

Canastota Central School District



2022-2023 Parent/Caregiver Handbook

Peterboro Street Elementary School & South Side Elementary School

District Mission Statement

The Canastota Central School District believes all students are unique, can learn, and will rise to the level of expectations set for them. We will provide a positive, caring, and nurturing environment that encourages students to strive for excellence. We will foster the development of each student's positive self-image regarding his/her individual abilities and values as a human being. We are committed to educating individuals to become responsible, tolerant, and productive members of a changing society. The responsibility for this mission is jointly shared by the Board of Education, the school staff, parents, students, and the community.

PSES/SSES Mission Statement

We, the staff & students at PSES & SSES, will work together to create a positive and caring school community through our words and actions. We will encourage each other to be safe, respectful, responsible, and ready to learn every day.

PTA Mission Statement

Recognizing every child deserves excellence in education and quality of life, the New York State Parent-Teacher Association's obligation is to maintain its commitment and service to all children and its diverse membership through increased parent awareness, advocacy, education, and involvement.

Canastota Central Schools Vision Statement

The Canastota Central School District aspires to be a District of Excellence that provides the best possible education to all students in a nurturing, engaging 21st-century environment supported by a committed community.

Important Phone Numbers

During the course of the school year, it may be necessary to contact the following people. Unless otherwise noted, these individuals may be contacted by calling the school office at 697-2027 at Peterboro Street Elementary or South Side Elementary at 697-6372.

<u>Peterboro Street Elementary School</u>		
Principal	Jennie Carnahan	697-2027
School Secretary	Vernadette Moyer	697-2027
School Nurse	Meghan Ryan	697-6350
<u>South Side Elementary School</u>		
Principal	Vanessa McClowry	697-6372
School Secretary	Sandie Cary	697-6372
School Nurse	Joanne Vaccaro	697-6362
<u>Both Schools</u>		
PTA President	Stephanie Emmerich	697-2027
School Counselor	Mackenzie Citro	697-6359
School Psychologist	Amanda Schlegel	697-6353
School Lunch Director	Hollie Ackerman	697-6340
Asst. Dir. of Special Programs	Brenda Jenkins	697-8805
Transportation Director	Cindy Clark	697-8804

Faculty/Staff

PETERBORO STREET ELEMENTARY

<u>Pre-K</u> Robin Pierce <u>Aide:</u> Courtney Corigliano	<u>Kindergarten</u> Amy Perrone <u>Aide/Monitor:</u> Jolene Davis	<u>First Grade</u> Melissa Ackerman Lisa Snyder Kathleen Stockbridge Rebekah Swart Brianna Torres
Teresa Williams <u>Aide:</u> Sarah Owens	Tammy Moran <u>Aide/Monitor:</u> Lisa Fiore	
Roxanne Tupper <u>Aide:</u> Carmella Rinaldo	Kimberley Paul <u>Aide/Monitor:</u> Jen Beaulac	
Lacey Sheeley <u>Aide:</u> Miranda Floyd	Kimberly Pierce <u>Aide/Monitor:</u> Linda George	
	Diane Schmidt <u>Aide/Monitor:</u> Stephanie Emmerich	
<u>Co-Teachers K-1</u> Cassandra White (Kindergarten) <u>Aides/Monitors:</u> Martha Mills & Linda Kincella Susan Maison (Gr. 1) <u>Aide/Monitor:</u> Dolores Antl		
<u>Speech-Language Therapist</u> Daphne Tully		<u>Aide/Monitor</u> Chelsea Buda

SOUTH SIDE ELEMENTARY

Second Grade

Sydney Coleman
Katherine Galuski
Carrie Malbouf
Lori Russitano
Melinda Zupan

Third Grade

Courtney Robinson
Natalie Lambertson
Rachel Mancarella
Shelby Russo
Leah Turner

Co-Teachers 2&3

Rebecca Emmerich (Gr. 2)
Aide/Monitor: Nanette Giufre
Julie Hollibaugh (Gr.3)

Aide/Monitor

Brianne Buda

Speech-Language Therapists

Elizabeth Cunningham

Shared Faculty

AIS Specialists ~ Dona Carhart, Jennifer Cary, Tania Starling, Melissa Thomas, Kara Wallace

Physical Education/Health & Wellness ~ Amber Bonaventura & Andrea Kincaid

Art ~ Caroline Billy

ENL ~ Austin Nojaim

Librarian ~ Tracy Mammone

Music ~ Crystal Miller

Occupational Therapist ~ Danielle Birkhead

Physical Therapist ~ Lauren Bott

Bell Schedules

TIME SCHEDULE	
8:35 - 8:45 AM	Student arrival
8:35 AM - 8:45 AM	Breakfast
8:45 AM	Classes begin
10:55 AM - 1:10 PM	Lunch
3:05 PM	Dismissal for students

1 HOUR DELAY SCHEDULE	
9:35 - 9:45 AM	Student arrival
9:35 AM - 9:45 AM	Breakfast
9:45 AM	Classes begin
10:55 AM - 1:10 PM	Lunch
3:05 PM	Dismissal for students

TIME SCHEDULE FOR 2 HOUR DELAYS	
<i>NO BREAKFAST SERVED</i>	
10:35 AM - 10:45 AM	Student arrival
10:45 AM	Classes begin
10:55 AM - 1:10 PM	Lunch
3:05 PM	Dismissal for students

Attendance

Regular attendance at school is critical to learning. Absences from school interrupt the learning process. An absence from school is permitted by State Education Law only for the following reasons:

1. Sickness
2. Sickness or death in the family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Required presence in court

Students who are tardy to school (anytime after 8:45 AM) MUST be signed in at the office. The school will call you when your child is absent. If possible, we would greatly appreciate it if you would call the main office when your child is absent at PSES. At SSES, please call the Health Office. This will help expedite our calling and documentation process. Staff are available beginning at 8:00 AM (Peterboro Street @ 697-2027, South Side @ 697-6372). You may certainly leave a message prior to 8:00 AM.

If a parent/guardian wishes to pick up a student's work when their child is absent, they should call the office by 9:30 AM to make the request. The materials can be picked up between 2:30 and 4:00 PM in the school office. Parents will be informed regarding home tutoring for lengthy illnesses (according to District Policy).

Every attempt should be made to arrange family vacations to coincide with school vacations. If work is missed due to illegal absences, some of the work may be assigned over vacation or upon the student's return to school.

The Importance of Good Attendance

If children don't show up for school regularly, are tardy, or are often picked up early, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

- Too many absences, tardies, or early pick-ups can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read and comprehend.
- Students can fall behind if they miss just a day or two days every few weeks.
- Being late to school can cause chronic poor attendance.
- Absences can affect the classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly and on time helps children feel better about school and themselves. Good attendance helps children be successful in school, college and work.

-Attendanceworks.org

System-generated letters from administration will be mailed home if your child is absent and/or tardy for 5 or more days. Additional letters will be sent at 10 and 15-day thresholds.

Student and Staff Safety

- Student Information Sheets (green sheets) are used to keep our electronic student management system, SchoolTool, up-to-date. Please be sure to provide us with the most current information (ie. new cell phone numbers, address changes, individuals authorized to pick your child up at school) as it applies to your child.
- Emergency Early Dismissal sheets (pink sheets) should be completed and returned to school as soon as possible so we know the plan for your child in the event we need to dismiss earlier than usual due to weather, a water main break, etc. It is important that parents/guardians communicate with the building as soon as any changes occur to the plan.
- For the safety of all students and staff, all doors will remain locked and doors will not be propped.
- Parents and visitors must be buzzed in and report to the office upon entering the building. Individuals will be asked to show identification to office staff prior to gaining access to the building.
- Every attempt should be made to schedule appointments outside of the school day, so as not to interrupt instructional time or the school day.
- If your child is to be picked up early for an appointment, please send a written note to the teacher, who will share it with the secretary. The written note should include the student's full name and the classroom teacher's name. Please do not text or email staff as an alternative. All changes must go through the Main Office.
- Children who are leaving early must be signed out by the parent or authorized adult, over the age of 18 with a valid **photo ID**. Upon returning to school from the appointment, the parent/caregiver must bring the child to the front door and sign him/her in.
- Please make every attempt to call the office with **any dismissal changes before 12 pm**. Only the Transportation Department can authorize emergency changes for bussing after 12 pm.
- Safety during arrival and dismissal is extremely important. Identification is required of any adult picking a child up from school. We ask that all parents follow these guidelines:
 - At Peterboro Street, please park in the designated parking areas or in front of the building, when picking up your child.
 - At South Side, please park on First Street, High Street or Second Street. Walkers will be dismissed from the walker door facing High Street.
 - DO NOT pull into either driveway/parking lot at Peterboro or South Side. This will alleviate congestion in the parking lots during the loading and unloading of buses.

According to State Law, no one may pass a stopped school bus when its red lights are flashing, including those in school driveways.

If you will be picking your child up every day, please complete a Transportation Form and indicate your child is a walker. This will allow you to pick up your child at 3:05PM, at the front door/vestibule area at Peterboro Street School or the Walker Door/High Street entrance at South Side School. **Anyone picking students up needs to bring photo identification each and every time.** Teachers are not permitted to release children until the office calls them. Parents/Caregivers are not allowed to go directly to the classroom to pick up their child(ren).

Parking

At Peterboro Street Elementary School, please use the parking lot at the rear of the school. If that area is full, please use the parking available on Chapel Street.

At South Side, there is limited parking in the parking lot. We ask that any parent/guardian attending meetings park on High Street, First Street, or Second Street.

Health Office Procedures

Student Medication

- The parent or guardian must assume responsibility to have any medication delivered directly to the health office in a properly labeled, original container. Please call the nurse in your child's building to arrange a time to drop off the medication.
- A physician's statement as to what is to be taken, how much and at what time, along with a parental note of permission, is also required.
- No medication should be kept in a student's classroom, backpack, etc. This includes all prescription and nonprescription medicines, including Tylenol, cough medicine, cough drops and vitamins.
- Our school nurses are Meghan Ryan at PSES (697-6350) and Joanne Vaccaro at SSES (697-6362). They are licensed, registered nurses. In the event any health-related issues occur, please contact them directly.

Head Lice

If live head lice is found, the student is excluded from the classroom and from school. The parent will be contacted to transport the student home. The parent will be notified of:

- The correct methods of treatment
- The fact that the child must be excluded from school for, at least, the remainder of that day
- Once the student has been treated, the parents must provide transportation to school. The student will be excluded until the school nurse determines he/she may return.

Once a child has been sent home with head lice, the school bus will not pick up the child for transportation to the school until instructed by the building principal or school nurse. In the event there is a prolonged absence/or repeated exclusion, the building administrator will make a determination as to the provision of home-based services. This determination will be made on a case-by-case basis.

Hand Sanitizer

The District may provide hand sanitizer containing at least 60 percent alcohol for all adults and students who can safely use it when hand washing with soap and water is not possible. Students may use their own hand sanitizer, however, it cannot be on their person. NYS Ed Dept recommends that hand sanitizers should be used where traditional soap and water are not readily available.

CANASTOTA CENTRAL SCHOOLS

CODE OF CONDUCT FACT SHEET FOR PARENTS

Why do we need a code of conduct?

Project SAVE (Safe Schools Against Violence in Education) is a New York State law that requires school districts to develop an expanded code of conduct in collaboration with students, parents, teachers, administrators, and other school personnel. It became effective on July 24, 2000. Some highlights of Project SAVE are:

- Character & civility education must become part of the K-12 curriculum;
- Each school must have a comprehensive safety plan and a safety team;
- Teachers may remove a student from class for one or two days in accordance with a specific process, and
- All prospective employees must be fingerprinted

In addition, DASA (Dignity for All Students Act) became a New York State law effective July 1, 2012. It provides all students in New York public schools an environment free of discrimination and harassment. It states that no student shall be subjected to discrimination based on their actual or perceived: race, color, weight, national origin, religion, religious practice, disability, sexual orientation, gender identity, or sex.

What is the purpose of the code of conduct?

School districts must adopt a code of conduct for the maintenance and enforcement of the order on school property, including school functions.

Who is governed by the code of conduct?

The code governs the conduct of students, teachers, and other school personnel, as well as visitors.

What is the rationale for the school district's dress code?

Rules concerning student dress must relate to a specific educational purpose, such as health, safety, or full participation in school activities. School authorities may prohibit dress that is so distracting as to interfere with the learning process. Students' dress must be safe, appropriate, and not disruptive to the educational process.

What is prohibited student conduct?

Any disruptive behavior, misuse of computer/electronic communication devices, insubordination, violence, any conduct which endangers the safety, morals, health, or welfare of others, as well as academic misconduct (ex: cheating), constitute prohibited behavior.

What is the process for a teacher's removal of a disruptive student?

A disruptive student is a student who substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. In such a case, the teacher may remove the student from his/her class for up to two days. The teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours.

When are the parents informed?

Within 24 hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

Definition and Philosophy of Discipline

Maintaining appropriate behavior within a school is essential to the instructional process. The District acknowledges that this is a cooperative effort that involves the student, teacher, administrator, and parents. Effective discipline is a student's demonstration of, and responsibility for, socially appropriate behavior in a variety of school community real-life situations. Effective discipline is accomplished by adults and students building on the following tenets:

- All individuals recognize a need to do what is socially appropriate
- Behavior is ultimately determined by controls internal to the person
- Students need assistance to analyze, reflect, and address their needs in the school and the community
- Rewards are internal to the person and related to the satisfaction of needs
- The individual's internal controls grow through strong and wholesome relationships with family, adults, and peers
- Socially acceptable behavior is nurtured through teaching, modeling, and interventions
- Rules are necessary as external controls that establish guidelines for behaviors

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age
- The nature of the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers, and/or others
- Other extenuating circumstances

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Students' Rights

- Access to educational and extracurricular activities on an equal basis, without regard to a person's actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm;
- Learn in an environment free of discrimination, harassment, and bullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other reason;
- Have complaints about school-related incidents that occur on school property or at school functions, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to.

Prohibited Student Conduct

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

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

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

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect
2. Lateness for missing or leaving school without permission, failing to follow sign-in/sign-out procedures (where applicable)

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

Failing to comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
2. 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.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of a person's actual or perceived race, color, creed, national origin, weight, ethnic group, religion, religious practice, gender, (including gender identity or expression) sexual orientation, or disability as a basis for treating another in a negative manner.
5. Harassment or bullying, as defined in Section II of the Code of Conduct, labeled "Definitions."
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Selling, using, or possessing obscene material.

8. Using vulgar or abusive language, cursing, or swearing.
9. Using, possessing, or distributing tobacco products including cigarettes, cigars, pipes, or chewing or smokeless tobacco.
10. 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, synthetic marijuana or cannabinoids, including but not limited to items labeled as incense, herbal mixtures or potpourri, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Inappropriately using or sharing prescription and over-the-counter drugs.
12. Gambling.
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
14. Initiating a report warning of fire or other catastrophes without valid cause, misuse of 911, or discharging a fire extinguisher.

Misconduct on the school bus

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

Involvement in any form of academic misconduct

1. Cheating.
2. Copying.
3. Altering records.
4. Assisting another student in any of the above actions.

Consequences:

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

1. oral warning
2. a written warning
3. written notification or phone call to parent
4. detention
5. suspension from transportation
6. suspension from athletic participation
7. suspension from social or extracurricular activities
8. suspension of other privileges
9. suspension or revocation of student's access to District computers and internet connections
10. removal from the classroom by the teacher
11. short term suspension from school
12. long term suspension from school

13. removal from a regular school program
14. permanent suspension from school
15. school or community service that relates to behavior
16. superintendent's hearing/possible assignment to alternate program
17. police involvement

Procedures for reporting problems:

School employees who witness conduct that may be harassment, discrimination, or bullying, or who receive a report of such conduct, are required to report that conduct to the Dignity Act Coordinator of that student's building no more than one school day later. The DACs are as follows: Jennie Carnahan, principal of PSES, Vanessa McClowry, principal of SSES, Derek Sajnog, principal of RSES and Peter Schultz principal of the JSHS. Parents and students who wish to report any of the above conduct covered by this policy would report to the Dignity Act Coordinators listed above.

Dignity For All Students Act (DASA)

Official Policy:

The Dignity for All Students Act is an official policy of New York State that requires all students in public schools to have the right to an education free of discrimination and harassment. The information included on this page are the resources to help students, parents, and guardians understand what this law means and how it is to be put into practice by the district.

Dignity for All Students Act Incident Reporting Procedures

When a student reports that he or she has been bullied or harassed to any adult the following procedures will be followed:

1. Complaint received from the student.
2. Adult/student refers a complaint to the Dignity Act Coordinator (DAC) within 1 day. The adult must submit a written account of the complaint to the Dignity Act Coordinator within 2 days of receiving the complaint.
3. Dignity Act Coordinator logs complaint: date and time received, name of referral source, date and time. The District Compliance Officer is notified by the DAC.
4. DAC conducts an investigation within one day. A log is kept: names of the complainant, witnesses, dates, and times of interview(s).
5. DAC submits a written summary of findings to the District Compliance Officer (DCO) and any actions taken to remedy the complaint.
6. DCO reviews investigation: concurs or modifies actions taken. Logs report with date, time, and solution/remediation.
7. DCO/Superintendent will report to the Board of Education (BOE) quarterly.

Dignity Act Coordinators:
Buildings Principals

District Compliance Officer:
Assistant Superintendent

Please see the Dignity for All Students Act Elementary School Summary on the next page.

Dignity for All Students Act Elementary School Summary

What is the Dignity for All Students Act (DASA)?

It is a law that says all children have the right to feel safe and comfortable about how they look, how they learn and who they are. The law keeps all students from being harassed, bullied or made to feel unsafe on an on-going basis by anyone at school or on the bus.

What is harassment/bullying?

Harassment is when you do or say something that makes someone feel unhappy or unsafe repeatedly. Bullying and cyberbullying are kinds of on-going harassment.

Actions: Doing something that makes someone feel unhappy or unsafe repeatedly.

- | | |
|---|---|
| <ul style="list-style-type: none">● Poking● Hitting● Giving a mean look● Embarrassing someone● Taking things without asking | <ul style="list-style-type: none">● Pushing● Kicking● Ignoring or leaving someone out● Getting back at someone● Other actions like this |
|---|---|

Words: Saying, writing or using technology to make someone feel unhappy or unsafe repeatedly.

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| <ul style="list-style-type: none">● Teasing● Name calling● Spreading rumors● Threatening● Saying other things like this |
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What happens if a student breaks the rules of The Dignity Act?

The school will help the student learn to make a better choice and there may be a consequence.

- | |
|---|
| <ul style="list-style-type: none">● Learning to make a better choice could be: seeing the social worker, making a plan for better choices, having a parent conference.● Consequences could be: warning, time in the office, loss of privilege, call to parents, spending lunch, recess or time before/after school in the office, in-school or out-of-school suspension. |
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What can a student do to stop bullying and harassment?

Choose to use kind words and actions. Tell an adult about unkind words and actions. Follow the Golden Rule: Treat others the way you would like to be treated.

Please visit the website below for more information:

<http://www.p12.nysed.gov/dignityact/documents/DignityActBrochureUpdateFinal.pdf>

-Resource: Fayetteville-Manlius School District's Dignity Act Policy for Elementary Schools

Technology

All students in the Canastota Central School District are provided with a computer network account that provides access to district computers and digital information systems, including the Internet (filtered for content). In addition, students in grades K-12 are provided with district-managed Google Apps for Education accounts. More information about the district's digital information systems and student expectations can be found in Board of Education Policy #5018 online at www.canastotacsd.org or by contacting the *Director of Instructional Technology, Mike Sales*. The standard procedure in the District shall be to provide each student with access to the District's digital information systems unless the student violates the District rules for the use of those systems or the District is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems.

Acceptable Use Policy Regarding Use of Computer Technology

Inappropriate Uses of Technology Among Users Include the Following:

1. Violation of property rights and copyrights in data and computer programs.
2. Intentional or neglectful destruction or damage of other users' data or programs.
3. Unauthorized access to and use of an account, and the network facilities, or use of such facilities, for purposes other than those for which they were permitted to the user.
4. Unauthorized access to and use of an account, and the network facilities for personal or private gain.
5. Reading or use of private files/data without proper authorization.
6. Unauthorized attempts to alter computer hardware or software.
7. The use of "outside" software.
8. Use of the network for slanderous, abusive, intimidating, or otherwise offensive messages.
9. Using the network to send or display unsolicited, non-educational related messages or pictures which are offensive, obscene, harassing, attacking, or insulting to others, including games and chat rooms.
10. Fraudulent use of another person's name or ID to send or receive messages or pictures - or to gain access to network software.

When there is any indication of unauthorized use or abuse of the system or any other action which interferes with the proper functioning of the system, or infringes on the rights of other users, Canastota Central School will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the building principal for appropriate disciplinary or legal action.

DISTRICT DRESS CODE

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.

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in an appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing which is or which bears messages which are lewd, vulgar, obscene, or too revealing, as well as clothing-bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

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

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

Consequences for Violating Dress Code

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, if necessary or practical, and replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline.









School-Wide PBIS Expectations

What is PBIS?

PBIS (Positive Behavior Interventions and Supports) provides ideas to support teaching, modeling, and recognizing positive, appropriate behavior in schools and identifies systems for logically responding to the classroom and individual student problems.

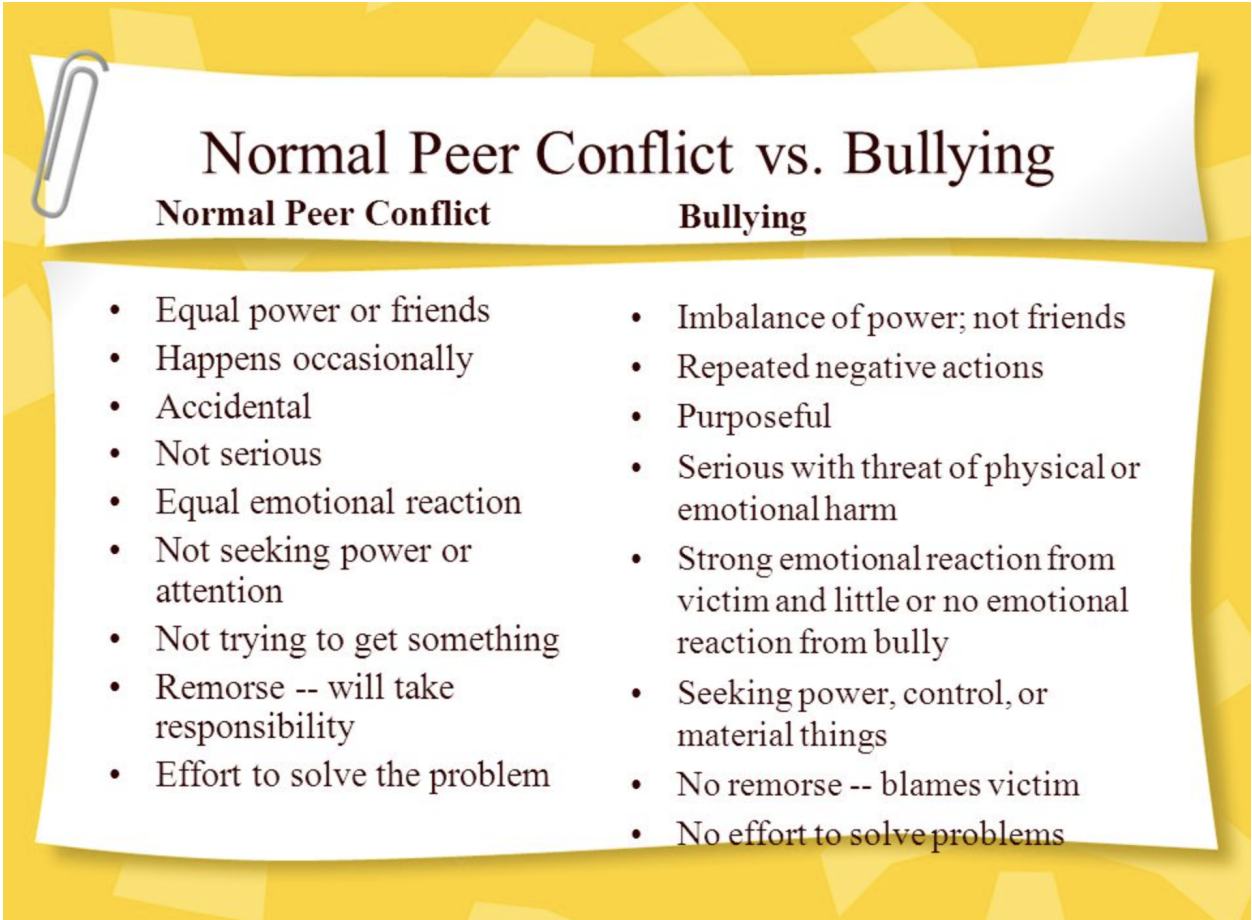
We have three main expectations that we model and teach throughout the school. Those expectations are to: BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE.

We also focus on important voice levels in each area of the school. Those voice levels are: 0 = Silent, 1 = Whisper/Partner Voice, 2 = Speaking Voice and 3 = Outside/Recess Voice.

	Classroom/ Specials 	Hallways 	Cafeteria 	Bathrooms 	Playground 	Bus 	Special Events 
Be Safe	<ul style="list-style-type: none"> • Walk • Hands & feet to yourself • Use materials appropriately 	<ul style="list-style-type: none"> • Face forward • Stay to the right 	<ul style="list-style-type: none"> • Wait in line for your turn 	<ul style="list-style-type: none"> • Walk • Keep water and soap in sink 	<ul style="list-style-type: none"> • Use good body control • Use materials appropriately 	<ul style="list-style-type: none"> • Walk to and from bus • Stay seated • Hands & feet to yourself 	<ul style="list-style-type: none"> • Hands & feet to yourself • Sit appropriately
Be Respectful	<ul style="list-style-type: none"> • Use kind words and actions • Listen while others are speaking 	<ul style="list-style-type: none"> • Voice level 0 	<ul style="list-style-type: none"> • Use manners • Keep food in your plate or in your mouth 	<ul style="list-style-type: none"> • Respect each other's privacy • Voice level 0 or 1 	<ul style="list-style-type: none"> • Play fairly and take turns • Use kind words and actions 	<ul style="list-style-type: none"> • Use kind words & actions • Voice level 1 	<ul style="list-style-type: none"> • Eyes and ears focused on speaker • Voice level 0
Be Responsible	<ul style="list-style-type: none"> • Follow directions • Do your best • Be prepared 	<ul style="list-style-type: none"> • Follow the person in front of you • Hands & feet to yourself 	<ul style="list-style-type: none"> • Eat only from your lunch • Clean up after yourself 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands • Put paper towels in trash 	<ul style="list-style-type: none"> • Dress for the weather • Voice level 0 when returning inside 	<ul style="list-style-type: none"> • Keep the bus clean • Be ready for your stop 	<ul style="list-style-type: none"> • Listen for directions from adult • Enter and leave using voice level 0

Bullying vs. Conflict

At times, students will have conflicts with peers. Many of these are to be expected as students mature and move through the elementary grades. It is our job as school personnel and parents/caregivers to support them while allowing them to navigate some of these relationships. In many instances, it is typically a conflict that occurs between children as opposed to bullying. Please utilize the chart below as a tool to help differentiate between normal conflict and bullying.



Normal Peer Conflict vs. Bullying

Normal Peer Conflict	Bullying
<ul style="list-style-type: none">• Equal power or friends• Happens occasionally• Accidental• Not serious• Equal emotional reaction• Not seeking power or attention• Not trying to get something• Remorse -- will take responsibility• Effort to solve the problem	<ul style="list-style-type: none">• Imbalance of power; not friends• Repeated negative actions• Purposeful• Serious with threat of physical or emotional harm• Strong emotional reaction from victim and little or no emotional reaction from bully• Seeking power, control, or material things• No remorse -- blames victim• No effort to solve problems

Report Cards

To keep you informed of your child's progress in school, report cards are issued every ten (10) weeks (4 times a year - November, January, April, and June). Report cards are distributed at formal parent conferences in November and April while the January and June report cards are sent home with your child.

In addition to the four detailed report cards, interim reports may be issued to students in grades 1 - 3 at the midpoint of each marking period. The purpose of this report is to formally make you aware of your child's progress between report cards.

Homework

According to the Canastota Central School District Policy 8013, homework is an extension of the classroom and designed to reinforce instruction and support student learning. The number, frequency, and degree of difficulty of homework assignments are the prerogative of the teacher. Policy 8013.1 has homework guidelines for parents which states "The Board of Education believes that parental involvement in student's homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide good working conditions at home, but must refrain from doing the work for their child." Please visit www.canastotacsd.org if you would like to see the policies in their entirety.

Special Education Services

The Canastota Central School District offers special services for students with disabilities. These services, in accordance with Part 200s of the Commissioner's Regulation and Federal Guidelines, are offered once a student has been identified as having a disability, has been recommended by the Committee on Special Education, and approved by the Board of Education.

Requests for evaluation of a student should be directed to the building administrator prior to contacting the Pupil Personnel Office.

A Student Support Team (SST) functions in each building to assist staff in discussing the child's program, along with individual strengths and weaknesses. Data is gathered, strategies are reviewed and suggestions are exchanged in an attempt to find the solution to the student's difficulties.

Field Trips

No student will be allowed to leave the school grounds without a Field Trip Permission Slip signed by the parent/caregiver. Please thoroughly complete and return permission slips promptly. The only exception to this is for visitations or events held on campus in another building, ie. a performance at the 4-12 Complex in the auditorium.

Transportation

Parents or caregivers may request in writing that a student be picked up or dropped off at another location within the District. Such requests are to be submitted to the bus garage or school secretary at least three (3) days before they are to go into effect. In the interest of safety, this type of request will be approved if the change is regular and permanent in nature.

Example: Thursdays and Fridays from October 1 through February 15.

Requests for students to ride another bus to a party, lessons, meeting, sleepover, etc. will not be granted. **Changes for the day MUST be called in before 12:00 PM to the PSES/SSES school office. Please remember an adult must be visible in order for us to drop off your child at his/her stop.**

If you have any questions regarding transportation, please contact the Transportation Department at 315-697-8804.

Bus Discipline Procedures

If a student misbehaves on the bus, the driver will submit a bus conduct report. After the transportation director has reviewed this report, it may be forwarded to the building principal. Upon receipt, the building principal will meet with the involved student(s) to discuss the report and any consequences.

If there is a problem on the bus, please follow the chain of command and call the Bus Garage/Transportation Office @ 315-697-8804 first. Transportation will then disseminate the appropriate information to relevant staff members.

Emergency School Closing

Occasionally, it may be necessary to close school or delay its opening because of weather conditions or other emergencies. The easiest way for you to find out if the school will be closed or delayed is to subscribe to ParentSquare alerts. Please be sure your contact information is always up-to-date. You can also refer to the District website for such information.

Breakfast will still be served if there is a one (1) hour delay. If there is a two (2) hour delay, breakfast will not be served.

Party Treats

During the course of the school year, your child's class may have parties or individual birthday treats. For health reasons, we request that only prepackaged, store-bought treats or items from a bakery be sent in. Due to allergies, a list of ingredients should be affixed to the treats. Please notify your child's teacher as soon as possible if you wish to bring treats to school.

In consideration for all students and to not interrupt the educational process, we ask that birthday gifts such as flowers and stuffed animals NOT be sent or brought to school.

We also ask that party invitations NOT be passed out in school unless every classmate or every boy or every girl is invited. As a reminder, we are not allowed to give out addresses or phone numbers of students.

No Video/Photos

During the school year, photographs and/or videos might be taken of students for use in district-produced publications, on the district website or by the news media. If you do not wish your child to be photographed or videotaped, please indicate this, in writing, to your child's building administrator.

Please Note: Parents should only ever take photos of their own children while on school grounds.

Show & Share

Due to allergies and for the safety of everyone, live animals are not permitted in school for Show & Share.

Cafeteria/Food Service

A monthly menu will be sent home with your child. It is also accessible on the website. Should you have any questions or concerns, please contact the School Lunch Director, Hollie Ackerman, at 697-4000 or 697-6340 or via email at hackerman@canastotacsd.org.

Everyone should be sure to complete the Free and Reduced Lunch Application each fall. If your financial situation changes, do not hesitate to request and complete another application at any time. Applications are also available on the district website.

Also note that absolutely NO fast food (McDonald's, etc.) is permitted at any time.

Lost and Found

Articles that are found are brought to the school office where they will be held. If something is lost, please check with the office secretary. Periodically, unclaimed items are washed and used by the school nurse as extra clothing or donated to the Opportunity Shop. Winter clothing is used for students to borrow during recess time. Tables of lost and found items are put out during parent/teacher conferences for parents to peruse.

Student Property

Please remind students to leave valuables at home. Toys and other items that are not needed for school work should be left at home. Valuable electronic devices (iPods, cell phones, handheld video games, smartwatches, etc.) should not be brought to school. The school district is not responsible for any lost, stolen, or broken items of this nature.

Students who do bring toys to school (for indoor recess or show & share) do so with the responsibility of safeguarding them during the day, as well as on the bus. If items from home cause a disruption, parents/guardians may be asked to leave these at home.

Hats may be worn from the bus to the school and from the school to the bus. Teachers may allow students to wear hats to the playground and for special occasions such as Spirit Days monthly.

Visitors to the School Canastota Code of Conduct

In previous years, the Board has encouraged parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The building principal or his/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 to the school must report to the office of the principal upon arrival at the school. There, he/she will be required to sign the visitor's register, leave a valid ID in the office, 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 office before leaving the building. Visitors must sign out in the office before leaving the building, too.
- Visitors attending school functions that are open to the public, such as PTA meetings or public gatherings, are not required to sign in.
- Parents or citizens who wish to observe or volunteer in a classroom while school is in session are required to arrange such visits in advance with the building principal and the classroom teacher(s), so that class disruption is kept to a minimum.
- Parents are expected not to take class time to discuss individual matters with the teachers. If you wish to discuss issues with the teacher, please set up a date/time for a meeting that works for all parties.
- 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 it.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Student Safety Allergy Awareness

Dear PSES/SSES Parents/Caregivers,

There is nothing more important to us than student safety. This letter is to inform you that we have students in our buildings who have life threatening food allergies. These food allergies may be severe and exposure in any form (skin contact or ingestion) to these substances could result in anaphylaxis, a potentially fatal condition that requires immediate medical attention. The most common food allergies include: peanuts, tree nuts, milk, eggs, wheat, soy, sesame, fish and shellfish.

We know that many parents like to celebrate birthdays and other occasions with special treats. We encourage parents to celebrate with non-food items such as stickers, pencils, themed erasers, or other trinkets, rather than food. Any food sent in to share with students must be pre-packaged and contain an ingredient label. Please give these items to your child's teacher for distribution. Please instruct your child to not share food with other classmates.

Some policies that are enforced throughout the school to maintain a safe environment for all individuals with food allergies include:

- No sharing food between students
- Handwashing before and after meals
- Surface cleaning after meals
- Designated nut free areas in classrooms and cafeterias
- No eating allowed on busses
- Eating is restricted to specific times and locations within the building

Thank you in advance for helping to make the classroom and all school environments safe and healthy places for all students.

Sincerely,

Ms. Jennie Carnahan

Peterboro Street Elementary Principal

Mrs. Vanessa McClowny

South Side Elementary Principal