking on top of the monkey bars.
Faculty members will retrieve equipment which may land out of the boundaries.
No throwing of stones or other dangerous items.

BACK PLAYGROUND

Boundaries – Tennis court, center of track, and stone walls. (Wooded area and river are off limits).
No skateboards, hard balls, or footballs.
Touch football only under the direct supervision of a staff member.

Snow Rules and Winter Dress - Whenever possible, weather permitting, students will go outside for recess. During the fall and winter seasons it is important that students be dressed properly. Please make sure that students have warm clothing, boots, hats, gloves, etc. for going outside during recess in the late fall and winter weather.

Pupils without boots must remain on the dry portions of the sidewalk or road during recess.
Pupils with snowsuits or other appropriate snow gear will be able to play on snow covered areas.
Snowball throwing is not permitted.

REMINDER: DRESS YOUR CHILDREN FOR THE WEATHER

GUM CHEWING – Teacher discretion.

TOYS

Please do not bring toys to school.

BUS RULES – Riding a school bus is a privilege, not a right! Students are under the authority of the driver while being transported to and from school. No conduct can be tolerated that might jeopardize safe travel to and from school. Any serious infraction of rules must be reported by the driver to the principal. Serious or continued infractions may result in loss of bus riding privileges.

Parents must contact Rolling V Bus Company in order to change their child's bus assignment. School faculty may not issue passes for students to ride on a different bus.

DISCRIMINATION

The Livingston Manor Central School does not discriminate on the basis of race, color, gender, religion, nationality, belief, or lifestyle. It does not discriminate in employment or in the educational programs and activities, which it operates on the basis of sex, race or handicap in violation of Title IX of the Educational Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973. A full grievance procedure was given to each student in September and is available in the Main Office.

SEXUAL HARRASSMENT

It is the policy of the Livingston Manor Central School District that all students have the right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its students in any form, and states that all students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school or on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. The complete District policy was given to each student in September and is available in the Main Office.

STUDENT EXPECTATIONS

1. Everyone is to treat students, teachers, aides, custodians, bus drivers and cafeteria workers with respect and courtesy. Students are to obey directives of ALL DISTRICT EMPLOYEES.
2. Everyone is to respect all property. Stealing, destroying and defacing property is not permitted. Everyone is expected to keep our school building and grounds neat and clean.
3. All movement throughout the building should be purposeful. Everyone is to move through the halls in a quiet and orderly manner.
4. Students are to report to every class with necessary materials promptly from the previous class. Missing any class or part of any class is considered a serious offense and will be met with disciplinary action.
5. Students are expected to maintain an atmosphere conducive to study in the learning areas and are not to leave an area without permission or a pass signed by the teacher in charge of that area.
6. Displays of affections are in poor taste and are not expected in the building or on school grounds.
7. The use of electronic devices such as cell phones, beepers, walk-mens, CD players, I-Pods, etc. are prohibited between 8:06am and 2:45pm. If electronic devices are brought to school, they should be turned off and secured in the locker. The school cannot accept and liability for lost or stolen phones or other unauthorized electronic devices.

Policies and procedures are subject to change.

A plain language version of the School District's Code of Conduct follows. A full version is available in the Superintendent's office. Students are responsible for compliance with the Code and violations will be dealt with accordingly. Regarding footwear, be advised that flip flops, sandals without a heel strap, or any other shoes deemed to be a safety hazard are not permitted in school.

CODE OF CONDUCT

(Plain Language Version)

Further details are found in the full version of the Code of Conduct (See Policy 5300).

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance while on school property or on school sponsored events, including jewelry (piercings), accessories (items that may endanger oneself or others) make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief and see-through garments that overly expose an individual are prohibited.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of shoes or sneakers with wheels.
6. Head coverings should not include the wearing of hoods, unless granted for religious purposes. Hats may be worn at the discretion of the teacher; for purposes of safety or work-related confidentiality they must be removed at the teacher's request.
7. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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. 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.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of others, as well as, for the school and equipment. Students must learn to accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students who do not accept responsibility for their own behavior and violate school rules will be subject to disciplinary consequences, up to and including suspension from school, for the following conduct:

A. Engage in conduct that is disorderly, for example:

1. Running in hallways.
2. Making unreasonable noise.
3. Using profane, lewd, vulgar or abusive language or gestures.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building or its entities without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/ intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate or disruptive, for example:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission, or skipping detention.
3. Inappropriate public sexual contact or public displays of affection such as kissing, fondling, and behaviors that are offensive to others.
4. Display or use of personal electronic devices while school is in session, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy. Personal electronic devices, if brought to school, are to be turned off and left in the student's locker during the school day unless used with permission of administration or teaching personnel as part of the curriculum.

C. Engage in conduct that is violent, for example:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon any school personnel, students, or other person lawfully on school property or attempting to do so.
2. Possessing a weapon, displaying what appears to be a weapon, or threatening to use any weapon. Authorized law

enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

3. Intentionally damaging or destroying school property, the personal property of a district employee, or any person lawfully on school property, including graffiti or arson.

D. Engage in any conduct that endangers the safety, physical or mental health or welfare of others or oneself, for example: (See Policy 0115 relating to harassment and bullying.)

1. Subjecting other students, oneself, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of such by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.
8. Hazing which includes an induction, initiation or membership process involving harassment
9. Selling, using, distributing or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately using or sharing prescription and over-the-counter drugs.
14. Gambling.
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district provided transportation to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

F. Engage in any form of academic misconduct, for example:

1. Plagiarism, cheating, copying, or altering records.
2. Assisting another student in any of the above actions.

G. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function, for example:

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

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.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to penalties within the following range of penalties, either alone or in combination and in a progressive manner based on the severity of the infraction. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, aides, monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent

10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school –Superintendent, Board
13. Permanent suspension from school – Superintendent, Board.

MINIMUM PERIODS OF SUSPENSION

1. Students who bring or possess a weapon on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
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.
6. Other extenuating circumstances.

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

2. Students who commit violent acts other than bringing or possessing a weapon on school property.

Any student, other than a student with a disability, 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 unless otherwise determined by the Superintendent.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, 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 multiple occasions.

REFERRALS TO OUTSIDE AGENCIES

1. The Guidance Office shall handle all referrals of students to counseling.
2. The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.
3. The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
 - a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).
4. The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VISITORS TO THE SCHOOLS

The Board encourages parents and district residents to visit the school to observe the work of students, teachers and other staff. Certain limits are set for such visits. The principal or his or her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the Front Desk/ Attendance Office upon arrival at the school. There they will be required to sign the visitor's register and present photo identification. A visitor's identification badge will be issued which must be worn at

all times while in the school or on school grounds. The visitor must return the identification badge to the Front Desk/ Attendance Office before leaving the building.

3. Visitors attending school functions that are open to the public, such as concerts, athletic events, parent-teacher organization meetings, or other designated public gatherings are not required to register as determined by the administration.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants as determined by the administration or designee.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner, and are expected to be properly attired for the purpose they are on school property. No person shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter the school premises without authorization or remain in the building or school facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

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

1. *Visitors.* Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. *Students.* They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. *Tenured faculty members.* They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. *Staff members* in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. *Staff members* other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

The principal or his/her designee shall be responsible for enforcing the conduct required by this code.

STUDENT CONTRACT

The following student contract indicates the student and parent have read and agree to follow the School Citizenship Rules in the school handbook.

This contract also refers to the Acceptable Use Policy found on page 12.

Before the student and parent/guardian sign this contract, please read and review all rules carefully.

The copy of the contract on this page is to remain at home, and **the copy on the following page is to be brought to school and given to the classroom teacher.**

Student Contract

Copy for Student and Parents to Keep

I, _____, have read and understand the rules and code of conduct for a safe and happy environment in which to learn, work and play at Livingston Manor Elementary School. I am also aware of the consequences I will receive resulting from the choices and decisions I make.

Further details and examples can be found in the full version of the "**Code of Conduct**" available upon request in the Main Office.

Student's Signature

Parent's Signature

Date

Page intentionally left blank.

STUDENT CONTRACT

The following student contract indicates the student and parent have read and agree to follow the School Citizenship Rules in the school handbook.

This contract also refers to the Acceptable Use Policy found on page 12.

Before the student and parent/guardian sign this contract, please read and review all rules carefully.

The copy of the contract on this page **is to be brought to school and given to the classroom teacher.**

Student Contract

Copy for Classroom Teacher

I, _____, have read and understand the rules and code of conduct for a safe and happy environment in which to learn, work and play at Livingston Manor Elementary School. I am also aware of the consequences I will receive resulting from the choices and decisions I make.

Further details and examples can be found in the full version of the "**Code of Conduct**" available upon request in the Main Office.

Student's Signature

Parent's Signature

Date

Page intentionally left blank.