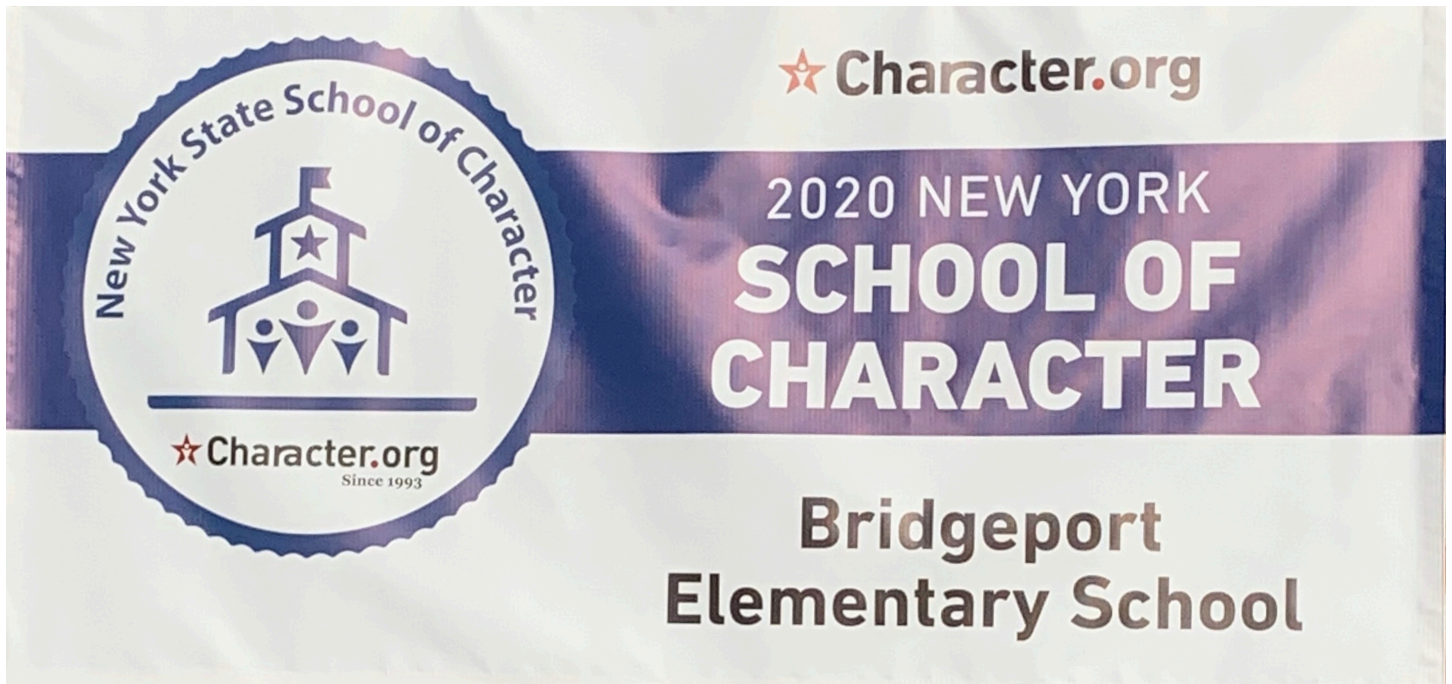




# CHITTENANGO CENTRAL SCHOOL DISTRICT

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BRIDGEPORT ELEMENTARY SCHOOL



## FAMILY HANDBOOK 2023-2024

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

# Family 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 2023-2024:

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

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## 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	Mrs. Kara May
BRE Associate Principal	Mrs. Amy Sumner
Chittenango High School	Mr. Nick Fersch
CHS Associate Principal	Mr. Jay Altobello
Athletic Director	Mr. David Gryczka
Chittenango Middle School Principal Grades 5-8	Mr. Arnold J. Merola, Jr.
CMS Associate Principal	Mr. Brendon Willey
Director of Special Education/PPS	Mr. Benjamin New
Safety Officer	Mr. Brendan Meyers
Food Service Director	Mr. Matthew Morkel
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	Mr. Dan Gibbons
Vice President	Mr. Russell E. Wehner	Mrs. Dana Kent
Board Members	Dr. Siubhan Bongiovanni	Mr. Daniel E. Mayer
	Mr. Ed Gratien	Mr. Lou Cianfrocco

# BOLIVAR ROAD ELEMENTARY SCHOOL

## PERSONNEL DIRECTORY

315-687-2880 Main Office  
315-687-2881 Fax  
315-687-2886 School Nurse

**Principal** - Kara May  
**Secretary** - Sharon Davie  
**Maintenance** - James Butler

**Associate Principal** - Amy Sumner  
**School Nurse** - Tracy Biedermann  
**SRO** - Mark Duby

### Teachers

**UPK**  
Jodi Accuri  
Amy Beth Eschweiler  
Natalie Stansbury

**2nd Grade**  
Courtney Aversano  
Stephanie Bitcon  
Nicole Hart  
Kassandra Kleine  
Tracy Terry

**Kindergarten**  
Heather Cowburn  
Melissa Machan  
Darcy Renée-Seaman  
Laura Root

**3rd Grade**  
Melissa Biviano  
Kara Brooker  
Rebecca DeLong  
MaryRose Giangibbe  
Michael Gushea

**1st Grade**  
Susan Lamphere  
Carrie Marko  
Elizabeth Shepard  
Kristin Tedford

**4th Grade**  
Michael Logan  
Angela Rudd  
Kimberly Sammon  
Angelica Terchowicz

### Support Staff

Kaitlin Mahardy  
Daphne Santucci  
Lisa Stansbury  
Kelsey Stucker  
Emilee Watson

Special Education  
Special Education  
Special Education  
Special Education  
Special Education

Kari Cumber  
Alissa Friedman  
Hannah Sidebottom  
  
Dale Devendorf

Speech  
Speech  
Speech  
  
Art

Matthew Carinci  
Roseann Milliman  
Lindi Warner  
Catherine Weiss

AIS Reading  
AIS Reading  
AIS Reading  
AIS Reading

Jackie Alex  
  
Andrew Lampman  
Sarah Martin

Library  
  
Physical Education  
Physical Education

Sandra Athans  
Nicole Becker  
Kathy Lanphear

Writing Consultant  
AIS Writing  
AIS Writing

Brenna Ogilvie  
Jeanne Pizzuto-Sauvé  
Kelsey Sgroi

String Instrumental  
Instrumental  
Vocal Music

Jed Cestaro  
Jenifer Kelly

AIS Math  
AIS Math

Julie Baran  
Colleen Davis  
Danielle Caivana  
TBD

School Counselor  
School Counselor  
Psychologist  
**Social Worker**

Maizie Zamlowski

Occupational Therapy

#### Building Aides

Margaret Bryerton  
Katherine Buell  
Jeanette Burghardt  
Lindsay Button  
Lori Czesler  
Selena Devendorf  
Carrie Eddy  
Carolyn Floss  
Gina Foster  
Laura Griffin  
Christine Hodges  
Shelly Houghtaling

Michelle McDougal  
Sue Moon  
Grace Orbesen  
Rachel Reichel  
Jen Russo  
Karleigh Stevens  
Eileen Taylor  
Sabrina Tucker

#### Teaching Assistants

Marina Gedamoske  
Sami Just  
Jessica Nourse  
Teri Reynolds  
Brittany St. Laurent

#### Cafeteria

Beth Lang  
Rebecca Calunod  
Mary Soule

#### Maintenance

Robert Bosse  
**Michael Elmore**  
Tracey Sanders

# BRIDGEPORT ELEMENTARY SCHOOL

## PERSONNEL DIRECTORY

687-2280 Main Office

687-2281 Fax

687-2276 School Nurse

**Principal** - Melissa Stanek

**Secretary** - Christina Martin

**School Nurse** - Cheryl Haggerty

**Greg Tackley** - SRO

**Maintenance** - Karen McMillon

## Teachers

### UPK

Toby Clark

Heather Cleary

### KINDERGARTEN

Brittany Drypolcher

Sandra Markowski

Melissa Ryan

### 1ST GRADE

Carie Gregory

Gabrielle Loftus

Laura Wynkoop

### 2ND GRADE

Sarah Blair

Emily Schaefer

### 3RD GRADE

Makenzie Mohorter

Megan VanAllen

### 4TH GRADE

George Aversano

Patricia Giffune

### SPECIAL EDUCATION

Catlin Hauf

Alyssa Chizzonite

Madison Rosier

Brianna Schiedo

Mary Cooney

Tracy DeMario

Denise Velardi

Kadi Luchsinger

Brenna Ogilvie

Andrea Diglio

Eric Bonnier

Erin Allen

Nicole Krumbach

Nikki Becker

Stacie Schrider

Laurie Pigula

Art

Occupational Therapist

Library/Writing AIS

Speech

Music

Physical Therapist

Instrumental Music

School Counselor

Physical Education

School Psychologist

Math AIS

Writing AIS

Reading AIS

Reading AIS

## Support Staff

### BUILDING AIDES

Lorraine Butler

Colette Leonard

Lindsay Case

Tracy Delia

Jennifer Gloska

Michelle Grande

Betsy Brown

Katharine Remillard

Fawn Intondi

Traci Ezzo

Patricia VanBuren

Kari Bristol

Katie Witchley

Rosemary Temple

### TEACHING

### ASSISTANT

Megan Collins

Kelly Leonard

Yvonne Vonderweidt

### KITCHEN STAFF

Maryann Shanahan

Jennifer June

### MAINTENANCE

Karen McMillon

Paul Eisenger

Todd Steding



## GENERAL INFORMATION

We believe...**Chittenango 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 **Chittenango**, we believe we are responsible, caring, fair, honest and courageous. We show self-control and respect others at all times. Every **Chittenango** 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 and drop off students are allowed in the building as of 8:20 a.m.  
Dismissal is at 3:00 - 3:15 p.m. - No child will be released from school during the day without parent permission.

## ARRIVAL & DISMISSAL PARENT DROP-OFF & PICK-UP

**PARENT TRANSPORTATION**  
Back of Building-  
Playground Door

**Bus Transportation**  
Front of Building-  
Main Entrance

**DROP-OFF**  
Grades UPK-4  
8:20

**PICK-UP**  
Grades UPK-4  
3:00

## ARRIVAL & DISMISSAL PARENT DROP-OFF & PICK-UP LATE ARRIVAL & EARLY DISMISSAL

**LATE ARRIVAL (PARENT DROP-OFF):**  
Please walk your child to the main entrance. Ring the doorbell. Office staff will unlock the doors. Bring your child to the main office where you will sign them in.

**EARLY DISMISSAL (PARENT PICK-UP):**  
Please walk to the main entrance. Ring the doorbell. Office staff will unlock the doors. You will enter the building and go directly to the main office to meet your child and sign them out.

## Entering the Building

In an effort to maintain the safety of all of the students at the Bridgeport Elementary School, we have 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.

## 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. UPK - 4 students can arrive between 8:20 - 8:45 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 in the back of the school and walking your child to the back door (playground door) is required.**

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 child(ren). Those items can be left in the office, and we will be sure that the student(s) 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. If a cellphone or any type of digital device is brought to school, it will be turned off and left in the child's backpack. **School is not responsible for lost, damaged, or stolen items.**

**Kindergarten**

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

**Universal Pre-Kindergarten**

Chittenango Central Schools provides quality full-day Universal Pre-K for four (4) year old students. UPK students must be 4 on or before December 1<sup>st</sup>. Information on registration becomes available each spring from the district office



### **BOCES Targeted Pre-K (3 year old)**

This is a FREE high quality educational Early Childhood Program for eligible children in the district. Pre-Kindergarten students must be 3 on or before December 1<sup>st</sup>. 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](http://www.moboces.org).

### **Breakfast/Lunch**

Breakfast and lunch are available. Breakfast is \$2.00 and lunch is \$2.70. Milk costs \$.70. You can send money in an envelope clearly marked with your child's name and labeled cafeteria. Your other option is to use My School Bucks for easy online payments. The link to this can be found on the district website under the Food Service tab.

### **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 (Parent Square). 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](http://www.chittenangoschools.org). Parents Square 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 bus 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.

## Attendance at School

**Absences** - You **MUST** call the main office at (315) 687-2280 if your child will be absent or tardy for any reason. 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.

**Unexcused Absences** are babysitting, working, being tired or oversleeping, shopping, needed at home, cold weather, vacation or missing the bus. These are considered unexcused absences.

**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.

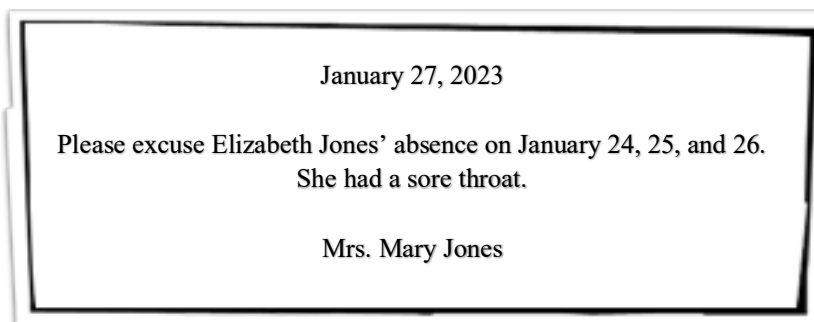
**Tardies** - If a student's tardies add up to an equivalent of a day, (6.5 hrs), they will not be eligible for perfect attendance.

**The academic impact of missing school is the same whether the absences are excused or unexcused.**

**\*\*\* All absences and tardies must be reported by calling the main office.**

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 main office (315) 687-2280 by 10:30 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:



January 27, 2023

Please excuse Elizabeth Jones' absence on January 24, 25, and 26.  
She had a sore throat.

Mrs. Mary Jones



## Nurse's Notes

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

Tonsillectomy	Meningitis	Pneumonia
Broken Bones	Rheumatic Fever	Operations
Encephalitis	Smallpox	Polio Myelitis
Diphtheria	Infectious Hepatitis	(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 Pox	Impetigo	Acute Conjunctivitis (Pinkeye)
Measles	Colds	Ringworm
German Measles	Scabies	Streptococcal Sore Throat
Lice		(including Scarlet Fever and/or
Mumps		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 except 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 UPK 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 UPK 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 UPK or 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 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.

## 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 was found and also check siblings or notify other buildings where siblings attend.
4. 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 no nits or lice are found, the student will be readmitted.
5. 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. 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 and listen carefully to the directions of the adult in charge.

## 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 contacting your child's teacher.



## 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.

### **Progress Report**

Elementary teachers spend a great deal of time communicating with parents throughout the year about academics, behavior or other relevant areas. Parents/Guardians should feel as though they have an understanding of their child's progress prior to the report card. If at any time a parent/guardian has questions and wants more information, they should reach out to the appropriate teacher.

### **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.

### **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.

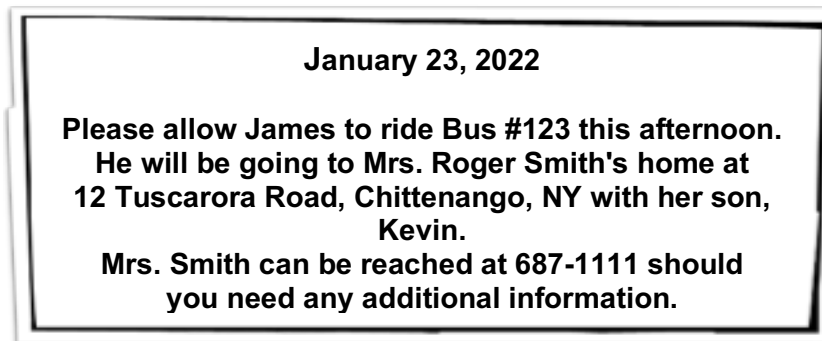
#### ***Rules While Riding A Bus***

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.

### **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:



### **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 any personal electronic devices, 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 sign in at 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