

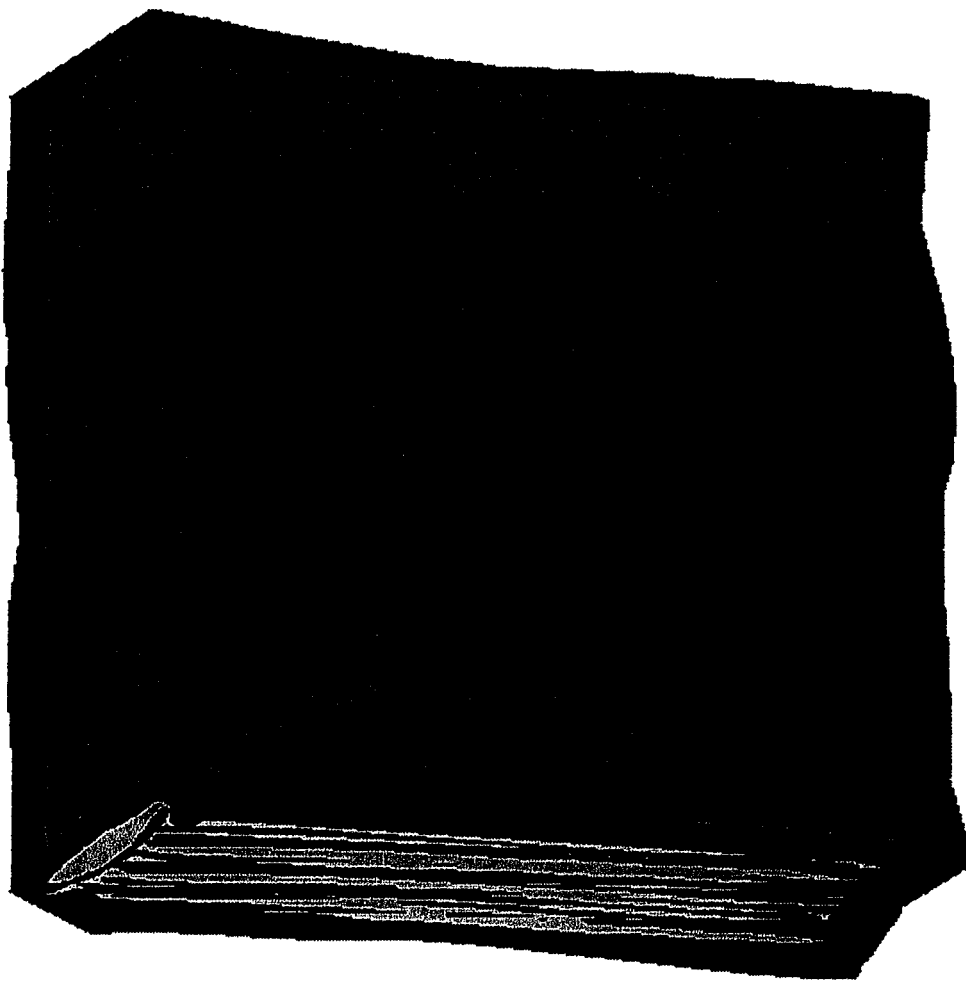
# The Lorge School

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NAME: \_\_\_\_\_

**OVERVIEW:**

**THE LORGE SCHOOL HAS BEEN CHARTERED BY NEW YORK STATE FOR OVER FIFTY-YEARS TO PROVIDE SPECIAL EDUCATION SERVICES FOR STUDENTS WITH LEARNING AND EMOTIONAL DISABILITIES, AND OTHER HEALTH IMPAIRED.**

**THE LORGE SCHOOL IS LOCATED IN THE CHELSEA NEIGHBORHOOD OF MANHATTAN AND SERVES STUDENTS FROM EVERY BOROUGH OF NEW YORK CITY. THE SCHOOL INTENTIONALLY LIMITS CAPACITY TO 96 STUDENTS IN ORDER TO MAINTAIN ITS PERSONAL AND SUPPORTIVE ENVIRONMENT.**

**MISSION:**

**THE LORGE SCHOOL'S MISSION IS TO CREATE A SAFE AND NURTURING COMMUNITY FOR OUR STUDENTS, STAFF AND THEIR FAMILIES. THIS IS A COMMUNITY THAT PROMOTES THE INTELLECTUAL, EMOTIONAL AND SOCIAL GROWTH OF THE WHOLE CHILD. THE LORGE SCHOOL MAINTAINS A STRUCTURED ENVIRONMENT FOR ALL STUDENTS, STAFF AND FAMILIES. THIS ENVIRONMENT BUILT ON NURTURE, UNDERSTANDING AND MUTUAL RESPECT THAT ENABLES EACH STUDENT TO REACH THEIR POTENTIAL AS INDEPENDENT, RESPONSIBLE AND PRODUCTIVE CITIZENS.**

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**CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

**IT IS IMPERITAVE THAT THE LORGE SCHOOL HAS THE MOST UP TO DATE CONTACT INFORMATION FOR ALL OUR STUDENTS. PLEASE PROMPTLY NOTIFY THE SCHOOL IF YOUR ADDRESS AND/OR TELEPHONE NUMBER CHANGES. INFORM THE SCHOOL SECRETARY OR THE SCHOOL ADMINISTRATION.**

**SCHOOL COMMUNITY**

**PARENTS, GUARDIANS, AND FAMILY MEMBERS HELP TO FORM THE SCHOOL'S COMMUNITY. WE INVITE PARENTS TO CALL US WITH QUESTIONS, CONCERNS, OR SIMPLY TO SHARE INFORMATION. WE WANT YOU TO COME TO SCHOOL WHEN NEEDED, TO ATTEND ALL MEETINGS AND TO VOLUNTEER SERVICES BY CHAPERONING FIELD TRIPS OR BEING A CLASS PARENT. SCHOOL STAFF WILL BE CALLING YOU ON A REGULAR BASIS TO KEEP YOU UP TO DATE WITH YOUR CHILD'S PROGRESS.**

**POSSESSION OF CELL PHONES, IPODS, ELECTRONICS**

**STUDENTS ARE STRONGLY ADVISED NOT TO BRING CELL PHONES, IPODS, GAME ELECTRONICS, OR OTHER EXPENSIVE ELECTRONICS TO SCHOOL. THE LORGE SCHOOL WILL NOT BE RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST, STOLES, OR DAMAGED. IF A STUDENT DOES ARRIVE AT SCHOOL WITH**

**SUCH AN ITEM, THE STUDENT SHOULD IS REQUIRED TO GIVE IT IN TO A STAFF MEMBER FOR SAFE KEEPING UNTIL THE END OF THE DAY. ELECTRONIC ITEMS THAT ARE CONFISCATED FROM STUDENTS FOR BEING USED IN THE CLASSROOM OR IN INAPPROPRIATE WAYS DURING THE SCHOOL DAYS, WILL ONLY BE RETURNED TO A PARENT OR THEIR DESIGNEE.**

### **EMERGENCY CONTACT**

**THE SCHOOL MUST HAVE ON FILE FOR EVERY STUDENT THE NAME AND TELEPHONE NUMBER OF AN EMERGENCY CONTACT PERSON. THIS IS NEEDED IN CASE THE STUDENT SHOULD BECOME ILL OR OTHERWISE REQUIRE EMERGENCY ATTENTION.**

### **MEDICATION**

**IF A STUDENT REQUIRES MEDICATION, THE PARENT/GUARDIAN IS ASKED TO CALL THE SCHOOL AND DISCUSS THE MATTER WITH THE CHILD'S COUNSELOR AND SCHOOL NURSE. PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH A STUDENT WITHOUT FIRST SPEAKING TO LORGE STAFF. IF MEDICATION MUST BE ADMINISTERED AT SCHOOL, PARENTS ARE ASKED TO SPEAK WITH THE SCHOOL NURSE AND SIGN AUTHORIZATION FORMS. PARENTS IN CONJUNCTION WITH PRESCRIBING DOCTORS MUST COMPLETE A 504 FORM TO BE APPROVED PRIOR TO THE LORGE SCHOOL ADMINISTERING MEDICATION.**

### **SCHOOL BUS TRANSPORTATION**

**IF THERE ARE ANY QUESTIONS OR CONCERNS REGARDING SCHOOL BUSES, PARENT/GUARDIANS SHOULD CONTACT OFFICE OF PUPIL TRANSPORTATION DIRECTLY. THE LORGE SCHOOL HAS NO CONTROL OVER BUSING. THE NUMBER FOR THE OFFICE OF PUPIL TRANSPORTATION IS 718-784-3313 OR THE TRANSPORTATION HOTLINE IS 718-392-8855. IN SOME CIRCUMSTANCES, THE DEAN OF STUDENTS WILL BE ABLE TO ASSIST YOU.**

### **EDUCATIONAL RECORDS**

**PLEASE BE ADVISED OF THE FOLLOWING IN REGARD TO ACCESS AND CONFIDENTIALITY OF YOUR CHILD'S RECORDS:**

- 1. YOUR CHILD'S RECORDS AT THE LORGE SCHOOL ARE AVAILABLE FOR YOUR REVIEW BETWEEN THE HOURS OF 10:00AM - 2:00PM DAILY OR BY SPECIAL APPOINTMENT. WE REQUEST, HOWEVER, THAT YOU GIVE THE SCHOOL THREE DAYS NOTICE SO WE MAY SCHEDULE THE APPROPRIATE PERSON TO ASSIST YOU.**

- 2. THE LORGE SCHOOL WILL NOT DISCLOSE INFORMATION CONTAINED IN THE RECORDS WITHOUT PRIOR WRITTEN CONSENT OF THE PARENT/GUARDIAN OR ELIGIBLE STUDENT EXCEPT AS PERMITTED BY LAW.**
- 3. THE LORGE SCHOOL MAINTAINS A RECORD OF REQUEST FOR DISCLOSURES MADE FOR EDUCATIONAL RECORDS AND A LOG OF ACCESS OF RECORDS OF ALL STUDENTS. THIS INFORMATION IS AVAILABLE FOR YOUR EXAMINATION.**
- 4. ALL PARENTS/GUARDIANS OR ELIGIBLE STUDENTS HAVE THE RIGHT TO SEEK CORRECTION OF OUR RECORDS THROUGH A REQUEST TO AMEND THE RECORD AND/OR A HEARING. ALL PARENTS/GUARDIANS AND/OR ELIGIBLE STUDENTS ALSO HAVE THE RIGHT TO PLACE A WRITTEN REBUTTAL AGAINST ANY INFORMATION IN THE RECORD.**
- 5. PROCEDURES REGARDING DISPUTED RECORDS AND/OR THE DESTRUCTION OF RECORDS ARE AVAILABLE AT THE LORGE SCHOOL.**
- 6. THERE WILL BE NO CHARGE TO THE PARENT/GUARDIAN OR ELIGIBLE STUDENT TO SEARCH, RETRIEVE OR TO MAKE APPROPRIATE COPIES OF THE RECORDS.**

**PLEASE CONTACT THE SCHOOL IF YOU HAVE QUESTIONS ABOUT YOUR CHILD'S EDUCATIONAL RECORDS.**

### **SUSPENSION PROCEDURES AND DISCIPLINE MEASURES**

**IT IS IMPERATIVE THAT THE LORGE SCHOOL'S RESPONSES TO STUDENT MISCONDUCT BE ADDRESSED BY ALL OF THE SCHOOL'S DEPARTMENTS IN ACCORDANCE TO NYSDOE REGULATIONS. THE VAST MAJORITY OF INAPPROPRIATE STUDENT BEHAVIOR IS REMEDIED ACCORDING TO A SPECIFIC STUDENT'S BIP, PARENT SUPPORT OR LOSS OF PRIVILEGES IN AN EFFECTIVE AND TIMELY MANNER.**

**RARELY IT IS NECESSARY TO SEPARATE A STUDENT FROM SCHOOL FOR A BRIEF PERIOD. THE DECISION TO SUSPEND A STUDENT CAN ONLY BE MADE BY MANAGEMENT. SUSPENSION FROM SCHOOL IS A SEVERE CONSEQUENCE AND IT IS ONLY CONSIDERED WHEN A STUDENT'S BEHAVIOR PRESENTS A CLEAR AND PRESENT DANGER OF PHYSICAL INJURY TO THE STUDENT, OTHER STUDENTS OR**

**SCHOOL PROPERTY, OR PREVENTS THE ORDERLY OPERATION OF CLASSES OR OTHER SCHOOL ACTIVITIES.**

**WHEN A STUDENT IS SUSPENDED AND DUE TO MISCONDUCT FOR FIVE DAYS OR LESS, PURSUANT TO EDUCATION LAW 3214(3), THE MANAGEMENT WILL TELEPHONE THE PERSON IN PARENTAL RELATIONSHIP TO THE STUDENT, AND EXPLAIN THE INCIDENT PROPOSING SUSPENSION. DURING THIS CONVERSATION, THE MANAGEMENT WILL INFORM THE PERSON IN PARENTAL RELATIONSHIP TO THE STUDENT OF THEIR RIGHT TO AN INFORMAL CONFERENCE PRIOR TO MAKING THE SUSPENSION EFFECTIVE AND INFORM THE AVAILABILITY OF ALTERNATIVE INSTRUCTION.**

**IN ACCORDANCE WITH THE NYCDOE, THE LORGE SCHOOL WILL FOLLOW THE, CITYWIDE STANDARDS OF INTERVENTION AND DISCIPLINE MEASURES LOCATED: ([HTTP://SCHOOLS.NYC.GOV/NR/RDONLYRES/188AF3E2-F12B-4754-8471-F2EFB344AE2B/0/DISCCODEBOOKLET2013FINAL.PDF](http://schools.nyc.gov/NR/rdonlyres/188AF3E2-F12B-4754-8471-F2EFB344AE2B/0/DISCCODEBOOKLET2013FINAL.PDF))**

**A WRITTEN NOTICE OF STUDENT SUSPENSION IN THE PARENT'S DOMINANT LANGUAGE WILL BE MAILED NEXT DAY DELIVERY INCLUDING: A DESCRIPTION OF THE CHARGES AGAINST THE STUDENT AND THE INCIDENT FOR WHICH SUSPENSION IS PROPOSED, DATE(S) OF SUSPENSION, THE RIGHT TO REQUEST AN INFORMAL CONFERENCE, AND AVAILABILITY OF ALTERNATIVE INSTRUCTION AT THE LORGE SCHOOL.**

**SHOULD THE PARENTS REQUEST AND ATTEND AN INFORMAL CONFERENCE, THEY WILL BE PERMITTED TO ASK QUESTIONS OF COMPLAINING WITNESSES UNDER SUCH PROCEDURES AS THE SCHOOL MAY ESTABLISH. A PARENTS' NOTICE AND OPPORTUNITY FOR AN INFORMAL CONFERENCE SHOULD TAKE PLACE BEFORE THE STUDENT IS SUSPENDED UNLESS THE STUDENT'S PRESENCE IN SCHOOL POSES A CONTINUING DANGER TO PERSONS, PROPERTY OR THE STUDENTS IS AN ONGOING THREAT OF DISRUPTION TO THE ACADEMIC PROCESS. IF THE STUDENT'S PRESENCE DOES POSE SUCH A DANGER OR THREAT OF DISRUPTION, THE NOTICE AND OPPORTUNITY FOR AN INFORMAL CONFERENCE WILL TAKE PLACE AS SOON AFTER THE SUSPENSION AS IS REASONABLY PRACTICABLE.**

**WHEN A STUDENT IS SUSPENDED FROM SCHOOL, PURSUANT TO EDUCATION LAW 3214, THE LORGE SCHOOL WILL PROVIDE ALTERNATIVE MEANS OF INSTRUCTION. THIS INSTRUCTION WILL ENABLE THE STUDENT TO CONTINUE TO PARTICIPATE IN THE CURRICULUM AND TO RECEIVE SERVICES AND MODIFICATIONS, INCLUDING THOSE IN THE IEP THAT WILL HELP THE STUDENT**

**MEET THE GOALS OF THEIR IEP. ALTERNATIVE INSTRUCTION WILL BE AVAILABLE EACH DAY OF SUSPENSION BETWEEN 3-4 PM FOR ELEMENTARY STUDENTS AND 3-5 PM FOR SECONDARY STUDENTS. A SUSPENDED STUDENT'S TEACHER WILL BE ASKED TO PROVIDE THIS INSTRUCTION FOR HOURLY PAY AS PER THE UFT CONTRACT. IF THE STUDENT'S TEACHER IS UNABLE TO WORK AFTER-SCHOOL, THE INSTRUCTIONAL SUPERVISOR WILL SEEK ANOTHER REASONABLE REPLACEMENT TO PROVIDE INSTRUCTION.**

**INFORMATION REGARDING STUDENTS SUSPENDED FOR MORE THAN 10 CONSECUTIVE OR CUMULATIVE DAYS AND THE MDR PROCESS ARE BELOW:**

### **MANIFESTATION DETERMINATION REVIEW**

**DISCIPLINARY CHANGE IN PLACEMENT MEANS A SUSPENSION OR REMOVAL FROM A STUDENT'S CURRENT EDUCATIONAL PLACEMENT THAT IS EITHER:**

- (1) FOR MORE THAN 10 CONSECUTIVE SCHOOL DAYS; OR**
- (2) FOR A PERIOD OF 10 CONSECUTIVE DAYS OR LESS IF THE STUDENT IS SUBJECTED TO A SERIES OF SUSPENSIONS OR REMOVALS THAT CONSTITUTE A PATTERN BECAUSE THEY CUMULATE TO MORE THAN 10 SCHOOL DAYS IN A SCHOOL YEAR; BECAUSE THE STUDENT'S BEHAVIOR IS SUBSTANTIALLY SIMILAR TO THE STUDENT'S BEHAVIOR IN PREVIOUS INCIDENTS THAT RESULTED IN THE SERIES OF REMOVALS; AND BECAUSE OF SUCH ADDITIONAL FACTORS AS THE LENGTH OF EACH SUSPENSION OR REMOVAL, THE TOTAL AMOUNT OF TIME THE STUDENT HAS BEEN REMOVED AND THE PROXIMITY OF THE SUSPENSIONS OR REMOVALS TO ONE ANOTHER. THE LORGE SCHOOL DETERMINES ON A CASE-BY-CASE BASIS WHETHER A PATTERN OF REMOVALS CONSTITUTES A CHANGE OF PLACEMENT. THIS DETERMINATION IS SUBJECT TO REVIEW THROUGH DUE PROCESS IN CONSULTATION WITH THE NYCDOE CSE.**

**GENERAL REQUIREMENTS FOR MANIFESTATION REVIEW: THIS IS A REVIEW OF THE RELATIONSHIP BETWEEN THE STUDENT'S DISABILITY AND THE BEHAVIOR SUBJECT TO DISCIPLINARY ACTION TO DETERMINE IF THE CONDUCT IS A MANIFESTATION OF THE DISABILITY MUST BE MADE IMMEDIATELY, IF POSSIBLE, BUT IN NO CASE LATER THAN 10 SCHOOL DAYS AFTER:**

- (1) A DECISION IS MADE BY THE LORGE SCHOOL ADMINISTRATION WITH THE NYCDOE CSE TO CHANGE THE PLACEMENT OF A STUDENT TO AN INTERIM ALTERNATIVE EDUCATIONAL SETTING PURSUANT TO SECTION 201.7(E) OF THIS PART; OR**

- (2) A DECISION IS MADE BY AN IMPARTIAL HEARING OFFICER THROUGH THE NYCDOE TO PLACE A STUDENT IN AN INTERIM ALTERNATIVE EDUCATIONAL SETTING PURSUANT TO SECTION 201.8 OF THIS PART; OR**
- (3) A DECISION IS MADE BY THE LORGE SCHOOL ADMINISTRATION WITH THE NYCDOE CSE PURSUANT TO SECTION 201.7(A) OR (B) OF THIS PART TO IMPOSE A SUSPENSION THAT CONSTITUTES A DISCIPLINARY CHANGE IN PLACEMENT.**

**INDIVIDUALS TO CARRY OUT REVIEW: THIS REVIEW DESCRIBED IN SUBDIVISION (A) OF THIS SECTION SHALL BE CONDUCTED BY A MANIFESTATION TEAM IN A MEETING, WHICH SHALL INCLUDE THE LORGE SCHOOL STAFF MEMBERS KNOWLEDGEABLE ABOUT THE STUDENT AND THE INTERPRETATION OF INFORMATION ABOUT CHILD BEHAVIOR, THE PARENT AND RELEVANT MEMBERS OF THE CSE AS DETERMINED BY THE PARENT AND NYCDOE. THE PARENT MUST RECEIVE WRITTEN NOTIFICATION PRIOR TO ANY MANIFESTATION TEAM MEETING TO ENSURE THAT THE PARENT HAS AN OPPORTUNITY TO ATTEND. THE NOTIFICATION SHALL INFORM THE PARENT OF THE PURPOSE OF THE MEETING, THE NAMES OF THE INDIVIDUALS EXPECTED TO ATTEND AND INFORM THE PARENT OF HIS OR HER RIGHT TO HAVE RELEVANT MEMBERS OF THE CSE PARTICIPATE AT THE PARENT'S REQUEST.**

**CONDUCT OF REVIEW: THE MANIFESTATION TEAM SHALL REVIEW ALL RELEVANT INFORMATION IN THE STUDENT'S FILE INCLUDING THE STUDENT'S IEP, ANY TEACHER OBSERVATIONS, AND ANY RELEVANT INFORMATION PROVIDED BY THE PARENTS TO DETERMINE IF:**

- (1) THE CONDUCT IN QUESTION WAS CAUSED BY OR HAD A DIRECT AND SUBSTANTIAL RELATIONSHIP TO THE STUDENT'S DISABILITY; OR**
- (2) THE CONDUCT IN QUESTION WAS THE DIRECT RESULT OF THE SCHOOL DISTRICT'S FAILURE TO IMPLEMENT THE IEP.**

**DETERMINATION: THE CONDUCT MUST BE DETERMINED TO BE A MANIFESTATION OF THE STUDENT'S DISABILITY OR TO NOT BE A MANIFESTATION OF THE STUDENT'S DISABILITY. IF THE MANIFESTATION TEAM DETERMINES THAT A CONDITION OF THE ABOVE WAS MET, THE SUSPENSION AND CHANGE OF PLACEMENT TAKES PLACE. IF THE MANIFESTATION TEAM DETERMINES THAT THE CONDUCT WAS A MANIFESTATION OF THE STUDENT'S DISABILITY, THE LORGE SCHOOL AND THE CSE SHALL:**

- (i) CONDUCT A FUNCTIONAL BEHAVIORAL ASSESSMENT AND IMPLEMENT A BEHAVIORAL INTERVENTION PLAN FOR SUCH STUDENT IN ACCORDANCE WITH SECTION 201.3 OF THIS PART; AND**

**(II) EXCEPT AS PROVIDED IN SECTION 201.7(E) OF THIS PART, RETURN THE STUDENT TO THE PLACEMENT FROM WHICH THE STUDENT WAS REMOVED, UNLESS THE PARENT AND THE LORGE SCHOOL/NYCDOE CSE AGREE TO A CHANGE OF PLACEMENT AS PART OF THE MODIFICATION OF THE BEHAVIORAL INTERVENTION PLAN.**

**IN ADDITION THE SUSPENSION IS EXPUNGED AND THE STUDENT IS RETURNED TO THEIR PLACEMENT AT THE LORGE SCHOOL WITH MODIFICATIONS NECESSARY ON THEIR IEP.**

**DEFICIENCIES IN IEP: IF THE MANIFESTATION TEAM DETERMINES THE CONDUCT IN QUESTION WAS THE DIRECT RESULT OF THE SCHOOL DISTRICT'S FAILURE TO IMPLEMENT THE IEP, THE SCHOOL DISTRICT MUST TAKE IMMEDIATE STEPS TO REMEDY THOSE DEFICIENCIES.**

### **TIME-OUT ROOMS**

**DE-ESCALATION OR "TIME OUT" IS A TECHNIQUE USED TO INTERRUPT AN UNACCEPTABLE BEHAVIOR BY REMOVING THE STUDENT FROM THE SITUATION WHERE THE MISBEHAVIOR IS OCCURRING. THE STATE DOES NOT REGULATE THE USE OF TIME OUT, BUT DOES REGULATE THE USE OF A SEPARATE ROOM WHERE A STUDENT MAY BE REMOVED FOR PURPOSES OF "TIME OUT."**

**STATE REGULATIONS DEFINE A TIME OUT ROOM AS AN AREA FOR A STUDENT TO SAFELY DEESCALATE, REGAIN CONTROL AND PREPARE TO MEET EXPECTATIONS TO RETURN TO HIS OR HER EDUCATION PROGRAM. TIME OUT ROOMS ARE TO BE USED IN CONJUNCTION WITH A BEHAVIORAL INTERVENTION PLAN IN WHICH A STUDENT IS REMOVED TO A SUPERVISED AREA IN ORDER TO FACILITATE SELF-CONTROL OR TO REMOVE A STUDENT FROM A POTENTIALLY DANGEROUS SITUATION.**

### **WHEN CAN A TIME OUT ROOM BE USED?**

**EXCEPT FOR UNANTICIPATED SITUATIONS THAT POSE AN IMMEDIATE CONCERN FOR THE PHYSICAL SAFETY OF A STUDENT OR OTHERS, THE USE OF A TIME OUT ROOM CAN ONLY BE USED IN CONJUNCTION WITH A BEHAVIORAL INTERVENTION PLAN THAT IS DESIGNED TO TEACH AND REINFORCE ALTERNATIVE APPROPRIATE BEHAVIORS.**

**AT THE LORGE SCHOOL, THE 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR DE-ESCALATION ROOMS ARE SAFE SPACES WHERE THE STUDENT CAN MANAGE THEIR FEELINGS; TAKE TIME TO REFLECT ON THEIR BEHAVIOR AND ULTIMATELY WORK ON TENSION REDUCTION THROUGH THERAPEUTIC RAPPORT AND RETURN TO THE**



**CLASSROOM ENVIRONMENT. THE DE-ESCALATION ROOMS (USED FOR TIME-OUT) AT THE LORGE SCHOOL ARE MONITORED AND MAINTAINED BY THE BEHAVIORAL/CRISIS INTERVENTIONIST, SUPERVISED BY THE DEAN OF STUDENTS.**

### **FIELD TRIPS**

**STUDENTS TAKING SCHOOL FIELD TRIPS ARE REMINDED THAT ALL STUDENT CONDUCT RULES APPLY. AT NO TIME IS SMOKING PERMITTED ON TRIPS. PARENT OR GUARDIAN MAY BE INVITED TO CHAPERONE AND PARTICIPATE IN THESE EXPERIENCES. PARENT/GUARDIAN MUST PROVIDE THE SCHOOL WITH A SIGNED CONSENT FORM FOR EACH FIELD TRIP.**

### **ATTENDANCE FOR STUDENTS**

**EACH STUDENT IS TO BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION. IF A STUDENT IS ABSENT, THE PARENT/GUARDIAN SHOULD CALL THE SCHOOL BEFORE 9:00 A.M. UPON RETURN A NOTE SIGNED BY PARENT/GUARDIAN OR DOCTOR STATING THE REASON FOR ABSENCE SHOULD BE BROUGHT TO THE CLASSROOM TEACHER. IF THE SCHOOL IS NOT PROPERLY NOTIFIED AS TO THE REASON(S) FOR ABSENCE(S), ABSENCE(S) WILL BE CONSIDERED UNEXCUSED. THE SCHOOL IS OBLIGATED TO NOTIFY THE CSE OF ALL UNEXCUSED ABSENCES. THE CSE WILL CONDUCT FOLLOW-UP ACTIVITIES, AS WARRANTED AND UNEXCUSED ABSENCES COULD RESULT IN THE STUDENT LOSING THEIR PLACEMENT AT THE LORGE SCHOOL.**

- **EXAMPLES OF EXCUSED ABSENCES: ILLNESS, MEDICAL APPOINTMENTS, AND TRANSPORTATION**
- **EXAMPLES OF UNEXCUSED ABSENCES: BABYSITTING, VISITING FAMILY OR FRIENDS**

**SPECIAL DISMISSAL: A STUDENT IS GRANTED EARLY DISMISSAL IN EMERGENCY SITUATIONS OR IF APPOINTMENTS CANNOT BE MADE ON OTHER THAN SCHOOL TIME. A SIGNED, WRITTEN NOTE FROM THE PARENT/GUARDIAN REQUESTING SUCH A DISMISSAL SHOULD BE BROUGHT TO THE CLASSROOM TEACHER BEFORE REQUESTING A DIFFERENT DISMISSAL TIME.**

**IMPORTANT: NO STUDENT CAN BE DISMISSED EARLY WITHOUT A WRITTEN OR TELEPHONE REQUEST FROM A PARENT/GUARDIAN.**

## **DRESS**

**LORGE HAS AN INFORMAL DRESS CODE. HOWEVER, THERE ARE RULES THAT MUST BE FOLLOWED. NO REFERENCE TO DRUGS, PORNOGRAPHY, OR OBSCENE LANGUAGE IS PERMITTED ON SHIRTS, HATS, ETC. NO HATS OR CAPS ARE WORN IN SCHOOL. STUDENTS ARE NOT TO WEAR PANTS BELOW THE WAIST OR HIPS. BANDANAS AND/OR DOO-RAGS ARE PROHIBITED. FEMALE STUDENTS MAY NOT WEAR LOW-CUT TOPS. IF STUDENTS WEAR INAPPROPRIATE CLOTHING, THEY WILL BE PROVIDED WITH SOMETHING APPROPRIATE OR THE PARENT/GUARDIAN WILL BE REQUESTED TO TAKE THE CHILD HOME. STUDENTS WILL NOT BE ALLOWED TO COMB THEIR HAIR OR CLIP THEIR NAILS IN SCHOOL FOR HYGIENIC REASONS.**

## **FIRE DRILLS**

**DURING FIRE DRILLS STUDENTS ARE TO LEAVE THE BUILDING WITH THE CLASS IN A QUICK, QUIET, AND ORDERLY MANNER. IN ORDER FOR THE FIRE DEPARTMENT TO HAVE QUICK AND EASY ACCESS TO THE BUILDING, ALL STUDENTS AND STAFF MUST STAND AT A SAFE DISTANCE AWAY FROM THE BUILDING AND REMAIN WITH THEIR CLASS. PLEASE WAIT UNTIL THE ADMINISTRATION GIVES THE SIGNAL TO RETURN TO THE BUILDING.**

## **GRAFITTI MARKERS**

**MARKERS ARE PERMITTED DURING ART CLASS OR AT OTHER ACTIVITIES APPROVED AND SUPERVISED BY STAFF. ANY MARKERS USED OUTSIDE OF THESE ACTIVITIES WILL BE CONFISCATED.**

## **HOMEWORK**

**HOMEWORK IS ASSIGNED AT THE LORGE SCHOOL. HOMEWORK REINFORCES CLASSROOM INSTRUCTION AND INCREASES STUDENT LEARNING. THE AMOUNT OF HOMEWORK WILL VARY FROM DAY TO DAY. STUDENTS ARE RESPONSIBLE FOR COMING TO CLASS PREPARED WITH COMPLETED HOMEWORK.**

## **INFECTION CONTROL**

**STUDENTS ARE NOT TO TOUCH OR OTHERWISE COME IN CONTACT WITH THE BLOOD OR BODY FLUIDS OF OTHER STUDENTS OR STAFF. THE LORGE SCHOOL FOLLOWS THE GUIDELINES OF OSHA REGARDING BLOOD BORNE PATHOGENS AND BODILY FLUID EXPOSURE. IN ADDITION, STUDENTS ARE RESPONSIBLE FOR ASSURING THAT THEIR OWN BLOOD AND OTHER BODILY FLUIDS DO NOT COME INTO CONTACT WITH OTHER STUDENTS OR ADULTS. THE INTENTIONAL RELEASE OF BODY FLUIDS IN THE SCHOOL ENVIRONMENT WILL LEAD TO DISCIPLINARY ACTION.**

## **SCHOOL HOURS**

**THE LORGE SCHOOL INSTRUCTIONAL DAY BEGINS AT 8:30 A.M. AND ENDS AT 2:30 P.M. STUDENTS ARE NOT ALLOWED IN THE SCHOOL BUILDING BEFORE 8:00 A.M. OR AFTER 3:00 P.M. UNLESS HE/SHE IS IN A MEETING IN AN ADMINISTRATIVE OFFICE OR IS BEING SUPERVISED BY A STAFF MEMBER. IF THERE ARE ANY SPECIAL CIRCUMSTANCES, PLEASE CONTACT THE DEAN OF STUDENTS.**

## **LATENESS TO SCHOOL**

**STUDENTS SHOULD ARRIVE AT SCHOOL BETWEEN 8:00 AND 8:30 A.M. STUDENTS SHOULD REPORT TO THEIR CLASSROOMS OR BREAKFAST UPON ARRIVAL. IF STUDENTS ARE NOT HERE BY 8:30 A.M. THEY WILL BE CONSIDERED LATE, AND YOU MUST SIGN IN AT THE SECURITY DESK, UNLESS THE SCHOOL BUS IS LATE.**

**UNEXCUSED LATENESS FOR STUDENTS ON PUBLIC TRANSPORTATION MAY RESULT IN THE INABILITY TO EARN CERTAIN SCHOOL PRIVILEGES. PARENT/GUARDIAN WILL BE NOTIFIED IF STUDENTS ARE REGULARLY LATE TO SCHOOL. ATTENDANCE AND PROMPTNESS/LATENESS WILL BE RECORDED ON REPORT CARDS AND ATTENDANCE CARDS.**

**STUDENTS WHO USE PUBLIC TRANSPORTATION ARE EXPECTED TO ARRIVE ON TIME (BY 8:30 AM). LATE ARRIVALS CAUSE UNNECESSARY DISRUPTIONS IN LEARNING FOR OTHER STUDENTS. WHILE THERE MAY BE OCCASIONAL UNAVOIDABLE DELAYS, CAUSED BY TRAFFIC AND MECHANICAL PROBLEMS, ETC, STUDENTS SHOULD PLAN ACCORDINGLY AND LEAVE EARLY ENOUGH TO ARRIVE AT SCHOOL ON TIME.**

## **PUBLIC TRANSPORTATION PASSES**

**THE BUREAU OF TRANSPORTATION LIMITS THE NUMBER OF METRO CARDS THE SCHOOL MAY ISSUE. IF STUDENTS LOSE THE METRO CARD, IT SHOULD BE REPORTED IMMEDIATELY TO THE DEAN OF STUDENTS WHO WILL HAVE THE LOST CARD CANCELED. A NEW PASS MAY NOT BE IMMEDIATELY AVAILABLE. METRO CARDS ARE ISSUED FOR ELIGIBLE STUDENTS ONLY. ONLY ONE MODE OF TRANSPORTATION IS ALLOWABLE FOR EACH STUDENT EITHER, BUSSING OR PUBLIC TRANSPORTATION.**

## **OUT OF CLASS PASSES**

**STUDENTS SHOULD NOT BE IN THE HALLS UNLESS THEY HAVE A PASS OR ARE SUPERVISED BY A STAFF MEMBER. STUDENTS ARE REQUIRED TO BE ESCORTED TO AND FROM BATHROOMS, RELATED SERVICE SESSIONS AND SPECIAL AREA CLASSES.**

### **PREPARATION FOR CLASS**

**IN ADDITION TO BRINGING ANY ASSIGNED HOMEWORK, ALL STUDENTS ARE EXPECTED TO COME TO ACADEMIC CLASSES PREPARED WITH NOTEBOOKS, PENS AND PENCILS, BOOKS AND ANY OTHER MATERIALS REQUESTED BY THE TEACHERS. ALL STUDENTS MUST WEAR OR BRING SNEAKERS OR RUBBER SOLE SHOES FOR PHYSICAL EDUCATION CLASS. STUDENTS WITHOUT SNEAKERS WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL EDUCATION. STUDENTS MAY BRING A CHANGE OF CLOTHES TO WEAR DURING GYM THAT WILL BE KEPT LOCKED UP WHEN NOT IN USE. STUDENTS MAY ALSO BRING TOOTHBRUSHES AND DEODORANT TO USE AT SCHOOL. AT THE BEGINNING OF EACH SCHOOL YEAR, PARENTS WILL BE GIVEN A GENERAL SUPPLY LIST.**

### **REPORT CARDS AND IEP GOALS**

**REPORT CARDS CONTAINING STUDENT PROGRESS AS EVALUATED BY TEACHERS ARE SENT HOME THREE TIMES DURING THE YEAR. THE IEP GOALS FOR EACH STUDENT WILL BE ASSESSED AT THIS TIME TOO. PARENTS WILL BE INVITED FOR PARENT-STAFF-CONFERENCES IN NOVEMBER AND MARCH.**

### **STUDENT BEHAVIOR/RESPONSIBILITY**

**WE ARE ALL RESPONSIBLE FOR BEHAVING IN THE BEST POSSIBLE MANNER. WHEN SERIOUS MISTAKES IN JUDGMENT ARE MADE THERE ARE CONSEQUENCES. THIS MAY BE IN THE FORM OF SPECIFIC DISCIPLINE, ADDITIONAL SUPERVISION, OR RESTITUTION TO THE SCHOOL. THE LORGE SCHOOL FOLLOWS A POSITIVE BEHAVIORAL SUPPORT PROGRAM (PBS). THE SCHOOL-WIDE RULES ARE TO: BE SAFE, BE RESPONSIBLE AND BE RESPECTFUL.**

### **SCHOOL BOOKS**

**TEXTBOOKS AND OTHER BOOKS THE SCHOOL LOANS TO THE STUDENT ARE VALUABLE AND EXPENSIVE TOOLS. PROBLEMS ARE CREATED IF BOOKS ARE LOST, FORGOTTEN, OR DAMAGED. STUDENTS ARE RESPONSIBLE FOR THE BOOKS ISSUED, AND WILL BE CHARGED FOR THE COST OF ANY BOOK LOST OR DAMAGED.**

### **STUDENT SAFETY RULES**

**IN ACCORDANCE WITH THE NYCDOE, THE LORGE SCHOOL WILL FOLLOW THE, CITYWIDE STANDARDS OF INTERVENTION AND DISCIPLINE MEASURES LOCATED: ([HTTP://SCHOOLS.NYC.GOV/NR/RDONLYRES/188AF3E2-F12B-4754-8471-F2EFB344AE2B/0/DISCCODEBOOKLET2013FINAL.PDF](http://schools.nyc.gov/NR/RDONLYRES/188AF3E2-F12B-4754-8471-F2EFB344AE2B/0/DISCCODEBOOKLET2013FINAL.PDF))**

**STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE BELOW, NON-NEGOTIABLE LISTED RULES. IF STUDENTS BREAK THESE RULES ONE OR MORE OF THE STEPS LISTED BELOW WILL BE FOLLOWED. EACH BEHAVIOR INFRACTION IS HANDLED ON A CASE-BY-CASE BASIS AND DEPENDING UPON THE DETAILS OF THE SITUATION, ADMINISTRATIVE ACTION WILL BE TAKEN.**

**WEAPONS:**

**NO WEAPONS ARE ALLOWED ON SCHOOL GROUNDS UNDER ANY CIRCUMSTANCE.** IF A STUDENT BRINGS A REAL OR TOY WEAPON (INCLUDING WATER GUNS) TO SCHOOL: IT WILL BE TAKEN AWAY AND NOT GIVEN BACK, PARENT/GUARDIAN WILL BE NOTIFIED, STUDENT MAY BE SUSPENDED FROM SCHOOL AND/OR THE POLICE MAY BE CALLED.

**POSSESSION OF ANY OF THE FOLLOWING WEAPONS WILL RESULT IN AN AUTOMATIC SUSPENSION FROM SCHOOL:** FIREARM, FIREARM SILENCER OR ELECTRONIC GUN, SHOTGUN, RIFLE OR MACHINE GUN, SWITCHBLADE, GRAVITY KNIFE OR CANESWORD, BILLYCLUB, BLACKJACK, BLUDGEON, CHUKKA STICK OR METAL KNUCKLES, SANDBAG, SANDCLUB OR SLINGSHOT, EXPLOSIVE INCENDIARY BOMB OR BOMBSHELL, DAGGER, STILETTO, DANGEROUS KNIFE, OR STRAIGHT RAZOR, AIR GUN, SPRING GUN OR BB GUN, ACID OR OTHER DANGEROUS CHEMICALS, LOADED CARTRIDGE OR AMMUNITION, IMITATION PISTOL OR WATER PISTOL AND, ANY INSTRUMENT OR OBJECT USED AS A WEAPON.

**FIGHTING:**

**STUDENTS MAY NOT FIGHT IN SCHOOL.**

**IF A STUDENT FIGHTS WITH ANOTHER STUDENT: BOTH STUDENTS' PARENT/GUARDIAN MAY BE CALLED. BOTH STUDENTS MAY RECEIVE IN-HOUSE OR SCHOOL SUSPENSIONS.**

**ASSAULTING A STAFF MEMBER:**

**STUDENTS MAY NOT HIT, SLAP, OR KICK A STAFF MEMBER EITHER DIRECTLY OR WITH AN OBJECT OR ANY KIND. IF A STUDENT ASSAULTS A STAFF MEMBER: PARENT/GUARDIAN WILL BE CALLED, STUDENT WILL BE SUSPENDED AND/OR THE POLICE MAY BE CALLED.**

**DRUGS/ALCOHOL:**

**STUDENTS MAY NOT POSSESS OR USE ALCOHOL OR DRUGS OF ANY KIND IN SCHOOL, BEFORE COMING TO SCHOOL, OR DURING THE LUNCH PERIOD.**

**IF A STAFF MEMBER BECOMES AWARE THAT A STUDENT SHOWS SIGNS OF EITHER POSSESSING OR USING DRUGS OR ALCOHOL OF ANY KIND DURING THE SCHOOL-DAY: THE SCHOOL NURSE WILL CONDUCT A SAFETY ASSESSMENT TO DETERMINE IF 911 NEEDS TO BE CALLED. AFTER THE ASSESSMENT, PARENT/GUARDIAN WILL BE CALLED, PARENT/GUARDIAN WILL BE ASKED TO PICK THE STUDENT UP, AND STUDENT MAY BE REMOVED FROM CLASS FOR THE REMAINDER OF THE DAY. THE DRUGS/ALCOHOL WILL BE TAKEN AWAY, THE STUDENT MAY RECEIVE AN IN-SCHOOL SUSPENSION AND/OR THE POLICE MAY BE CALLED.**

**SEXUAL BEHAVIOR:**

**STUDENTS MAY NOT ENGAGE IN OR SHOW SEXUAL BEHAVIOR TO EACH OTHER WHILE IN SCHOOL OR TO STAFF MEMBERS AT ANYTIME. IF SUCH BEHAVIOR OCCURS: PARENT/GUARDIAN WILL BE INFORMED, STUDENT MAY BE SUSPENDED AND/OR THE POLICE MAY BE CALLED.**

**STEALING:**

**STUDENTS ARE NOT PERMITTED TO STEAL. IF STUDENTS ARE CAUGHT STEALING OR WITH STOLEN ITEMS PARENT/GUARDIAN MAY BE NOTIFIED, STUDENT OR HIS/HER FAMILY MAY BE REQUIRED TO REPLACE OR REPAIR ANY ITEM STOLEN OR DAMAGED AND/OR THE POLICE MAY BE CALLED.**

**UNAUTHORIZED EXIT:**

**STUDENTS MAY NOT LEAVE THE BUILDING WITHOUT PERMISSION. IF A STUDENT LEAVES THE BUILDING WITHOUT PERMISSION: PARENT/GUARDIAN WILL BE IMMEDIATELY NOTIFIED.**

**DAMAGE TO SCHOOL PROPERTY:**

**STUDENTS ARE NOT ALLOWED TO DAMAGE SCHOOL PROPERTY UNDER ANY CIRCUMSTANCE. IF STUDENTS WHO INTENTIONALLY BREAK OR DAMAGE SCHOOL PROPERTY OR EQUIPMENT PARENT/GUARDIAN WILL BE BILLED FOR THE REPAIR OR REPLACEMENT OF THE PROPERTY. THIS INCLUDES DISFIGUREMENT OF THE BUILDING (CLASSROOMS, HALLWAYS, OFFICES, ETC.) WITH GRAFFITI.**

## **VISITORS**

**IT IS PROHIBITED TO BRING VISITORS TO SCHOOL WITHOUT OFFICIAL PERMISSION FROM SCHOOL ADMINISTRATION. A VISITOR IS ANY PERSON WHO IS NOT CURRENTLY ENROLLED IN LORGE AS A STUDENT OR ON OUR ACTIVE STAFF ROSTER.**

**ANY PERSON WHO HAS OFFICIAL SCHOOL BUSINESS IS REQUIRED TO SIGN-IN IN THE SECURITY DESK AND WAIT TO BE ESCORTED TO HIS/HER DESTINATION. IF YOU ARE REQUESTING PERMISSION TO VISIT A STUDENT/CLASSROOM, YOU MUST WAIT AT THE FRONT OFFICE AND OBTAIN PERMISSION FROM THE SCHOOL ADMINISTRATION.**

**UNAUTHORIZED VISITORS WILL BE ESCORTED OUT OF THE BUILDING.**