

Chittenango Central School District

# Bolivar Road

## Elementary School



# Family Handbook 2025-2026

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# CHITTENANGO CENTRAL SCHOOL DISTRICT

Students of the district will be housed in the following four schools for the school year 2025-2026:

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

NAME	ADDRESS
Bolivar Road Elementary School <b>315-687-2880 (Fax: 315-687-2881)</b>	6983 Bolivar Road Chittenango, New York 13037
Bridgeport Elementary School <b>315-687-2280 (Fax: 315-687-2281)</b>	9076 North Road Bridgeport, New York 13030
Chittenango Middle School <b>315-687-2800 (Fax: 315-687-2801)</b>	1732 Fyler Road Chittenango, New York 13037
Chittenango High School <b>315-687-2900 (Fax: 315-687-2924)</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
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. Brendon Willey
Chittenango Middle School Associate Principal	Ms. Adrianna Kam
Director of Special Education/PPS	Mr. Benjamin New
Safety Officer	Mr. Brandon Meyers
Food Service Director	Mr. Matthew Morkel
Director of Facilities	Mr. Kevin Lothridge
Transportation Supervisor	Mrs. Connie Thorp
District Treasurer	Mr. Matthew Morkel
Payroll	Mrs. Denise Blanchard
School Physicians	Tri-Valley Family Practice, PLLC

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## SCHOOL BOARD MEMBERS

President	Mr. Daniel E. Mayer
Vice President	Dr. Siubhan Bongiovanni
Board Trustees	Mr. Louis Cianfrocco
	Mr. J. Daniel Gibbons
	Mr. Ed Gratien
	Mrs. Dana Kent
	Mr. Jason Thomas
	Mr. Russell E. Wehner
	Mr. Geoffrey F. Zimmer

# 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** - Lauren Knuth  
**SRO** - Mark Duby

### Teachers

#### UPK

Jodi Accuri  
Nicole Hart  
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  
Kassandra Kleine  
Stephanie Ryan  
Tracy Terry

#### 3rd Grade

Melissa Biviano  
Kara Brooker  
Rebecca DeLong  
Michael Gushea

#### 4th Grade

MaryRose Giangiobbe  
Emily Holst  
Angela Rudd  
Kimberly Sammon  
Angelica Terchowitz

### Support Staff

Meghan Cattadoris  
Kaitlin Mahardy  
Jennifer Modugno  
Lisa Stansbury  
Emilee Watson

Special Education  
Special Education  
Special Education  
Special Education  
Special Education

Matthew Carinci  
Roseann Milliman  
Lindsy Warner  
Catherine Weiss

AIS Reading  
AIS Reading  
AIS Reading  
AIS Reading

Nicole Becker

AIS Writing

Jed Cestaro  
Jenifer Kelly

AIS Math  
AIS Math

Alexandra Drake  
Jennifer Street

Occupational Therapy  
Physical Therapy

Kari Cumber  
Alissa Friedman

Speech  
Speech

Dale Devendorf

Art

Juliana BeaumontLibrary

Andrew Lampman  
Sarah Martin

Physical Education  
Physical Education

Brenna Ogilvie  
Jeanne Pizzuto-Sauvé  
Kelsey Sgroi

String Instrumental  
Instrumental  
Vocal Music

Julie Baran  
Nicole Kelly  
Danielle Caivana  
Leah Way

School Counselor  
School Counselor  
Psychologist  
Social Worker

#### Building Aides

Julie Bauder  
Aubrey Bennett  
Gabriella Borba  
Katherine Buell  
Jeanette Burghardt  
Alyssa Devendorf  
Selena Devendorf  
Kelsey Dykeman  
Kendra Flink  
Laura Griffin  
Samantha Given  
Shelly Houghtaling

Margo Lenweaver  
Bonnie Oot  
Grace Orbesen  
Josiane Paixão  
Amanda Preischel  
Stephanie Shanahan  
Karleigh Stevens  
Eileen Taylor  
Amber Thien  
Julia Walker  
Jeff Winchell

#### Teaching Assistants

Tracy Delia  
Marina Gedamoske  
Erin Leonard  
Sue Moon  
Jennifer Moore  
Jessica Nourse  
Mary Potter  
Teri Reynolds  
Annie Shanahan

#### Cafeteria

Beth Lang  
Rebecca Calunod  
Carrie Koegel

#### Maintenance

William Flynn  
Robert Bosse  
Tracey Sanders



## 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 arriving at the building during school hours, see Page 4, the exterior doors will be open for families to enter the main entrance vestibule. Once inside the main entrance vestibule, please use the intercom to be allowed entry into a second vestibule. In this area, you will be greeted by an office member who will assist you and/or provide entry into the building.

### Parent/Guardian Parking [Refer to Visual Maps - Page 4]

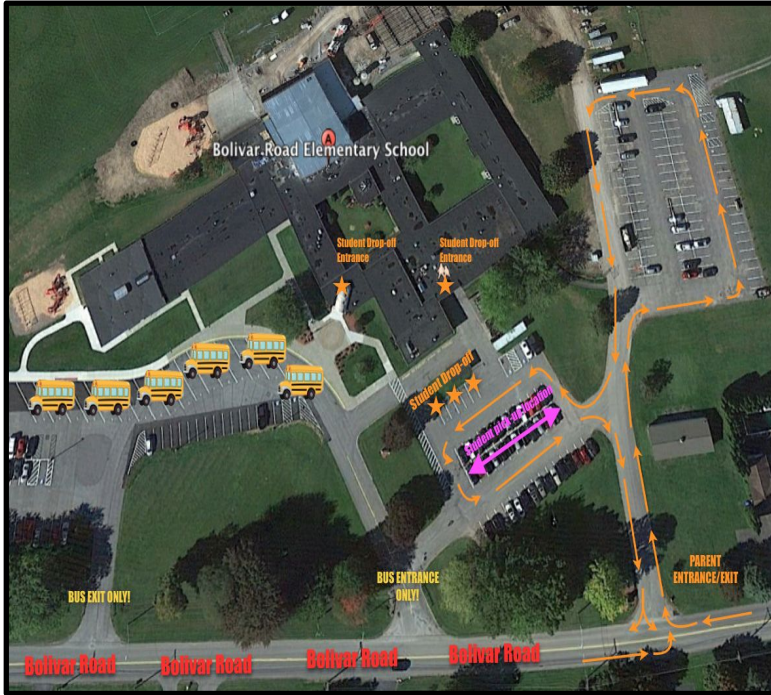
We request your support in ensuring that all visits to the school are safe, organized, and pleasant. We ask that all parents/guardians and visitors follow the guidelines below.

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.
4. **Parking in the lot on the side of the school and walking your child into the main entrance vestibule for the student to be signed in is required after 8:45 am.** For your convenience, we have designated parking spaces for this purpose.

# Bolivar Arrival and Dismissal Maps

## ARRIVAL AND DISMISSAL

### BOLIVAR ROAD ELEMENTARY



#### BUS TRANSPORTATION



**Front of the Building**  
8:20 am - Arrival  
3:00 pm - Dismissal



#### PARENT/GUARDIAN TRANSPORTATION

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

*There will be staff supervision of students outside*

**DROP-OFF**  
8:20 - 8:45 am

**PICK-UP**  
2:55-3:05 pm

## LATE ARRIVAL & EARLY DISMISSAL

**LATE ARRIVAL: after 8:45 am**

**EARLY DISMISSAL: before 2:55pm**

Parents/Guardians should park in the **orange** area indicated on the map and walk their child to the main entrance 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 4]**

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 pick up requests via ParentSquare or to **Mrs. Burghardt, jburghardt@chittenangoschools.org**, in the main office by **1:00 pm**.

**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 or ParentSquare message.

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

### **Item Drop Off**

Parents/guardians are welcome to drop off labeled items on the table in the main entrance. Please notify an office staff member so that they can ensure the item(s) get to the correct place.

### **Toys**

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

### **Cellphones and Wearables**

New York State policy attached to Education Law 2803 required districts to adopt a policy restricting the use of internet-enabled devices during the school day. This policy is commonly referred to as the "bell-to-bell ban" meaning that cell phones and other internet-enabled devices are prohibited during the entire school day. For this reason, we have updated our electronic device usage procedures to ensure an understanding of the expectations and responsibilities for these devices during the school day in our elementary schools.

The use of personal devices is highly distracting and has the potential to disrupt the learning environment.

Students are prohibited from using cell phones, smart watches, or any type of internet enabled devices or electronic communication/imaging device during the school day.

While students are permitted to possess such devices, they are prohibited from using devices during the school day. Further, students are prohibited from using devices in any manner which invades the privacy of students, employees, volunteers or visitors or creates a distraction to learning.

Electronic devices are not to be used in the following manner during the school day:

- Texting
- Calling
- Taking photos or videos
- Emailing
- Internet searches
- Social media
- During assessments - this is considered cheating and academic dishonesty.
- To intimidate, harass or threaten others.

Should a student possess an internet-enabled device during the school day, they are to be kept off and put in the student's backpack.

Should a student be found with, or using a personal device inappropriately, during the school day, 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.

### **Classroom Parties and Food Items**

All items brought in for classroom holiday parties, events or birthdays must be store bought. Please communicate with your child's teacher regarding classroom allergies and restrictions prior to sending any food or drink into school.

### **Breakfast and Lunch Prices**

Chittenango CSD participates in the CEP program which allows all students to receive a breakfast and lunch for free.

### **Recess**

Students will go outside for recess every day, pending weather, temperature and air quality index. In the winter months, students continue to play outside daily unless the 'real feel' is below 20 degrees Fahrenheit. Children need to be prepared with clothes appropriate for the weather, including boots, snow pants, gloves, hat, etc.

### **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](http://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 provide a working phone number so we can reach you promptly.

If a **“1-hour or 2-hour delay”** is anticipated, an announcement will be made as early as possible. This means **all morning pickups will be “1 or 2” hours later**. From that point on, school will return to the regular schedule including lunch, dismissals, etc. If the school does have a delay, it is recommended to continue to monitor ParentSquare or news outlets, as the district could still close.

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.

### **Attendance:**

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.

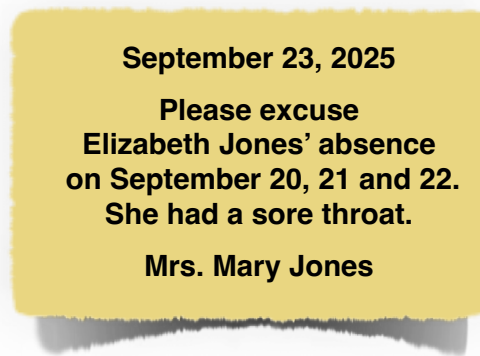
**Educational Trips** must be counted as attendance credits if they are approved in advance. Educational trip forms are available on the website under the “Forms” link.

**Tardies** - School instruction begins at 8:45 am. Late arrival disrupts learning and causes loss of instruction time. If a student’s tardies add up to an equivalent of a day, (6.5 hrs), they will not be eligible for perfect attendance.

It is New York State educational law that there **must be a written excuse from the parent/guardian for each absence**. Email, ParentSquare and handwritten notes are acceptable. While written excuses are required, if you know your child is going to be absent, a phone call to the office is recommended. If you do not inform the school by 9:30 on the day of your

child's absence, you will receive an automated voicemail message informing you of your child's unexcused absence from school.

An example of a recommended absence excuse is below:



### **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, at 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.

*You must provide a copy of your child's physical to the school 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.

When requested, Chittenango Central School District will provide physical examinations done by the District physician during the school year at no cost to the parent/guardian.

### **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.

## **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.

## **Student Illness and Communicable Diseases**

Healthy students are better learners and academic achievement bears a lifetime of benefits for health.

In classrooms, disease, colds and the like spread rapidly because of the close contact of the students. We advise keeping your child at home when they are not feeling well.

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:**

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. **Child must be fever free for 24 hours without fever reducing medication before returning to school.**
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill. Child should not return to school for 24 hours following the last episode of diarrhea.
- **Sore throat:** especially with fever or swollen glands in the neck.
- **Strep Throat:** must have been taking an antibiotic for at least 24 hours before returning to school
- **Chronic cough and/or runny nose:** continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Head lice:** until your child has been treated according to the nurse or doctor's instructions
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

**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 parents/guardians that are not 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 to notify the school nurse, office or teacher.**

## STUDENTS CAN RETURN TO SCHOOL WHEN THEY:

- Are fever free (without fever-reducing medicine) for at least 24 hours;
- Have gone without vomiting or diarrhea for at least 24 hours; and
- Can participate in regular school activities.

Please contact your child's primary care provider or the school nurse with any questions.

**Communicable Disease Education Law** authorizes physicians, nurse practitioners, physician assistant and registered professional nurses (RN) to assess and exclude a student who displays signs and symptoms of a communicable disease.

### **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.**

If your child has a contagious or infectious disease such as chicken pox, measles, German measles, mumps, they will be unable to attend, 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, surgical procedures and fractures. **This note must accompany the child when returning to school.**

***\*Students that have had a surgical procedure of fracture must have permission given by a physician to return to school. When students have had a surgical procedure, fracture(s), a splint or cast, stitches or staples they are automatically excluded from physical education, sports and outdoor recess/playground. The student can only be released from this activity with a note from a physician. A note from the parent/guardian is not sufficient.***

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/guardian's responsibility. We will be glad to hear from you whenever you have questions concerning your child's health.

### **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 annually from the ordering 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 annually to administer the medication as specified by the ordering 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 must be renewed at the start of each school year.
- **Please note: cough drops are not permitted in elementary grades without physician's orders.**
- **All medications MUST be picked up on or by the last day of school.**

### **Sunscreen**

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

### **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/guardian and student handbooks.
- Instruction in treatment and prevention will be given to the parent/guardian by the nurse if lice have been discovered on their child.

#### **Prevention Practices**

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

#### **Procedures if Nits or Lice are Found**

1. Parent/guardians will be called to take the child home. Instruction in treatment and prevention will be given to the parent by the nurse.
2. Child cannot return to school until they receive treatment for the lice.
3. Close contacts and siblings will be checked by the nurse.

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.

### **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'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. Prior communication of drills will be sent via ParentSquare.

### **Communication**

[See Page 13 for Chain of Command Visual]

### **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. To the greatest degree possible, please make arrangements to come to the conference without the child or other children, as to reduce distractions and best utilize time. Before attending the conference, you might find it helpful to make a list of the things you wish to discuss with the teacher.

### **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.

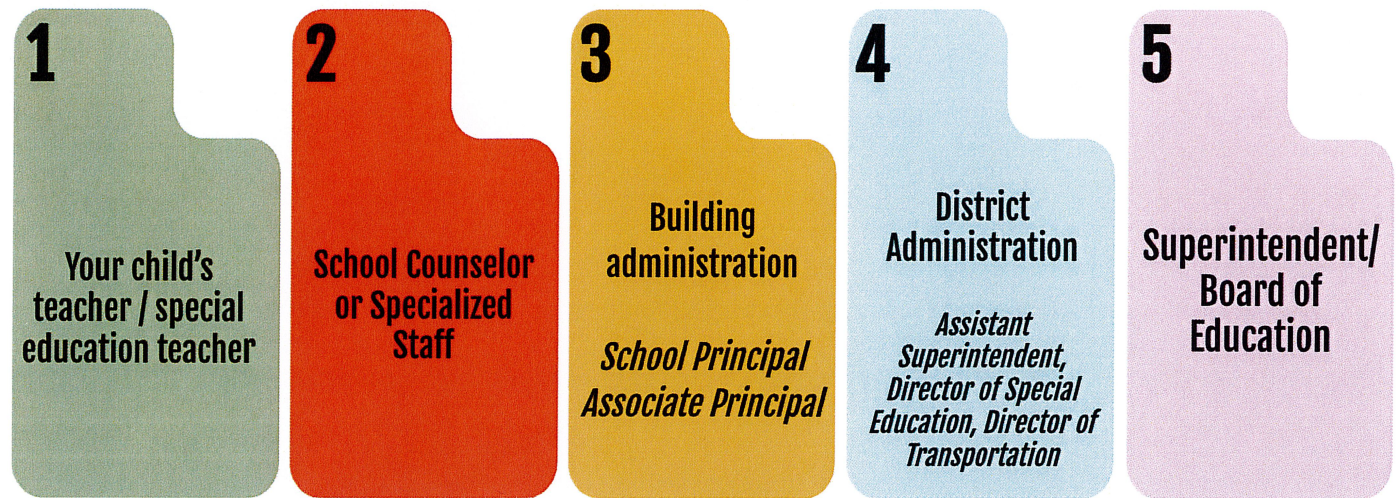
### **Progress Reports**

Information regarding your child's academic progress, as measured by our reading and math benchmarks, will be sent home Marking Periods 1, 2 and 4.

**Report cards and Progress Reports are sent home electronically through ParentSquare.**



## COMMUNICATION CHAIN OF COMMAND



Primary point of contact for issues related to your child's school day.

For concerns related to specialized supports or social/emotional needs.

Ex: AIS, Speech therapist, OT, PT

If your concern remains unresolved after communicating with the teacher/specialist, or if it involves broader school procedures, issues affecting multiple students, etc.

Matters that cannot be resolved at the school level, or those pertaining to district-wide policies, budget, or significant personnel issues, should be directed to the appropriate district office administrator. The Principal can guide you to the correct contact.

Extremely rare circumstances will require this level of communication. For serious matters, this level of communication has already occurred at the principal stage.

### **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.

### **BOCES Pre-Kindergarten (TPK)**

This is a FREE high quality educational Early Childhood Program for eligible children in the district and is housed at Bridgeport Elementary school. 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](http://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. 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 are permitted. Games and trading cards are to be left at home.
3. While on a bus, students **SHALL NOT...**
  - a. **EAT**
  - b. **USE PROFANE LANGUAGE**
  - c. **FIGHT OR QUARREL**
  - d. **CHANGE SEATS OR WALK AROUND THE BUS**
  - e. **MARK OR DEFACE THE BUS**
  - f. **STICK ARMS, HEAD, ELBOWS, AND/OR HANDS OUT OF THE BUS WINDOWS**
  - g. **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.

- 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.

## **Code of Student Conduct and Discipline Summary** (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/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.

**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.

## **Code of Student Conduct and Discipline (continued)**

**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

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