

# Parent & Student Handbook

A. A. Gates Elementary School

2022 - 2023

Port Byron Central School District



Opening minds,



Nurturing hearts...



Imagine the PAWSibilities!



A.A. Gates Elementary

BOARD OF EDUCATION

President- Mrs. Melinda Quanbeck  
Mr. Todd Delaney  
Mr. Christopher Recckio  
Dr. Paul Ryan

Vice President- Mr. Benjamin Vitale  
Mr. Peter Svitavsky  
Mr. Joseph Verdi

ADMINISTRATIVE AND SUPERVISORY STAFF

Mr. Michael Jorgensen  
Mrs. Tracy Musso  
Miss Marisa Licari  
Mr. Kim Brown  
Mrs. Katie Naples  
Mr. Mitchell Toleson  
Mr. Corey Rooker  
Mr. Wenwei Hsu  
Mrs. Gina Kilmer

Superintendent  
Elementary Principal (UPK-6)  
Elementary Assistant Principal/Director of Special Programs  
High School Principal  
Director of Curriculum, Instruction, and Assessment  
Assistant Superintendent for Business & Finance  
Transportation, Buildings & Grounds Supervisor  
Director of Technology  
Food Service

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. We have created this handbook to provide insight on them. The handbook is reviewed and revised yearly.

Thank you for your continued partnership!  
We look forward to an outstanding year at A. A. Gates Elementary!  
Sincerely,

Tracy Musso  
Elementary Principal

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**IMPORTANT DATES TO REMEMBER 2022-2023**

**AUGUST**

8/29 Pre-K Orientation

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**SEPTEMBER**

9/1 K-6 Meet and Greet  
 9/5 Labor Day- NO SCHOOL  
 9/6 First Day of School for UPK-6  
 9/12 PTA Meeting  
 9/28 Elementary Curriculum Night

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**OCTOBER**

10/10 Columbus Day- NO SCHOOL  
 10/14 Elementary School Pictures  
 10/17 PTA Meeting  
 10/31 Halloween Parade

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**NOVEMBER**

11/4 End of 1st Marking Period  
 11/7 PTA Meeting  
 11/11 Veterans Day- NO SCHOOL  
 11/17 Elementary School Picture Retakes  
 11/21 Parent Conferences- NO SCHOOL  
 11/22 - 11/25 Thanksgiving Recess- NO SCHOOL

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**DECEMBER**

12/12 PTA Meeting  
 12/26-1/2 Christmas Recess- NO SCHOOL

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**JANUARY**

1/9 PTA Meeting  
 1/16 Martin Luther King Jr. Day –  
 NO SCHOOL  
 1/27 End of 2nd Marking Period

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**FEBRUARY**

2/7 Spring Elementary Pictures  
 2/13 PTA Meeting  
 2/20 - 2/24 Winter Recess- NO SCHOOL

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**MARCH**

3/20 PTA Meeting

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**APRIL**

4/3 - 4/7 Spring Recess - NO SCHOOL  
 4/14 End of 3rd Marking Period  
 4/17 PTA Meeting

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**MAY**

5/22 PTA Meeting  
 5/26 - 5/29 Memorial Day Holiday - NO SCHOOL

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**JUNE**

6/12 PTA Meeting  
 6/15 UPK End of Year Celebration  
 6/16 Elementary School Field Days  
 6/20 Grade 6 Moving Up Ceremony  
 6/23 End of 4th Marking Period

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The mission of the Port Byron CSD is to prepare each student for a future of fulfillment, purpose, and productive citizenship by providing educational experiences that address their individual interests, social emotional needs and academic goals.

### VISITORS

Visitors will not be permitted in the building unless they are deemed an “essential visitor” and provide a direct service to a student through BOCES or another approved agency. A teacher encountering a person or persons not authorized to be in the building and not wearing a visitor tag, should ask that person or persons to go to the Office, escorting them if possible. If not escorting the person, then the teacher should call the Office immediately.

A similar protocol will be utilized at the District Office for contractors and delivery personnel. Essential visitors and vendors will go to the Lehn vestibule and District Office hallway and utilize a call system to speak with the Attendance Clerk in the Lehn office or Human Resources Secretary in the District Office regarding their request. Essential meetings will take place in the Lehn Conference Room. Food service delivery personnel will follow the same protocol before entering the back door of the Lehn kitchen to deliver food items.

People who are not students/staff in the Port Byron Elementary School must sign in and obtain a “VISITOR PASS” when they enter the building. In general, these visitors are expected to be with a staff person or on their way to/from a meeting with a member of our staff. Students are not to bring guests to school. Non-elementary students found on the school grounds or in the building without permission will be asked to leave. If non-elementary students repeatedly come into the building or on the school grounds, stronger action will be taken for their removal. This policy is designed to prevent unauthorized people from being in and about the building

### 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.

### EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The Port Byron Central Schools 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 a 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

### 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 warnings 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 buildings 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 an operations group under the command of the District Emergency Management Coordinator.

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

ATTENDANCE

**HOURS OF ATTENDANCE – STUDENTS**

**Grades UPK-6**

**Arrival: Begins at 7:30**

**Morning Announcements: 7:55**

**Morning Meetings in all classrooms: 8:00**

**Dismissal: Parent Pick-Up 2:20**

**Bus 2:25**

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.

## ARRIVAL OF STUDENTS

Students will start arriving on buses at 7:35. Parent drop off in the Athletic Drive loop. 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.**

All buses will unload in the Lehn bus loop. **Students arriving after 8:00 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 appointments. 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 (2:25pm) to pick your child up.**

## PARENT PICK-UP AT DISMISSAL

LOCATION: Athletic Drive Loop

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.

Elementary parent pick up is out at the Athletic Lobby. Parents will enter the route 31 parking lot by the bus garage and loop around the Athletic Drive. Elementary students will be released according to the car line order.

**Please note: You should bring a 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 an excuse should be presented to the homeroom teacher. Clearance from a physician may also be required to be submitted to the school nurse prior to your child's return to school.

**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

While absent from school, families/students are encouraged to check their child's Google classrooms for daily assignments. When that child will be absent from school for a prolonged amount of time, students are required to maintain classwork through their assigned Google classroom(s). When doing so kindly keep the following in mind:

### EXCUSES FOR PHYSICAL ACTIVITY

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

### 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 for 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, Haemophilus influenzae 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 the 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 students. 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.

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 adopts 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 promoting 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.

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 on 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.
- 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 administrators 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 websites.
    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 a 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.

### BREAKFAST AND LUNCH

1. Breakfast will be delivered to homerooms. Lunch will be served in the cafeteria.
2. Students have the opportunity to participate in the free breakfast and lunch program.
3. The breakfast program for all students will begin at approximately 7:40 am. Teachers/staff members must check off students eating breakfast.
4. Lunch choices will be provided to students.

### 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. There will be no exceptions.

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

#### Bus Expectations

Students must sit in their assigned seat. 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

Transportation changes are not permitted. Requests for a child to be temporarily transported to a destination other than what is normal will not be permitted.

### Important Reminders

- **Students must be picked up and dropped off at the same location daily and throughout the week.**
- **Students must sit in assigned seats for the entire time they are on the school bus.**
- **Changes to your child's transportation must be permanent changes and organized ahead of time with the Director of Transportation. 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.**

### 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 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,
- Follow the directional arrows 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/outdoor recess areas, to protect your child, we must insist that:

- Wash his/her hands before going outside and soon after coming inside the building.
- Wear proper clothing and shoes. Boots, mittens, and snowsuits are necessary during the winter months. Sneakers are recommended footwear for the playground.
- 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, personal toys, games, electronics, 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. Additionally, Apple Watches are not to be used as a texting device during academic classes.

Electronic or video games, radios, C.D. players, iPods, MP3 players, tape recorders, Walkman type devices, trading cards and magic cards are not to be visible or in use during school. **Headphones or earbuds 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 and Hoods: 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/hoods in the auditorium.
- Not include wearing of hats/hoods 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.

#### 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

Students may bring in treats for celebrations, but they must be store bought and children must be able to transport the treats into the building themselves. 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.

We respectfully request that you consider the recommendations when planning your child's birthday celebration as well.

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
  - General Guidance: 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 the 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

Parent-Teacher Conferences are scheduled for UPK-Grade 6 on November 21st.

### 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 as to when each marking period ends.

Our teachers have worked hard to coordinate our curriculum and ensure 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

Students will follow the Code of Conduct when participating in field trips.

### 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.

**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.

**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 WEBSITE**

Our District maintains a website – to be found at [www.pbcschools.org](http://www.pbcschools.org). Once there, you can click on "Elementary School." This houses important information pertaining to our building.

**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

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**

**FACULTY**

**PORT BYRON CENTRAL SCHOOLS**

**A. A. GATES ELEMENTARY FACULTY**

**2022-2023**

**GRADES PRE-K – 6**

Tracy Musso                           Elementary Principal  
 Marisa Licari                       Assistant Elementary Principal / Director of Special Programs

<u>NAME</u>	<u>ROOM</u>	<u>GRADE</u>
Bellamy, Amy	14	UPK
Evans, Melanie	3	UPK
Komoroski, Jessica	13	UPK
Mills, Penny	1	Kindergarten
Petrosino, Julie	2	Kindergarten
Roden, Jennifer	7	Kindergarten
Bush, Jamie	8	First Grade
Clark, Britt	6	First Grade
Hares, Stacey	10	First Grade
Cummings, Stacey	24	Second Grade
Lupo, Doreen	16	Second Grade
Markewich, Madelyn	25	Second Grade
Kudla, C.J.	15	Third Grade
Oot, April	17	Third Grade
Stowell, Suzzy	23	Third Grade
McCarthy, Doreen	20	Fourth Grade
Montgomery, Madeline	19	Fourth Grade
Vitale, Guy	18	Fourth Grade
D'Agostino, Anne	34	Fifth Grade
Mosley, Laurie	28	Fifth Grade
Reister, Katie	35	Fifth Grade

Stanistreet, Jamie	29	Sixth Grade
Alcock, Amy	33	Sixth Grade
Guy, Kelly	32	Sixth Grade
NAME	ROOM	GRADE
Bartlett-Morse, Karen	201	Music
Brenon, Meganne	H.S. Music Room	Band
Carberry, Jaclyn	Gym	Physical Ed.
Goff, Brianna	Gym	Physical Ed
Ford, Chris	Gym	Physical Ed.
Griffin, Molly	Library	Elementary Library
Davis, Natalie	26	Art
Belz, Kris	22	AIS
Powers, Lynn	9	AIS
Austin-Root, Stacy	43	Counselor
Elia, Arin	4	Counselor
Fryer, Lynn	Lehn Office	Psychologist
Vidas, Emily	36	Speech Therapy
Gauthier-Seneca, Laura	21	Special Ed.
Howard, Kelly	31	Special Ed.
Kennedy, Bridget	30	Special Ed.
LaFace, Alyssa	11	Special Ed.
Peterson, Susan	21	Special Ed.
Clark, Stacey		BOCES
Parkison, Morgan		BOCES



**SUPPORT STAFF**

Dudley, Lori	Teacher Aide
Geremia, John	Custodian
Feocco, Hillary	School Nurse
Mapley, Joann	Teaching Assistant
Martens, Amy	Teacher Aide
McPeck, Brittany	Teaching Assistant
McKeen, Taylor	Teaching Assistant
Meddley, Erika	Teaching Assistant
Morgenthaler, Margaret	Teaching Assistant
Ott, Melana	Teaching Assistant
Reckio, Dawn	Elementary Secretary
Rindfleisch, Deborah	Teaching Assistant
Sawyer, Lindalee	Teaching Assistant
Sobolewski, Jessica	Teacher Aide
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,

Tracy Musso  
Elementary Principal  
Marisa Licari  
Assistant Principal

<b>PAWS Matrix</b> UPK-3	<b>All Areas</b> 	<b>Hallways</b> 	<b>Playground</b> 	<b>Bus</b> 	<b>Lunch</b> 	<b>Restrooms</b> 
<b>Practice Respect</b>	*Follow teacher directions *Use kind words and actions *Raise your hand *Inside voice *Do NOT bully others	*Follow teacher directions *Stay to the right *Use a quiet voice *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 adult directions *Use kind words and actions *Stay in your personal space *Inside voice *Raise your hand for help	*Follow bathroom rules *Use a quiet voice *Respect the privacy of others *Respect property
<b>Accept Responsibility</b>	*Be prepared *Do your best work *Take care of all learning materials *Try to help others if they are being bullied *No personal electronic use during school time	*Go to your destination and return quickly	*Bring in all personal items	*Be on time *Walk quickly and quietly to destination	*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 *Report any messes to an adult
<b>Work Honestly</b>	*Do your own work *Be on task	*Pick up dropped materials *Be considerate of others' property	*Pick up dropped materials	*Sit in assigned seat *Talk with those who are near you	*Sit in assigned seat *Talk with those who are near you	*Flush properly *Throw away your trash
<b>Safety Matters</b>	*Walking feet *Stay in your personal space *Hands to self *Use materials and furniture properly *Wash your hands frequently	*Walking feet *Stay in your personal space *Hands to self *Follow arrows and signs *Help yourself to hand sanitizer	*Use playground equipment properly *Use hand sanitizer or wash your hands before and after	*Sit safely with back against the seat *Use a quiet voice *Use hand sanitizer or wash your hands before and after riding the bus	*Wash your hands or use hand sanitizer prior to eating *Sit safely *Use a quiet voice *Walking feet	*Use bathroom equipment properly *Wash your hands when you are finished *Walking feet



<b>PAWS Matrix</b> (4-6)	<b>All Areas</b>	<b>Hallways</b>	<b>Recess</b>	<b>Bus</b>	<b>Lunch</b>	<b>Restrooms</b>
<b>P</b> practice Respect	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Use kind words and actions</li> <li>*Raise your hand</li> <li>*Inside voice</li> <li>*Show tolerance</li> <li>*Do NOT bully others</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Quiet zone</li> <li>*Appreciate hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Use kind words and actions</li> <li>*Hands to self</li> <li>*Take turns</li> </ul>	<ul style="list-style-type: none"> <li>*Follow your bus driver's directions</li> <li>*Use kind words and actions</li> <li>*Stay in your personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Use kind words and actions</li> <li>*Stay in your personal space</li> <li>*Inside voice</li> <li>*Raise Hand</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bathroom rules</li> <li>*Quiet Zone</li> <li>*Respect the privacy of others</li> <li>*Respect property</li> </ul>
<b>A</b> cept Responsibility	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Do your best work</li> <li>*Take care of all learning materials</li> <li>*Try to help those who are being bullied</li> </ul>	<ul style="list-style-type: none"> <li>*Go to destination and return quickly</li> </ul>	<ul style="list-style-type: none"> <li>*Bring in all personal items</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Walk quickly and quietly to destination</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your own food</li> <li>*Clean up your space and trash</li> <li>*Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Get in, get out and go back to class</li> <li>*Report any messes to an adult</li> </ul>
<b>W</b> ork Honestly	<ul style="list-style-type: none"> <li>*Do your own work</li> <li>*Be on task</li> <li>*Have courage to do the right thing</li> <li>*Include those who are left out</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up any dropped materials</li> <li>*Be considerate of others' property</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up any trash or dropped materials</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in assigned seat</li> <li>*Talk with those who are near you</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in assigned seat</li> <li>*Talk with those who are near you</li> </ul>	<ul style="list-style-type: none"> <li>*Flush properly</li> <li>*Throw away your trash</li> </ul>
<b>S</b> afety Matters	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Stay in your personal space</li> <li>*Hands to self</li> <li>*Use materials and furniture properly</li> <li>*Wash your hands frequently</li> <li>*If someone is being bullied tell an adult</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Stay in your personal space</li> <li>*Hands to self</li> <li>*Help yourself to hand sanitizer</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Follow teacher directions and rules</li> </ul>	<ul style="list-style-type: none"> <li>*Sit safely with back against the seat</li> <li>*Use a quiet voice</li> <li>*Use hand sanitizer or wash your hands before and after riding the bus</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands or use hand sanitizer prior to eating</li> <li>*Sit safely</li> <li>*Use a quiet voice</li> <li>*Walk</li> </ul>	<ul style="list-style-type: none"> <li>*Use bathroom equipment properly</li> <li>*Wash your hands when you are finished</li> <li>*Walk</li> </ul>