

# STUDENT HANDBOOK

2017  
2018

*Annsville*

*Camden*

*McConnellsville*



*Camden Elementary Schools*

## **Welcome Students**

Welcome to Camden Elementary Schools. The members of the faculty and the administration sincerely hope that your elementary school experience provides a firm foundation for future success.

The information contained in this guide is designed to answer some of the most commonly asked questions from students and parents. After reading this booklet please call if you have any questions or concerns. In this way we hope to ensure that home and school are working together for the benefit of our children.

Sincerely,

### ***The Elementary Principals***

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## ***BOARD OF EDUCATION POLICIES***

While this planner serves as a guide for the policies and procedures of the three elementary schools, The Board of Education has adopted and closely monitors policies for the entire school district. These detailed policies may be found at:

<https://www.camdenschools.org/district/district-policies>



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## **Student Bill of Rights**

- A. All children have the right to live in circumstances which permit healthy intellectual, emotional, physical, and moral development.
- B. All children have the right to free, sound, basic education where their health, safety, and welfare are not violated.
- C. Each child has the right to an education appropriate for his or her individual needs.
- D. All children are entitled to an educational environment which respects their culture, race, socioeconomic background, the language of their home, and is free from harassment and other prejudicial encounters.
- E. All children have the right to educational programs which prepare them for jobs, for college, for responsible family life, and for citizenship in a self-governing society.
- F. All children have the right to participate in School Improvement efforts.
- G. All children have the right to participate in appropriate school-sponsored activities for which they are qualified.
- H. All children have the right to express themselves in a responsible fashion to teachers, administration, staff, and Board of Education.
- I. All children have the right to due process.

## **Student Responsibilities**

*It shall be the responsibility of students to conduct themselves as follows:*

- A. Take advantage of the academic opportunities offered at school.
- B. Support and participate in school activities.
- C. Attend all classes each day on time, ready to work, and with all necessary materials and assignments unless legally excused.
- D. Attend school regularly and punctually. Excuses for absences or tardiness must be in writing and signed by a parent or guardian.
- E. Remain on the school grounds during the school day. Permission to leave must be submitted by parent or guardian, in writing, to the main office or guidance office.
- F. Be self-controlled, reasonably quiet, and non-disruptive in classrooms, in hallways, in study areas, on school buses, on school property, and at school activities.
- G. Be clean and dress in compliance with standards of sanitation and safety, and in a fashion that will not disrupt classroom procedure.
- H. Be reasonable, modest, self-controlled, unsuggestive, and considerate in your relationships with other students.
- I. Keep your language and gestures respectful and free of profanity or obscenities.
- J. Respect private, public, and school property.
- K. Obey the school rules against use of and possession of alcohol, tobacco, or drugs on school property or while attending school-sponsored activities.
- L. Be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.
- M. Be reasonable, considerate, and controlled when expressing yourselves to students, teachers, staff, administration and Board of Education.

See **Board of Education Policy #5524** for additional information on Student's Rights and Responsibilities.

## **Project SAVE Emergency Plan Information**

The Camden Central School District is in compliance with SAVE (Safe Schools Against Violence in Education) Legislation. Detailed emergency information including the district wide safety plan can be found on our website ([www.camdenschools.org](http://www.camdenschools.org)). Copies are available from the school principal or from the District's Emergency Officer, Mr. Karl Keil, Camden District Office, 51 Third Street, Camden, New York.

### **Title 1 School Wide Project Schools**

Annsville, Camden, and McConnellsville Elementary Schools, as well as, Camden Middle School are School Wide Project Title 1 Schools. This means that each school has a School Wide Plan written by its planning committee that describes how the school is using its Title 1 Funds and all of its faculty to help all students achieve in the areas of English Language Arts and Math. The committee includes parents, teachers, staff, community members, the principal, and others. Parent Involvement is a key component in the plan. Please contact the reading teacher in your school to become involved in your school's program or to learn more about the plan.

### **Comprehensive Parent Involvement Plan**

#### ***I. Parent Involvement in Development of Building Plans***

##### ***Site-Based Building Meetings***

Each building shall offer a variety of opportunities for parents to provide input and feedback regarding the programs in their respective building. These may be, but are not limited to, Open House, Parent/Teacher Conferences, School Improvement meetings, Schoolwide Project meetings, and PTO meetings.

#### ***II. Planning for Effective Parent Involvement Parents and Teachers Plan Together***

This will be accomplished with meetings in individual buildings such as: School Improvement committees; Schoolwide Project committees; Title I/P building meetings; site specific building meetings; and PTO meetings. We may also incorporate surveys and questionnaires in some buildings. The School-Parent Compact will be printed in appropriate student handbooks.

#### ***III. Parent Involvement in Their Children's Education***

Parents may become involved in a variety of ways including, but not limited to: volunteering/tutoring; visits to the classroom; take home activities; Parent Compact; attendance at district or building activities/meetings; homework hotline (where available); and School Improvement Team and committees.

#### ***IV. Coordinating Efforts with Parents from other Programs***

The staff will focus on the transition from elementary to middle school. They will make every effort to make this a successful move for all students. This will be accomplished through fifth grade orientation and dialog with middle school teachers. We will also attempt to coordinate a smooth transition from Nursery School, Pre-K and Head Start through meetings, visits and Kindergarten orientation

#### ***V. Annual Plan Evaluation***

The Parent Involvement Plan will be included in student handbooks and distributed in the fall. An evaluation of the plan will be discussed at parent meetings throughout the year. Any revisions will be included in future handbooks.

## **School-Parent Compact**

The school and parents working cooperatively to provide for the successful education of the children agree:

### ***The School Agrees***

- To provide high quality curriculum and instruction.
- To offer at least one yearly meeting for parents to inform them of the compensatory program and their right to be involved.
- To offer parents a variety of parent activities based on parent input and requests.
- To actively involve parents in planning, reviewing and improving the building programs and the Parent Involvement Plan.
- To provide parents with timely information about all programs.
- To communicate often, and in a timely manner, through various means such as: Parent/Teacher conferences, reports to parents on their children's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- To assure that parents may participate in professional development activities if the school determines that it is appropriate i.e. literacy classes, workshops on reading strategies, etc.

### ***The Parent/Guardian Agrees***

- To share the responsibility for improved student achievement. To communicate with our child/children's teachers about their educational needs.
- To use or ask for assistance or training that the school may offer on child rearing practices and teaching and learning strategies. To review and become familiar with the plan as well as share ideas and input revising the plan. To monitor our child/children's attendance at school, homework, video game and television watching. To work with our child/children on their school work.
- To read to, or listen for 15-30 minutes per day to Kg-5<sup>th</sup> graders.
- To provide information to the school on what type of training or assistance we would like and/or need to help us be more effective in assisting our child/children in the educational process.
- To attend at least one parent meeting/activity during the school year.

## **Qualifications of Professional & Paraprofessional Staff**

In the Camden Central School District, we know that it is important to have a highly qualified, professional staff that meets the state qualifications and licensing criteria for the grade levels and subject areas in which they provide instruction. Parents have a right to request information about the professional qualifications, provisions under which the professional staff were hired, as well as the professional status of the teaching staff, and the paraprofessional who are working with the students.

## **Dignity for All Students**

The Dignity for All Students Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, mental or physical abilities, disability, sexual orientation, gender identity, and sexes. Likewise, electronic forms of harassment will not be allowed.

It is the policy of the Board of Education that harassment or discrimination of and by students, employees, or visitors is prohibited and that administration will investigate all allegations after



a report of an incident is completed. Forms are available from the the building administrators. Any student who believes he/she has been the victim of harassment or discrimination, by a student or an employee of the District, should report the acts immediately to his/her building administrator or school counselor.

Harassment and discrimination of any nature to another student or staff member is not tolerated and is severely dealt with at school. Each student has the right to attend school free of harassment or discrimination of any kind.

The Assistant Superintendent for Instruction and/or the designee can be reached at 315-245-2501, or Camden District Office, 51 Third Street, Camden, NY 13316, for questions and for the procedure for filing a grievance.

For additional information regarding Dignity for All Students, See **Board Policy #0010, Equal Opportunity and Nondiscrimination.**

## **Educational & Employment Rights of HIV Infected Individuals**

Camden CSD is committed to providing a safe and healthy environment in the District's schools and to protecting the rights of HIV infected individuals to confidentiality and to continued education or employment where possible. For additional information, please see **Board Policy #0050.**

### **Student Privacy Notification**

Dear Parent/Guardian:

The Board of Education recognizes that student privacy is an important concern of parents and the Board wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) gives a school district the option of designating certain categories of student information as "directory information". Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address and class roster. To that end, the Board has adopted a policy on student privacy.

Under the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, and the Camden Central School District policy on student privacy, you have the right to opt your child out of the following activities

- l. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students, such as:
  - a. college or other postsecondary education recruitment, or military recruitment;
  - b. book clubs, magazines and programs providing access to low-cost literary products;
  - c. curriculum and instructional materials used in schools;
  - d. tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments.
  - e. student recognition programs; and
  - f. the sale by students of products or services to raise funds for school related activities.

2. The administration of any survey revealing information concerning one or more of the following:
  - a. political affiliations or beliefs of the student or the student’s parent;
  - b. mental or psychological problems of the student or the student’s family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
  - g. religious practices, affiliations or beliefs of the student or the student’s parent; or
  - h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term “invasive physical examination” means any medical examination that involved the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under state law, including those permitted without parental notification.

If you have any questions about the district’s student privacy policy(ies) and your right to opt your child out of certain activities, please contact your building principal.

## **Annual Notification Regarding Student Records**

According to state and federal regulations; at the beginning of each school year district parents, guardians and students must be notified in writing of the following:

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the “**Family Educational Rights and Privacy Act**” of 1974 (FERPA) and its implementing regulations, and the Commissioner’s Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language. This section is intended to advise you of your rights with respect to the school records relating to (your son/daughter) (you) pursuant to the Federal “**Family Educational Rights and Privacy Act**” of 1974.

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

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

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

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment. Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts. The release of information is consistent with local **Board Policy 5051**.

## Family Rights

*Dear Parent or Guardian:*

*This is to advise you of your rights with respect to student records pursuant to the **Family Educational Rights and Privacy Act (FERPA)**. FERPA is a federal law designed to protect the privacy of student records. The Camden Central School District's BOE has adopted Board Policy 5051 in response to this law. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:*

- 1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the District's Record Access Offices, Assistant Superintendent for Instruction, a written request that identifies the records they wish to inspect. The Record's Access Offices will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.*

*If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board a person or company with whom the district has contracted to perform a special task (such as an attorney,*

auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue SW Washington, DC 20202-4605

## Sign Language Interpreters

If a parent/guardian is hearing impaired, the District will provide interpreter services or other reasonable accommodations to facilitate that person's participation in school initiated meetings or activities specific to the academic or disciplinary aspects of the student's educational program, please see **Board Policy #4056**.

## School Improvement

Each elementary school has a building level team. Parents, teachers, support personnel, and the building administrator sit on the team, the purpose of which is to increase student achievement. If you are interested in serving as a volunteer, please contact your principal.

## PTO

The Parent-Teacher Organization provides a strong link between home and school. The organization serves many useful purposes which enhance the school climate and the education of our children. Some of the events include: informative meetings, organizing room mothers, providing an avenue for volunteer helpers, sponsoring special events for the children for holidays, and sponsoring covered dish suppers or picnics. We encourage you to join your school's PTO and help make your child's education better.

## Volunteers

Board Policy #1019 requires that individuals interested in volunteering for school PTO sponsored activities, complete an application, be interviewed by the Building Principal, and attend a review session of the Board Policies that are relevant to volunteers. Once this is completed, the Building Principal may recommend the individual to the Superintendent, who in turn, will place the applicants name before the Board of Education. Upon approval, the individual may volunteer within the schools or at PTO sponsored events for that school year.

**Board Policy #1019**

## Chaperones on Field Trips

All volunteers or chaperones on a field trip/educational trip must be Board approved and undergo the process cited in the preceding paragraph entitled "Volunteers".

Since safety and security on field trips are the primary concerns of school personnel. The teacher and the principal will determine in advance the number of chaperones needed for each field trip so as to ensure the proper supervision of students. When more than the required number of Board approved chaperones volunteer for the field trip, then a selection process will be used by the teacher/principal. This procedure addresses the need for clear and direct supervision as well as the need for the safety of our students.

## Pupil Schedule

Students in Kindergarten through Grade 4 arrive at 8:50 a.m. and are dismissed at 3:30 p.m. Morning Pre-K students also arrive at 8:50 a.m. and are dismissed at 11:30. Afternoon Pre-K students come in at 1:00 p.m. and leave at 3:30 p.m. Parents who transport their children to and from school or whose children walk should plan accordingly.

## Student Progress Reporting

The Camden Central School System places a high value on communication between the families of our students and the school community. Opportunities for this communication to take place are set up on both a regular and “as needed” basis. In addition, report cards are distributed at approximately ten week intervals (10, 20, 30, and 40).

For communication to be successful, both parties must be actively involved. We will continually try to keep you informed of happenings at school and encourage you to do the same with information from home.

Please feel free to contact the school at any time regarding progress of your child.

## Access to Student Records

**Board Policy #1020** establishes procedures for public access to District records and Information. For additional information, see the board policy cited above.

## Beginning Handwriting



Our elementary schools use the Zaner-Bloser manuscript writing style. If you are planning to help your Kindergarten child write his/her name, please write it this way:

- (1) Use capital letters only at the beginning of the name.
- (2) Try to encourage the formation of the letters as they will learn them at school. It is quite difficult to break habits once established. It is not essential that each Kindergarten child be able to write his/her name, because some are not ready.

## Textbooks

All basic texts, workbooks, and library books are loaned to students for their use during the school year. They are to be kept clean and handled carefully. If a text, workbook, or library book is misused or lost, students will be billed based on depreciation cost.

## Pupil's Dress

According to state law, school authorities may prohibit dress which is so distracting that it interferes with the learning process. This includes t-shirts/sweatshirts with inappropriate phrases/symbols.

Extremely brief or revealing clothing is not appropriate for school. Underwear and undergarments should be covered by outer clothing. Hats and other headgear are not permitted to be worn during the instructional day, except for medical, religious, or other approved purpose.

## Student Alcohol and Drug Abuse

**Board Policy #5033** prohibits a student to be under the influence of, in possession of, involved in the sale of, or associated with a prohibited substance or paraphernalia in or about school grounds, or in District sponsored transit.

For information regarding Prescription Medication use in school, see **Board Policy #5033**.

## Student Searches

In order to promote the safety of students, staff and visitors to the school and to safeguard the right of students to be free from unreasonable searches and seizures, school personnel will act in accordance with the law.

However, student lockers and desks are District property and remain so at all times, under the control of the District, and students have no expectations of privacy therein. Searches of lockers (cubbies) and/or desks may be undertaken for any reason, at any time, without notice and without student consent. Students are expected, however, to assume full responsibility for the security of the contents of their lockers and desks.

See **Board Policy #5062**, for additional information.

## Physical Education

Students in grades K-4 receive several periods of physical education instruction per week. We require the wearing of sneakers in physical education class to reduce the chance of injury. Platform sneakers, sandals, or novelty sneakers of any kind are not allowed. Sturdy, laced, or Velcro sneakers are the best.

By state regulations, no pupil may be exempt from physical education classes except upon the certification of the local school physician or the pupil's family doctor. Please remember to send in a doctor's note for excused absence. Once a student has been excused by a doctor, another doctor's note must be received when the student is able to resume Physical Education.

Jewelry can be hazardous in Physical Education classes. Pierced earrings that dangle pose a particularly dangerous situation as they can become caught or pulled. With this in mind, students are not allowed to wear dangling earrings during P.E. All other jewelry and hair ornaments are worn at the discretion of the Physical Education teacher since they may pose a safety hazard during a particular activity.

## Visitors

A student visiting a district building other than the one that he/she normally attends is considered a visitor to that building and therefore subject to **Board of Education Policy #1016** and accompanying administrative regulations that require all visitors to a building to report to the main office. Further, visitors using the school grounds beyond the regular school day are restricted to activities which are lawful and authorized by the Board of Education. Violators of this provision are subject to school disciplinary action as well as action through the criminal justice system.

**Board of Education Policy #1018** prohibits the use of alcohol, controlled substances, illegal drugs, tobacco and nicotine related products on school property.

## Resolving Concerns

If you have a concern regarding something which has occurred at school, please use the following procedure for the quickest resolution. First, contact your child's classroom teacher. He/she is the person most directly involved with your child and can possibly resolve any concerns immediately. If you continue to have a concern, involve the building administrator.

## Discipline is a Shared Responsibility

### *General Assumption*

All students can learn. High academic and disciplinary expectations should prevail; and students should be assisted in developing self-esteem and high self-expectations. Learning should be interesting, challenging, and designed to provide opportunity for the student to grow. The school should be a safe, comfortable environment which provides nurturing and growth opportunities for everyone. However, each classroom and/or building has specific rules regarding student behavior. It is the student's responsibility to be aware of these rules and the resulting consequences. To this end, Camden Elementary Schools have established the code of conduct listed below.

# Early Identification & Resolution of Discipline Problems

In order to bring about the early identification and resolution of discipline problems that occur within a school or on a bus, the following procedures will be utilized:

1. Teacher/Staff intervention with possible parental contact
2. Referral to Building Administrator
3. Administrative action congruent with the Code of Conduct

At any time during the above process, the Response to Intervention Team, school counselor, and/or Social worker may assist the teacher or administrator with intervention strategies. In addition, other resources deemed appropriate may be used. Parental involvement is encouraged throughout this process.

A “*Plain Language Summary of the District’s Code of Conduct for the Maintenance of Public Order on School Property and at School Activities*” is mailed to parents at the beginning of the school year. The actual **Board of Education Policy #5524** also can be viewed on the district’s web site. See page ii of this booklet for accessing this information.

## Code of Conduct

<i>Infraction</i>	<i>Disciplinarian</i>	<i>First Incident</i>	<i>Subsequent Incidents</i>
A. Physical confrontation	All Staff	Conference with student. <i>0-5 days ISS/OSS.</i>	Conference with student. <i>0-5 days ISS/OSS.</i>
1. Pushing, Shoving, Tripping	All Staff	Conference with student. <i>0-5 days ISS/OSS.</i>	Conference with student. <i>0-5 days ISS/OSS.</i>
2. Fighting ( <i>knives struck</i> ), Assault ( <i>intentionally causing injury to another person</i> ).	Teacher, Administrator	Conference with student. Parent notification. If warranted, proper authorities notified. <i>0-5 days ISS/OSS.</i>	Conference with student. Parent notification. If warranted, proper authorities notified. <i>0-5 days ISS/OSS.</i>
3. Threatening to cause injury to another person or attempting to cause injury to another person	Teacher, Administrator	<i>0-5 days ISS/OSS.</i>	<i>0-5 days ISS/OSS.</i> Proper authorities may be notified, if warranted.
B. Disruption of school activity, classroom environment, defiance ( <i>insubordination toward a staff member</i> )	All Staff, Teacher, Administrator	Conference with student/teacher. Parent notification. If warranted, parent/teacher/student conference. <i>0-5 days ISS/OSS.</i>	First incident disposition may be repeated. Proper authorities may be notified, if warranted. <b>(Supt’s hearing/Intake/PINS)</b>
C. Reckless endangerment	All Staff, Teacher, Administrator	Conference with student. Parent notification. <i>0-5 days ISS/OSS.</i>	First incident disposition may be repeated. Proper authorities may be notified, if warranted. <b>(Supt’s hearing/Intake/PINS)</b>
D. Profanity, vulgar language or obscenity	All Staff, Teacher, Administrator	Conference with student. Parent notification/parent conference if warranted. <i>0-5 days ISS/OSS.</i>	First incident disposition may be repeated. Proper authorities may be notified, if warranted. <b>(Supt’s hearing/Intake/PINS)</b>
E. Inappropriate cafeteria behavior	All Staff, Administrator	Conference with student. Time out table. Possible parent notification and/or conference. <i>0-5 days ISS/OSS.</i>	First incident disposition may be repeated and consequences increased. Parent notification and/or conference.

<p>F. Truancy (failure to attend school all or part of the day without a legal excuse) Chronic tardiness school or class</p>	<p>Administrator  Teacher, Administrator</p>	<p>Conference with student. Parent notification. <b>0-5 days ISS/OSS.</b></p>	<p>First incident disposition may be repeated. If continued proper authorities notified. <b>(Supt's hearing/Intake/PINS)</b> Conference with student/parent notification. Student referred to proper authorities. <b>(Supt's hearing/Intake/PINS)</b></p>
<p>G. Being out of school without permission (leaving building)</p>	<p>Administrator</p>	<p>Conference with student. Parent notification. <b>0-5 days ISS/OSS.</b></p>	<p>Conference with student. Parent notification/parent conference.</p>
<p>H. Theft (possession of stolen property) or Stealing (knowingly receiving, retaining, concealing, or disposing of stolen property)</p>	<p>Teacher, Administrator Proper authorities may be notified if warranted.</p>	<p>Conference with student. If object not returned in original shape, student should pay for the item. <b>0-5 days ISS/OSS.</b></p>	<p>First incident disposition may be repeated.</p>
<p>I. Vandalism (damage, destruction, defacing of school property such as books, materials, furniture, building or grounds)</p>	<p>All Staff, Administrator</p>	<p>Conference with student. Parent notification. Payment of damages required or the student will be responsible for the restoration of item(s) to the original condition. Light custodial duties may be assigned. Proper authorities notified, if warranted. <b>0-5 days ISS/OSS.</b></p>	<p>First incident disposition may be repeated or other action as may be appropriate.</p>
<p>J. Possession of any firearm<sup>2</sup>, knife, explosive, or other dangerous object capable of doing bodily harm at school or a school sponsored activity off school grounds</p>	<p>All Staff, Administrator</p>	<p>Conference with student. Parent notification/parent conference. Proper authorities notified if warranted <b>0-5 days ISS/OSS.</b></p>	<p>First incident disposition may be repeated. Parent conference held before the student may return to school. <b>0-5 days ISS/OSS.</b></p>
<p>K. Possession or Use of Tobacco Products at school or school sponsored events (ex. cigarettes, snuff, chewing tobacco)</p>	<p>All Staff, Administrator</p>	<p>Conference with student. Parent notification. <b>0-5 days ISS/OSS.</b></p>	<p>Conference with student. Parent notification. <b>0-5 days ISS/OSS.</b></p>
<p>L. Drinking or Possession of Alcoholic Beverages</p>	<p>Administrator</p>	<p>Conference with student. Parent conference. Student may not return until a conference is held. Referral to appropriate counseling program. <b>0-5 days ISS/OSS.</b></p>	<p>Conference with student. Parent conference. Student may not return until a conference is held. Referral to appropriate county agency. (See policy for amplifying instructions.) Such other actions as may be appropriate as outlined in policy 5312.1. <b>0-5 days ISS/OSS.</b></p>



M. <b>Illegal Drugs: Possession or Use</b> <i>(see definition in Policy Book)</i>	Administrator	Conference with student. Parent notification/parent conference. The student may not return until a conference is held. Referral to appropriate counseling program. Proper authorities notified. <b>0-5 days ISS/OSS.</b>	Conference with student/parent. Possible Supt's hearing. Proper authorities notified. <i>(See policy for amplifying instructions.)</i> Such other actions as may be appropriate as outlined in policy 5312.1. <b>0-5 days ISS/OSS.</b>
N. <b>Drug Abuse</b> <i>(see definition in Policy Book)</i>	Administrator	Conference with student. Parent notification/parent conference. <b>0-5 days ISS/OSS.</b>	Conference with student/parent. Possible Supt's hearing. Proper authorities notified. <i>(See policy for amplifying instructions.)</i> Such other actions as may be appropriate as outlined in policy 5312.1. <b>0-5 days ISS/OSS.</b>
O. <b>Throwing papers, spitting</b>	All Staff, Administrator	Conference with student. Parent notification if warranted. Light custodial duties assigned.	First incident disposition may be repeated.
P. <b>Forgery</b>	Teacher, Administrator	Conference with student. Parent notification.	Conference with student. Parent notification/parent conference.
Q. <b>Public display of affection</b>	Teacher, Administrator	Conference with student. Parent notification.	Conference with student. Parent notification/parent conference.
R. <b>Other acts of unacceptable behavior including bullying and harassment</b>	Teacher, Administrator	Conference with student. 0-5 days ISS/OSS.	First incident disposition may be repeated or consequences increased.

*\* Possession of a gun on school grounds shall result in a suspension for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case by case basis.*

## Alternative Education

Alternative Education programs will be considered when students are not able to function in regular education school programs. The Instructional Support Team (IST) may recommend placement in regular education alternative settings.

## Transportation Discipline Policy

**I. Board Policy #7011** states that all students transported by the Camden Central School District shall comply with rules, regulations, and procedures as established by the Superintendent of Schools.

**II. Exceptions to Board Policy**

None.

**III. Bus Rules and Procedures**

- A. In an attempt to maintain an atmosphere on district transportation that promotes “*safety*” and “*civility*” the following (5) rules and procedures are established for all students.
1. Follow all driver’s safety directions
  2. Consumption of food, or use of illegal substance, and scented chemicals are prohibited
  3. Respect others, talk appropriately, no profanity, no outbursts, and keep your hands to yourself.
  4. Violence or threats of violence are prohibited.
  5. Respect all property.

## B. Clarifying Instructions

1. Upon boarding the bus, students shall sit in their assigned seat and remain seated for the duration of the trip. When seats are not available, standees will move to the back of the bus. Drivers may reassign seats. Bus routes are established on the basis of three students to a seat.
2. Students must ride their assigned bus and must have written permission from their parents/guardians if they have different plans. Said written permission shall be approved by the building administrator and appropriate pass presented to the bus driver.
3. Students shall not bring objects on the bus which are potentially dangerous or distracting to other students or to the driver. Prohibited objects include, but are not limited to, the following:
  - a. glass objects
  - b. weapons
  - c. explosive or flammable devices
  - d. live animals
  - e. any object too large to be held on the student's lap
4. Students are to be at their bus stop 5 minutes prior to the bus' arrival. The bus driver will stop at all assigned stops, look, if no one is at the stop, the driver **WILL** continue on his/her way.

## IV. Consequences

- A. Listed below are the consequences from least to most severe.
  1. Warning
  2. Parent Notification/Conference
  3. Administrator/Student /Driver Conference
  4. Main Office Detention
  5. Lunch Detention
  6. Transportation Suspension (1-5 days)
  7. Superintendent's Hearing

### **Referrals 1-3 \***

The building administrator will meet with the student to discuss the incident. Depending on the severity of the incident, the administrator reserves the right to assign any of the consequences 1-7.

### **Referrals 4 or more \***

The building administrator will meet with the student to discuss the incident. Depending on the severity, the student will receive a mandatory transportation suspension from I-5 days. A Superintendent's hearing could be recommended.

***\* The CSE Chairperson will be notified by telephone on all transportation referrals associated with a CSE student.***

When a student is suspended from transportation, it is the responsibility of the parent or guardian to provide transportation for that student to and from school for the duration of the suspension.

# CAMDEN CENTRAL SCHOOLS TRANSPORTATION CONDUCT REPORT

**Mr. Edwin Snow**, *Transportation Director*  
Phone: (315) 245-0878

**Mrs. Stacey Vaile**, *Dispatcher*  
Phone: (315) 245-2553

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Scool: \_\_\_\_\_ Referral # \_\_\_\_\_  
 Bus Personnel: \_\_\_\_\_  
 Bus: \_\_\_\_\_ Time: \_\_\_\_ AM \_\_\_\_ PM \_\_\_\_ 3:15 \_\_\_\_ 5:30 \_\_\_\_ 5:45 \_\_\_\_ 7:30

### Note to parents

If a student is suspended from transportation, you are responsible for transporting your child to school. You are urged to support the action taken by the administrator and to cooperate with the corrective action initiated to ensure that the health, safety, and welfare of all are preserved and civility maintained.

Transportation personnel have reported the following violation of:

\_\_\_\_\_ Personnel observed/heard incident \_\_\_\_\_ Reported by student

- 1. Follow all driver's safety directions (stay in seat, etc.)**
  - \_\_\_\_\_ Tampering with emergency equipment
  - \_\_\_\_\_ Refusing to follow directions of bus personnel/insubordination
  - \_\_\_\_\_ Placing hands/arms/other body part out of moving bus
- 2. Consumption of food, illegal substances, weapons, and scented chemicals are prohibited**
  - \_\_\_\_\_ Possessing/using alcohol, tobacco products, illegal drugs, unauthorized substabces
  - \_\_\_\_\_ Possessing drug paraphernalia/weapons
  - \_\_\_\_\_ Consumption of food or drink on the bus
  - \_\_\_\_\_ Use of scented products (perfume, hairspray, cologne, etc.)
- 3. Respect others: Talk appropriately/no profanity/outbursts/keep hands to yourself**
  - \_\_\_\_\_ Use of Profanity/abusive language or gestures toward student/bus personnel
  - \_\_\_\_\_ Spitting/littering on the bus
  - \_\_\_\_\_ Excessive horseplay/touching other students
- 4. Violence or threats of violence are prohibited**
  - \_\_\_\_\_ Fighting/intimidating/harassing studetns or bus personnel
- 5. Respect all property**
  - \_\_\_\_\_ Throwing objects in or out of bus
  - \_\_\_\_\_ Intentionally damaging areas of bus

Be safe

Be civil

Bus personnel's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Driver's signature: \_\_\_\_\_

Administrative action: \_\_\_\_\_  
 \_\_\_\_\_

Student's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Administration comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If suspended from transportation: Begins \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ends \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Administrative signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Bus Notes

At times it may be necessary for a student to ride on a bus other than his or her regularly assigned one. In such situations, students must present to the office, upon arrival in the morning, a written parental request stating the reason and destination, including the physical address of the drop-off.

A parental note is also required if a regular bus rider is not to go on the bus or if it is necessary for him or her to get off the bus at some place other than home.

### Kindergartners Riding the Buses

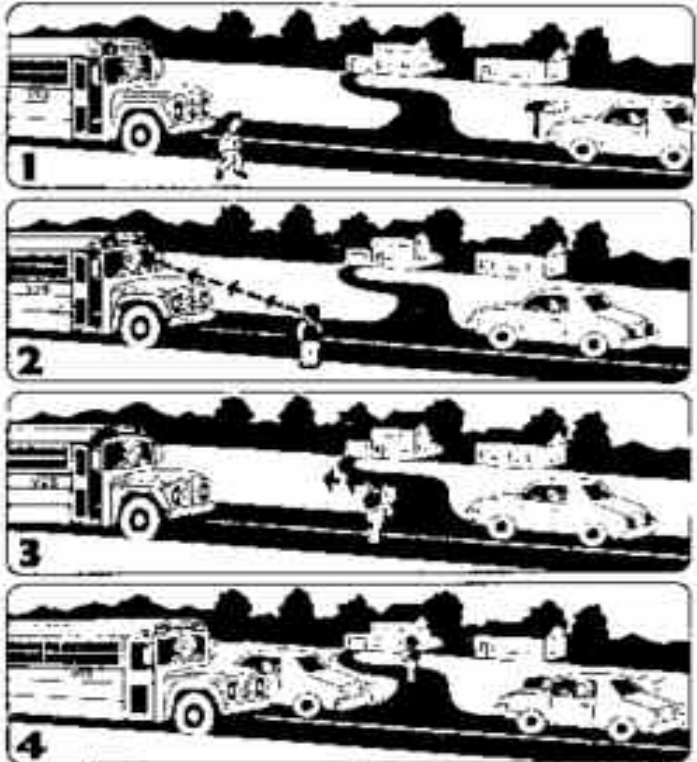
Since Kindergarten children are sometimes reluctant to tell their names to bus drivers and to other school personnel, it is helpful in their adjustment to school and to insure their safety, to have them wear a name tag during the first two weeks of school.

During the first week of school, parents should provide a tag stating child's name, address, parent or guardian's name and telephone number. The teacher will add the letter of the bus which will return them home. Please provide all the above information for your baby-sitter if appropriate.

*After the first week, a name tag and bus letter will be sufficient.*

Example:	JANE DOE	JANE DOE
Sample of the tag to be worn for the first week.	River Road Mr. and Mrs. John Doe (315) 245-1234	F Sample of the tag to be worn for the next 9 weeks.

## How to Cross Safely



## **Home Alone**

Occasionally, students will arrive home and find an empty house. This may be due to an unforeseen early closing or to a family emergency or delay. We ask you to devise an emergency plan and review it with your children. Example of plans include the location of a key or going to a neighbor's house. Please alert your child's elementary school if you foresee a problem with meeting the bus drop-off time. It is our hope that you take a few minutes to address this important matter with your child(ren).

## **Release/Signing Out of Students**

If for any reason you wish to take your child out of school, you should come to the office. The secretary will call the classroom and ask the teacher to send your child to the office. You will also be asked to sign a sheet indicating the time of your child's release and the reason. We do not release a child to any adult who is not on the emergency information card. If you should find it necessary to have such a person pick up your child from school, he/she must have a note from the parent and report to the office. We ask that you also call the school to alert us that someone other than a parent will be picking up your child.

If there is a legal custody concern, the school must be informed of the arrangement and must be given a copy of the legal agreement. The school will then follow the directions of the document regarding the release of children.

If there is a separation of parents and no legal custody has been awarded, the school is legally directed to treat parents as equals in custody regarding release of children.

See **Board Policy #5017** for additional information.

## **Requests to Leave School Other Than by Bus**

Students who desire to walk or ride bicycles need to have a note filed in our office stating that they have parental permission. This may be for just certain days or it may be of a permanent nature. Bicycles are not to be ridden in the parking lot, and are the sole responsibility of the student.

Kindergartners are not permitted to ride bicycles to school. Walkers have the right of way.

## **Acceptable Use of Technology**

Since technology is considered an educational resource, students may access computers and the Internet via the district's network. Only those students who are under the direct supervision of an instructor are authorized to use the computers and the Internet. This privilege will allow students to understand diversity and to promote the students' personal growth in technology, informational gathering skills, and communication skills.

When using technology, the student will monitor all material that threatens the integrity of the district's network so that it does not enter the district. The student understands that there is no privacy on the District's computers. This includes e-mail or individually created files. Moreover, the student is responsible for the e-mail and/or file content.

See **Board Policy #4090** for additional information.

## **Internet Safety**

Although Camden CSD recognizes the value of the internet as an educational tool, it also understands that the information with no redeeming social value is accessible through the internet. Therefore, the District has developed and will enforce its Internet Safety Policy.

See **Board Policy #4091** for additional information.

## Cell Phones

Issues with students and cell phones have been a growing concern. Increasing numbers of students now use phones to harass others by texting, to post photos/videos on social networking sites, and to cheat. These activities occur in schools on a regular basis and take away from the academic focus of schools as well as risk the security and safety of our students and staff.

It is for this reason that cell phone use for any reason by students on the school bus or in school is prohibited. We ask that you assist us with this by refraining from calling/texting your child while he/she is at school. If an emergency arises, call the main office of your child's school to contact him/her.

## Use of Telephone

Student use of telephone will be in cases of emergency only. Children need to be helped to remember items such as books and lunch money, etc. before leaving home to eliminate unnecessary phone calls.

## Student Emergencies

Sometimes in the course of the day a pupil becomes ill and it becomes necessary to communicate with the home. It is imperative that we have parents' business and home phone numbers and alternative emergency phone numbers.

## Student Attendance

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

### *A. Expectations for Good Attendance*

1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the Importance of attendance in instruction, enabling the student to:
  - Learn subject matter and earn good grades,
  - Develop responsible work and study habits,
  - Prepare for the world of work
2. Our school asks parents to support the regular attendance of their student.

### *B. Absences*

#### **1. Excused absences will be defined as:**

Personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. All instances of excused absence require a written parent/guardian excuse. We ask that the excuse identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will resort in progressive discipline.

## 2. Unexcused Absences

*Most absences not mentioned above are interpreted as “unexcused absences”. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are:*

- a. **Unlawful Detention:** Unlawful detention occurs when the pupil is absent with knowledge and consent of his/her parent/guardian for other than an excused absence.
- b. **Truancy:** A student who is absent from school without the consent of a parent/guardian is considered to be truant.

## C. Responsibility for Good Attendance.

Cooperation among all members of the educational community, including parents, students, teachers, administrators and staff, ensures good attendance.

### 1. Parent/Guardian Responsibilities

- a. It is the responsibility of parents/guardians to insure that their children attend school regularly and on time.
- b. When a student is absent from school, parents/guardians must contact the school to report absences. Upon a student’s return, a written explanation or a doctor’s verification of the absence is required.
- c. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.

### 2. Student Responsibilities

- a. Students must attend school daily and be on time.
- b. Students must attend all classes and participate fully. Students are expected to make up assignments and classwork they have missed during their absence. Both of which are to be completed in a timely manner.

### 3. Teacher/Staff Responsibilities

- a. Teachers are responsible for maintaining accurate attendance reports.
- b. Teachers and other appropriate staff members shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.
- c. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. (Phone calls to parents or guardians are encouraged).

### 4. Administrative Responsibilities

- a. The Principal or designee is responsible for implementing the attendance policy.
- b. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

## Emergency School Closings

When it is necessary to close schools because of weather or another an announcement will be made on the following stations:

WSYR.....	Syracuse	WMCR.....	Oneida
WIBX.....	Utica	WLZW.....	Utica
WODZ.....	Utica	WSEN.....	Syracuse
Lite98.7.....	Utica	WYYY.....	Syracuse
WFBL.....	Oneida	WWHT.....	Syracuse
WBBS.....	Syracuse	WPHR.....	Syracuse
WHEN.....	Syracuse	WKTV.....	Utica
WSTM-TV.....	Syracuse	WIXT-TV.....	Syracuse
WFRG.....	Rome		

*Camden CSD Web Page & School Messenger*

## Medical Exclusion from School

Children with pink eye, impetigo, scabies, or ringworm will not be readmitted to school without a Doctor's excuse.

Children with lice are excluded from school until they have been treated in the manner stated by the school nurse. They are excluded from district transportation until the school nurse is able to examine and determine treatment has been effective.

## Immunization Requirements

In order to be eligible for registration in the Camden Central School District, students must meet New York State Immunization Requirements for school entrance.

## First Aid

Basic first aid is given immediately by school personnel. In case of a serious medical condition, an ambulance or rescue squad will be summoned. The school should be alerted by parents of children with bee sting allergies. Bee sting kits should be provided if needed. Any other significant health problems or special needs should be brought to the attention of school personnel by the parent so that necessary provisions may be made to meet the student's needs.

## Health Services and Medications in School

If a student becomes ill in school, he/she should report to the nurse or attendance clerk, who will decide what should be done. Students must **NOT** leave the building because of illness without authorization.

In compliance with New York State Law, **NO** medication will be dispensed unless the following requirements are met:

1. A signed note from physician stating reason for medication ordered and dosage.
2. A signed note from parent/guardian granting permission for school nurse/personnel to administer medication.
3. Medicine must be brought to nurse in original pharmacy container.
4. Medication may not be carried by students on the bus.

\* Students are **NOT** to keep medicine in lockers or on their person. The school nurse is prohibited by New State Law from giving students aspirin or Tylenol unless prescribed by their physician.

NYSED requires an annual physical exam for new entrants, students in Grade K, 2, 4, 7 and 10, sports, working permits, and triennially for the Committee on Special Educate (CSE).



Vision, hearing, and scoliosis screenings are done on students per NYSED guidelines. See **Board Policy #5034** for additional information.

### **Insurance**

Injuries occurring at school are to be covered by the parents' insurance plan. The school has liability insurance as a second carrier in the event charges are not covered by your particular medical plan. This plan may not cover all of your bills.

### **Breakfast Program**

Breakfast is available to all elementary students. Breakfast is not served on 1/2 days or on delayed start days. Students must pay on a daily basis.

### **Lunch Program**

Menus are sent home monthly. Lunch money is collected daily. Students who have forgotten or lost their lunch money may get permission to charge a complete lunch from the cashier. The money should be brought to school the next day. A student will be served an alternative lunch should the balance due become \$10.

You can pay for your child's meals by registering at [www.myschoolbucks.com](http://www.myschoolbucks.com)

### **Free/Reduced Breakfast/Lunch Program**

Children may receive free or reduced lunches if their parents meet eligibility requirements. Families wishing to participate in either program should complete the application form which is sent home with every child annually.

### **Student Storage Areas**

Student storage areas remain the exclusive property of the school. Periodic inspections of these areas may be made by school personnel.

### **Personal Property**

The school is not responsible for any loss of property. Books and articles of clothing should have the student's name written clearly in them. Items having no relationship to the instructional program, such as hand-held computer games, trading cards, and toys of any kind, are prohibited both in school and on the bus.

### **Lost and Found**

Each elementary school stores lost and found items for a brief period of time. Any articles may be claimed upon correct identification. Found articles should be turned in immediately.

### **Sales**

Only sales projects that are sponsored by a school organization are permitted in the building. Students shall not sell or trade items to other students.

### **Food and Beverages**

Throughout the year, children celebrate their birthdays and holidays by bringing food and/or beverages into school to share with their classmates. All food and/or beverages must be store bought.

