

**Chenango Forks Elementary
Student and Parent Handbook
Student Planner
2018-2019**



Superintendent: *Dr. Joe Peck*
Principal Grades Pre K- 5: *Catherine Kacyvenski*
Dean of Students: *Hannah Elwyn*
www.cforks.org

Phone (607) 648-7580
Attendance and Transportation: Option 2
Nurse: Option 5

Vision Statement: *A community where learners excel.*

Mission Statement: *The Chenango Forks Central School District believes in providing a strong foundation from which a student can become a positive and productive member of our global society.*

CFE School Rules:
Be Safe.
Be Respectful.
Be Responsible.
Do the Right Thing!

This school planner belongs to:

Name _____ Grade _____

Dear Chenango Forks Families,

Welcome to Chenango Forks Elementary School. I am looking forward to getting to know your children.

The purpose of this handbook/planner is two-fold.

The handbook portion is offered to provide important information to you about our school. It is our hope that this will be a valuable reference for you.

The student planner portion is for our students to have a space to plan and record their assignments and upcoming events. In addition, it is a space for families to communicate with the teacher.

I am looking forward to working with you alongside our excellent professional and support staff to provide the best possible educational opportunities for all of our students. May this be the beginning of many wonderful years for you in the Chenango Forks Central School District!

Respectfully,

Catherine Kacyvenski

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ATTENDANCE

Regular attendance at school is a positive habit that should be established early in the child's school career. If you transport your child to school, we would like them here by 8:30 a.m. Students arriving after 8:50 a.m. are considered tardy. Dismissal starts at 2:55p.m., and all students should be picked up by 3:20 p.m. (with the exception of students attending after school activities).

The following reasons for student absences from schools are recognized as valid by the Board of Education:

- 1) Personal illness
- 2) Illness or death in the family
- 3) Religious observance
- 4) Quarantine
- 5) Required court appearances
- 6) Attendance at health clinics or other medical visits
- 7) Approved college visits
- 8) Military obligations
- 9) Absences approved in advance by the principal
- 10) Other reasons may be approved by the Commissioner of Education

Any other absence is considered unexcused. This would include excuses signed by parent/guardian for reasons such as: shopping trips to the local mall, family vacations, oversleeping, skipping class, hunting, babysitting, haircuts, boy/girl scouting events, and sporting events not sanctioned by the NYSPHSAA.

Each absence must be accounted for. It is the parent/guardian's responsibility to notify the office on the morning of the absence.

Please notify the school on each day of the absence. Legal absences may be documented by calling the CFE Attendance clerk, before 8:30 a.m. at 648-7580, option 2 or by e-mail to RoskoL@cforks.org. In the event that you do not contact the attendance office, upon returning to school after an absence or tardiness, children will need a signed note from the parent stating the reason for absence. When writing reason for absence, it is helpful to state the specific illness, such as "sore throat" or "cold" or "upset stomach".

When a parent wishes to have a child excused from class for a health reason, (doctor or dentist appointment) or for any other reason, a written request signed by the parent must be presented prior to the child leaving the building.

(See Comprehensive Attendance Policy Appendix C)

ASSEMBLIES

Student assemblies are an important part of the overall educational process. We expect all students to behave responsibly and do their best to represent Chenango Forks Elementary School.

BAND (For 5th grade only)

Mr. Allport will speak to all 5th grade students during their first music classes in the fall to assess their interest in 5th grade beginning band. At that time they will be given a Band Handbook to bring home, which has ALL the details you will need, but a basic outline of the program is below.

Students participating in the band program will need to attend both lessons and rehearsals through the year. Every student will have one ½ hour small group lesson per six day cycle. This lesson will always be on the same numbered day of the cycle (Day 1, 2, 3, etc.) but the time of the lesson will change each week so that you don't always miss the same class. Lesson group lists and schedules will be posted in the band room and in your classroom so that you will know what time your lesson is each week. Band rehearsals will start in October, after we have had a chance to assign all instruments and get through the first few lessons. Chorus rehearsals are scheduled on the opposite three days of the cycle, so it is possible (and encouraged!) to be in both groups. No new class work will be missed during rehearsal time.

After meeting with each class, Mr. Allport will assign each interested student an instrument based on some pretty simple guidelines:

1. **Student preferences:** Students will have an opportunity to hear all the band instruments and indicate which instruments they are most interested in playing. (Most are assigned to either their first or second choice.)
2. **Physical ability to play certain instruments:** Students will try out some basic exercises in order to determine which instruments they may be best suited for physically.
3. **The needs of the band:** Obviously, we cannot have a band of 50 flutes and 25 trombones. We need a balanced number of all of the instruments.

If you already have an instrument available (for example, a relative's instrument which is no longer played), Mr. Allport can check it over quickly to make sure it is in good playing condition; please have your student bring the instrument in early to help with the sorting process. If you would like to purchase or rent an instrument ahead of time, please touch base with Mr. Allport first (allportd@cforks.org) to insure that the instrument will be a good fit for your child and the band. Lessons will begin as soon as all interested students are set for instruments.

BOOKS

Books used by students might be textbooks, trade books or library books. It is important that each child treat the book with respect and to not lose them. In the event a book becomes lost or damaged it is expected that the child and/or his/her parent will pay for replacement.

BUS

See transportation

BUS DISMISSAL

Students report to the gym or auditorium to wait for buses at the end of the day. Here are a few guidelines:

1. K-2 students sit in seats in the auditorium based on bus.
2. 3-5 students sit in lines on the floor by the bus number on the wall.
2. Talk quietly with students around you.
3. Keep personal belongings in your backpack or pockets.
4. Remain seated until after the announcement is finished and a teacher directs you to stand.
5. Remain in single file lines on the way to the bus.
6. No gum chewing / No candy / No Eating!

CAFETERIA

Accounts: Bonus lunch is given for each \$30.00 that is deposited at a register on an account or sent by mail that has a positive balance. You may write one check per family to CF Lunch Fund. Please place the student's name on the check. Checks will be sent to the cafeteria and deposited in your child's account. If you wish to place restrictions on the purchases your child makes with the account, please note these on the front of the check.

Charges: Students will be able to charge up to \$7.20 (3 meals) onto their account. If a student's account reaches this charge limit then the student will receive a cheese or peanut butter / jelly sandwich and milk at no charge. Please remember to send your child to school daily with lunch money.

Free and Reduced Lunch:

We believe that a nutritious breakfast and lunch is essential to a child's success in school. Assistance is available to families to insure that their children receive these two important meals. Specific information concerning this program and income eligibility guidelines can be found on the CF webpage at www.cforks.org then clicking the link for food services. You can also download an application. Please feel free to contact Food Service Office at 648-7524 if you have questions or are in need of an application.

Prices:

Elementary Breakfast: \$1.50

Elementary Lunch: \$2.60

We encourage parents to use My School Bucks. It's quick, easy and convenient to add money to your child's account from home. You can access this by going to the CF webpage www.cforks.org and clicking on the food services link or by clicking this link: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

CHARACTER EDUCATION

The Safe Schools Against Violence in Education Act (S.A.V.E) requires students to be instructed in Civility, Citizenship and Character Education. We teach students character words on a monthly basis, as well as recognize students caught with character. Character education is taught in conjunction with our Olweus program through monthly meetings. Some principles included in this are honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity, and other traits, which will enhance the quality of your experiences in school and your contributions to the community.

We will incorporate the teaching of Character Education into many parts of your everyday life at school- the classroom, cafeteria, and playground.

CHENANGO FORKS COMMUNITY ASSOCIATION 2018-2019

The Chenango Forks Community Association (CFCA) is Chenango Forks School parents who work together to provide athletic activities for the children in the school district. While most of the activities take place on school property CFCA is not part of the school and the activities we support are not funded or provided by the school or its budget.

Activities Provided:

- | | |
|-------------|-------------------|
| Baseball | Football |
| Majors | B. Basketball |
| Minors/Farm | Travel Basketball |
| Teener | G. Basketball |
| Softball | Cheerleading |
| Lacrosse | FBA |

E-mail Address

CFCA@stny.rr.com

Ron Crawford <i>President</i> (607) 765-7438	Jamie Allen <i>Vice President</i> (607) 648-5122	Rebecca Andreula <i>Treasurer</i> (607) 206-4631	Mindy Bufford <i>Secretary</i> (607) 201-8855	Amy Willis <i>Publicity Director</i> arwillis621@gmail.com
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CHILD CARE

Hearts and Hands, Inc. is an independent, New York State Office of Children and Family Services registered, non-profit, school-age childcare program that serves the families of

the Chenango Forks School District. Hearts and Hands is housed in room 108 on the K and 1 hallway at Chenango Forks Elementary School. The program is open to students in kindergarten to age 13.

The program is offered through the school year in two sessions Monday through Friday:

- Morning Care from 6:30 a.m. to 8:30 a.m.
- After school care from 2:45 p.m. to 6:00 p.m.
- Please note that full and half-day care is offered on select holidays, and district conference and in-service days. Hearts & Hands also offers a summer program.

Hearts and Hands, Inc. is a non-profit organization, independent of, but exclusively serving the Chenango Forks School District. The program is funded by family fees and fundraising. There is an annual registration fee of \$15.00 per child, or \$25.00 per family. Financial assistance is available through the New York State Office of Children and Family Services. For program information call Hearts and Hands at (607) 648-8067. *** NOTE: Fees may be subject to change.

CHORUS (For 5th grade only)

5th Grade students have the option of being a part of chorus. Mr. Tellerday will speak to all 5th grade students during their first music class in the fall to assess their interest in 5th grade beginning chorus.

CODE OF CONDUCT

As Part of the Safe Schools Against Violence S.A.V.E Legislation in 2000 all schools have a uniform discipline code, or code of conduct PK-12. This code applies to all persons and to all school property. (See Appendix B Code of Conduct)

COMPUTER USE

At Chenango Forks Elementary we have many electronic devices for student use in the classroom, the computer lab and the library. Please remember that using the computers is a privilege that can be taken away if you cause damage to them or use them inappropriately.

Student user accounts have filtered internet access.

CURRICULUM

The PK-5 Curriculum follows the NYS guidelines. (See Curriculum Appendix A)

COUNSELING

Students can see a psychologist or social worker if they are experiencing difficulties with feelings or emotions. Parents are encouraged to call the main office if they would like someone to speak with your child about a problem they are encountering here at school or home.

DASA

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Prohibits bullying, harassment, discrimination, or cyberbullying against students in school based on the following: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), sex, and other.

DISCIPLINE

CFE believes in progressive discipline. The goal of our discipline practices is directed at changing behavior.

The classroom teacher does the majority of classroom management, redirection, and discipline as needed. However, there are times administration needs to be involved. This occurs when the classroom teacher has exhausted his/her strategies in the classroom. At such time, students may have a range of consequences ranging from silent lunch, time off recess, or time in the AIR room. A letter, phone call or meeting may occur to make the parents aware of the situation.

DISCRIMINATION

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. (See Appendix B Code of Conduct)

EMERGENCY CLOSING

School closing are primarily determined in early morning of the school day. The Superintendent and Transportation Director determine if school should be delayed or closed. This decision is based on the information collected from Broome and Chenango Counties, the local Highway Departments, and Emergency Services and by physically traveling our district roads. Our district covers a large area spanning over 55 square miles. We have, on occasion, had severe weather that impacts only a portion of the district.

All school delay and/or closing information will be provided to local TV and radio stations, and will be posted on the schools website. We make every effort possible to get this information to the stations as early as we can, usually prior to the 6:00 am broadcasts.

Using a system called School Messenger calls are made to **all home phone numbers**. Data is pulled from our student management system. The displayed number is 607-648-7543.

In addition, you can request other forms of communication for school closings:
<http://www.cforks.org/Parents.aspx>

EMERGENCY CONTACTS

Parents will be asked in the beginning of the year to fill out an Emergency Locator Cards. One is kept in the main office and one in the nurse's office. Please keep this information updated if changes occur during the year. If there is an emergency at school we need to be able to get in touch with the parent or someone they have designated as an alternate contact. Children are not released to friends or relatives unless we have written permission from the parents/guardians.

FIELD TRIPS

Educational experiences outside the school building help to enhance children's learning. Your classroom teacher will notify you in advance of these events.

If you would like to volunteer to be a chaperone on your child's trip, please contact the classroom teacher. Please note that this option is not always available. Due to space constraints on the school buses parents need to drive separately, however students are encouraged to ride the bus to and from these trips.

FIRE DRILLS AND OTHER EMERGENCY DRILLS

We are required to have eight fire drills and four lock down drills a year. When the alarm and or announcement sound follow the directions of the teacher you are with at the time.

If it is a fire drill, students, faculty, and staff leave the building in an orderly manner and remain quiet throughout the drill. A voice announcement will be made when it is safe to return to the building or to be released from the drill.

The district has a Building-Level Emergency Response Plan to assist with responding to emergencies. We will conduct emergency drills other than fire at least twice a year. Examples of these might include high winds/tornados, evacuation/sheltering in place, lock down. We also conduct "Early Dismissal Drill" each fall.

In addition to the building fire drills, state regulations require two bus emergency drills each year. These are normally conducted in the bus garage driveway during morning arrival.

GUESTS/VISITORS

All visitors to classrooms must first check in at the main office with their ID and be approved through the CFE office before proceeding in the building. All guests and visitors must wear a visitor badge. At times, you may be asked to wear a lanyard and a badge. Student visitors are not allowed during the instructional day. Out of town friends and relatives are welcome to visit with an adult during lunch.

Parents should not be walking their child to the classroom in the morning or picking them up from the classroom at the end of the day unless circumstances warrant (birthday cake, school projects etc). The principal makes final decisions on permitting visitors during the instructional day.

HEALTH OFFICE

School Nurse: Mrs. Diane Crowell (Grades 3-5) 648-7580

Mrs. Joy Thorn (Grade PK-2) 648-7580

School Physician: Dr. Donald Nash

The Board of Education, as corporate bodies, are not authorized to provide medical treatments beyond first aid. Therefore, the school nurse may not go beyond her legal duties to apply a second dressing or care for injuries, which are incurred at home or elsewhere.

Communicable Diseases: Early discovery is the first step in controlling communicable diseases. Please do not send your child to school when he/she is exhibiting any of the following symptoms: cough, runny nose, fever over 100 degrees (within the last 24 hours), rash, vomiting (within the last 24 hours), sore/red throat, or severe headache.

Students will not be allowed to be in attendance if they have a communicable disease, these include but are not limited to chicken pox, conjunctivitis (pink-eye), impetigo, scabies, ringworm, hepatitis, meningitis and tuberculosis.

Immunization Requirements: Communicable diseases affect the entire community. They must be controlled at home. Immunization is the best method of control against many communicable diseases. They should be given early in life and periodically thereafter. A child will not be permitted to be admitted to school unless a parent or guardian furnishes the school with certification from an M.D., health care provider, or the Health Department. This certification must meet the New York State Department of Education's immunization requirements.

Information on immunizations may be obtained from your child's doctor or through the Broome County Health Department; you can call for an appointment at 778-2839. Immunizations at the Health Department are paid for on a sliding scale according to your income.

Medications: All student medications must be kept by the nurse and given to you by her. If you have medication to take, even aspirin or Tylenol, have your parents see the nurse. If you need to take medication, please try to remember to go down to the nurse when it is time to do so. If a student requires medication during the school day, New York State Law requires the following:

1. Written permission from the parent/guardian of the student.
2. A written order from the physician.

3. The medication must be provided in its original properly labeled container and kept in the nurse's office.

All medications, including Tylenol and even cough drops are required to follow the above law. Please do not send any medications to school with your child; all medications must be brought in by an adult.

Pediculosis: Official name for head lice. Students found with live lice will remain in school until the end of the day. The parent will be notified to start treatment. Instructions for treatment are available from your provider. The student will be rechecked after treatment.

Hearing and Vision screenings: Screenings will be conducted per New York State guidelines yearly. Parents will be notified by the nurse following screening if referral is indicated.

Physicals: are required by New York State for any student new to the district and grade levels specified by New York State. We suggest that you arrange to have the physical completed by the child's primary physician. If no physical is provided by October 1st of the school year, a school physical will be scheduled.

HOME TUTORING

If a child is medically unable to attend school, or is suspended from instruction, every effort will be made to provide five hours a week of home tutoring until the child is able to return to school. Parents should notify the Principal and provide appropriate documentation from a medical provider.

HOMEWORK

Information will come from individual teachers.

Students who attend special programs such as Band or Chorus will need to complete or review missed classroom assignments.

KINDERGARTEN ORIENTATION

To help ensure a smooth transition from the home to the school, an orientation program is offered. Sign up occurs at kindergarten registration in the spring.

A teacher provides a variety of experiences during this half-day program that runs from 9:00 a.m. to 11:30 a.m. Highlights of the program include a bus ride, snack in the cafeteria and a visit to the gym.

KINDERGARTEN REGISTRATION

An evening informational meeting is held in early May in the Chenango Forks Elementary auditorium to inform the parents about kindergarten registration and the kindergarten program. Time is given for the parents to ask questions. Information

regarding this meeting will be posted to the Chenango Forks Elementary webpage and available at Chenango Forks Elementary

LOST AND FOUND

Write your name on clothes, jackets, backpacks and lunch pails you bring to school. If you are missing something, check with your bus driver, classroom teacher, or special area teacher. In addition, we have a lost and found cabinet by the library.

Lost and found items are sent to the clothing bank two times a year, December and June.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

See Appendix E

OLWEUS

The district utilizes the Olweus Bullying Prevention program to teach students about anti-bullying. We follow the Olweus Anti-Bullying rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

OPEN HOUSE

Open House provides an opportunity for teachers to share their general curriculum and children to show off their school to their parents. In addition, it provides an opportunity for the parents to meet their child's teacher.

Please note that Open House is not an appropriate time to conference with the teacher concerning your child. Teachers will have signup sheets available for you to set a date for the Fall/Winter Parent Teacher Conference.

PARENT NOTIFICATION

Each school district, as provided by New York State Educational Law must inform parent/guardian of elementary school children of their right to be notified when their child is absent from school. The purpose of this law is to provide an opportunity for a family to begin a search for a missing child as soon as it is realized that the child did not arrive at school as expected. As many of you do already, we emphasize that you must call us in the morning at school if your child will be absent that day. **The number to call is 648-7580.**

PARENT PICK-UP

Student Pick-up – Parent Pick Up (PPU) is located in the CFE Cafeteria between 3:05-3:20. Parents must bring ID to pick up child. Parent/guardian notes or notification of changes should be to attendance/transportation secretary **no later than 1:00pm**. Please call Mrs. Rosko at 648-7580 option 2 or email RoskoL@cforks.org with any bus/pick-up changes.

PARENT TEACHER ORGANIZATION (PTO)

Parent Teacher Organization

The representatives for 2018-2019 are as follows:

Tina Hepler- President

Abigail Sisson- Vice President

JinOk Taylor- Treasurer

Melissa Zajdel and Nicole Bongiorno- Co-Secretaries

You can follow the PTO on Facebook at Chenango Forks PTO.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are held during November and December. We encourage parents to take advantage of this conference for the purpose of meeting your child's teacher, reviewing your child's academic progress and learning how you can help meet the educational needs of your child.

Sign up for the conferences occurs at Open House in late September or early October. Conferences can also be held throughout the year at any time by calling your child's teacher to arrange a date and time.

PARENT VOLUNTEER PROGRAM

The Chenango Forks Elementary Parent Volunteer Program is designed to create a partnership between parents/ community and the school by bringing you into the school to participate in our children's education. All of our parent volunteers are asked to attend a yearly orientation meeting for the purpose of reviewing the Parent Volunteer Handbook. Parent volunteers are required by Board of Education policy to provide references, which will be contacted before the volunteer begins service on school grounds. For additional information on the Chenango Forks Elementary Parent Volunteer Program contact the main office at CFE by dialing 648-7580.

PARTIES

During the school year parties occur at CFE for Halloween, Winter Holiday, Valentine's Day and birthdays. Valentine's Day parties are for students only. Please note 5th grade doesn't have Valentine's Day Parties, as they have a Cinco De Mayo Celebration in May instead.

Teachers are responsible for the content of the parties but do welcome parent help.

Birthday parties are often celebrated in the classroom at the discretion of the teacher. It is a common practice for treats, like cupcakes, to be sent in with the student, which are shared with the class. Classroom teachers will notify parents if there are any food allergy concerns in the classroom. This practice is not required and the parent is not under any obligation to do this. Baked goods can be ordered for a nominal fee through the cafeteria, call at 648-7524 x 4.

If you wish to have a party outside of school, please note that teachers are not permitted to supply demographic information to parents. They are also not permitted to hand out invitations in the classroom. We would ask that you be sensitive to the feelings of all the children in the class when planning your parties.

PHOTOGRAPHS

Photos are taken in school as a service to parents. Parents are under no obligation to purchase photos. They are taken in the fall by a professional photographer and the dates are announced in the Chenango Forks District Calendar or by individual bulletin.

PLAYGROUND

Weather permitting most classes go outside daily for 15-30 minutes for playground. If there is inclement weather, students will have Students may be held inside for study hall if they owe work or as a consequence for their behavior.

Students that have a medical excuse for Phys. Ed. class will not be permitted to participate in recess.

A few playground guidelines:

- 1) Students go out daily weather permitting.
- 2) We ask that students are properly dressed for the weather.
- 3) If the temperature is below 20 degrees wind chill students will not be permitted to go outside.

PROGRESS REPORTS

Progress Reports are issued three times a year/Classroom teachers complete these reports in conjunction with special area, special education/Rtl teachers.

Corrected student work is sent home periodically so parents can see their child's daily progress and work habits.

Teachers also contact parents by telephone and/or email at any time a student is experiencing academic, social or discipline problems. Likewise we encourage parents to contact the teacher when a child is having difficulties at home that may interfere with his/her learning at school.

PUPIL PERSONNEL SERVICES

To help make sound decisions regarding your child's educational needs, services of the school psychologist, behavioral specialist, or social worker may be utilized. Through assessment techniques (which may include one or more of the following: testing, observation, counseling and consultation with the teacher and/or parent), the school psychologist and or social worker will determine your child's potential ability, learning style, individual strengths and weaknesses, academic performance, and social/emotional adjustment.

If the classroom teacher, school psychologist or building principal feel your child would benefit from specified educational services, your child's classroom teacher, psychologist or principal will inform you of the need. Individual involvement with the school psychologist will not occur without parental permission/notification.

READ ALL YEAR (RAY)

R.A.Y Program is sponsored by our PTO. The kick off will be two weeks long. Then there will be Monthly R.A.Y Celebrations throughout the year.

RESPONSE TO INTERVENTION(RtI)

- Response to Intervention (RtI) is a three-tier (or three-step) prevention, early identification and intervention strategy provided in general education.
- The learning of ALL students is assessed early and often.
- RtI is a process that emphasizes how well students respond to changes in instruction.
- RtI involves interventions that are research-based and aligned with the learning standards.
- RtI is early prevention of academic difficulty by matching additional instruction (and intensity of instruction) to meet individual student needs.
- It is monitoring closely how the student is doing by collecting data frequently.
- It is building upon the strengths of the student who requires additional support.
- It is providing appropriate, quality instruction for the individual student
- The intensity of the interventions increases to support students who struggle with reading and math and to help them reach state standards.
- ALL students have the opportunity to receive help when they need it. This reduces the number of students in need of special education services.

RETENTIONS

Retentions in grade level may be utilized to provide a student with an additional opportunity to meet their potential. Retentions are used in rare occasions and only after a thorough review of the child's progress thus far in school.

SALES POLICY

Students should not be selling items, seeking contributions, or soliciting of any kind during the instructional day.

SEXUAL HARRASSMENT

See Appendix D

SCOUTS

Cub Scouts: 648-7888

Contact: Boy Scouts of America Baden-Powell Council Ages 6 & Up

www.bpcouncil.org

Girl Scouts:724-6572

Contact: Girl Scouts of NYPENN Pathways Ages 5-17 www.gsnypenn.org

SCHOOL DAY

Buses arrive from 8:25-8:45 A.M. Students should not arrive at school any earlier than 8:25 AM unless you are here for a program that starts earlier. Families that bring their children to school do so starting at 8:30am. Students should enter through Chenango Forks Elementary ramp door closest to the gym entrance. The school day begins at 8:50 A.M. Students need to be in their classrooms by this time. Students arriving after 8:50 need to sign in at the office as tardy. The school day ends at 2:55pm. Families should not be picking up their child prior to this unless for an excused dismissal.

The school day ends at 2:55. For late arrival or early pick-up, please use the upper lot and come to the Chenango Forks Elementary Main Entrance.

SITE COUNCIL

Chenango Forks Central Schools have Site Councils at each building level to provide for shared decision making as required by Commissioner's Regulations. Chenango Forks Elementary Council meets monthly or as appropriate, check district calendar for dates. The purpose of the council is to work cooperatively to provide for intellectual, emotional, and social growth of elementary students. Teachers, non-instructional staff and parents are represented on the council.

SNACKS

It is important that every person at Chenango Forks Elementary has the opportunity to do their best at school, work, and play. Our school strives to be a safe and healthy place for our children. Here is a list of healthy snacks you may wish to consider if you are wondering about what to send in for your child:

- Fresh, canned or dried fruit of any variety, fresh vegetables of any variety
- Healthy Baked Goods and Muffins
- Raisins
- Bread(s)/Bread Sticks
- Yogurt
- Rice, Soy, or whole wheat cakes or crackers
- Pop corn/Pretzels

- Water/100 % Juice Drinks/ Low fat Milk

During the first two weeks of the school year you will be receiving more detailed information regarding classroom snacks and foods for special occasions from your child's classroom teacher. Please be considerate of potential life-threatening food allergies that exist for some of our children when making snack decisions.

SPECIAL AREA SUBJECTS

Art- in art you will learn art history, elements of art and Principles of Design. You will have an opportunity to express yourself through a variety of media and complete integrated projects. Classes are once in a six-day cycle for 45 minutes.

Library- the library is open in the morning before class for selecting or returning books. Classes are once in a six-day cycle for 45 minutes. Instruction will be in information literacy, inquiry and information seeking strategies, practical, safe and ethical use of the internet and other technologies, exposure to quality works of literature, and guidance in selecting books for recreational reading.

To avoid lost and damaged books, encourage your child to keep their library book in a safe place away from younger children and pets. Please discourage your child from eating and drinking while reading books. It is always a good idea to carry books in a book bag or back pack.

Students may borrow materials (maximum of two, except for Kindergarten they may only check out one) from the library's general collection:

Books (up to two books) – 2, 6 day cycles OR 12 school days

In the event that a library book is lost or damaged, the book must be paid for or replaced. School policy states that all books must be returned and all lost and damaged books paid for by the end of the school year.

Music-music instruction includes music appreciation, music history and rhythm. Classes are once in a six-day cycle for 45 minutes.

Fifth graders have an opportunity to participate in chorus and in band. These meet three days out of a six-day cycle. For more information on band please refer to the Band Handbook.

Physical Education- PE classes are held three days out of the six day cycle for 45 minutes. Weather permitting you may be outdoors; otherwise you will be in the gym. Plan ahead and come prepared, including having sneakers and comfortable clothing. Our PE program promotes a strong mind and strong body, teaches teamwork and cooperation, while developing coordination, strength, agility, balance, endurance, and cardiovascular fitness. Student's excused long term by a physician from PE will either

stay in the gym or go to the Library and complete an alternative assignment. No jewelry allowed (i.e. hoop earrings) due to safety.

Swimming- All students go to the high school pool for about 5-6 days each year for swim lessons. Your teacher will notify you when this will start. Please come prepared those days with a swimsuit and towel in a plastic bag.

SPEECH

Screening: Students at Chenango Forks Elementary can receive a speech screening. It is developmentally appropriate for children between the ages of four and seven to have speech errors. Youngsters who are identified by the screening as having speech errors will be monitored during kindergarten, first and second grade. Screening results are available to parents.

Services: The speech/language therapist determines when a child would benefit from speech instruction. If need is determined the parent/guardian will be contacted by letter with the recommended intervention procedure.

If you have questions regarding your child's speech you can contact Ms. Shaevel or Mrs. Szymanski.

STATE AND LOCAL TESTING

Local testing, both summative and formative testing are conducted throughout the year. These assessments help us better know your child's strengths and challenges as a student.

New York State Annual testing is conducted at grades 3-5 in ELA and math. An assessment is given in Science is given in grade 4. All assessments are explained in more detail in a letter issued prior to testing.

STUDENT CONDUCT

Our number one goal is learning! Behavior that interferes with that goal will not be tolerated. All of us need to respect each other and allow others to learn and work. If a student chooses to conduct themselves differently, there will be consequences as detailed in the code of conduct.

STUDENT PLACEMENT

Grade level teachers meet in June with the principal to determine class placements for the next year. At this time student cards are brought in by their teachers with academic and social concerns, test results, and reading levels noted on them. Teachers then place the students in classes for the next school year. The goal is to achieve a heterogeneous balance of students by academic ability and gender.

Each year a number of parents wish to have input into the selection process. Chenango Forks Elementary does not accept parent request for teachers; however, parents can certainly submit information regarding their child's learning needs.

SUPPLY LISTS

Supply lists are created by individual teachers. If you have concerns about purchasing materials, please let the CFE office know. We often have donated school supplies we can supply your child with.

TOYS, ELECTRONIC DEVICES/GAMES, PLAYING CARDS

Collectible cards, toys, fidget spinners, or any other fad that will become a distraction to the learning environment or a safety hazard should not be brought to school. The school is not responsible for lost or stolen property.

The use of cell phones during the instructional day or on the school bus is not allowed. Students with a cell phone need to leave it off in their backpack and submit a letter to the main office regarding the need for a cell phone.

Other electronic devices are not permitted at Chenango Forks Elementary unless supplied by the school.

TRANSPORTATION

When you ride the bus it is expected that you will behave appropriately. If there are problems the driver will give a Bus Conduct Report to the principal, who in turn will contact you regarding the incident and potential consequences.

While you are on the bus please follow these guidelines:

1. Listen to and respect the driver.
2. Stay seated in your assigned seat face forward for the duration of the ride.
3. For safety and possible unknown allergies, there is NO eating or drinking on the bus.
4. Talk quietly with your seatmates.
5. Help keep the bus clean, take trash with you or put in the trashcan as you exit the bus.
6. Be courteous and respectful of others. Don't engage in activity that will cause a distraction to the driver or annoys other riders.

Bus Safety Guidelines of Conduct

- PM Bus Drop off- Parents that wish their child to be dropped off at home even when there is not an older sibling or parent present must send in a note the transportation secretary regarding this. These notes will be shared with the bus garage but it would be best for the parent to also tell the driver.

- Students must be on time at the bus stop. Students should be at the bus stop at least five (5) minutes prior to the bus arrival time. Students are to wait 15 feet away from the roadway.
- Students who cross the roadway must cross 15 feet in front of the bus and must wait to be signaled to do so by the bus driver. Students will stop at the center of the roadway and look both ways and back to driver before proceeding. Listen for the bus horn, it is a safety signal. If driver uses bus horn, student should immediately return to starting point.
*When exiting bus, student should STOP on bottom step, look both directions before stepping off bus.
- Drivers will assign seats and make changes as needed.
- Students cannot put hands, arms, head, or feet out of the bus window or throw any articles in or out of the bus or at any other vehicle. Conduct should be no different than in the classroom.
- Articles such as aerosol and glass containers, knives, firecrackers, lighters or any sharp objects are not allowed on the bus. Large parcels, certain musical instruments and some athletic equipment may not be allowed unless there is room for them.
- There is ABSOLUTELY no smoking on or near an “occupied” school bus at any time by students or school personnel. Chewing of tobacco is also prohibited.
- Destroying or damaging a school bus or student’s property may result in an immediate suspension and/or restitution for damages.

FOR VIOLATING ANY OF THESE REGULATIONS, A PUPIL WILL BE REPORTED TO THE PRINCIPAL WHO MAY BAN HIM/HER TEMPORARILY OR PERMANENTLY FROM RIDING ON THE BUS.

Responsibilities of Parents

It is the parents’ responsibility to supervise their children at the bus stop. Difficulties that arise between students at the stop should be resolved before they board the bus to avoid a conflict on the bus, which could become a safety violation.

Throughout the school year, a parent or guardian will be required to meet the bus. This will assure that the child is getting off at the correct destination. If an adult is not present, the driver will blow the horn. If an adult fails to appear, the child will be brought back to the school, and you will be contacted to pick up the child and inform the school of the proper transportation arrangements. Please notify the transportation secretary on the Chenango Forks Elementary transportation form if you wish to have your child dropped off even if no adult is home.

1. Provide your child with a book bag and remind them to use those book bag for all of their papers and belongings.
2. Teach your children to wait a safe distance, 15 Feet away from the curb and street. Horse play or pushing and shoving near the street can be dangerous.
3. Establish a set time in the morning for your children to be at their stops. Five (5) minutes before the bus is due is sufficient time to allow everyone to be safe. Running to catch a bus can be highly dangerous. If your child misses the bus you will have to transport them to school.
4. Stress the importance of being reasonably quiet while the bus is in motion. Sixty-six little voices on a big bus equals one big and potentially distracting noise.
5. Stress the importance of remaining in one seat, facing forward on the bus. Standing up, jumping around, or changing seats while the bus is moving is not allowed.
6. When your child is getting on or off the bus teach them to turn and **tell the driver** if they drop anything around the school bus. They need to leave it where it falls and wait for the driver to give them instructions. Younger children are impulsive, and this point must be stressed repeatedly. **"Tell the driver."**
7. Teach your children to tell the driver if there is a problem on the bus.
8. Please review the following loading procedures with your child:
 - ➔ Always have your children cross in front of the bus, never behind. Eye contact between your child and the bus driver is very important. If your child can see the driver's face, then the driver can see your child.
 - ➔ Remind your children to always look left-right before crossing a street. Not all drivers always stop for a stopped school bus, despite its red overhead flashers and extended "STOP" arm.

Please remember that the driver cannot leave his/her seat when there are children on the bus without shutting the bus down. If you have a need for a conference, please contact the transportation department to arrange one.

Also note: Chapter 395 of the Laws of 2001 *establishes the crime of loitering for the unauthorized boarding onto or presence on a school bus without the permission or consent of the school district or the bus driver.*

VIDEOS AND DVD's SHOWN IN THE CLASSROOM

It is school guidelines that videos shown in the classroom be curriculum connected and educationally justified. R rated videos are not allowed at Chenango Forks Elementary. If a teacher has a PG film that they feel is justified to be shown, parents will be contacted in advance via a form letter. The letter will include the title of the video, the reason it is being shown, and the nature of the video that makes it a PG. Parents may have their child excused from the video if they desire by notifying the teacher in writing.

APPENDIX A

Chenango Forks Central Schools- Curriculum

Chenango Forks Central Schools
Curriculum

Chenango Forks Elementary follow the NYS standards which can be found at <https://www.engageny.org/>

Curriculum information is available for your child's teacher.

APPENDIX B

Chenango Forks Central Schools- Code of Conduct

**CHENANGO FORKS CENTRAL SCHOOL DISTRICT
PLAIN LANGUAGE VERSION
CODE OF CONDUCT
2018-2019**

Code of Conduct

The following Chenango Forks Student Discipline Code is being made available to all parents and students of the Chenango Forks School District in accordance with the regulations of the Commissioner of Education, Part 100. If there are questions or concerns regarding this Student Discipline Code, please feel free to contact the school at any time. The Student Discipline Code was formally adopted by the Board of Education on November 14, 1985 and took effect on January 1, 1986. ***A complete copy of the District Code of Conduct is available upon request to the district office.***

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Additionally, it should be understood that random locker searches may be conducted for the purpose of school safety, to ensure the safety of students, faculty and staff members, and to prevent disruptions to the learning environment.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use discipline action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

A student may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 - 1. Running in hallways.
 - 2. Making unreasonable noise.
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 - 4. Obstructing vehicular or pedestrian traffic.
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.
 - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for, missing or leaving school without permission.
 - 3. Skipping detention

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Inappropriate public sexual contact.
 3. Display or use of personal electronic devices, such as, but not limited to, cell phones, digital tablets, digital projectors, digital cameras, in a manner that is in violation of district policy.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:
1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable

group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, this includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
 8. Selling, using, distributing or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe, electronic cigarette or any personal vapor producing device, or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner

consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above actions.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyber bullying.

Definition of Bullying

Bullying: Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below). The accompanying regulation provides more guidance regarding the definition and characteristics of bullying to help the school community recognize the behavior.

Cyberbullying: Cyberbullying is defined as harassment (see below) through any form of electronic communication.

Discrimination: Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under Harassment, below).

Hazing: Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

“Sexting” refers to an act of sending sexually explicit photos, images, text messages, or e-mails by using a cell phone or other electronic device.

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).

In some instances, bullying or harassment may constitute a violation of an individual’s civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections.

District Bullying Prevention Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Olweus Bully Prevention Program

Reporting Procedures

Although it can be difficult to step forward, the district can’t effectively address bullying if incidents are not reported. Students who have been bullied, parents

whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a "Harassment/Bullying Prevention Form". These forms are located in the school library, the guidance office and in the building's main office. Forms can also be accessed and completed online on the District's homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

Dignity Act Coordinator

The Board of Education has designated the following individuals as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. These people will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinators are:

Name: Lloyd L. Peck, Ed. D. and Nelson Torres

Title: School Resource Officer

Building: Chenango Forks Central School District

Address: One Gordon Drive, Binghamton, New York 13901

Phone Number: (607) 648-7543 Email: peckl@cforks.org, torresn@cforks.org

Name: John Hillis

Title: High School Building Leader

Building: Chenango Forks Central School District Middle School

Address: One Gordon Drive, Binghamton, New York 13901

Phone Number: (607) 648-7544 Email: hillisj@cforks.org

Name: Andrew Rullo

Title: Middle School Building Leader

Building: Chenango Forks Central School District Middle School

Address: One Gordon Drive, Binghamton, New York 13901

Phone Number: (607) 648-7576 Email: rulloa@cforks.org

Name: Catherine Kacyvenski

Title: Elementary School Building Leader

Building: Chenango Forks Central School District Elementary School

Address: 6 Patch Road, Binghamton, New York 13901

Phone Number: (607) 648-7580 Email: kacyvenskic@cforks.org

Off Campus Act Coordinator

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Penalties

The range of penalties which may be imposed for the conduct set forth above is as follows:

1. Verbal warning;
2. Written warning;
3. Written notification to parent;
4. Probation
5. Reprimand
6. Confiscation of electronic devices until the student's parent/guardian retrieves the device from the building administrator or is/her designee;
7. Detention;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extracurricular activities;
11. Removal from classroom by teacher;
12. Alternate Instruction (In-School-Suspension);
13. Short-term (five days or less) suspension upon instruction
14. Long-term (more than five days) suspension from school;
15. Permanent suspension from school.

Remedial Consequences

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

When the student repeatedly is substantially disruptive of the educational process (q) or substantially interferes with the teacher's authority over the classroom (r), or is violent (s) the minimum period is suspension upon instruction for five school days as well as suspension from athletic participation and social or extracurricular activities for the period of suspension upon instruction. The suspending authority may reduce

the period of suspension as specified in this paragraph for good cause shown, on a case by case basis, in a manner consistent with state or federal law. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school at least five days unless otherwise determined by the superintendent.

“Repeatedly substantially disruptive” means engaging in conduct that results in the student being removed from the classroom pursuant to Education Law §3214 and this code on multiple occasions.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Law § 3214(3).

The type and extent of punishment for violations of all sections except section (g) and beyond the minimum in relation to sections (q), (r), and (s) shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In accordance with the Gun-Free Schools Law (20 U.S.C.A. § 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. § 8921), New York State Education Law § 3214 (3), and this Board policy, the punishment for violation of Section (g) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.

The term "firearm" as used in Section (g) is defined in 18 U.S.C.A. § 921 (3) and shall include any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

The superintendent shall refer a pupil who has been determined to have violated section (g) as follows:

- a. If the pupil is under 16 years of age to the Family Court in accordance with the Family Court Act, Article 3.
- b. If the pupil is 16 years of age or older to the appropriate law enforcement agency.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately during school hours. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief and revealing garments such as tube tops, net tops, halter tops, plunging necklines (front or back), bare midriff tops and bottoms, and see through garments are not appropriate.
3. Ensure that undergarments are adequately covered with outer clothing. Pants falling below the hips are not acceptable.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed and all footwear needs to have a sturdy sole. Footwear must be appropriate and safe for the situation.
5. Not include the wearing of head coverings including hats, bandanas, and hoods except for a medical or religious purpose, or an activity sanctioned by school administration.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or perceived gender and sex.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Adhere to the understanding that sleeveless shirts that are rough cut, do not have a hem, or have an opening that exposes the side or are too revealing are not appropriate for the school environment.
9. Sleep wear is not appropriate attire for the school environment unless the activity is sanctioned by school administration.

10. Prohibit sunglasses or tinted eye wear to be worn inside school buildings except for medical purposes. Spiked collars, choke chains or other dangerous jewelry are also prohibited.

Rationale: To allow for range of motion and provide protection during daily activities without causing distractions in the school environment to decrease the possibility of concealed weapons. Clothing must fit appropriately to avoid injury and distraction.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Visitors to the Schools

The Board recognizes that the success of the school program depends, in part on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. There they will be required to present photo identification sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.

4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that *free* inquiry and free expression is indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they *are* on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.

4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function
10. Possess or use weapons in or on school property or *at* a school function, except in the case of law enforcement officers or except as specifically authorized by the school district
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke a cigarette, cigar, pipe, electronic cigarette or any personal vapor producing device, or use chewing or smokeless tobacco

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Employees may be subject to disciplinary measures as detailed by law and as dictated by the facts.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code. When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

D. Application of Rules

The rules shall apply to all school property and school functions of the district and shall govern the conduct of students, teachers, staff members, as well as visitors, and other licensees and invitees.

Comprehensive Attendance Policy

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

In order to encourage student attendance, the following strategies and incentives shall apply:

1. Minimum Attendance for Course Credit
 - a. A student must be noted as present at 90% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this

provision. The principal has discretion to make exceptions to 1(a) based upon extenuating circumstances.

i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.

ii. Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.

iii. Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

b. In order to prevent loss of credit for failure to attend, the district will take the following steps:

i. when a student has been marked as absent for 5% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;

ii. a student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;

iii. teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course;

iv. where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.

2. Notice of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

- a. where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
- b. for every 3 unexcused absences, tardiness, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused non-presence.

3. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

4. Incentives

District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

5. Intervention Strategy Development

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

E. Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

Use of Electronic Devices

The Board of Education recognizes that there are personal electronic and/or digital devices that have educational applications. These devices shall be allowed to be used in classrooms and libraries when they are included as part of a lesson or to complete homework assignments under the direction of a teacher during the instructional day.

The Board acknowledges that such devices can be a positive means to facilitate the educational process; however, the display and/or use of such devices can cause disruption to the educational process. Therefore, to prevent disruptions, such devices are to be used appropriately to support the educational process during the school day. The district is not responsible for stolen, lost or damaged personal electronic devices.

Misuse of any of these electronic devices may result in disciplinary action from the building administrator or his/her designee, as outlined in the code of conduct. Some uses of personal electronic devices constitute violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

Cellular Telephones and Testing

In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during testing. The exception to this policy is if a teacher gives specific permission for a cell phone or other electronic device to be used during a classroom, non-state assessment.

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

Academic Athletic Eligibility Procedure

We believe that athletics and academics are inseparable. The concepts of individual responsibility, self-improvement, facing challenges, overcoming adversity, competing, preparing, functioning as a member of a group, emotionally supporting others, and having a sound mind and body are promoted, reinforced, and enhanced in our classrooms and our extra- curricular programs. Our procedure toward eligibility for participation or competition in athletic programs reflects a way to encourage students' overall success and recognizes students who are making an effort to achieve and properly represent the school and themselves.

1. Academic eligibility rules apply during the respective sports season.
2. At five-week intervals students will be issued academic reports; progress reports at the five-week mark and report cards at the ten-week mark.
3. Based on one of the reports above, if a student athlete is failing two subjects, the student athlete will be placed on Level One for a minimum of five weeks. Student athletes will be required to attend a remedial period four days (Monday-Thursday) a week. Attendance alone will not satisfy this requirement. The student athletes will be expected to be active participants in remedial and be productive during this time period.
4. Students who do not fulfill their obligatory requirements for Level One will be moved to Level Two. In addition to attending remedial 4 days per week, student athletes on Level Two will be ineligible for competition. Attendance and participation at practices will be at the discretion of the coach.
5. Students on Level Two will be re-evaluated after two weeks. If the student athlete is found to be back in compliance with the provisions of Level One, the student athlete will be allowed to return to full participation. If it is found that the student is not back in compliance, then his/her ineligibility will continue for another two weeks.
6. Student athletes that fail either two fourth quarter classes or two classes for the year will begin the fall sports season on Level One for a minimum of five weeks. This also applies to sixth grade students who will be playing modified sports in seventh grade.
7. Under extenuating circumstances, the principals, in conjunction with the athletic director, will make the final determination of a student athlete's eligibility.

Reviewed and approved

APPENDIX C

Chenango Forks Central Schools- Attendance

COMPREHENSIVE Student ATTENDANCE POLICY

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include, but is not limited to shopping trips to the local mall, family vacation, oversleeping, skipping class, hunting, babysitting, haircuts, boy/girl scouting events, and sporting events not sanctioned by the NYSPHSAA.

C. Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

E = excused
U = unexcused
A = absent
D = early departure
S = suspended
T = tardy
I = illness
F = family
M = medical appointment
T = travel
O = other

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read: E/D/M: 11:30 a.m.

D. In order to encourage student attendance, the following strategies and incentives shall apply:

1. Minimum Attendance for Course Credit
 - a. A student must be noted as present at 90% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision. The principal has discretion to make exceptions to 1(a) based upon extenuating circumstances.

- i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.
 - ii. Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 - iii. Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- i. when a student has been marked as absent for 5% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
 - ii. a student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
 - iii. teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course;

- iv. where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines 2.

Notice of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, unexcused, tardiness or unexcused early departure according to the following:

- a. where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;

3. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, unexcused tardiness, or unexcused early dismissals, as described in the Code of Conduct.

Unexcused Absences and/or Tardiness	
Incidents	School Action(s)
5 Days of unexcused classes and/or days per school year	Parents are called; Principal and/or school representative meets with the student and consequences are assigned.
10 Days of unexcused classes and/or days per school year	Official letter sent to parents; Meeting with parents, student, Principal and/or school representative; Attendance Contract signed by student and parent; Home visit made by Principal and/or school representative as appropriate; Progressive and prescriptive consequences assigned to student.
15 Days of unexcused classes and/or days per school year	Official letter sent to parents. Possible referral to CPS Hotline for Educational Neglect if appropriate; Progressive and prescriptive consequences assigned to student.
20 Days of unexcused classes and/or days per school year	Official letter sent to parents and PINS. Progressive and prescriptive consequences assigned to student

*The above school action(s) may be taken depending on circumstances, as appropriate

4. Incentives

District teachers may work with the Building Principal and Attendance Supervision Officer to create and implement classroom based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

5. Intervention Strategy Development

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, unexcused tardiness and unexcused early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

7. Eligibility for Participation in Extracurricular Activities

If the pupil is not in attendance by 11 a.m. the pupil is ineligible for participation in interscholastic or extracurricular activities. The pupil is considered eligible for participation that day if the pupil is in attendance for a half day or has an excused absence other than an illness. If the pupil is suspended (out of school or in school) they are not eligible for participation in extracurricular activities or athletics.

8. Repeated Absence or Tardiness due to Medical Appointment

At the discretion of the building principal you may be asked to provide a note from the health care provider.

E. Attendance Officer

The Board shall designate a person(s) as the Attendance Officer. The Attendance Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, unexcused tardiness and unexcused early departure consistent with the Comprehensive Student Attendance Policy.

Adoption Date: June 23, 2017

APPENDIX D

Chenango Forks Central Schools-Sexual Harassment

SEXUAL HARASSMENT

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student to student, student to staff, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee. In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint,

the district will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

This policy shall be posted in a prominent place in each district facility, on the district's website, and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*
Davis v. Monroe County Board of Education, 526 U.S. 629, 652 (1999)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)
Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Office for Civil Rights *Revised Sexual Harassment Guidance (January 19, 2001)*
Office for Civil Rights, *Dear Colleague Letter: Sexual Harassment Issues (2006)*
Office for Civil Rights, *Dear Colleague Letter: Bullying (October 26, 2010)*

Adoption date: June 25, 1992 (prior regulation 9010-R)
Revised: January 13, 2000
Revised: November 20, 2003
Revised: May 3, 2007
Revised: August 22, 2013

APPENDIX E

Chenango Forks Central Schools-Non Discrimination
and Equal Opportunity

NON-DISCRIMINATION AND EQUAL OPPORTUNITY Policy #0100

The Board of Education, its officers and employees, shall not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race, color, national origin, creed, religion, marital status, sex (including pregnancy, childbirth, or related medical condition), age, sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, or use of a guide dog, hearing dog, or service dog, as applicable. The district will provide notice of this policy in accordance with federal and state law and regulation.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

Additionally, to promote the district website's accessibility to staff, students, and members of the community with disabilities, the district will maintain a website that is accessible (or contains accessible alternatives) on perceivability, operability and understandability principles. The district's Superintendent is responsible for considering the following when developing or updating the district website:

- Adding the text equivalent to every image;
- Posting documents in a text-based format such as HTML or RTF in addition to PDFs;
- Avoiding dictating colors and font settings;
- Including audio descriptions and captions to videos;
- Identifying other barriers to access; and
- Making other considerations when developing the district's website.

The Board of Education, its officers and employees shall not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression).

A finding that an individual has engaged in conduct in violation of this policy may result in disciplinary action and/or filing of a report with third parties in the manner prescribed by the district code of conduct, the law or applicable contract.

Nothing in this policy shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.

Annual Notification

At the beginning of each school year, the district shall publish a notice of the established grievance procedures for resolving complaints of discrimination to parents/guardians, employees, students and the community. The public notice shall:

1. inform parents, employees, students and the community that education programs, including but not limited to vocational programs, are offered without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression);
2. provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination; and
3. be included in announcements, bulletins, catalogues, and applications made available by the district.

The Compliance Officer has been designated to handle inquiries regarding the district's non-discrimination policies. Contact information for the Compliance Officer is available on the district's website. Complaints of sexual harassment or discrimination are covered by policy 0110.

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

Cross-ref: 0110, Sexual Harassment
5030, Student Complaints and Grievances
5300, Code of Conduct
9140.1, Staff Complaints and Grievances

Ref: Age Discrimination in Employment Act of 1967 29 U.S.C. §§621 *et seq.*
Americans with Disabilities Act, 42 U.S.C. §§12101 *et seq.*
Title VI, Civil Rights Act of 1964, 42 U.S.C. §§2000d *et seq.* (nondiscrimination based on race, color, and national origin in federally assisted programs)
Title VII, Civil Rights Act of 1964, 42 U.S.C. §§2000e *et seq.* (nondiscrimination based on race, color, and national origin in employment)

Title IX, Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*
(nondiscrimination based on sex)
§504, Rehabilitation Act of 1973, 29 U.S.C. §794
Individuals with Disabilities Education Law, 20 U.S.C. §§1400 *et seq.*
Genetic Information Nondiscrimination Act of 2008 P.L. 110-233
34 C.F.R. §§ 100.6; 104.8; 106.9; 110.25
Executive Law §§290 *et seq.* (New York State Human Rights Law)
Education Law §§10-18 (The Dignity for All Students Act)
Education Law §§313(3); 3201; 3201-a
ADA Best Practices Tool Kit for State and Local Governments, Website
Accessibility Under Title II of the ADA (see Chapter 5 and Chapter 5 Addendum
checklist), www.ada.gov/pcatoolkit/toolkitmain.htm

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Have
a
great

year!