The New York State Education Department (NYSED), The Department of Education (DOE) and the Lexington School for the Deaf recognize that regular school attendance is a major component of academic success. Families, teachers and administrators are expected to collaborate to ensure that unexcused absences, tardiness and early departures from school are kept to a minimum. This policy is designed to: encourage full attendance by all students; maintain an adequate attendance record keeping system; identify patterns and develop effective intervention strategies to improve school attendance; ensure that school officials and families know the daily whereabouts of every student; and verify that individual students are complying with education law relating to compulsory attendance. All absences, tardiness and early departures from school must be accounted for. It is the parent’s/guardian’s responsibility to notify the school by using the following procedures:

If the child is absent or late for school the parent/guardian must call the High School office. In addition, the student must bring in a letter explaining why he/she was absent or late.

1. If the parent/guardian brings a child to school late or needs to take their child out of school early he/she must go to the appropriate Educational Office and sign the child in or out of school for that day and include the reason for his/her late arrival or early departure. Due to the child’s transportation needs, the parent/guardian must also sign the child in or out with Ms. Dorothy Gatto in order to provide or cancel bus service for that day.

2. If a student travels to and from school on his/her own and arrives late or needs to leave early, he or she must report to his/her department supervisor and sign himself/herself in or out. The student must also provide a letter from their parent/guardian explaining the reason for their early departure. The student must also report to Ms. Dorothy Gatto to sign the book, which informs us if bus service is to be provided or cancelled for that day.

3. If a student arrives back to school without parental contact with the school or without a written excuse, the student will be given a Parent/Guardian Absence Response Form to bring home for Parent/Guardian to fill out and return to school within 24 hours. If this form is not returned, the student’s absence, tardiness or early departure will be marked as an “Unlawful Detention” in the Official State Register.

4. The school will follow up on excess unexcused absences.
EDUCATIONAL SUPERVISORS, ADMINISTRATORS & TEACHERS

If you have any questions or concerns about this policy and its procedures, please contact your child’s supervisors. The following is a list of supervisors:

Frank L. Dattolo – High School Supervisor
Room 2-317 VP: 917-832-1680 Voice: 718-350-3231
Email: fdattolo@lexnyc.org

Gina Piersanti Gое – High School Administrative Assistant
Room 2-317 Voice: 718-350-3231
Email: gpiersantigioe@lexnyc.org

Jane Moran – Principal
Room 2-221 VP: 917-832-1678 Voice: 718-350-3275
Email: jmoran@lexnyc.org

Amanda (Mandy) Heinbaugh – Administrative Assistant / Interpreter
Room 2-221 Voice: 718-350-3275
Email: aheinbaugh@lexnyc.org

Russell West – CEO/ Superintendent
Room 2-118 Voice: 718-350-3108
Email: rwest@lexnyc.org

Cindy Casson – Administrative Assistant / Public Relations
Room 2-119 Voice: 718-350-3026
Email: ccasson@lexnyc.org

Dorothy Gatto – Coordinator of Pupil Transportation
Bus Room Voice: 718-350-3037
Email: dgatto@lexnyc.org

Steve Kipp – Supervisor of Classes for Students with Special Needs
Coordinator of OT/PT/Vision Services
Voice: 718-350-3268
Email: skipp@lexnyc.org

Carlos Aponte-Salcedo – PBIS Coordinator
Room 1-347A - VP: 917-832-1681
Email: caponte-salcedo@lexnyc.org

Stephanie Trollo – PBIS - Behavioral Specialist
Room 2-219 Voice: 718-350-3287
Email: strollo@lexnyc.org

Jennifer Spensieri – PBIS – Behavior Specialist
Room 2-319 VP: 718-618-4896
Email: jspensieri@lexnyc.org

Michaia Walker – PBIS - Behavior Specialist
Room TBD VP: TBD
Email: mwalker@lexnyc.org

Carolyn Izsak, RN – School Nurse
Email: ciszak@lexnyc.org

Meggi Sweeney Smith – Family Liaison
Room 2-120 Voice: 718-350-3235 VP: 917-832-1693
Email: msmith@lexnyc.org
TEACHER CONTACT INFORMATION

**English Department**
Hannah Ehrenberg  
Email: hehrenberg@lexnyc.org  
Tobi Haberstroh  
Email: thaberstroh@lexnyc.org  
Eden Saftchick  
Email: esaftchick@lexnyc.org  
Liz Wolter  
Email: lwolter@lexnyc.org

**Math Department**
Susan DiMeglio  
Email: sdimeglio@lexnyc.org  
Lisa Meyer  
Email: lmeyer@lexnyc.org

**Studies Department**
Martin Breiter  
Email: mbreiter@lexnyc.org  
Debra Cole  
Email: dcole@lexnyc.org  
Judy Schechter  
Email: jschechter@lexnyc.org  
Alex Zowak  
Email: azowak@lexnyc.org

**Science Department:**
Jillian Anderson  
Email: janderson@lexnyc.org  
Grace Ann Ashley  
Email: gashley@lexnyc.org  
Lorraine Duthie  
Email: lduthie@lexnyc.org  
Wade Phillips  
Email: wphillips@lexnyc.org

**Career Education Department**
Alyssa Banner  
Email: abanner@lexnyc.org  
Mary Beth Clark  
Email: mbclark@lexnyc.org  
Maureen Salloum, Guidance Counselor  
Email: msalloum@lexnyc.org
SCHOOL ATTENDANCE

If a student is to be absent for any reason, a parent or guardian must write an excuse note. When the student returns to school, he/she must report to the High School Office with a note giving the reason for date(s) of absence(s). Failure to bring a note for a valid absence may result in a lower grade. Absences more than consecutive 30 days without any valid reasons will face consequences with a possibility of termination.

TARDINESS

If a student arrives to class or school late, the PBIS Team and the HS Supervisor will determine consequences which may involve: suspension, community service, or small project.

FAILURE OR INCOMPLETE CLASS(ES)

If a student received an “F” in any course, he or she will be suspended from after school activities for five days. If a student received an “INC” in any courses and did not make up the class work within two weeks, this will result in the incomplete grade becoming a failing grade.

REPORTS TO FAMILIES

❖ Progress notes will be sent home each quarter so you know how your child is doing.
❖ Report cards will be sent home four times a year.
❖ You may receive student performance notes throughout the year letting you know if your child is doing well or needs additional attention.
❖ You will receive progress notes based on your child’s individualized Education Program (IEP) four times a year.

COMMUNICATION

You can check the Lexington Schoology page at https://lexnyc.schoology.com for the following:
❖ School events
❖ Class assignments
❖ Exam information

For assistance setting up and using your parent Schoology account, please contact Jared Lopatin at jlopatin@lexnyc.org.

We use the “One Call Now” system at Lexington. In the case of an emergency school closing you will automatically be notified via phone or email by this parent notification service.

PARENT STAFF ASSOCIATION

There’s a simple way for you to help your child succeed: Join the LEXINGTON PSA – TODAY!
Your children need you! More than 30 years’ worth of research has proven that children do better when their parents are involved both at home and at school. Self-esteem grows. Schools improve.

The PSA brings parents, school staff, students and the community together in a number of ways that make a significant difference in the education and quality of life of our children.

Your annual membership dues of $10.00 will help pay for wonderful school activities at Lexington. In the past year, some examples of activities funded by the Lexington PSA include:

- Picture Day
- Book Fair
- Senior Awards Dinner
- Staff Appreciation Day

If you would like more information before joining, email: PSA@lexyc.org

TECHNOLOGY – PERSONAL ITEMS

Students are permitted to bring smartphones to school; although they are not permitted to use them during the school day, unless under special school-related circumstances determined by staff. We discourage students from bringing other personal items such as IPods, IPs, DVD players, etc. If they choose to bring these items, they are to remain in their lockers. Please note that Lexington School for the Deaf is NOT responsible for any lost or stolen items. See page 8 to review Cell Phone Policy.

TECHNOLOGY – SCHOOLEY

Students, staff, and parents will be using a learning management system (LMS) called Schoology. Schoology is designed to bring personalized learning to the classroom and home. It is a platform where assignments and assessments are created and used by all. It centralizes information so that discussions, messages, and updates are readily available and empowers students to take responsibility for their own learning in a personal way, thereby enabling further achievements in school and in life. All students and parents have access to Schoology. For questions or assistance, please contact Jared Lopatin at jlopatin@lexyc.org.

TECHNOLOGY – DEVICES

High School students will be permitted to carry home laptops provided by the school. Students and the parent must fill out the Laptop User Agreement and return the completed form to their homeroom teacher during the first week of school. For any technology concerns or questions please contact Mr. Jared Lopatin, Educational Technology Coordinator at 718-350-3127 (Voice) or 917-832-1676 (VP)
**HIGH SCHOOL HONORS CRITERIA**

The High School Academic year is broken down into four quarters for its grading system. Listed below are the approximate dates for each quarter.

- First Quarter: September-November
- Second Quarter: November-February
- Third Quarter: February-April
- Fourth Quarter: April-June

**HIGHEST ACADEMIC HONORS**

No failing grades, no incompletes with an average of 89.5-100

**ACADEMIC HONORS**

No failing grades, no incompletes with an average of 84.5 to 89.4

**AFTER SCHOOL PROGRAM GUIDELINES**

1. Students involved in after school activities must report to assigned activities immediately after dismissal.
2. High School students who can travel independently and are not involved in a school-sponsored activity must go home. Students who can not travel independently must board the school bus during dismissal. The students who wish to travel independently MUST fill out permission forms and authorized by parents/guardians.
3. High School students who are not on teams or activities must have a pass to remain in the building. Passes can only come from the authorized person (teachers, staff, counselors or administrators) they are going to see. If the student does not have a pass, the person they wish to visit must be called.
4. Students not on teams or in activities may not attend practices or rehearsals.
5. Students may attend games and tournaments as spectators.
6. Coaches and leaders will supervise student dismissal and ensure students leave the building at the end of the activity. Dorm students must follow dorm procedures when an activity is over.

**PBIS POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

**PBIS** is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. See page 4 for contact information.

**RULE VIOLATIONS**

1st Offense: Suspended from all after school activities and privileges for 3 days. Must leave the building at 2:40 p.m.
2nd Offense:  Suspended from all after school activities and privileges for one week. Must leave the building at 2:40 p.m.

3rd Offense:  Parent meeting. May result in permanent suspension of after school activities.
LEXINGTON SCHOOL is a community. Every community requires rules to keep it safe and secure and to help it grow. Responsible behavior by students, staff, parents, and all members of the Lexington community is essential to keeping a safe and orderly school environment where quality educational services may be provided.

The school has a long-standing set of expectations for student conduct. These expectations are based on the principles of civility, mutual respect, citizenship, tolerance, honesty and integrity. The following Code of Conduct defines the expectations for acceptable conduct in school and identifies consequences of unacceptable conduct, as well as definitions of discipline, when necessary.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. What students wear reflects attitudes, images and expectations of school.

A student’s dress, grooming and appearance including hair style/color, jewelry, makeup and nails, shall:

- be safe, appropriate, and not disrupt or interfere with the educational process.
- recognize that extremely brief garments such as tube tops, halter-tops, spaghetti straps, plunging necklines (front and or back), and see-through garments are not appropriate.
- ensure that underwear is completely covered with outer clothing.
- Appropriate shoes must be worn at all times. Students must wear socks and closed-toe, full-heel shoes, suitable for P.E. Activities. Flip-flops, sandals, high heels, slippers, and slides DO NOT allow students to participate fully in all school activities without the possibility of injury.
- refrain from wearing of hats, doo rags, and or bandanas in the school during school hours except for a medical or religious purpose.
- not promote and or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent.
- not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- No cologne or perfume.

CELL PHONE POLICY

BE DIGITALLY SAFE, OPEN-MINDED, ACCOUNTABLE & RESPECTFUL

1. You can only use smartphones in the classroom with teacher permission.
   a. Keep all mobile phones “hidden” inside your pockets or bags during class times.
   b. You are encouraged to use your laptop if you need to access a calculator, dictionary, etc.

2. You are permitted to use your mobile phones during lunch.

3. For special events you are allowed to take photos and videos only.
   a. Special events includes the following:
      1. Assembly, shows and speeches;
      2. Deaf Awareness Week (DAW), Spirit Week, Pep Rally, and Open House;
      3. Field trips, video projects, science fair or lab assignments
Violations of the Mobile Phone Policy:

1. Mobile phones can be taken away for inappropriate use. HS Supervisor or PBIS Leadership Team will confiscate phones which they will be returned to you at 2:30pm (end of the school day).

2. Warnings: Students will be given 3 warnings (they will be tracked by the PBIS Leadership Team)
   1. First warning: Device will be taken to the HS office for the remainder of the day and may be picked up when a student is ready to leave school.
   2. Second warning: Same consequence for the first warning and receive lunch suspension.
   3. Third warning: Same consequence for the first and second warning. Intervention meeting with PBIS Leadership Team Coordinator, HS Supervisor, and/or family member.

Examples of inappropriate uses: Bluetooth music or any form of music, video chatting, social media usage, texting and videotaping.

* All Lexington School for the Deaf HS students must sign and complete a digital contract BEFORE bringing a cell phone on campus. This will be done annually.

PROHIBITED STUDENT CONDUCT

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Disorderly Conduct
Includes but not limited to:
- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites: or any other violation of the school’s acceptable use policy.
- Trespassing. Students are not permitted in any school or agency wing, other than the one they regularly attend, without permission of school personnel.

Violent Conduct
Includes but not limited to:
- Hitting, kicking, punching, and scratching.
- Possessing a weapon.
- Displaying what appears to be a weapon.
- Threatening to use any weapon or threats of any kind.
- Intentionally damaging or destroying Lexington property or property of others.

Safety, Morals, Health Or Welfare Of Others
Includes but not limited to:
- Lying
- Stealing
- Defamation, which includes saying untrue things about individuals.
- Discrimination
- Harassment
- Intimidation
❖ Hazing  
❖ Gambling  
❖ Indecent exposure (the showing of private parts of the body).  
❖ Engaging in sexual behavior.  
❖ Smoking a cigarette, cigar, pipe, or using chewing tobacco.  
❖ Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.  
❖ Pulling false fire alarms.

**Insubordinate Conduct**  
*Includes but not limited to:*  
❖ Failing to comply with the directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.  
❖ Lateness, or missing, or leaving school without permission.

**Disruptive Conduct**  
*Includes but not limited to:*  
❖ Failing to comply with the directions of teachers, school administrators, or other school personnel in charge of students.

**Cell-Phones/Pagers**  
*Includes but not limited to:*  
❖ Do not use cell phones and/or pagers during the school hours.

**Academic Misconduct**  
*Includes but not limited to:*  
❖ Plagiarism  
❖ Cheating  
❖ Copying  
❖ Altering records  
❖ Assisting another student in any of the above actions.

**STUDENT RIGHTS**

The Lexington School for the Deaf is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil social environment, all students have the right to:

❖ Take part in all school activities.  
❖ Examine their school records in accordance with the State Education Department and Federal regulations.  
❖ Access school rules and, when necessary, receive an explanation of those rules from school personnel.  
❖ Be informed of charges related to possible disciplinary action.  
❖ Be informed of grades and test scores.  
❖ Give their version of an incident.

**STUDENT RESPONSIBILITIES**

All students have the responsibility to:
Promote a safe and orderly environment.
Be tolerant of different lifestyles including but not limited to: races, genders, gender identities, sexual orientations, opinions and religions.
Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
Attend school every day, unless they are legally excused, and be in class, on time and prepared to learn.
React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
Dress appropriately for school and school functions.
Accept responsibility for their actions.
Represent the school when participating in any events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

STUDENT COUNCIL

Each class starting with 9th grade to 12th grade will elect two Student Council Representatives. Students elected as representatives to the Student Council will regularly meet with advisors and administrators to discuss matters of school-wide concerns. These concerns may cover areas such as school spirit, after school activities, safety issues, discipline, and any issues that need to be discussed.

ESSENTIAL PARTNERS

FAMILIES

All families are expected to:
- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Inform homeroom teacher if any changes in home address and contact information.

GUIDANCE COUNSELORS and/or MENTAL HEALTH COUNSELORS

- Regularly review with students their educational plans and career plans.
- Arrange parent/teacher/student/counselor conference to review educational progress and career plans.
- Provide Mental Health services to students whose behaviors and social interactions interfere with their learning.

TEACHERS

All teachers are expected to:
- Maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.
- Demonstrate interest in teaching and concern for student achievement.
- Communicate to students and parents:
- Course objectives and requirements
- Marking/grading procedures
- Assignment deadlines
Expectations for students
Classroom discipline plan
Communicate regularly with students, parents, and other teachers concerning growth and achievement.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a staff member, supervisors, and or the building principal. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a staff member, supervisor, principal, or the superintendent. This same procedure goes for school staff who will report to his or her supervisor.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent/guardian of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The principal or his or her designee must notify the appropriate law enforcement agency of those code violations that constitute a crime. The notification may be made by telephone and a letter of the incident. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

DISCIPLINARY and PROCEDURES

DUE PROCESS

Students will be provided with procedural due process (this means a student accused of violating any of the Code of Conduct will be provided the opportunity to explain his/her story before the school takes action). When it is not possible to provide an opportunity for the student to explain his/her story before a student is disciplined, then an opportunity will be provided as soon as possible.

DISCIPLINE

Disciplinary procedures depend on actions. The school may take actions including but not limited to:
- Notify a parent/guardian immediately
- Require to a parent/guardian and student conference
- Suspend the student from school or social or extra-curricular activities
- Suspend the student from classes
- Call the police

LOCKDOWN PROCEDURES

A lockdown is called if there is a real and imminent threat inside our school.

When the Superintendent or designee calls a Lockdown, the message will go out through Message Net and One Call Now.

The First Response Team will:

- Send a prepared message through Message Net.
- Call 911.
Send a prepared message to staff through One Call Now.
Announce Lockdown on TwoWay Radios, Channel 1 and 2. Updates will be given on Channel 2.

Security will:

- Open 30th and 25th Avenue gates.
- Leave perimeter doors open.
- Notify off-campus facilities to be prepared to receive some of our staff and students (those outside the building at the time the Lockdown is called).
- Classes and individuals who are outside will go to predetermined off campus facilities. These facilities are BULOVA, McClancy High School, and Our Lady of Fatima. Staff will be directed where to go by Two-Way Radio and One Call Now.
- Receptionist/ Security or designee will instruct individuals on the Demuth room, to move to the conference room, in Wing III.

The First and Second Response Team will:

- Account for staff and students but minimize time in hallways.

Staff will:

- Lock all classroom doors or whatever room they are in.
- **NOT OPEN** any doors for ANYONE under ANY circumstances. Shut all lights, pull shades and cover door windows if possible. Direct all to move away from any line of sight. If anyone is in a room that cannot be secured, an attempt to barricade the door with furniture or with whatever is available, should be made. The Response Team may open your door to check on your safety.
- Watch computers for further information. Contact may also be made through One Call Now.
- Cease normal activity.
- Remain where you are until an “all clear” is received from the Superintendent or a member of the First Response Team.

**FEDERAL GOVERNMENT’S SUMMER YOUTH EMPLOYMENT PROGRAM**

In conjunction with the Federal Government’s Summer Youth Employment Program (SYEP) the Lexington School will be sponsoring summer jobs for freshmen, sophomores and junior high school students.

To be eligible for the program, students must have good attendance and academic school records. In addition, the student must have a social security card, employment authorization and live within the 5 boroughs.

The program places students in part-time jobs (25 hours per week) and pays minimum wage per hour. Students must be able to travel independently to and from their jobs as well as to and from Lexington School. Transportation is not provided. Permission letters will be given to the students in early spring. After they return the permission letter with their parents or guardians’ signature applications and instructions will be given. If the student is interested in participating in the SYEP program, please see Gina Piersanti Gioe in the High School Office.
WEATHER CLOSINGS

In the event of inclement weather, decisions about closing will be made as early as possible. On days where the weather threatens the opening of school, we will make a decision to open or close by 6:00 a.m.

Lexington Emergency School Closing information will be sent through ONE CALL NOW via email, text message, cell phone and home phone.

Also, when possible, a notice will be placed on the Lexington Web page by 6:10 a.m.
www.lexnc.org/newsevents.cfm

In the event no notice is posted, call Lexington and/or listen to the following radio stations for weather related information on Lexington’s opening/closing.

WCBS 880       WOR 710       WADO1280 (Spanish speaking)

WEB-SITE: DEAF-RELATED RESOURCES

Colleges/Universities/Support Deaf Program:
Gallaudet University, Washington, D.C.  http://www.gallaudet.edu/
National Technical Institute for the Deaf, Rochester, NY  http://www.ntid.rit.edu/
LaGuardia Community College (CUNY), Long Island City, NY  http://www.lagcc.cuny.edu/
Deaf Events Calendar  http://www.handson.org/
Sign Language Center  http://signlanguagecenter.com/events.php
Deaf News and Events  http://deafnyc.com
ASL Performances in NYC  http://handson.org
NY Deaf Theatre  http://nydeaftheatre.com
ASL Meetup Practice Group  http://www.meetup.com/New
York-York-Area-ASL-Practice-Group/
Schoology- Lexington School Classroom Management  https://lexnc.schoology.com/home