

EMILY HOWLAND ELEMENTARY SCHOOL

Grades UPK- 6

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www.southerncayuga.org

STUDENT HANDBOOK 2024-2025

SCCS Mission Statement

Southern Cayuga Central School is committed to every student's intellectual and emotional growth and to promote effective citizenship. We will offer a diversity of curriculum and cultural experiences which meet the individual needs of our students. We encourage self-motivation, self-esteem, and positive values through a school-wide and community effort.

Emily Howland Mission Statement

The mission of the Emily Howland Elementary School is to establish and maintain an environment which promotes confidence, pride, self-motivation and success for all. While recognizing diversity, we are challenged to instill positive values, high expectations and a life-long love of learning.

Board of Education

**Matthew Bennett, Dave Harvatine, Robert Jetty,
Janet Lehman, Rachel McCarthy (President), Timothy Palkot (VP), Heather Rejman**

Superintendent of Schools

Mr. Patrick Jensen

Emily Howland Elementary School Principal

Ms. Caitlin Wasielewski

Jr/Sr High School Principal

Mr. Luke Carnicelli

Director of Special Education and Student Services

Ms. Lindsay Herring

Contact Information:

Office	Phone	Fax
Elementary School Main	364.7098 x 3500	364.7590
Guidance	364.7098 x 3270	
Nurse	364.7098 x 3070	
Transportation	364.8652 x 5110	
Superintendent	364.7211 x 1101	

This Planner Belongs To:

Name: _____

Phone: _____

Teacher: _____ Room: _____

Southern Cayuga Elementary School does not restrict students on the basis of race/ethnicity, religion, physical handicap subject to medical eligibility, sex gender. This statement will apply to all academic and extracurricular activities.

Elementary School Office Staff

Mr. Mark Johnson -	School Counselor
Ms. Michelle Howe	Elementary Office Secretary
Ms. Anne Reynolds -	School Nurse RN High School
Ms. Jessica Hurd	School Nurse LPN Elementary
Ms. Lindsay Osborne -	School Psychologist
Ms. Jayda Calhoun -	LMHC

BUILDING GOALS: *To improve student achievement*
To increase professional development opportunities
To increase the home-school connection

PRINCIPAL'S WELCOME:

Welcome back to Emily Howland and the 2024-2025 school year!

We are excited to continue our success for the upcoming school year. I would like to commend all students and staff for their efforts this past school year, and for all they continue to do for our students. We would like to give a special welcome to all our new students and families. We hope you find Emily Howland a great family to be part of!

At Emily Howland we work hard to help our students become successful individuals. We encourage all our students to be respectful, responsible, safe, and kind. We help our students become proficient readers, writers, mathematicians, scientists, and thinkers. Our overarching goal is to ensure our students are ready for their transition to Jr and Sr High School.

We encourage students to make good choices. We encourage all our students to meet our high expectations each day, bring a positive attitude, and be ready to learn!

In Partnership,
Caitlin Wasielewski
Emily Howland Principal

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TIPS FOR SUCCESS IN SCHOOL

- Eat a good breakfast through our school cafeteria or at home before each school day.
- Get at least 8-9 hours of sleep each night.
- Be an active listener, participant, and learner during school.
- Read for 15 minutes every night.
- Ask questions when you do not understand.
- Most jobs desire and require a high school education. Look far into the future and prepare yourself for a worthwhile life.
- Make honesty your policy. It takes courage to face school assignments and tests.
- Come to school each day on time.
- Have a positive attitude every day.
- Try your best every day on each assignment.

Parent Teacher Communication

Effective communication and partnership between parents and teachers is a key element for student success. Emily Howland Elementary School administrators and faculty strongly encourage parents to participate in Parent-Teacher Conferences. Parents have the opportunity to meet with teachers both individually and as a team to discuss their child’s academic, social, and emotional progress in several different ways. As always, emails, phone calls, and written notes are always welcomed and encouraged.

Parent –Teacher Conference: Teachers will hold parent-teacher conferences on November 26, 2024. Other conferences can be scheduled during the year as needed. Please contact your child's teacher in order to schedule a conference.

2024-2025 Report Card Periods

There will be four reporting periods for the 2024 – 2025 school year. Each student’s report card will be sent home with students upon the completion of each of the marking periods. This will help to increase a line of communication between parent, student, and teacher. Honor roll for each marking period is calculated based on a student’s total cumulative marking period average. There are 3 levels of honor roll: Honor (86-89), High Honor (90-94), and Principal’s Honor (95-100).

Marking Period 1	Ends November 6	Reports Cards Go Home November 18, 2024
Marking Period 2	Ends January 30	Reports Cards Go Home February 10, 2025
Marking Period 3	Ends April 11	Reports Cards Go Home April 28, 2025
Marking Period 4	Ends June 26	Reports Cards Go Home June 26, 2025

2024-25 Emily Howland Attendance Calendar

September

4 - First Day for Students in Grades 1-6
5 - First Day for Students in Grades UPK-K

October

14 - Columbus Day/Indigenous Peoples' Day (no school)

November

11 - Veteran's Day (no school)
26 - Parent Conferences: 12:30 – 8:00pm (no school for students)
27-29 - Thanksgiving Recess (no school)

December

23-Jan 3 - Holiday Recess (no school)

January

20 - Martin Luther King Day (no school)
29 - Lunar New Year (no school)

February

17-21 - Mid-Winter Recess (no school)

March

14 - Staff Development Day (no school for students)

April

14-18 - Spring Recess & Good Friday (no school)

May

23 & 26 - Memorial Day (no school)

June

19 - Juneteenth (no school)

2025 NYS Exams (Grades 3-6)

Grade 3-6:

ELA Assessment: April 22 & 23

Math Assessment: May 6 & 7

Science Assessment (Grade 5 Only): May 13 or 14

NYS English Second Language (NYSESLAT)

ELL Students: April 14-May 23, 2025

DIGNITY FOR ALL STUDENTS ACT (DIGNITY ACT)

(As referenced from NYSED guidance document <http://www.p12.nysed.gov/dignityact/>) April 2012

The intent of the Dignity for All Students Act (hereinafter referred to as the Dignity Act) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility in public schools. It also focuses on prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate. Among the Dignity Act's provisions, is the requirement that all public school districts and boards of cooperative educational services (BOCES) include in their Codes of Conduct provisions prohibiting discrimination and harassment against students by students and/or school employees on school property or at a school function, as well as provisions for responding to acts of discrimination and harassment against students by students and/or school employees on school property or at a school function. By building on the 2000 Safe Schools Against Violence in Education Act (SAVE), which focuses primarily on guiding districts, BOCES and charter schools on how to report and respond to violent and disruptive incidents, the Dignity Act is designed to assist districts, BOCES and charter schools in strengthening their existing policies, and developing new policies as needed, to protect students and uphold New York State's commitment to provide safe and orderly schools for its students.

Definitions

Dignity Act statutory definitions:

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1] and Vehicle and Traffic Law §142).

School Bus means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

School Function means a school-sponsored extracurricular event or activity (Education §11[2]).

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the

complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

Gender means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Scope

As discussed above, the Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying. For further information, please refer to SED's Guidance on Bullying and Cyberbullying, which can be found at:

www.p12.nysed.gov/technology/internet_safety/documents/cyberbullying.html

Essential Partners

Because the Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff, and other school personnel have particularly important roles to play in its implementation.

School employee responsibilities include:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a school employee's attention in a timely manner.

Dignity Act Coordinator (DAC)

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex (Education Law §13[3]). This staff member is Nate VanHall, grades 6-8 counselor.

Disciplinary and Remedial Consequences

The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students. In addition, the Dignity Act requires the development of measured, balanced and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education. Such remedial/disciplinary responses will be included in the Code of Conduct (within the student handbook) and place the focus of discipline on discerning and correcting the reasons why discrimination and harassment occurred. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act or acts. Appropriate remedial measures may include, but are not limited to:

- Peer support groups; corrective instruction or other relevant learning or service experience.
- Supportive intervention.
- Behavioral assessment or evaluation.
- Behavioral management plans, with benchmarks that are closely monitored.
- Student counseling and parent conferences; and
- Disciplinary consequences ranging from detention to out-of-school suspension.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent discrimination and harassment. Environmental remediation strategies may include:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of discrimination, harassment and bullying.
- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
- Adoption of research-based, systemic harassment prevention programs.
- Modification of schedules.
- Adjustment of hallway traffic and other student routes of travel.
- Targeted use of monitors.
- Staff professional development.
- Parent conferences.
- Involvement of parent-teacher organizations.
- Peer support groups.

Please be aware that the Dignity Act does not prohibit the denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law §§2854(2)(a) and 3201-a and Title IX of the Education Amendments of 1972 (20 USC §1681, et. seq.), or prohibit, as discrimination based on disability, actions that would be permissible under §504 of the Rehabilitation Act of 1973.

CODE OF CONDUCT

PROHIBITED STUDENT CONDUCT

Students are expected 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. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in the following:

A. Disruptive Conduct

Examples of disruptive conduct include:

- ❖ Running in hallways.
- ❖ Making an unreasonable and/or rude noise.
- ❖ Using language or gestures that are profane, lewd, vulgar or abusive.
- ❖ Obstructing vehicular or pedestrian traffic.
- ❖ Dangerous or illegal use of vehicles on school grounds.
- ❖ Engaging in any willful act, which disrupts the normal operation of the school community.
- ❖ Trespassing; students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of that building.
- ❖ Unauthorized use of school property including vehicles.
- ❖ Computer/electronic communications misuse, including any unauthorized use of computers, software, or the Internet; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- ❖ Using the wrong lavatory.
- ❖ Inappropriate amorous behavior.
- ❖ Loitering, including being in school before or after regular school hours without permission of a staff member.
- ❖ Teasing.
- ❖ Horseplay.
- ❖ Throwing objects.
- ❖ Chronic talking.

B. Insubordinate Conduct

Examples of insubordinate conduct include: Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.

- ❖ Lateness for, missing, or leaving class (or school) without permission.
- ❖ Skipping detention.
- ❖ Refusing to go to in-school suspension.
- ❖ Entering any area without authorization.
- ❖ Refusing to leave any classroom, or building, or job site after being directed to do so by authorized personnel.

C. Conduct that is in Violation of School Rules

The school is not responsible for the loss or damage of electronic equipment brought to school by students.

- ❖ Fire pagers can be worn by firefighters but must be on alert.
- ❖ Cellular phones are to be turned off and stored in students' lockers during school hours. At the discretion of the individual bus drivers, they may be used on bus rides.
- ❖ Other personal electronic devices, including iPods and other musical and game players, are to be stored in students' lockers during school hours.

- ❖ Consuming food or beverages at inappropriate times and in inappropriate areas. Glass containers are prohibited. Any exception to this must be with the specific permission of the principal. School personnel reserve the right to inspect the contents of any opened container.
- ❖ Using snack machines during school hours.
- ❖ Radio transmitters and cellular phones should not be visible or used when prohibited.
- ❖ Leaving the building for any reason other than assigned classes or upon permission from the office. Students who are attending school at the BOCES campus will comply with the same regulations.
- ❖ Selling food or other items for personal profit on school property, including buses. No direct sale of candy, including chewing gum, may occur during the school day according to Section 915 Article 19 of the NYS Education Law.
- ❖ Playing rough games or sports.
- ❖ Any other act, which is in violation of an established district rule or policy.
- ❖ Bullying – The physical and/or emotional abuse of others that endangers their safety, morals, health and welfare. All instances of bullying should be reported.

D. Violent Conduct

Examples of violent conduct include:

- ❖ Committing an act of violence (such as hitting, shoving, throwing objects at someone, kicking, punching, scratching, biting or spitting) upon a teacher, administrator, or other school employee, or attempting to do so.
- ❖ Committing an act of violence (such as hitting, shoving, throwing objects at someone, kicking, punching, scratching, biting or spitting) upon another student, or any other person lawfully on school property, or attempting to do so.
- ❖ **Possessing a weapon (including a pocket knife) or ammunition. 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.**
- ❖ Threatening to use any weapon.
- ❖ 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.
- ❖ Intentionally damaging or destroying the school districts' property.

E. Endangering the Safety, Morals, Health or Welfare of Self or Others

Examples of such conduct include:

- ❖ Lying to school personnel.
- ❖ Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- ❖ 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.
- ❖ Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- ❖ Harassment, which includes a sufficiently severe action of a persistent, pervasive pattern of actions, or statements directed at an identifiable individual or group. Harassment may take the form of comments, name-calling, jokes, stalking, perpetrating rumors or gossip, offensive remarks, physical abuse, or any other behavior that is intended to be, or which a reasonable person would perceive as, ridiculing, demeaning, or threatening.
- ❖ Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- ❖ Coercion (persuading someone to do something by using force or threats)
- ❖ Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
- ❖ Selling, using, or possessing obscene material.
- ❖ Using vulgar or abusive language, cursing, or swearing.
- ❖ Smoking, or attempted smoking, which shall be defined as holding or disposing of a cigarette, pipe or cigar (lit or unlit), snuff, chewing tobacco, matches, lighter, having the above in one's possession, exhaling smoke from mouth or nose on school property or at school functions. If a student is in a lavatory stall and smoke is coming out of the stall, the student is guilty of a smoking offense. If more than one student is in a stall at any time, all are guilty of smoking.
- ❖ Possessing, consuming, sharing and/or selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Paraphernalia for the use of such drugs shall be prohibited as well.
- ❖ Inappropriately using, possessing, or sharing prescription and over-the-counter drugs.
- ❖ Inappropriate use, or possession of, any substance or object.
- ❖ Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- ❖ Initiating a report of fire or other catastrophe without valid cause, misuse of 911, tampering with, or discharging a fire extinguisher.
- ❖ Willfully inciting others to commit any of the acts herein, or to engage in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest students.
- ❖ Forgery or a submission of a forgery.
- ❖ Any action that violates a public law.

F. Misconduct 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. The safety and comfort of all students require that the following regulations be obeyed:

Students must:

- ❖ Be on time at the scheduled stop for boarding the bus.
- ❖ Wait until the bus comes to a full stop before attempting to enter or leave.

- ❖ Refrain from eating, drinking, or chewing gum while on the bus.
- ❖ Keep their arms and head completely inside the bus at all times.
- ❖ Refrain from shouting while riding the bus.
- ❖ Stay in their seats and not move around.
- ❖ Keep waste paper in one's own possession and never throw it out the window or around the bus.
- ❖ Cross approximately 10 feet in front of the bus.
- ❖ Look both ways before crossing the highway.
- ❖ Be courteous, obedient, and a responsible passenger at all times.
- ❖ Items brought on the bus other than books, notebooks, and school related materials must be totally contained in a duffel bag or backpack; these items must remain contained for the entire trip.
- ❖ Any large items, such as school projects that cannot be contained on the student's lap, may not be transported on the bus. The student must find alternative means of transportation.

G. Academic Misconduct

Examples of academic misconduct include:

- ❖ Plagiarism.
- ❖ Cheating.
- ❖ Copying.
- ❖ Altering records.
- ❖ Assisting another student in any of the above actions.

Bill of Rights and Responsibilities

The Southern Cayuga Central School District offers free public education to all school age students in the district regardless of race, sex, national origin or handicapping conditions.

As members of the school community, students are entitled to certain rights that are defined for their awareness and protection. Students also have certain responsibilities to themselves, to fellow students, to their teachers, and to other school personnel.

However, the students' prime responsibility is recognized as being the personal advancement of their education and career goals within a framework that is civically responsible and socially appropriate.

Equally significant is the fact that others, including parents, teachers, counselors, administrators, other district employees and the Board of Education have a responsibility to students in the acquisition of their educational development and in providing for their personal safety.

The shared responsibility is the basis for a strong commitment to provide a reasonable and responsive educational program that will prepare students for a future that is appropriate both for their interest and aptitude, and for the needs of the society in which they live.

It shall further be the policy of the Southern Cayuga Central School District to provide early intervention in dealing with behavioral issues by screening for causative elements and factors, and by then providing corrective measures to bring about positive change.

It is important that all partners in the educational community become familiar with the adopted policies and regulations of the district that are designed to promote and provide a proper and meaningful education experience for the students of the Southern Cayuga Central School District.

Bill of Student Rights

Students have the right to:

1. Pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Enroll in courses of study for which they are qualified.
3. Be respected on the merits of their attributes as individuals.
4. Procedural due process guaranteed by the United States Constitution and New York Education law.
5. Freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
6. Freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities, provided the student meets established criteria.
7. Make recommendations through the student government regarding school rules, school regulations or issues pertaining to student organizations.

Expectations for Students

Students are expected to learn, to behave appropriately, and to attend school regularly. Appropriate school behavior is expected at all school related functions, including riding on a school bus.

Bill of Student Responsibilities

It is the responsibility of the students to:

1. Come to school prepared so that they can be successful.
2. Maintain regular attendance as established by school district policy and New York State Education Law.
3. Conduct themselves with respect toward self, fellow students, teachers and others.
4. Strive to achieve their fullest potential in all areas.
5. Follow all reasonable directives of the faculty and administration.
6. Fulfill all classroom obligations to teachers, including those related to course requirements.
7. Demonstrate respect for school property and for the property of others.

8. Demonstrate appropriate conduct, good citizenship and good sportsmanship when participating in or attending school-sponsored events and activities.
9. Dress in a clean, safe and presentable manner that is not hazardous to themselves or others, and does not disrupt the educational process.
10. Fulfill all financial obligations, including but not limited to fundraisers, vandalism, lost or damaged school property, etc.

Role of the Parent

It is the responsibility of the parent to:

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent.
2. Teach the child by word and example, respect for law and authority.
3. Encourage the child to learn and respect the rights of others.
4. Encourage the child to attend school.
5. Know and understand the rules and regulations a child is required to observe at school.
6. Become familiar with handbooks provided at each building.
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
8. Strive to maintain the child in good physical, mental and emotional health.
9. Provide encouragement and support for the child in completing homework assignments.
10. Seek involvement in the child's school and its teachers, programs and activities; as well as to attend parent conferences and school functions.

Role of the Teacher

It is the responsibility of the teacher to:

1. Demonstrate, by work and action, respect for law and order and self-discipline.
2. Provide students with direction and guidance that will assist them in thinking, reasoning and in being responsible for their actions.
3. Keep students and parents informed regarding student development and progress.
4. Express enthusiasm and concern for teaching and learning.
5. Involve him/herself in the development of school rules and regulations regarding student conduct, and to require the appropriate student observance of the rules and regulations.
6. Be consistent, fair and firm in dealing with students both in and out of the classroom.
7. Reinforce positive student behavior.
8. Seek appropriate resources to bring about positive change in student behavior.
9. Continue to grow professionally in matters relating to positive student behavior.
10. Inform students and parents regarding curriculum at various grade levels.

Role of the Building Administration

It is the responsibility of the Building Administration to:

1. Create an environment that is conducive to learning.
2. Exercise the authority delegated by the Superintendent of Schools.
3. Be consistent, fair and firm in making decisions that affect students, staff and parents.
4. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all parents under his/her authority.
5. Develop reasonable and effective class schedules and teaching assignments for students and staff.
6. Set up and maintain open lines of communication with students, staff and parents.
7. Become involved with students by attending and supervising school activities, and by visiting classrooms.
8. Work with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive student behavior.
9. Provide for the clear dissemination of rules and regulations to students, staff and parents.
10. Provide students and staff the rights of due process and equal protection that are guaranteed under the law.

Role of the Superintendent and the Board of Education

It is the responsibility of the Superintendent and the Board of Education to:

1. Employ and maintain a skilled and responsive staff at all levels.
2. Provide a program of instruction to help meet the needs of all students, including those with special needs.
3. Enforce discipline in accordance with district policies and New York State Law.
4. Provide for an ongoing assessment of programs and facilities to determine their effectiveness.
5. Be fair and consistent in rendering decisions regarding students whose behavior problems have been referred or appealed to the Superintendent of Schools or the Board of Education.
6. Provide for the in-service training of staff and regular substitutes.

Attendance Policy

Every student has the right to the educational opportunities that will enable the student to develop to his or her fullest potential. To maximize these opportunities, it is the responsibility of the student to be in attendance daily. **Emily Howland Elementary School is committed to the philosophy that every student should attend class every day. Regular attendance and promptness are expected and**

are essential for student success in school. If a child should leave school due to an illness, he/she will not be allowed to return to school for school activities.

ATTENDANCE

The Emily Howland School day is 9:00-3:30. Parent drop off and bus arrival begin at 8:40 am. Parent pick-up begins at 3:20 pm. Students should be in their classroom by 9:00 a.m. Those who are not in or are in school but fail to report to (without a proper excused reason) will be subject to disciplinary action.

ABSENTEEISM

An absence is recorded for each and every occasion that a student is not present in school. Only those students with excused absences will be given the opportunity to make up a class.

Under New York State Education law Section 3205, parents are responsible for the regular attendance of their children for instruction. State law mandates that students must attend school until the age of 16. **Students must finish the school year upon turning 16 years of age.** Schools are required to code absences (the reason) for attendance records. When no reliable information is received within a reasonable period, absence will be considered unexcused. Returning students should bring in a signed parent note with date and reason for absence.

This philosophy is based on the following beliefs:

1. Regular attendance is an important aspect of a student's educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The maximization of student interaction with his or her teacher and peers occurs through regular attendance.
4. Regular attendance is a major component of academic success. It increases student achievement and reduces the dropout rate.

SCHOOL ATTENDANCE POLICY

Students should attend school on all days school is in session.

CONSEQUENCES FOR EXCESSIVE ABSENTEEISM

Students who miss more than 10% of school days are at risk for falling behind on grade level reading, writing, and mathematics skills. Students also miss time with their peers and the opportunity to develop positive social skills and relationships.

Chart for Attendance Levels

- Level 1:** Families receive written notice regarding student absenteeism.
- Level 2:** Family and/or student meet with principal and/or counselor.
- Level 3:** Potential referral to outside agencies.

LEGAL REASONS FOR ABSENCES

According to the laws of New York State, the only excusable reasons for absences are:

1. Appointment.
2. Student illness with note.
3. Court appearance.
4. Death in the family.
5. Quarantine.
6. Impassable roads or bad weather.
7. Remedial health treatment.
8. Approved cooperative work program or approved college visitations as well as school sponsored field trips and the NYS driving test.
9. Military obligation.
10. Religious observance.

RE-ADMISSION PROCEDURE

When a situation occurs which causes a student to be absent from school, that student must adhere to the following:

1. Upon returning to school, a student must submit to the attendance office a written excuse signed by his/her parent or guardian stating the student's name, date(s) of absence, and the specific reason for the absence. The nurse or attendance clerk may call the parent or guardian to verify the excuse and, in some instances, a note from the doctor may be required.

HOMEWORK FOR THE ABSENT STUDENT

If a student is going to be absent for a period of three school days or greater, please contact the main office to arrange for work to be sent home or posted electronically on Google Classroom.

UNLAWFUL DETENTION

Unlawful detention occurs when the pupil is absent with the knowledge and consent of his parent or guardian, for other than legal reasons (i.e. – visiting, vacation, work, needed at home).

PERMISSION TO LEAVE SCHOOL

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the office before school begins. In addition, a parent or legal guardian must come into the school and sign the student out in order for the student to leave. Please note, students will only be allowed to be signed out by a legal caregiver, unless permission is granted in writing ahead of time.

No student, under any circumstances, is to leave school or school grounds without being officially excused. The only persons in the Elementary School authorized to officially excuse students are the principal, elementary secretary, and the school nurse.

TARDINESS

Tardiness to school is a problem. Parents are responsible by law to see that their children are in school “regularly on time every day” (Compulsory Education Law). Student’s reporting to school after 9:00 a.m. are late for class and must report immediately to the main office or the nurses office to sign in. Students must bring a note explaining the tardiness with them, and, if this is not possible, a written excuse should be brought to the school the next day. Flagrant violations of tardiness will result in further punitive action as well as parent conferences. **NOTE: when a student is late to school they are missing important instructional time.**

TRUANCY

When a student is absent from school or class without the knowledge or consent of his or her parents and a building administrator, the absence is considered truancy.

Steps to follow when absent

Students not in their classrooms by 9:00 a.m. are considered either absent or tardy to school.

If absent:

1. Bring a written note signed by parent or guardian, stating the dates of the absence and reason to the office.
2. Failure to do so within three (3) days constitutes an unexcused absence.

If tardy:

1. Report to the office immediately.
2. Turn in an excuse explaining why tardiness.

School Services

Your school has many provisions to help you. Here are some of the special areas designed to assist you:

Counseling Services

Guidance services are an important part of the Southern Cayuga educational system and are used to help students make wise choices academically and personally. Counselors help students to solve immediate problems and to make decisions about their futures. The guidance office is ready to help students with problems of other kinds, also. Low marks, difficulties in getting along with others, poor study habits, and problems in adjusting to school requirements are just a few of the reasons for coming to the guidance office for help. Students who want to talk with a counselor may make an appointment through their teacher, parents, school counselor or through the Elementary School Office. Guidance counselors cannot do for you what you will not do for yourself. They can, however, help you to help yourself in personal growth and educational advancement.

Psychology Services

We have a School Psychologist who can help you. The psychologist very often works to diagnose and evaluate your academic ability through tests, classroom observations, interviews, and record evaluations. The psychologist can also counsel you individually, or in groups. Sometimes the psychologist can help you by connecting you with an outside agency. You can make an appointment to meet with the psychologist through the Guidance Office.

Peer Mediation

The peer mediation program has been established both as a voluntary method of resolving conflict and as an alternative to disciplinary action. Peer mediators work in a team, with a staff supervisor to help disputants talk through conflict. The process is confidential and proactive. The disputants must come to a realistic agreement that will be approved and signed by all parties. Peer mediators do not decide who is right or wrong, give advice, or solve problems for the students. Peer mediation simply promotes communication as the best way to resolve conflict. Referrals for mediation may come from the students themselves, teachers, and administrators.

Health Services/Medical Information

The Southern Cayuga Central School District recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of the parents, to protect and foster a safe and healthful environment for the students.

Compulsory Immunization Law

Effective September 1, 2007 students who are entering 6th grade or a comparable age level special education school or program that are 11 years old or older must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap). If a student has received a Td, DT or DTaP vaccination within the last two years, the student’s Tdap vaccination should be deferred until a period of two years has elapsed. Ten-year-old students who are entering 6th grade will not be required to receive Tdap vaccine and will not be excluded from school, but they must be flagged, tracked and immunized when they turn 11 years old.

As of July 1, 1980, no child shall be admitted or allowed to attend school in excess of 14 days without appropriate certification of immunization against polio, diphtheria, whooping cough and tetanus (DPT), measles, mumps, rubella (MMR), varicella (chicken pox). Any child born on or after January 1, 1993 must have the Hepatitis B series. A child may be exempt from immunization requirements if his/her parents, or guardian(s) are bona fide members of a recognized religious organization whose teachings are contrary to immunization or if a physician certifies that immunization may be detrimental to the child’s health. Immunizations are subject to change as regulations and health department requirements change.

Meningococcal Vaccine School Requirement

As of September 1, 2016, all public and private school students entering 7th, 8th and 12th grades in New York State must be fully vaccinated

against [meningococcal disease](#). The meningococcal vaccine protects against serious and sometimes deadly diseases such as meningitis (an infection of the lining of the brain and spinal cord) and sepsis (blood infections). That's why the vaccine is sometimes called the meningitis vaccine. The vaccine is administered as a shot. A child needing immunizations may receive them at the Cayuga County Health Department in Auburn; please call 253-1584 for an appointment. A fee is charged for this service. If there are any questions regarding immunization, parents are encouraged to contact the school nurse.

Emergency Information

At the start of each school year, the school will send an emergency contact card home. Parents must complete this form and return it as soon as possible with their child. Parents must ensure that the names and numbers they give the school can be reached during an emergency. If a child is injured, or too sick to stay in school, the school will need to be able to reach someone. Please let the school know when there are changes in these items (day care provider, phone number and place of work, etc.) during the school year (September-June). If a child needs emergency medical attention 911 will be called and the parents, guardians, or caregivers will be located.

Physical Examinations

It is required by New York State Education Law, and the Southern Cayuga Central School Board, that these following students have a yearly physical:

- ❖ New Students entering the district.
- ❖ Students in Pre K or K, 1,3,5,7,9, and 11 and at any grade level by school administration, in their discretion , to promote the educational interests of the student.
- ❖ Students (grades 7-12) participating in interscholastic sports.
- ❖ Students who need working papers.

If a student health certificate is needed for your child/student for the new/upcoming school year, a letter will be sent home (prior to the start of the new school year). Health certificates are required to be submitted within 30 days of the start of the school year [Education Law §903,8NYCRR § 136.3 (c) (1)]. *Tanner developmental staging is only required for 7th and 8th graders who are seeking a waiver to be permitted to participate in high school level interscholastic athletics or high school students seeking a waiver to participate in lower level interscholastic athletics. (see NYSED Athletic Placement Process)Please note: If a student of either gender refuses such an examination, parents will be notified and should arrange to have the examination done privately by the student's health care provider.

Nurse's Office Contact Information Phone: 315-364-7098 x 3070 Fax: 315-364-7590

Nurse's Office Guidelines:

- ❖ All physical education and school absence excuses must be brought to the health office.
- ❖ All injuries and/or accidents that occur on school property must be reported immediately to the health office.
- ❖ Students wanting to lie down in the health office will be screened for genuine need.
- ❖ The telephone in the health office is not for student use.
- ❖ The nurse or attendance office will notify teachers if a student is sent home early.

Please note: If a student of either gender refuses such an examination, parents will be notified and should arrange to have the examination done privately by the student's health care provider.

Administration of Medication to Students

For those students who need prescribed medication or over-the-counter medication during school hours, the following conditions must be met:

- ❖ The medication must be brought to the school nurse by the parent or guardian in the original container. The label must be intact and legible.
- ❖ **No medication should ever be sent in with the student (unless cleared by the school nurse).**
- ❖ **Under no circumstances should a student self-medicate without the consent of the school nurse.**
- ❖ The school nurse may administer the medication if the parent submits a written request (forms are kept on file in the nurse's office) accompanied by the physician's statement indicating: **Name of person receiving medication, Name of medication, Time to be given, Dosage, Route, Duration of treatment**

NYS Commissioner's guidelines state that based on the "severity of health care problems, particularly asthmatic or allergic conditions" a student may be permitted "to carry and self-administer her/his own prescribed medication". This is for students with asthma or with severe bee or food allergies. This would include inhalers and epi- pens. Again, a record of written permission should be on file with the school health office.

**Effective November 11, 1998, a student who has been diagnosed by a physician to have an asthmatic condition may carry and use a prescribed inhaler during the school day. Additionally a student who has been diagnosed by a physician to have a severe food or bee allergy may carry and use an epi-pen in the event of an emergency during the school day. A record of written permission from the physician and parental consent must be on file in the nurse's office.

General Information

This section of the handbook explains some items which you need to understand.

ACCIDENTS

All accidents **MUST BE REPORTED IMMEDIATELY** to the teacher in charge. If in doubt, tell the teacher. Do not wait until the next day. Students who incur a minor accident while at school will be treated and the parent/guardian will be notified. If a student has a major accident at school, and the school determines emergency services need to be contacted, the school will contact EMS and the parent/guardian.

ADDRESS CHANGE

Whenever a student changes his/her address, phone number or email address, the Elementary Office should be notified immediately, so a form can be sent home to update information.

BREAKFAST/LUNCH PROGRAM

Breakfast will be served daily starting at 8:40 a.m and ending at 9:00 a.m. Lunch will be scheduled by grade level. Southern Cayuga will provide free breakfast and lunch to all students during the 2024-2025 school year.

Students are expected to act responsibly in the cafeteria. This includes:

1. Sitting at assigned grade level or classroom tables.
2. Waiting patiently in the cafeteria line. Please be quiet and courteous to others.
3. Keeping hands and feet to ourselves while sitting at tables.
4. Putting all garbage in the trash when finished and returning any trays to the cafeteria.
5. Leaving the cafeteria clean and neat by picking up after yourself.

Advanced payments, paid to the cashier, can be cash or check (SCCS cafeteria) in any amount. Extra main dishes or snacks may not be charged.

DRESS CODE

We believe that appropriate attire is important in developing worthwhile attitudes about the importance of school. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Students will wear clothing and carry possessions (backpack, etc.) that are appropriate for the school atmosphere. **Students may carry string packs that are smaller in size which are clear or mesh. Small purses/handbags may also be carried for personal items only. Final consideration will be left with the building principal.** Students are expected to be clean and neat in personal appearance and clothing when they come to school. Students are to wear shoes and shirts at all times while on school property (except in the pool or locker room). **Students should not wear hats in the building except for a medical or religious purpose.** Hats/headwear are to be removed by 8:45 a.m., during the regular school day and at any school sponsored functions. Students are expected to remove their hats by 8:45 a.m. and store their outerwear in their locker. Extremely brief and revealing garments such as, but not limited to, tube tops and shirts that reveal one's midriff, similar cut-off shirts, halter tops and plunging necklines (front and back) are not allowed. Skirts/shorts are too short if the middle finger of your hand falls below the hem. **If skirts/shorts do not meet the above requirement they must have leggings or spandex shorts that are not see-through underneath that meet the above requirement.** Undergarments must be completely covered with outer clothing at all times. Students may not wear clothing that could be used inappropriately, or with pictures, words, diagrams, etc., that depicts, promotes, suggests, and illustrates the following: * illegal or violent activity; sexual innuendos; profanities; drugs, alcohol or tobacco; ethnic, racial or religious prejudices; gender prejudice; situations adverse to the school atmosphere

For special events such as graduation or school concerts, students may be required to wear appropriate attire. The final decision as to the appropriateness of attire rests with the administration. Students who violate the student dress code will 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 will be subject to discipline, up to and including ISS for the day. Any student who repeatedly fails to comply with the dress code will be subject to further discipline, up to and including out of school suspension.

EMERGENCY CLOSING

Emergency closing of school within the district may be necessary during the school year particularly due to ice or snowstorms. Such information will be announced over the following radio/television stations:

RADIO

WAUB - AM	Auburn
WSEN - AM/FM	Baldwinsville
WHCU - AM/FM	Ithaca
WTKO - AM/WQNY - FM	Ithaca
WSYR - AM/WYYY - FM	Syracuse

TELEVISION

WIXT - ABC	Syracuse
WTVH - CBS	Syracuse
WSTM - NBC	Syracuse
News-10 – Time Warner	

An automated system is also in place to contact current home/cell numbers in case of a closing or emergency.

SCHOOL DELAY

In the event school is delayed on a particular day due to inclement weather or some other reason the schedule below will be followed for a 1-hour or 2-hour delay.

Grades PreK-6

1-Hour Delay

2-Hour Delay

Drop Off Times	9:40-10:00	Drop Off Times	10:40-11:00
School Begins	10:00	School Begins	11:00

FIELD TRIPS

Field trips are an extension of regular classroom activities, therefore, all school rules and regulations are in effect for students participating in such field trips. Grade level field trips are for students in that grade only. Any siblings leaving school to meet the field trip are considered an unexcused absence. Students must ride the bus to the field trip location. Students who have exhibited consistently appropriate behavior and attendance will be allowed to participate, however, this privilege may be denied at the discretion of the administration.

EVACUATION/LOCKDOWN PROCEDURES

A comprehensive plan has been developed to ensure the safety of students and school personnel. There are twelve required safety drills each year, which include fire drills, evacuations, and lockdown drills. Meeting areas and lockdown procedures have been established. It is important that students listen to all directions given and act in an orderly fashion. Most of all, **STAY WITH YOUR ASSIGNED TEACHER!!!**

FIRE DRILLS

1. All fire alarms should be taken very seriously - your life could depend on it.
2. Become familiar with the instructions posted in rooms you use.
3. Students nearest open windows should close them when the alarm sounds.
4. Watch for a blocked exit. If blocked, go to the nearest exit.
5. The last person to leave a room should close the door.
6. Keep moving outside the building to keep exits clear.
7. Students observed "fooling around" or not strictly following directions during a fire drill will be subject to serious disciplinary action and parents will be notified.

FOOD/BEVERAGES

All food and/or beverages are to be consumed in the cafeteria, unless the student has written permission from a teacher to eat elsewhere. Glass containers are prohibited. School personnel reserve the right to inspect the contents of any opened container. **Water bottles will be allowed during school at the teacher's discretion.** Inappropriate use of water bottles will result in loss of the privilege. **(No soda, gator-aide, energy drinks, etc. will be allowed.)**

HALLWAYS

Students are expected to walk quietly and conduct themselves in the appropriate manner.

LOST AND FOUND

Items lost or found should be reported to the elementary school office.

CARE FOR SCHOOL PROPERTY

Students are expected to take pride in their school. Students are responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property (this includes the cafeteria, classrooms, lavatories, locker rooms, hallways, student lockers, and textbooks). Students who do not show respect for school property can be subject to disciplinary action.

COMPUTER USE

The district is pleased to offer our students access to the district computer network for Internet and e-mail for classroom use, as well as provide a device to each student. To gain access to devices, e-mail, and the Internet, all students must obtain parental permission and return the Acceptable Use Form to the Elementary School Office. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with the Internet users throughout the world.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the district's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The district believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, we at school support and respect each family's right to decide whether or not to apply for access. **Students abusing his/her Internet access or workstation (computer) will have privileges revoked and may face disciplinary action.**

CONFLICT RESOLUTION

Conflict resolution is a program set up to help students & staff resolve conflict. This program gives each of the parties the chance to communicate face to face so that each person is heard. Our school social worker, guidance counselor, and principal are available to all students when conflicts arise. Information is kept confidential.

DAILY OPENING EXERCISES

The regular school day will begin at 9:00 a.m. in the classroom. Opening exercises consist of students standing, a salute to the flag, and morning announcements. During the opening exercise, students are directed to stand and then either give the Pledge of Allegiance or conduct themselves in a manner which will not inhibit the rights of others to participate.

ELECTRONIC DEVICES

Students are not permitted to use personal cell phones, pagers, iPods or MP3 players, handheld video games, lasers or other personal electronic devices at school. Any device brought to school needs to be in a locker during the school day. If your child needs to call home, they may be allowed to use the phone in the main office. Before you or your child chooses to allow an electronic device on school grounds, please consider the financial loss if the item is lost or stolen. Southern Cayuga is not responsible for any lost or stolen device. If your child is seen using a prohibited electronic device, they will be warned to put it away in their locker. Any subsequent incidences of using a prohibited electronic device will result in discipline, and the device will be brought to the Principal's Office. Parents will be responsible for picking up the device from school.

LIBRARY MEDIA CENTER

Using the library books, magazines, newspapers, pamphlets, microfilm, and some audiovisuals are available to students. Books must be signed out; failure to do so is theft. Some magazines and reference books may be signed out for overnight use.

Maintaining a Distraction-Free Atmosphere

Recognizing the limited space available in the library and its heavy use, all students must cooperate at all times by behaving courteously and demonstrating consideration of others. Students should use the library as a place to do research, obtain information and materials, use computers, or to do individual work or reading. A person who is not respectful of library rules will be given a warning and/or progressive discipline will be applied as needed. A student who has had his/her library privileges revoked may not be in the library unless his/her class is being held there.

Lost and Delinquent Material

Lost material must be paid for at replacement cost. Delinquent books are those that are two or more weeks overdue. Any student with delinquent materials may not sign out additional items. Every attempt is made to notify students of such overdue items. However, it is the responsibility of the student, not the library staff, to ensure that material is either returned promptly or renewed. Students having delinquent materials may not use the library except within a class scheduled for library use, until overdue materials are returned or paid for. Delinquent reference materials and periodicals are those that are four or more days overdue.

SALE OF ITEMS

Individual students may not sell food or other items for personal profit on school property, including buses. No direct sale of candy, including chewing gum, may occur during the school day according to NYS Education Law. This includes items offered as part of fund raising activities. Any items being sold will be confiscated.

SCHEDULING ACTIVITIES/FUND-RAISERS

All extra-curricular activities and fundraisers must be scheduled through the Elementary School Office.

POSTERS

Any posters placed in the school building are to be approved by the principal. If a poster announces a date for an event, the poster must be removed by the individual/organization within 24 hours after the event has occurred.

VISITORS

All visitors coming into the building during the school day must report directly to the office. Students from schools outside our district will not normally be allowed to visit the elementary school. Exceptions to the visitation policy must be cleared through the elementary school administrator. A form which needs to be filled out is available in the Elementary School Office. No uninvited visitors will be allowed during school hours.

NOTE: Students are not allowed off school property or in restricted areas during their school day!

WHERE DO I GO FOR?

- Change of Address.....Main Office
- Early Dismissal.....Main Office
- Food Consumption.....Cafeteria
- Improvement of Study Habits.....Teachers or Guidance Office
- Locker Trouble.....Main Office/Custodian
- Lost and Found.....Main Office
- Problems in a Particular Class.....Teacher or Guidance/Main Office
- Sickness and Accidents.....Nurse's Office
- Social or Personal Problems.....Principal/Guidance/Social Worker
- Tardy Pass to School.....Main Office

PRIVILEGES AND RESPONSIBILITIES

Emily Howland Elementary School tries to provide an atmosphere whereby students are treated as young adults capable of assuming new responsibilities. We feel that this can be an important part of the learning process and that, given the proper environment, students can accept and meet these challenges. Like anything in life, if something is given, something is asked for in return; that is, with these privileges also comes a responsibility.

INQUIRIES AND SEARCHES IN SCHOOL

As provided for in New York State Education Law, students have no right or expectation of privacy with regard to school property. **School officials have the legal right and responsibility to inspect lockers or search a student's person or belongings on school property.** This includes vehicles parked in parking lots, when there is reasonable suspicion. **STUDENTS and PARENTS SHOULD BE AWARE THAT SCHOOL OFFICIALS HAVE THIS RIGHT BY LAW.**

School Bus Information

CONDUCT

For everyone's safety, it is imperative that all students follow all directions given by the driver and obey the following "Code of Conduct on District School Buses." Riding the school bus is a privilege. Anyone who violates the rules and/or regulations will have this privilege taken away. Please review the "Rules for Bus Conduct" below with your child and encourage proper bus behavior.

- 1) The bus driver is in charge of the bus.
- 2) The bus driver's instructions are to be obeyed by all riders at all times.
- 3) Upon boarding the bus, riders are to go immediately to their assigned seat and remain seated for the duration of the trip.
- 4) Per school bus policy students are required to wear seat belts.
- 5) Upon boarding the bus, the school day officially begins.
- 6) The school bus is considered district property, and all rules and regulations enforced on district property are in force for students while riding on school buses.
- 7) Student actions, which have the effect of distracting the driver or otherwise affecting a safe and orderly environment on the bus, are strictly prohibited and will result in the automatic loss of riding privileges.
- 8) Such actions as the following, but not limited to these behaviors, will result in automatic loss of riding privileges:
 - Directing against the bus driver any personal attack, verbal abuses, threats, or obscenities.
 - Any type of smoking on the bus including e-cigarettes/vapes
 - Use of illegal drugs on the bus.
 - Use of profanity, vulgar or inappropriate language.
 - Deliberately causing damage to the vehicle.
 - Deliberately tampering with emergency exits.
 - Throwing objects within, outside, or at the bus that directly threatens the safety of students and/or drivers.
 - Being responsible for a physical altercation with other students.
 - Threatening or harassing other students.
 - Deliberately obstructing the driver's vision.
 - Refusing to be seated in one's assigned seat.

BUS PASSES

Students must ride their assigned bus to and from school. Students are not allowed to ride the bus to another home, unless it is an emergency and approved by the Bus Garage. Students who need to permanently switch buses during the school year should speak with Mrs. Howe in the EH Main Office x3500, Mr. Krebs x5110, or Mr. Barnes in the Bus Garage x8652 for approvals.

TELEPHONE REQUESTS WILL NOT BE HONORED EXCEPT IN THE CASE OF AN EMERGENCY. SUCH REQUESTS ARE TO BE APPROVED BY THE BUS GARAGE OR EH PRINCIPAL. Once a student has boarded the 3:30 p.m. bus, permission must be obtained from the principal or a member of the principal's staff in order to release the student. Bus drivers are not authorized to release students.

CONSEQUENCES OF STUDENT BUS CODE VIOLATIONS

The suspension of riding privileges is to mean suspension of all bus riding, including athletic and extracurricular trips. The bus driver must "witness," not simply "overhear" a violation, in order for a loss of riding privileges consequence to be enforced.

The beginning day for the denial of bus riding privileges is to be the next school day, immediately following notification to parents.

In the event that bus riding privileges are suspended, the school principal is to notify parents of the period these privileges are denied and the reason. **If bus privileges are denied to a student, it becomes the parent's/guardian's responsibility to transport his/her child to and from school.** If a student is absent from school due to a bus suspension, it is deemed an illegal absence.

The primary goal of the school-counseling program is to support and enhance student learning. Counseling services promote school success through a focus on academic achievement, prevention, intervention activities, advocacy, social/emotional, and career development.

The school counselor is a certified professional educator who provides services to students, teachers, parents, administrators, other school staff and members of the community as an integral part of a comprehensive education program. Counseling is a process of helping people. This occurs by assisting people to make responsible decisions and to develop positive behaviors. Through this process, school counselors promote the academic, career and personal/social development of all students.

PHYSICAL EDUCATION COURSE REQUIREMENTS

- ❖ Students are required by the NYS Education Law to participate in a physical education program. They may not be excused for any extended period of time unless a doctor or school nurse makes a written request. Pool is a required part of the physical education program.

Policies/Procedures and Discipline

STUDENT CONDUCT AND DISCIPLINE

What If I Do the Right Things?

Certainly we expect that you will try to behave appropriately and show respect for your classmates, teachers, and school staff. We recognize this effort in a number of ways - individual incentive rewards, citizenship rewards, extra "fun" activities, and special team activities.

REGULATIONS FOR MAINTENANCE OF ORDER ON SCHOOL PROPERTY

Students will not:

1. Refuse to identify themselves when requested to do so.
2. Obstruct or disrupt teaching, administration, or other activities held on school property.
3. Endanger the health, safety, or welfare of any other person.
4. Damage school property.
5. Enter or use school facilities without authorization.
6. Use, possess, or distribute alcohol, narcotics, or illegal drugs.
7. Fail to comply with directions of school personnel and any law enforcement officer acting in the performance of their duties.
8. Possess firearms, fireworks, explosives, dangerous chemicals, or any other weapons.
9. Smoke on school property.
10. Use lockers for storage of any dangerous or illegal materials.
11. Have open bottles, cans, or food items in the halls during the school day without prior permission.

GENERAL POLICY

All students must abide by and adhere to policies approved by the Southern Cayuga Board of Education. In addition, all students are expected to follow specific instructions given by a teacher, staff member, or administrator relating to the operation of the school program. Failure to comply may be considered an act of insubordination. The purpose of written disciplinary regulations is to prevent or deter unacceptable behavior, and provide for uniformity and fairness in dealing with all students.

The goals of the written code are to establish a positive learning atmosphere, to ensure understanding and respect for the rights and property of all, and to promote individual responsibility and self-control.

DISCIPLINE

All corrective consequences for violations of school rules will be reasonable in manner, moderate in degree, and appropriate to the violation. They will be of such a nature that each subsequent violation will be dealt with more severely. The infractions of school discipline are listed on the following pages. It is not possible to cover all topics of student misbehavior. Changes may occur at the discretion of the administration. In all instances, the principal, and/or his/her designated representative, has the right to change penalties whenever extenuating circumstances are present, so that justice may be tempered with reason and understanding.

DISCIPLINARY PROCEDURES

The administration and the staff believe that written procedures and regulations improve the educational process and efficiency of the operation of the school. It is the responsibility of the Board of Education, administration and teaching staff to enforce these policies uniformly. It is the responsibility of students and parents to have knowledge of, and abide by, discipline policies. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way the students view as fair and impartial.

Therefore, before seeking outside assistance, staff will first use all their resources to create a change of behavior in the classroom or building. When the staff has made every effort to bring about positive behavior change, and has been unsuccessful, the student will be referred to the administration. After the referral, the administration assumes the role of deciding what further action will be taken.

CODE OF CONDUCT

The following discipline code applies to the behavior of all students attending Emily Howland Elementary School, and/or on school grounds, in the school buildings, and/or participating in school-sponsored activities.

Serious or flagrant violations of the District's Code of Conduct (as per the Project SAVE legislation) can result in an immediate hearing with the Superintendent or Board of Education. A student may be suspended from school or be subjected to other forms of disciplinary action when a student violates the district code of conduct.

RANGE OF CONSEQUENCES

The range of penalties at the elementary school, which may be imposed for violations of the student disciplinary code, includes the following:

Verbal warning	Written warning
Written notification to guardian(s)	Reprimand
Lunch detention	Suspension from school
Removal from class	In-school suspension
Transportation suspension	Suspension of other privileges
Referral to outside agencies	Superintendent's Hearing
Restorative Actions	

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline is progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations.

It is also the Board's desire that staff members imposing such a penalty take into account all other relevant factors in determining the appropriate penalty. The above penalties may be imposed either alone or in combination.

DUE PROCESS

Students should know that, in disciplinary matters - particularly when suspension is involved - they have the right to due process. Essentially, due process involves:

1. The right to be informed of the specific violation they are being disciplined for.
2. An opportunity for some kind of hearing prior to punishment.
3. The right to an appeal.

DEFINITIONS OF TERMS

Disciplinary Referral:

A written referral describes the nature of the negative student behavior. Copies are sent to the student, parent/guardian, staff, and retained in the student's file.

School Detention:

Students may be assigned to a lunch detention. Detention is considered to be part of the regular school day and takes precedence over all other scheduled activities (including work for students).

In-School Suspension:

An administrator may assign a pupil In School Suspension for a period of 1-5 days. A student assigned to In School Suspension will attend school each day and then report to the main office and is responsible to complete all given work. Failure to complete assigned work could result in additional consequences.

In-school suspension (**ISS**) will be a consequence given when a student's behavior is severe and/or repeated. Students will serve this time in the designated room that is monitored by a teaching assistant. When in the room, the basic rules are:

1. No talking.
2. No idle time.
3. All schoolwork sent by teachers must be completed and turned in by the following day. (No after-school activities on ISS days.)

Restroom opportunities will be made available at the instructor's discretion.

Out-of-School (External) Suspension:

An administrator may suspend a pupil from school for a period not to exceed 5 days. Suspension is considered to be the most serious disciplinary action taken by the school. It is therefore used only for extreme or repeated violations of our guidelines. According to N.Y.S. Education Law, students may be suspended for being insubordinate, disorderly, or for conduct which endangers the safety, morals, health or welfare of others. Students under suspension will not be allowed to attend or participate in any school function, or be on any school property (buses included), during the time of suspension, and possibly after the suspension, if so directed by the administration. Please be aware that suspensions from B.O.C.E.S. programs are enforced by the elementary school and vice-versa.

Superintendent's Hearing/Suspension:

The Superintendent of Schools may suspend a pupil for a period of more than five days. In this case, a hearing will take place with a hearing officer presiding. Specific procedures must be followed before an indeterminate suspension is issued. This procedure is in accordance with Section 3214 of the Education Law and the applicable Board Policies.

Emily Howland Elementary Behavioral Consequences Quick Guide

The grid below explains the general consequences for most behavioral violations in accordance with the Southern Cayuga CSD Code of Conduct. This is not a complete list. A complete list can be found on the following pages. All offenses may be interpreted by the building principal on a case-by-case basis.

Violation	1st Offense	2nd Offense	3+ Offense
Tardy to class	Warning	Warning, call home	Meeting with Family
Bullying	Detentions, Counseling	3 days ISS	OSS
Insubordinate *Conduct	Warning, Counseling	Multiple lunch detentions	ISS to Suspension out of school (up to 5-days), parent conference
Gross Insubordination	1 day ISS	3 days ISS, parent notification	3-5 days OSS, parent conference, possible Supt. conference
Cheating or Plagiarism	Multiple lunch detentions	Multiple lunch detentions, parent notification	Suspension out of school (up to 5-days), parent conference
*Obscenity and/or profanity (Minor)	Lunch detention parent notification	2-day lunch detention, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
*Obscenity and/or profanity (Major)	1 day ISS, parent notification	3 days ISS, parent notification	3-5 days OSS, parent conference, possible Superintendent's hearing
Incite a fight	1 day ISS	5-day ISS, parent conference	Suspension out of school (up to 5-days), parent conference
Fighting (Minor)	1-day ISS Lunch detention	3-5 days ISS, parent conference	3-5 days OSS and parent conference
Fighting (Major)	3-day OSS, parent conference	5 days OSS, parent conference	5-day OSS, parent conference, possible Superintendent's hearing, law enforcement notification if requested
Disruptive Conduct	Staff conference with the student, counseling, 1 day lunch detention	3 days lunch detention	ISS to Suspension out of school (1-3 days), parent conference
Possession of electronic device during instruction	Warning, put away in locker	Confiscate item, parent pick-up	Confiscate item, ISS (1-3 days)
Forgery	1-3 days ISS, parent notification	5 days ISS, parent notification	Up to 5-days OSS, parent conference
Cafeteria misconduct	Lunch Detention, parent notification,	Multiple lunch detentions, ISS	ISS to permanent suspension from the cafeteria, parent conference
Fire Safety	Staff confiscates item, 3-day ISS, parent notification (possession of a match, lighter or any incendiary device)	Staff confiscates item, 3-day OSS, parent conference	Staff confiscates item, 5-day OSS, parent conference
	1 day OSS, parent conference (striking a match or lighter, any incendiary action (includes "poppers")	3-day OSS, parent conference	5-day OSS, parent conference, possible Superintendent's hearing
Weapons	5 day OSS and referred to the Superintendent	At least one-year suspension from school.	
Drug or Alcohol Abuse	Referred to the Board of Education and may be subject to immediate suspension. May also be punishable by fine and/or imprisonment.		

Stealing or Vandalism	Consequences ranging from detention to OSS, possible Superintendent's hearing, parent conference, possible police notification, return or reimbursement for item		
Assault	3 days OSS, parent conference	5 days OSS, parent conference	5 days OSS, referral for Superintendent's hearing

School Order/Safety

Radios, *CD-player, *I-pods, *MP-3's, Electronic Games, Pagers, Cell Phones and any items (i.e. Water Pistols, Hand Shockers) that disrupts the educational process.**

*Bringing CD-players, I-pods and MP-3 players and other personal communication and electronic devices is a student choice. Therefore, the school will not investigate any instances of theft or loss.

**Nuisance devices will be confiscated permanently.

Please note that it is now a Class A misdemeanor to deface property with graffiti and a Class B misdemeanor to possess a graffiti instrument with the intent to use it to deface property.

Chemical Substance Abuse (Drug/Alcohol)

Drug and Alcohol Abuse

The possession, use of, or under the influence of certain drugs is a serious violation of law and punishable by fine and/or imprisonment. A student is required to obey the same laws on school grounds as off. A school or college is not a sanctuary from the law. These institutions are a part of society and subject to the same laws. Accordingly, school authorities have the same responsibility as every other citizen to report violations of law.

Students possessing or using on school premises drugs prohibited by law should be reported promptly to the appropriate law enforcement officials. School discipline should be imposed, at the discretion of the administration, independent of court action.

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. The Board of Education has adopted policy #7320. This policy will be enforced at Emily Howland Elementary School. Students may, as determined by school board ruling, be subject to immediate suspension for possession, use of or being under the influence of illegal drugs, but the suspension must allow for hearing and review in the same manner as suspension for any other reason. A referral to the appropriate Student Assistance Program will also occur.

SCCS supports the use of Breathalyzers and drug testing when and if applicable.

Violent Behaviors

Weapons/Explosives

Weapons or Firearms

NOTICE OF UNLAWFUL POSSESSION OF WEAPONS UPON SCHOOL GROUNDS

Penal Law 265.01 states as follows:

A person is guilty of criminal possession of a weapon in the fourth degree when: He/she knowingly has in his/her possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned and maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institute.

Penal Law 265.06 and 265.05 states as follows:

It shall be unlawful for any person, to knowingly possess any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such education institution. Unlawful possession of a weapon on school grounds is a violation unless carried by a member of law enforcement or school resource officer (SRO). 57

Use/Possession of Firearm Gun Free School Act of 1995

No student shall bring or have in his or her possession on school property any firearm, knife, etc. or concealed or unconcealed weapon that could be used to cause injury to oneself or another person. A firearm is described (consistent with S 921 of Title 18 of the United States Code) as 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 such weapon, any fire-arm muffler or fire-arm silencer, or any destructive devices, including explosives, bombs, grenades, poison gas and incendiaries.

The use, possession or sale of dangerous weapons, knives, instruments or explosive devices (including firecrackers) which have the potential to inflict bodily harm, damage property or disrupt the educational process will be referred to the administration/police. Immediate 5-day suspension from school. Referred to Superintendent/police in accordance with New York State Law-Education Law Subdivision 3 Section 3214.

In accordance with the "Gun Free School Act of 1994," any student, who, after a hearing, held pursuant to Education Law S Section 3214, is found guilty of bringing a firearm **onto** school property, will be subject to a penalty of at least one-year suspension from school. However, the Superintendent of Schools may review the penalty and modify such suspensions on a case-by-case basis considering, among other things, the

totality of circumstances surrounding the offense and the student's previous record. Students under 16 will be referred to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the family court act. Students 16 and older will be referred to the appropriate law enforcement official. Suspended students with the age of compulsory attendance as defined by Education Law Section S 3205 will be provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension. Where a student has been classified as disabled pursuant to the Individuals with Disability Education Act (IDEA), in addition to the hearing required by Education Law 3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protections required by IDEA in connection with a change of placement. Final judgment as to the assignment of disciplinary measures shall rest with the administration.

Arson

Definition: deliberately setting or attempting to set fire to a building and other property. All cases: referral to administration, notification of authorities, 5 days of External Suspension, referral for a Superintendent's Hearing.

Bomb Scare/False Fire Alarm

The sounding of a false fire alarm or the delivery or call in of a bomb threat to a school poses extreme danger. Both of these offenses are extremely dangerous to the safety and welfare of everyone. They are also both violations of criminal law. Any student who sets off a false fire alarm or calls into school (causes and/or connected to) a bomb/terrorist threat will be referred to administration, law enforcement, and have 5 days external suspension.

The following procedure will be used:

1. The Superintendent is notified.
2. Have the case immediately turned over to Law Enforcement.
3. Parents will be notified and conference requested.
4. An external suspension of five days.
5. A recommendation for a Superintendents' hearing (NYS Educational Law states that if a student calls in or writes a bomb threat they will be expelled from school for 1 year at the discretion of the Superintendent of Schools).

Cafeteria Conduct

Cafeteria

A student may bring lunch to school or obtain a school provided lunch. Food and beverages must not be taken out of the cafeteria. The school has the right to deny students the use of the cafeteria if they abuse the privilege. Students are not permitted to order foods to be delivered to school at lunchtime or to leave school property for lunch. Proper conduct should be observed in the school cafeteria at all times. Students should use the lunch lines available. Any leftover food, cartons, containers, trays or wrappers are to be brought to a proper receptacle before the student leaves the cafeteria. Students have the responsibility to clean up the area they have used. Refusal to clean an area will be considered deliberate insubordination. Students unwilling to cooperate with staff monitoring lunches will be subject to possible removal from the cafeteria. All students should share responsibility for the appearance of tables and conduct.

Cafeteria behavior is expected to be that of a student eating at their home table and/or out at a restaurant. Students who cause a disruption in the cafeteria will be dealt with by the administration. A range of consequences has been provided below and explained to the students at the start of each year. The elementary school has a zero tolerance procedure for major disruptions in this environment.

A Range of Consequences that may be used for lunch violations are:

- | | |
|-----------------------------------|----------------------------|
| Loss of student privileges | Lunch detention |
| Detention | ISS |
| Parent supervised lunch at school | Removal from the cafeteria |

Harassment

Definition:

1. To annoy regularly or to trouble another's peace of mind persistently. In a school environment, these actions may lead to distraction in class.
2. Discomfort in moving about the school or even the fear of attending school.
3. When a person's words or actions interfere with another's ability to learn, that behavior is considered harassment.

Philosophy:

Based on the belief that all students can learn, Emily Howland Elementary School accepts the responsibility to provide a learning environment in the school that is free from harassment. Emily Howland Elementary School does not practice and will not condone harassment in any form.

It is our expectation that an educated student body will be a cooperative student body.

Sexual Harassment

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading of sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building administration. The principal, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly inform the district's sexual harassment complaint officer who will begin an investigation.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

There are three kinds of sexual harassment:

1. Physical sexual harassment is an unwanted physical act including, but not limited to, grabbing, touching, purposely bumping or rubbing against a person, and impeding a person's movement.
2. Verbal sexual harassment means offensive words and comments including, but not limited to, comments about body parts, sexual suggestions and sexual jokes.
3. Nonverbal sexual harassment includes, but not limited to, staring or pointing at a person's body or body parts, making obscene gestures, displaying or placing sexual material in someone's locker or book and writing names, remarks, or drawings in public places.

The penalty for students engaging in this type of behavior may range from verbal warning to suspension.

In instances of sexual harassment, internal school suspensions and external suspensions may be employed. In instances of possession or storage of defamatory literature on school property, students will automatically receive a 3-day external suspension. Upon a second occurrence the consequence will be 5-day external suspension and possible Superintendent's hearing.

Respect for Cultural Differences

Emily Howland Elementary School is committed to maintaining an educational and social environment free from racial or religious harassment. Racial or religious harassment is defined as: any action on the part of an individual or group that demeans or abuses another individual or group because of racial or religious background, and/or that creates an intimidating, humiliating, or hostile environment.

Such actions may include but are not restricted to using racial or religious epithets, making derogatory remarks, using stereotypes, or using images or symbols that are offensive.

Any student who feels harassed on account of race or religion is encouraged to bring the matter to the attention of an administrator. Individuals who have been harassed have recourse to mediation and/or formal grievance procedures of the elementary school. Sanctions against any students found guilty of racial or ethnic harassment include educational and disciplinary action that ranges from a letter of reprimand to permanent suspension.

Due Process Provision for Student Suspension

External Suspension

Suspension of students from classes for serious infractions of school regulations is authorized by the Board of Education. Students may be suspended from school by building administrators for a period of time not to exceed five school days after following prescribed procedures of due process.

These procedures are as follows:

1. The pupil and the parent or guardian shall be informed of the infractions of school regulation for which the pupil is to be suspended.
2. The pupil and the parent or guardian shall be given an opportunity for an informal conference with the principal.
3. The suspended student shall remain in school and under the supervision of the school authorities pending suspension until the end of the school day or until the parent or guardian authorizes and provides transportation from school to the student's residence.
4. In serious cases regarding legal action, students may be remanded to the custody of police. Wherever possible, parents will be notified that this action will occur or has occurred.
5. Parents will be notified in writing within 24 hours of a student suspension.
6. Make-up work will be available in the main office after notification of suspension (the day and time will be agreed upon by the parent or guardian).

NOTE: At any stage in this process, the school authorities reserve the right to actively involve family court action for students less than 16 years of age, and to request a Superintendent's hearing to consider exclusion from other students.

Student and Parent/ Guardian Signature of Agreement

I have received and reviewed the **Student & Parent/ Guardian Handbook** for 2024-2025. Specifically, I have read and understand the contents of the **Code of Conduct**, the **Internet Use Agreement** and **other school guidelines and expectations**.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/ Guardian Name
(please print) _____

Parent/ Guardian
Signature _____ Date: _____