

Fitzhugh Park
Elementary
School



2023-2024

Student/Parent Handbook

Table of Contents

Principal's Letter	4
Important Phone Numbers:	5
Classroom Teachers:	6
Special Area Teachers:	6
Arrival and Dismissal of Students	7
Attendance	8
Permission To Leave School During The Day	8
Assemblies	9
Behavior	10
PBIS (Positive Behavioral Interventions and Supports)	10
Elementary Homework Guidelines	11
The Purpose of Homework:	11
Time Allotments:	11
Student Responsibilities	11
Teacher Responsibilities:	12
Parent Responsibilities:	12
Bomb Threat Information	12
Transportation	13
Bus Procedures/Guidelines	13
Bus Guidelines	13
Food Service:	14
Classroom Parties/Birthdays	14
Health Office	15
Physicals/Accident Reports	15
Physical Education/Intramurals	16
Emergency Medical Care	16
Helping at Home	17
Illness	17
Field Trips	17
Home/School Association	17
Home/School Officers:	18
Library	18

Security	18
Permission to Leave School	18
Pick-Up and Drop-Off Zone	18
Safety	18
Playground Safety Rules	19
Emergency Closings	20
School Messenger	20
Student Entering/Exiting the Building	20
Student Records	20
Tests	21
Textbooks	21
Personal Appearance and Dress	21
Use of Radio, Beepers, Cell Phones, Pagers & Cameras	21
Code of Conduct	22
Project Save	22
Student Rights and Responsibilities	23
Student Rights	23
Student Responsibilities	23
Essential Partners	24
Parents	24
Teachers	24
School Psychologist and Social Worker	25
Principal	25
Superintendent/Assistant Superintendents	25
Student Dress Code	26
Prohibited Student Conduct	26
Engage in conduct that is disorderly.	27
Engage in conduct that is insubordinate	27
Engage in conduct that is violent.	27
Engage in any conduct that endangers the safety, morals, health or welfare of others.....	28
Engage in misconduct while on a school bus.	29
Engage in any form of academic misconduct.	29
Reporting Violations	29
Consequences	29
Disciplinary Penalties	30
Penalties	30
Visitors to the Schools	31

Public Conduct on School Property	31
Prohibited Conduct	32
Cafeteria Procedures	32
Teacher Responsibilities	32
Student Responsibilities	33
Parent/Guardian Responsibilities	33
Discipline of Students With Disabilities	33
Notes:	34

Dear Fitzhugh Park Families,

Welcome to the 2023-2024 school year! We are looking forward to a productive partnership with you to ensure students are educated, inspired and empowered! We recognize in order to be successful in school, our children need a strong and supportive partnership from both home and school. We know this will make a difference in your child's education. As partners, we share the responsibility for children's success and want you to know that we will carry out our responsibilities. We ask that you are proactive in your child's education by guiding and supporting your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school and go on to college or a career
- Is respectful and responsible and engages in the learning environment
- Follows the 7 Habits of Happy Kids and our PBIS expectations

We are very pleased to be a Leader in Me Lighthouse School!

"The Leader in Me is a whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader."

The 7 Habits are: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, and Sharpen the Saw.

Throughout the school year, students will continue to engage in Leader in Me lessons, activities, and projects that will help them reflect on their lives, develop leadership skills, and set goals that will inspire them to flourish. From the beginning of the school year, students will maintain a Leadership Notebook where they will put first things first by setting goals and will keep track of their learning by recording important data and reflecting on it with the guidance and support of teachers.

Through the use of the 7 Habits, students begin to realize that they have control over much of what happens in their lives and they can be true leaders.

We thank you for your support and look forward to leading your children to be *educated, inspired, and empowered!*

Sincerely,

Amy Molloy-Behnke

Fitzhugh Park Elementary School
Principal

Important Phone Numbers

Fitzhugh Park Elementary School

Office Hours: 8:00 am - 4:00 pm

Phone: (315) 341-2400

Fax: (315) 341-2940



Principal

Mrs. Amy Molloy-Behnke.315-341-2400

Senior Typist

Ms. Kristin Phillips...315-341-2400

Typist

Mrs. Kelly Seinoski...315-341-2400

Nurse

Mrs. Karyn Kirwan,

Mrs. Erica DeMott...315-341-2442

Psychologist

Ms. Kristina Goodman...315-341-2440

Transportation

315-341-2900

School Hours

Grade K – 6

8:45 A.M. - 3:30 P.M. (Walkers)

8:45 A.M. - 3:35 P.M. (Students Load Buses)

Breakfast is served at 8:35 A.M.

Doors open/students arrive for school – 8:45 am

Instructional day begins – 9:00 A.M.

Early dismissal days:

Dismissal at 11:55am

AM UPK.....9:00 A.M. - 11:30 A.M.

PM UPK.....12:45 P.M. - 3:15 P.M.

Classroom Teachers:

Universal Pre-K

Mrs. St. John, Rm. 002

Kindergarten

Mrs. Wood Rm. 003

Mrs. Johnston Rm. 001

Mrs. Miller Rm. 004

Grade 1

Mr. Barbeau Rm. 008

Mrs. Bletch Rm. 005

Ms. Farnsworth Rm. 007

Grade 2

Mrs. Hulsizer Rm. 122

Mr. Fitzgerald Rm. 115

Mrs. Henderson Rm. 112

Mrs. Freebern Rm. 113

Grade 3

Mrs. Dumas Rm. 110

Mrs. DeForgei Rm. 109

Mrs. Vashaw Rm. 111

Grade 4

Mrs. Lee Rm. 218

Mrs. Johnson Rm. 221

Ms. Sabatini Rm. 223

Grade 5

Mrs. Osetek Rm. 212

Ms. Hafner Rm. 214

Mrs. Kaiser Rm. 216

Grade 6

Mrs. Baber Rm. 202

Mr. Tossas Rm. 204

Mrs. Spanfelner Rm. 206

Special Area Teachers:

Art

Mr. Heater Rm. 225

Vocal Music

Mr. RaPray Rm. 101

Physical Education

Mrs. Tubolino, Mr. Lavner Rm. 117

String Music

Mr. Edele Rm. 011

Instrumental Music

Mrs. Jorgensen Rm. 011

AIS Math

Mrs. Allen Rm.

Mrs. Canale Rm.

Library Media Specialist

Mrs. Waldron

Literacy Coach

Mrs. Brancato Rm. 104B

Literacy Specialists

Mr. Herrick Rm. 102

Mrs. Joyce Rm. 104D

Mrs. O'Key Rm. 102

Mrs. Wilder Rm. 104E

Speech/Language

Mrs. Ross Rm. 001A

Resource Teacher

Ms. Coleman Rm. 209

Mrs. Evans Rm. 211

Mrs. Green Rm. 209

Mrs. Wells Rm. 211

School Counselors

Mrs. O'Leary Rm. 114

Ms. Schneider Rm. 010

School Psychologist

Ms. Goodman Rm.108

Arrival and Dismissal of Students**Arrival of Students:**

1. Parents who walk or drive their children to school can drop off their children at the designated drop off area on E. 11th St. For the safety of the students, we ask that parents do not walk the children to the classroom.
2. School begins at 8:45 A.M. It is important that parent/guardians monitor the school hours that their children keep. All students should not be arriving to school before 8:45 A.M., unless they are having breakfast (8:35 AM in the cafeteria) or intramurals (time to be announced in the gym). The school is unable to provide supervision for your children before this time and is unwilling to accept responsibility for the unsafe situations that your children may be exposed to when they arrive too early. In previous school years, there have been incidents of inappropriate behavior on the school premises before school has opened for the day. Your attention to this issue and to the safety needs of your children would be greatly appreciated.
3. **Students are not to bring skateboards, scooters, or rollerblades to school.** "Heelies" – footwear with wheels, are also not allowed. Bicycles may be ridden to school. However, once on school property, they should be walked to the bike rack area located at the south end of the building, side of the primary playground/picnic area and locked. **A note to the teacher giving permission for the child to ride his/her bike to and from school is suggested.**

Dismissal of Students:

1. Instruction ends at 3:30 P.M. Students who are in band, chorus, and orchestra will be sent back to their rooms. Parents are asked to come to school no earlier than 3:30 PM so that students can move through the grounds freely without any traffic jams. Your attention to this issue and to the safety needs of your children would be greatly appreciated.
2. Dismissal will begin at 3:30 P.M. At this time, an announcement will be made signaling walkers to leave their classroom. Students who walk Bridge Street will go out the south door (facing Bridge Street). Students who walk Cayuga Street will go out the Northwest door (next to the gym) and walk down the walker's path. Students will not be allowed to walk through the parking lot during dismissal. Parents who regularly walk their students to and from school can meet their children outside of these areas instead of coming in the building and signing them out. This will eliminate much of the confusion and congestion.
3. Parents who do not regularly pick up their children are asked to **send in a note** the day the child is picked up. This will prevent any confusion at dismissal. If plans change during the day and you need to pick up your child at dismissal, please call the school **BEFORE 2:00 P.M.** to notify us.
4. Students that have band, chorus, or orchestra after school will be dismissed at 3:35 P.M. to these areas.

It is hoped that these procedures will reduce some of the congestion and address some of the safety issues in the building at arrival and dismissal. Teachers will be in their doorways to monitor the students.

Attendance

Definition of Perfect Attendance: Student is in attendance 100% of each school day.

Regular daily attendance is important to a child's academic growth. I encourage the scheduling of appointments before or after school hours and taking vacations during regularly scheduled vacation days.

When a student is going to be absent from school due to illness, please call our school nurse. Upon returning to school following an absence, the student must bring an excuse signed by the parent/guardian, which states the reason for and the date(s) of the absence(s). This excuse is due the day your child returns to school. A child will be considered illegally absent until an excuse is sent in. If your child is late for school, we also require an excuse explaining the tardiness.

Leaving School Early /Regular Dismissal Procedures

On occasion a parent may request that their child be released early for an appointment. In this event, the following procedure is followed:

1. The child brings in a note from the parent; this note should be given to your teacher when you arrive in your classroom in the morning. Phone calls, faxes and emails will not be accepted, unless it is an emergency situation. The note is then sent to the office in the morning so the office staff is aware of the arrangement and that the parent is expected.
2. If a note is not sent in, please call our office as soon as you know that you need to pick up your child/children. This allows our secretaries plenty of time to track down your child in the event they are outside for gym or in another program away from the classroom. When you come in to pick up your child/children, you should present the note at that time stating why they are leaving early. If possible, please come at least 15 minutes prior to the pickup time and sign the early release log. Parents will be asked to show identification to the Main Office and will be asked for the code they placed on the Student Verification Form.
3. The office calls the classroom for the child and the child reports to the office for pick-up. Children will not be released to walk somewhere or meet their parents in the parking lot. Students will not be called to the office for a specific pick up time and wait in the office. This causes missed instructional time.

Generally, “walk-in” requests to have a child released early, between 3:00-3:25 P.M. will be honored on a case-by-case basis for two very important reasons. First, learning is still occurring as many teachers are still teaching, summarizing learning, reviewing homework and organizing students for the next day. Second, the Main Office is very busy during this time with end of the day tasks, and following their procedures to safely release students that have provided a note. Try to make all your pick-up arrangements the day before and discuss the plans with your child. It makes it very difficult to reach students when parents call five minutes before the bell rings. We try to reserve the last hour of the day just for emergencies.

Students should always report to the Main Office before leaving the school building.

Assemblies

We encourage parents to attend assemblies, award ceremonies, field trips, or class

parties/fun days, but unfortunately, we cannot accommodate younger siblings. This is due to legal and insurance reasons.

Behavior

Good discipline practices and procedures, firmly and fairly administered, are a vital part of any successful classroom or school. To this end, we expect our students to be well behaved and to follow the rules and regulations set forth by their teachers and the school.

The school rules will be strictly enforced. Students who disrupt the education of others will be held accountable. PBIS (Positive Behavioral Interventions and Supports) and Leadership Habits called the 7 Habits of Happy Kids will be focused on this school year.

1. **Be Proactive**
2. **Begin with the End in Mind**
3. **Put First Things First**
4. **Think Win-Win**
5. **Seek First to Understand, Then to Be Understood**
6. **Synergize**
7. **Sharpen the Saw**

What is PBIS?

Our Positive Behavior Interventions and Supports is a system of teaching and supporting positive behaviors and meeting the needs of students in an educational setting. It focuses on building an environment where all students can learn and achieve their best while feeling safe and happy.

Our expectations are:

- Be Respectful
- Be Responsible
- Be a Problem Solver
- Be in Self-Control

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting in the school day. These expectations will be created the first week of school and re-taught and reinforced throughout the school year.

Parent/Guardian Support

To be successful, our behavior program needs to be a partnership between home and school. Please support our behavior expectations at home.

- Review the expectations with your child and feel free to use the terms when reinforcing positive behavior at home
- Use positive reinforcement at home
- Share comments and ask questions

Elementary Homework Guidelines

OCSD Homework Philosophy:

The Oswego City School District views the completion of assignments outside the classroom as an integral part of the educational process for all students. Homework promotes personal responsibility, encourages positive work habits, and affords students the opportunity to develop critical thinking skills while they complete work independently. In addition, homework communicates the school curriculum to parents and helps them to monitor the progress of their children. Homework given as practice is not graded as a test or quiz.

The Purpose of Homework:

Homework is one of the many learning activities in which students engage; its purpose should be to:

- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Practice opportunities for independent and guided work (depending on grade level and task.)
- Strengthen concept and skill development to be applied in the classroom.
- Develop initiative, responsibility, self-direction and organizational skills



Time Allotments:

Kindergarten	0-10	minutes per night
Grades 1 & 2	10-20	minutes per night
Grades 3 & 4	30-40	minutes per night
Grades 5 & 6	50-60	minutes per night

- The guidelines do not include independent reading and basic math fact practice
- Times are approximate. Individual student's pace must be taken into consideration. We request that problems/concerns be communicated to the teacher.
- When enough time has been provided to complete class work, yet an individual has not completed the work, it may be assigned for homework, thereby exceeding the recommended time allotment.
- Students who miss regular instruction for a given period of time on a given day may

receive assignments beyond the allotted time.

Student Responsibilities

- It is the student's responsibility to be aware of assignments and to seek further explanation if needed.
- Students are responsible for having the books, papers, and materials necessary to complete the homework assignment.
- The student will organize his/her time to work on assignments with parental support as needed.
- The student will turn in assignments on time. The work will reflect his/her best effort.
- Students in grades 4-6 will be responsible for recording daily assignments in their student planners.

Teacher Responsibilities:

- Teacher will communicate the purpose and expectations of homework at the Fall Open House.
- Homework will grow from classroom tasks and projects or will focus on skill/strategy reinforcement.
- Assignments will be given after being clearly explained in class.
- Due dates will be given for all assignments.
- Specific projects/ assignments may be designated by the teacher as assessments and will be included in the academic grade.
- Teachers will communicate to parents about missing or incomplete assignments as needed.
- Homework will be checked for quality and completion.
- Homework will not be assigned the evening preceding designated holidays.

Parent Responsibilities:

- Provide a quiet study area.
- Provide a designated time for homework.
- Provide necessary materials.
- Encourage the children to complete homework on their own as much as possible and assist only as needed.
- Monitor your child's work for understanding.
- Communicate individual student needs with the teacher.
- Arrange with the teacher to secure assignments in the event of an absence.
- Assist your child with mastery of specific skills (i.e. math facts).
- Monitor your child's planner.

Bomb Threat Information

In the case of such an event, we may need to evacuate the building. The decision to send students home is made as a district. Due to the availability of space, different pick-up directions for parents will be used at each area. Always ask an adult for specific directions. Only those adults whose names appear on our “emergency go home” slips will be allowed to pick up students.

Transportation

Bus Procedures/Guidelines

Phone - 315-341-2900



The bus loading zone is the turn-in area off Cayuga Street. Parents should not park in this area. We ask PARENTS who wish to pick up their children, whether they ride a bus or walk, please make arrangements with your child through the school office.

You must pick your child up and sign him out of school in the Main Office. Any student who is not riding the bus at the end of the day who would ordinarily do so, must have a note from their parent. Any child who does not have a written note and who normally rides the bus will need to be put on the bus to go home. If you wish your child to walk instead of riding (i.e. to walk with a friend, go to grandparents, etc.), you must put this in writing.

If an emergency arises, **CALL THE OFFICE NO LATER THAN 3:00 pm TO ALLOW US TIME TO HAVE YOUR CHILD/CHILDREN READY TO BE PICKED UP OR TO RELAY ANY MESSAGES.**

RIDING A SCHOOL BUS IS A PRIVILEGE! If your transportation privileges are suspended, you are not excused from school attendance. Your parent/guardian is responsible for your transportation to and from school when this situation occurs.

If your child was picked up outside or walked home every day last school year, you still need to write a new note.

In the morning, bus students are to go directly to their classrooms via the North entrance. In the afternoon, students will be dismissed from the classes directly to their bus via the cafeteria. Bus students are not allowed to play or wait outdoors in the morning or afternoon.

Bus Guidelines

Periodically, review and stress with your children the following safety rules:

- Students may not get on or off the bus other than at their assigned pick-up/drop-off

point.

- Students may not ride another bus or get off at another bus stop on their own bus unless it is an emergency. This must be put in writing or called in to the Main Office.
- Students should be on time. We suggest that students be at designated stops five minutes prior to pick-up time. The bus will not wait for those who are tardy.
- Students must never stand or play in the roadway while waiting. Stand back six feet from the bus stop. All students should wait in an orderly manner.
- Before crossing, wait until the bus has made a complete stop, and red lights are flashing. Look both ways, watch the bus driver for a signal to cross. Cross at least ten feet in front of the bus. NEVER CROSS IN BACK OF THE BUS.
- Class projects should not be transported to school on the bus if they are potentially harmful to the safety of children.
- The bus driver is the adult in charge. Students should listen to his/her directions, follow them and show respect at all times to the bus driver, other students and themselves. Good behavior is the only behavior expected on the school bus.
- Walkers are not allowed to ride the school bus.

Food Service:

Phone - 315-341-2022



Breakfast and Lunch

Breakfast and lunch is served daily for those students wishing to purchase it. Each month a new menu comes home listing daily selections and prices. Milk is provided with lunch. Students bringing their own lunch may purchase a carton of milk. Ice cream is also available to students. The school district does not allow lunches to be charged. Students may prepay lunches with the cafeteria. Children will have one half-hour for lunch.

Free & Reduced Lunch

All students are eligible for free breakfast and lunch.

Classroom Parties/Birthdays

In order to prevent the spread of food-borne communicable disease, no home baked treats are allowed. It is highly encouraged to go through the district food service program.

Health Office

Phone - 315-341-2442 Karyn Kirwan, School Nurse
Erica DeMott, School Nurse



Medicine

The School Nurse is frequently asked about giving medicine in school. There are various requirements that the school nurse must adhere to:

1. It should first be determined that the frequency of dosage demands that it be given during the hours when the pupil is in school. If it is a medication which can be administered once or twice a day, it is usually possible to administer the medication at home.
2. Aspirin and other over-the-counter medication will not be dispensed by the nurse.

If the physician desires the child to take the medicine during the school day, the following is required:

1. The nurse must receive a written request from the family physician which indicates the medicine, frequency and dosage of the prescribed medicine.
2. The nurse must have a written request from the parent to administer the medication as specified by the family physician.
3. The medication must be delivered directly to the school nurse by the parent in a bottle labeled by the pharmacist with the drug name, dosage and frequency as ordered by the physician.

Physicals

The Education Law (Section 903) of New York State requires medical examination of pupils upon entrance to school, including new students entering FPS, Kindergarten and at grades 2 and 4 while in elementary school. The intent of this periodic requirement is early identification of any condition detrimental to health and learning and to maintain a cumulative profile of the pupil's health status. Ideally, the family physician should perform the medical examinations. Each school district, however, is mandated by Law (Section 904) to provide an examination by the school physician of those pupils whose parents do not provide a report from the family physician.

Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by October 1st of the school year, it is assumed that your child will have a physical at school.

Accident Reports

Accident report forms are to be completed on any student and/or non-employed adult who is injured on school premises during school-related activities. The report should be

completed by the school nurse or person rendering first-aid if the nurse is not available. One copy of the report is kept by the school where the injury occurred, one copy is sent to the Business Office, and one copy is sent to the Athletic Director's office.

When an injury requires treatment, an insurance claim procedure must be initiated. The parent will be provided with a claim form, as well as a parent information pamphlet when the nurse is made aware that treatment was required. An injury report will also be sent to the Director of Athletics by the nurse at this time.

When completed, the claim form should be submitted to the Director of Athletics by the parent.

In order to cut down on correspondence for the school as well as Pupil Benefits Plan, please try to remember these things:

1. Only injuries requiring treatment need to be reported to the insurance company. You have 30 days to report a valid injury.
2. FOR INJURIES WHICH WERE NOT ABLE TO BE REPORTED TO THE ATHLETIC DIRECTOR'S OFFICE WITHIN 30 DAYS or should your school accident liability report not have been executed and dated within 30 days, submit a statement of explanation as to the delay, and have same signed by the coach/teacher, the student and principal.
3. If you reported an injury and no treatment was required, please notify the office of the Director of Athletics prior to June 1, so files can be cleared.

Physical Education/Intramurals

Every child will need sneakers for gym class. Please be aware that all students in grades K-3 have some sort of PE everyday that requires the wearing of sneakers. Sneakers and slacks are recommended for students. Please NO DRESSES. Intramurals are held in the morning (time to be announced). Boys, girls and co-ed intramural days will be announced sometime during the first week of school. These activities are open to grades 4, 5 and 6. A permission slip will be needed. On days when we have a delayed opening, intramurals are canceled.

Students who have to be out of gym for more than one week due to illness or injury must have a statement in writing from their physician. The statement must tell why and how long the student should be out, and the date they may return to gym class. This excuse should be given to the school nurse.

Emergency Medical Care

From time to time, accidents or other situations arise which call for emergency medical attention. Such medical attention can only be given with the written consent of a child's

parent or guardian. If you ever happen to have occasion to be away from home for any extended period of time and wish to appoint another adult to act on your behalf in authorizing medical treatment, you may do so by contacting the school nurse and she will have you fill out a form for this purpose. ALSO, PLEASE MAKE SURE THE SCHOOL OFFICE HAS AN EMERGENCY PHONE NUMBER WHERE YOU CAN BE REACHED IN TIMES OF EMERGENCY.

Helping at Home

A well-rested and well-nourished child will do better and enjoy his school experience more! Your supervision of healthy habits, including good hand washing at home, will be most helpful. In addition, periodic checking of your child's hair for head lice can help prevent potential problems. Thank you for your assistance.

Illness

Please do not send your child to school if he/she is ill. We do not have the facilities to care for sick children. The nurse provides first aid and assesses illnesses that occur while the child is in school. She is not allowed to change bandages from home injuries.



If a student needs to be excused from Physical Education participation for a day or two, a parent may request that in writing. If the exclusion needs to be of a longer duration, a written request from your child's doctor is necessary.

Field Trips

Field trips are mainly used to aid in the instruction of the classroom. Thus it is important that students attend these trips as part of their educational experiences. At the same time, it is expected that students will conduct themselves in an appropriate and civil manner. If it becomes evident that a student's behavior on a field trip may become disruptive, they can be excluded from such a trip. Parents and/or Guardians will always be notified in advance if this is to occur.

Parents, please note: If you are going on a field trip, helping out at a fun day, or party, young children cannot be brought along. This is due to legal and insurance reasons.

Home & School Association

All Fitzhugh Park School parents are highly encouraged to become members of this group. The meetings are usually on the second Monday of every other month in the school library at 5:00 P.M. Everyone is always welcome to attend. The group sponsors

the annual School Pictures, Book Fairs, fundraisers, etc. From time to time, they also sponsor other fund raising activities. Proceeds from all fund raising activities are used for the children of the school.

Home & School Officers:

- President: Jill Anzalone/Laura O'Neil
Co-Vice Presidents: Mary Wills
Co-Secretaries: Kathryn FoxGroves
Treasurer: Alanna Ossa



Library

Phone - 315-341-2441

Please be advised that library books that are lost or damaged will have to be paid for according to a school district formula. If paying by check, make payable to OCSD.

Security

For security reasons, all doors to the building will be locked after the students arrive. Therefore, we ask that you use the entrance located on the Southwest side of the building during the school day. All visitors MUST sign in at the Main Office.

Permission to Leave School

During the school day: if a student needs to be excused from school during the day, for any reason, the following procedures are to be used:

- A signed request by the parent should be sent to the student's teacher.
- The student will then bring the note to the office.
- Parents are to come to the office to pick their child up. This is a request based on the safety of your child. You are to report to the Main Office where you must sign your child out. Your child will then be called from his classroom.
- No child will be released to anyone other than a parent, guardian or authorized personnel, delegated with legal authority over the pupil.

Pick-Up and Drop-Off Zone

The designated area is East 11th Street.

1. This drop off/pick up parking area is parallel parking only. There is no diagonal parking.
2. Cars must be facing south. They should not be facing the wrong way on the wrong

side.

3. Please do not block any driveways.

Safety

As we begin this new school year, it would be wise for all parents to review the traffic safety rules with your children. The rules are suggested by the New York State Department of Motor Vehicles. There are 18 basic pedestrian rules. The first is for parents:

Set a good example for your children

- Obey instructions of policemen and school crossing guards.
- Cross streets at corners, do not jaywalk.
- Avoid going into the street from between parked cars.
- Wait on the curb before crossing, not in the street.
- Look carefully back and forth as you cross.
- Walk, do not run, across streets.
- Stay within the white pedestrian crosswalk lines.
- After waiting for a car to pass, make sure there is not another car coming on the other side before you start to cross.
- Watch out for cars leaving parking places.
- If there are traffic lights at the corner, cross only on the red. Do not cross on yellow.
- At night, wear light colored clothes and cross at lighted places.
- Never run or play into the street.
- On roads without walks, walk on the left side facing oncoming cars.
- Be alert when entering or leaving buses or cars.

As you know, we have crossing guards and bus supervisors that help many of our children who are dropped off to school in the morning or picked up at dismissal. In addition, some parents drive their children to school either on a regular basis or on special occasions.

Playground Safety Rules

Wear appropriate footwear such as sneakers (no open-heeled or open-toed shoes, including flip-flops, sandals, clogs, platform shoes or high-heeled shoes). Teachers will always take the walkie-talkie out with them as well.

1. Stay away from animals or strangers.
2. Stay within the boundaries defined by your teacher.
3. Use equipment appropriately:



DO: •Have only one person at a time on the swings or slide

•Sit while on the swings

•Slide feet first in sitting position on the slides

DO NOT: •Climb up the slide or climb on top of equipment

•Jump off, run in front of someone swinging, or try to stop someone who is swinging

4. Play Games Safely

The building is open at 8:45 a.m. Children are expected to be in their classroom area no later than 9:00 am. Therefore, it is important that they do not arrive at school until 8:45 a.m. If it takes ten minutes to walk to school, they should leave home at 8:35 a.m., not earlier.

If your child is participating in the breakfast program, he/she needs to enter the building by the Main Entrance Door at 8:35 A.M.

Emergency Closings

(e.g. weather, power outage, etc.):

Listen to your radio and TV for announcements:

Local Stations:

WRVO

90.0 FM

WSCP

1070 AM (Pulaski)

Syracuse:

WHEN 62 AM

WSYR 570 AM

WNTQ

93.0 FM

Y94/94.5 FM

TK99/TK105.5/K-Rock

99.5 FM, 105.5 FM,

100.9 FM

WJPZ/Z89

89.1 FM

WAQX, 95X, 95.7 FM

Television:

WIXT Channel 9.....WSTM Channel 3.....WTVH Channel 5.....News 10 Now

If announcement says:

Two Hour Delayed Opening - This means that K-6 will report at 10:45 A.M. Intramurals and breakfast are automatically cancelled. When an Early Dismissal occurs after school opens, listen to your radio or TV for exact information regarding dismissal times.

School Messenger

The School Messenger system will call the numbers on file for each student to assist in family notifications of emergency closings.

Student Entering/Exiting the Building

Students who walk to and from school should always avoid the main parking lot. They should use the other sidewalks around the building and not cut through the parking lot.

Student Records

Parental access to their child's records is guaranteed under law. Requests to examine records should be made by appointment at least 24 hours in advance to allow proper and complete gathering of all materials. Appointments may be made by call the school office and filling in the required paper forms.

Tests

A number of state mandated, or required, tests must be taken by elementary level students. During grades 3, 4, 5 & 6 students take the NYS Math and NYS English Language Arts Tests. In grade 4 students also take the NYS Science test which helps to determine the quality of the elementary science program.

Textbooks

The New York State Legislature has authorized state aid for the purchase of all elementary school texts. It is important that the school keep a complete record of all texts given to each child. Therefore, each child will be assigned a numbered text in his school subjects. This record will be kept by the teacher. Please discuss with your child that it is their responsibility to maintain each text in the same condition as when it was received. Books lost, stolen or damaged should be reported to the classroom teacher immediately. The replacement of lost or damaged texts is the responsibility of the parents according to a school district formula.

Personal Appearance and Dress

Our Code of Conduct has a section about dress code. Please review it.



Use of Radio, Beepers, Cell Phones, Pagers & Cameras

Use of radios, beepers, cell phones, pagers, cameras or any other electronic device is prohibited on school property. All classrooms are equipped with phones that have access to an outside line. Any

number with a 315 area code will dial from the classroom; if you have a number with a different area code, the child will need to come to the main office to place the call. Parents may call the main office at 315-341-2400 if a message needs to be relayed to your child regarding a change in plans or other immediate concerns. Students also have access to a phone in the main office when privacy is an issue. Many cell phones today have cameras and that can lead to issues/concerns of photographs taken of other students. We get many parents every year that deny permission for their child's photo to be taken and used here at school or by others.

Cell phones or any other electronic equipment/gaming devices will not be out nor on the student's person during the school day without explicit permission given by the student's teacher or building administrator. Storing them in their backpack is acceptable, but is at your own risk.

Use of cameras on school property or on field trips will be up to the discretion of your teacher. You will need to ask him/her permission first before bringing a camera to school. Students and parents will accept sole responsibility for lost, stolen or traded devices. Fitzhugh Park School and the Oswego City School District are not responsible for any lost, stolen or misplaced items.

If such items are out or on the person of the student (in their hand, stored in their pocket, in their desk, etc.), the item will be turned over to a teacher or building administrator and not given back to the students until the end of the regular school day or parents may be requested to come in and pick up the cell phone or electronic device. It is the strong recommendation of the building administrator to leave all such items at home.

Code of Conduct

Project Save

Project S.A.V.E. is the Safe Schools against Violence in Education Act passed by the state legislature and signed by the NYS Governor. This law seeks to improve school safety and to ensure a safe and effective learning environment.

Under the direction of Project SAVE, we have revisited our District and Building Codes of Conduct, and our District and Building School Safety Plans. The District Code of Conduct and Safety Plan are located in our main office for your viewing at any time.

Some of the major provisions of this legislation are listed below:

- A detailed Code of Conduct is required which must address language, detention,

suspension and this code of conduct is to be developed as a Board of Education Policy and adopted by the Board after a public hearing.

- The development of a District Wide Comprehensive School Safety Plan
- The development of Building Level Emergency Plans
- The development of an Emergency Response Plan
- The identification and establishment of crisis teams
- New reporting procedures and system, as well as a form for reporting violent acts to the Commissioner of Education/SED
- The teaching of civility, citizenship, and character education, K-12 Interpersonal violence prevention education K-12
- The development of school Safety Plans by school safety teams that are appointed by the Board of Education
- Teacher removal of a disruptive student, reasons for removal, notification requirements, due process and rights, as specified in the Code of Conduct, which is outlined in the Policy and procedures of the district
- The appointment of a District Safety Team
- The utilization of Superintendent's Conference days to provide information on violence prevention and intervention training for staff.

Student Rights and Responsibilities

Student Rights

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation.
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.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and

prepared to learn.

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger
7. Ask questions when they do not understand
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Acknowledge and accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners

Parents

All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.

2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know and follow school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Engage in open dialogue on issues related to the education of the child.
8. Lead by example.



School Psychologist and Counselors

The school psychologist and counselors are expected to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress.
4. Encourage students to benefit from the curriculum and extracurricular programs.
5. Monitor Attendance.

Principal

All principals are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students, staff, and parents have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs and student progress.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Superintendent/Assistant Superintendents

The superintendent/assistant superintendents are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Student 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.

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

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments and see-through garments are not appropriate. Specific examples of prohibited garments may be listed in individual building handbooks. Student's dress, grooming or appearance that represents gang membership through the wearing of gang "colors" or gang symbols is also prohibited.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed (ex: slippers, heelies and platforms).
- Not include the wearing of any head covering (ex: including but not limited to hats, bandanas, hoods) in the classroom except for a medical, religious or safety purpose.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender or disability.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district

personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

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 of 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:

Engage in conduct that is disorderly.

Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that is profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. During school hours or activities students are not permitted on any school grounds other than the one they regularly attend, unless they have received permission from the administrator in charge of those grounds.
7. Computer/electronic communications misuse, including any unauthorized use of computers, cell phones, personal gaming or music (i.e.: MP3, etc.) device (s), software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

Engage in conduct that is insubordinate.

Examples of insubordinate conduct include:

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.
3. Skipping detention.

Engage in conduct that is violent.

Examples of violent conduct include:

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

Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include:

1. Operating outside the provisions set forth by the "Threats of Violence in School" policy (7370). Appropriate student response to violence will include:
 - a) Reporting potentially violent situation to an adult or authority figure including any school employee.
 - b) Moving away from offending/violent situation.
 - c) Demonstrating passive or non-violent attempt to protect one
 - d) Expression of non-committal position (i.e. call for help, "stop!").
2. Lying to school personnel.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. 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.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in

fear of bodily harm.

8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately 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.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
17. Forgery of documents (ex: passes, ID- if not an academic issue)
18. Trading and bartering.
19. Inappropriate and disruptive behavior at athletic or other school events. (See XIII.B on page 26)

Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers 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.

Engage in any form of academic misconduct.

Examples of academic misconduct include:

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

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a

teacher, guidance counselor, the building principal or his or her designee including all staff members. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

Consequences

One quality of being human is to err. As adults, we teach children to do the right thing, knowing that there will be times when they may not. It is at those times, that we must instruct children regarding what they did wrong, re-emphasize why it is wrong, and work with them so it will not happen again. Part of this process deals with consequences. Everyone should be aware of what might happen when a rule is broken. We believe strongly that adults should demonstrate consistency, fairness, and a humanistic approach toward children. Our staff will go through a series of stages in its attempts to resolve the problem. In extreme cases, some of the stages will not be used. Loss of privileges and/or rewards such as parties, field trips, intramurals and the use of the cafeteria, library and other areas can take place. Each incident must be judged as to its severity. The stages are:

First Stage	Teacher handles problem within the classroom.
Second Stage	Teacher and parent work to solve the problem.
Third Stage	Other staff members become involved such as Principal, Psychologist, Social Worker, Farnham Counselor, School Counselor, etc.
Fourth Stage	Conference with student, parent, teacher, other required person to discuss problem and potential penalties.

This is a list of possible procedures. They are not listed in any specific order. As adults, we must determine what happened and how best to deal with the incident with consideration for the child. Not all of these procedures will be followed in each case. Many times the number of repeat incidents, or the severity of the incident, will be major contributing factors.

Disciplinary Penalties

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified

after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff.
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
3. Written referral to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrators (to include assistant principals and other designated administrators).
4. Detention—teachers, administrators (to include assistant principals and other designated administrators).
5. Suspension from transportation – director of transportation, administrators (to include assistant principals and other designated administrators).
6. Suspension from athletic participation – coaches, administrators (to include assistant principals and other designated administrators).
7. Suspension from social or extracurricular activities – activity director, administrators (to include assistant principals and other designated administrators).
8. Suspension of other privileges – administrators (to include assistant principals and other designated administrators).
9. In-school suspension – administrators (to include assistant principals and other designated administrators).
10. Removal from classroom by teacher – teachers, principal/designee, (per amendment to Project SAVE Regulations).
11. Short-term (five days or less) suspension from school – principal, superintendent, board of education.
12. Long-term (more than five days) suspension from school – superintendent and board of education.
13. Permanent suspension from school – Superintendent, Board of Education.

Visitors to the Schools

General

The Board encourages 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, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the

school. There they will be required to show a government issued photo id in order to sign in to the visitor sign in system and then 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 principal's office before leaving the building.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. 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.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No persons, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or personal property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

5. Intimidate, harass or discriminate against any person.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Cafeteria Procedures

Teacher Responsibilities

- Permit students to wash hands and go to the bathroom before lunch.
- Walk their children to the lunchroom.
- Assign students to a designated area on a monthly basis.
- At lunch dismissal, go to their table. Children are expected to pick up paper and any other item from their lunch. When this is done, you may dismiss them to a waiting line.

Student Responsibilities

- Wash their hands and go to the bathroom before lunch.
- Walk to the cafeteria.
- Use good manners while eating.
- Talk to the students at your table by using a normal tone so that you do not yell. The aides will come to you. You should not walk around the cafeteria unless directed to do so.
- When you have finished your lunch, wait until you have permission from the aides to empty your tray or lunch bag.
- At the end of the lunch period, wait for your teacher to dismiss you.
- You will be asked to pick up the floor of papers and push in your chair.

Aide Responsibilities

- Make sure all students have eaten lunch [baggers as well as buyers].
- Supervise the children during their lunch period. Students will remain seated.

Parent/Guardian Responsibilities

- Provide a nutritional lunch for their children. Soda and candy are not considered nutritious.
- Review these cafeteria procedures with your child(ren).
- Support any consequences that may occur due to poor cafeteria behavior.

Discipline of Students With Disabilities

The Board recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Notes: