

Walter B. Howard
Elementary School
1478 State Route 20
New Lebanon, NY 12125
518-794-8554
www.newlebanoncsd.org

Student Handbook
2008-2009



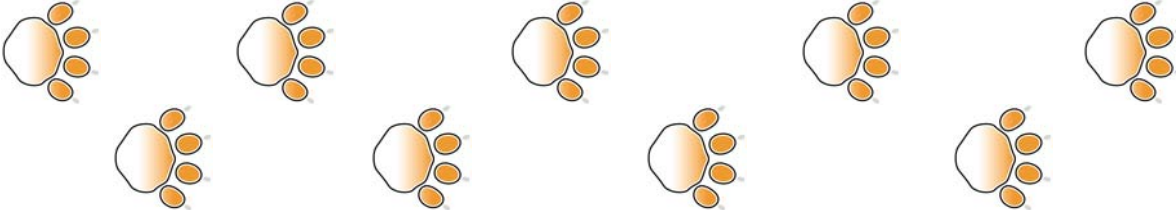
Dear Parents and Students,

Welcome to Walter B. Howard Elementary School. This handbook is designed to provide you with important information about our school. Please feel free to call or drop by if you have any questions or concerns about any issues in or out of the handbook.

The staff of Walter B. Howard Elementary School encourages your active involvement in your child’s education. This partnership will enhance your child’s experience in school and serves to highlight the importance of his/her education. We look forward to providing your children an exciting learning experience.

Please share and discuss this handbook with your child/children.

**Sincerely,
Dan Packard
Elementary Principal**



NEW LEBANON CENTRAL SCHOOL DISTRICT
MISSION STATEMENT

In partnership with the community, we are committed to providing educational experiences that nurture growth, cultivate interests, and develop talents to enable all students to become successful, responsible, life-long learners in a changing world.

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Resource People

Karen McGraw	Superintendent	794-9016
Dan Packard	Elementary Principal	794-8554
Leslie Whitcomb	High School Principal	794-7600
Patricia Mullen	CSE Chairperson	794-8554
Ed Davis	Transportation Supervisor	794-8316
Krista Giangrossi	Superintendent's Secretary	794-9016
Lisa Kreutziger	Elementary Secretary	794-8554
Claudia Roberts	Senior Clerk	794-9016
LuAnn Iorillo	CSE Secretary	794-8554
Cheryle Rice	Jr/Sr High School Nurse	794-7600
Leah Bendick	WBH School Nurse	794-8554
Aaron Perry	Computer Coordinator	794-8554

<u>Grade</u>	<u>Teachers</u>
K	Jolene Saltsman
K	Carolyn Tinger
1	Kathleen Bove
1	Tracy Kent
2	Cissie West
2	Martha Raftery
3	Ann Lala
3	Mary Kate Willis
4	Alex Chandler
4	Laura Fiato
5	Nellie Barker
5	Erin Sullivan
6	Jim Colloton
6	Beth Chittenden

		Teaching Assistants	
Art	Andrea Downs		Roberta Buff
Music	Carolyn Pavlinik		Kristen Carson
Library	David Hawkins		Gail Hartigan
Physical Ed.	Bryon Lewis		Dena Harty
	Frank Healy		Carol Lynch
Special Ed.	Bill Johnson		Bryn Padrick
	Becky Vaillancourt		Lucy Pracher
Remedial	Michelle Bruns		Kim Trombley
	Amy Gravina		
Speech	Vicki Count		
	Heather Riccardi		
Psychologist	Kate Strange		
Social Worker	Rick Morgan		
O/T	Stephanie Hover		
	Hilary Ferris		
P/T	Chris Fitchett		

ABSENCES

If your child is absent, please call the nurse at 794-8554 ext. 3006 by 9:00 a.m. Upon your child's return, please send a written note stating the date and reason for the absence. If a note is not turned in to the nurse, within 5 days the absence is considered unexcused. If you would like a copy of the school's attendance policy (7.1), please contact the main office.

If work is being requested for an absent student, please do so when you call the school nurse to report the illness. This will provide adequate time for teachers to prepare the work.

We discourage family trips that take place during school time. These absences are unexcused. Homework requests for these situations will be handled individually.

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

Policy 7110 Approved 2/16/05

Purpose/Statement of Objectives

- a) This Board of Education attendance policy has been developed and implemented to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law §§3205 and 3210 and establishes a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance.
- b) It shall be the responsibility of the Superintendent of Schools to prepare and the Board of Education to enact appropriate rules and regulations to monitor and record the attendance of all children.
- c) The New Lebanon Central School District Board of Education, in accordance with the State Education Law requires that each minor in the District regularly attends school full-time from the first day of session in September of the school year in which the minor becomes six (6) years of age through the last day of the school year in which such minor becomes sixteen (16) years of age, unless he/she has successfully completed all requirements for a high school diploma. Any District resident who is under 21 years of age, who has not received a high school diploma, is entitled to attend the New Lebanon Central School District without payment of tuition. The student may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that provided in the public schools.

Strategies to be Employed

The District will employ the following strategies to ensure good attendance of all of its students:

- a) An attendance policy and appropriate record keeping mechanisms to ensure that the attendance of all students is tracked and analyzed.
- b) Mechanisms to intervene on the individual student level when a student's attendance record demonstrates a need for improvement.
- c) Incentives to encourage good attendance and improve the attendance of all District students.

Excused and Unexcused Absences

Appropriate Grounds for Excused Absences or Tardiness

The student and his/her parent or person in parental relation are responsible for providing written notification of the reason for such absences upon the student's return to school.

Whenever possible, parents or persons in parental relation are encouraged to contact the school in writing or by telephone prior to the absence. The following list represents legal and appropriate bases for being absent from school or tardy.

Excused Absences/Tardies

The following is a list of possible reasons for a student's absence/tardy to be excused:

- a) student illness
- b) illness or death in the student's family
- c) late bus arrival due to unsafe travel conditions
- d) religious observance
- e) appointment with a physician or other health care provider when appointments can not be scheduled beyond the school day (documented)
- f) medical quarantine of the student
- g) required court appearance by the student or other legal matters
- h) college visit with prior approval of the administration
- i) school related activities (field trip, presentation/competition of another school, etc.)
- j) academic examination
- k) family/school crisis
- l) any other absence excused at the discretion of the Superintendent

Unexcused Absences/Tardies

An absence or tardy from school for any reason other than those listed above shall be considered unexcused.

The District will not accept parental requests to excuse their child from school for reasons not included above (e.g., to take a driver's test, to get a haircut, to go shopping, to go on a family trip, or not stating a specific reason). Excuses that a student "overslept" or had "car trouble" are also unacceptable and will constitute an unexcused absence or tardy.

Absences for reasons set forth above for which a student does not have pre-approval from the School Principal or for which the student does not provide an appropriate note or documentation within three (3) school days of his/her return to school will also be recorded as an unexcused absence.

Record keeping

- a) The school nurse will be responsible for: collecting written excuses for absences; determining legal and illegal absences according to the above section of this policy; and filing excuses for absences in a student's folder.

The student's parent/guardian or the student (if he/she is legally emancipated) shall be responsible for notifying the school of the student's absence on each day the student is not in attendance. Such notification shall be made to the school nurse by 9 a.m. at the Jr./Sr. High School and by 10 a.m. at the Walter B. Howard Elementary School on the day the student is absent. The school nurse will make daily contact with the student's parents/guardians regarding the student's absence (excused/unexcused) if it has not been reported by these times.

b) When attendance will be taken:

1. At the Walter B. Howard Elementary School, attendance shall be taken each morning at the beginning of the school day.

The classroom teacher will indicate all absent and tardy students on a daily attendance form. The classroom teacher will also send all absence notes to the main office. The classroom teacher is responsible for notifying the school nurse of a mistake in attendance.

The school nurse is responsible for attendance record keeping. The school nurse will refer to each teacher's daily attendance form and record each student's absence and tardiness on each child's attendance record. A record of individual student tardiness including time of arrival will be maintained in the Nurse's office. The classroom teacher will indicate absences and tardiness on each student's report card.

2. At the Jr./Sr. High School attendance shall be taken at the beginning of each scheduled period. Each teacher/supervisor shall record the students' presence or absence and shall report all absences or tardies to the Nurse's office. Each teacher/supervisor shall maintain a written record of student attendance for each period.

- c) Contacting parents. If no parent or person in parental relation is home, the District will contact a parent or person in parental relationship at their place of employment. In both situations, if contact is not made with a parent or person in parental relation, a message will be left for the parent or person in parental relation to call the school immediately.
- d) Each student's attendance record shall include the following information: name, date of birth, names of parents or persons in parental relation; address where student resides; phone numbers where parents or persons in parental relation can be reached; date of enrollment; a record of the student's attendance on each day of scheduled instruction recorded in conformity with the Win-School Codes shown below; a record of each scheduled day of instruction during which the school is closed for all or part of the day due to extraordinary circumstances.

Win School Codes*

ISS	=	In School Suspension
OSS	=	Out of School Suspension
P	=	Present
P/A	=	Present/Absent - Child here & leaves
A/P	=	Absent/Present - Child is sick and then comes in
TE	=	Tardy/excused
T	=	Tardy/unexcused
A/S	=	Absent sick
A/L	=	Absent excused
A/I	=	Absent unexcused
A/App	=	Absent, had an appointment
A/Ed	=	Absent due to Education (child to work day)
A/Rel	=	Religious Holiday

- A/Family = Absent due to illness in the family
- A/T = Absent Truant
- S = Any other absence excused in the discretion of the Superintendent

*Win School codes may be revised at any time. The foregoing codes are examples of codes that may be used, or other codes developed by Walter B. Howard Elementary School and the Jr./Sr. High School may be used.

Incentives, Consequences, Course Credit

- a) Incentives for Good Attendance. In addition to the likelihood of enhanced educational progress, good attendance will be the basis for student recognition awards. Any student who has perfect attendance shall be eligible for perfect attendance recognition.

Students will be rewarded for good attendance with a variety of school privileges. Such privileges may include, but are not limited to, participation in and/or attendance at: dances, sporting events, extracurricular activities, clubs, school concerts, and field trips.

- b) Consequences for Poor Attendance. Chronic absences and tardiness, whether excused or unexcused, are disruptive to the educational process and will not be tolerated. Make-up work will be encouraged for excused absences. For unexcused absences, make-up work will generally not be offered. The following procedures are in place to deal with excessive absences (whether excused or unexcused):

Walter B. Howard Elementary School

- a) 10 days absent -- written notification to parents by the school nurse;
- b) 18 days absent -- there will be written notification to the parents by the principal including a review of the school attendance policy. There will also be a meeting with the principal, teacher, parent and the school nurse; parents will be informed by potential need to contact Child Protective Services and file a PINS (Person in Need of Supervision) Petition. The student may be excluded from participating in any school-sponsored activity until the meeting takes place;
- c) 25 days absent -- there will be a meeting with the principal, teacher, parent and school nurse with written notification to the parent advising imminent potential to call Child Protective Services and to file a PINS petition based on the discretion of the principal.

Jr./Sr. High School

- a) Parents will receive written notification, as a warning, for a two (2) semester course after a student has accumulated 8, 18, and 25 days of absences. The final notification of 28 days supports the policy of loss of credit.
- b) Parents will receive written notification, as a warning, for a one (1) semester course (or Physical Education scheduled three (3) times or less per week) after a student has accumulated 4 and 9 days of absences. The final notification of 14 days supports the policy for loss of credit.
- c) Parents will receive written notification, as a warning, for a ten (10) week Occupational Education course after a student has accumulated 3 and 5 days of absences. The final notification of seven (7) days supports the policy of loss of credit.
- d) Parents may be requested to meet with the student's teacher to discuss the importance of improving course attendance as absences accumulate.
- e) The Principal shall decide whether or not to file a PINS as a result of poor attendance.

Course Credit

- a) In a two (2) semester course, twenty-eight (28) absences may result in a loss of a unit of credit.
- b) In a one (1) semester course, fourteen (14) absences may result in a loss of credit.
- c) In a ten (10) week course, seven (7) absences may result in a loss of credit.
- d) For students scheduled into Physical Education Class three (3) times or less per week, eighteen (18) absences may result in loss of credit.
- e) Unexcused tardiness in excess of ten (10) minutes will constitute a class absence.

Appeal Process

- a) If the building principal, a student and/or his/her parents or guardians believe that extenuating circumstances were the reason for a specific group of absences, they may request a review by the High School Attendance Review Committee. The Attendance Review Committee shall be composed of the school nurse, two (2) teachers, the guidance counselor, the high school principal, and two (2) students who are to be selected by the Student Council from the list of trained Peer Mediators. The task of the Attendance Review Committee is to consider excusing a student's absences from being counted toward the loss of credit in a course(s). The Review Committee shall forward a recommendation to the Superintendent of Schools, who will make the final decision after reviewing the recommendation from the committee.
- b) The Attendance Review Committee shall determine no later than a week (5 school days) before the first day of scheduled school exams each year if the student appealing the record of absences has made up all missing work, if the student shall or shall not be allowed to take the final exam or get credit for a final project, performance, etc. or if a loss of credit has been determined for a specific course(s).
- c) Unexcused tardiness and absences will also subject a student to the range of penalties specified in the District's Code of Conduct.

Strategies for Intervention

What can be done to encourage students to change their attitudes and behaviors regarding attendance:

- a) teacher alerts student verbally
- b) teachers contacts the parent by phone and/or written progress report
- c) teacher alerts the administration
- d) the administration may:
 - 1. contact parent/guardian - via phone, letter
 - 2. alert guidance counselor, social worker and/or school psychologist (meeting of Child Study Team)
 - 3. contact outside agencies for educational neglect - PINS petition
- e) Development of an Attendance Intervention Strategy:

The Superintendent, through a committee of teachers, parents, and school administrators, will develop an attendance intervention strategy consistent with this policy in the event that regular reviews of the District's attendance record suggests that overall student attendance is declining or should be improved.

Policy Review and Assessment

This policy shall be annually reviewed by the Board of Education at the same time that the building level attendance records are reviewed. If the attendance records show a decline in attendance, the Board shall revise this policy as is necessary to improve attendance.

Distribution and Public Awareness

- a) Public Meeting. This policy shall be adopted only after it has been presented at a public meeting of the Board of Education, duly noticed, that provides for the participation of school personnel, parents, students, and any other interested person.
- b) Plain Language Summary. The Superintendent shall create a plain language summary of this policy which shall be distributed to parents and persons in parental relationship to all District students at the beginning of each school year.
- c) Distribution to staff. Each teacher and administrator shall be provided with a copy of this policy upon adoption or subsequent amendment. Each new teacher or administrator shall be provided a copy of this policy upon employment.
- d) This policy shall be made available to any member of the community upon request.

ARRIVALS/DISMISSALS

Students should arrive at school between 8:30 and 8:45 a.m. Please do not drop students off at the elementary school prior to 8:30 a.m. **There is no supervision for your child before this time.** Please watch your child enter the building before pulling away from the curb. Students must be signed in if they arrive after 8:45 a.m.

Students are dismissed at 3:15 p.m. Students who are being picked up must report to room 3 and will then be called to the main lobby where they will meet the parent/guardian. The parent/guardian **MUST** sign the student out.

A request for a change in the child's usual dismissal must be in writing from the parent/guardian. This note should be given to the homeroom teacher in the **MORNING** so the office and bus garage can be notified in a timely manner. Instances when a note is necessary are:

1. taking a different bus at dismissal or getting off at a different stop
2. being picked up early by a parent or other person

A blanket note can be written by a parent/guardian for a student who is attending an activity on a regular basis. In the event, you need to phone in a change to your child's afternoon transportation plans you must contact the office no later than 12:00 Noon.

ASSIGNMENT BOOK

Students in grades 2-6 will be provided with an assignment book to record daily homework assignments. The first copy of the assignment book will be provided for each student. If it is lost or damaged, students will be required to pay a replacement fee.

CAFETERIA

Our cafeteria offers breakfast from 8:25 to 8:45 a.m. A monthly breakfast/lunch menu is sent home with your child. Prepayment is a money saving option. Please send your payment in an envelope marked CAFETERIA. Payment by check is preferred. Please make checks payable to NLCS D. Cash payment will also be accepted. Families of students that charge and have not paid for breakfasts and/or lunches during the school year will receive a bill in the mail and a telephone call.

CHAIN OF COMMAND

Resolution of questions, concerns or other issues begins with communication with your child's teacher. Unresolved issues will be directed to other appropriate personnel.

CLASSROOM ASSIGNMENTS

The development of class lists is a very deliberate process that is aimed at creating learning groups that enhance student achievement. Many factors go into each student's classroom assignment. The factors taken into consideration are:

1. strengths and areas of growth for each child
2. a range of abilities to insure an academic balance in each class
3. the separation of pupils who have difficulty working together
4. social and emotional needs
5. total number of pupils
6. girl/boy ratio

Parental concerns should be directed in writing to the principal for consideration by May 1.

BILL OF RIGHTS AND CODE OF CONDUCT

Your child's school experience is only as good as each of us working together can make it. In order for our school to be a place where students can learn, grow, and feel safe, there needs to be active cooperation and support of all members (students, parents/guardians, and staff).

This Student Bill of Rights and Code of Conduct is applicable to all students on all New Lebanon Central School District grounds and premises and in all buildings, vehicles, facilities and work sites owned, operated, leased or otherwise utilized by the New Lebanon Central School District and in any function sponsored by the New Lebanon Central School District regardless of its location.

The objective of the discipline code is to ensure fair, equitable, and consistent handling of discipline issues. The right to attend school carries with it the responsibility of proper and appropriate behavior. This code affords students with disabilities, subject to disciplinary actions, no greater or lesser rights than those expressly afforded by applicable federal and state laws and regulations and BOE policy 7.4.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

A. Student Rights

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

1. Take part in all activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning.
2. Show respect to other persons and property.
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

4. Attend school every day on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by the teachers, administrators, and other school personnel in a respectful, positive manner.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Express emotions appropriately, control behavior, and accept responsibility for their actions.
10. Conduct themselves as representatives of the school district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Take care of personal belongings; the school will not be held liable for any lost, stolen, or damaged items.
12. Give proper attention to personal cleanliness.
13. Dress appropriately for school and school functions and comply with school dress code.

DRESS CODE

A student's dress includes clothing, hair, jewelry, make-up, nails, footwear, and accessories. It is the principal's judgment that determines if clothing is in compliance. Factors involved in this determination include the following:

1. Attire should be safe, appropriate and not disruptive to the educational process.
2. Extremely brief and/or revealing garments are not appropriate.
3. Underwear must be completely covered with outer clothing.
4. Include appropriate footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats and bandanas in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage or depict other illegal or violent activities.

III. DISCIPLINE CODE

The objective of this code is not to punish children. It is to teach children how to function in an organized society. The rights cited in the beginning of this document are followed by responsibilities. We know children make mistakes as we all do. What is important is how they handle these mistakes and how they take responsibility for their actions. This will be a central feature of their character now and for the rest of their lives. As teachers and parents working

together, we can help shape that character helping our students evolves into responsible and productive citizens with bright futures.

The Code of Conduct has been divided to meet the needs of all of Walter B. Howard's students. Children in grades K-2 are expected to spend the next few years developing a sense of self, of right from wrong, of how to get along with others and enjoy learning. By the time our kids reach 3rd grade they should have these concepts firmly in place. They will spend these years preparing for life in the Junior/Senior High School. The initial consequences for misconduct at this level reflect these differences in development and hopefully will help prepare them for the next level of experience in our educational system.

Level A Misconduct

This involves engaging in conduct that is **disorderly or disturbing to the general school community**, and normally results in a minimum disciplinary response of **one recess or lunch detention for the first offense in grades 3-6. Grades K-2 will receive a warning or recess/lunch detention for a first offense.** Multiple violations will result in additional and firmer consequences. A copy of the written report will be sent to parents for any formal write up. Other additional responses to Level A offenses may include, but are not limited to:

- A student conference with the teacher
- A behavior agreement
- A reduction of classroom or school privileges
- "Time out"
- After school detention
- Parent contact
- Parent conference
- Referral to counselor/social worker

There will be immediate intervention by the supervising staff member or whoever observes the behavior of the student. Faculty/staff must document all incidents, let the student be aware of the report and send it to the main office. The administrator will then meet with the student, investigate the incident, if necessary, and discuss consequences as well as strategies to avoid future incidents.

Examples of disorderly conduct include:

1. Rude or discourteous behavior.
2. Disruptive behavior in cafeteria, hallways or outside the classroom.
3. Reckless behavior, throwing/shooting small objects (erasers, paperclips, spitballs, etc).
4. Horseplay (wrestling, holding, pushing etc. (in a friendly manner, usually mutual interaction – **not in anger**).
5. Running in the hallways.
6. Making unreasonable noise.
7. Off location/unsupervised without permission.
8. Inappropriate attire/Dress Code Violation: Student dress should not endanger physical health, safety, and should not be distracting so as to interfere with in-school activities or the learning process. (See dress code) Principal responsible for final decision on appropriate dress.
9. Misuse of supplies/equipment (using items for purposes other than intended use).

10. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
11. Use of electronic devices (e.g. MP3 players, cell phones, video games)
12. Tardiness to class or school.
13. Possession of squirt guns, water balloons spray bottles, etc.
14. Public display of affection.
15. Intentionally skipping detention.
16. Bike, skateboard, scooter or roller blade use on school grounds without safety equipment. (Including after school and weekends.)

Level B Misconduct

This involves disruptive behavior whose frequency or seriousness tends to disrupt the learning climate of the school, and normally results in a minimum disciplinary response of **two lunch or recess detentions for the first offense in grades 3-6**. Grades **K-2 may receive one or 2 recess/lunch detentions for a first offense**. A copy of the written report will be sent to parents for any formal write up. Other additional responses to Level B offenses may include, but are not limited to:

- A behavior agreement
- A reduction of classroom or school privileges
- "Time out"
- Restitution
- After school detention
- Parent contact
- Parent conference
- Referral to counselor/social worker
- In school suspension
- Out of school suspension

There will be immediate intervention by the supervising staff member or whoever observes the behavior of the student. Faculty/staff must document all incidents, let the student be aware of the report and send it to the main office. The administrator will then meet with the student, investigate the incident, if necessary, and discuss consequences as well as strategies to avoid future incidents.

Examples of disruptive behavior include:

1. Inappropriate language, gestures or symbols of a profane or vulgar nature (swearing).
2. Verbal abuse (angry language directed at hurting one's feelings)
3. **Classroom** (or assembly) disruption (any willful act that disrupts the normal operation of the classroom).
4. Interfering with school/classroom discipline or teacher's authority.
5. Lack of cooperation (refusing to work or participate in class activity, passive non-compliance).
6. Leaving without permission: leaving the school building, property or field trip without adult permission.
7. Defacing public property. Examples of this are: writing, painting, marking, placing stickers or decals on walls, desks, chairs lockers etc. (This will result in cleaning the property, restitution or both.)

8. Engaging in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. (The driver may handle **minor infractions** with a warning.) See bus conduct addendum.
9. Forged notes/excuses.
10. Engaging in any form of academic misconduct. Examples of academic misconduct include:
 - a. Plagiarism
 - b. Cheating
 - c. Copying
 - d. Altering records
 - e. Assisting another student in any of the above actions

Level C Misconduct

This involves antisocial acts directed against a person(s) or property that could seriously endanger the health and safety of others in the school. These acts might be considered unlawful, but most frequently can be handled by disciplinary action in the school setting.

These behaviors include conduct that endangers the safety, morals, health or welfare of others and normally results in a minimum disciplinary response **of one (1) to three (3) days of After school detention, a Saturday detention, or one (1) to three (3) days of Out of School Suspension for the first offense in grades 3-6** depending on the infraction and circumstances. **Grades K-2 may receive three (3) to five (5) recess/lunch detentions for a first offense.**

If an incident is serious enough to warrant a Saturday detention it is important to take responsibility for that offense by attending a Saturday detention. Parents should take a role in assuring their child attends. Failure to attend an assigned Saturday detention will result in an out of school suspension the following week.

Parents will be notified of these infractions by the start of the next school day. A copy of the written report will be sent to parents for any formal write up. Any act, which is criminal (or illegal) in nature, will be referred to the appropriate law enforcement agency. Other additional responses to Level C offenses may include, but are not limited to:

- Parent conference
- Restitution
- Referral to counselor/social worker
- Saturday detention
- In school suspension
- Out of school suspension
- Law enforcement contact

There will be immediate intervention by the supervising staff member or whoever observes the behavior of the student. (Faculty/staff must document all incidents, let the student be aware of the report and send it to the main office.) The administrator should be alerted as soon as possible. He/she will then meet with the student, investigate the incident, if necessary, and discuss

consequences as well as strategies to avoid future incidents. Parent contact will be made and a conference may be scheduled to discuss the student's conduct and consequences.

Examples of such conduct include:

1. Threatening others, verbal aggression, non-lethal in nature.
2. Using inappropriate and/or obscene language and gestures in an aggressive or abusive manner.
3. Gross insubordination: Overt, argumentative, belligerent refusal to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
4. Endangering the safety, morals, health or welfare of others by any act
5. 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.
6. Harassment/Intimidation/ Defamation/Bullying (*See Bullying Rubric*): 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. Includes sexual harassment, see NLCSD Policy # 7551 in office or library.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Hazing: reckless or intentional acts directed against another individual for the purpose of gaining or retaining membership on a team, club, activity or organization in or out of the district.
9. Vandalism/ destruction of personal or school property (over \$50 in value)
10. Selling, using, or possessing obscene material.
11. Lying to school personnel.
12. Possessing a cigarette, cigar, pipe, or chewing or smokeless tobacco.
13. Inappropriate using or sharing prescription and over-the-counter drugs.
14. Gambling.
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

Level D Misconduct

This involves engaging in conduct that is violent or acts which result in violence to another's person(s) or property or pose a threat to the safety of others. They are clearly criminal and are so serious that they always require administrative action, which will result in the **immediate suspension of a Grade 3-6 student from school for one (1) to five (5) days**. Students from **Grades K-2 will rarely be involved** in this level of misconduct and will be dealt with on an **individual case-by-case basis**. Parents will be notified of these infractions by the start of the next school day. A copy of the written report will be sent to parents for any formal write up. Any act, which **is criminal (or illegal)** in nature, will be referred to the appropriate law enforcement agency. Other additional responses to Level D offenses may include, but are not limited to:

If an incident is serious enough to warrant a Saturday detention it is important to take responsibility for that offense by attending a Saturday detention. Parents should take a role in assuring their child attends. Failure to attend an assigned Saturday detention will result in an out of school suspension the following week.

- Restitution

- Loss of privileges
- Parent Conference
- Referral to counselor/social worker
- Saturday detention
- Confiscation of contraband
- Family Court PINS (Person in need of supervision) petition
- Law enforcement contact
- Superintendent's Hearing
- Expulsion

There will be immediate intervention by the supervising staff member or whoever observes the behavior of the student. (Faculty/staff must document all incidents, let the student be aware of the report and send it to the main office.) The administrator should be alerted immediately. He/she will then meet with the student, investigate the incident, if necessary, and discuss consequences as well as strategies to avoid future incidents. Parent contact will be made and a conference will be scheduled to discuss the student's conduct and consequences.

Examples of violent conduct include:

1. Lethal threats. A threat of deadly or fatal harm to an individual.
2. Fighting, inciting, supporting or engaging in violent behavior.
3. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, student or attempting to do so.
4. Threatening to use any weapon.
5. Displaying what appears to be a weapon.
6. Intentionally damaging, vandalizing or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
7. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
8. Intentionally damaging, vandalizing or destroying school district property.
9. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
10. Smoking/chewing use of tobacco products.
11. Possessing, using or being under the influence of alcoholic beverages, illegal substances or drug paraphernalia. "Illegal substances" include but are not limited to: inhalants, marijuana, cocaine, LSD, PCP, Ecstasy, amphetamines, heroin, steroids, look-alike drugs, and any substance commonly referred to as "designer drugs".

Level E Misconduct

Level E offenses require immediate intervention by a faculty/staff member. The faculty/staff member immediately informs the main office of the incident. The administrator will in turn intervene directly with the incident and/or notify the appropriate state and local agencies. Parents will be notified of these infractions by the start of the next school day.

Examples of Level E misconduct are:

1. Bomb threat: A bomb or similar threat made by phone, or word (written or stated) causing the school to be disrupted and/or evacuated placing people at imminent risk.
2. Arson: The deliberate lighting of flammable materials on school property (other than under teacher supervision in conjunction with instructional process). There is no

minimum damage requirement for an act of arson. All fires are considered life threatening.

3. Possession and/or transfer of deadly weapons/explosives on school premises, facilities, vehicles or property. 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.

A student found guilty, after a hearing pursuant to Section 3214 of NY State Education law, of bringing a firearm, weapon, or explosive device onto school property, having made a bomb threat or guilty of arson will be subject to at least one year of suspension from school.

However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis.

Bullying Rubric

Throughout the current literature, Bullying is described through a set of criteria including but not limited to: a. a repeated and consistent course of negative and aggressive conduct, which may be physical or verbal, b. typically involves an imbalance of power or status between victim and bully, and c. involves intentional “harm-doing.”

Every incident is different and great care must be taken in interpreting circumstances. A single incident seldom rises to the level of bullying. At Walter B. Howard most first incidents will be taken as a violation of the particular category of the Code of Conduct, e.g. harassment, violent behavior, etc. A second similar incident will constitute the beginning of a pattern of behavior or interpersonal relationship problem. This will be scrutinized and most often will be the entry level for the bullying rubric.

Grades 3-6

Behavior	First Offense Error of judgment	Second Offense Possible Bully	Third Offense Bully
Verbal Abuse Level B	2 Detentions (Lunch or Recess)	3-5 Detentions (Lunch or Recess) Empathy Form	1 After School Detention Empathy Form Form
Defamation/ Exclusion Level C	1 After School Detention	3 After School Detentions Empathy Form	1 Saturday Detention Empathy Form
Threatening Physical Harm /Intimidation (non-lethal)	1 After School Detention Empathy Form	3 After School Detentions Empathy Form	1 Day OSS Parent Pick up Empathy Form
Lethal Threat	1 Day OSS Parent pick-up Empathy Form	3 Days OSS Parent pick-up Empathy Form	5 Days OSS Parent Pick up Empathy Form

Poss. Sup Hearing

Physical Aggression Intentionally hitting, kicking, etc. in anger	1-3 Days OSS Parent pick-up Empathy Form	3-5 Days OSS Parent pick-up Empathy Form	Possible Superintendent
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Grades K-2

Behavior	First Offense Error of judgment	Second Offense Possible Bully	Third Offense Bully
Verbal Abuse Level B	1 Detention (Lunch or Recess)	2 Detentions (Lunch or Recess) Empathy Form	1 After School Detention Empathy Form
Defamation/ Exclusion Level C	1 Detention (Lunch or Recess)	3 Detentions Empathy Questionnaire	1 After School Detention Empathy Form
Threatening Physical Harm /Intimidation	1 Detention (Lunch or Recess) Empathy Form	3 Detentions (Lunch or Recess) Empathy Form	1 After School Detention Empathy Form
Lethal Threat	1-3 Days After School Detention Empathy Form	1 Day OSS Parent pick-up Empathy Form	3 Days OSS Parent pick-up Empathy Form Poss. Sup Hearing
Physical Aggression - Intentionally hitting, kicking, etc. in anger (Not Horseplay)	1-3 Days After School Detention Empathy Form	1 Days OSS Parent pick up Empathy Form	1-3 Days OSS

CUSTODY ISSUES

It is necessary that the school records be accurate and current regarding custody and visitation privileges in cases where a student’s parents are divorced or separated. This information should be provided by the first day of school. Please inform the school to indicate custody, visitation, access to report cards, and removal of the student from school by parents not having custody.

EMERGENCY CONTACT INFORMATION

Parents must complete the emergency information form stating where their child would go in case of early dismissal or emergency evacuation. **Please keep the office updated of any changes.**

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from the activities, appropriate behavior from all students is necessary. Walter B. Howard reserves the right to prohibit students from attending field trips because of disruptive behavior. If a child does not have a permission form signed by their parent/guardian, the child **may not** attend the field trip.

FIRE DRILL

Fire drills are announced by the sounding of the fire alarm bells. These drills are conducted at various times during the year to acquaint pupils with the correct procedure to follow in case of fire. The list of prescribed fire drill routes for the school is posted in each room. During a fire drill, students leave the building and walk quietly in a single orderly line. Listen for any special instructions, which may be given, especially if you should encounter a blocked exit.

HEALTH SERVICES 794-8554 ext. 3006

Medications: ALL MEDICATION (from aspirin to prescription items) should be brought to the school nurse by a parent. Children are not allowed to carry medication, including cough drops. The school nurse will dispense all medications. A written order from the doctor and written parent permission must accompany prescription medication. Long-term medications require a special form to be completed by the physician and parent. This form may be obtained from the school nurse. Your summer mailing includes an OTC (over the counter) permission form.

Medical Exemption from Physical Education: If physical activities are restricted for a medical reason, a signed note from the doctor or the parent must be presented to the Health Office. If the exemption is to be for longer than three days, an excuse from the physician must be presented. The physical education teachers may assign written work associated with the current area of study the student is missing.

Immunization: Proof of immunization for all children attending district schools must be provided. Immunizations include at least three Sabin oral polio, three diphtheria/tetanus, and one each of measles, rubella and mumps. Exceptions to immunizations are rare and governed by New York State regulations.

Health Screening: All students are scheduled for vision, height, weight, hearing, and scoliosis screening each year by the school nurse.

Head Lice: All students will be checked for head lice within the first week of school and throughout the year. If head lice or nits are found, the parent will be called to pick up their child from school. The child may not return to school or ride the bus until a parent has brought the child to the school for a recheck.

HOMEWORK

Teachers give homework to strengthen students' skills in specific areas. A quiet, non-distracting place to work should be provided to your child for doing homework.

LIBRARY/MEDIA CENTER

The library media center is open to students throughout the school day and children are encouraged to visit often. Please check your child's library book to be certain it is returned to the library by the due date on the card found in the back of the book. If a student damages or loses a library book, the student's family must pay the cost of the book's replacement. If a student has not returned or paid for library books by the end of the school year, the student's parent/guardian must come to the elementary office to pick up the student's report card and pay for the library book(s). If a family has paid for a library book and it is later found and returned in good condition, any money paid will be refunded.

LOST AND FOUND

Items are kept in room 4. Parents are encouraged to check the lost and found. Items found labeled with the child's name will be returned. With this in mind, please remember to label your child's clothing. Items not claimed will periodically be given to a charitable organization.

PARTY INVITATIONS

Party invitations may not be distributed at school unless all children in the class are invited.

RECESS

All students will be required to take part in a daily recreation period unless excused by a medical excuse. The medical excuse may be directly from a doctor or from the school nurse. A note from a parent will not be sufficient cause to keep a child inside **unless** the nurse has had personal contact with the parent and so approves the request. The student will remain in the health office with the school nurse during recess time.

Common sense and safety are the general rule regarding student behavior on the playground:

1. Students must show respect to the adult on duty at all times and students shall use appropriate language at all times.
2. The throwing of objects is not permitted, unless permission has been given.
3. There is to be no fighting or rough games that include tackling, pushing or shoving.
4. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
5. Students are not to run through or otherwise disrupt someone else's game.
6. Jumping from the playground equipment is never permitted.
7. Students are never to re-enter the building or leave the playground without the permission of an adult on duty.

REPORTING TO PARENTS

Reporting to parents on their child's progress is accomplished by progress reports, report cards and parent conferences. In all grades, student report cards are sent home at the end of each trimester. Conferences are scheduled for the parents of all students at the end of the first trimester. Other conferences are scheduled as needed. NO parent or guardian should ever hesitate to call the teacher to make arrangements for a conference about their child.

5th & 6th GRADE HONOR ROLL

Students in grades 5 and 6 receive numeric grades and are eligible for the honor roll. To make the honor roll, the following minimum standards must be met:

Honors: 85 average in all subjects with no grade below 80, a grade of 70 or above for Physical Education, and no unsatisfactory marks in Art or Music.

High Honors: 90 average in all subjects with no grade below 85, a grade of 80 or above for Physical Education, and no unsatisfactory marks in Art or Music. A Principal's Certificate is awarded to the student with the highest average in the entire grade.

SCHOOL CLOSINGS Call the school information line at 794-8554 #3. Notification of delay, cancellation, or early closing will be phoned into local radio and TV stations.

SUBJECT: SEXUAL HARASSMENT OF STUDENTS

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities

including those that take place at locations off school premises, including those that take place in another state. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

The District will designate, at a minimum, two complaint officers, one of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

As part of the investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use

of these locations or equipment and should not expect that materials stored therein will be private.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

- a) Establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
- b) Developing an appeals process;
- c) Ensuring that students have full understanding and access to these regulations and procedure; and
- d) Providing prompt consideration and determination of student complaints and grievances.

Complaints and Grievances Coordinator

Additionally, the Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall designate a District employee as the Title IX/Section 504/ADA Coordinator(s); and regulations and procedures shall be implemented to resolve complaints of discrimination based on sex or disability.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name(s), address(es) and telephone number(s) of the Title IX/Section 504/ADA Coordinator(s).

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status or marital status.

NOTE: Refer also to Policy #3420 -- Anti-Harassment in the School District

SHARED DECISION MAKING (SDM)

A district plan was adopted in January 1994 to provide a structure for the participation of parents, teachers, and community members in school-based planning and shared decision making. Both district and building level committees were established and have been involved in cooperative planning for educational issues.

The district committee consists of two teachers from each building (selected by the NLTA), two parents from each building (selected by the PTA), each building principal, superintendent, two members of the business community, and two senior high students.

The elementary building level SDM team consists of WBH principal, four WBH teachers (selected by the NLTA), two WBH parents (selected by PTA), one community member, and one CSEA representative (selected by CSEA).

The Building Level Team meets monthly. All meetings are open to the public and include a public comment period. Recommendations are made by consensus, meaning that each member has agreed to “live with” and “will support” the decision. Approved minutes of each meeting are available to all faculty, staff, parents, and community members upon request.

STUDENT RECORDS

Parents may review their child’s permanent record and receive copies of information contained in the file. A written request must be submitted on a school form to the principal. The principal will be with the parent when the file is reviewed to answer any questions about the information. The permanent record cannot be removed from the office. Student files include progress reports, testing results, attendance data, registration information, report cards, transcripts and records of parent contact.

STUDENT SUPPORT SERVICES

Child Study Team

Purpose:

- 1.) Provide intervention strategies to classroom teachers
- 2.) Maintain students with different learning styles or needs in regular Education.
- 3.) Provide a forum for faculty, staff, and parents to share concerns, Ideas and support.

Members:

Principal, School Psychologist, Regular Education Teacher and other appropriate staff.

Procedures:

The referral process begins with a parent-teacher conference. Having already tried strategies to solve a student’s problem and the problem persists; the teacher refers the student to the Child Study Team. When a referral is made, a teacher needs to determine **one** presenting problem. A referral is made by filling out a referral form.

At the meeting all information is reviewed, an action plan is formulated and a follow-up meeting is tentatively scheduled.

Members present at the meeting will be provided with a summary of the meeting. The teacher is responsible for implementation and monitoring the student’s action plan and learning. The teacher is responsible for maintaining communications with the parents.

Early Intervention Services

Early intervention assists kindergarten and first grade students with the reinforcement of skills necessary for success in reading and math.

Academic/Intervention Services

Students in grades 2 through 6 may receive remediation based upon standardized test scores, report and grades and teacher recommendation. Parents will be notified if their child will receive remedial math and/or reading.

TARDINESS

Students are tardy if they arrive at school after 9:04 a.m. Parents must accompany their child to the office to sign in.

TRANSFERRING TO ANOTHER SCHOOL

Please let the school office know as soon as possible or at least one week in advance when students are transferring to another school. Parents must sign a release form to have student records mailed to the new school.

TRANSPORTATION

BUS SAFETY GUIDELINES

(NLCS Policy 5750) Parents and students have a right to expect safe bus transportation to and from school, on field trips and athletic trips. Drivers are trained and receive refresher courses each year. The driver's primary concern is passenger safety. Therefore, violations of appropriate school bus behavior are treated seriously. The driver with warnings, reminders of appropriate behavior and the assignment of specific seating generally treats first violations. Students who consistently misbehave and cause the driver to be distracted will be given a referral. The referral form is completed by the driver and sent to the principal for corrective action. A bus suspension for serious infractions **may** result in a suspension for a first offense. The principal will phone the home and notify the parent of the violation and penalty.

Referral #1: Warning

Referral #2: One day suspension from bus

Referral #3: Two day suspension from bus and the elementary principal will request to meet with parents and bus driver.

Referral #4: Five day suspension from bus

Referral #5: Suspension from bus for the remainder of the school year

Suspension of riding privileges **IS NOT** a suspension from school. Students who are removed from the bus have an obligation to attend school. The parent/guardian may request a meeting with the principal and the bus driver. The school reserves the right to adjust penalties as a situation warrants.

VISITORS

All visitors must sign in at the office and wear a badge while in the building. Upon leaving, all visitors are required to sign out.