

***Teacher Handbook***  
***Lisbon Central School***  
***Grades UPK-12***



**2022-2023**

<https://www.lisboncsd.org>

# **Lisbon Central School**

## **MISSION STATEMENT**

**The mission of Lisbon Central School is to be a resource for ensuring the academic, cultural and social development of community members.**

**Our school provides an environment which is secure, stimulating and nurturing. The curriculum provides the prerequisite skills for a successful personal and professional career, delivered by a staff committed to caring and excellence.**

**Our result is productive members of society who are able to maximize their potential in an ever-changing world.**

## **MOTTO**

**Learning - Caring - Sharing**

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# SCHOOL CALENDAR ST. LAWRENCE-LEWIS COUNTIES 2022-2023

**JULY 2022**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 4 - Independence Day

**AUGUST 2022**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER 2022**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 1 & 2 - Staff Development Days

Sept. 5 - Labor Day

Sept. 6 - First Day of Classes

**OCTOBER 2022**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 10 - Columbus Day

**NOVEMBER 2022**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 10 - Staff Development Day

Nov. 11 - Veterans Day

Nov. 23-25 - Thanksgiving Recess

**DECEMBER 2022**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 23-30 - Holiday Break

**JANUARY 2023**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 - Holiday Break

Jan. 16 - Martin Luther King Day

Jan. 24-27 - Regents Exams

**FEBRUARY 2023**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 20-24 - Mid-Winter Break

**MARCH 2023**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 17 - Staff Development Day

**APRIL 2023**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7-14 - Spring Break

April 19-26 - ELA 3-8 CBT

**MAY 2023**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2-9 - Math 3-8 CBT

May 23-31 - Science 8

May 29 - Memorial Day

**JUNE 2023**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 1-2 - Science 8

June 5 - Science 8 Written

June 14-22 - Regents

June 19 - Juneteenth Day

June 23 - Rating Day

School Day Tally  
Total Number of Days  
185

August	0	February	15
September	21	March	23
October	20	April	14
November	18	May	22
December	16	June	16
January	20		90
	95		

### **PAY DAYS FOR 2022-2023**

July 6 & 20	January 4 & 18
August 3, 17 & 31	February 1 & 15
September 14 & 28	March 1, 15 & 29
October 12 & 26	April 12 & 26
November 9 & 22	May 10 & 24
December 7 & 21	June 7 & 21

Please notify the Superintendent's Office and the Business Manager's Office of any change in your address so that our files are kept current.

Each employee must file a W-4 form with the business office immediately upon starting employment. Lacking such form on file, full deductions for federal and state income tax without exemptions will be made. Should teachers wish to change their W-4 claim, forms may be obtained in the Business Office. All teachers must supply the Business Office with their Social Security Number when first employed. If the teacher has no Social Security Number, contact the Business Office, otherwise, the W-4 federal exemption will constitute the number of deductions for state income tax deductions also.

### **TEACHER CERTIFICATES**

To teach in a public school in New York State, you must be certified. All teachers are cautioned to be familiar with their certificates as to areas of teaching allowed, dates of required renewal, and any requirements necessary for renewal. It is expected that all teachers will have established an online TEACH account to verify certification to the employer. **Responsibility for all certification matters is that of the teacher, not the employer.**

### **PROFESSIONALISM**

It is expected that all the members of our staff are professionals and will conduct themselves as professionals in all of their relationships with other members of the staff, both teaching and non-teaching personnel, students, parents and the community in general.

If you fail to adhere to professional conduct at all times, it only detracts from your recognition as a professional and may negatively affect the willingness of the community to support our programs and us.

Therefore, unprofessional conduct will not be sanctioned and violations of professional standards will be dealt with in an appropriate manner and on an individual basis.

## **PROFESSIONAL DEVELOPMENT**

Staff members may attend workshops and conferences that relate to their areas.

Approval for the attendance at such conferences and workshops must be secured at least two weeks prior to the meeting from the principal. In some cases, approval may have to be secured from the chief school administrator and/or the Board of Education. **PLAN AHEAD.**

A conference approval expense form must be completed and approved prior to conference approval.

## **SUBSTITUTE TEACHER PROCUREMENT PROCEDURE**

Mrs. Amy Robinson will be responsible for all substitute procurement at 315-528-8947. Please call between 6:00 am – 6:30 am for sickness in the morning. For all other days, conferences, personal, or known sick days, please let Amy know as soon as you have dates.

## **STAFF TARDINESS**

Except for unusual or emergency situations, UPK- 12 teachers' normal school day commences no later than the time specified in the contract between the Lisbon Teachers' Association and the chief school administrator.

- 1) If you expect to arrive late, notify the principal of your problems and the approximate time of your arrival.
- 2) Report to your respective office when you do arrive
- 3) If tardiness should become habitual, an administrative conference will be held to discuss the problem.

## **LEAVING THE BUILDING**

All staff members are required to be "on duty", exclusive of the 30-minute midday duty-free lunch time, from 8:10 a.m. to 3:10 p.m. daily.

In the event of an emergency, permission to leave must be obtained from an administrator.

## **TEACHER PLAN BOOKS**

1. Each teacher will keep a lesson book.
2. The plans will be in sufficient detail to enable a substitute to take over in case of your absence and to enable the principal to determine the objectives of the lesson when making classroom observations.

## **FACULTY MEETINGS**

1. Faculty meetings will be conducted once per month and/or as needed.
2. Attendance at departmental meetings is mandatory unless personally excused by Mr. Scoville-Upham, Mrs. Bush or Mr. Farrand.
3. Mr. Scoville-Upham, Mrs. Bush or Mr. Farrand will make every effort to provide sufficient advance notice of faculty meetings.

## REPORTING ILLNESS AND PLANNED LEAVE

1. Consult the contract between the Lisbon Teachers Association and the superintendent for minimum requirements of notification.
2. It is extremely difficult to arrange for substitute teachers for half a day. Therefore, every effort should be made to avoid the necessity of requesting half day planned leave.
  - a. For record keeping purposes, a half-day of leave will be considered one-half of the instructional day as measured from the beginning of the day.
3. When a classroom teacher is going to be absent from school for personal illness, family illness, or an emergency, a call must be placed to Amy Robinson at 315-528-8947, between 6:00 a.m. and 6:30 a.m.
4. Please state your reason (personal sickness, family sickness, or the emergency) for your absence.
5. Repeat this procedure for each day absent. If you are absent for successive days, please request to have the same substitute if at all possible.
6. When a teacher becomes ill after arrival at school, the substitute request will be directed to the principal.
7. When a substitute is required for a personal or conference day (or any leave requiring prior approval), Amy Robinson will arrange for a substitute. **The teachers, themselves,** are to notify Amy, giving dates subs are required.

## SCHOOL TELEPHONES

Teachers may make toll calls for school business only.

## TEACHER MAILBOXES

Each teacher should check his/her mailbox three times a day - before school, at lunch break, and before going home.

Teachers **should not** send students to pick up messages or mail.

## THE PUBLIC ADDRESS SYSTEM

The public address system will be used in time of **emergency** and at other times that have been approved by the principal. Any announcement authorized by the principal will be made just before or just after a period ends. A 5-minute period at the end of the day will permit late day announcements.

## UPK-12 DAILY BULLETIN

A UPK-12 daily bulletin will be distributed each day by email and will be available in the teachers' Google Drive.

Any announcement, which you wish to have added to the bulletin, should be submitted **THE DAY BEFORE** you wish it to be made. If this procedure is not followed, the announcement may not be added to the bulletin.

## ELEMENTARY ANNOUNCEMENTS

An elementary bulletin will be announced to the teachers in the morning over the PA system.

## REQUISITIONS

- 1) **ANNUAL** - Each year, all staff members will submit requisitions for equipment and supplies needed for the following year. The chief school administrator will provide forms and instructions for the completion of annual requisitions. Any additional information and instructions needed by the principal will also be included.
- 2) **DURING THE YEAR** - Requests for equipment and supplies during the year should be very limited if the annual requisition has been adequately completed. In certain emergency situations, equipment and supplies may be ordered, but any orders need the **PRIOR** approval of the principal.
- 3) **CLASSROOM SUPPLIES** - Classroom supplies such as chalk, pencils, paper clips, etc. are ordered by the individual teacher on their yearly requisitions in the spring and are sent to your rooms during the summer for the following school year.

## REQUEST FOR CUSTODIAL SERVICES

- 1) Teachers who need minor custodial services should send a work request email to [workrequest@lisbon.k12.ny.us](mailto:workrequest@lisbon.k12.ny.us).
- 2) In any emergency situation, the teacher should contact the elementary or high school office.

## MARKING PERIODS 2022-2023

**NOTE:** Report cards will be issued at ten week intervals during the school year. During the first and third marking periods, report cards will be available at parent/teacher conferences. Those that are not picked up at that time will be mailed. Teachers will include a numerical grade on these reports and specific educational comments regarding the student. Progress reports will be issued at five week intervals during the school year. These reports will be mailed home.

End of 1st marking period	November 9, 2022
End of 2nd marking period	January 27, 2023
End of 3rd marking period	March 31, 2023
End of 4th marking period	June 23, 2023
ELA 3-8 Testing	April 19-26, 2023
Math 3-8 Testing	May 2-9, 2023
Science 8 Exams	May 23 - June 2, 2023
	June 5, 2023
Regents exams	January 24-27, 2023
	June 14-16; 20-22, 2023
Kindergarten Graduation	June 20, 2023
High School Graduation	June 23, 2023



## **PARENT CONFERENCES**

Formal Parent Conferences for the 2022-2023 school year will be held as follows for:

### **Grades JK - 6:**

Monday, November 21	1-3 p.m., 6-8 p.m.
Tuesday, November 22	1-3 p.m.
Wednesday, April 5	1-3 p.m., 6-8 p.m.
Thursday, April 6	1-3 p.m.

### **Grades 7 - 12:**

Monday, November 21	6 – 8 p.m.
Wednesday, April 5	6 – 8 p.m.

## **BREAKFAST PROGRAM**

All pupils may participate in the breakfast program providing they do not abuse the privilege. If there are problems with students on free breakfast, see the business manager.

Students should be instructed to sign their name on the daily register sheet provided before going down for breakfast (grades 1-3). The same form should not be used for more than one day and should be kept in your file until the end of the school year.

The cafeteria will begin serving breakfast at 8:10 a.m. Elementary pupils are to be instructed to use the serving line as specified in the lunch schedule.

Pupils are to be instructed to return to their rooms by 8:21 a.m. for the start of class. Habitual tardiness to class from breakfast may result in a suspension from the breakfast program.

Breakfast is \$1.55 for all students and faculty/staff breakfast is \$2.93.

## **MY SCHOOL BUCKS PROGRAM**

Lisbon Central School has a computerized payment system to track all meals purchased in the cafeteria. The following information will hopefully help you become familiar with the services. During the first few days of school the breakfast and lunch lines may be slower, but as the students become familiar with the system, the lines should move more quickly than before.

Every student will have their own personal cafeteria number, which will be accessed by use of a pin pad. Students must enter their cafeteria number on the pin pad located at the register. Most students should know their number. However, if they forget, the cafeteria staff can access it at the register. It would be very helpful if students make every attempt to remember their ID numbers to keep the lines moving faster.

Although students may still pay with cash each day, we strongly encourage students and parents to deposit money into their cafeteria accounts. Any current prepaid balance for meals will carry over to each new school year.

If your child has qualified for free or reduced meal prices, this information is securely contained within the system and meals will be processed just as they are for all other students. There is no need for concern or embarrassment that students or staff will know anyone's eligibility.

If you are concerned about a food allergy that your student has and have not already done so, please notify the nurse and cafeteria manager for guidelines. A warning can appear on the cashier's screen for a quick review of the items on the student's meal tray.

Grades Pre-K-8 lunch is \$2.40, Grades 9-12 lunch is \$2.60 and faculty/staff lunch is \$5.42.

### **ATTENDANCE PROCEDURE**

First period warning bell rings at 8:18 am. All students are expected to arrive at school on time to be in their first period class at 8:21 am.

Only students who will be eating breakfast may sign out of first period **to go to the cafeteria** on the breakfast sign out sheet.

Students who arrive at school after first period attendance are to:

- 1) Report to the High School Office for a pass and to sign in.
- 2) **They should have a written excuse from their parents** stating the reason for the tardiness.

Students who participate in the breakfast program **MUST REPORT TO FIRST PERIOD** and then report **DIRECTLY TO THE CAFETERIA**.

Each teacher must take the time, have an accurate method of taking class attendance and submit it in SchoolTool **within the first 10 minutes of class.**

If a student is absent, the teacher should:

- A. Check the daily absence list on the Schooltool
- B. Check Schooltool to see if the student has been dismissed from school early or is on a field trip.
- C. Check the music list to see if the student has a music lesson.
- D. All other appropriate lists should be checked. It is the staff member's responsibility to update and check all appropriate lists used for classroom and study hall attendance. (Examples: senior privileges, work requests, study hall changes, etc.)

Any student more than 15 minutes late will be considered absent. As such, it will be imperative to not keep a student after class for more than a few minutes.

## CLASSROOM PROCEDURES AND RESPONSIBILITIES

- 1) Teachers are to start classes on time.
- 2) Attendance is to be taken at the beginning of the period and the names of missing students reported to the office **IMMEDIATELY**.
- 3) No students are to be dismissed from class **EARLY** unless they have administrative approval. Teachers are **NOT** authorized to dismiss a student from class attendance or to dismiss the entire class before the designated end of the period.
- 4) Classes and study halls are **NOT** to be left unsupervised. A teacher who places a student in charge of a class and does not remain in direct personal supervision is liable, without recourse and on the grounds of negligence, for any civil action that might result from an injury to one of the students.
- 5) While classes are passing, teachers are to supervise that area near their room. It is expected that **each teacher will stand outside his or her classroom door** in order to provide necessary hall supervision.

## TEACHER RESPONSIBILITY FOR ROOM CARE

Each teacher is expected to perform the following tasks as their part in helping to maintain a clean school and to help make our school present a neat appearance.

- 1) Check that students have not been writing or marking on the desks. Seating charts will facilitate finding the pupils responsible. Teachers should make frequent checks on the desks in their rooms.
- 2) **On a weekly basis**, instruct the students to clean out all old papers or trash that may have accumulated in the desks. Teacher alertness in preventing pupils from doing this initially will help correct this situation.
- 3) Homeroom teachers should instruct their homeroom pupils that their books are to be kept in their lockers. Other pupils use the desks during the day and need the desk space for their books.
- 4) In the homerooms with moveable desks and separate chair units, homeroom teachers should have the pupils place the chairs on top of the desks in an orderly and quiet manner at the end of the day.
- 5) Any books or equipment should be stored in an orderly manner. Equipment of great value should not be accessible to the pupils.
- 6) Lab tables, demonstration areas, teachers' desks, etc., should be kept in a neat and orderly manner.

## CARE OF TEXTBOOKS AND OTHER SCHOOL PROPERTY

- 1) Each teacher is responsible for maintaining an inventory of all books and equipment used.
- 2) Textbooks:
  - A. All new books are to be stamped and numbered before being issued to the student.
  - B. When assigning books to students, the teacher is to record the number and general condition of the book.
  - C. A textbook should last for at least five years under normal use.
  - D. When collecting books at the end of the year, the teachers will levy a fine on any student whose text indicates more than normal wear. The texts will be devalued at the rate of 20% per year and fines should be levied accordingly.
  - E. All teachers are responsible to pick up all textbooks before or at final exams.  
[The textbook(s) is the "ticket" to the exam.]
- 3) All cases of vandalism should be reported to the principal.

## 7-12 STUDY HALL SUPERVISION

- 1) Attendance procedure for study halls will be the same as the regular classroom. **NO PASSES ARE TO BE SIGNED OR ISSUED UNTIL AFTER ATTENDANCE HAS BEEN TAKEN.**
- 2) **A sign out sheet will be maintained for each study hall.** Each teacher should periodically check the sign-out sheet in order to determine if all information is correct and accurate, not only in the event that a question or disciplinary action is required.
- 3) Only one male and one female student are to be issued lavatory passes. Teachers will carefully supervise the issuing of permission in order to prevent students from being out of the room for an excessive amount of time.
- 4) Speaking permission may be granted at the discretion of the teacher.
- 5) It is advisable that students have a pre-signed pass to go to the school counseling office and/or high school office. Passes may be given if such a trip is necessary.
- 6) Passes ARE NOT to be issued to go to the room of another teacher. **Students who wish to go to see any teacher should be advised that they need a pre-signed pass from that teacher.**
- 7) The effective supervision and control of study halls is just as important as a classroom situation. Teachers are to treat this duty and responsibility in the same serious manner as a regular classroom. The maintenance of effective study hall control and supervision is a measure of professional competence and cannot be considered otherwise.
- 8) Study halls are to be used for work. No one is to sit on desks, heating units, or window sills.
- 9) Absolutely every student in study hall is to bring coursework with them or enrichment reading material or leisure reading material, which conforms to regular public school standards.

## SAFETY

1. Extension cords should not be used for adding outlets. An extension cord is intended for temporary use only and only while you are present at the location in use.
2. There will be no screens in the marked rescue windows. No other signs, stickers, paper, or other objects should be placed on the rescue window. Access to the rescue windows should remain clear at all times.
3. All curtains, fittings and draperies shall be fire resistive or flame retardant.
4. Any emergency gas shut off shall remain clear for easy access.

## USE OF LIBRARY MEDIA CENTER

**The purpose of the library is to be a welcoming environment to all students and staff; to encourage a love of reading; and to provide instructional support to teachers and students in resources and technology. The library is open all day for book checkout.**

### Grades 7-12

Each study hall will be provided with the number of students they are allowed to send to the library at the beginning of each semester. **Students will not be admitted without a pass.** Students with pre-signed passes should be given preference; pre-signed passes are given by the librarian or a teacher requiring the use of library materials. If students want to check out a book and return to study hall, they do not need to be included in the number coming from study hall, but can be put on their own pass. **If you would like to send students to the library from a class, not a study hall, more than one student should not be sent unless you call to be sure there is space for them.**

## UPK - Grade 6

The goal of library classes is to encourage students to love reading and to gain independence in the use of the library space and materials. Students will also become familiar with various authors and develop some ability to select reading material at their level, which they enjoy. Students can check out books during library class, but may also come any time throughout the day as allowed by the teacher.

### SUGGESTIONS FOR TEACHERS:

- When planning projects/assignments, remember to check to see what material is available in the library, i.e. books and/or databases! You can also ask the librarian to help you check the BOCES Learning Resource Center.
- The librarian is available for class instruction on library use, databases, research methods, etc. Bibliographies can be compiled on any subject and books can be put on reserve for your class use. Teachers who wish to bring a class for research should make arrangements three days in advance.
- Teachers who would like to assist their students in selecting outside reading books, books specific for reading levels or genre, etc. are welcome with their class, or can make arrangements to send students by reading group. Please be sure to call before coming.
- Teachers are asked to cooperate by signing out material borrowed. If there is no one at the circulation desk, please leave a note with your name and the Lisbon Central School barcode number found on the back cover of the book. It will start with LIC and have 5 numbers, i.e. LIC12345. Your cooperation is important, as it helps us know where the material is and it helps give accurate circulation records.

### SENDING STUDENTS ON ERRANDS

- 1) According to the board of education policy, teachers **ARE NOT** authorized to send students on errands that would require them to leave the school grounds.
- 2) Under certain circumstances, teachers may send students on errands within the building. However, these errands should not require the student to engage in any activity that might cause serious injury, i.e., lifting heavy objects, operating power tools, etc. If there is any doubt about the advisability of a student going on a certain errand, consult with the principal **BEFORE** sending the student on the errand.

### ASSEMBLY PROCEDURES

Unless otherwise instructed, the following procedure will be used for reporting to and dismissal from assemblies:

- 1) Students will report directly to the auditorium or gym.
- 2) If the assembly occurs at the end of the day, students will receive instructions on dismissal.
- 3) If the assembly occurs during the day, students will report to their next class or study hall assignment as instructed upon dismissal.
- 4) If students have been instructed to sit by homeroom or class groups, homeroom/classroom teachers are to remain with their homeroom or class group.
- 5) **ALL TEACHERS** are expected to attend assemblies and help with general supervision unless otherwise instructed by an administrator.

## OFFERING TESTING MODIFICATIONS

Each resource room teacher has a group of students during seven periods per day. It is essential that they receive advance notice of students who are expected in their class for test modifications. There have been times that in addition to their scheduled class they might have four or five students taking four or five separate tests.

**IF A TEST IS TO BE GIVEN TO A CLASSIFIED STUDENT DURING THE DAY, TWO COPIES FOR EACH STUDENT SHOULD BE PLACED IN THE RESOURCE ROOM TEACHER'S MAILBOX OR TURNED IN AT THE TEACHER'S CLASSROOM BY 8:10 A.M.**

If a student does not appear in IEP Direct or you have not been notified they are receiving test modifications, **THEY ARE NOT TO BE SENT TO THE RESOURCE ROOM.**

## AFTER HOURS USE OF THE BUILDING

- 1) Teachers wishing to use the school's facilities after regular school hours for club or class activities must secure the permission of the principal and fill out a building use form.
- 2) It is expected that teachers and students leave the building NO LATER than 11:00 p.m. so that custodial tasks may be accomplished before 11:30 p.m.

## TEACHER ACCIDENT REPORTS

Any teacher who injures themselves on school property must report this injury to the business office, for insurance purposes, within twenty-four hours after sustaining the injury.

## INCOMPLETES

- 1) Teachers may give incompletes to students who have not completed required work for the marking period. However, each teacher should make every effort to have students complete the work BEFORE the end of the marking period. The ending dates of the marking period are well known in advance and; therefore, the teacher should begin two or three weeks before the marking period to insist the students complete required work.
- 2) It is the responsibility of the teacher to insist that all missing work be completed within two weeks after the marking period ends. Teachers should then send the grade to the counseling office.

**TO EXTEND AN INCOMPLETE BEYOND THE TWO-WEEK PERIOD  
REQUIRES THE APPROVAL OF THE PRINCIPAL.**

## FINAL EXAMS

- 1) Exemptions from final exams in **grades 7-12** may be granted at the discretion of the principal.
- 2) Copies of final exams will be submitted to the office before they are administered and at a date set by the principal.
- 3) School exams will be given according to the schedule prepared by the principal. The principal must approve any deviation from the proposed schedule.
- 4) All exams that were completed will be arranged in alphabetical order, secured in a bundle, and on top of the bundles will be placed a course sheet listing the names of the students in alphabetical order and the **test grade earned.**
- 5) Final exams will be offered in all half-year and full-year courses.
- 6) Final exams will be comprehensive in nature, encompassing information from the entire course.

## SECONDARY PROGRAM POLICY - REGENTS/COURSE CREDIT

### Regents and Final Examinations:

- 1) All students enrolled in any course for which a Regents exam is given will complete such Regents exam **unless exempted by the High School Principal.**

### Course Credit:

- 1) One (1) credit will be granted upon successful completion of a course meeting 6 times per 6 day cycle for 36 weeks.
- 2) One-half ( $\frac{1}{2}$ ) credit will be granted upon successful completion of a course meeting 6 times per 6 day cycle for 18 weeks, or 2-3 times per 6 day cycle for 36 weeks.
- 3) Three (3) credits will be granted upon successful completion of a 36-week BOCES Secondary Vocational Program.
- 4) 22 CREDITS ARE REQUIRED FOR GRADUATION.
- 5) The above-specified credits (excluding physical education) will include, but are not limited to, approved sequences in the following academic areas:

Regents Diploma or Local Diploma	Subject Area	Regents Diploma with Advanced Designation
4	English	4
4	Social Studies	4
3	Mathematics	3
3	Science	3
1	Fine Arts	1
$\frac{1}{2}$	Health	$\frac{1}{2}$
2	Physical Education	2
1	Second Language	3*
3 $\frac{1}{2}$	Electives	1 $\frac{1}{2}$
22	Total Credits	22

\* Students acquiring five (5) credits in occupational education or art may be exempted from the 3-unit second language requirement. They must, however, have 1 unit of a second language, which can be earned by passing a local exam at the end of Spanish 8 or one credit of high school foreign language.

- 6) All students must meet all above local requirements for graduation, which include the passing of a Regents.

## AIS TEACHER REQUIREMENTS

- 1) AIS programs in the core subjects fall under state and federal guidelines and are subject to a yearly review by these agencies.
- 2) All AIS teachers will maintain a folder on each student. This folder will contain pre-test scores, diagnostic test scores, a checklist of skills mastered, a log of daily/weekly progress, samples of individual work and any other pertinent information.

## **FIELD TRIPS**

- 1) All faculty/coaches/and any other staff members in charge of any class or group planning a one day or overnight field trip for academic or athletic groups must comply with the following procedures:
  - A) One day field trip: Submit a "Request for Field Trip" form for the principal's approval at least one week prior to the trip and before any plans are made with the students for one day field trips. Any overnight field trip requests must have a complete itinerary along with the names of all students and chaperones that plan on attending. Any businesses or organizations that will be contracted for services provided must also be disclosed. The Board of Education must approve any and all adults who will be attending the overnight field trip prior to any individual financial commitment for the overnight trip. The overnight trip and individuals' participation will only be permitted with the superintendent's recommendation to the Board of Education for final approval.
  - B) Secure permission from the parent(s) of all students going on a one day field trip before the trip takes place.
  - C) Submit a list of students to the nurse for notation of all medical irregularities (epilepsy, high blood pressure, etc.). This list will be returned to the chaperones so that the information and the proper medical procedures required for individual students will be available in case of emergency. One individual must be designated as the chaperone in charge of possessing any medications for all students. Students that can be self-directed to take their medication will do so. If a student is cognitively impaired or has a condition where they cannot take their own medication in an emergency, then a certified nurse is required for the one day or overnight field trip. Medical and emergency contact information must be completed for all students and chaperones prior to departure and must be provided to all chaperones at the start of the trip.
  - D) Submit a list of students to the office two days before the trip takes place. (If a very large group is leaving, it would be good to let teachers and the cafeteria manager know well in advance - for preparation purposes).
  - E) Submit a final list of names to the office after attendance is taken upon leaving, including the names of the chaperones and the bus driver.
  - F) Provide a list of names of the chaperones three days in advance for one day field trips. The proposed chaperones will be reviewed for approval by school administration. (recommended ratio: 1 chaperone per 7 students).
  - G) It is recommended that you include the trip on the next school year's requisition.
  - H) Chaperones are not to be in possession of any drugs, alcohol, or tobacco products while on one day trips or overnight trips with members of the student body. Any possession or use of these substances will require immediate removal of the chaperone from any supervisory duties and the loss of all rights and privileges for the remainder of the one day or overnight field trip. All chaperones must remain with the school group and follow the trip itinerary at all times. Only staff and approved chaperones will be allowed the benefits from the itinerary activities and transportation provided for the one day or overnight trip for students.



## **GUIDELINES FOR CHAPERONES**

- 1) Three (3) teachers, which will include at least one (1) advisor will be required to attend each dance. The class or club advisor will be listed first on the “Activity Request” form and will assume full authority.
- 2) The advisor may assign chaperones and the following must be considered:
  - A) Circulate among the pupils at the dance.
  - B) Chaperones should not gather together as a group.
  - C) Periodic checks of the lavatories should be made.
  - D) Only one exit is to be used unless there is an emergency that would necessitate immediate evacuation.
- 3) Students and guests will not be allowed to drink or use tobacco products at dances. Should a chaperone observe such behavior, they shall report it to the advisor in charge, who, in turn, will notify the parents to come and pick up the student.
- 4) Couples should not be allowed to engage in excessive bodily contact, etc. Couples engaging in such conduct should be requested to have parents/guardians pick them up.
- 5) Pupils will not be admitted to a dance 1 1/4 hours after the slated starting time of the dance. One chaperone should supervise the ticket sales and enforce the regulations concerning signing the register. Everyone must sign in, giving name, school, time in and time out (if they leave early).
- 6) Unless their parents call for pupils, they should not be permitted to leave the dance until its completion. Any student who leaves prior to the end of the dance must sign out and the time leaving must be accurately indicated and may not return.
- 7) No one should be admitted to a dance unless they are either:
  - A) A student at Lisbon Central School
  - B) A registered guest of the student approved by the principal
  - C) A registered alumni of Lisbon Central School approved by the principal

The Lisbon pupil will be responsible for the conduct of his/her guest. The list should have the guest's name and the name of the Lisbon pupil inviting the person. Guests will be limited to one per pupil. It is suggested that guests sign immediately after the Lisbon student who invites them.

- 8) When a sporting event, club activity or evening activity has concluded, the participants or spectators are expected to be out of the building 30 minutes after the conclusion of the activity. Therefore, parents are requested to make arrangements to pick up their children as soon as possible at the conclusion of the event. If an activity takes place at somewhere other than the school, the chaperone or advisor will let students into the building upon returning to allow use of the phone.

## **BASKETBALL GAME DUTY**

In order to maintain order and to assure sportsmanship-like conduct, faculty members can sign up to work during basketball games. Faculty members are responsible for certain designated duties while working the games. A schedule of these duties shall be posted and made available to every teacher, each year. Any change in this schedule must be cleared through the office.

To aid teachers in carrying out their designated assignments, the following procedures have been set up:

### **Hall and gym duty (home games)**

Staff members performing hall and gym duty should report to the gym no later than ten minutes prior to the start of the game and remain for ten minutes after the conclusion of the game. During half time and between games, faculty members should be stationed in the hall. “Horseplay” in the halls will not be tolerated.

**Book and timer:**

Bookkeepers and timers should be at all home games fifteen minutes prior to warm-ups to check timing equipment and fill in the book. At the end of the game, disconnect timing equipment and **TURN IN THE BOOK** to the coach.

**STUDENT DISCIPLINE**

Effective student control and discipline are essential if the educational process is to succeed. If you want discipline, you should expect it, demand it, and maintain it. Any staff member who chooses to ignore undesirable student behavior weakens and erodes the efforts of all others that seek to establish and maintain effective discipline. The maintenance of good classroom control and the enforcement of school regulations is a measure of professional competence and cannot be considered otherwise. **EACH STAFF MEMBER IS RESPONSIBLE FOR THE MAINTENANCE OF DISCIPLINE FOR ALL STUDENTS, AT ALL TIMES, AND IN ANY AREA OF THE BUILDING OR GROUNDS.**

- 1) Classroom and study hall behavior
  - A) Each teacher is personally responsible for the behavior of the students assigned to them.
  - B) Minor classroom difficulties are expected to be resolved by the teacher. Teachers are to make every effort to correct the situation, **BEFORE** referring a student to the principal.
  - C) If a referral is deemed necessary, the following actions must be taken:
    - 1) Parent must be notified by teacher of behavior that constituted the referral.
    - 2) Complete a referral on schooltool.
    - 3) Maintain accurate written records of behavioral difficulties, steps taken, and communications with the family or other staff members, prior to and after completing a referral in schooltool.
  - D) Because of recent court decisions regarding the rights of students, it is **IMPERATIVE THAT WE MAINTAIN ACCURATE WRITTEN RECORDS OF ALL STUDENT BEHAVIORAL DIFFICULTIES.** Referring students to the principal without the necessary written documents will restrict the effectiveness of possible action.
  - E) **AT ANY TIME**, a teacher may request the principal to arrange a parent-teacher-administrator conference as a method of resolving student difficulties.
  - F) The use of physical force in disciplining a student should not be used.
    - 1) Staff members should be aware that use of physical force could result in legal action being brought by the student's parents.
    - 2) If physical restraint is used, a written report is to be filed with the principal by the teacher before leaving school that day.
- 2) When students are suspended "out-of-school", they are not to be on school property for any reason or allowed to attend home or away events or any other school event until readmitted.
- 3) All teachers are responsible for supervising the behavior of all students in any part of the school building or property.
  - A) Any teacher observing undesirable student behavior should instruct the pupils involved to correct their behavior. If the student(s) fails to comply with the teacher's request, the student should be sent to the office and the teacher needs to notify the office about the nature of the infraction and name of the student being sent.

## **SEXUAL HARASSMENT**

**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 of Education prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:**

- a) Submission to sexually harassing behavior is a condition for the successful completion of any course or study of educational and extracurricular activity, including the acceptance into or rejection from such course or activity;
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature;
- c) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board of Education 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 they have been subjected to sexual harassment shall report all incidents of such conduct to the district's designated complaint officer through informal and/or formal complaint procedures developed by the district. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority.

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 will be responsible, 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. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension.

The Board of Education 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 victims and/or witnesses have not suffered retaliation.

Regulations will be developed for resolving sexual harassment complaints by students. The superintendent/designee(s) 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 for harassment. A copy of this policy and its accompanying regulations shall be available upon request to all employees and students and may be posted at various locations throughout the school district.

## **ACCEPTABLE USE POLICY**

The use of school computers, networks and internet access (referred to below as both “computer system” and “system”) is a privilege. The system is provided to students and staff to support the educational mission of the district. Accordingly, it should be used only for educational purposes.

Both the computer/network equipment and all computerized files (including, but not limited to, programs, documents, email, accessed web pages, etc.) contained in them are the property of the district. The district will have complete access to all such files to monitor appropriate usage of its computer system as well as to perform system maintenance from time to time. Consequently, no user of the computer system should have any expectation of privacy with respect to any computerized file stored in the memory of the system.

Staff will be expected to monitor student usage of the computer system. The monitoring will include (but not limited to) walking around the classroom/library/lab and observing student usage, use of computer equipment (in a computer lab for example) to monitor each student’s usage, review of computerized logs of use, etc. The district will notify students and parents of this monitoring in its newsletter, by mail, by login screens or “splash screens” when each user logs in and in the student and staff handbook. It should be made clear in each form of the notification that usage of the system will be viewed as consent by the user to this monitoring by the district.

Generally speaking, the rules which govern both student and staff conduct on an everyday basis are applicable to their conduct while using the computer system. The following provides some specific examples of prohibited uses of the system.

1. Abusive or harassing conduct, including sexual harassment.
2. Immoral conduct, including viewing, downloading or trading obscene materials, or (in the case of those under 18) other materials inappropriate for minors.
3. Illegal conduct, including copyright infringement. Users should be required to comply with all licensing and copyright regulations that may apply to systems or software.
4. Careless use of passwords or account numbers.
5. Use of others’ passwords or account numbers.
6. Use of obscene or vulgar language.
7. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
8. Downloading, installing or using unauthorized software.
9. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the user, without express permission.
10. Using the computer system for profit making, personal or other non-educational purposes.
11. Disclosing an individual password to others or using others’ passwords.
12. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and /or telephone number.

This list is not intended to be comprehensive. Instead, it is intended as an illustration of the rules which should govern good conduct while using the computer system. Regardless of whether a rule is specifically listed herein, if the user’s conduct while using the system is unbecoming either a student or staff member, appropriate disciplinary action will be taken against the violator. The District will ultimately determine whether the conduct is inappropriate and what disciplinary action should be taken (including federal, state and/or local law enforcement agencies), within the boundaries of all applicable laws and collective bargaining provisions.

## **CHILD ABUSE AND MALTREATMENT GUIDELINES AND PROCEDURES**

Chapter 1039, Laws of 1973, added a new Title 6 to the Social Services Law. Its purpose is as follows:

“Abused and maltreated children in this state are in urgent need of an effective child protective service to prevent them from suffering further injury and impairment. It is the purpose of this title to have more complete reporting of suspected child abuse and maltreatment and to establish in each county AND state a child protective service capable of investigating such reports swiftly and completely and capable of providing protection for the child or children from further abuse or maltreatment and rehabilitative services for the child or children and parents involved.”

To effectuate the aforementioned purpose this Act, the law mandates certain groups of professionals, including school personnel to REPORT suspected cases of child abuse to the New York State Central Register of Child Abuse and Maltreatment.

The following information and procedures are provided to LCS personnel with respect to their duties and responsibilities under said Act.

The administration should make sure that each staff member has a copy of this policy and fully understands the procedures contained therein.

### **1) TO REPORT ABUSE OR MALTREATMENT**

- A) Any professional staff member of Lisbon Central School MUST report any situation in which they suspect that a child may be abused or maltreated. (See Discussion of Reportable Conditions in the appendix) Paraprofessionals will report such situations to a professional staff member who will then see that a report is made.
- B) Any staff member who suspects child abuse or maltreatment will immediately notify the building principal and/or the BOCES supervisor. The principal/supervisor will then share responsibility for seeing that the oral telephone report is subsequently completed. Only one report is required from a school. The law does not require certainty or proof prior to reporting. Also, although provision is made for a report to the principal/supervisor, it does not give the administrator the power to prohibit reports from being made to the Central Register, nor relieve the original source from insuring that a report is made.
- C) In the event that the building principal or designee cannot be reached, the mandated reporter assumes the responsibility of filing the oral report with the New York State Central Register. A full account of that telephone report is supplied to the building principal in writing.
- D) All cases of suspected child abuse or neglect should be orally reported to the New York Central Register of Child Abuse and Maltreatment. Staff is available on a 24 hour a day, seven days a week basis. Reports are made by calling the toll-free telephone number for mandated reporters (1-800-635-1522).
- E) At the time of the oral telephone report the following information, if known, should be given:
  - 1) Names and addresses of the child and his/her parents or legally responsible guardian
  - 2) The child's age, sex, and race
  - 3) The nature and extent of the child's injuries, abuse, or maltreatment, including any evidence of prior injuries, abuse, or maltreatment of the child or his/her siblings
  - 4) The name of the suspected person(s) responsible for causing the injury, abuse, or maltreatment
  - 5) Family composition—names and ages of siblings
  - 6) Source of report
  - 7) Person making the report and where they can be reached
  - 8) Any action taken by the reporting source

- 9) Any additional information which may be helpful.
- 10) Within 48 hours of the oral telephone report, a written report, DSS-221-A, "Report of Suspected Child Abuse or Maltreatment", must be filed. It may be helpful to complete this report before making the call. The Department of Social Services will prepare this report in triplicate, based on the oral telephone report. The triplicate report will be forwarded to the source for approval, signature, and prompt return to the agency. Xerox copies should not be made of this report. It is, however, acceptable for the reporter to keep his/her notes in a locked file for possible future reference. The notes should not be kept in the student's file. Any correspondence from Social Services indicating the outcome of the report should also be kept separate from the student's file.
- 11) Reports of suspected child abuse and maltreatment are confidential and may only be made available to those individuals or groups specified by law. Mandated reporters (school personnel) who, in good faith, make a report or take photographs of injury and bruises are immune from any liability, either civil or criminal, that might otherwise result from such action. On the other hand, any person required to report who willfully fails to do so is guilty of a Class A Misdemeanor, and civilly liable for the proximate damages caused by the failure to report.
- 12) The school physician and/or the school nurse should be immediately notified, and an examination made of the child suspected of having been abused or maltreated. The school physician and/or school nurse shall determine whether the child should be referred to the hospital for further examination and/or treatment. The school physician, nurse, and/or staff member may take photographs if it is deemed necessary.
- 13) The school principal shall assist the staff of the Child Protective Services to fulfill their responsibilities. If Child Protective Services has the permission of the school to interview the child on school property, the interview shall be conducted in the presence of the school principal, the BOCES supervisor, or their designee.
- 14) The staff member and school principal should continue to monitor the child's condition after the aforementioned procedures have been followed.

## **2) TO SECURE PROTECTIVE CUSTODY**

If a mandated reporter has cause to believe that the circumstances and conditions of the child are such that continuing at home or in the care and custody of the parent or legal person responsible for the child's care presents an imminent danger to the child's life or health, the reporter shall take appropriate measures to protect the child's life and health, including, when appropriate, arranging for protective custody of the child without a court order or the consent of the parent or guardian.

The determination of such will be the joint responsibility of the building principal and the school physician. The building principal shall notify one of the following persons who are legally authorized to place a child into protective custody:

- 1) A peace officer (acting pursuant to his/her special duties)
- 2) A police officer
- 3) A law enforcement official
- 4) An agent of a duly incorporated Society for the Prevention of Cruelty to Children
- 5) A designated employee of a city/county Department of Social Services
- 6) A person in charge of a hospital or similar institution

### 3) TO REPORT DEATHS

Any mandated reporter who has reasonable cause to suspect that a child has died as a result of child abuse or maltreatment must report the suspicion to the building principal. The building principal shall notify the medical examiner or coroner who shall act as the liaison between school personnel and the medical examiners.

## CHILD ABUSE AND MALTREATMENT GUIDELINES AND PROCEDURE

### APPENDIX REPORTABLE CONDITIONS

The following definitions are taken from the Child Protective Act and the Family Court Act. They determine the conditions that constitute reportable circumstances and provide the framework for assessing whether a child is abused or neglected.

#### 1) Child Abuse

Section 412 of Title 6 of the Social Services Law states that an abused child is a child under 18 years of age who is defined as an abused child by the Family Court Act. Section 1012 of the Family Court Act defines an abused child as follows:

A) “Abused child” means a child is less than 18 years of age whose parents or other person legally responsible for his/her care:

a) inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ,

or

b) creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ,

or

c) commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

#### 2) Maltreatment

Section 412 of Title 6 of the Social Services Law defines a maltreated child as a child under 18 years of age defined as a neglected child by the Family Court Act or one who has had serious physical injury inflicted upon him by other than accidental means. Section 1012 of the Family Court Act defines a neglected child as follows:

A) “Neglected child” means a child less than 18 years of age whose physical, mental, or emotional condition has been impaired or is in imminent danger or becoming impaired as a result of the failure of his/her parent or other person legally responsible for his care to exercise minimum of care:

a) in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One of Article 65 of the Education Law, or medical, dental, optometrical, or surgical care though financially able to do so, or other reasonable means to do so,

or

b) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment, or by any other acts of a similarly serious nature requiring the aid of the court,

or

- B) “Neglected child” means a child less than 18 years of age who has been abandoned by his parents or other person legally responsible for his care.

3) Definitions

- A) “Person legally responsible” includes custodian, guardian, or any other person responsible for the child’s care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse of the child.
- B) “Impairment of Emotional Health” and “Impairment of Mental or Emotional Condition” includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggression or self-destructive impulses, ability to think and reason, or acting out and misbehavior, including incorrigibility, ungovernability or habitual truancy, provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the respondent to exercise a minimum degree of care toward the child.

<p><b>LISBON CENTRAL SCHOOL COMPREHENSIVE POLICY CONCERNING ALCOHOL AND OTHER SUBSTANCES</b></p>
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The Board of Education of the Lisbon Central School District is committed to the prevention of alcohol and other substance use/abuse for students and staff.

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. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes and any of those substances commonly referred to as “designer drugs”. The inappropriate use of prescription and over-the-counter drugs will also be prohibited.

Additionally, the following persons should be prohibited from entering school grounds or school sponsored events: any person(s) exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

**Philosophy**

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

- A) Alcohol and other substance use/abuse by students or staff inhibit the district from carrying out its central mission of educating students.
- B) Alcohol and other substance abuse is preventable, is a critical health issue and is a topic that must be addressed in school.
- C) Alcohol and other substance abuse is treatable and the district has a responsibility to provide assistance in locating referral agencies for those who are active in their abuse/dependence as well as recovering from abuse/dependence.
- D) The behavior of the Board of Education, the administration and all school staff should model the behavior asked of students. While the district assumes a leadership role in alcohol and other substances abuse prevention, a collaborative effort involving parents, students, staff and community will be needed to accomplish this goal.



### **Primary Prevention**

The intent of primary prevention is to prevent the onset of alcohol and other substance use by students. Components of the primary prevention program will include:

- 1) A sequential K-12 prevention curriculum that provides for:
  - A) Accurate and age appropriate information about alcohol and other substances, including the physical, psychological and social consequences of their use/abuse.
  - B) Information about the relationship of alcohol and other substance use/abuse to other health-comprising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide and dropping out of school.
  - C) Helping students develop a positive self-concept
- 2) The district will provide updated curriculum materials and training to staff as needed to support this policy.
- 3) This district will support alcohol and substance use/abuse prevention efforts by community groups.
- 4) Positive alternatives to alcohol and other substance use/abuse will be planned with input from students, staff, parents and community members, as appropriate.

### **Intervention**

The intent is to intervene on behalf of students who are using/abusing alcohol and other substances and provide supportive services to K-12 students at high risk for such use/abuse.

- 1) The superintendent, high school principal and guidance counselor will provide a current referral list of community providers of assessment services for alcohol and other substance use/abuse.
- 2) Students will be referred to appropriate agencies when their use/abuse of alcohol and/or other substances requires counseling and/or treatment.
- 3) Confidentiality - all applicable laws regarding confidentiality will be followed.

### **Employee Assistance Program**

The Board of Education recognizes that the problem of alcohol and other substance use/abuse are not limited to the student population but affect every segment of society. As such, the district would provide a referral list of community providers of assessment, treatment of counseling services for any staff members who are concerned with alcohol and other substance use/abuse problems.

The district recognizes that it has no right to intervene unless employees' problems adversely affect their job performance. When unsatisfactory performance does occur, the district's supervisory personnel will encourage employees to seek help on their own by providing a referral to appropriate community agencies.

### **Disciplinary Measures**

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the district's Student Discipline Policy and Codes.

Similar disciplinary measures for district staff are addressed in Education Law .1711 (5) (e), 2508 (5), 3020-A, and 913.

Students who are disciplined for any of these infractions may be mandated to receive the intervention services established by this policy, or, if a district staff member, the appropriate referral measures will be made.

### **Staff Development**

The Board of Education recognizes that if the administrative, instructional and non-instructional staff are to be responsible for understanding, implementing and modeling this policy, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process.

### **Implementation, Dissemination and Monitoring**

The Board of Education charges the superintendent to implement this policy by developing the necessary programs and the procedures utilizing input from staff, students, parents and appropriate community/social agencies.

All staff, students and parents will be reminded of the district's philosophy, policy and procedure statements in writing through, but not limited to, student handbooks distributed annually.

Specific person(s) will be assigned to review this policy annually and recommend revisions, if any, in the policy.

## **SECURITY POLICY**

The rising number of suspicious incidents in neighboring areas involving strangers approaching school age children has brought additional concern to the administration, faculty, and parents of children at Lisbon Central School. To ensure the safety and security of the children attending LCS, a security policy has been proposed. The major goal of this policy is to develop necessary measures to protect the children at LCS without disrupting their education. The following procedures have been approved.

**ALL** exterior doors will be locked at 8:21 a.m. except for the bell tower entrance by the high school office.

**ALL** visitors entering the building will enter the bell tower entrance by the high school office where they must sign in at the high school office, state the reason for their visit, and obtain a visitor's pass.

**ALL** visitors must sign out and return their pass prior to leaving the building.

Students brought to school by parents prior to the beginning of the school day must be dropped off at the main entrance and wait until 8:10 a.m. to enter the building.

Parents needing to deliver items to school (i.e. cupcakes, gym sneakers, books, musical instruments, etc.) are to deliver them to the high school office. The classroom teacher will then be notified.

UPK – 6 students to be picked up by their parents after school will be brought to the elementary office where the parents can pick them up after 3:00 p.m. Prior to 3:00 p.m. parents will report to the high school office to sign the child out. 7 – 12 students being picked up at 3:00 p.m. need not be signed out.

Any student being dismissed must have a note from their parent or guardian. Anyone wishing to have their children picked up by someone else must notify the school with written permission prior to the start of the school day. In the event that there is no note, the parent/guardian or authorized SchoolTool designee must come in and sign the student out.

It will be the responsibility of **ALL** staff to ensure that stopping anyone seen in the hallway without a pass and referring them to the office to uphold this policy. If the staff member feels there may be a problem with stopping this person, they will report their presence to the office.

The superintendent and principal are authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing if they refuse.

Please realize that these changes have not been made to keep parents out of the building, but rather to provide for a secure and orderly beginning and ending of the school day. We're hoping that you will be understanding and patient with some of these minor inconveniences. Our primary goal is the safety of your children.

## **EVACUATION**

*Upon sounding of the building fire alarm system, false alarm or otherwise:*

All staff and students should follow posted directions for evacuation of the building. This should be done in a quiet and orderly manner.

Staff members should:

- Turn off all lights
- Close all windows and doors, leaving doors locked
- Take class roster and Emergency Procedures Guide
- Walk with students to the upper soccer field/softball field, away from the building and off the driveway
- Elementary teachers whose students are with a special should exit the building and meet with the special teacher outside as quickly as possible and assume responsibility for their own students. The special teacher will assist staff as needed.
- Assemble students in the staging area by grade level and check attendance. Report status of attendance to the Help Desk area.
- Room 234 will be used for handicap access.

**Incident Command Leader: George Scoville-Upham**

**Help Desk: Sheena Matheson and Patti Barney** (will have attendance and sign in/out sheet for the day for students and visitors, and two-way radio)

**Staff Attendance: UPK- Grade 6 Staff – Marci O'Neil and Debby McNally; 7-12 Staff – Liz Taylor and Julia Morse**

**Traffic Control: Amy Robinson and Nancy Smith**

In order to assure accountability for all students and staff, staff will be positioned in the staging area by grade levels. There will be a Help desk manned by **Krista Woods** and/or James Harris to help resolve any questions regarding bus routes.

As teachers arrive in this area with their students, they are to bring their students in an orderly fashion to their grade level lines.

Attendance will then be taken by staff for each grade level. You are not to look beyond your line for missing students or take the word of others (you may make note of such information but still report the student as missing). Mrs. Houmiel will address all discrepancies with bus routes. Any students not accounted for must be reported to **Mrs. Matheson and Mrs. Barney** immediately, where students missing from their grade level lines will be compared with absentee and sign in/out lists. This final report will be given to incident command to be addressed appropriately.

Buildings & Grounds staff will investigate the source of the alarm and confirm that there is or is not evidence of fire in the area (check annunciator panel for fire zone).

**If the building is cleared for re-entry** by incident command and the superintendent or principal, students and staff will be permitted to re-enter the building. Everyone should return to the classroom from which they left to collect personal belongings. If necessary, the bells will be rung manually to signal time to proceed to the next period class.

**In the event that the students need to be sent home**, buses will be called, will leave the bus garage and proceed up the Pray Road to the Five Mile Line Road, to CR 10. Buses will then line up in order 1-10 at the corner of the Five Mile Line Road and CR 10. Traffic control will be handled by the local fire department or law enforcement. No through traffic (other than emergency vehicles and school buses for evacuation) will be allowed between the intersection of the Five Mile Line Road and CR 10 and the intersection of the Hall Road and CR 10.

**In the event that no one can re-enter the building and students are being sent directly home**, students will remain with their grade level until otherwise instructed by incident command. Students will be placed on buses by classroom teachers, beginning with UPK students. Once all students are loaded, the buses will depart.

**In the event that no one can re-enter and temporary shelter is necessary** buses will proceed to the following locations for temporary shelter. **Teachers will go to site by grade level with students.**

- Lisbon Wesleyan Church Community Room on Church Street
- Hepburn Library

At the sheltering site, once the building is ready (unlocked), staff and students may enter the building. Bus drivers are asked to remain on the bus as a communication link for further instructions. Students and bus drivers will remain at these temporary shelters until a decision is made to return to school or send students home. At the shelters, staff is asked to require the following:

- Attendance should be taken once again.
- Students are to sit on the floor if necessary.
- They may talk only in very quiet voices when appropriate.
- They are not to move about without permission.
- Students should remain attentive for a signal that further instructions are to be given. (Turning lights off then on may be done to get student attention).

In the event that students are sent home and no one is at home, the bus drivers will bring those students back to the school or Hepburn Library (if temporary shelter was needed), where they will be supervised until a parent or someone is contacted to come and pick them up.

Once students have been taken on their bus routes, all staff are asked to remain for debriefing with incident command and administration, to be held in the auditorium or Hepburn Library (if temporary shelter was needed). All staff not otherwise engaged will proceed to Hepburn Library. Depending on the emergency involved, motor vehicles may not be allowed to leave certain areas until fire and law enforcement officials have determined it is safe to do so. This may be for up to 24 hours, so staff should plan accordingly.

## **HIV-RELATED ILLNESS**

The Board of Education of the Lisbon Central School recognizes the public concern over the health issues surrounding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection. The Board of Education also recognizes, based upon the current state of medical knowledge that HIV is not easily transmitted and cannot be transmitted by casual social contact.

The Board acknowledges both the rights and interests of students diagnosed with HIV infection or AIDS to continue their education, and of non-infected students and employees to be in an environment free of any significant risks to their health. The Board also recognizes that current law and regulations strictly limit the disclosure of confidential HIV related information without an authorized consent form.

### **STUDENTS WITH HIV-RELATED ILLNESS**

It is the policy of the Board of Education that:

1. No student's right to education shall be interrupted or curtailed solely on the basis of such information. As students, they must be afforded the same rights, privileges and services available to other students.
2. A parental request to modify the educational program of a student who is infected with HIV must be made to the superintendent or designee. Alternatively, if school personnel believe that the student requires special education in order to benefit from instruction, a referral to the CSE must be initiated.
3. No student shall be discriminated against on the basis that they have been identified as HIV-infected or having AIDS.
4. All students in the school district shall receive instruction regarding the nature, transmission, prevention and treatment of HIV infection from kindergarten through high school, in an age-appropriate manner unless exempted, pursuant to the Commissioner's Regulation.

### **IMPLEMENTATION PLAN**

The Superintendent of Schools is directed to:

1. Develop administrative rules that prohibit acts of discrimination against students identified as HIV-positive and establishes and publishes a formal complaint procedure for resolution of alleged violations of the rule.
2. Administer an ongoing educational program about HIV for students, their families and all school employees, to include:
  - a. development of appropriate HIV curriculum and HIV related resource materials;
  - b. provision of mandatory in-service training to all school district personnel regarding school district policies and procedures related to students with HIV infection;
  - c. provision of mandatory in-service for all school personnel concerning HIV and measure of prevention in the workplace.
3. Implement standard operating procedures related to universal precautions regarding the handling of blood and blood spills in the school setting.

## **CONFIDENTIALITY**

Information obtained pursuant to the Authorization for Release of Confidential HIV Related Information to the Superintendent of Schools and the Board of Education or court order is confidential and shall not be released to anyone, except to:

- (1) persons listed on the said form;
- (2) persons listed on the court order pursuant to Section 2785 or Article 27-F of the New York State Public Health Law; or
- (3) persons authorized to receive such information without a release or court order under Section 2782 of Article 27-F of the New York State Public Health Law.

All medical information and written documentation of discussions, telephone conversations, proceedings and meetings will be kept in a locked file. Access to this file will only be granted to those persons who are stated on the Authorization for Release Form.

Any school staff member privileges with any HIV-related information shall be bound by the confidentiality requirements contained in Article 27-F of the Public Health Law. Any breach of such confidentiality shall be subject to conditions contained in Article 27-F of the Public Health Law in addition to disciplinary procedures as established by the Board of Education.

## **AIDS/HIV TESTING**

No school official shall require any student to undergo an HIV antibody test or other HIV-related test. This policy shall not, however, preclude school officials from requiring a student to undergo an examination under Sections 903 and 904 of the Education Law, when other illness is suspected, as long as no involuntary HIV antibody test or other HIV-related test is administered as part of such examination.

## **EMPLOYEES WITH HIV-RELATED ILLNESS**

The Board of Education recognizes the public concern over the health issues surrounding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection. The Board also recognizes, based upon the current state of medical knowledge, that HIV is not easily transmitted and there is no evidence that HIV can be transmitted by casual social contact in the school setting.

The Board of Education acknowledges the interests of employees diagnosed as having HIV infection or AIDS in continuing their employment as well as the interests of all students and employees of the school district to learn and work without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no district employee shall be prevented from continuing his or her employment solely on the basis of such information. They are entitled to all rights, privileges and services accorded to other employees.

In accordance with current law and regulations, it is also the policy of the Board to prevent any employee from being subjected to adverse or discriminatory treatment or stigma solely because they have been diagnosed as being HIV-infected or having AIDS.

The Superintendent of Schools is hereby directed to develop administrative regulations in regard to avoiding employment discrimination against employees diagnosed as being HIV infected or having AIDS.

The superintendent also shall implement, and all school personnel shall comply with, guidelines and routine sanitary hygiene procedures, which may involve handling of blood and blood spills in or on school premises and grounds. The superintendent should consult public health officials, as appropriate, for the most current methods and information pertaining to such procedures.

In addition, the superintendent shall develop and immediately implement in-service education and training for all school personnel concerning AIDS and HIV infection and measure to prevent and manage exposures in the workplace.

### **EMPLOYEES WITH HIV-RELATED ILLNESS REGULATIONS**

If information is received regarding an employee's HIV status, the Superintendent of Schools may consult with the school attorney on the appropriate course of action to take under the circumstances, bearing in mind the district's potential liability for defamation, employment discrimination, breach of the confidentiality requirements of Article 27-F of the New York Public Health Law and other possible causes of action.

### **STANDARDS FOR AVOIDING EMPLOYMENT DISCRIMINATION**

No disciplinary action or other adverse personnel action shall be taken against an employee solely because they have HIV infection or AIDS. Action may be taken against an employee only if they are disabled and the disability interferes with his/her ability to perform, in a reasonable manner, the activities involved in the job or occupation.

The district shall make such reasonable accommodation to enable the employee to perform employment duties as may be required by Federal or State Law.

Adopted 1/28/92