

# **PALMYRA-MACEDON CENTRAL SCHOOL DISTRICT**

2021-2022 Parent  
Information Handbook





# *Welcome to Palmyra-Macedon CSD!*

## General Information



**Acceptable Use of Computer Technology:** The Internet is an electronic communications network which provides vast, diverse, and unique resources. The reason for providing this resource to teachers, staff and students is to promote educational excellence in the Palmyra-Macedon Central School District by facilitating resource sharing, innovation, and communication. All use of Computer Technology must be in support of education and research and consistent with the educational objectives of the Palmyra-Macedon Central School District. Illegal activities or use of the network for commercial or for-profit purposes are strictly forbidden. Network storage areas may be treated like school desks or lockers. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly. Your child will be responsible for complying with the Palmyra-Macedon Central School District's

policies with regard to his/her use of Palmyra-Macedon Central School District's computer technology and Internet access account. A summary of your child's obligations are listed below. A complete copy of our student acceptable use policy is available on the District Website and is to annually be reviewed by students and parents.

1. The student's personal user ID and password are to be kept confidential and used solely by him/her. The student will not share his/her password with others.
2. The student will follow the rules for personal safety. He/she will not reveal his/her address or phone number--or anyone else's - on the network.
3. The student will not deliberately access, create, or distribute inappropriate materials, or show others how to do so.
4. The student will notify a teacher or other adult in charge immediately if inappropriate material is discovered.
5. The student will respect and uphold copyright laws.
6. The student will respect the rights and work of others. The student will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. The student will follow posted policies regarding computer and Internet use.
8. The student will not deliberately make changes, including loading software, to the computer, server, system files, or system settings. The student will not deliberately cause damage to or alter computer equipment, software, or files.
9. Subscriptions to list servers/newsgroups, etc., must have prior approval from the Director of Technology.
10. The student will delete files regularly from his/her personal directory to conserve use of file server hard disk space.

The use of Computer Technology and the Internet is a privilege and your child will be held accountable for his/her actions. Inappropriate use may result in the cancellation of your child's computer technology and/or Internet privileges, along with possible additional discipline in accordance with the Code of Conduct. Please discuss these obligations and responsibilities with your child.

**Attendance:** Attendance in school is required by New York State law, is checked daily and district procedures for attendance notification are followed. Legal absences include those due to illness, death in the family, impassable roads, religious observations and court attendance. Unexcused absences include, but are not limited to, vacation taken at times other than those



scheduled by Pal-Mac Central School District, missing the bus, or oversleeping. After being absent, it is the student's responsibility to bring a written statement signed by his/her parent or guardian to the Health Office on the day he/she returns to school. It is also his/her responsibility to make up all assignments missed. Homework can be requested by calling the school's health office. Please limit homework requests to absences of two or more days. Assignments will be available by request to a teacher or through the counseling office (6-12). Students who are late to school will be expected to make up all missed assignments and may be required to make up lost learning time. If a student stays home without parental permission, the student will be considered truant, subject to disciplinary action, and will also be required to make up any missed work. It is the student's legal responsibility to attend school. Students who are absent from school (both in-person and remote learners), may not participate in any after school or evening sports or extracurricular activities.

**Bullying and Sexual Harassment – What You Need to Know:** Students have the right to learn, study, work, achieve, and participate in school activities in a comfortable and supportive atmosphere. Bullying is any repeated physical act, verbal comment, gesture, facial expression or action that would intentionally hurt someone on the inside or outside. It also means ostracizing or making students feel inferior by excluding them from a group. Sexual harassment, a form of bullying, is unwanted and unwelcomed behavior of a sexual nature. Under federal and state laws and policies, sexual harassment and bullying are illegal and prohibited in school settings. We understand that bullying and sexual harassment are emotionally charged and sensitive topics. By providing information to students about these issues and how to prevent them, we hope to promote healthy attitudes among students based on mutual respect and their understanding of the uniqueness of every individual. Too often students will avoid reporting being bullied or sexually harassed because they don't want to get someone in trouble or have others think they are overreacting. Let your child know that you take harassment seriously and want to hear about it. Pal-Mac wants to collaborate with you in informing students about their rights and responsibilities related to the prevention of bullying and sexual harassment. We will be taking numerous steps throughout the year to speak to all students regarding appropriate and inappropriate behaviors and what to do if they see or experience this behavior.





## COMMUNITY CHAIN OF CONTACT FOR PALMYRA-MACEDON CENTRAL SCHOOL DISTRICT

Area	Step 1	Step 2	Step 3	Step 4
<b>Academics:</b> Difficulties Scheduling Curriculum	Class/Course Teacher Teacher Class/Subject Teacher	HS/MS Guidance School Counselor School Counselor	Building Principal	District Office
<b>Adult Education</b>	Athletic Office	Office of Human Resources	District Office	
<b>Attendance</b>	School Nurse	Principal	District Office	
<b>Athletics</b>	Coach	Director of Athletics	Principal	District Office
<b>Behavior and Classroom Procedures</b>	Teacher	HS/MS Assistant Principal	Principal	District Office
<b>Board of Education Policy</b>	District Clerk	Superintendent	Board of Education	
<b>Budget</b>	District Office			
<b>Buildings and Grounds</b>	Building Main Office	Director of Facilities	District Office	
<b>Counseling</b>	Teacher/School Counselor	Principal	Office of Special Services	District Office
<b>Employment</b>	Office of Human Resources	District Office		
<b>Extracurricular Activities</b>	Advisor	Principal	District Office	
<b>Food Service</b>	Building Cafeteria Mgr.	Food Service Director	Principal	District Office
<b>Free/Reduced Meal Program</b>	Building Cafeteria Mgr.	Food Service Director	District Office	
<b>Health/Medical</b>	Teacher	School Nurse	Principal	District Office
<b>Registration and Residency</b>	Registrar	Office of Human Resources	District Office	
<b>Safety</b>	Building Principal	District Office		
<b>Scholarships</b>	High School Counseling Office	Principal	District Office	
<b>Special Education</b>	Teacher	Principal	Office of Special Services	District Office
<b>Technology</b>	Principal	Director of Instructional Technology	Assistant Superintendent for Instruction	
<b>Transportation</b>	Transportation Center	Principal	District Office	
<b>Use of Facilities</b>	Principal	Athletic Office	District Office	
<b>Website</b>	Building Main Office	Director of Inst. Technology	District Office	

## Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. Palmyra-Macedon Central School offers healthy meals every school day. Breakfast costs **\$0.00**; lunch costs **\$0.00**. Your children may qualify for free meals or for reduced price meals. . Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Elesha Wheeler, Food Service Office, 151 Hyde Parkway, Palmyra, NY 14522.**
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Ken Azzarello** at **(315) 597-3400** or **Kenneth.azzarello@palmacsd.org** to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at **(315) 597-3400** if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a **FREE/REDUCED PRICE MEAL** application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Ken Azzarello, 127 Cuyler Street, Palmyra, NY 14522, (315) 597-3400.**
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent

(for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

## 2021-2022 INCOME ELIGIBILITY GUIDELINES

### FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

#### REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 23,828	\$ 1,986	\$ 993	\$ 917	\$ 459
2	\$ 32,227	\$ 2,686	\$ 1,343	\$ 1,240	\$ 620
3	\$ 40,626	\$ 3,386	\$ 1,693	\$ 1,563	\$ 782
4	\$ 49,025	\$ 4,086	\$ 2,043	\$ 1,886	\$ 943
5	\$ 57,424	\$ 4,786	\$ 2,393	\$ 2,209	\$ 1,105
6	\$ 65,823	\$ 5,486	\$ 2,743	\$ 2,532	\$ 1,266
7	\$ 74,222	\$ 6,186	\$ 3,093	\$ 2,855	\$ 1,428
8	\$ 82,621	\$ 6,886	\$ 3,443	\$ 3,178	\$ 1,589
*Each Add'l person add	\$ 8,399	\$ 700	\$ 350	\$ 324	\$ 162

**How to Apply:** To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified

by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the



school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

**Food Services:** The school lunch program allows students the following three options:

1. Buy a lunch from the cafeteria menu (menus may be found on district website.)
2. Bring a lunch and beverage from home.
3. Bring a lunch and purchase a beverage at school.

Children need healthy meals to learn. Palmyra-Macedon Central School offers healthy meals every school day: **breakfast costs \$0.00** for grades PK-12 and **lunch costs \$0.00** for grades K-12. We encourage you to pre-pay for students meals. You can pre-pay by cash or check at any cafeteria or you can manage your child's cafeteria account online at [www.myschoolbucks.com](http://www.myschoolbucks.com). In addition to pre-payments at [www.myschoolbucks.com](http://www.myschoolbucks.com) you can also view your student's purchase history, choose to receive low balance notices, and set up automatic recurring payments.

Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge. A student's free/reduced meal status will remain confidential. Our computerized sale system allows students to receive free or reduced meals anonymously. The 2019-2020 Application for Free and Reduced Price School Meals/Milk can be found in this booklet.

**POLICY 8510**

### **FOOD SERVICE CHARGES FOR STUDENTS**

The District believes that healthy nutrition is an important component of a positive learning environment. Students will be afforded the opportunity to participate in the available meal service. Parents/persons in parental relations will be the responsible parties for payment or responsibility for lack thereof. Students who either receive a reduced-meal benefit or pay for meals at the annually published rate are eligible to charge meals. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited. While the goal



of the District's meal program is to provide student access to nutritious meals each school day, unpaid charges place a large financial burden on our school district. **If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable.**

As such, the Superintendent shall develop a regulation that includes:

- A designated grace period during which students are allowed to charge meals after their prepaid funds have been exhausted; and
- Notification procedures to alert the student's parent or person in parental relation that unpaid meal charges are due.

When the Superintendent or designee determines that further collection efforts for delinquent debt are useless or too costly, the uncollectable debt must be reclassified as "bad debt." Bad debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by the school nutrition program at the end of the school year or carried forward to the next school year. Bad debt must be subsidized by the general fund or other non-federal source by June 30 of each school year. Documentation must be maintained to substantiate a transfer using other than federal funds of the equivalent of all unpaid meal debt to the school food service account each year.

Procedures for student charging shall be communicated in writing to students, parents, and appropriate staff members on an annual basis.

## **REGULATION 8510-R**

### **FOOD SERVICE CHARGES FOR STUDENTS**

Parents/Persons in parental relations are responsible for meal payment to the food service program. Meals will be paid for at the established rate(s).

Charging by students for the school meal service is for use on a limited basis. A student will be allowed to charge a maximum of \$100 to his/her account after the balance reaches zero. The charged meals offered to students will be qualifying reimbursable meals that are available to all students.

Parents/Persons in parental relations are encouraged to use the school's electronic meal payment system. Meals can be paid for in advance and parents can monitor the use of the meal service. Parents/Persons in parental relations may also pay by check or cash. Funds are to be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.

To notify parents/persons in parental relations about account status, food service staff will provide notices to parents/persons in parental relations using a parent-provided email and/or US Mail to ensure confidentiality.

- Confidential weekly notices will be provided to parents of students whose delinquent debt equals \$20 or more.
- A confidential warning notice will be provided by US Mail with delivery confirmation to parents of students whose delinquent debt equals \$75 or more.

- A confidential final notice will be provided by US Mail with delivery confirmation to parents of students whose delinquent debt equals \$100 or more. Effective 10 calendar days from the date of the final notice, the student will no longer be eligible to charge meals.
- Notices regarding delinquent debt will continue until the balance has been paid or until the parties have agreed upon satisfactory repayment terms

#### Account Balances Due to a Student Transfer, End-of-Year, or Lack of Payment

Any remaining funds for a particular student will be carried over to the next school year.

A written or e-mailed request for a refund of any money remaining in the account of withdrawn or graduated students must be submitted to the District Treasurer, Palmyra-Macedon CSD, 127 Cuyler Street, Palmyra, NY 14522. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed funds for withdrawn or graduated students must be requested by December 31 following the date of withdrawal or graduation. Unclaimed funds will then become the property of the Palmyra-Macedon Central School District Food Service Program.

#### Balances in Arrears

The school counselor and building principal will be copied on confidential warning notices to parents of students whose delinquent debt equals \$75 or more. The school counselor will investigate the situation more closely and consult with the building principal on further action needed. Documentation is to be maintained of all attempts to communicate with parents about meal balances and the results of those attempts.

The school counselor and building principal will be copied on confidential final notices to parents of students whose delinquent debt equals \$100 or more. Effective 10 calendar days from the date of the final notice, the student will no longer be eligible to charge meals. The school counselor will meet privately with the student regarding ineligibility to charge meals. Documentation is to be maintained of all attempts to communicate with parents about meal balances and the results of those attempts.

Students will remain ineligible to charge meals until either the delinquent debt is paid or until the parties agree upon a satisfactory repayment plan. Students who are ineligible to charge meals will still be served a meal if paying with cash, regardless of the delinquent debt amount.

Parent/Person in parental relation failure to adequately respond to delinquent debt notices may also result in:

- Notification to the Statewide Register for Child Abuse and Maltreatment;
- Sale of debt to a collection agency;
- Notice of a Small Claim to the appropriate municipal court.

### **Spectrum Internet Assist**

The Spectrum Internet Assist program provides reliable, high-speed internet access at an affordable price for those who qualify.

Eligible low-income households can receive discounted 30 Mbps high-speed internet, along with Security Suite and an internet modem, at no additional charge.

Spectrum Internet Assist requires no contracts, and as always, there are no data caps or hidden fees.

To qualify for this program, one or more members of your household must currently receive assistance under one of the following programs:

- **National School Lunch Program (NSLP)**
- **Community Eligibility Provision (CEP) of the NSLP**
- **Supplemental Security Income** (For Applicants 65+ Years of Age)

If you'd like to apply for Spectrum Internet Assist, complete our [online application form](#) and be sure to attach all required or relevant documentation.

**Communication Devices/District Technology/Acceptable Use:** The Palmyra-Macedon School District is committed to providing a safe, positive, productive and nurturing educational environment. The use of the internet or an electronic device to convey any communication, image or illustration that causes or contributes to the intimidation, harassment, bullying or other abuse of students and staff is strictly prohibited. This includes any such communication, image or illustration that is prepared or originates on or off school grounds and adversely impacts the educational environment at school for student(s) or staff. The following electronic communication transmitted by the internet or an electronic device is prohibited: cyber-stalking, bullying/cyber-bullying, coercion, extortion, making threats of violence or harm or other computer related crimes that impact the educational environment.

In order to safeguard the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into the classrooms or other exam locations during district designated exam periods. Violation of the District's Acceptable Use Policy may result in discipline in accordance with the *Code of Conduct*. Any student who learns of any offensive internet content or electronic communication, image, or illustration that relates to any student or staff member should immediately report the matter to school staff. Each report will be evaluated to determine the appropriate action.

**Cell Phones and Other Electronic Devices:** The school buildings shall be designated by zones as follows:

- **Red:** All cell phones and personal devices are strictly prohibited at all times from being used in this area. The devices should be turned off and put away. Personal electronic devices may only be used in an emergency as designated by the building principal or designee.
- **Yellow:** All cell phones and personal electronic devices must be powered down and out of sight. Upon permission by the classroom teacher, devices may be turned on and used during specific, limited instructional activities.
- **Green:** Cell phones and personal electronic devices may be used appropriately throughout this area. Refer to the Electronic Communication Device Etiquette Guidelines.

**Electronic Communication Devices Etiquette:** Each student will consistently show respect to faculty, staff members, and peers while using cell phones and electronic communication devices in the appropriate designated areas. Each student will only use devices at the appropriate time and place, as determined by the building principal. Excuse-making will not provide justification for violation of the guidelines. For example: "I'm talking to someone," "I'm in the middle of a conversation," "I need to finish my call," "It's my mom," "I'm texting my dad."

Electronic devices are to be powered down during class time, while in the auditorium, during a meeting with peers and/or faculty and staff, or any time requested by a staff member.

Each student must obtain the teacher's/supervisor's permission prior to using an electronic device in an approved area.

**Controversial Issues:** The Palmyra-Macedon Board of Education acknowledges it is the responsibility of the school district to communicate with parents about instruction, especially when the subject matter to be presented deals with a topic that has the potential to be controversial. Efforts will be made throughout the year to inform you about your child's instruction as well as special programs that will be offered.

**Dignity for All Students Act (DASA):** In 2010, New York State approved the Dignity for All students Act (DASA) to help ensure that schools have the tools and resources to afford all students an educational environment in which they can thrive. A statewide task force developed guidelines for implementation of a program effective July 1, 2012.

### ***About DASA***

**Q: Who's protected under the Dignity Act?**

**A:** The Act applies to the protection of all public elementary and secondary school students and prohibits the harassment and discrimination of students by students and by school personnel.



**Q: How does the Dignity Act relate to bullying?**

A: Bullying is a form of harassment.

**Q: What physical spaces are covered?**

A: The Dignity Act applies to behavior on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus or in a school vehicle, and at school-sponsored events or activities.

**Q: Doesn't Pal-Mac already have anti-bullying programs?**

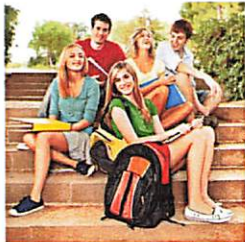
A: Yes, Pal-Mac has many excellent programs in place. The DASA requirements would not eliminate these programs. They would provide structures for even more comprehensive and consistent training and intervention.

**Q: How does the Dignity Act relate to a school's Code of Conduct?**

A: The Code of Conduct has been amended to reflect the prohibition of discrimination and harassment of students by students or staff (see reverse).

**Q: Does the Dignity Act require any training?**

A: Yes. The Dignity Act mandates that schools provide training for all employees to increase awareness and sensitivity to discrimination or harassment and civility in the relations of all people.



NYS DASA website: [www.p12.nysed.gov/dignityact](http://www.p12.nysed.gov/dignityact)

**Pal-Mac's Code of Conduct has been amended to reflect the requirements of the DASA as follows:**

**Q: What is the definition of bullying?**

**A:** Bullying is a form of harassment that consists of inappropriate persistent behavior including, but not limited to: threats of intimidation of others, treating others cruelly, terrorizing, coercing, stalking, or habitual put-downs and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic communication (i.e., "Cyber-bullying").

**Q: What is the definition of cyber-bullying?**

**A:** Cyber-bullying is a form of bullying which occurs via electronic communication; on the Internet, on cellular phones or other similar media. It can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; intentionally excluding someone from an online group.

**Q: What is the definition of sexting?**

**A:** Sexting is the slang term for the use of a cellular phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of an obscene nature.

**Q: What is the best way for students to deal with Bullies?**

**A:** The best way to deal with a bully is to **not reply**. A bully is looking for a reaction, so if you are the target of a bully try to ignore him/her and report the incident to an adult.

Bullies want power. They also like to have an audience. Since bullies are influenced by how other people react, bystanders can help discourage a student from being bullied. Bystanders need to let bullies know that their behavior is not acceptable. Bystanders are important in stopping students from being bullies and have a responsibility to report incidents to a school employee.

**Report it to an adult.** Bullying and harassment may be reported to any staff member of the school including counselors, teachers, administrators, aides, bus drivers, and coaches. All harassment and bullying complaints, whether informal or formal, verbal or written, will be

investigated. To the extent possible, complaints will be treated confidentially, although limited disclosure may be required to complete a thorough investigation. Acts of reprisal or retaliation against any person who reports an incident of bullying and/or harassment are prohibited. However, any student who is determined to have falsely accused another of bullying and/or harassment shall be subject to disciplinary consequences.

If, after investigation, harassment, bullying or retaliation is confirmed, the District will take proper steps to prevent recurrence of the behaviors. Disciplinary actions and outcomes for students found to be in noncompliance of these rules are outlined in *Prohibited Student Conduct and Disciplinary Penalties* section of the Code of Conduct (provided to students and parents in this handbook and the student agenda and on the District Website).

**Q: In addition to discipline, what are some other strategies that may be used by school officials?**

- A: Strategies may include but are not limited to:
1. Discussion with the accused, informing him or her of the District's policies and indicating that the behavior must stop now;
  2. Students who bully may need help recognizing and taking responsibility for their Behavior. Bullies need assistance in developing empathy and perspective (self-awareness), taking abilities, and finding ways to make amends.
  3. Consulting with a school counselor for follow-up;
  4. Conducting training for the students where the behavior occurred, calling attention to the consequences of engaging in such behavior;
  5. Requesting a letter of apology to the victim;
  6. Writing letters of caution or reprimand;
  7. Separating the parties; or
  8. Providing proper support for the involved parties.

**District Code of Conduct:** Any student who, in the judgment of the administration, commits a misconduct of the types herein defined shall be subject to disciplinary actions deemed appropriate for that type of misconduct. In the case of chronic or repeated serious misconduct, the administrator may impose disciplinary action reserved for more serious types of misconduct. In such cases the board's desire for progressive discipline and consideration of factors relating to the misconduct shall be taken into account. This code of conduct also includes bus behavior.

Type of Misconduct	
<p style="text-align: center;"><b>Type I</b></p>	<p>Academic Misconduct*: Including but not limited to –</p> <p>Falsification:</p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Altering Records</li> <li>• Forgery</li> <li>• Collusion</li> <li>• Intellectual property</li> </ul> <p>**Grades may be reduced for academic misconduct. The Superintendent or designee shall further define the expectations and student responsibilities regarding academic honesty.</p>
<p style="text-align: center;"><b>Type II</b></p>	<p>Disruptive Behavior: Including but not limited to –</p> <ul style="list-style-type: none"> <li>• Unreasonable noise</li> <li>• Inappropriate language, profanity, obscenity</li> <li>• Creating a disturbance or hazardous condition</li> <li>• Obstructing the rightful movement of others</li> <li>• Misuse of computer/electronic communications</li> <li>• Minor altercation, physical act resulting in no physical injury to another person</li> </ul>

	<ul style="list-style-type: none"> <li>• Threatening behavior</li> <li>• Isolated student conflict</li> <li>• Language intended to incite physical aggression</li> <li>• Inappropriate public displays of affection, sexual contact, indecent exposure, or other sexual behavior</li> </ul>
<b>Type III</b>	<p>Insubordination: including but not limited to –</p> <ul style="list-style-type: none"> <li>• Failure to comply with lawful directions of a teacher, administrator, school employee in charge of the student, or any school policy, code, or rule</li> <li>• Refusal to always wear a face covering on the bus and at a school facility</li> <li>• Refusal to participate in the instructional program, including but not limited to participation in the administration of assessments</li> <li>• Lying to school personnel/deceit</li> <li>• Tardiness (late to school, late to class)</li> <li>• Truancy</li> <li>• Failure to comply with cell phone and electronic device policy</li> <li>• Failure to comply with Dress Code</li> <li>• Disrespectful to staff</li> <li>• Skipping a class / Skipping assigned detention</li> </ul>
<b>Type IV</b>	<p>Intimidation/Discrimination/Harassment/Menacing/Bullying/Cyberbullying /retaliation Including but not limited to a pattern of persistence of –</p> <ul style="list-style-type: none"> <li>• Verbal aggression</li> <li>• Social aggression</li> <li>• Emotional aggression</li> <li>• Physical aggression</li> <li>• Electronic aggression</li> </ul>
<b>Type V</b>	<p>Violent or Abusive Acts: Including but not limited to –</p> <ul style="list-style-type: none"> <li>• Fighting, physical assaults, sexual offenses or other acts that harm another person(s)</li> <li>• Inappropriate posting/sending of digital images (including sexting)</li> <li>• Vandalism, damaging or destroying property/criminal mischief, arson</li> <li>• Bomb threat or other emergency</li> <li>• False alarm or tampering with safety equipment</li> <li>• Intentionally or recklessly causing serious physical injury to another person</li> <li>• Robbery, burglary, larceny/theft</li> <li>• Reckless endangerment or engaging in a riot</li> <li>• Slander</li> </ul>



	<ul style="list-style-type: none"> <li>• Generally endangering the health, welfare, or safety of others</li> </ul>
<b>Type VI</b>	<p>Possession, Sale or Use of Prohibited Material: Including but not limited to –</p> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Tobacco or substances/devices designed to mimic the effects of tobacco (including by not limited to vapor or electronic cigarettes)</li> <li>• Drugs / Drug paraphernalia</li> <li>• Synthetic Cannabinoids (marijuana)</li> <li>• Weapons, fireworks or other dangerous instruments or explosives</li> <li>• Any other prohibited material</li> </ul>
<b>Type VII</b>	<p>Parking or Traffic Violation**:</p> <p>Any conduct that would be considered a parking traffic violation.**Parking/driving privileges may be restricted on school property</p>
<b>Type VIII</b>	<p>Criminal Conduct:</p> <p>Any conduct which would constitute a crime under state or federal law.</p>

#### **Penalties**

Students who are found to have violated the Code of Conduct may be subject to the following penalties (in no particular order) listed below, either alone or in combination:

Verbal Warning, Detention, Parent Notification, Suspension from Transportation, Suspension of Privileges, Suspension from Athletic/Extracurricular Participation, In-School Suspension/Alternative to Suspension, Out-of-School Suspension

The Building Principal may also request a Superintendent's Hearing to consider longer term suspensions.

Students may also be referred to counseling for violations of the Code of Conduct. Law enforcement will also be notified when appropriate.

**NOTE:** It is the intent of the School District to work directly with students and families so that students may engage in restoring themselves for a positive school climate.

## **District Dress Code**

### **Guiding Philosophy**

Palmyra Macedon Central School District's Student Dress Code supports equitable educational access. It is written in a manner designed to foster a sense of belonging for all. The Student Dress Code supports the District's mission to provide a world class, relevant education. The code is applicable during school hours and while students are at any school sponsored activities (on campus or off site). The Student Dress Code, as part of the Code of Conduct, shall be made public in accordance with the law.

Primary decisions around student clothing and style belong to students and their parent(s)/person(s) in parental relations. Parents/person(s) in parental relations are primarily responsible for student compliance with the Dress Code. Students should come to school ready to learn and dressed for such an environment.

### **Dress Code Enforcement**

In addition to parental oversight and guidance, all staff members play an integral role in the equitable enforcement of the Dress Code. Any student out of compliance with the Dress Code expectations will be given the opportunity by a staff member to correct the violation. Any student who fails to correct the violation may be subject to discipline.

### **Student Traits**

All students will dress in a manner that is appropriate for the school day. Student attire shall support health and safety, contributing to a welcoming atmosphere for all students. The Student Dress Code is intended to prevent marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

The Student Dress Code, as part of the Code of Conduct, seeks to develop students who are:

#### **1. Open-minded**

The school district is a diverse educational environment where students should not fear unnecessary discipline or body shaming for their dress. Students can create a positive environment by not wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography. Students are encouraged to create an atmosphere of belonging for all.

#### **2. Reflective**

Students are responsible for managing their own personal appearance. Students will wear clothing that expresses themselves, while adhering to the Dress Code.

#### **3. Caring**

Students will promote a healthy environment by not wearing clothing or accessories that denote, suggest, display, or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities. Students will create an inclusive environment by not wearing clothing or accessories that interfere with the operation of the school or disrupt the educational process.

#### 4. Knowledgeable

Students will maintain a safe learning environment with appropriate dress, understanding the elements of the Dress Code, and any exceptions for specific circumstances.

#### 5. Principled

Students are principled and understand that school:

- a. Is a place to learn in an orderly environment;
- b. Expects socially appropriate behaviors to be exhibited; and
- c. Intends to eliminate potential health or safety hazards.

### **The Dress Code**

#### **Students Must Wear\***

1. A shirt (with fabric in the front, back, and on the sides under the arms);
2. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) must be worn in a way such that genitals, buttocks, breasts, chest and nipples are fully covered with opaque fabric (not transparent and/or see through); and
3. Shoes.

*\*Courses that include attire as part of the curriculum may include assignment-specific dress.*

#### **Students May Wear**

1. Headwear that allows the face to be visible at all times.

#### **Students Cannot Wear**

1. Violent language or images, including but not limited to hate speech, profanity, and pornography;
2. Images or language depicting or suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity);
3. Images or language that create a hostile or intimidating environment;
4. Any clothing that reveals visible undergarments or a "tube top" style shirt;

5. Swimsuits (except as required in class or athletic practice);
6. Accessories that could be considered dangerous or could be used as a weapon; and
7. Any item that obscures the face (except as a religious observance).

**Emergency Drills:** Regulations from the Commissioner of Education require that every school district have an emergency management plan in place, and that it be updated by October 1<sup>st</sup> of each year. Since 1990, this plan has been in place for the Palmyra-Macedon Central School District. The emergency management plan is intended to ensure the safety and health of children and staff in the event of an emergency.

At least once every year, each district must test its emergency plan for sheltering and early dismissal. Our school district has scheduled an annual test of the **Sheltering Drill** on Friday, October 22, 2021. This drill should not affect dismissal time for students.

Our annual test of the **Emergency Drill Release** has been scheduled for Thursday, September 30, 2021. Students will be dismissed 15 minutes earlier than their normal dismissal time.

- Grades 6-8 11:35 a.m.
- Grades 9-12 11:37 a.m.
- Grades 3-5 12:30 p.m.
- Grades PK-2 12:30 p.m.

Students who attend the Wayne Technical Career Center in Williamson will not be dismissed early, but will return home on their regular schedule. Communication for changes in schedules for other educational placements will come directly from your child's school. Please make the appropriate arrangements for early arrival of your child as a result of this drill.

**Extracurricular Activities:** All students in grades 3-12 are eligible to participate in co/extracurricular activities. All activities are governed by the Student Code of Conduct, the Eligibility Standards, and the by-laws or purpose of each activity. Students should work directly with the advisor of each activity for more information and expectations.

**Homework:** Homework is assigned as a vital part of the school's program. Students should be provided with a time and place to complete any homework in an atmosphere conducive to the development of good study habits.

**Physical Education:** All students are required to take part in Physical Education unless a written medical excuse from a physician is on file in the Health Office. For health and safety purposes, we request cooperation in providing your child with appropriate clothing for classes. Easily laundered shorts and tops afford the necessary room for movement. A lock and locker will be furnished to middle and high school students and teachers will provide the necessary instruction on



how to operate them. Students will be responsible for the replacement cost should they damage the lock.

**Response to Intervention (RtI):** Palmyra-Macedon Central School District employs a federally-mandated model of student support called Response to Intervention. Response to Intervention is not a program, but rather a system for meeting student's academic and social-emotional needs. All students are unique; in order to ensure learning for all, data is collected continually about student learning. Students who need extra support are remediated and students who have already mastered the learning are enriched. Each school in the district has a Student Success Team (SST) consisting of the school psychologist, counselors, nurse, administrators, teachers, and a building-level coordinator who work together to identify and implement specific evidence-based interventions to provide students with the best opportunities to succeed in school. Students in need of remediation receive research-based interventions, for example, Fast ForWord, Academy of Math and LLI (Leveled Literacy Intervention). Progress monitoring occurs regularly; parents are informed of student progress quarterly at the middle school and each trimester at the intermediate and primary schools.

Parent and student understanding of the philosophy behind Response to Intervention is important. Should you have questions about RtI you are invited to attend an information meeting about Response to Intervention, Title I, and remedial/enrichment programs at the Middle School's Fall Parent University. Parents of students from all buildings are invited to this meeting.

**School Guests:** The Palmyra-Macedon Central School District is equipped with an electronic visitor tracking system. It is not our intention to insult or offend guests coming to the building during the regular school day but office staff will ask guests to provide identification upon entry. The office staff checks IDs in our computer system. The computer system reads government-issued driver licenses (or state-issued IDs), compares information to a sex offender database, and alerts appropriate staff members if a match is found. Once the scan is completed and if entry is authorized, a visitor badge will be printed with the photo of the guest wishing access to the building. Once a guest's identification has been entered into the system, only the name is stored. Personal information (i.e., license number) is not stored.

Guests must have a government-issued photo identification when arriving to the Main Office of any of the four schools. Upon arrival, guests must request entry using the buzzer system. Guests will be asked to state a name and reason for entry to the building. If given access to the building, guests are expected to immediately proceed to the Main Office and present photo identification. Once approved, guests will receive a badge. Guests must wear this ID badge in a visible location while in the school building. At the conclusion of the visit, guests must return to the Main Office, return the guest badge, and check out of the building.

**NOTE:** During the State health emergency, visitors are not allowed in school buildings.

**Textbooks:** Textbooks will be furnished by the school district. Textbooks are repaired each summer and are in proper condition when students receive them in September. Proper care of these books is the responsibility of students. Damage fees or replacement costs will be assessed to

students, following Board Policy, if excessive damage or loss occurs. Students with outstanding bills will not be issued additional materials until restitution for lost/damaged items occur.

**Transportation:** A letter will be mailed in late August regarding bus routes and bus numbers. By referring to the letter, your child will know what bus to ride prior to the opening of school. It is very helpful to have students ride the school bus on opening day. This gives them the opportunity to learn their bus numbers and to identify their drivers. The Palmyra-Macedon School District does NOT transport students in grades UPK-8 to or from any location other than the child's home or approved childcare provider. Students in grades 9-12 will be transported to and from their home address only. Casual requests to transport students after school to other locations will NOT be granted. Phone calls for changing a bus will not be accepted. Only a written notice will be accepted. School contacts regarding such changes in dismissal should occur before noon of the day the change is requested, and should be directed to the Main Office. These measures are in place to ensure the safety of every child and to avoid transporting students to the wrong addresses. Requests for permanent changes in bus transportation should be made in writing three (3) days in advance to the Transportation Department using the form provided on the school website. Additionally, students in grades UPK-5 are expected to use their bus pass to scan on and off the bus. If students lose their pass, they should contact their teacher who will request a replacement.

Reminders:



1. Students should remain courteous at all times and follow any directions given to them by the bus driver.
2. Proper standards of behavior are expected of all students or riding privileges may be suspended.

3. No change of transportation request will be approved for social reasons.

4. **The bus is an extension of the school and falls under the same Code of Conduct procedures that apply to the classroom.**