

Sidney Elementary School

Family Handbook

2013-2014

Signature Page

Please sign and return to your child's teacher.

My children and I have read this booklet and recognize the need to have rules. We support that following the rules of the school will make it a better place to learn and grow.

Student's Signature

Parent/Guardian Signature

Date

Sidney Elementary School



Family Handbook
2013~2014

Sidney Elementary School

Sidney Central School District

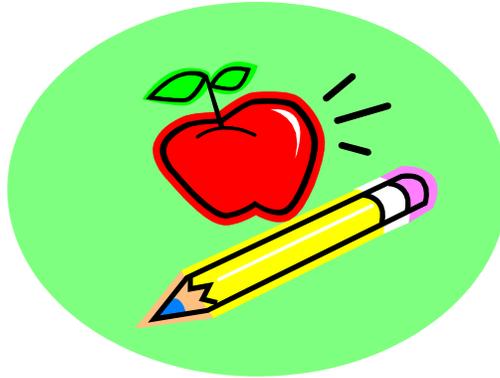
15 Pearl Street East

Sidney NY 13838

607-561-7701

www.sidneycsd.org

Robert A. Hansen, Principal
Karson James, School Counselor
Samantha Oliver, School Counselor
Susan Smith, School Nurse



“Striving for Excellence”

Important Names & Numbers

District Office

Dr. William Christensen,
Superintendent
561-7700

Corey A. Green, Assistant Superintendent
for Student Accountability and Support
Operations
561-7700

Kathryn E. Bailey
Director of Curriculum, Assessment, and
Staff Development
561-7700

Sidney Jr./Sr. High School

Eden M. Bullock, Principal 7-12
561-7703

Christopher Haynes, Athletic/Aquatics
Director; Asst. Principal
561-7712

Food Services

Diane Whitten, Manager
561-7701, option 4

Transportation Center

Michael Blincoe, Supervisor
561-7710

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Referenced Board Policies

The following Board of Education Policies listed below are either referenced within this handbook or are pertinent to students in the Sidney Central School District. The policies are accessible in the district office or on the district's website: www.Sidneycsd.org.

Attendance

- 7110 – Comprehensive Student Attendance Policy

Code of Conduct and Disciplinary Matters

- 3410 – Code of Conduct on School Property
- 7310 – School Conduct and Discipline
- 7313 – Suspension of Students
- 7421 – Discipline at Athletic Events
- 7311 – Loss or Destruction of District Property or Resources
- 3290 – Operation of Motor Driven Vehicles on District Property
- 3411 – Unlawful Possession of a Weapon upon School Grounds
- 7360 – Weapons in School and the Gun Free Schools Act
- 7320 – Alcohol, Tobacco, Drugs and Other Substances (Students)
- 5640 – Smoking/Tobacco Use
- 7315 – Computer Network for Education
- 7316 – Student use of Computerized Information, Resources (Acceptable Use Policy)
- 7552 – Bullying: Peer Abuse in the Schools
- 7553 – Hazing of Students
- 7551 – Sexual Harassment of Students
- 3420 – Anti-Harassment in the School District

Other Policies

- 7410 – Extracurricular Activities
- 8460 – Field Trips
- 7540 – Suicide
- 3210 – Visitors to School

The following forms are available in the school's main office or on the Sidney Central School District website:

- Bully Prevention Form
- Sidney Central School District Complaint Form—Form 3420F (This form is to be used for all complaints within the Sidney Central School District, including incidents of alleged discrimination or harassment).

Sidney Central School District

Our Vision...

Sidney Central School District is committed to promoting a stable and caring community which provides students with the means to attain academic excellence, to pursue dreams and goals, and to achieve success in an ever changing world.

Our Core Values...

Students, Staff, and Parents who:

- Strive for excellence
- Are self-disciplined and accountable for their actions
- Make responsible decisions
- Display honesty and respect for others
- Respect the learning process
- Promote curiosity
- Demonstrate sensitivity, compassion and cooperation
- Appreciate diversity
- Show pride in accomplishments
- Demonstrate citizenship and social responsibility

Our Mission...

Challenging students to achieve their greatest potential.

Our District Goals...

1. Increase the number of students achieving proficiency on state and local assessments across all grade levels and in all content areas.
2. Increase the number of students achieving college and career readiness.

Dear Parents and Caregivers,

Welcome to Sidney Elementary School! We share the important job of working together to help your child become a responsible citizen and lifelong learner. As parents, your participation and support of the learning process is crucial in your child's school success. We encourage parents to become involved in our educational programs and to assist our staff by volunteering at classroom and school activities.

The staff at Sidney Elementary School is committed to making our school a place where children feel comfortable, cared for and included. We believe that all children can succeed and that each student be nurtured so that their passion for learning and achieving continue throughout their lifetime.

Open Houses, parent-teacher conferences, PTO meetings, and special events are all opportunities for us to work together toward your child's success.

The Sidney Elementary School staff has prepared the information in this booklet. Its purpose is to acquaint you with Sidney Elementary School and its educational programs. Please review the contents of this booklet with your children and save for future use.

We look forward to an exciting and productive year, and if you have any questions or concerns about our educational program, please call so that we can keep the lines of communication open.

Sincerely,

Sidney Elementary School Staff

Dear Student,

Welcome to the Sidney Elementary School community! People in a community have different responsibilities. The adults at Sidney Elementary School work to keep you safe at school, to treat you with respect, and to teach you well so that you can reach your greatest potential. As a member of our school you have a very important job: to come to school, to learn, and to be a responsible person.

Members of the Sidney Elementary School share a responsibility to work together to make our school a place where each of us can learn. All students will be held accountable for their actions. We believe when you make correct choices, respond in a positive way, respect others, have a good attitude and demonstrate caring for fellow students and adults, you will feel good about yourself. If you have a tough day or make a bad choice, accept the consequence and learn from the experience. You have a chance to begin each school day with a fresh start.

This booklet contains a great deal of information about Sidney Elementary School programs. Please review this booklet with your parents/caregivers. Your teachers will discuss and review school rules with you.

We wish you all a very good and productive school year.

Sincerely,

Sidney Elementary School Staff

Sidney Elementary School Pledge

The Sidney Elementary School Pledge is recited every morning after The Pledge of Allegiance during morning announcements. Our school pledge has become a daily reminder as well as a teaching tool that can be used to highlight positive behavior and to correct problems as they arise. Each day the school community encourages every student to be responsible, to do their best, to cooperate with others, to make safe choices, and to treat everyone with respect. The pledge also serves as a foundation for our Five Pillars of Character Education.

Sidney Elementary School Pledge

I promise to be responsible.

I promise to do my best.

I promise to cooperate with others.

I promise to make safe choices.

I promise to treat everyone with respect.



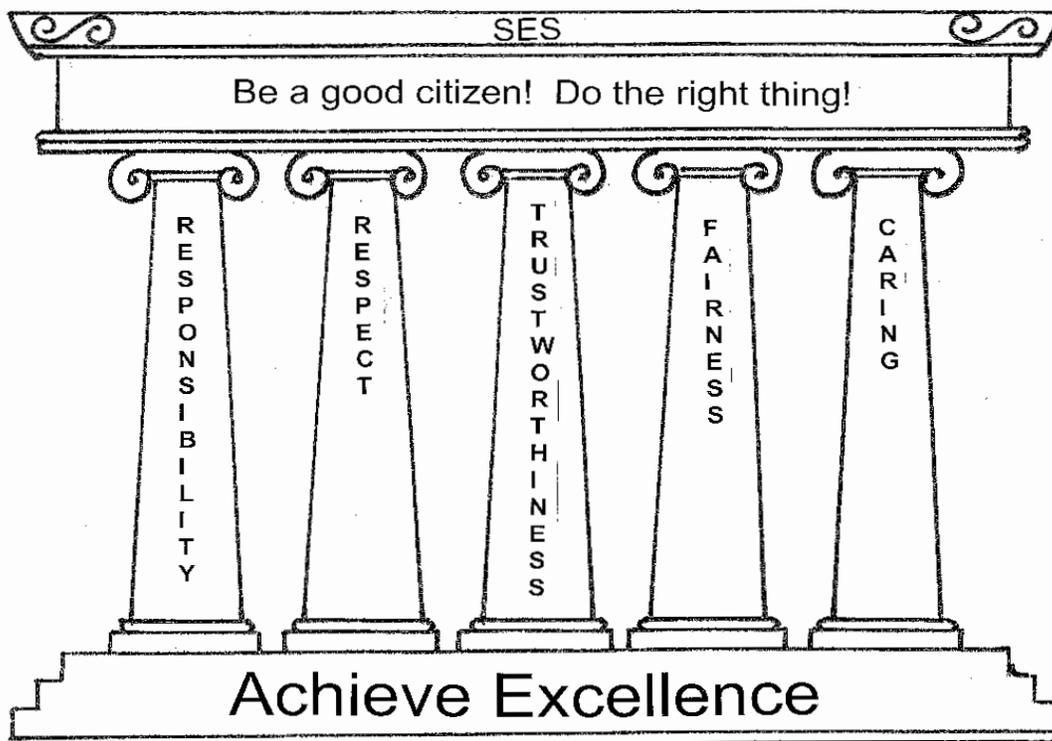
Five Pillars of Character Education

The Five Pillars of Character Education are our guiding principles in developing good character in our students. We define good character as knowing what is right and good, wanting what is right and good, and doing what is right and good. It is important that we help students develop this motivation to be responsible, respectful, trustworthy, fair and caring. Our goal is to provide students with opportunities to practice these virtues and for us to recognize and celebrate their accomplishments.

We focus on these core virtues:

- Responsibility
- Respect
- Trustworthiness
- Fairness
- Caring

Recognition assemblies along with guest speakers, performances and service learning programs reinforce the Five Pillars, and help students experience and affirm these core virtues. We also put these ideas into action with literature and activities in the classroom.



All students should plan to arrive at school between 7:40 a.m. and 7:55 a.m. If student are planning to eat breakfast at school, they may arrive at 7:30 a.m. Students should not arrive before that time. If there is an issue related to childcare before work or school, arrangements should be made before the school year begins. The school is not responsible for students until 7:30 a.m. when the doors open.

Please note changes in the dismissal procedures. Children are being dismissed at 2:50 p.m.

Each fall parents will receive a blue form requesting information regarding daily dismissal and dismissal in the event of emergency school closings. This information will be used for dismissal of your child. The form needs to be completed and returned to the classroom teacher as soon as possible. **If there are any changes, parents must notify the office in writing.** Extra forms are available in the Sidney Elementary School main office all year. Every child must have a current phone number that is in use for emergency purposes. If changes to the number occur, contact the SES office immediately.

Students who are to be dismissed during the day for any reason must bring a written note to the nurse. Parents or caregivers must come to the main office to sign out the child. If the child returns to school during the day, the parent or caregivers must sign the child back in.

Attendance

Attendance and promptness are extremely important to the academic growth of children and the development of positive attitudes toward learning and school. Please make every effort to have your child attend school on a daily basis. Vacations and family trips should be arranged to coincide with scheduled school holidays and vacations. If you are having difficulty encouraging your child to attend school, please contact your child's teacher or the school guidance counselors. The comprehensive attendance policy can be found in the back of this handbook.

Tardiness

Students who arrive after 8:05 a.m. are tardy and must be signed in at the main office where they will receive a late pass. Help your child get a good start to each school day by arriving on time.

Absences

Children who are absent must bring a written excuse to their classroom teacher when they return to school. Any time a child is going to be absent or late for school you must call the school nurse at 561-7705. Your call should come no later than 8:45 a.m. You may also leave a message on the voice mail. As soon as attendance has been completed the nurse (or automated system) will begin calling all parents or guardians who have not called in. This may include calling work or emergency numbers. This is a safety issue! We need to know your child is safe! Please note that you will receive notification by mail when your child's attendance is a concern and, if necessary, social services may become involved.

School Closing

If it is necessary to close due to bad road conditions in the winter, etc., families may be called via Global Connect or announcements will be made on the District Website, Press and Sun, The Daily Star and on the following radio and television stations: WCDO, WAAL, WBNG-TV, WCHN, WDLA, WDOS, WHWK, WMXW/STAR 105, WSKG-TV/FM and WZOZ.com. Please do not call the schools!

Visitors/Volunteers

The following excerpt is taken from the District Code of Conduct policy on visitors and volunteers.

Schools are a place of work and learning. Therefore, certain limits must be set on visitation to the district's schools and classrooms. The building principal is responsible for all persons in the building and on school grounds. For these reasons, the following rules apply to all visitors at Sidney Elementary School.

Anyone who is not a regular staff member or student of the school will be considered a visitor.

All visitors to the school must report to the Sidney Elementary School main office . You will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The identification badge must be returned to the main office before leaving the building.

Visitors attending school functions that are open to the public, such as parent-teacher conferences, may not be required to register during the day or after school hours.

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 and principal.

Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are required to abide by the rules for public conduct on school property, which is contained in the District Code of Conduct.

Your cooperation is requested and appreciated for the security of all students.

Posters

All posters must be approved and initialed by the principal. Posters may then be placed on designated bulletin boards.

Toy Policy

Students may, with the permission of their teacher, bring items considered to be toys to school for a specific purpose, i.e.; for a show and tell activity, for a class project with an educational theme, and for use during recess.

Except for the specific activity they are intended for, the toys must be kept in a student's backpack or bag for all parts of the day including bus trips. The toy should fit into a backpack.

On special days such a Teddy Bear Day or Reading Sleep In Day, teachers will inform students and parents if toys and other equipment from home are permissible for the intended activity.

Toys intended for use after school at a day care facility or sitter's home may be brought to school if kept in a backpack or bag during the school day and bus ride.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year. It is very important that you attend these conferences to discuss and review your child's educational program and academic progress with his or her teacher. This is also a special time for you and your child's teacher to develop a positive relationship and to establish a home-school connection.

Breakfast & Lunch Program

One of the most important ways in which we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their bodies and minds. We provide breakfast and lunch for grades K-6 every day. Breakfast is served at 7:30 a.m. Children that meet the federal income guidelines are eligible for free or reduced lunch as well as breakfast. To apply, families need to submit an application yearly or submit a District Certification letter from the Department of Social Services to the Food Service Program. (Social Services does not notify the school system, thus it is important that the Direct Certification letter gets sent to their local school.) There will be no snacks available for K-4 students to purchase, except for Friday Sundae Bar, when indicated on the menu.

The Food Service Program has a computerized cash register/record keeping system. This system increases the efficiency and confidentiality for breakfast and lunch participants. Thus, each student will have an individual ID pin number. The student will need to learn his/her own pin number and enter this into the computer when making purchases regardless if the student has pre-paid, is paying cash, or is receiving free or reduced lunch. Students can pay ahead for a week, month, or longer. This money can be used for milk or meals. Make checks payable to: Sidney Central School Cafeteria. Cash may still be used daily to purchase meals.

The Sidney Central School District is providing parents an easy and convenient way to pay school fees. Parents may pay with VISA, Discover or MasterCard credit or debit cards for these items. Our web store accepts payments over the internet 24/7. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments. Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA, Discover or MasterCard credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online).

To make an online payment follow these simple steps:

- Visit our school website at: www.sidneycsd.org
- Click on the **Online Payments** link
- Make payment using a **VISA, Discover** and **MasterCard** credit or debit card

A payment receipt will be emailed to the address used when setting up the web store account. To view/print previous online payments or to update login information please click on My Account.

In the event of an hour delay breakfast is served to students. However, breakfast is not served when there is a two-hour delay.

We welcome anyone to come and visit our facility or to telephone with any questions or concerns. The Food Service Director can be reached at Sidney Elementary School at 561-7701, option 5. We also welcome volunteers in the Food Service Program and are always looking for substitute workers.

School Health Services

Health Forms

A Health and General Information sheet will be sent home each year. This should be filled out and returned to the classroom teacher as soon as possible.

Kindergarten and all new students will receive a medical and health history form to be completed and return to the school nurse as a basis for the student's health file. It is extremely important to have health information on file for your child's welfare.

In order to reach a parent in case of a medical emergency, it is very important that the school be notified whenever there is a change in a location where the parent can be reached (home, work, or an emergency number). Please provide at least two emergency contact people other than yourself who live outside your home.

Health Evaluations

Physical examinations are required by state law for all new students and for students entering kindergarten and grades 2, 4, 7, and 10. These exams may be done by the school or family physician.

Health assessments conducted by the school nurse include checking a child's height, weight, vision, and hearing. In addition, all fourth grade students are screened for scoliosis (curvature of the spine). Follow-up forms are sent to parents/guardians of those children needing further attention in any of these areas assessed. Please send the school nurse a report showing you have seen the appropriate professional.

Immunizations

State law requires children to have completed the following minimum immunizations in order to be enrolled in school:

- 3 polio
- 2 MMR (measles, mumps, rubella)
- 3 DPT (diphtheria, pertussis, tetanus)
- 3 Hepatitis B – series of three shots over a six month period for children born on or after 01/01/1993
- 1 Varicella (chicken pox) for children born after 01/01/1998 Exemption only with documentation of disease by health care provider.
- Before entering 6th grade, 1 Varicella (chicken pox) for children born after 01/01/1994. Exemption only with documentation of disease by health care provider.

Medications

No medications, either prescribed or over-the-counter (including cough drops), will be administered to a child unless we have written permission from the parent and written permission from the doctor stating the following:

- Name of the medication
- Dosage to be given
- Time that it is to be given

The medication must be in the original container. It is helpful to send only the amount needed in to school. Most pharmacies will supply a separate bottle on request. The medication must be hand delivered by an adult to the school nurse. Children may not carry the medication to or from school.

For information about the School Based Health Program, please contact the school nurse 561-7705 or call 561-7795.

Head Lice

If head lice or nits (eggs) are suspected or discovered, please call the school nurse so other students in the class can be inspected. Detailed head lice information is available in the health office.

In accordance with NYS Health Department guidelines, a “no live lice” procedure is followed throughout the school district. If a student is found to have live lice they will be sent home immediately. Parents must bring their child to the nurse to be cleared before riding the bus or returning to school.

Information Regarding Bullying and Other Forms of Harassment

Dignity for All Students Act of 2010

This act was put into effect July 1, 2012. It amends Education Law to put into place procedures for the creation of school environments free of discrimination and harassment. Sidney Central School District has responded to this educational act by updating our procedures related to bullying, harassment, and discrimination.

Bully Prevention/Discrimination and Harassment Procedures

The Sidney Central School District (SCSD) affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the SCSD. Disability harassment is a form of discrimination and is prohibited by SCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group's disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Students, or parent(s) or legal guardian(s) who believes his/her student has been subjected to disability harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to a school administrator, teacher or a counselor. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Director of Special Programs may be contacted.

Definition of Bullying: "Bullying is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself".

Sidney Central School District Bully Prevention Rules

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Olweus Bully Prevention Program

Different forms or kinds of bullying may include: Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

Reporting Procedures

Students are to report any incidents of bullying by completing a Sidney Central School District Bully Prevention Form. These forms are located in the guidance office and in the building's main office. Forms can also be accessed online on the Sidney Central School District homepage: www.sidneycsd.org. Forms can be deposited into any specified drop boxes in the building or turned into the main office. If you have any questions or concerns, please contact the **Elementary School Dignity Act Coordinator, Robert Hansen at 561-7701 or rhansen@sidneycsd.org**.

Resources

- Center for Problem-Oriented Policing, <http://popcenter.org/Problems/problem-bullying.htm>
- National Education Association, www.nea.org/schoolsafety/bullying.html
- National Resource Center for Safe Schools, www.safetyzone.org
- Olweus, D. (1993). *Bullying at school: What we know and what we can do*. Malden, MA: Blackwell.
- School-wide Prevention of Bullying, Northwest Regional Educational Laboratory, www.nwrel.org
- Stop Bullying Now, Health Resources and Services Administration, www.stopbullyingnow.hrsa.gov
- U.S. Department of Education, Office of Safe and Drug Free Schools, www.ed.gov
- U.S. Department of Justice, Office of Community Oriented Policing Services, www.cops.usdoj.gov

Public Notice/Non-Discrimination Notice

The Sidney Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including career and technical educational opportunities, without regard to person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Grievance procedures are available to interested persons by contacting either of the compliance officers listed below.

Corey Green
Title IX Coordinator
95 West Main Street
Sidney NY 13838
607-561-7700

Robert Hansen
Section 504 Coordinator
15 Pearl Street East
Sidney NY 13838
607-561-7701

Student Planners

Student planners are provided by the school district for students in grades 1-6. The planners are used to help organize students and as a teaching tool for developing responsible behaviors towards learning. Teachers will communicate with parents through the planner on issues related to academic work and student behavior. Parents are required to sign the planner nightly and should use the planner to communicate back with teachers.

Custody Agreements

A custodial parent has on occasion, requested school personnel to restrict the right of the non-custodial parent from picking the child up from school, from receiving school records, or from holding conferences with teachers. School personnel cannot honor these requests unless a court document specifically restricts these rights or privileges. A copy of any custody agreement should be brought to the school office so that a copy can be made and put into the child's folder.

Upon request, a non-custodial parent will receive notification of parent-teacher conferences, interim reports and report cards.

After School Programs/Extended Day/Academic Intervention

At Sidney Elementary School we offer after school programs to provide intervention and enrichment activities for our students. Busing may be available on specified nights to eligible students who attend. **Under no circumstance will students remain in the building unsupervised.** Students not riding the late bus should be picked up promptly.

The board of education has approved an extension of the school day until 5 p.m. Students experiencing academic failure may be required to attend after school sessions. Extra help may be obtained for any subject in accordance with teacher availability and the after school program schedule.

Clubs and Extracurricular Activities

There are a variety of clubs and other activities that elementary students can join, such as:

- Odyssey of the Mind
- Stamp Club
- Girls on the Run
- Stop Bullying Now Club
- Art Experience
- Spelling Bee
- Color Guard
- Newspaper Club
- Student Council

Recess/Playground Rules

Outdoor recess is a regular part of each child's program at Sidney Elementary School. It is important that students behave appropriately on the playground keeping themselves and their classmates safe. Students will be reminded and encouraged to follow the school pledge and five pillars of character education by being:

- Safe, keeping hands, feet and objects to themselves.
- Responsible for their actions.
- Respectful of their peers, adults and school grounds.
- Trustworthy, keeping their word and following through on promises.
- Fair, taking turns, sharing and listening to what others have to say.
- Caring, by showing kindness and helping others.

Make sure your child is dressed appropriately for the weather. In the winter students need to wear snow pants, boots, hats and gloves. It is also a good idea to have an extra set of dry clothes in school.

Bicycle Privileges

Students in grade four through six are permitted to ride bicycles to school from the start of the school year until November 1st and from April 15th to the end of the school year. Students are to walk their bicycles up the sidewalk and park in the bicycle rack. In accordance with New York State Law, all students riding bicycles to school must wear a helmet for their safety. The Sidney Central School District will not be responsible for any lost or stolen bicycles.

Skates, heelys, skateboards or scooters will not be allowed on school property without written authorization from the principal.

School Counselors

The school counselors work with all students to address academic, personal, social and career development needs. The school counselors implement a comprehensive school counseling program that promotes and enhances student achievement.

School counselors provide the following services:

- Classroom Guidance – The school counselor visits classrooms on a regular basis to provide lessons on topics that include:
 - Five Pillars of Character Education
 - Friendship / social skills
 - Bullying
 - Empathy
 - Impulse control
 - Problem solving
 - Feelings management

The Check In – Check Out Program is designed to give additional positive behavior support to students who may need it. Students on the program usually improve their school behavior and enjoy participating. The program works by having students briefly “check in” each morning to discuss their behavior goals. A behavior chart is filled out daily by the teachers. Students briefly “check out” at the end of the day to discuss if they met their daily goal. Students earn daily and weekly school incentives for meeting their behavior goals. A copy of the daily behavior chart is sent home to be signed by parents each night.

Individual Counseling – Counselors establish confidential relationships with students to help them resolve or cope with problems. Issues addressed in the individual setting may include: academics, anger management, bereavement, conflict resolution, coping skills, decision making, divorce, family issues, feelings, friendship, motivation, problem solving, self-esteem, and study skills. Referrals for individual counseling can be made by the school staff or the student’s parents or guardians.

Consultation – Counselors provide parents with referrals to other school support services or community services. In addition, counselors consult with parents, staff and, when needed, the Bassett Health Center’s mental health counselors, to address student needs.

Committee on Special Education Students with Disabilities

The Sidney Central School District has a continuum of educational programs for students with disabilities. Based on a student's individual academic, social, or physical needs the Committee on Special education provides students with an Individual Education Plan (IEP) in the least restrictive environment.

Sidney Elementary School provides a comprehensive educational program, and we offer a wide range of services and/or modifications allowing students with disabilities to be successful and learn along with their non-disabled peers.

Parents or guardians can refer students to the Committee on Special Education. If you have any questions, please contact the District Administrator of Special Programs at 561-7714.

School Based Intervention Teams (SBIT)

The School Based Intervention Team (SBIT) at Sidney Elementary School meets to discuss, review, and recommend strategies to be implemented to help students who are having academic and/or behavioral difficulties. SBIT is a school improvement tool designed to improve instruction through increased professional collaboration, problem solving, reflection and support among school personnel. The team deals with students struggling with literacy and math, and behavior, respectively.

The goal of the SBIT is to maximize individual success in the regular classroom, while serving as a screening process for students who may be in need of special education services.

Access to Records

Under the Freedom of Information Law, parents have the legal right to view any and all documents in a child's permanent record. If you would like to review this material, please contact the principal twenty-four hours in advance for an appointment.

Sidney Elementary School PTO

The Sidney Elementary School Parent Teacher Organization (PTO) is a very active group in our school that is made up of parents, teachers, and community members. The PTO sponsors many activities throughout the year such as:

- Fundraisers
- Santa's Secret Shop
- Breakfast with Santa
- Finnegan's Run Triathlon
- School trips – operas, roller skating
- Book giveaways

The PTO also purchased classroom supplies for students and teachers and has helped in providing those “little extras” for our students. The dates and times of the meetings will be announced in advance and will be held in the Sidney Elementary School LMC. New members and ideas are always welcome!

Testing

Students in grades 3, 4, 5, and 6 are required to take New York State exams in English Language Arts (ELA), Math and Science. To help your child prepare for these tests, please check homework every night, encourage your child to read every night and check for understanding by frequently asking questions.

Retention

Retention is a very serious matter that can have lasting effects on a child. Our policy is to discuss and evaluate how a student would benefit from being retained in his or her current grade level. We look at reading and math levels, written expression, the student's social skills, and the student's age. If you would like to discuss the possibility of retention for your child, please contact the principal.

Parties

The Board of Education recognizes that the health and wellness of our students is essential to the academic performance and the entire learning process. Therefore, it is important that we all work together to ensure we follow the district-wide policy below:

District Wellness Policy #S 6164-1 / EB 5661:

IV.

D. Celebrations in the Classroom

The Sidney Central School District recommends that classroom celebrations and birthday parties that involve food during the school day be limited to no more than two parties per class each month. Parents are encouraged to provide food and beverages that meet the “Choose Sensibly” guidelines (see “Resources Information” on the district website at www.sidneycsd.org) for classroom parties. Due to health concerns, only store purchased items with ingredients listed will be allowed. In-class celebrations should not take place during designated breakfast or lunch service without prior permission from the building principal and notification of the food service manager.

Please check with your child’s teacher regarding classroom party procedures. If you are planning a private party in your home for your child, we would appreciate it if you would not send personal invitations to be handed out in school. The faculty and SDM team agree that in order for students to distribute invitations to classmates, all students or all students of one sex in a class or classes must receive an invitation to the party.

Field Trips

Field trips are designed as extensions of the curriculum to enhance and expand classroom learning. Throughout the school year, classes may be taken on field trips. Your child will need to have a signed permission slip for each trip with emergency information listed. You will be notified by the classroom teacher of these trips. Please note: parents or guardians who are designated as chaperones may not bring siblings on a school trip.

Lost and Found

A number of items of clothing or possessions are found on school property during the school year. These items are kept in cardboard boxes in the cafeteria. Please mark all of your child's belongings with their name, grade and teacher's name. The time it takes to label items is worth the investment and helps ensure return of items to students. Unclaimed items are donated to a charitable organization.

Emergency Procedures

Fire Exit/Emergency Evacuation: The signal is loud intermittent buzzing with flashing lights. When the alarm sounds, students are to pass quickly and quietly out of the building. **THERE IS ABSOLUTELY NO TALKING WHEN LEAVING FROM OR RETURNING TO THE BUILDING.** In the event your regular exit is blocked, stop, turn around, wait, and listen for instructions. Look for special fire exit instructions in each of your classrooms as well as classroom lockdown rules.

REMEMBER: NO MATTER WHERE YOU ARE IN THE BUILDING, LEAVE AS THE ALARM SOUNDS. EXIT WITH YOUR CLASS AND MEET AT THE DESIGNATED AREA WITH YOUR HOMEROOM.

Emergency Exit Procedures

1. See chart in homeroom for lane assignments.
2. As alarm sounds, listen to instructions from your teacher.
3. Leave room/area as quickly and quietly as possible following posted exit route.
4. Use all doors to exit.
5. Proceed to designated area and line up in homeroom lane by alphabetical order. You are responsible for knowing the name of the person directly in front of you and immediately behind you.
6. Attendance will be taken at this time.
7. Once the "all clear" is given, we will quietly return to the building by homeroom and then proceed to the class/area previously exited.

Emergency Exits from Assemblies, Cafeteria

As the alarm sounds, follow the same procedure as outlined. However, the principal or person in charge will direct you out of the building to ensure the quickest and safest exit.

Emergency Shelter Procedure

At an announcement over the PA, exit the class/area as quickly as possible. Proceed to the designated area and line up in homeroom lanes as described in the fire drill procedure. **THERE IS ABSOLUTELY NO TALKING WHEN MOVING TO THE DESIGNATED AREA AND WHILE STANDING IN THE DESIGNATED AREA.** Wait quietly for further instruction.

Use of Surveillance Cameras in the School District

The Sidney Central School District recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Therefore, the school district will implement the use of surveillance cameras when necessary in school buildings, buses, and/or on school grounds. The purpose of the surveillance cameras within the school district is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. District surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Any camera recording used for surveillance purposes in school buildings, school buses, and/or on school property, shall be the sole property of the Sidney Central School District; and the Superintendent of Schools or his/her designee will be the custodian of such recordings.

District Code of Conduct

The entire District Code of Conduct is available upon request at the Sidney Elementary School main office and on the district website at www.sidneycsd.org.

A. 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, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Bill of Rights

Students at Sidney Central Schools have the following Rights:

1. A right to learn without being disrupted by others.
2. A right to a safe, clean, healthy learning environment.
3. A right to mutual respect throughout the school community.
4. A right not to be subjected to harassment or bullying-either physical or verbal-by their peers or staff.
5. A right to due process-a right to know charges against them in a disciplinary situation and to speak on their own behalf.
6. A right to expect a high quality of education which challenges both the mind and the spirit.
7. A right to a reasonable amount of privacy.
8. A right to equal treatment and non-discrimination.
9. A right to equal access to school resources.
10. A right to be left alone-to have their feelings, privacy, property, and beliefs respected by others.
11. A right to dedicated, caring, and challenging teachers and administrators.
12. A right to express an opinion as long as it does not disrupt the educational process, does not incite or promote violence, and does not violate the rights of others.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning 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. Accept responsibility for their actions.
4. Attend school every day (unless they are legally excused) and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
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.
12. Report all potentially dangerous situations, and be entitled to appropriate confidentiality as per new toll-free emergency number. (1-866-535-5599)

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 shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), short skirts and shorts must be to fingertips, and see-through garments are not allowed. A full torso must be covered.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is appropriate for school activities that do not represent a safety hazard in the classroom.
5. Not include the wearing of hats, visors, bandanas, hoods, sunglasses in the building except as a part of a work uniform or for a medical, religious, or approved educational purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include winter coats during school.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school or out of school suspension. This dress code, while directed specifically at students, will be in force for all members of the school community. This includes school staff, substitute teachers, visitors, parents, or anyone conducting business at the school.

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 place emphasis on the students' ability to grow in self-discipline and to use disciplinary action only when necessary.

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

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted to enter in any school facility, other than the one they regularly attend during school hours and supervised school sponsored activities, without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violations of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for, missing or leaving school without permission or excuse given by authorized school personnel or parent.
 3. Skipping detention.

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other 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. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 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.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Examples of such conduct include, but are not limited to:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes a person's actual or perceived race, weight, national origin, ethnic origin, religion, religious practice, disability, sexual orientation, gender or sex, as a basis for treating another in a negative manner.
 5. 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.

6. Intimidation/bullying, is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself.
7. Engaging in any form of sexual harassment as defined in the district's Sexual Harassment Policy.
8. Engaging in any form of sexual/inappropriate act in school.
9. Off-campus conduct that endangers the health and safety of others within the school or that which can be reasonably predicted to substantially disrupt the educational process is prohibited. Examples of such misconduct include but are not limited to:
 - Cyber-bullying (i.e. inflicting willful and repeated harm through the use of electronic text)
 - Threatening or harassing students or school personnel over the telephone, internet or other electronic medium.
10. 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.
11. Selling or using or possessing obscene material.
12. Using vulgar or abusive language, cursing or swearing.
13. Smoking, giving away, using, or possessing a cigarette, cigar, pipe or tobacco products on school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds, going to or from a school function or a school-sponsored function).
14. Selling, giving away, using, or possessing any noxious substance.
15. 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."
16. Possessing any instrument for the use of such drugs such as a pipe, syringe or other paraphernalia, while on the school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds) or in attendance at a school function or a school-sponsored function.
17. Inappropriately using or sharing prescription and over-the-counter drugs.
18. Gambling.
19. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
20. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

21. Bringing toys, electronic games or other disruptive devices to school. (ie. Laser pointers, cell phones, pagers, CD & cassette players, mp3 players, Ipods, cell phones, digital cameras, and other non-educational, nonessential devices) Unless prior approval has been granted by a school official. The school district is not responsible for the loss or theft of any personal property.
 22. Public Displays of Affection (PDA) between two students demonstrating a “more than friendship” attraction to one another. This may include, but is not limited to hand-holding, hugging, and kissing while in the school building or on school property.
 23. Students are prohibited from recording (audio and or video) anyone in the school community without their prior consent and knowledge. Special education students who have permission to tape classes as stated on their IEP, however, must be allowed to do so.
 24. Students are prohibited from accessing, transmitting or retransmitting material that promotes violence or hatred against particular individuals or groups of individuals, advocates destruction of school property, promotes drugs, alcohol or other illegal activities, is sexual in nature, pertains to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices
 25. Students will not destroy or trespass in others’ folders, work, files, or use others’ passwords.
- F. 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.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism (the act of using someone’s work or ideas instead of one’s own without giving the proper acknowledgement).
 2. Cheating
 3. Copying
 4. Altering records.
 5. Assisting another student in any of the above actions.

Search and Seizure

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent and building principals to conduct searches of students and their belongings (including automobiles on campus) if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

Wireless Devices Use and Possession Guidelines

1. Students may never use a wireless device for any purpose during the school day without the express consent of a school official. The school district is not responsible for the loss or theft of any personal property.
2. Wireless devices are never to be used and must be kept out of sight at all times in any area in which an individual has a reasonable expectation of privacy including, but not limited to, rest rooms, locker rooms, and showers. This prohibition applies at all times during school and non-school hours.
3. Students may never use a wireless device to interfere with instructional activities or to inappropriately message.
4. In the event a student violates this policy, the school may take the wireless device and make it available in a reasonable amount of time, usually at the end of the day and only to the student’s parent or guardian. Further, in the event a student violates the policy, discipline can be imposed upon the students.
5. Finally, if the district has reasonable suspicion this policy has been violated, the wireless device will be confiscated and it can and will be searched. Any data, including images, contained in the confiscated wireless device, if deemed inappropriate, will subject the owner to administrative discipline and the State Police or other outside agencies may be contacted.

Disciplinary Procedures & Range of Consequences

All disciplinary actions in Sidney schools are designed to serve two purposes:

1. to serve as a learning experience through which a student can grow in terms of character, values, self-control, self-understanding, and respect and appreciation of others.
2. to insure a safe and productive learning environment for all members of the school community.

We continually strive for a consistent enforcement of rules that treats all students equally. At the same time, though, we take into account individual differences and circumstances that make each disciplinary or learning situation unique. Our desire is always to do what is best for each student, to do whatever is necessary-in concert with the student's parents-to help them be academically and emotionally successful.

A. Penalties

Range of Penalties:

The following is a list of consequences that can be used in any disciplinary situation:

- Parent conference
- A written apology
- Verbal warning
- Written warning
- Written notification to parent
- Counseling
- Probation
- Reprimand
- Lunch hour recess/detention
- After school detention
- Community service
- Removal from the classroom by the teacher
- Suspension from school transportation
- Suspension from school athletic participation
- Suspension from school social or extra-curricular activities
- Suspension of other school privileges
- Suspension of off campus and/or driving privileges
- In-school suspension from regular classroom instruction
- Suspension from particular school classes
- Suspension from school
- Restitution at replacement costs
- A Superintendent's Hearing resulting in consequences that may include a long term suspension, alternative consequences and/or exclusion from school.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

General Discipline Rules

A student with good character consistently...

- displays appropriate behavior in the hallways, keeping hands and feet to oneself and walking silently.
- displays respect, treating adults and peers with respect, speaking politely and respecting school property as well as the property of others.
- follows direction, listening to and obeying teachers and aides.
- accepts responsibility for his or her own actions, telling the truth, seeking help from an adult when having a problem and knowing the rules. This means accepting the consequences without negative actions or words.

In School

A student with good character consistently...

- practices good listening and speaks politely to others.
- walks in the halls, keeping hands, feet, and objects to oneself.
- respects the rights of others by being quiet and polite in the hallways.
- stays in the classroom until excused or dismissed.
- takes care not to damage or destroy school property.
- respects the rights and feelings of others.
- follows adult directions.
- uses special care when handling equipment in art, music, library and gym.
- follows classroom rules.

During School Assemblies

A student with good character consistently...

- sits where directed.
- leaves the assembly only with permission from an adult.
- watches and listens politely to the performance and speakers.
- claps politely to show appreciation.
- leaves at the end of the assembly in an orderly manner.

During Lunch

A student with good character consistently...

- listens to directions and obeys adults who are supervising.
- avoids waste of food.
- uses good table manners.
- talks quietly during lunch.
- cleans up after eating and throws trash away.

On the Playground

A student with good character consistently...

- keeps hands, feet, and objects to themselves.
- plays only in designated areas under adult supervision.
- leaves the playground only with permission.
- plays safe, non-contact games.
- uses playground equipment safely and carefully.
- reports injuries to the playground supervisor.
- uses appropriate language.
- is a good sport.
- lines up quickly and quietly.
- remembers to collect belongings.

Internet Safety – Cyber Citizen Tips

1. Never give out personal information.
2. Do not share your passwords with others.
3. Keep others' personal information private.
4. Think about others' feelings when communicating online.
5. Never take part in cyber bullying behavior.
6. Let a parent or other trusted adult know if you are being cyber bullied.
7. Remember the rights of others with copyright. Do not plagiarize.
8. If inappropriate material appears on screen, press Control-W **or** Control-ALT-Delete.
9. Remember to be respectful to yourself and others with online social networking web sites, including language and pictures.
10. Let a parent or trusted adult know if you have difficulties with online social networking. Respect and communication are key in keeping safe online.