

Watkins Glen Elementary School Student and Family 2018-2019 Handbook

Gregory K. Kelahan, Superintendent of Schools

Mr. Kai D'Alleva, PK – 12 Principal

Mrs. Rhonda Underhill, PK – 6 Assistant Principal

Watkins Glen Elementary Vision Statement

We are all a vital part in creating a
student-centered community.

Through positive engagement and with
patience, we will foster mutual respect,
kindness, and trust.

To these values, we will hold each other
accountable.

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Dear Students and Parent(s)/Guardian(s):

Welcome to Watkins Glen Elementary School! The following handbook was developed to help you stay informed and answer the many questions you may have throughout the year. The school district's calendar and our school website are good informational sources as well.

Our school community is committed to creating a student-centered environment. We believe we should work in partnership to create the best learning environment for your child. If you have any questions or concerns regarding the education of your child, please do not hesitate to contact your child's educational team.

We invite you to become an active member of our school. There are multiple ways to be involved! Please look for future flyers with Parent Teacher Organization (PTO) meeting dates. Your participation in PTO and other events will help create special memories for both you and your child. We are also looking for parent/guardian volunteers to help in many areas within our school. You can also help support the school mission by making education a priority at home. This can be done by setting up routines that support homework completion, reading with your children, or simply using positive language that promotes the importance of education. You are your child's first and most influential teacher.

We look forward to the year ahead.

Sincerely,

Mr. Kai D'Alleva

PK-12 Principal

Mrs. Rhonda Underhill

Elementary Assistant Principal

General Information

School Contacts and Telephone Numbers

Principal – Mr. D’Alleva
Assistant Principal – Mrs. Underhill
Secretary to the Principal – Mrs. Croft
Secretary to the Assistant Principal– Mrs. Elsik
Main Office Attendance Clerk – Ms. Bierline
6th Grade School Counselor - Ms. Hoobler
PK through Grade 5 School Counselor - TBA
School Psychologist – Mrs. Richardson (Grade PK – 4)
School Psychologist – Mrs. Snow (Grade 5 – 12)
School Nurse – Mrs. Thorsland
School Nurse – Mrs. Hatch
Assistant Superintendent of Curriculum and Instruction– Mrs. Somerville
CSE/CPSE Chairperson – Mrs. Miller
Secretary to Special Services – Mrs. Butler
Elementary School Cafeteria - _____
Food Service Manager – Mr. Cole
Transportation Director – Mrs. Clark
Secretary to Transportation Director – Ms. Kingsley
PTO President – Ms. Rachelle Clark
Main Office School Fax- 607-535-7012
Guidance Office Fax – 607-535-3281

School Hours

Doors Open ~ 7:35 AM*
Breakfast Served ~ 7:35 - 7:55 AM
Attendance Taken ~ 8:00 AM
Dismissal ~ 2:30 - 2:37 PM
Early Dismissal ~ 11:15 AM
“My Place” Before and After School Day Care ~ 6:30 - 7:55 AM & 2:30 - 6:00 PM

** Your child’s safety is our concern. To ensure proper supervision, children should not be dropped off at school earlier than 7:35 AM or left unattended. Students dropped off before 7:35 AM must be part of the “My Place” Before School Childcare program. See information below regarding our Before School Childcare Program.*

Schedule

The Watkins Glen Elementary School schedule is based on a 4-day letter rotation, A-D days. The purpose of this rotation is to maximize instructional time for all curricular areas. Teachers and other school personnel will make the effort to clearly communicate the letter day rotation, special area schedules and core instructional times to students and families.

Dismissal Procedures

Dismissal procedures are developed in coordination with district administration, transportation department, building facilities department and the school resources officer. These procedures are reviewed annually. Dismissal procedures are as follows:

Pick-up Procedures, UPK-3

All Students who will be picked up at dismissal in grades UPK – 3 must be checked out by assigned staff members on duty in the kindergarten gym. Adults picking students up should be prepared to show photo identification.

Pick-up Procedures, 4-6

Students in grades 4-6 should be picked up at the main office doors. If you have multiple children in different grade levels, please plan to pick all of them up at the youngest child's location. Students are expected to check-out with school personnel at the main office door before exiting the building.

Walkers

All walkers will exit the north doors near the main office. Walkers will be identified through the submission of a note to the main office. Students are expected to check-out with school personnel in the main office lobby before exiting the building. Once leaving students will walk the perimeter of the building to the corner crossing guard and leave school property.

My Place Before and After School Childcare Program

You can find a current application for My Place Childcare Program on the school's website. This program begins at 6:30 AM. Please drop off your child at the North doors of the Elementary Cafeteria. This is the one that is adjacent to the field house parking. Parent/guardian must drop their child off with a child care staff member. The afternoon program begins at 2:35 PM and pick-up time is 6:00 PM.

District Websites

Elementary Website: www.wgcsd.org/elementary.org Includes school calendar, supply lists, classroom websites, and other valuable resources.

Parent Portal: www.wgcsd.org Click on the link at bottom of district website home page. Parents/guardians can access their child's school records. Contact Diana Crane, District Registrar to sign up.

Pay Schools: www.payschools.com Click on the link on the district website home page. After you have registered in PaySchools, you will be able to check the balance in your child's lunch account and sign up for low-balance e-mail alerts.

Health Office: www.wgcsd.org/elementary/nurseoffice.cfm

School Messenger

The Watkins Glen School District uses the School Messenger Parent Notification System to communicate with parents. School Messenger allows you to receive automated phone calls and text and email messages for immediate emergency notifications such as snow days or other closings as well as school newsletters and other information. Recipients can customize their communication preferences by signing up for an account through the School Messenger [InfoCenter](#). To find out more details, please visit our School Messenger webpage at <http://www.wgcsd.org/schoolmessenger.cfm>

Student Attendance

We believe it is essential for children to attend school if they are to learn to their full potential. This belief is supported by New York State Education Law 32-5 (a) (A) and the Watkins Glen School District Board of Education. According to law, school attendance is mandatory for all children from 6 to 17 years of age who are physically and mentally able to attend full time instruction in a public school or elsewhere. To help us be successful in educating your child, we need you to read, understand and abide by the following practices:

Legal Absence - New York State law accepts the following as legal absences: illness, religious observance, quarantine, required court appearance, sickness or death in the family, impassable roads, hazardous weather conditions, health treatment, or attendance at a health clinic. Illegal absences include truancy, vacations, oversleeping, missing the bus, shopping, haircuts, personal reasons, etc.

Written Excuses - All absences require a written excuse from a parent/guardian and/or doctor indicating the date and reason for the absence. If a note is not received within 2 school days, the absence will be recorded as illegal.

Tardy - When a student arrives at school any time after 8:05 AM they will be marked as tardy. A written excuse is required for tardiness. Therefore, students who arrive at school after 8:05 are required to be signed in by an adult.

Consequences for Legal - Illegal Absences and Tardiness - When a student accumulates 10 tardy arrivals or 10 absences (legal or illegal), an attendance notice will be sent to the home of the student. If the child continues to accumulate absences or tardiness, a conference request will be sent to the home of the student. A meeting will be scheduled with the parent/guardian and appropriate staff members. When absences from school appear to form a pattern or become excessive to the point where they interfere with a child's ability to learn, the case will be reviewed by the principal to determine appropriate legal attention.

Pupils Excused Before Dismissal - When parent/guardian requests early dismissal for their child, a note should be sent with the child in the morning. This note will be taken to the main office. The parent/guardian must sign the student out in the main office before the child will be released from school. The parent/guardian, who wishes to have another person pick up their child, must send a signed note with specific instructions before 1:00 PM.

Please note: students who leave before regular dismissal will have 'leave early' marked on their record, and students attending less than a half of their regular school day will be marked 'absent' on their school report card.

Food Services

We welcome everyone to the School Lunch Program. We are asking everyone's help in keeping our students on the right track when making healthy food choices by using the accounts in the appropriate manner.

Cost for breakfast, lunch, milk, and ice cream will be announced on the first menu in September. Menus are sent home with students every month. Free and reduced breakfast/lunch forms are due in September, but may also be updated if your household income changes during the year. If you need an application, please request a form by calling the cafeteria or main office.

Parents/guardians can prepay for student lunches and breakfast either by using PaySchools or prepay by sending a check payable to Watkins Glen Central School District in an envelope with the student's name on it. The money is put in an account for the student to purchase breakfast, lunch, milk, or any ala carte item. You may request only lunch or breakfast to be paid from this account. Please call the Food Service Office, 535-3214, and they will handle that request.

To check your child's prepaid balance or ordering habits, please call the Cafeteria at 535-3214 or go online to establish a PaySchools account. Please note that the website does not show account history, only account balances. It takes 24 hours for the payment to reflect in the student account.

Charging lunches is not an allowed practice; however, charges will occur if a student forgets their money. This charge should be taken care of the following day. Parents/guardians of students with overdrawn accounts will be notified of the amount due.

The cafeteria is to be a place where lunch can be eaten in an orderly, friendly atmosphere. Lunch monitors are staffed in the cafeteria to supervise students and ensure safety in the cafeteria. Students are expected to be respectful and responsible while in the cafeteria. More details on expected student behavior can be found in our code of conduct. Inappropriate behavior will be reported to school discipline officers. Parents/guardians will be contacted as necessary.

Due to state regulations and safety concerns, students are asked not to share food.

Transportation – Bus

It is our goal to provide a safe bus trip for all students. Bus safety is a team effort which involves students, teachers, drivers, and parents/guardians. Parents/guardians need to be familiar with expected bus behaviors and discuss them with their children.

The rules that apply in the classroom apply on the bus. Respect your driver and fellow riders by being courteous, using proper language and speaking quietly.

- Treat the school bus with the same respect as your classroom.
- Respect other students' property including book bags, musical instruments, backpacks, etc.
- Keep hands, feet, head, and your belongings inside the bus and out of aisles.
- Keep the driver's view clear. Personal items should be placed on the floor under a seat or in the student's lap.
- New York State regulations prohibit eating or drinking on the bus.
- Drivers are responsible for the safety of the entire bus. Disrespect or disobedience will not be tolerated.
- Stay in a seat until the bus comes to a complete stop.

Students may not carry fragile or large items on the bus. Do not bring glass, pets, skateboards, tools, chemicals or any object that could cause injury. Large musical instruments must fit on the student's lap or in seat area and not obstruct the driver's view or take up another student's space.

Bus drivers will write a Bus Conduct Report if unacceptable behaviors occur. Parents/guardians will be notified of each reported incident and the steps that will be taken to correct the inappropriate behavior. Bus riding privileges may be suspended for inappropriate behavior.

Private Daycare Regulations

Our transportation policy requests that a form to be filled out before August 1st of each new school year for the pickup and drop off at a daycare facility. Parents/guardians of children who will be requiring childcare and have a different pick up and/or drop off other than their home, need to fill out this request and return the form to the Transportation Office no later than August 1st of each new school year, per school board Policy 8410-R Student Transportation Regulation.

Transportation forms are available on our website at www.wgcsd.org in the transportation section. You can also request a copy to be sent home or pick one up at any school office. The form can be faxed, mailed or dropped off at the schools or bus garage. Please do not e-mail the form as we must have a written signature on file in order to provide this type of transportation.

Student Health Services

The health office staff works with parents/guardians, school staff, and other health care providers to remedy or modify health problems to help achieve student success.

We provide annual screenings to check vision, hearing, height, weight, along with scoliosis screens, and physicals for the grades mandated by New York State. Services are provided by the school physician. Sports and working paper physicals are done by our school physician as well. We also provide first aid and evaluation of children who become sick or injured during the school day.

We are mandated to keep current records of your child's immunizations. (As you have them updated, please provide us with a copy of that immunization.)

Note: *Should your child need to be exempt from gym class or have it modified for longer than one day, a written excuse is required from your physician. The doctor's note should be given to the health office to issue a physical education release.*

Any medications that must be given during school hours are governed by New York State mandates. ANY medication, including over-the-counter drugs like Tylenol or cold remedies (even cough drops), require the following in order to be administered by school health staff:

- Separate written doctor's note/prescription naming the medication, time to be given, possible side effects and any special instructions for school health staff.
- If the order is changed in any way during the school year, a new note is required.
- Written consent from the adult responsible for the student is needed for health office staff to administer the drug.

Medication CANNOT be transported to school by the student. It needs to be brought to school by an adult in its original container. Student medication is required to be kept in a locked cabinet in the health office.

NOTE: *We occasionally have a student that may need to carry his or her own inhaler or Epipen. Our school nurse will coordinate the details of individual arrangements.*

School Supplies

Each grade level has different requirements for student supplies. Lists are distributed at the start of the school year with local retailers and are available for viewing all year via the school website.

Visitors

All parents/guardians and visitors to the building must report and sign-in with the main office staff and obtain a visitor's badge. Visitors are expected to wear these badges while in the building and will be escorted by school personnel.

Lost and Found

There is a lost and found rack located in Cafeteria One for coats, sweaters, hats, gloves, etc. Glasses are located in the nurse's office. Other small items such as watches, jewelry, etc. are kept in the Main Office. Be sure to label all your child's valuable belongings.

Parent/Teacher Conferences

Parent-teacher conferences will be held November 13th from 8:00 AM – 7:00 PM to discuss your child's progress for the first quarter of the school year. In addition to this planned conference, parents/guardians are encouraged to contact their child's teacher to communicate academic concerns. If a parent/guardian has made the attempt to contact their child's teacher and the issue has remained unresolved, he/she may contact the building principal or assistant principal.

Conferences can best be arranged by contacting your child's teacher directly. Please allow several days' notice, as teachers often have professional commitments before and after school hours. School personnel may also request additional conferences, as needed.

Parent Volunteers

Please contact Coordinator, Terri Bierline, 535-3250, ext. 3423

Custodial Legal Considerations

We require current legal paperwork (court documentation, etc.) to be kept on file for students who have parental custody specifications.

School Celebrations (Parties)

The Watkins Glen Elementary School staff recognizes the value of celebrating nationally recognized holidays such as Thanksgiving, Martin Luther King Day, etc. Observance of other holidays that have religious aspects such as Christmas, Easter, or Hanukkah are permitted to the extent that they are unbiased, objective in manner, and focus on the holiday, its history and the general meaning of the holiday observance.

Students are always given the option to be excused from participating in any party or program involving a religious theme which conflicts with their own religious beliefs. In grades K-6, there are five celebrations: Halloween, Thanksgiving, winter-time celebrations (Christmas/Hanukkah/Kwanzaa), Valentine's Day, springtime celebrations (renewal of spring/Easter). During these celebrations, there may be classroom, grade level, and/or special area parties and events, school-wide caroling and parties, grade level breakfasts, egg hunts, and classroom activities.

The special area teachers also enrich these particular times of year by including culturally relevant components into their instruction. This may include, but is not limited to, thematic holiday units, sharing of relevant books and readings, holiday music, etc.

Curriculum and Instruction

Next Generation Learning Standards

The Board of Regents adopted the newly revised English Language Arts and Mathematics Learning Standards on September 11, 2017. The new standards have been the result of over two years of collaborative work to ensure New York State has the best learning standards for our students. Over 130 educators and parents worked together to make recommendations and revise the standards, resulting in a new set of revised English Language Arts and Mathematics Learning Standards. Additional information about the timeline for implementation in schools is available from <http://www.nysed.gov/aimhighny>.

Library Media Center

The library program is designed to excite children about reading, promote a life-long habit and love of reading, as well as providing instruction in library/media usage skills. The elementary school library is open for all children, teachers and staff with a full-time librarian and library clerk. The library is open to students every day for book exchange and general use of informational materials. The book collection has many volumes of current children's books and is updated every year. Students are also taught basic computer skills, perform computerized projects, and how to use computers in a safe and correct manner.

Students are encouraged to return books and magazines on time. Children check out books for one week, and may renew their books. The charge for lost or stolen books is \$10.00 for paperbacks and \$20.00 for hardcovers, which is only a partial cost of a "new" book.

Please help promote our initiative by encouraging your child to take books out each week that fit their reading ability and by reading with your children at home. The library has two book fairs each year; one in the fall, the other in the spring. These are sponsored by the PTO.

Art and Music

The Department of Visual Arts and Music recently revised their curriculum according to the New York State Framework for the Arts. The state K-12 frameworks require us to meet four standards:

- **Standard 1** - Creating, performing and participating in the arts. Students will actively engage in the processes that constitute creating and performing in the arts - dance, music, theater and visual arts. They will participate in various roles in the arts.
- **Standard 2** - Knowing and using arts materials and resources. Students will be knowledgeable about and make use of materials and resources available for participation in the arts in various roles.
- **Standard 3** - Responding to and analyzing works of art. Students will respond critically to a variety of works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.
- **Standard 4** - Understanding the cultural dimensions and contributions of the arts. Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society.

Cultural Arts

The Cultural Arts Partners Committee is in its 17th year of existence. We have worked as a committee to explore and promote the benefits of Arts integration. Our belief is that the Arts, including dance, music, visual, and performance art, help the students to better understand and learn the curriculum. We understand the benefit of viewing and participating in the arts in order to better appreciate the arts, and to have the students become involved in the arts to help them understand other areas that we are studying.

STEM (Science, Technology, Engineering, Math)

As stated in our District's Technology Plan, our common goal as a school district is to promote a climate of learning in which all students, staff and community will be able to effectively and appropriately use technology to meet today's needs and those of the 21st Century. We call this becoming self-directed learners/producers. Our students will need to use appropriate technology to create, express, capture, record, experience, explore, communicate, collaborate, manage and organize ideas, data and information.

Physical Education

Grades PreK-6 attend physical education class every other day for 40 minutes. Students also will have structured play available on the playground for 20 minutes each day. Each child is required to wear appropriate attire each day they have PE class. Appropriate attire consists of clothing that does not restrict movement - pants, shorts, sweatpants, sweatshirts, tee shirts. Please keep in mind students may be doing activities that require them to get down on the floor (roll, crawl) so dress clothes should be avoided.

Sneakers must be worn in order to participate in physical education classes. We encourage students to wear sneakers that fasten securely with either Velcro or tie-up shoelaces. Please make sure students have laces in their sneakers. We discourage students from wearing slip-on type shoes, hiking-style boots, platform sneaker/shoes, lug-soled sneaker/shoes and winter sneaker/boots, even if they do have rubber soles. Soft covered, crepe-soled sneakers with a flat bottom and no heel are acceptable.

A child excused from PE will also be excused from recess. Should your child need to be exempt from PE class or have it modified for longer than one day, a written excuse is required from your physician. The doctor's note should be given to the health office to issue a physical education release.

Health and Wellness

Our district has adopted a program called the Great Body Shop as a comprehensive health and wellness program PK-6. This is a theme-based program where everyone district-wide is expected to play a part. This curriculum includes instruction focused on puberty education.

Comprehensive Assessments and Growth Measures

The Watkins Glen Elementary School recognizes the need for students to participate in both standardized and locally created assessments in order to ensure instruction meets the needs of each child. Students are expected to participate in the following assessments:

The New York State English Language Arts, grades 3-6

The New York State Mathematics, grades 3-6

The New York State Science Tests, grade 4

Grades 3-6 will take New York State tests in English Language Arts and Mathematics. Fourth grade will also be required to take a State Science Test. The results will provide an objective report of individual strengths and weaknesses in a variety of skill areas. The results also help the school evaluate the educational programs. The

New York State Education Department uses these results in developing the School Report Card. Individual student results will be supplied to parents/guardians as they become available by the state.

Dial 4

UPK and kindergarten-aged students are screened using the Dial 4. This screening tool assesses self-help, social skills, motor, concepts, and language development. Parents/guardians will be notified when kindergarten screening occurs.

STAR Reading & Math Programs

These are computer-based benchmark assessments. These tests will be given a minimum of three times during the school year to all students. They are also used to monitor the progress of some students on a more frequent basis. These assessments provide teachers with immediate feedback which is used to make adjustments to an individual student's program.

STAR Early Literacy Program

This computer-based assessment tests reading readiness skills and is meant for students who have not reached the grade level standards assessed in the STAR Reading assessment. This assessment provides teachers with immediate feedback which is used to make adjustments to an individual student's program.

Student Support Services

Special Education Programs

Students whose learning needs require program modification, accommodation, a smaller class setting or reduced student/teacher ratio, are provided instruction as determined by the Committee on Special Education (CSE). These services are provided by both school district personnel and BOCES. The Watkins Glen Elementary School offers a variety of support services to meet the various needs of students. We are required by law to provide these services in the least restrictive environment.

Response to Intervention (RTI)

The Watkins Glen Elementary School provides early intervention/preventative and remedial reading and math services for identified students in grades K-6. Eligible students will receive reading/language arts and math support within a general education setting. Students will receive extra instruction using the latest research-based strategies. We also use RTI strategies in order to direct individualized curriculums. Individual student progress is tracked and collected in a variety of ways. Some examples utilized are:

- Literacy assessments by Fountas and Pinnell
- STAR Reading
- STAR Math
- STAR Early Literacy
- Curriculum Based Assessments
- The New York State English Language Arts test (grades 3-6)
- The New York State Mathematics test (grades 3-6)

The focus of the RTI program is to channel support to identified students, help them achieve grade level proficiency in reading/language arts, math skills, and to help them remain successful in a general education setting. The primary focus is to deliver services within the classroom setting. We are committed to assisting all students in meeting the state's rigorous standards.

Related Services

Related services of occupational therapy, physical therapy, speech and language therapy, counseling, hearing, and vision itinerant services are available to identified students. These services can occur within or outside the classrooms as appropriate. The related service providers strive to align therapies with the classroom curriculum so that classroom and therapy activities compliment and reinforce each other.

School Psychologist

The primary function of a school psychologist is involvement with students who appear to be at risk with their academic and/or behavioral progress. The school psychologist uses various measures and procedures to identify specific difficulties. When the difficulty has been determined, the school psychologist works with parents/guardians and staff to determine an appropriate intervention and/or monitoring of behavior modification plans.

School Counselor

A counselor is available to work with students who are in need of counseling and/or guidance services. Services provided to students include individual and/or group counseling, crisis intervention, developing and monitoring of behavior modification plans, developing appropriate peer relationships, anger control, and other support groups. The counselor will work closely with staff and parents/guardians to assist in referrals to outside agencies as appropriate. The counselor is on the RTI team, and coordinates the kindergarten screening. S/he also help new students enter school by gathering academic records, providing tours of the school, and addressing family-to-school concerns. The counselor is also responsible to help with the administration of all state and local tests.

Speech Department

The Speech Department is responsible for evaluating and remediating speech/language development delays. As a part of kindergarten screening, some children are identified as having communication difficulties even before entering school. All children are screened as recommended by the RTI team. Parents/guardians are then notified of any significant issues. Subsequently, more in-depth evaluations will determine the necessity of therapy. Students with identified needs will receive speech/language therapy during the school day.

Speech classes help children to produce specific sounds correctly. Language classes help children to develop vocabulary, basic concepts and critical thinking skills. Therapists send home progress reports quarterly or contact parents/guardians and/or teachers for support, as needed.

In addition to group or individual therapy, a therapist may instruct a language development class in the kindergarten rooms as needed. These lessons focus on developing basic communication skills necessary to all children. This provides support to the classroom teacher and acts as preventive intervention.

Student Behavioral Expectations

The Watkins Glen Elementary School is committed to providing a student-centered learning environment that promotes the achievement and success of all students. Students are expected to behave in a manner as outlined in the Watkins Glen Central School District Student Code of Conduct. A summary of the school district's code of

conduct can be found in the district calendar. The full code of conduct document can be found in school policy located on the district website at www.wgcsd.org.

Positive Behavior Interventions and Supports - PBIS

PBIS stands for Positive Behavioral Interventions and Supports. In PBIS, school-wide behavioral expectations or rules are taught and reinforced by the staff in the school environment. Students will be expected to follow all PBIS school rules in all school settings, i.e. art, music, library, bus, cafeteria, playground, hallways, bathrooms, auditorium, during fire drills and on field trips. Our goal is to enable all students to stay focused on learning by increasing student engagement and reducing discipline referrals. The Elementary School uses the 4 “B’s” expectations model:

- Be Respectful
- Be Responsible
- Be Safe
- Be Healthy

Character Education

In an effort to create a more positive and safe environment, the Watkins Glen Elementary School has developed a Character Education Program along with PBIS.

The Planning Room

The purpose of the Planning Room is to provide an environment for students who need “time out” to evaluate their behavior and plan for positive change in order to return to the classroom. The planning room is to be used in accordance with procedures outlined in this handbook. This room is also used for in-school suspension.

Suspensions

In-School Suspension (ISS) may be used as a consequence when a child has been referred to the building principal or assistant principal. When a child is assigned to ISS, they are given all daily assignments and are required to do the work during that time. They are not allowed to take part in activities or special area classes for that day. Mandated services (speech, PT, OT, etc.) are provided for special education students.

Out-of-School Suspension (OSS) may be assigned for up to 5 days at a time by the principal for severe misconduct. In the case of long-term suspension (over 5 days) a Superintendent’s Hearing is required. Many times this consequence is used to protect the safety and learning environment of the other students.

DETAILED DESCRIPTIONS OF INDIVIDUAL OFFENSES CAN BE FOUND IN THE SCHOOL CODE OF CONDUCT.

Student Dress Code must:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that presents a safety hazard will not be allowed.

- The wearing of hats or head coverings in the building is prohibited except for a medical or religious purpose.
- Items that are vulgar, obscene, libelous or denigrating to others are prohibited.
- Items that endorse the use of alcohol, tobacco, or other drugs and/or encourage other illegal or violent activities are prohibited.
- Shorts, skirts and dresses must be no shorter than mid-thigh.
- Refrain from wearing brief garments such as tube tops, net tops, mesh shirts, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments. Shirts must be long enough to be tucked in.

Students and Personal Electronic Devices

The Board of Education recognizes that there are personal electronic devices that have educational applications such as calculators, voice recorders, digital cameras, music listening devices. These can be used in the classroom under the direction and supervision of a teacher or administrator. The display and/or use by students of personal computers, tablets, cell phones, iPods, and/or other portable electronic devices that are internet capable shall be prohibited and allowed only under the discretion of an administrator. In most cases, the devices must be turned off and stored out of sight during school hours. Students may use district provided electronic devices under the direction and supervision of a teacher or administrator during their time in school. The school is not responsible for stolen, lost or damaged personal electronic devices.

Students are expected to comply with the District's Acceptable Use Policy. Inappropriate and/or misuse of any of these devices will result in confiscation and/or disciplinary actions as outlined in the code of conduct.

Dignity for All Students Act - (Anti-Bullying Policy)

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property, a school bus and/or at a school function.

The Dignity Act was signed into law on September 13, 2010, and took effect on July 1, 2012.

This legislation amended State Education Law by creating a new Article 2-Dignity for All Students. The Dignity Act also amended Section 801 – a New York State Education Law regarding instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment.

Sexual Harassment Policy

It is the policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex or sexual orientation, which encompasses freedom from sexual harassment. The District strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees, as well as students, at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, at school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following: Sex-based harassment can be comprised of two types of behavior:

- Sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
- Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, colleagues, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint. The District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The District will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy.

Anti-Discrimination Policy

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race or disability in violation of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

Grievance Procedure

If any person believes that the school district or any of the district's staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the

Education Amendment Act of 1972, or (3) § 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer. The compliance officer, on request, will provide a copy of the District's grievance procedure to any employee or student of the District.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer. Inquiries concerning the nondiscriminatory policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Procedures for Animals in School

Animals may be brought into the classroom for educational purposes tied to lesson plans. However, they must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. The following guidelines shall apply to animals in the schools:

Prior to granting permission, teachers should check with the school nurse regarding any known allergies among students and other staff members who may work in the classroom. If allergies exist, parents/guardians and/or staff members must be contacted for further direction.

- Students and personnel will wash hands after contact with animals, animal products, or their environment.
- There should be a clear educational purpose to have an animal in a public school setting.
- Animals should not be kept in the classroom beyond the intended lesson.
- Animals shall not be transported on school buses
- Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- Only the teacher or students designated by the teacher are to handle the animals.
- Animals should not be allowed to roam free or fly free. They should be displayed in an enclosed cage or appropriate restraint.
- Animals are prohibited in areas where food and drink are consumed.
- All visiting animals should obtain a certificate of veterinary inspection prior to a visit.
- Animals must be clean and free of intestinal parasites, fleas, ticks, mites and lice.

Staff members or students who have been bitten by an animal shall report the incident to the principal and the nurse immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.