

Parent & Student Handbook

A. A. Gates Elementary School

2019 - 2020

Port Byron Central School District



Opening minds,



Nurturing hearts...



Imagine the **PAWSibilities!**



A.A. Gates Elementary

BOARD OF EDUCATION

President- Dr. Paul Ryan
Mr. Benjamin Vitale
Mr. Peter Svitavsky
Mr. Todd Delaney

Vice President- Mr. Joseph Verdi
Mrs. Melinda Quanbeck
Mr. Christopher Recckio

ADMINISTRATIVE AND SUPERVISORY STAFF

Mr. Neil O'Brien	Superintendent
Mrs. Julie Podolak	Elementary Principal (UPK-6)
Mrs. Erica Sinicropi	Elementary Assistant Principal/Director of Special Programs
Mr. Michael Jorgensen	High School Principal
Mr. Kim Brown	Asst. High School Principal/Director of Athletics
Mr. Mitchell Toleson	Assistant Superintendent for Business & Finance
Mr. Corey Rooker	Transportation, Buildings & Grounds Supervisor
Mr. Wenwei Hsu	Director of Technology

A MESSAGE FROM THE PRINCIPAL

Dear Parents and Students:

We would like to extend a warm welcome to all the students and parents! We are looking forward to a great year, full of many new and exciting opportunities for students. Our vision at AA Gates is: "Working Together, We Inspire Growth in a Nurturing, Child-Centered Environment." The success of students comes when the school and families work together. We need your support.

During the school year, there are many questions that arise concerning the school's policies and procedures. Many questions are predictable, so we have created this handbook to answer them. The handbook is reviewed and revised yearly.

Please take the time to read this handbook. You may be surprised at how knowledgeable you may become about school matters. If you have any questions, please feel free to contact your child's teacher, or the main office. We look forward to a successful year at A. A. Gates Elementary.

Sincerely,

Julie Podolak
Elementary Principal
Erica Sinicropi
Assistant Principal

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IMPORTANT DATES TO REMEMBER 2019-2020**AUGUST**

8/26 Pre-K Orientation 10AM & 1PM

SEPTEMBER

9/2 Labor Day- NO SCHOOL
 9/3 First Day of School- "A" Day
 9/25 Picture Day
 9/26 Elementary Curriculum Night
 @ 6:00 PM

OCTOBER

10/14 Columbus Day- NO SCHOOL
 10/15-10/18 Fire Safety Week
 10/29 Picture Make-up Day
 10/31 Elementary Halloween Parade
 UPK Special Person's Day 9:30

NOVEMBER

11/1 Kindergarten Special Person's Day 9:15
 11/11 Veteran's Day- NO SCHOOL
 11/25 Parent Conferences- NO SCHOOL
 Report Cards Go Home
 11/25-11/29 Thanksgiving Recess- NO SCHOOL

DECEMBER

12/11 2nd Grade & 5-6 Choir/Band
 Concert (6 p.m.) HS Auditorium
 12/19 Kindergarten Breakfast with Santa
 12/20 1st Grade Special Person's Day 9:30
 3rd Grade Special Person's Day
 12/23-1/3 Christmas Recess- NO SCHOOL

JANUARY

1/17 4th Grade Sleepover
 1/20 Martin Luther King Jr. Day –
 NO SCHOOL
 1/27-1/31 Book Fair
 1/31 Report Cards Go Home

FEBRUARY

2/1 Winterfest
 2/4 Concert – Grades 1 & 3 @ 6 PM
 HS Auditorium
 2/6 Spring Pictures
 2/17-2/21 Winter Recess- NO SCHOOL

MARCH

3/12 3rd Gr. "It's a Hoot to Kahoot" 6:00 PM
 3/13 2nd Grade Special Person's Day 2:00
 3/19 Kindergarten BINGO 6PM

APRIL

4/2 2nd Grade "Minute to Win It"
 4/3 1st Grade Spring Fling – 1:15 PM
 4/6-4/10 Spring Recess- NO SCHOOL
 4/24 Report Cards Go Home

MAY

5/7 Panoramic Pictures K & 6th Grade
 5/20 4th Grade and 5th /6th Band and Choir
 Concert (6p.m.) HS Auditorium
 5/22-5/25 Memorial Day Holiday

JUNE

6/12 Kindergarten Celebration /Concert 2 PM
 6/18 End of Year Celebration for UPK 9:30
 6/22 4th Grade Special Person's Day
 6/19 UPK-6 Field Days
 TBD 6th Grade Moving Up Ceremony
 Report Cards Go Home

PTA MEETINGS

* PTA meetings will be held in the Elementary Library on the following dates

Dates at 6PM: 9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 4/15, 5/13, 6/10

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The Port Byron Central District will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

The School Business Manager is the designated District Compliance Officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Grievance procedures can be obtained by contacting the Business Manager at 315-776-5728.

PORT BYRON CENTRAL SCHOOLS MISSION STATEMENT

The community, through the Port Byron Central School, will provide opportunities in a stable and caring environment for students to become literate, life-long learners and pursuers of dreams.

- We will nurture self-worth and develop personal integrity and social responsibility in our students.
- Our school will actively involve our community for the betterment of education.
- Opening minds, Nurturing hearts... Imagine the PAWSibilities!

VISITORS

Since schools are a place of work and learning, certain limits must be set for such visits to maintain order in the building. The Building Principal or his or her Designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a

visitor. All visitors must have prior approval from the principal or classroom teacher.

- All visitors to the school must report to the Lehn Annex upon arrival at the school. There they will be required to sign the Visitor's Register and will be issued a Visitor's Identification Badge, which must be worn at all times while in the school or on school grounds. The visitor must return the Identification Badge to the Lehn Annex before leaving the building.
 - Visitors attending school functions that are open to the public, such as PTA meetings or public gatherings, are not required to register if school is not in session.
 - Teachers are expected not to take class time to discuss individual matters with visitors.
 - Any unauthorized person on school property will be reported to the Principal or his or her Designee. Unauthorized persons will be asked to leave. The Police may be called if the situation warrants.
 - Identification of appropriate responses to emergencies; All visitors are expected to abide by the rules for public conduct on school property
- Contained in this code of conduct – PBCSD
Code of Conduct 2019

PLAYGROUND USE BY VISITORS

We view the playground at A. A. Gates to be a community resource – thus visitors are welcome to use it when school is not in session.

During school hours non-students/non-staff are not permitted use of the playground. This rule is in place for student safety and security.

EMERGENCY PLANS

In accordance with regulations of the Commissioner of Education, the Port Byron District has developed a School Safety Plan to safeguard the safety and health of students and staff, as well as District property, in the event of a true emergency.

The District School Safety Plan includes the following:

- Definitions of “emergency” and procedures to be followed to activate the Plan;
- Designation of a control center in anticipation of or in response to an emergency;
- Identification of sites of potential emergencies;

- Procedures for coordinating the use of District resources and personnel during emergencies;
- Identification of District resources which may be available for use during an emergency;
- A system for informing all schools within the District of the emergency;
- Plans for taking the following actions, if appropriate: school cancellation; early dismissal; evacuation; and sheltering;
- Pertinent information about each school; and
- Procedures for obtaining advice and assistance from local government officials.

The following information is provided to the parents and students of our elementary school:

Alarm Warning System – Standard alarm warning is a stepped and prolonged tone in the hallways accompanied by a flashing strobe. In some circumstances, alarm warning may be made via the public-address system.

False Reporting of Fires/Bomb Threats: Making these types of false reports may create a serious hazard for our students and staff as well as a disruption of the school day.

Emergency Response Actions Which May Be Required:

Sheltering in hallways or rooms: Generally, an immediate response to situations such as earthquakes, tornadoes, etc. to be followed by evacuation once outside conditions permit; sheltering in rooms also may take place in the event of dangerous intruders in the building.

Evacuation of Building: In any circumstance in which supervisors or Emergency Management coordinator deems occupation of building unsafe; fire drills.

Alternate Sheltering: May be implemented when evacuation of building combined with severe weather conditions arises.

Emergency Go Home: May be implemented when extended evacuation of the school building is not possible. An emergency dismissal system is in place at A. A. Gates based upon parent designation of emergency dismissal destinations for their children.

Cancellation/Delay of School: When conditions prevent safe initial transportation or occupation of the school building. (See also School Closing on page 22)

Emergency Planning Committee – During an emergency, functions as operations group under the command of the District Emergency Management Coordinator.

- A. Emergency Coordinator:
Mr. Neil O'Brien – Superintendent
- B. Committee Members:
Superintendent of Schools
High School Principal
High School Assistant Principal
Elementary School Principal
Elementary Assistant Principal
Building and Grounds Supervisor
School Nurse – Elementary
School Nurse – High School

ATTENDANCE

<u>School Hours</u>	
UPK – 6	<u>8:40 AM – 3:20 PM</u>

SINGLE POINT OF ENTRY

Please note that we have a single point of entry during school hours located at the Lehn entrance. All student sign-ins and sign-outs will take place at this entrance between the hours of 7:20 -3:15. End of the day pick-ups between 3:15 -3:30 will be located at the back of the building in our Athletic Center.

ARRIVAL OF STUDENTS

The Gates doors will be open to children dropped off by parents until the start of school. Please remember that **it is important that you do not bring your child to school prior to the starting time. We are not in session and thus there is no supervision of your child until that time.**

When buses arrive and unload, children should proceed directly to their classrooms as soon as they get off their buses.

Students arriving after 9:00 AM are considered tardy and must have an excuse. They must sign in at the Lehn office before proceeding to class. Late buses will not cause students to be marked as tardy.

SIGNING STUDENTS OUT PRIOR TO THE END OF THE REGULAR SCHOOL DAY

Students are generally signed out by parents or legal guardians prior to the end of the school day for medical reasons. Upon signing your child out, you will be asked to state the reason for doing so. Only the legal caregiver may sign students out unless written permission has been provided to the Office ahead of time by the legal caregiver for another person to do so. The Office may, in unusual or emergency situations, obtain this permission verbally from the legal caregiver. In any event all students leaving early must be signed out in the Lehn Annex before leaving the building. **Also, please note - you should bring Photo ID with you in the event that our Staff do not know you.**

Be sure to send a note ahead of time letting us know that you will be picking up your child. In that way we can plan for your arrival, save you time, and minimize classroom interruptions. When your child returns to school from his/her appointment, sign-in is also necessary.

Toward the end of the school day, classroom instruction has been increasingly disrupted by routine parent requests for early dismissal. **To help all students benefit as much as possible from school, you will generally be asked to wait until regular dismissal time (3:20 PM) to pick your child up.**

PARENT PICK-UP AT DISMISSAL

LOCATION: Athletic Center

TIME: 3:15 - 3:20 PM.

At dismissal time, some parents have opted to pick their children up rather than have them ride the buses. If you intend to do this you should make permanent arrangements with the Elementary Office.

At 3:20 PM your child will be dismissed to meet you in the Athletic Center. Our Parent Pick-up staff will be there to help you sign your child out.

Please note: You should bring Photo ID with you in case the Pick-up staff are not familiar with you.

Finally, please remember that our prime consideration is the safety of your children and the need to minimize the disruption of their school day.

ABSENCES

The State Education Law provides that all children between the ages of 6 and 16 in proper physical and mental condition shall attend school while it is in session. Additionally, children that will turn 6 on or before December 1 must be in attendance at the beginning of the school year during which they turn 6.

Legal absences pertaining to elementary age children are:

1. sickness
2. sickness or death in family
3. impassable roads or weather
4. religious observance
5. quarantine
6. required to be in court
7. remedial health treatment

By law, absences for other than the above are unexcused.

All children absent from school must (upon their return) provide the school with a written excuse stating the reasons for their absences. Excuses must be dated and signed by the child's parent or guardian. Such excuse should be presented to the homeroom teacher.

Please Note: a call **cannot** take the place of a written excuse, which by law, must still be submitted.

Students returning to school after having had a serious illness, scabies, or a communicable disease must report, upon entering the school building, to the **School Nurse**, who will verify that no traces of the illness are evident.

Daily attendance is vital to success in school. Students cannot complete course requirements if attendance is not regular. Excessive absences may play a determining role in deciding next year's placement.

ATTENDANCE REVIEW PROCEDURES

Each child's records are checked monthly and appropriate actions initiated if necessary, based upon the level of excessive absences and tardiness.

REQUESTS FOR HOMEWORK WHEN A STUDENT IS ABSENT

Families are encouraged to request a child's missed homework when that child will be absent from school for a prolonged amount of time. When doing so kindly keep the following in mind:

- Please do not request missed work unless the absence will be **more than one day**. Your child should be able to catch up a single day's work when he/she returns to school the next day.
- If requesting work, please do so prior to 9 AM. This will give the teacher time to get the work together for your pick up after 3:20 PM.

EXCUSES FOR PHYSICAL EDUCATION/SAFETY IN PHYS. ED CLASS

A written note is required should a student need to be excused from physical education classes. A doctor's recommendation must accompany requests for longer than one week. If a MD takes a student out of PE, a MD must release student back to play.

To maintain a safe environment, jewelry may not be worn during PE class.

HEALTH

Proper nutrition, appropriate clothing, and adequate rest are important for maintenance of a student's health. Healthy students perform better academically and have a more successful overall school experience.

Parents need to consider their child's health condition each day. Students should be kept home if a fever exists, there is a persistent cough, an upset stomach, a suspicious skin condition, or any other health abnormality is noted. The welfare of our total student body must be considered.

MEDICATION

No medication, **including over the counter** items (including cough drops), can be administered unless the following conditions are met:

A physician's prescription is on file in the Health Office stating:

- Medication
- Dosage
- Time

A written request to administer the medication, signed by the parent and including specific dates of administration, must be made to the school's Nurse each year.

Students may self-carry and administer medication **ONLY** with orders and permission from MD, parents and School Nurse. Parents are responsible in bringing all medication to school and to pick it up at the end of the school year. Medication that is not picked up at the end of the year is destroyed because it cannot be stored over the summer.

HEAD INJURY/CONCUSSION

If a student has a head injury or a history of head injuries and complains of concussion symptoms, the student will be pulled from physical education and sports until they are evaluated by a MD. If the student has a concussion they must be reevaluated once the symptoms are gone to be released to start the six days return to play, once signed off by the school MD.

IMMUNIZATIONS

The school recognizes its responsibility under the Public Health Law to ensure that the children under its charge are immunized against measles, polio, diphtheria, mumps, rubella, and where applicable, Hemophilic influenza type B (Hib) and hepatitis B. The school, therefore, requires that a physician's certificate or some other acceptable evidence of immunization be submitted for all children entering and presently attending school.

Any child lacking evidence of immunization may not remain in school for more than fourteen (14) days, or thirty (30) days for an out-of-state transferee who can show effort to obtain the necessary evidence or certification.

As of June 13, 2019, there is no longer a religious exemption to the requirement of student vaccinations. The new legislation does not affect students with valid medical exemptions.

A valid medical exemption must:

1. Be on a sample medical exemption form issued by the Department <https://www.health.ny.gov/forms/doh->

5077.pdf or the NYC Department of Health and Mental Hygiene, or on a signed statement that certifies that the immunization may be detrimental to a child's health;

2. Be signed by a physician licensed to practice medicine in New York State.
3. Contain sufficient information to identify the medical contraindication to a specific immunization. The Department recommends that health care practitioners consult the ACIP guidelines for contraindications and precautions to childhood vaccinations, available at: <https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>. (Please note that the guidelines contain all ACIP recommended vaccines, including some that are not currently required for schools and child day care programs in New York State); and
4. Be confirmed annually.

A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education. - Public Health Law Section 21 - Board of Education Policy 7511

Included below is a link to the NYS Immunization Requirements:

<https://www.health.ny.gov/publications/2370.pdf>

STUDENT PHYSICALS

All students shall have a periodic physical examination as indicated below by the school physician at the District's expense and such examination shall be conducted in accordance with all legal requirements.

Proof of examination by a private physician, subject to the approval of the school physician, shall be accepted in lieu of an examination in school. Private physicians shall indicate this proof using forms provided by the District. Such examinations shall be at the expense of the parent/legal guardian.

The required physical exams for elementary students are as follows:

- Grades Pre-K, K, 1, 3 and 5.
- Students transferring into the District whose health records show no examination in the previous 12 months;

-Board of Education Policy 7512

SPECIAL INFORMATION CONCERNING HEAD LICE

While a nuisance, head lice do not pose a public health risk. Consistent with accepted medical knowledge, no healthy child will be excluded from school due to an active case of head lice or the presence or nits (louse eggs). Children identified by the school nurse as having an active infestation of head lice will be sent home at the end of the day and their parents will be informed by the school nurse of their condition and advised to begin treatment.

In the event regulations or procedures are developed implementing this policy, the Superintendent will work with the District's medical director or one or more school's nurses to ensure those regulations or procedures are consistent with accepted medical knowledge and best nursing practice.

ACCIDENTS

Student Emergency Treatment:

While school is in session, all staff members of the District are responsible to obtain first aid care of students who are injured or become ill while under school supervision.

In most instances first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

STUDENT ACCIDENT INSURANCE

As of July 1, 1996, school student accident insurance was terminated. Coverage for any student injury will be the responsibility of parent and/or guardian.

Low cost student health insurance from a private carrier is available at parent expense. You may contact the Health Office at 776-5728 for further information if interested.

STUDENT RECORDS

The procedures for the confidentiality of student records shall be consistent with federal statutes,

including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations. The District will arrange as needed to provide translations of the following notice to non-English speaking parents in their native language.

To Parent(s) / Guardian(s) / Eligible Students:

This is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 year of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein, which is personally identifiable, are confidential and may not be released or made available to persons other

than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

STUDENT DIRECTORY INFORMATION

Annual Notice of Your Right to Refuse Release of Student Directory Information:

This notice is to inform parents of students at A. A. Gates that you have the right to refuse the release of student directory information to outside groups without individual consent.

As a matter of practice, however, no A. A. Gates student information is released to any outside organization other than those governmental agencies permitted to obtain it by law.

P.A.W.S.

Positive learning is the foundation of an excellent education and our school community has made a commitment to our students that we will teach, model and expect certain positive behaviors throughout the school, and school grounds. The expectations called our "Panther P.A.W.S. Matrix" will continue to be taught, learned, and adopted by every person. A copy will be sent home and we ask that your family read through the matrix with your child to begin to understand what is expected at all times. Please refer to pages 29 & 30 in the Parent/Student handbook for complete matrix.

Positive behavior is recognized in numerous ways, some of which include verbal acknowledgement, as well as earned privileges and activity time for practicing P.A.W.S. Teacher and Staff have set up a classroom system, which provides positive acknowledgement through "Caught Ya Cards", while simultaneously teaching our students to become responsible individuals.

P.A.W.S stands for...

Practice Respect

Accept Responsibility

Work Honestly

Safety Matters

Families are asked to read and review the PAWS expectations with their child. Students sign a PAWS contract at the beginning of each school year to acknowledge their understanding of the behavioral expectations of their child.

SCHOOL DISTRICT DISCIPLINARY PHILOSOPHY AND POLICY

In order to maintain an atmosphere in the Port Byron Central Schools that is conducive to the educational process, all people involved with the school system are required to demonstrate respect for other persons and their property. When a person's rights are violated, disciplinary procedures become necessary. The ultimate aim of discipline must always be to teach and encourage self-discipline.

To protect the rights of all persons and encourage responsible behavior by everyone, written rules and regulations are developed by the Superintendent. All person's subject to District policy shall abide by these rules and regulations.

Each year, the Board of Education adopt an updated District **Code of Conduct**. The aim of this document is to provide a plan of action to help ensure maintenance of a safe and orderly school environment. Copies of this **Code** may be obtained from the District Office.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition to promote a safe, healthy, orderly and civil school environment. All District students have the right to:

- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- Procedural due process guaranteed by the United States Constitution and New York State Education Law prior to disciplinary action taken against them.
- Access and be provided with school rules and, when necessary, receive an explanation of those rules from school personnel.
- Be free from unreasonable search and seizure. School authorities or their representatives will

not search property assigned to a specific student unless they have a reasonable suspicion that items contained within constitute a rule violation or crime. Personal searches or searches of personal belongings will be allowed only when school authorities have reasonable suspicion that items hidden on the student or in his/her private property are illegal or in violation of school rules.

B. Student Responsibilities

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Report any threats to the safety of themselves or others to school personnel.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District

code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the Superintendent, Building Principals, the school’s Nurse and District Security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District code of conduct.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District Code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

STUDENT LOCKERS, DESKS, OTHER SCHOOL STORAGE PLACES AND VEHICLES ON SCHOOL PROPERTY

The rules in our code of conduct regarding searches of students and their belongings do not apply to student

lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Moreover, a student will be deemed to have consented to the search of his or her motor vehicle as a condition of the privilege of parking said vehicle on District property.

In support of our Safe and Drug Free Policy, the District retains the right to utilize police dogs, or other technologies to ensure a safe and drug free environment.

CARE OF SCHOOL PROPERTY BY STUDENTS

All students must show respect and care for school property. Any damage to property should be reported to the main office or the appropriate teacher.

Acts of vandalism are crimes against the school District and the community which supports the schools. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law.

DRUG AND ALCOHOL ABUSE

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term “alcohol and/or other substances” refers to the use of all substances including, but not limited to, substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events:

- Any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or
- Any person whom school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any “alcohol and other substances” found shall be taken immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The District may bring legal charges against the students involved. In its effort to maintain a drug-free environment, the District shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

DANGEROUS WEAPONS IN SCHOOL

No student may have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, explosives, knives, dangerous chemicals, or any object which is not necessary for school activities and which could be used as a weapon.

In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law 3214 is found guilty of bringing a firearm onto school premises or vehicles will be subject to a penalty of at least a one-year school suspension.

In determining an appropriate penalty, the Superintendent may modify the suspension requirement on a case-by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student’s previous record.

Suspended students within the age of compulsory attendance as defined by Education Law 3205 will be provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension.

SMOKING

Students and adults are not permitted to smoke on school property, including school grounds, buildings and buses.

INFLAMMATORY MATERIAL

Any person who posts, or speaks, inflammatory words with the intent to harass, in a school building, at a school function, or on school grounds or who is in possession of literature of an inflammatory nature will be subject to school disciplinary procedures.

Buttons, armbands and other badges or symbolic speech may not contain material that is obscene, libelous, or that advocates racial or religious prejudice.

“Inflammatory” shall mean tending to excite anger, disorder, or tumult in the minds or senses of a reasonable person who has come into contact with the words or literature.

DISCIPLINARY CODE

The following discipline code applies to the behavior of all elementary students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious violations can result in an immediate hearing with the Superintendent or Board of Education. Students may be suspended from school or be subjected to another form of disciplinary action when they:

Engage in conduct that is disorderly. Examples of disorderly conduct include:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Speeding or driving recklessly 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 the building.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District’s acceptable use policy.
- Engage in conduct that is insubordinate:
Examples of insubordinate conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
 - Lateness or leaving school without permission.
 - Skipping detention.
- Engage in conduct that is disruptive.
Examples of disruptive conduct include:
 - Failing to comply with the reasonable directions of teachers, school

- administrator or other school personnel.
 - Any conduct that impedes the delivery of instruction or the orderly conduct of school affairs.
- Engage in conduct that is violent. Examples of violent conduct include:
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school personnel, or attempting, or threatening to do so.
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting, or threatening to do so.
 - Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - Displaying what appears to be a weapon.
 - Threatening to use any weapon.
 - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district personnel or any person lawfully on school property, including graffiti or arson.
 - Intentionally damaging or destroying school district property.
- Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
 - Lying to school personnel.
 - Stealing the property of other students, school personnel or any other person 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 or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 - Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - Hazing, this 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 gestures, vulgar or abusive language, cursing, or swearing.
 - Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 - Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
 - Inappropriately using, possessing, or sharing prescription and over-the-counter drugs.
 - Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher, tampering with the defibrillator.
- Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers 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.

- Engage in any form of academic misconduct. Examples of academic misconduct include:
 1. Plagiarism.
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Posting assignments on web sites.
 6. Assisting another student in any of the above actions.

STUDENT DISCIPLINARY CODE: PENALTIES

The range of penalties which may be imposed for violations of the student disciplinary code includes but is not limited to the following. These are not listed in a specific procedural order.

- Oral warning
- Written warning/referral
- Communication with the parent
- Detention
- Morning detention
- Extended detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Restriction of school privileges
- Restriction of the use of computer equipment
- In-school suspension
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Assignment to the Alternative Instruction Program
- Permanent suspension from school
- Other penalties as appropriate to the offense
- Referral to local law enforcement
- Referral for Superintendent/s Hearing

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged by the Building Principal or Superintendent.

STUDENT SUSPENSION

Suspension of students is authorized by Section 3214 of the Education Law. What follows is a summary of that section:

The Superintendent may suspend a student for the following reasons:

- A minor who is insubordinate or disorderly;
- A minor whose physical or mental condition endangers the health, safety, or morals of himself or of other minors.
- The Principal, or in his/her absence a Designee, of the school attended by a student authorized to suspend the student for a period not to exceed five school days.

No student shall be suspended for more than five school days unless that student and the person(s) in parental relationship to him/her shall have had an opportunity for a fair hearing, upon reasonable notice, at which time such students shall have had the **Student** right to representation by counsel, to question witnesses against himself/herself, and to present his/her own witnesses. Such hearing may be held before the Superintendent or his/her Designee; an appeal to the Board may take place if you disagree with the Superintendent's decision.

ADDITIONAL NOTES CONCERNING SUSPENSION

While on out-of-school suspension, a student may not come upon school grounds either during school hours or for any after school activity, on or off school grounds, except by permission of school authorities.

Additional information can be found in the District's **Code of Conduct** document.

CLASSROOM MANAGEMENT PLANS

Within the first few weeks of school parents and students will receive copies of classroom management plans from the students' teachers. In many cases parents will be asked to sign and return a tear-off portion of that plan, letting the teacher know that you have read and received it.

CAFETERIA

A complete breakfast and lunch program is available free of charge for all students. Menus are sent home monthly and can also be found on our District web site.

Students who bring lunches from home may purchase milk and/or ice cream. All students in UPK-6 can receive one free complete breakfast and lunch daily.

Our cafeteria uses a computer-based payment system. Each child at A. A. Gates has been assigned a PIN (Personal Identification Number) which must be entered on a keypad each time that child makes a cafeteria purchase. Parents may place money on account through this system for their child to draw upon when purchasing an ala cart item. For more information please call our Cafeteria Manager at 776-5728.

Lunchtime is a welcome break in the school day for students. In order for our cafeteria to accommodate the large number of students in our building in an efficient, orderly manner, the PAWS expectations are expected to be followed.

BREAKFAST PROGRAM

Students have the opportunity to participate in the free breakfast program. Breakfast is just what the name implies; a nutritious breakfast served each day and is delivered to the classroom. During the first 10 minutes of class, children will have the opportunity to eat breakfast with their classmates and get the fuel they need to get through the morning ready to learn.

Breakfast options are nourishing and easy to eat quickly. They include popular breakfast items such as cold cereal, pancakes and waffles. Milk and juice are served daily.

BUS POLICIES

The school day for most of our children begins and ends with a bus ride. Bus transportation is a privilege extended to those students who practice safety rules and good behavior. It is important that each child's day begins and ends safely and pleasantly. Students will be picked up at their homes or the nearest bus stop and returned to that same location each afternoon. Any exceptions to this must be requested in writing by parents/guardians.

Special conditions apply for an infrequent change in afternoon destination for your child. Refer to Occasional Transportation Changes.

All rules and regulations are designed to ensure a smooth, safe bus ride. These guidelines must be followed by every student

Bus Expectations

Any misbehavior which distracts the driver is a serious hazard to the safe operation of the school bus and endangers all of its passengers. Disciplinary action will be taken when rules and regulations are not followed. Repeated violations will result in loss of bus privileges.

Questions concerning transportation should be directed to the Transportation Supervisor at 315-776-5728 ext. 1316.

OCCASIONAL TRANSPORTATION CHANGES

In those cases where parents/guardians request a child be temporarily transported to a destination other than what is normal, a written note should be sent to school, preferably one or two days in advance, to be processed by the Office.

The note must:

- **be dated**
- **include the date of change**
- **include the new street address (don't forget location description)**
- **be signed by the parent/guardian**
- **include a confirming telephone number where you may be reached during school hours**

These requirements are for your child's protection and your peace of mind. Shown below is a sample note. Upon approval, the Office will issue your child a bus pass, to be presented to the driver of the bus he/she is to ride.

"Please allow Penny Jones to get off the bus at Joan Dygert's home at 123 Fulton Road on Monday, September 14. Joan's house is the 3rd house on the right after turning off Stanton Road. It is blue with a paved driveway. 776-0000.

Important Reminders

- Safety continues to be of the highest priority for our students. **Phone calls requesting change after 1:30 PM will not be accepted.**

- As always, we ask that you notify the school in writing of any changes and have your child's transportation for the day/week organized ahead of time whenever possible. We know that this may present some inconvenience for a few of our families, however please remember that our prime consideration is the safety of your children and the need to minimize the disruption of their school day.

- Requests for a bus pass will be denied and the parent notified, if such a pass would overload the bus requested.

- In addition, complex or confusing long-term change requests may be denied.

If you would like your child picked up and/or dropped off at a place other than your home EVERY DAY, please obtain the "Long Term Transportation Change Request Form" from the Elementary Office. This request should ONLY be used for LONG-TERM CHANGES in transportation. Long-term change forms are valid for a specific school year only and must be renewed annually.

WALKING OR RIDING BICYCLES TO/FROM SCHOOL

Parents/guardians are asked to notify the Office in writing if their child has been given permission to walk or bike to/from school. In this way we know that your child is following your direction in doing so. In accordance with State law, if your child is riding his/her bike to school, they must wear a helmet.

ADDITIONAL STUDENT EXPECTATIONS

The classroom and the bus usually comprise the largest portions of our students' time in school. However, guidelines in two other special areas, in addition to the cafeteria, should be looked at. We ask that you discuss the following with your child to help the school and home work as a team.

In the corridor, to ensure student safety it is important that your child:

- Walk at all times,

- Keep to the right when walking through the hallways, and
- Hold his/her voice level to a Level 1 so that classroom work will not be disturbed.

On the playground, to protect your child, we must insist that:

- He/she wears proper clothing and shoes. Boots, mittens, and snowsuits are necessary during the winter months.
- Teachers and monitors are obeyed at all times.
- All equipment will be used properly and with caution.
- All trash will be put in designated containers.
- Trees or fences will be avoided.
- Students will play away from the road and driveway.
- Students will play away from classroom windows.
- Turns will be taken on equipment. Good manners and cooperation apply to the playground as well as inside the building.
- Students will remain outside for the entire recess period. Only medical emergencies will be reason for re-entering the building without the whole class.

SOME THINGS NOT TO BRING TO SCHOOL

Except in special circumstances students should not bring personal electronic devices to school. Additionally, "gigapets", trading cards, Pokémon and digemon type cards, trading coins, magic cards, video-type games, toys, stuffed animals etc. must also be left home. These materials are easily mislaid or stolen and it is usually impossible to ascertain who the rightful owner is. Additionally, the trading or selling of these types of material is prohibited. When seen, teachers can confiscate them. Parents may pick them up from the teacher or Principal should they wish their child to have them back.

CELL PHONES, ELECTRONIC GAMES, RADIOS, TRADING CARDS, MAGIC CARDS, ETC.

Cell phones cannot be visible or in use in any way during academic classes. However, at the discretion of the teacher it may be used to enhance a particular lesson. Any violation of this rule will result in the phone being confiscated and held in the office until the end of the day. A second violation of this rule will result in the confiscation of the phone and will only be released to a parent or guardian. Utilization of the

phones/cameras during this time will be subject to disciplinary action and treated as insubordination.

Electronic or video games, radios, C.D. players, I Pods, MP3 players, tape recorders, Walkman type devices, trading cards and magic cards are not to be visible or in use during school. **Headphones or ear buds should not be used in the hallways.**

DRESSING FOR SCHOOL

Information Particular to Elementary Students

While today's teaching/learning processes are more active than in yesteryear, there must be some standards set for appropriate clothing for an elementary school setting. Children must also learn that there is a difference between school clothes and ordinary play clothes.

The following suggestions are meant to help your child in the selection of clothes for school.

Shoes, sneakers or sturdy and flexible shoes are appropriate. Clogs and loose-fitting sandals are discouraged at this young age for safety reasons. Children may not go barefoot or be in stocking feet except in special situations. Flip flops are a safety concern. A strap around the back side of the sandal should be present to secure it to your child's feet. In this way tripping/falling hazards are minimized.

Makeup/Colognes: The excessive and distracting use of makeup for elementary age children is discouraged. Strong perfumes/colognes should not be worn as they may seriously aggravate a person's allergies.

Hats: May not be worn in classrooms, except as noted below.

During the school year, opportunities will exist to wear other clothes on special days such as Kindergarten Color Days, Halloween Parade, etc. Different clothes can be fun, given the right occasion.

STUDENT DRESS CODE- PBCSD CODE OF CONDUCT

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an

understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. Midriffs should not be exposed.
- Ensure that underwear is completely covered with outer clothing. Shorts and shirts should be an appropriate length to cover underwear.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats in the auditorium.
- Not include wearing of hats in the classroom except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include the wearing of chains or gang-related insignia.
- Sleep wear is not permitted unless under special circumstances as approved by the building principal. This includes slippers.

SPECIAL NOTE REGARDING HALLOWEEN COSTUMES FOR OUR PARADE

A highlight of the end of October each year is our annual Halloween Parade. Please review the following guidelines when preparing your child's costume.

- Choose costumes that your child can put on without help.

- Children may not wear their costumes to school. Rather, they should bring them in a bag and put them on during “getting ready time”.
- **Weapons may not be a part of costumes.**
- Costumes must be free of fake blood. Additionally, aerosol cans containing makeup/hairspray/hair color may not be brought to school.
- Make-up/face paint should not be worn to school.
- Horror masks/costumes (ex. Scream, Freddy Kruger, Slasher, etc.) cannot be a part of our parade.

We encourage costumes that honor heroes (ex. Sports, firefighters), storybook characters, and other theme characters that would be typically appropriate for school.

Also, please remember that all of the students in our building are a welcome part of the parade, **from 4 years old through 4th grade**. It is therefore important that we remember the above points so that our younger A. A. Gates students are not overwhelmed and frightened as has occurred in the past. **Please help us by reminding your child that he/she will not be permitted to wear these types of costumes in the parade.** As always, we appreciate your support in helping to care for all of our students.

PARTY INVITATIONS DISTRIBUTED IN SCHOOL

Many of our students bring invitations to school asking their friends to attend various types of parties. If many children in a classroom were given an invitation in school and your child was not, the pain he/she would feel is obvious. For this reason, **invitations may not be distributed in school unless all children in a classroom are to be invited.** Please also remember that the school is not permitted to furnish names and addresses of your child’s classmates to you.

PARTIES IN SCHOOL – WELLNESS POLICY

We are asking for your assistance in keeping our classroom holiday and birthday celebrations in line with the recommendations set forth in the District’s Wellness Policy.

Parties should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold individually.

Students will have the option to choose a physical activity in place of food for classroom celebratory purposes. Your child’s classroom teacher will plan foods and snacks for holiday parties that are in keeping with these recommendations.

We respectfully request that you consider the recommendations when planning your child’s birthday celebration as well. Our cafeteria is able to accommodate some of the above suggestions if you wish to purchase birthday party treats through the cafeteria.

A suggested list of birthday party fare follows:

- 2%, 1%, or skim milk
 - 100% fruit juices
- Foods:
- Cheese and crackers or string cheese
 - Fruit
 - Trail mix
 - Granola or breakfast bars
 - Ice cream cups
 - If you are buying packaged snacks or bakery goods, pick products that have 6 grams or less of fat preserving, 7 grams or less of sugar, and under 300 mg of sodium.

We encourage you to provide no more than ONE “sweet treat” for each child.

If you have any questions regarding your child’s birthday celebration here at school, please contact your child’s teacher.

BASIC REQUIREMENTS FOR SUBMISSION OF WRITTEN WORK BY STUDENTS

In keeping with higher standards set by NYS, the following is a list of basic requirements for student written work.

- Legibly handwritten
- Neat appearance (not wrinkled, torn, dirty)
- Full sheet of loose leaf paper or classroom supplied paper
- Common Heading:

<u>Grade K</u>	Name**	
<u>Grade 1, 2</u>	Name*	Date
<u>Grade 3-6</u>	Name*	Date
	Assignment	Content Area

*Name – First, Last

** By the end of K, both names.

Use pencils only.

STUDENT TESTING

Third through sixth grade students will take New York State Tests in ELA and Math to evaluate student achievement and to identify students in need of extra help in these areas. As well, Grade 4 students take the NYS Science test.

You will be notified prior to the administration of these tests so that your child can be well rested and in attendance. Please do not schedule any dental or medical appointments during test-taking time. This will help maximize student performance. The results of these tests are available for your review if you so desire. Should your child require additional support in reading, writing, or math, you will be notified.

PARENT-TEACHER CONFERENCES

REPORT CARDS

We have established four formal times for communication of student progress to parents. Parent-teacher conferences are held at the end of the first quarter of school, at which time report cards are also given to parents. Report cards are issued at the end of each quarter. Please refer to “Important Dates to Remember” near the beginning of this booklet for specific dates.

Our teachers have worked hard to coordinate our curriculum and insure a high standard of instruction. Report cards will reflect your child’s effort, achievement, and overall progress.

Parent-Teacher Conferences give you an opportunity to know your child’s teacher and discuss your child’s performance in school, both academically and socially. You can help by giving the teacher any information that will be helpful in understanding your child better, such as attitude toward school, his or her health, and relationships with others and special medical needs.

If you have any questions or would like further information, please feel free to call the principal or your child’s teacher.

PROMOTION/RETENTION

The decision to promote or retain a student is made with much deliberation. All staff working with a student will be consulted.

Parent-teacher conferences will be held throughout the year to discuss special concerns about a child’s progress. Parents must make every effort to attend these so that they have a clear understanding and involvement in this important decision.

As always, the Building Principal/Superintendent will make the final decision regarding promotion/retention. Parents will be notified by June of this decision.

FIELD TRIPS – STUDENTS

A field trip is any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools and attendance on field trips is governed by the same rules as attendance at regular classroom activities. The school will obtain written permission for students going on school-sponsored field trips. **Please remember that failure to return a student’s permission slip to school will result in the student not being able to attend the field trip.**

FIELD TRIPS – CHAPERONING

Parent chaperones are an important part of many of our field trips. Chaperones are generally arranged by the teacher and may not be less than 21 years of age. Our five most frequently asked questions concerning field trips and their answers are:

- 1) **Question: Can I bring my preschool children when I chaperone?**

Answer: No, insurance regulations prohibit this.

- 2) **Question: Can I bring my child to the field trip destination in my car rather than have him/her ride the bus?**

Answer: No. In order to be part of a scheduled school day activity, the student must

attend school and be transported on the trip by school transportation under the supervision of school personnel.

- 3) **Question:** What about chaperone use of cell phones while on the trip?

Answer: It is important that chaperones maintain close supervision of the children to keep them safe. To that end we ask chaperones to refrain from use of cell phones while chaperoning except in emergency situations.

- 4) **Question:** If I'm not an approved chaperone, can I attend a field trip to participate with my child?

Answer: While many of our field trips are to public places, please remember that you must be an official chaperone to participate in field trip activities.

- 5) **Question:** Can I take my child home from a field trip in my personal vehicle?

Answer: If you are a chaperone, it is important to supervise the children from beginning to end of the field trip. Thus, this would not logically be possible. **In rare circumstances a parent may be permitted to pick a child up from a field trip. This may only be done, however, with prior approval of the school's Principal.**

As a chaperone, the classroom teacher will likely ask you to perform a specific task or supervise a group of students. This is an important responsibility and we are grateful for your help. As a final note, adults may not smoke while chaperoning students on a field trip.

EMERGENCY DISMISSAL INFORMATION

In the event of an emergency school dismissal prior to the regular end of the school day, Port Byron Schools will use the automated call system to notify parents and will attempt to notify local media and ask that they notify the public of this. Specifically, television stations 3, 5, 9 and Time Warner Cable News. as well as radio stations are on our call list. Please remember that the broadcast of this news is at the option of the media.

In the event of an emergency school closing, all students will be bused to their normal drop-off location unless you notify the school otherwise – to do this you must complete and return the Emergency Release Information form in the new student packet that was received in the summer mailing.

If your child is normally a parent pick-up or a walker, they will be bused to their home address. Again, if you wish to have them bused elsewhere, you need to complete and return the Emergency Release Information Form.

Should your emergency plan change, you must complete a new form. In the event of an emergency dismissal, this form will be used as your child's "bus pass" to the emergency dismissal destination.

Finally, it is strongly recommended that parents/guardians practice their plan frequently with their child to help them feel confident.

FREQUENTLY ASKED QUESTIONS REGARDING EMERGENCY DISMISSALS

Please keep the following items in mind when arranging your child's emergency dismissal plan:

Q: Can I write on the pass that I will come pick my child up?

A: Unfortunately, no. Through experience we have found that some parents that want to do this have not been able to get to school on the day of the emergency closing. This has left their child stranded with no usable plan.

Q: Can I call in during an emergency dismissal to change my child's plan?

A: Please be aware that at times during an emergency dismissal (bad weather, etc.) our phone lines have gone down or have been so inundated with calls that parents are unable to get through. Also, experience has shown that these last-minute changes tend to confuse and frighten many young children. Please have a workable plan in place for your child.

Q: How do I change my child's emergency plan?

A: This must be done in writing by completing and signing a new Emergency Closing Pass for your child. Contact the Main Office if you need one sent to you.

Please note - the above applies only to emergency early dismissals. These procedures do **not** apply to

routine half-day dismissals (such as parent conferences).

DELAYED SCHOOL OPENING – 2 HOUR DELAY

In rare instances our Superintendent may decide to delay the opening of school by two hours for the safety of our students. This has an impact on your elementary children that you may not anticipate. With a two-hour delay, by the time the children arrive our lunch program would typically already be in operation! Consequently, there would not be a breakfast program for a morning such as this. What happens is that a modified lunch schedule occurs and right after opening announcements and the pledge to the flag our building begins the lunch cycle.

SCHOOL CLOSINGS

Our automated call system will contact all families that have returned the completed Emergency School Closing Pass. If school is to be closed due to weather or some unexpected emergency, it will be announced over television channels 3, 5, 9 and 10, as well as through school messaging systems (email, text, voicemail, twitter).

MOVING OUT OF THE DISTRICT

If you are planning to move to another school district, please stop in the Elementary Office so that we may talk to you about the procedures that need to be followed. Once a child's parent/guardian residence is outside our District a child may not continue to attend Port Byron School except by special arrangements with the Superintendent/Principal as described in Board of Education Policy 7131.

MOVING WITHIN THE DISTRICT

If you are moving to another home within the Port Byron Central School District, please notify our Elementary School office of your change of address. This will enable us to keep our records current and assure your child of being on the appropriate bus.

SCHOOL DISTRICT WEB SITE

Our District maintains a web site – to be found at www.pbcschools.org. Once there, you can click on “Elementary School” to open up a great many pieces of information about A. A. Gates, past publications, and excellent parenting ideas. Check us out!

INTERNET USE

The school District recognizes that due to technological advances made in the electronic network and computer workstations used by staff and students, access to the internet has become readily available. The internet allows users to contact computer systems across the country and around the world, therefore allowing users to retrieve and share information, do research projects and communicate with others. Unfortunately, some systems contain defamatory, inaccurate, abusive, racially offensive, illegal, or adult-oriented material.

The School District declares and mandates that use of such material is strictly prohibited in the school and facilities operated by the Port Byron Central School District. While the Port Byron School District is able and willing to provide staff and students access to the internet, users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, moral, and ethical manner. A further obligation rests with all involved to report any improper use to the Building Administrator or Superintendent of Schools. All users of District technology resources should understand that all information contained on or passed through District equipment is subject to inspection by District officials. Finally, internet access is “Filtered” to reduce the possibility of access to inappropriate materials.

Access to District technology resources is a privilege made available to staff and students. All users should respect and protect the rights of every other user. They shall act in a responsible, ethical, and legal manner, considering the following: United States, New York State and local laws, and the missions and purposes of other networks used via the Internet.

All users must avoid the following inappropriate uses of the District's technology resources:

- Using resources for financial gain or profit.
- Degrading or disrupting equipment, software, or system performance.
- Using resources to interfere with the proper operation of any computer or destroy data.
- Using information obtained through network and computer resources without giving proper credit to the source (plagiarism).
- Intentionally interfering with the work of others.
- Using resources in any manner that violates Board policy, federal, state, or local law,

including unauthorized copying or transmission of software.

- Gaining unauthorized access to systems and networks.
- Invading the privacy of individuals.
- Using an account owned by another user or allowing another user to use your account.
- Posting personal communications without the original author's consent.
- Posting anonymous messages.
- Initiating or forwarding "chain" letters.
- Downloading, storing, printing, or distributing files or messages that are profane, obscene, threatening, or that use language that offends or tends to degrade others.
- Downloading, storing, printing, or distributing files or messages that contain information considered dangerous to the public at large.

PENALTIES

Depending on the nature and severity of a violation, a Building Administrator will take disciplinary action per Board of Education policies or District regulation. If warranted, the Administrator shall refer the case to an appropriate school, local, state or federal authority for disposition. If appropriate, access rights to technology will be denied immediately. Responsibility for costs and damages may be incurred.

Additional information and regulations may be found in the PBCSD Technology Policy. Copies may be obtained from any school office.

PORT BYRON PARENT-TEACHER ASSOCIATION

Monthly meetings are held in the Elementary Library. Please check school calendar for dates and times.

The mission of our national, state and local PTA organization is threefold:

1. To support and speak on behalf of children and youth in the schools, in the community and before any governmental groups or organizations that make decisions affecting children.
2. To assist parents in developing the skills they need to raise and protect their children.
3. To encourage parent and public involvement in the public schools of this nation.

Our local PTA will attempt to provide activities to reach each of these goals in the coming year. We encourage your participation and membership.

PORT BYRON CENTRAL SCHOOLS
A. A. GATES ELEMENTARY

ADMINISTRATORS

Podolak, Julie
 Sinicropi, Erica

Elementary Principal
 Assistant Principal & Director of Special Programs

FACULTY

<u>Name</u>	<u>Grade</u>	<u>Room No.</u>
Alcock, Amy	6	209
Arnold, Alan	Music	201
Austin-Root, Stacy	Counselor	Main Office
Bartlett-Morse, Karen	Music	201
Belz, Kristin	Reading	9
Bellamy, Amy	UPK	14
Beyel, Melissa	Librarian	Library
Carberry, Jaclyn	Physical Education	Gym
Clark, Britt	1	6
Cummings, Stacey	Reading	32
D'Agostino, Anne	1	7
Elia, Arin	Counselor	34
Evans, Melanie	2	25
Ford, Chris	Physical Education	Gym
Fryer, Lynn	Psychologist (K-12)	45
Gauthier-Seneca, Laura	Special Ed.	21
Gicale, Pam	Therapist	
Goff, Brianna	Physical Education	27
Guy, Kelly	5	208
Hares, Stacey	K	3
Hermann, Michael	6	212
Hitchcock, Angelee	Physical Education	Gym

<u>Name</u>	<u>Grade</u>	<u>Room No.</u>
House, Deb	BOCES	31
Howard, Kelly	Special Ed.	35
Kennedy, Bridget	Special Ed.	213
Komoroski, Jessica	UPK	13
Lupo, Doreen	2	16
McCarthy, Doreen	4	20
Mills, Penny	K	1
Monteleone, Laura	Special Ed.	210
Mosley, Laurie	5	206
Oot, April	3	17
Parkison, Morgan	BOCES	30
Petrosino, Julie	K	2
Powers, Lynn	1	8
Roden, Jennifer	3	15
Slobodiak, Deborah	2	24
Stanistreet, Jamie	5	207
Stowell, Suzzy	3	23
Vidas, Emily	Speech Therapist (K-12)	36
Vitale, Guy	4	18
Walsh, Korie	Special Ed.	11
Williams, Byron	Art	26

SUPPORT STAFF

Abraham, Cheryl	Teaching Assistant
Clark, Stacey	Teaching Assistant
Dudley, Lori	Teacher Aide
Geremia, John	Custodian
Gicale, Kristen	School Nurse
Hsu, Wenwei	Technology Coordinator
Kilmer, Gina	Cafeteria Manager
Leader, Jennifer	Secretary to Principal
Mapley, Joann	Teaching Assistant
Martens, Amy	Teacher Aide
McKeen, Taylor	Teacher Aide
Meddley, Erika	Teaching Assistant
Morgenthaler, Margaret	Teaching Assistant
Ott, Melana	Teaching Assistant
Reckio, Dawn	Lehn Office
Rindfleisch, Deborah	Teaching Assistant
Rooker, Corey	Transportation Supervisor
Sawyer, Lindalee	Teaching Assistant
Sobolewski, Jessica	Teacher Aide
StClair, Brianna	Teacher Aide
Taylor, Laura	Teaching Assistant
Wainright, Michelle	Teaching Aide
Walczyk, Tracy	Teaching Assistant
Wilson, Lisa	Teaching Assistant



Opening minds,



Nurturing hearts...



Imagine the **PAWSibilities!**










A.A. Gates Elementary

Please.....Do not hesitate to call your child's teacher or one of us should you have a question or concern.

Sincerely,

Julie Podolak
Elementary Principal
Erica Sinicropi
Assistant Principal

PAWS Matrix UPK-3	All Areas 	Hallways 	Playground 	Bus 	Assemblies/ Field Trips 	Cafeteria 	Restrooms 
P practice R espect	*Follow teacher directions *Use kind words and actions *Raise your hand *Inside voice	*Follow teacher directions *Stay to the right *Quiet zone *Appreciate hallways displays	*Follow teacher directions *Use kind words and actions *Hands to self *Take turns	*Follow your bus driver's directions *Use kind words and actions *Stay in your personal space	*Follow teacher directions *Sit so others can see and hear *Clap and cheer when appropriate	*Follow monitor directions *Use kind words and actions *Stay in your personal space *Inside voice *Raise Hand	*Follow bathroom rules *Quiet Zone *Value privacy *Value property
A ccept R esponsibility	*Be prepared *Do your best work *Take care of all learning materials	*Go to destination and return quickly	*Bring in all personal items	*Be on time *Walk quickly and quietly to destination	*Listen quietly while others are speaking *Take care of personal needs before arriving	*Eat your own food *Clean up your space and trash *Use table manners	*Clean up after yourself *Get in, get out and go back to class
W ork H onestly	*Do your own work *Be on task	*Pick up any trash or dropped materials *Be considerate of other people's property	*Pick up any trash or dropped materials	*Sit in assigned seat *Talk with those who are near you	*Celebrate others successes *Stay focused on event *Stay with your group	*Sit in assigned seat *Talk with those who are near you at your table	*Flush properly *Report problems to an adult
S afety M atters	*Walking feet *Stay in your personal space *Hands to self *Use classroom materials and furniture properly	*Walking feet *Stay in your personal space *Hands to self	*Use playground equipment properly *Follow playground rules	*Sit safely with back against the seat *Use a quiet voice	*Sit safely *Use a quiet voice *Exit bleachers/seats with walking feet	*Sit safely *Use a quiet voice *Walking feet	*Wash your hands *Walking feet *Use bathroom equipment properly

PAWS Matrix (4-6)	All Areas	Hallways	Recess	Bus	Assemblies/ Field Trips	Cafeteria	Restrooms
P r actice Respect	*Follow teacher directions *Use kind words and actions *Raise your hand *Inside voice *Show tolerance *DO NOT bully others	*Follow teacher directions *Stay to the right *Quiet *Appreciate hallway displays	*Follow teacher directions *Use kind words and actions *Hands to self *Take turns	*Follow your bus driver's directions *Use kind words and actions *Stay in your personal space	*Follow teacher directions *Sit so others can see and hear *Clap and cheer when appropriate	*Follow monitor directions *Use kind words and actions *Stay in your personal space *Inside voice *Raise Hand	*Follow bathroom rules *Quiet *Value privacy *Value property
A ccept Responsibility	*Be prepared *Do your best work *Take care of all learning materials *Try to help those who are being bullied	*Go to destination and return quickly	*Bring in all personal items	*Be on time *Walk quickly and quietly to destination	*Listen quietly while others are speaking *Take care of personal needs before arriving	*Eat your own food *Clean up your space and trash *Use table manners	*Clean up after yourself *Get in, get out and go back to class
W ork Honestly	*Do your own work *Be on task *Have courage to do the right thing *Include those who are left out	*Pick up any trash or dropped materials *Be considerate of other students' property	*Pick up any trash or dropped materials	*Sit in assigned seat *Talk with those who are near you	*Celebrate others successes *Stay focused on event *Stay with your group	*Sit in assigned seat *Talk with those who are near you at your table	*Flush properly *Report problems to an adult
S afety Matters	*Walk *Stay in your personal space *Use classroom materials and furniture properly *If someone is being bullied tell an adult	*Walk *Stay in your personal space	*Use equipment properly *Follow teacher directions and rules	*Sit safely with back against the seat *Use a quiet voice	*Sit safely *Use a quiet voice *Exit bleachers/seats with walking feet	*Sit safely *Use a quiet voice *Walk	*Wash your hands *Walk *Use bathroom equipment properly