



CHITTENANGO CENTRAL SCHOOL DISTRICT

BRIDGEPORT ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2019 - 2020

MELISSA STANEK, PRINCIPAL
9076 NORTH ROAD
BRIDGEPORT, NEW YORK 13030
(315) 687-2280

Student/Parent Handbook

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CHITTENANGO CENTRAL SCHOOL DISTRICT

Students of the district will be housed in the following four schools for the school year 2019 - 2020:

(School Day - 8:00 a.m. - 4:00 p.m.) (Summer Hours - 8:30 a.m. - 3:00 p.m.)

NAME	ADDRESS
Bolivar Road School 687-2880 (Fax: 687-2881)	6983 Bolivar Road Chittenango, New York 13037
Bridgeport Elementary School 687-2280 (Fax: 687-2281)	9076 North Road Bridgeport, New York 13030
Chittenango Middle School 687-2800 (Fax: 687-2801)	1732 Fyler Road Chittenango, New York 13037
Chittenango High School 687-2900 (Fax: 687-2924)	150 Genesee Street Chittenango, New York 13037

DISTRICT PERSONNEL

Superintendent of Schools	Mr. Michael Eiffe
Asst. Superintendent of Instruction	Mr. Jason Clark
Asst. Superintendent for Business	Mr. Scott Mahardy
Bridgeport Elementary School	Mrs. Melissa Stanek
Bolivar Road Elementary	Mr. Lee Carulli
Chittenango High School	Mr. Nick Fersch
Assistant Principal	Mr. Matthew Morkel
Athletic Director	Mr. David Gryczka
Chittenango Middle School Principal Grades 5-8	Mr. Arnold J. Merola, Jr.
Director of Special Education/PPS	Mrs. Mary Farber
Safety Officer	Ms. Sue Walker
Food Service Director	Ms. Wendy Swift
Superintendent of Buildings and Grounds	Mr. Jeffrey Martin
Transportation Supervisor	Mrs. Connie Thorp
Payroll	Mrs. Denise Blanchard
School Physicians	Tri-Valley Family Practice, PLLC

SCHOOL BOARD MEMBERS

President	Mr. Geoffrey F. Zimmer
Vice President	Mr. Russell E. Wehner
Board Members	Dr. Siubhan Bongiovanni
	Mr. Daniel Gibbons
	Mr. Jamie Boswell
	Mr. Lou Cianfrocco
	Mr. Daniel E. Mayer
	Mr. Ed Gratien
	Mr. Phil Austin

BOLIVAR ROAD ELEMENTARY SCHOOL

PERSONNEL DIRECTORY

687-2880 Main Office

687-2881 Fax

687-2886 School Nurse

Principal - Lee Carulli
Secretary - Sharon Davie

School Nurse - Cheryl Giancola
Maintenance - James Butler

Teachers

Kindergarten

Heather Cowburn
Melissa Machan
Darcy Renéé
Laura Root

1st Grade

Carrie Marko
Susan Shafer
Elizabeth Shepard
Kristin Tedford

2nd Grade

Courtney Aversano
Rebecca DeLong
Kassie Kleine
Kathy Lanphear
Tracy Terry

3rd Grade

Melissa Biviano
Kara Brooker
Jared Ciereck
Michael Gushea
Michelle Wilson

4th Grade

Denise Devine
Michael Logan
Kimberly Sammon
Angelica Terchowitz

8:1:1

Angela Rudd

Support Staff

Donna Henry
Roseann Milliman
Robin Parente
Catherine Weiss
Sandra Athans
Nikki Becker
Nancy Starke
Brendon Willey
Lisa Catalina
Lisa Stansbury
Lindsi Warner
Alissa Friedman
Laura Vogl

AIS Reading
AIS Reading
AIS Reading
AIS Reading
AIS Writing
AIS Writing
AIS Math
AIS Math
Special Education
Special Education
Special Education
Speech and Language
Speech and Language

Eric Bonnier
Sarah Martin
Brenna Ogilvie
Jeanne Pizzuto-Sauvé
Kelsey Wisner
Jackie Alex
Dale Devendorf
Julie Baran
Colleen Davis
Erin Allen
Patricia Calcara
Maizie Zamlowski
Jennifer Street

Physical Education
Physical Education
String Instrumental
Instrumental
Vocal Music
Librarian
Art
School Counselor
School Counselor
Psychologist
Occupational Therapy
Occupational Therapy
Physical Therapy

Building Aides

Laurie Bishop
Amanda Blaszkow
Jeanette Burghardt
Helen Camardella
Mary Lou Champlin
Meghan Collins
Lori Czieszler
Selena Devendorf
Carolyn Floss
Nicole Floss
Gina Foster
Denise Frantz

Jennifer Gordon
Carrie Graf
Michele Grande
Michele Houghtaling
Jill Just
Julie Kielbasa
Nancy Kufhta
Cassie Maine
Michelle McDougal
Sue Moon
Eileen Taylor
Sabrina Tucker

Teaching Assistants

Erma Boswell
Cindy Tipa

Maintenance

Cathy House
Mike Elmore
Tabitha Torpy

Cafeteria

Mary Wolf
Beth Lang
Mary Soule

BRIDGEPORT ELEMENTARY SCHOOL

PERSONNEL DIRECTORY

687-2280 Main Office
687-2281 Fax
687-2276 School Nurse

Teachers

Principal - Melissa Stanek
Secretary - Jennie Arsenault

School Nurse - Cheryl Haggerty
Maintenance - Karen McMillon

KINDERGARTEN

Sarah Baidel
Toby Clark

1ST GRADE

Carie Gregory
Sandra Markowski

2ND GRADE

Brian Brzuszkiewicz
Roberta Cullen
Gabrielle Loftus

3RD GRADE

Makenzie Mohorter
Kim Ramer

4TH GRADE

George Aversano
Patricia Giffune

SPECIAL EDUCATION

Emily Schaefer

Support Staff

Joyce Backus
Nicole Becker
Renee Cerio
Jed Cestaro
Tracy DeMario
Meghan Jennings
Kadi Luchsinger
Brenna Ogilvie
Andrea Orioli
Robert Preston
Christian Rohrer
Stacie Schrider
Brendon Willey
Laurie Pigula
Maizie Zamlowski

Art
Writing AIS
Library/Writing AIS
Math AIS
Speech
Music
Physical Therapist
Instrumental Music
School Counselor
Physical Education
School Psychologist
Reading AIS
Math AIS
Reading AIS
Occupational Therapist

BUILDING AIDES

Lorraine Butler
Tracy Delia
Nicole Duprey
Katie Gray
Colette Leonard
Kelly Leonard
Teri Reynolds
Hilary Roach
Sue Wheeler

TEACHING ASSISTANT

Alyssa Chizzonite

CAFETERIA

Vicki Hayduke
JoAnn McGowan
MaryAnn Shanahan

MAINTENANCE

Paul Eisenger
Todd Steding



GENERAL INFORMATION

We believe...Chitttenango Central Schools are a safe and supportive environment where all members of our school family, especially students, can learn and focus. We believe...our school district is a place where we do not fear being hurt on the outside or the inside because of the way we look, our beliefs or our differences. At **Chitttenango**, we believe we are responsible, caring, fair, honest and courageous. We show self-control and respect others at all times. Every **Chitttenango** student and adult has the right to attend school in a safe, welcoming and caring environment. This much we believe and more...

School Hours

School starts at 8:45 a.m. - Bus children are allowed in the building as their bus unloads at 8:20 a.m.

Dismissal is at 3:05 - 3:10 p.m. - No child will be released from school during the day without a written note from a parent or guardian.

Entering the Building

In an effort to maintain the safety of all of the students at the Bridgeport Elementary School, we have installed a secure door entry system. All entry doors will be locked while school is in session. All parents, volunteers, and visitors will need to use the intercom at the main door. When a person arrives, they will have to push the appropriate buzzer, which will then alert the office staff through a monitor and intercom. Once the person is identified, they will be buzzed in and instructed to check in at the office.



All visitors upon entering the building must sign in and get a visitor's sticker. The visitor will wear this sticker while in the school or on the grounds, and will return the badge to the office immediately prior to leaving the grounds.

Volunteering/Visiting

All visitors to the school are required to go to the office upon entering the building to sign in and get a visitor's sticker. The visitor will wear this sticker while in the school or on the grounds, and will return the badge to the office immediately prior to leaving the grounds.

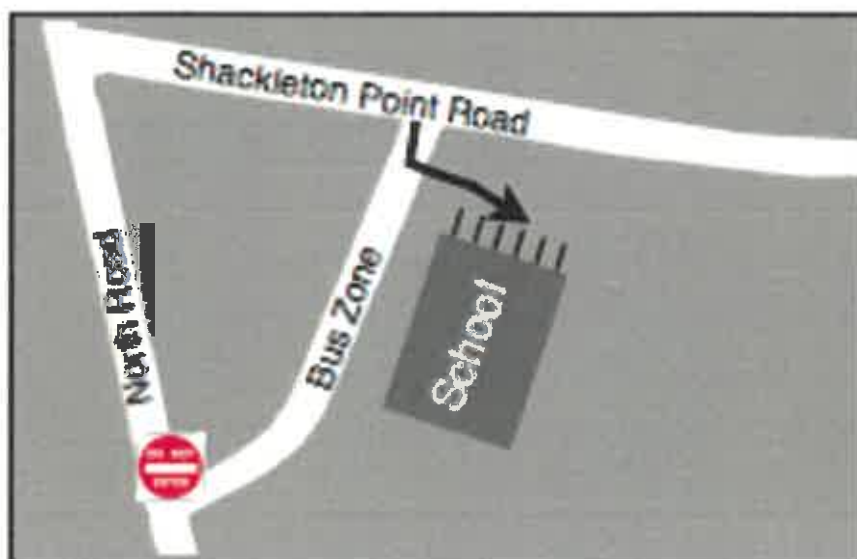
All school employees will be instructed to direct any visitors not wearing a visitor's sticker to the office. If the visitor does not comply, the staff member will notify the office personnel immediately.

Visitors should not visit classes, seek to conference with teachers, or pupils during school hours without permission from the principal. Visits arranged in advance are desirable.

Parent Parking

We request your support in ensuring that all visits to the Bridgeport Elementary School are safe, organized and pleasant. We ask that all parents and visitors follow the guidelines below.

1. K - 4 students can arrive between 8:20 - 8:30 AM. Please do not drop off your child before 8:20 AM.
2. Several adults are in front of the school while buses are unloading to ensure the safety and assistance of all students. We encourage you to use our school transportation system daily.
3. If you drive your child to school, please know that buses arrive around 8:15 AM and it is congested in the driveway in front of the school. You must enter at the Shackleton Point Road entrance. Vehicles are not permitted to use the North Road entrance between the hours of 8:00 AM to 4:00 PM. **Parking on the side of the school and walking your child in is required.** For your convenience, we now have designated parking spaces for this purpose. (see diagram below)
4. Driving in the bus zone between the hours of 8:00 AM and 4:00 PM is **strictly prohibited**. Buses are unloading and loading students in this zone. It is illegal - and very dangerous - to pass a stopped school bus when the large red lights located on top of the bus are flashing. Flashing lights mean that students are either entering or exiting the bus. You must stop whether you are approaching the school bus from the front or overtaking it from the rear. You must always stop for flashing red lights, even on divided and multilane highways and on school grounds.



Item drop-off

We ask that parents do not go to classrooms or lockers to drop things off for their children. Those items can be left in the office, and we'll see that the students get them. We try to avoid interrupting instructional time within the classrooms.



Toys and Electronics

All toys, cards, fidgets and any electronic devices including cellphones should be left at home. **School is not responsible for lost, damaged, or stolen items.**

Kindergarten

Kindergarten pupils must be five years old on or before December 1st. Information about registration may be obtained from the school office.

BOCES Pre-Kindergarten

This is a FREE high quality educational Early Childhood Program for eligible children in the district. Pre-Kindergarten students must be 4 on or before December 1, 2019. For further information, please call Madison-Oneida BOCES Early Childhood Program at (315) 361-5903. Application packets are also available on the MO-BOCES website at www.moboces.org.

Free or Reduced Price Lunches

The 2019-2020 cost for breakfast is **\$1.75**, lunch cost for K-4 is **\$2.40**.



The U.S. Government will continue to provide free and reduced lunches at no direct cost to the local school district under the guidelines of the Free/Reduced Lunch Program. To qualify for this program, parents must complete the application that was mailed to them. Applications for free or reduced prices for lunches are to be directed/mailed to the Food Service office (687-2864). Formal applications are required in order to qualify for this particular program.

Personnel assigned to determine eligibility are:

- (1) The Food Service Office who process the applications to determine eligibility as well as assist and answer questions pertaining to the application.
- (2) The Assistant Superintendent for Business who will act as the Appeals Officer for people whose application has been denied.

Arrival

K - 4 students can arrive between 8:20 - 8:30 AM. Please do not drop off your child before 8:20 AM. Students begin their academic tasks at 8:45 AM. Students should arrive at school no later than 8:30 AM.

- If you drive your child to school, please know that buses arrive around 8:15 AM and it is congested in the driveway in front of the school. Parking on the side of the school and walking your child in is required.
- Several teacher aides are in front of the school while buses are unloading to ensure the safety and assistance of all students.
- We encourage you to use our school transportation system daily.

Tardiness

Prompt arrival at school is expected of all children. Late arrival disrupts class and causes loss of instructional time. Any children arriving after 8:45 a.m. need to be signed in by the parent, guardian or adult dropping them off. **Students may not sign themselves in.** The parent or guardian will be required to sign in the student and submit an excuse for the tardy arrival. The student will then be issued a pass to enter his/her classroom. This also applies to children coming in late from the doctor or dentist.

Student Dismissal Procedures

K - 4 students are dismissed between 3:05 and 3:10 PM. If you need to pick up your child earlier, please send a note to school with your child or call the school office.

The personal safety of each student during the school day is the responsibility of the school district. No staff member may excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal may not excuse a pupil before the end of the school day without request for early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian with whom he or she resides.

Parents/guardians are **not** permitted to go to a classroom to ask their child to leave. If you need to pick your child up at any time during the school day, please come to the office, sign them out, and ask that they be called from class.

Parents should make an effort to provide supervision for younger children in case of an early dismissal.

Emergency School Closing Policy

In addition to the traditional school closing information broadcast on local television/ radio stations and posted on our website, Chittenango Central School Districts has instituted a Parent Emergency Telephone Notification System (SchoolMessenger). Our closings will be announced on radio stations: WSYR (Syracuse), WHEN (Syracuse), WFBL (Syracuse), and WMCR (Oneida), television channels: 3, 5, 9, 10, and on our Chittenango School Website - www.chittenangoschools.org. This system provides direct automatic phone communications to parents and guardians in the event of an unexpected early dismissal, weather delays, cancellations, notifications of school emergencies and upcoming important school events.



Please make sure your child's school has this information updated regularly each school year, when you purchase a new cell phone, if you move, if you change daycare providers, etc.

While this system offers numerous advantages, it however, CANNOT dial extension numbers. Therefore, please use a number that will directly reach you.

If a "one-hour delay" is anticipated, an announcement will be made as early as possible. This means all morning pickups will be one hour later. From that point on, school will return to the regular schedule including lunch, dismissals, etc. However, **keep listening** if a "one-hour delay" is announced, as school could eventually be closed by 7:45 a.m.

If schools are to be dismissed early (thirty (30) minutes or more), announcements will be made as close to noon as possible. In such cases, pupils may arrive home earlier depending upon how early the dismissal takes place and weather conditions.

Absences

Regular school attendance is critical to a student's academic success. For this reason the Board of Education has implemented a policy to encourage full student attendance. The following information includes examples of excused and unexcused absences.

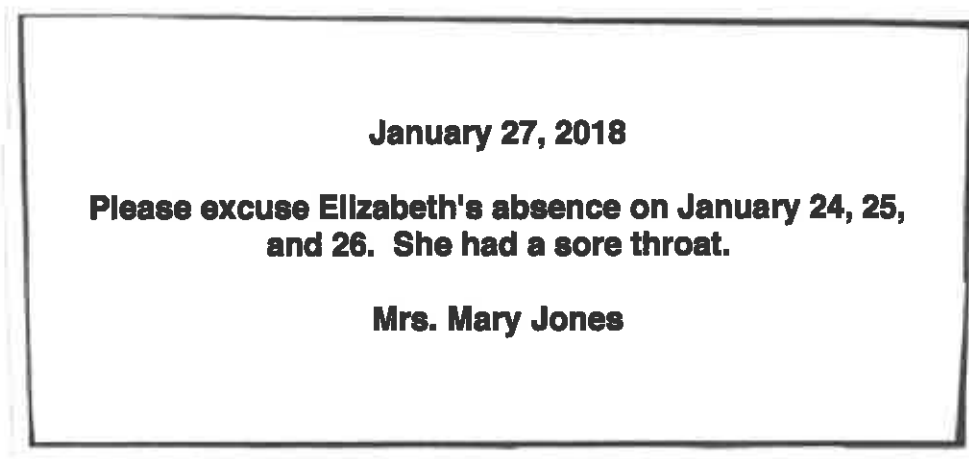
Excused Absences are absences or tardies due to personal illness, family illness, or death in the family, religious observance or education, appointments with doctors, dentists, or other health professionals.

Educational Trips must be counted as attendance credits if they are approved in advance. Educational trip forms are available from the school office. Please note that students who participate in educational trips during the school year are **not eligible** for perfect attendance recognition.

Tardies - If a student's tardies add up to an equivalent of a day, (6.5 hrs), they will not be eligible for perfect attendance.

*** All absences and tardies must be reported by calling the school.

If you do not inform us by phone on the day of your child's absence, you will receive an automated voice mail message informing you of your child's unexcused absence from school. If your child is absent for any reason, please call the school office (315) 687-2280 by 9:15 AM. We are required to have on file a written excuse from the parent or guardian giving the specific reason for absence. The excuse should be sent to school with your child on the day of his/her return. To aid our school nurses in keeping accurate health records, this excuse should be specific. An example of a recommended absence excuse is shown below:



Attendance at School

If your child is absent, please call the school.



All children returning to school must have permission to return given by a doctor for the following conditions:

Tonsillectomy
Broken Bones
Encephalitis
Diphtheria

Meningitis
Rheumatic Fever
Smallpox
Infectious Hepatitis

Pneumonia
Operations
Polio Myelitis
(Infantile Paralysis)



In addition to the reportable diseases, there are other communicable diseases or conditions for which the school may legally exclude a child:

Chicken
Measles
German Measles
Lice
Mumps

Impetigo
Colds
Scabies

Acute Conjunctivitis (Pinkeye)
Ringworm
Streptococcal Sore Throat
(including Scarlet Fever and/or
Whooping Cough Scarlatina)

Influenza-Like Illness (ILI)

The New York State Health Department defines ILI as a fever greater than or equal to 100 degrees AND a cough and/or sore throat. Please notify attendance when calling in your child absent if he/she has ILI symptoms. In keeping with New York State Health Department recommendations, your child is not permitted in school or is to be sent home from school if he/she has a temperature 100 degrees or more. It is further recommended that he/she not be permitted to return to school until he/she is fever free without the use of medication for 24 hours.

Children returning to school upon recovery from any of the above must be approved by the School Nurse before re-admittance.

School Nurse

There is a school nurse in each elementary school. She will handle all first-aid problems.

Sunscreen

Please notify your child's classroom teacher that your child may apply sunscreen to themselves. Classroom teachers will not apply sunscreen.



Student Medication

The following regulations from New York State Educational Law and Public Health Law pertain to prescription and nonprescription medication that is necessary to be taken by students at school:

- A signed written request is required from the family physician indicating the name of the child and the reason for giving the medicine. This request must include the name of the medication, the frequency, dosage, and time of the day to be given. All medication must come to school in the original container.
- A signed written request from the parent is required to administer the medication as specified by the family physician.



- Medication must be delivered, in the original container, by the parent/guardian to the school nurse or to the school office. No medication is to be brought to school by the child exception if permission is given by the physician to do so.
- No medications are permitted in the classroom or kept in the locker or on a student's person unless a physician gives permission.
- Physicians orders are requested to be renewed at the start of each school year.

Safety

Safety is a topic that is taught all the time in the elementary schools. We must always be alert and practice good health and safety habits. Running, pushing, tripping, throwing snowballs and other objects, fighting, etc. are not acceptable forms of behavior.

Students are not to be in the parking area unless getting into or out of a car. Students are to stay on the walk areas when entering or leaving the building.



Accidents, Injuries, and Insurance

Report immediately all injuries to the School Nurse or teacher in charge of the class or activity. If any injury occurs while participating in an approved physical education or play activity, the school carries limited insurance to cover injuries. Information on the school's personal injury policy can be obtained from the School Nurse.

Health Services

The school of today is interested in the development of your child mentally, emotionally, socially, and physically. The matter of health is of great importance. The proper amount of sleep and regular nourishing meals will do much to help your child succeed in school.

Screenings

New York State Education Law requires that students receive screening (vision, hearing and scoliosis) provided by each public school district. The purpose of this requirement is to detect the presence of problems likely to impede a student's learning. The school nurses will be conducting these screenings for your child throughout the school year. If the results of the screenings indicate that your child requires further follow-up, you will receive written notification. You may, at any time, request and receive any or all screenings done by the school nurse.

Physical Exams

Education Law Article 19 and Regulations of the Commissioner of Education require physical examinations of public school students:

*Entering the school district for the first time, and in grades pre-K or K, 1, 3, 5, 7, 9, and 11; and at any grade level by school administration, in their discretion to promote the educational interests of the student.

*In order to participate in a strenuous physical activity, such as interscholastic athletics.

*In order to obtain an employment certificate.

***When conducting an individual evaluation or reevaluation of a student suspected of having a disability or a student with a disability.**

Chittenango Central School District will provide physical examinations done by the district physician during the school year at no cost to the parent/guardian. You may choose to have your family physician to do the health appraisal. A physical form is available from the School Nurse for the doctor to complete and return to the nurse. Unless this form or other certificate of health is returned to the school, children in grades pre-K or K, 1, 3, 5, 7, 9, and 11; and at any grade level by school administration, in their discretion to promote the educational interests of the student will be given a health appraisal by the School Doctor.

Immunizations

Public Health Law Section 2164 (7)(a) requires a series of immunizations for school entry. The school nurse will advise on which immunizations are needed for which grade level. No student shall be admitted to school, or attend school in excess of fourteen days, without the acceptable evidence of the required immunization(s).

A record of the child's health status is begun upon entering Kindergarten and will continue through school.

In classrooms, disease, colds, and the like spread rapidly because of close contact of the children. We advise keeping your child at home when they are not feeling well, or if a sore throat, running nose, cough, skin rash, fever or upset stomach occurs. Many illnesses start with these symptoms. If a child develops these symptoms at school, the parent will be notified and asked to pick up the child. For this reason, it is important that parents, who are not at home during the school day, designate someone who will be available to pick up their child. If your child is ill, special effort should be made by parents to notify the school nurse, office, or teacher.

If your child has a contagious or infectious disease such as chicken pox, measles, German measles, mumps, impetigo or head lice (**see Attendance at School section**), the student is seen by the School Nurse before returning to the classroom, unless there is a written statement from your doctor stating that the student is physically able to return to school. A written statement from the doctor is required for the following conditions: Encephalitis, Meningitis, Infectious Hepatitis, operations, and fractures. This note **must** accompany the child when returning to school.

If your child is injured in school, we provide first-aid. Should the injury appear serious, we will contact you as soon as possible. Any health treatment beyond first-aid is interpreted as a home responsibility, thus making the choice of a physician and decisions in regard to treatment is the parent's responsibility.

We will be glad to hear from you whenever you have problems concerning your child's health.

Elementary School Head Lice Protocol

In order to remain proactive with the health issue of head lice, the Board of Education has adopted a no nit/lice policy. The following protocol has been established to deal with this health issue.

Lice Prevention Education

- The Board policy along with other prevention advice will be included in the parent and student handbooks.
- The nurse will explain procedures for removing lice to parents, if lice have been discovered on their child.

Prevention Practices

1. Students must be reminded not to share combs, brushes, hats, or other articles of clothing.
2. Hats, mittens, and scarves should be stored in the sleeves of coats.
3. Art smocks should be sent home periodically for laundering and should be stored in plastic bags.
4. Long hair should be pulled back with barrettes or in a pony tail.
5. Students' coats and other articles of clothing should not be placed in piles.
6. Students should be discouraged from bringing or sharing stuffed toys.

Building-Wide Check

By the second Friday in the first two weeks of school, a nurse will check each student for nits/lice. A substitute nurse will be hired to assist the nurse until the building-wide check is completed. Any student with nits/lice will be sent home, after the procedures for eliminating nits/lice are explained to the parents.

Procedures If Nits or Lice are Found

1. Parents will be called to take the child home.
2. The nurse will give a notification letter to the parents picking up the child and explain the procedures for eliminating nits/lice.
3. The nurse will check students in the class where the lice were found and also check siblings or notify other buildings where siblings attend.
4. A letter will be sent to all parents of students in the class where nits/lice were found.
5. The student must be brought to school by a parent/guardian and will be rechecked by the nurse before readmission to school and bus transportation. If the verification of treatment form is returned and no nits or lice are found, the student will be readmitted.
6. For persistent cases, the assistance of the Department of Health may be solicited.

In Case of Nurse Absence

New York State Educational Law states that the unauthorized practice of nursing is a Class E felony.

Based on this law, when a licensed (R.N.) school nurse is absent from the building, Chittenango Schools will do their best to have a licensed nurse substitute.

If there is no licensed nurse substitute available, we will do our best to have another building nurse give medication/treatment within the hour guideline.

Please note, however, that it is ultimately the parent/guardian responsibility to provide medication/treatment for their child in the absence of a licensed nurse.



Emergency Drills

During the school year, NYS law requires 12 emergency drills.

Fire drills are to be taken seriously at all times. There will be 6 fire drills in the fall, and 2 in the spring. When the fire alarm sounds, all students will go immediately to the nearest exit without talking, pushing, or running.

There will also be 4 lockdown and shelter/evacuation drills. At the time of these drills, students will follow routine safety procedures.

Parent Conferences

In November, parent conferences are scheduled after the first report card is issued. Parents are encouraged to discuss their child's progress with the teacher throughout the school year. Appointments can be made by calling the school office.

Student Records

The official school records of all students are available to parents according to Board of Education Policy. The policy follows the intent of the "Family Educational Rights and Privacy Act of 1974." A copy of the Board policy is available upon request. The policy explains the confidentiality of such records from outside sources. It also guarantees their availability to parents of all students, as well as the complete record itself if the pupil is 18 years of age.

If a parent or student desires to challenge information in the official record, a process of appeal is established. Also, a copy of the person's challenge and reasons for differing may be attached to the records. The policy requires such inspection to be done during school hours and under the supervision of a qualified staff member. Copies of pupil records are available upon request.

A written parent release is not necessary when a student indicates he/she is transferring to another educational institution. In such cases, the parent and/or student have the right to inspect what is being transferred and request copies.

Report Cards

The school year is divided into four marking periods, approximately ten (10) weeks in length, for the purpose of evaluating academic progress. On the report card there is an explanation of the marking system and reading level.



Progress Report

The report card period covers a ten (10) week span of time. After the first five (5) weeks of school, a progress report is sent home with students in grades 3-4. At the midway time (five weeks), an unsatisfactory work report is sent home if a student does not seem to be working up to his/her ability. It may also be used at other times during the school year if a teacher so desires.

The object of the report is to keep the parents informed of the academic progress of the student.

Home Teaching

Due to **extended and serious** illness, home teaching can be provided in most cases. However, even if home teaching is not necessary, parents and teachers should communicate so that work can be sent home during periods of illness.

Bus Passes

When it is necessary for your child to ride another bus home in the afternoon, a specific, written request must be sent to the school with your child. This written request must state the reason for your child to take another bus, where she/he is going (name and address), and the bus number she/he is to ride. Incidences of students riding other buses should be kept to a minimum, i.e., they should be requested for child care. An example of a note follows:



January 23, 2018

**Please allow James to ride Bus #123 this afternoon.
He will be going to Mrs. Roger Smith's home at
12 Tuscarora Road, Chittenango, NY with her son, Kevin.
Mrs. Smith can be reached at 687-1111 should
you need any additional information.**

Mrs. Mary Jones

General Bus Guidelines

It must be clearly understood that in order to enjoy the privilege of riding the bus, students must fulfill certain responsibilities. These responsibilities include the following:

Rules While Waiting for the Bus

1. Students shall wait for the bus at the nearest designated stop. Changing from one stop to another is prohibited. Students coming home from school should get off the bus at the same point where they were picked up. Students should arrive at the bus stop at least five (5) minutes early.
2. Discipline at bus stops is a parental responsibility--the district simply determines the point of student pick up. All students are expected to be courteous and to respect the property of others at all times.
3. When a bus approaches a pickup point, students shall not push or shove while forming a line. Pushing and shoving may result in injury.
4. After leaving the bus at the end of the school day, the child's behavior is again the responsibility of the parent.

Rules While Riding A Bus

1. The bus driver has complete charge of students while they are entering, leaving, or riding the bus. Students are expected to conduct themselves so that they do not distract the driver.
2. Any object that can be placed on the lap of a student and does not protrude into the aisle is permitted on the bus. No live animals of any sort are permitted. Toy weapons, radios, games, and electronics are to be left at home.
3. While on a bus, students **SHALL NOT**
 - a. **SMOKE**
 - b. **EAT**
 - c. **USE PROFANE LANGUAGE**
 - d. **FIGHT OR QUARREL**
 - e. **CHANGE SEATS**
 - f. **MARK OR DEFACE THE BUS**
 - g. **STICK ARMS, HEAD, ELBOWS, AND/OR HANDS OUT OF THE BUS WINDOWS**
 - h. **CARRY ANY TYPE OF GLASS CONTAINER ON THE BUS**
4. When leaving us, all students who must cross the road must cross at least ten feet in front of the school bus. Students must also wait when crossing in front of the school bus for the driver's signal to cross. Crossing at the rear of a bus is dangerous and is prohibited.

Code of Student Conduct and Discipline/Summary

I. The Board of Education, in order to provide a safe and orderly learning environment, establishes a Code of Conduct for students, school personnel, parents, and visitors when on Chittenango District property or when attending a Chittenango District function.

II. Definitions:

a. The Code defines a **disruptive student** as one who substantially disrupts the educational process or interferes with the teacher's authority over the classroom.

b. A **violent student** is one who, while on Chittenango District property or at a Chittenango District function:

1. Commits an act of violence upon another student, staff member, or other person on Chittenango District property or at a Chittenango District function.
2. Possesses or displays a weapon or what appears to be a weapon.
3. Intentionally damages District property or the property of any person lawfully on District property or at a District function.

c. A **weapon** is defined as a firearm or other device that can cause serious physical injury or death when used as a weapon.

III. Student Rights and Responsibilities: Students have a right to a safe, healthy, and orderly learning environment, to due process, and to receive an explanation of the rules in the Code of Conduct. Students have a responsibility to follow the District rules, work to the best of their ability, and to follow direction given by teachers and other District personnel.

IV. Responsibilities of Essential Partners: Parents, teachers, school counselors, principals, the superintendent, and the Board of Education, in each of their respective roles, are expected to support the children of the District by insuring that there is a safe and orderly environment allowing students to reach their highest possible level of achievement.

V. Student Dress Code: Students should wear clean, safe, and appropriate clothing which does not disrupt or interfere with the educational process. Attire promoting violence, obscenity, denigration of others, or the use of tobacco, alcohol, or drugs is not allowed. Hats are not to be worn in the classroom, and students may not use personal stereos, pagers, or cell phones in school.

VI. Prohibited Student Conduct: Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent, unsafe, illegal, or unethical. These rules apply in a school building, on school grounds, on school busses, or at any District function. Students may not possess or use tobacco, alcohol, or drugs on school property or at a school function.

Code of Student Conduct and Discipline (continued)

- VII. Reporting Violations:** Any student observing prohibited student conduct should report the violation to a teacher or other school official. Any conduct constituting a crime or affecting the security of the school will be reported to local law enforcement by the building principal or program supervisor.
- VIII. Disciplinary Procedures and Penalties:** Disciplinary action will be fair and impartial, taking into consideration the student's age, disability, or any extenuating circumstances. Penalties are progressive, ranging from verbal warnings to suspension and expulsion, and including removal from class. Teachers may remove a disruptive student from class with appropriate notification of the principal and parents. Students who bring a weapon to school may be subject to suspension for one year.
- IX. Alternative Instruction:** School age students removed from class by a teacher will have materials and assignments provided by the teacher. When a compulsory school age student is suspended from school pursuant to Education Law §3214, the District will provide alternative instruction and classroom materials for a student suspended from school.
- X. Discipline of Students with Disabilities:** The District will comply with all state and federal laws when disciplining students with disabilities. The Code recognizes definitions unique to students with disabilities, disciplinary action consistent with special rules regarding the suspension or removal of students with disabilities, expedited due process hearings specified by the Regulations of the Commissioner of Education and the referral to law enforcement and judicial authorities of crimes committed by a child with a disability to the appropriate authorities.
- XI. Corporal Punishment:** Corporal punishment of any student by any district employee is strictly forbidden. Reasonable physical force may be used to:
1. Protect oneself, another student, teacher, or any person from physical injury.
 2. Protect the property of others or the district.
 3. Restrain or remove a student whose behavior interferes with the orderly exercise of administrative duties.
- XII. Student Searches and Interrogations:** The Board of Education authorizes Principals or their delegates to conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence that the student has violated the law or the Code of Conduct. Student lockers, desks, and other school storage places may be searched at any time without prior notice to students and without their consent. Students who are questioned by police officials on school property will be afforded the same rights as they have outside school.

Code of Student Conduct and Discipline (continued)

- XIII. Visitors to Schools:** Visitors to the school and classrooms are expected to observe a set of rules outlined in the Code of Conduct to ensure the safety of the building's occupants. Visitors must register in the school's main office.
- XIV. Public Conduct on School Property:** All persons on school property will conduct themselves in a respectful and orderly manner, be properly attired, and act in a responsible manner. The code contains penalties for violations and rules for enforcement.
- XV. Publication, Distribution, and Review:** Annually the code will be publicized and explained to all students and distributed, in writing, to parents and guardians of students. The Board will appoint a committee to annually review and update, if necessary, the Code of Conduct. Via mailings, general meetings, written copy and handbooks, the Board will ensure that the educational community is aware of the code.

DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/ persons in parental relation.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training

Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of harassment and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits that will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Training (continued)

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Discrimination and Harassment

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

Education Law Sections 10-18 and 801-a

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2)

NOTE: Refer also to Policies #1330 – Appointments and Designations by the Board of Education

- #3410 – Code of Conduct on School Property
- #3420 – Non-Discrimination and Anti-Harassment in the School District
- #3430 – Uniform Violent and Disruptive Incident Reporting System (VADIR)
- #7551 – Sexual Harassment of Students
- #7552 – Bullying in the Schools
- #7553 – Hazing of Students
- #8130 – Equal Educational Opportunities
- #8242 – Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education