

Chittenango Central School District

Bolivar Road

Elementary School



Family Handbook 2023-2024

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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 am - 4:00 pm) / (Summer Hours - Monday-Thursday 8:00 am - 4:00 pm)

NAME	ADDRESS
Bolivar Road Elementary School 315-687-2880 (Fax: 315-687-2881)	6983 Bolivar Road Chittenango, New York 13037
Bridgeport Elementary School 315-687-2280 (Fax: 315-687-2281)	9076 North Road Bridgeport, New York 13030
Chittenango Middle School 315-687-2800 (Fax: 315-687-2801)	1732 Fyler Road Chittenango, New York 13037
Chittenango High School 315-687-2900 (Fax: 315-687-2924)	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
Bolivar Road Elementary School Principal	Mrs. Kara May
Bolivar Road Elementary Associate Principal	Mrs. Amy Sumner
Bridgeport Elementary School Principal	Mrs. Melissa Stanek
Chittenango High School Principal	Mr. Nick Fersch
Chittenango High School Associate Principal	Mr. Jay Altobello
Director of PE, Health and Athletics/Dean of Students	Mr. David Gryczka
Chittenango Middle School Principal	Mr. Arnold J. Merola, Jr.
Chittenango Middle School Assistant Principal	Mr. Brendon Willey
Director of Special Education/PPS	Mr. Benjamin New
Safety Officer	Mr. Brandon Meyers
Food Service Director	Mr. Matthew Morkel
Director of Facilities	Mr. Jeffrey Martin
Transportation Supervisor	Mrs. Connie Thorp
District Treasurer	Mr. Matthew Morkel
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 Trustees	Dr. Siubhan Bongiovanni
	Mr. J. Daniel Gibbons
	Mrs. Dana Kent
	Mr. Louis Cianfrocco
	Mr. Daniel E. Mayer
	Mr. Ed Gratien

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

Kindergarten

Heather Cowburn
Melissa Machan
Darcy Renée-Seaman
Laura Root

1st Grade

Susan Lamphere
Carrie Marko
Elizabeth Shepard
Kristin Tedford

2nd Grade

Courtney Aversano
Stephanie Bitcon
Nicole Hart
Kassandra Kleine
Tracy Terry

3rd Grade

Melissa Biviano
Kara Brooker
Rebecca DeLong
MaryRose Giangioffe
Michael Gushea

4th Grade

Michael Logan
Angela Rudd
Kimberly Sammon
Angelica Terchowitz

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

Speech
Speech
Speech

Dale Devendorf

Art

Matthew Carinci
Roseann Milliman
Lindsi 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 Czieszler
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
TBD
TBD
TBD

Teaching Assistants

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

Cafeteria

Beth Lang
Rebecca Calunod
Mary Soule

Maintenance

Robert Bosse
Tracey Sanders
TBD

BRIDGEPORT ELEMENTARY SCHOOL

PERSONNEL DIRECTORY

315-687-2280 Main Office

315-687-2281 Fax

315-687-2276 School Nurse

Principal - Melissa Stanek
Secretary - Christina Martin
SRO - Greg Tackley

School Nurse - Cheryl Haggerty
Maintenance - Karen McMillon

Teachers

UPK

Toby Clark
Heather Cleary

1ST GRADE

Carie Gregory
Gabrielle Loftus
Laura Wynkoop

3RD GRADE

Makenzie Mohorter
Megan VanAllen

KINDERGARTEN

Brittany Drypolcher
Sandra Markowski
Melissa Ryan

2ND GRADE

Sarah Blair
Emily Shaefer

4TH GRADE

George Aversano
Patricia Giffune

Support Staff

Madison Rosier
Denise Velardi
Brenna Ogilvie
Eric Bonnier
Mary Cooney
Brianna Schiedo
Tracy DeMario
Kadi Luchsinger
Erin Allen
Andrea Diglio
TBD
Hannah MacIntosh
Catlin Hauf
Nicole Krumbach
Nikki Becker
Stacie Schrider
Laurie Pigula

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

BUILDING AIDES

Betsy Brown
Lorraine Butler
Lindsay Case
Tracy Delia
Tracy Ezzo
Jennifer Glaska
Michele Grande
Fawn Intondi
Colette Leonard
TBD
TBD
TBD

TEACHING ASSISTANT

Alyssa Chizzonite
Kelly Leonard
Meghan Collins

KITCHEN STAFF

Jennifer June
MaryAnn Shanahan

MAINTENANCE

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 am** - Bus and drop off students are allowed in the building beginning at 8:20 am.

Dismissal starts at **2:55 pm** - 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, all entry doors will be locked while school is in session. When a visitor arrives, they will be required to push the intercom buzzer to communicate with the office staff.

Parent/Guardian Parking (Refer to Visual Maps - Page 5)

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

1. 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.
2. Driving in the bus zone **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 at the top of the bus are flashing. Flashing lights mean that students are either entering or exiting the bus. You must always stop for flashing red lights, even on divided, multi-lane highways and on school grounds.
3. If you drive your child to school, please use the Button Fields entrance. Staff members will assist students at the drop off area starting at **8:20 am**. In the afternoon, the same entrance should be used. Dismissal begins at **2:55 - 3:05 pm**.
4. **Parking in the lot on the side of the school and walking your child into the main entrance vestibule is required after 8:45 am**. For your convenience, we have designated parking spaces for this purpose.

Student Dismissal Procedures

ARRIVAL AND DISMISSAL

BOLIVAR ROAD ELEMENTARY



BUS TRANSPORTATION

Front of the Building

8:20 - Arrival

3:00 - Dismissal



PARENT/GUARDIAN TRANSPORTATION

Parking lot

(as designated by **orange** on map)

*There will be staff supervision of students outside

DROP-OFF TIMES

UPK-4

8:20 - 8:45

PICK-UP TIMES

UPK-4

2:50-3:15

LATE ARRIVAL & EARLY DISMISSAL

LATE ARRIVAL (AFTER 8:45AM) (PARENT/GUARDIAN DROP-OFF):

- Parents/Guardians should park in the orange area indicated on the map and walk their child to the main entrance vestibule. When arriving, please push the appropriate buzzer which will alert the office staff of your arrival.

EARLY DISMISSAL (BEFORE 2:55PM) (PARENT/GUARDIAN PICK-UP):

- Parents/Guardians should park in the orange area indicated on the map and walk to the main entrance vestibule. When arriving, please push the appropriate buzzer which will alert the office staff of your arrival. Once signed out, your child will meet you at the vestibule.

For clarification purposes, this map has been included for late arrival and early dismissal at Bolivar Road Elementary School.



Student Dismissal Procedures (Refer to Visual Maps - Page 5)

UPK-4 students are dismissed between **2:55 and 3:15 pm.**

For parents/guardians transporting their children, dismissal is from **2:55 - 3:15 pm.**

If you need to pick up your child earlier than their scheduled dismissal time, please send a written request to school with your child that morning. Once the school day has begun, please email any pick up requests to Mrs. Burghardt, jburghardt@chittenangoschools.org, in the main office by **1:00 pm.**

Individual pickup requests should be limited.

Except in the case of an emergency, students should not be picked up between 2:30 and 2:55 pm. Should this be required, the main office staff and Mr. Duby will assist you directly.

The personal safety of each student during the school day is the responsibility of the school district. No staff member may excuse any student 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 principals.

The building principals may not excuse a student before the end of the school day without a written request for early dismissal by the student's parent/guardian. Telephone requests for early dismissal of a student are for emergencies only and must be followed up with an email.

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



Item Drop Off

If a parent/guardian needs to drop items off for their children, office staff will meet you at the main entry.

Toys

All toys, cards and fidgets, should be left at home. School is not responsible for lost, damaged, or stolen items.

Cell Phones/Electronics

The use of personal devices are highly distracting and have the potential of disrupting the learning environment. The use of electronic devices during school hours is not permitted. Should a student be found with, or using a personal device, progressive discipline procedures will be utilized. School is not responsible for lost, damaged, or stolen items.

Computer/iPad Usage

Computers and iPads are for schoolwork only. Student passwords are not to be shared with other students.

Free or Reduced Price Lunches

The 2023-2024 cost for breakfast is \$2.00, lunch costs for UPK-4 is \$2.70.

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/guardians must complete the application that was sent home. Applications for free or reduced prices for lunches are to be directed/mailed to the Food Service office at (315) 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 processes 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.



ParentSquare

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 District has instituted a Parent/Guardian Emergency Telephone Notification System (ParentSquare). Our closings will be announced on the local radio stations and television channels, as well as on our Chittenango School Website, www.chittenangoschools.org. ParentSquare 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 current information on file each school year. Any changes in phone numbers, addresses, daycare providers, etc., should be communicated in writing to the office as soon as possible.

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 close by **7:45 am**.

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, students could 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.

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

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

If your child is absent for any reason, please call Bolivar's main office at (315) 687-2880 by 9:30 am.

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. We are required to have a written excuse on file from the parent or guardian giving the specific reason for an absence. The excuse should be sent to school with your child on the day of their 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. Please use the "Home To School" yellow notepad for school communications and let the office know when you need a new pad sent home.

September 23, 2023
Please excuse
Elizabeth Jones' absence
on September 20, 21 and 22.
She had a sore throat.
Mrs. Mary Jones

HOME TO SCHOOL NOTE	
Chittenango Central School District Bolivar Road Elementary School 315-687-2880 Bridgmont Elementary School 315-687-2285 Chittenango Middle School 315-687-2880 Transfiguration 315-687-2870	
Name:	_____
Today's Date:	_____
Teacher:	_____
<input type="checkbox"/> Was absent on _____	Reason: _____
<input type="checkbox"/> Was late today because _____	
<input type="checkbox"/> Will be picked up today at dismissal by _____	
<input type="checkbox"/> Will be picked up early today at _____ AM/PM by _____	Reason: _____
<input type="checkbox"/> Will be needing a bus pass to the home of _____ on bus # _____ at street address _____	
<input type="checkbox"/> Other: _____	
Parent/Guardian signature: _____	
Courtesy of Chittenango Central School District PTSD 10/2015	

Tardiness

Prompt arrival to school is expected of all children. Late arrival disrupts learning and causes loss of instructional time. Any children arriving after **8:45 am** 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 their classroom. This also applies to children coming in late from a medical appointment.

Attendance at School

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)
Covid-19 (and proof of Negative result)		



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)

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

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 they have 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 they have a temperature of 100 degrees or more. It is further recommended that they are not be permitted to return to school until fever free without the use of medication for 24 hours.



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 has sunscreen and may apply it 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 the time of day to be given. All medication must come to school in the original container.

- A signed written request from the parent/guardian 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 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 does carry 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, 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 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 district physician.

Immunizations

Public Health Law Section 2164 (7)(a) requires a series of immunizations for school entry. The school nurse will advise 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, diseases, 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, runny 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/guardian will be notified and asked to pick up the child. For this reason, it is important that parent/guardians, 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 parent/guardians 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 the parent's/guardian'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 has 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 ponytail.
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 the verification of treatment form is returned and 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.

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's 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/Guardian Conferences

Parent/Guardian conferences are scheduled with teachers after the first report card is issued. Parents/Guardians are encouraged to discuss their child's progress with the teacher throughout the school year.

Student Records

The official school records of all students are available to parents/guardians 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 student is 18 years of age.

If a parent/guardian 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 the 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 student records are available upon request.

A written parent/guardian release is not necessary when a student indicates they are 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 (4) marking periods. They are 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 Reports

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) of each marking period, an unsatisfactory progress report is sent home if a student does not seem to be working up to their ability. It may also be used at other times during the school year if a teacher so desires. The purpose of the report is to keep the parents/guardians 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, if home teaching is not necessary, parents/guardians and teachers should communicate so that work can be sent home during periods of illness.

BOCES Pre-Kindergarten (TPK)

This is a FREE high quality educational Early Childhood Program for eligible children in the district. Pre-Kindergarten students must be **3 years old** on or before **December 1st of this school year**. 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.

Universal Pre-K (UPK)

This is a FREE high quality full day educational program for eligible children in the district. UPK students must be **4 years old** on or before **December 1st of this school year**. For further information, please contact Carly Bell, Instructional Services at 315-687-2854.

Kindergarten

Kindergarten students must be **5 years old** on or before **December 1st of this school year**. Information about registration may be obtained from the district office.



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 parent/guardian 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/guardian.

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 exiting the bus, all students who must cross the road must cross at least ten (10) 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/guardians 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.

Code of Student Conduct and Discipline Summary (continued)

- IV. Responsibilities of Essential Partners:** Parents/Guardians, 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.
- 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/guardians. 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.

Code of Student Conduct and Discipline (continued)

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.

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 their 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.

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

#5300 -- Code of Conduct on School Property

#5710 -- Violent and Disruptive Incident Reporting (VADIR)

#0110 -- Sexual Harassment

#8130 -- School Safety Plans and Teams

#5240 -- Dignity for All Students Act

Updated 7/29/13