

# STUDENT/PARENT HANDBOOK

The Mission of the Charles E. Walters Elementary School

To create a positive school environment in which all staff, students, and parents, view learning as the most important reason for attending school. This environment will provide a sense of belonging, a purpose for learning and an opportunity for achievement.

CEW does it R.I.G.H.T.

R-Respect

I-Integrity

G-Good behavior

H-Helping others

T-Teamwork

LONGWOOD CENTRAL SCHOOL DISTRICT

Charles E. Walters Elementary School

15 Everett Drive Yaphank, NY 11980

Intermediate Center ~ 631-345-2758

Primary Center ~ 631-345-2175

# ***Charles E. Walters Elementary School***

***Dear Parent/Guardian:***

***On behalf of the entire CEW Staff, we welcome you to our school community. Let us extend an invitation to you to become an active participant in your child's educational experiences in the Longwood Central School District.***

***The Student/Parent Handbook has been composed in an effort to help facilitate parent interaction with school personnel and to make each child's day the best it can be.***

***Please understand, this handbook contains an overview of important school organizational guidelines but does not reflect our entire approach to meeting specific individual needs of your child or family.***

***We hope you will feel comfortable in contacting our office if you have any questions or if you need assistance during the course of the year.***

***Mrs. Eileen Wilson  
Assistant Principal***

***Mr. Brian Foster  
Principal***

***Mrs. Erin Gibson  
Assistant Principal***

## ***CEW Elementary School Mission Statement***

***To create a positive school environment in which all staff, students, and parents, view learning as the most important reason for attending school. This environment will provide a sense of belonging, a purpose for learning and an opportunity for achievement.***

### ***School Office Telephone Numbers:***

***Intermediate Center (I.C.)            631-345-2758***

***School Nurse                            631-345-2760***

***Primary Center (P.C.)                631-345-2175***

***School Nurse                            631-345-2840***

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## STUDENT ARRIVAL / DEPARTURE PROCEDURES

### ARRIVAL

#### Parking

To facilitate the safe arrival between 9:10-9:45 a.m. and the dismissal of students from 3:00-3:30 p.m., cars will not be permitted to park in the parking lot in the bus slots.

The circle in front of the Primary Center is a bus and emergency access lane; therefore, no parking is permitted in that area at any time.

#### Student Arrival

For parents/guardians who wish to drive their children to school, please begin to arrive after 9:10 a.m. **Students will not be permitted to enter the building until 9:20 in both the Primary Center & Intermediate Center.** The drop off doors at both buildings (Everett Drive for the IC and the Right at School entrance for the PC) will close at 9:35 a.m. If arriving after 9:35 a.m. please use caution walking around to the main entrance as parents are not permitted on the sidewalk while students are being unloaded from the buses.

#### Bus Arrival

Students will walk along the sidewalk to their individual grade level entrances in both the Primary Center and Intermediate Center. Teachers will meet students at the classroom door at 9:25 a.m.

### DISMISSAL

**If you are picking up your child from school, please call or email [cewpickups@longwoodcsd](mailto:cewpickups@longwoodcsd) by 3:00 p.m.** Dismissal locations are at the Everett Drive door for the IC and the Right at School door for the PC.

#### Student Pick Up

The school day ends at 3:25 p.m. In order to maximize instruction, we ask that parents make every effort to schedule appointments and extracurricular activities at the conclusion of the school day. Prior to 3:00 p.m. parents may go to the main entrance of the Intermediate Center and the Primary Center to pick up their child. Your child will be sent or escorted to the entrance of the building to meet you. If you wish to have your child picked up by someone else, please include that individual's name on the sign-out card. **Photo ID will have to be presented every time anyone picks up a student from the building.**

#### Pick Up Procedures After 3:00 p.m.

1. Please do not walk on the sidewalk or to school buses during dismissal to take your child home. If you need to pick up your child, please come to the main entrance of the building to sign them out.
2. If you will be picking up children in both the Primary and Intermediate Centers, **proceed to the Primary Center first.** Let the clerical staff know that you will be picking up students in the Intermediate Center also. Those children will be sent to the Everett Drive door at 3:20 to await your arrival.
3. If you know in advance that you will be signing your child out, send a note to the classroom teacher, call the main office or send an email to [cewpickups@longwoodcsd.org](mailto:cewpickups@longwoodcsd.org) informing staff that a student will be picked-up prior to 3:00 p.m. Parent notes may be for multiple days. The child will be called for pick-up at the time of your arrival.
4. At 3:00 p.m. parents can begin to line up on the sidewalk of the side of the Primary Center near the Right at School entrance. Parents of students in the Intermediate Center can begin to line up at 3:00 on the south side of the sidewalk at the Everett Drive Entrance. The children will be sent or escorted to those areas at 3:20 p.m. After you are asked to come to the doors to sign your child out you will be asked to wait on the

north side of the exit doors until your child comes out. The same procedure will occur at the Primary Center Right at School Entrance. **Parents will not be able to sign their children out without identification.**

5. When you arrive to sign your child out, if there is no prior contact to the building, a school monitor will call your child's classroom to notify the teacher to send the child down to sign-outs at dismissal time (3:20 p.m.). Please wait on the line outside the Right at School entrance or the line outside the Everett Drive entrance.

6. Here at Charles E. Walters, dismissal begins at 3:25. Once this process begins, pulling students from the bus delays the timely dismissal of all students. Consequently, when parents arrive at the school after 3:30 p.m. with no prior notification and no knowledge of their child's bus route number, they may be asked to wait until their child is located. **If the buses have been loaded and are in the process of departing from the school, parents will be asked to go directly to their child's bus stop to pick them up.**

7. Please refrain from parking in any designated handicapped parking spots unless you have the appropriate parking permit that must be visibly hanging from your rear view mirror. Please park only in clearly marked parking spots.

### **SIGN-OUT CARD**

Parents/guardians are reminded that only authorized people may sign students out of school. It is very important that the school maintain an up-to-date list of names and phone numbers in the event that a student needs to be transported home from school.

**Students will be released to only those persons listed on the "Sign-Out" card. When applicable, please list both parents' names as well.**

- **Please make sure that anyone coming to CEW for your child has proper photo ID**

### **EMERGENCY CONTACT CARD**

It is the responsibility of the parent/guardian to inform the school of any change in phone number or any change in circumstances regarding student pick up in the event of an emergency (student becomes ill, etc.).

### **SCHOOL HOURS - GRADES K-4**

BUSES ARRIVE	9:20 a.m.
SCHOOL STARTS	9:25 a.m.
DISMISSAL	3:25 p.m.
BUSES LEAVE	3:35 p.m.

**School begins at 9:25 a.m. A student who arrives after 9:35 a.m. will be considered tardy.**

Parents are required to submit a permission note if their child is walking or riding a bicycle to school. We encourage parents to utilize district transportation for children for safety and security reasons. Helmets must be worn if riding a bicycle to school.

**Walkers...**must report directly to their assigned building before school. Intermediate Center drop off and pick-up is located at the Everett Drive entrance. Primary Center drop off and pick-up is located at the Right At School entrance, on the Primary parking lot side of the building.

**Bus Pass...**Students who must take a different bus home for babysitting purposes **only** must have a note explaining reason and location of babysitter. A daily bus pass will be issued for that day.

### **RECESS REMINDERS**

**Play it safe...**A warm jacket or coat can always protect against the chilly morning air and windy afternoons. Take a few seconds and check the weather report each day. It can make a difference in your child's health and consequently their school attendance.

...Please impress upon your child(ren) that recess is a daily activity in their school day and that dressing warmly is conducive to maintaining their good health.

## GENERAL CURRICULUM NOTES

The emphasis at the Kindergarten level is one of readiness and beginning reading. Children begin to learn academic skills and school procedures by:

- becoming acquainted with the school surroundings and routines
- listening without interruption
- following directions
- experiencing activities provided for reading readiness
- receiving practice and developing an awareness of number concepts
- being inspired to acquire an attitude of inquiry
- discovering new interests and attitudes

The formal reading, math, science, social studies and writing programs begin in Kindergarten. Development of basic skills continues in grades 1, 2, 3, and 4.

### Art, Music, Physical Education, Library

The curriculum areas are taught by teachers who have received special training in their respective areas. Check your student's schedule for these subjects:

**ART** ----- one (1) 30-minute period per week/Grades 2-4

**MUSIC** ----- one (1) 30-minute period per week/Grades K-4

**PHYS. ED.** ----- three (3) 30-minute periods per week/Grades K-1  
two (2) 40-minute periods per week/Grades 2, 3, & 4.

**LIBRARY** ----- one (1) 30-minute class lesson per week/Grades K-4

## SUPPLIES NEEDED

Art                                      Each child should bring an old shirt or smock for art class.

Physical Education    Grades K-4: Sneakers must be worn. Recess is a part of physical education; sneakers for playground and equipment suggested.

School Supplies            Supply lists are provided by the grade level. An **agenda book**, for the purpose of writing homework assignments will be issued to each student in grades 2-4. A **communication book**, in order to keep in contact with parents/guardians will be issued to each student in Kindergarten and 1<sup>st</sup> grade.

## **HOMEWORK**

Homework may be assigned Monday through Thursday for each grade. If there is a lengthy illness, homework may be sent home. Please give the teacher one day advance notice so the work can be organized and sent to the office to be picked up.

Children in grades 2, 3, & 4 will be provided with *agenda books* where they will note their daily homework assignments as well as any long-term projects that are assigned. Please check this book daily with your child and assure its return to school in his/her book bag on a regular basis.

## **ACADEMIC INTERVENTION**

The services of learning specialists, speech therapists, English as a New Language (ENL) teachers, guidance counselors, social workers, and psychologists are available to children attending our school. These specialists are consulted when learning difficulties are noted by the teacher.

A multi-tiered system of support (MTSS), previously referred to as Academic Intervention Services (AIS) may be provided by the classroom teacher and/or a specialist. Learning specialists, working closely with classroom teachers, will provide instruction in the classroom or in small groups for long or short term remediation needed. Preliminary conferences involving parents/guardians and school personnel will always precede a formal referral to the Committee of Special Education.

## **EARLY DISMISSAL**

Parents are asked to make every effort to schedule doctor or dentist visits at a time other than during school hours. We do realize that this is not always possible, but would urge you to try to make this arrangement. If a child is to be dismissed before regular dismissal time, a note should be sent indicating the reason for the early departure and the parent should report to the office prior to 3:00 p.m. Unexcused early dismissal will be recorded on your child's attendance record.

## **SCHOOL VISITORS (as stated in the Longwood Code of Conduct)**

- A. Regulations that have been put into effect by the Longwood Board of Education are listed below:
  1. The Board of Education and school district staff welcome and encourage members of the community and other interested persons to visit the schools. However, because schools are a place of work and learning, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:
    - a. Anyone who is not a regular staff member, student of the school, or a member of the Board of Education, shall be considered a visitor.
    - b. **All visitors to the school must show photo ID to enter the building**, report to the sign-in station upon arrival at the school, indicate the purpose of the visit and the visitor's destination, and receive a visitor's pass. Use of a computerized Visitor Management System is now being utilized in all Longwood buildings.

- c. Visitors attending school or public gatherings will be required to conform to the specific registration procedures for that event.
- d. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. School Safety or SCPD may be called if the situation warrants.
- e. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

B. In addition to the above mentioned regulations, the following rules are in effect at CEW School:

1. Middle, Junior, and Senior High School students are not permitted to visit unless there is prior written approval from this school. We try to limit this kind of visitation.
2. Due to limited space and the Longwood attendance policy, we will not allow school-aged children to be withdrawn from class to attend another student's CEW School function.
3. No outside food or deliveries of any kind will be accepted for students during the school day.

### **SCHOOL PARKING**

To facilitate the safe arrival and dismissal of students from 9:15-9:45 a.m. and 3:15-3:45p.m., cars will not be permitted to park in the parking lot in front of the Intermediate Center.

The circle in front of the Primary Center is a bus and emergency access lane; therefore, **no parking** will be permitted in that area at any time. Also, cars will not be permitted to park in handicap parking slots unless you have a handicap sticker displayed in your vehicle. Vehicles must park between marked lines designated for parking.

### **FIELD TRIPS**

The Longwood CSD permits each student to participate in a field trip off school grounds. If parent chaperones are required they will be determined by the classroom teacher. Class parents and parents of students with documented health concerns will be given first priority. Siblings are not permitted to attend class trips. **Students are not permitted to be signed out by chaperones from a trip. All students must report back to the building for dismissal/sign out.**

### **CLASS/SCHOOL ACTIVITIES**

Classroom activities are permitted at the discretion of the classroom teacher. **All celebrations are non-food celebrations.** Teachers are not permitted to distribute addresses and phone numbers to parents for party invitations. Party invitations can be distributed in the classroom only if there is an invitation for each student.

As a class parent, your responsibility is to the children in the class. Please secure a babysitter for younger children and/or siblings.

Balloons are not permitted in school. They present a health issue for students with latex allergies and can be unsafe for small children.

Children may not receive personal deliveries at school (i.e. flowers, gifts, etc.) This interferes with instruction.

**All school-aged children are not permitted to attend any classroom or school activities during the school day.**

### **USE OF SCHOOL PHONE**



Children are **not** permitted to receive or make phone calls. Calling home for forgotten books, musical instruments, homework, lunch, etc., will not be permitted. In the case of an emergency, and approved by administration, the school secretary or school nurse will call the parent for the child.

### **SCHOOL SECRETARY**

A school secretary's responsibilities are extensive. Parents can be of great assistance to the school and to the secretary by observing the following guidelines:

1. Parents should limit calls to the school to matters that are urgent and cannot be handled by a written note.
2. Please try to have such things as early dismissal, change in bus stops, etc., taken care of via a written note.
3. Parents are asked to make every effort to return forms (permission slips, etc.) that are sent home as soon as possible so the secretary does not have to make extra phone calls or contacts.
4. Call the school if your child will not be attending school that day.
5. All pick-up or notes regarding bus transportation should be emailed to [CEWpickups@longwoodcsd.org](mailto:CEWpickups@longwoodcsd.org)

### **TOYS, ANIMALS, JEWELRY, AND APPROPRIATE DRESS IN SCHOOL**

Please remind your children that they are **NOT** to bring in toys, games, collector cards, iPads, cell phones, or electronic games. The school will not be responsible for these expensive items.

Children should not wear expensive jewelry to school. If the jewelry is lost, it is often difficult or impossible to find. Children are expected to dress appropriately for school. Short shorts, cut-off blouses, high heeled shoes, and offensive T-shirts are not proper school attire. Students are permitted to wear hats or religious headwear in school. Sneakers are required to participate in Physical Education classes. Sneakers or closed toed shoes with an ankle strap are required to use playground equipment.

Pets may not be brought to school.

### **EXCLUSION FROM REGULAR SCHOOL ACTIVITIES**

Because of unusual circumstances, it sometimes becomes necessary for a child to be excused from a particular type of activity in the school. When this need arises, it is important that the parent contact the school and a suitable arrangement is worked out. Under ordinary circumstances, each child will be expected to take part in all activities such as physical education activities, field trips, recess periods, special programs, etc.

### **BULLETINS/FLYERS**

Many notices, forms, and newsletters are sent home with the children. These materials come from CEW School, PTA, and the District Central Office. Please remind your child to bring home all distributed material. They will be transported home in their 'homework' folder. All notices are also available on the CEW homepage under virtual backpack.

### **EMERGENCY SCHOOL CLOSINGS**

There are three (3) types of situations that would force the closing of schools:

The first one involves school closing before the school day begins. When this occurs, Central Office Administration makes the decision as early as possible and notifies many local radio stations to announce the closing. The School Messenger Phone System will also be utilized.

The second type of closing is a two-hour delayed opening. You will be notified of this delay by radio and the School Messenger Phone System.

Sometimes situations develop after the children have arrived at school. **It is imperative that your child receive instructions from you should he/she arrive home and does not find anyone home.** Listen to your local radio stations and the School Messenger Phone System for announcements.

**It is imperative that we have up-to-date phone numbers.**

## **HALLOWEEN**

Students will not be allowed to wear costumes or face make-up to school.

## **LOST AND FOUND**

The school provides a Lost and Found. Parents who are aware of lost items should make sure their child checks at the Lost and Found for these items.

**(SPECIAL NOTE: Students should not bring large sums of money, expensive jewelry, toys, electronics, cell phones, etc. to school.)**

## **LUNCH – \*for the 2021-2022 breakfast and lunch is available to all children at no cost**

School breakfast and lunch will be provided in all buildings to children in Grades K- 4. Glass bottles or carbonated beverages are not permitted.

Students may pre-pay lunches with [www.schoolbucks.com](http://www.schoolbucks.com) or send in a check made payable to “Longwood School Lunch Fund”. You must include your child’s name and ID number on the check. By pre-paying for lunches, students are free from carrying money to and from school.

## **SCHOOL LIBRARY**

Each building at CEW Elementary School has a library. The libraries reflect, enrich, and extend the educational program of the buildings in which they are located. They provide all of the books and periodicals necessary to meet the demands of the classroom. They also provide the audio-visual learning materials and equipment.

Mini-courses and structured skills lessons are scheduled by the librarians to provide the children with the research ability necessary to become independent library users. Story time is always part of the lesson in the Primary Center.

Elementary school Library Media Specialists are teachers who specialize in children’s literature, information retrieval, and library management. They are familiar with the school curriculum and support it through various library activities. They help to develop a love of books and reading through storytelling, book talks, and personal availability. They teach students how to use books and other media to obtain information. They guide children in their reading by helping them locate the appropriate sources for their activities.

**All children who borrow books are responsible for the return of these books. Payment for lost or damaged books is required. Children will not be permitted to take out additional books until they have paid for lost or damaged books.**

## **COMPUTER LAB**

Students in grades K-4 will be scheduled to work in the Computer Lab at least once a week. Students in grades K-4 must have a parent permission slip to use the computers for internet research.

## **ELEMENTARY SCHOOL TESTING PROGRAM**

Each year the children in this school district are given standardized tests and New York State pupil evaluation tests. These tests are given in addition to the regular classroom tests prepared and marked by the individual teacher. One reason for testing is to determine the student's general achievement in any subject area. Results of testing may indicate a need for adjustment in the curriculum of specific areas when a pattern of weakness is shown. Test results may also assist a teacher in determining the appropriate instructional level for his/her students. A teacher may determine what has been learned at the previous grade level and at what rate the students can be expected to learn.

The standardized tests used in the district are commercially prepared by private test publishers. There are primarily three types of tests used.

1. **State Tests – English Language Arts (ELA)** are given to third and fourth grade students. These test results reflect the Next Generation Learning Standards and include reading and writing. The test results will be reported on our New York State School Report Card.
2. **NYS Math Tests** are given to third and fourth grade students. These test results reflect the Next Generation Learning Standards and include problem solving. These test results will be reported on our New York State School Report Card.
3. **Elementary Level Science Test (NYS Science Test)** – This test is given to fourth grade students in the area of science. The purpose is to evaluate the elementary science concepts and performance of scientific reasoning. These test results will be reported on the New York State School Report Card.

## **Academic Achievement**

In order to instill responsibility, respect, cooperation, and pride in our students, our school recognizes achievement in the areas of citizenship, athletics, music, art, writing, and general achievement.

Helping to establish a successful school is the work of many people. Parents, students, teachers, administrators, staff and community members all contribute to this process. The following is a partial list of rules for safe and appropriate behavior.

## **SCHOOL RULES:**

- Students will follow the directions of all adults in the school.
- Fighting and the use of foul language are prohibited.
- Winter hats or scarves may not be worn in classrooms. Inappropriate slogans on tee shirts will not be permitted.
- iPads, video games, cell phones, trading cards – including Pokémon cards, and toys may not be brought to school unless requested by the teacher for a specific instructional purpose. Large sums of money or any valuable jewelry should not be brought to school.
- Chewing gum and candy are not permitted in school.
- Students will be held responsible for damaging any school property, i.e. furniture, books, building, etc.
- Students may not sell candy or other items on school premises to other students.

## **Proactive Approaches to Promote Positive Behaviors**

- Mental health and wellness curriculum K-4
- Social-Emotional Learning curriculum K-4
- PBIS school-wide system focusing on positive behaviors
- Leader in Me
- Restorative Practices

## **Possible Methods of Dealing with Prohibited Student Behavior-Reference Code of Conduct**

- Warning
- Writing assignment stating facts about incident
- Restorative Intervention
- Parent contact
- Lost recess time
- Privileges taken away
- Suspension from school

## **REWARDS**

- Free time in class
- Positive notes to parents
- Special class activities
- Computer time
- Classroom coins
- Charles E. Change

## **Bullying, Harassment and Discrimination – BOE policy 5300 Code of Conduct**

The School District supports the development of measured, balanced and age-appropriate responses to the bullying, harassment and discrimination of students by students and/or employees on School District property, including School District functions, with remedies and procedures focusing on intervention and education. Remedies will be measured, balanced, progressive and age-appropriate and will take into consideration the nature and severity of the offending student's behavior, the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the offending student's behaviors had on the individual who was physically injured or emotionally harmed. Successful intervention may involve remediation.

Remedial responses to bullying, harassment and discrimination include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration
- Peer support groups
- Corrective instruction or other relevant learning or service experience Supportive intervention
- Behavioral management plans, with benchmarks that are closely monitored
- Student counseling
- Parent conferences
- Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent bullying, harassment and discrimination.

Environmental remediation may include, but is no limited to:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying, harassment and/or discrimination;
- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
- Modification of schedules
- Adjustment in hallway traffic and other student routes of travel
- Targeted use of monitors
- Staff professional development
- Parent education conferences
- Peer support groups

If appropriate, disciplinary action will be taken by the administration in accordance with this policy, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy.

## **PARENT/SCHOOL COMMUNICATION**

Communication is extremely important between school and the home. Some items to be included in written notes are:

1. Student progress/lack of progress
2. Student classroom and/or school behavior
3. Important assignments
4. Upcoming assignments
5. Parents' concerns, questions, or comments for teachers

## **REPORT CARDS**

Written reports are issued in December, March, and June for grades K-4.

In addition to the report cards that are issued, the teachers also use interim reports which are brief and designed to inform parents of problems or concerns a teacher may have. They are issued in Kindergarten through fourth grade, three (3) times a year to at-risk students.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held each year. During your meeting with the teacher, you will have an opportunity to talk about your child. Meeting with teachers should not be restricted to official Parent/Teacher Conference days. If you have a concern about your child, you should contact the classroom teacher to initiate a meeting at **any time** during the school year.

### **The following are some questions you may wish to ask your child's teacher:**

1. How does my child get along with other children and teachers?
2. Does my child participate in class?
3. Does he/she use his/her time wisely?
4. Does he/she complete his/her work?
5. Does he/she accept responsibility?
6. Does he/she lead group discussions?
7. What are my child's special interests and abilities (in art, music, physical education, academic work, group activities, etc.)?
8. Have you noticed any recent changes in my child (in working abilities, play situations, relationships with others, etc.)?
9. What is the quality of my child's homework assignments and how can I help?

### **The following is a list of some types of information you may want to tell the teacher:**

1. Your child's attitude about school including what he/she likes or is having difficulty with.
2. Your child's activities out of school with friends, his/her hobbies, and his/her home responsibilities.
3. Problems your child may have with health, friends, or fears.
4. Your child's interests and talents.
5. Your child's attitude toward siblings, parental guidance, or responsibilities.
6. Any recent changes you have noticed in the way your child works, plays, or relates to others.
7. Any special help your child needs in school or at home.

## **TRANSPORTATION**

We will attempt to eliminate all problems related to the bus routing and pick-up times during the first few days of school. Please be patient during this time. If you have a serious problem regarding the bus stop or the time of pick-up, you may contact the Transportation Department at 345-2775. For all daily transportation changes or daycare changes throughout the school year, please put your request in writing to [CEWpickups@longwoodcsd.org](mailto:CEWpickups@longwoodcsd.org).

**The following information should be included in all notes regarding bus passes and dismissal:**

1. Student's name, grade, and class
2. Date(s) of occurrence
3. Bus route (for bus passes)
4. Full name of student and/or adult your child is going home with
5. Legible parent signature

## **CONDUCT ON THE SCHOOL BUS**

Once a student boards the school bus to come to school, he/she becomes the responsibility of the school district. The school bus is an extension of the classroom. Students are expected to behave in a manner consistent with standards established within the classroom.

### **Student conduct on the school bus...**

1. While the law requires the school district to furnish transportation, parents remain responsible for supervision of their children until such time that the students board the bus in the morning and when the students leave the bus after being returned from the school or other school activity.
2. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the bus stop.
3. Students are required to conduct themselves on the bus in a manner consistent with established standards for school behavior. Uniform disciplinary procedures will be developed by the superintendent with the advice of the building principals and transportation personnel. Any new procedures will be ordered into effect by the superintendent and enforced by the building principals in a uniform manner.
4. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parent/guardian will be responsible for ensuring that his/her child(ren) are safely transported to and from school.

## **BUS PICK-UP**

Kindergarten students must have an authorized adult pick the student up at the bus stop. The adult must present a government issued picture identification. **Please provide transportation a list of ALL adults authorized to take your child off the bus.**

# LONGWOOD CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY

## *Summary Version*

The Board of Education of the Longwood School District recognizes that regular school attendance is a major component of every student's academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness and early departures (referred to in the policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance. The following is a summary of our Attendance Policy – the full text version of the policy is available upon request.

### **A DESCRIPTION OF THE SPECIFIC STRATEGIES TO BE ACCOMPLISHED:**

The Attendance policy will be included in both the Student and Parent Handbooks, the district's website and will be reviewed with students and parents at the start of the school year. When a student is absent, tardy, or leaves early from class or school without an excuse, the student's parent will be notified by phone and mail of the specific ATED, and shall be reminded about our Attendance Policy and provided an opportunity to review the ATED intervention procedures. All back-to-school events or orientation evenings held at the beginning of each school year will provide the time to explain our Attendance Policy. School newsletters, school calendars, and publications will include periodic reminders of the components of this policy. The district will provide a copy of the Attendance Policy to faculty in the Faculty Handbook of each school. All faculty and staff will meet at the beginning of each school year to review the Attendance Policy.

### **EXCUSED AND UNEXCUSED ABSENCES:**

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to the following:

- A. Illness of student
- B. Death in the family
- C. Critical family illness
- D. Court summons
- E. Work; study, exams or school related service with prior approval
- F. Observance of a religious holiday
- G. State emergency
- H. Snow day/impassable roadways as declared by the school district or other governmental municipality
- I. Suspension
- J. Approved college visits
- K. Health care appointments that cannot be scheduled outside the school day

### **ALL OTHER ATEDs WILL BE CONSIDERED UNEXCUSED ABSENCES.**

All ATEDs must be accounted for under our Attendance Policy. It is the parent's responsibility to notify the school office on the next school day of the ATED, and to provide a written excuse upon the student's return to school. At the secondary level, it is the student's responsibility to provide documentation for all in-school appointments that will prevent a student from attending a class prior to dismissal from a class.



## **GENERAL PROCEDURES/DATA COLLECTION**

Attendance will be taken during each class period in the Junior and Senior High Schools. In the elementary schools and the Middle School, K-6 attendance will be taken at the beginning of the day. Attendance data will be analyzed periodically to identify students who are absent, tardy, or leave class or school early.

## **ATTENDANCE INCENTIVES**

The district will design and implement systems to recognize a student's efforts to maintain or improve school attendance. The Board of Education will adopt a system to acknowledge a student's exemplary attendance.

\*Only students who are in attendance everyday with no late arrivals or early dismissals earn an attendance award.

## **ATTENDANCE REVIEWS**

Unexcused ATEDs (Attendance, Tardy, Early Dismissals) will result in action consistent with Longwood School District's 'Code of Conduct'.

## **PROCEDURE/INTERVENTION**

After a student has one recorded unexcused absence, the attendance officer will contact the parent/guardian by telephone to inform them of the unexcused absence, provide explanation of the Attendance Policy, and offer any assistance, if necessary. If the parent/guardian cannot be reached by telephone, a letter must be sent home documenting the unexcused absence from school or classes. After there are three (3) unexcused absences from a specific class or the entire school day, parents will be requested to attend an attendance hearing with school personnel to address the attendance problem. If unable to establish communication, an attendance officer will make a home visit to the student's residence.

## **MINIMUM ATTENDANCE STANDARDS**

At the end of each marking period, the student's final grade is based in part on classroom participation.

## **TARDINESS**

School begins at 9:25 a.m. Students who arrive after 9:35 a.m. will be considered late. Being on time is a life-long skill that needs to be taught at an early age. When your child is late, the continuity of instruction is interrupted for the entire class.

## **PROMOTION AND RETENTION OF STUDENTS**

The School District is committed to making every effort to place students in the most appropriate class and level for successful educational experience, by considering their academic, social and emotional development.

The School District also provides a comprehensive assessment program, including local and state evaluations, standardized achievement testing programs, written and oral teacher-developed exams, and performance observations to continually monitor that students are meeting the School District's educational goals.

School District curriculum guides indicate goals for achievement by students at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Early identification and intervention, promotion and retention are methods of meeting the needs of such children.

The following guidelines shall govern student progression:

### **Early Identification/Intervention**

Classroom teachers are expected to make every effort, consistent with the School District's implementation of Multi-Tier System of Support (MTSS), to identify early those students at risk of failing. The Building Principal and the parents/guardians must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services are part of the MTSS (Multi-Tiered System of Support) process and may include, but are not limited to, individualized assistance before, during or after the school day; a change in instructional approach, remedial classes; and, where appropriate, referral to the Multi-Tier System of Support (MTSS) Process, or the Committee on Special Education for evaluation.

### **Promotion/Retention**

At the elementary school and middle/junior high school levels, students who make progress in all subjects are annually promoted to the next grade level. If, however, a student's lack of satisfactory progress creates a concern for promotion then an in-depth review of the student's performance (as described below) must take place before said student can be considered for retention. At the High School level, graduation shall be contingent upon the passing of all required subjects and the accumulation of the required number of credits as required by law.

School personnel who believe that grade level retention will be in the best interest of those students due to their educational influences shall advise the Assistant Superintendent for Instruction and Learning of their concerns regarding promotion of a student to the next grade level. The Assistant Superintendent for Instruction and Learning, in consultation with the Superintendent of Schools, will review all data concerning the student for whom retention is being considered. The Assistant Superintendent for Instruction and Learning will arrange a meeting between building level personnel and the parent/guardian of the student to discuss the possibility for retention. After said meeting, the Assistant Superintendent for Instruction and Learning, in consultation with the Superintendent of Schools, will make a determination as to the need to retain the student and will apprise the student's parents/guardians and provide them with an explanation. Factors to be considered include teacher recommendations; classroom achievement and attitude; standardized test

scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. Standardized test scores, including grades 3-8 Math and ELA assessments, will not be the sole or primary factor in the decision.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

In order to inform parents/guardians about the School District's approach to promotion and retention, this policy will be posted on the School District's website and included in student and/or parent handbooks.

## **HEALTH SERVICES**

**\*\*Please review the re-opening plan on the Longwood CSD Website for updated health office information\*\***

**Please make sure we have updated telephone numbers for yourself or persons on your child's emergency card who can be contacted to pick up and bring your child home if necessary. Thank you for your cooperation in these health and safety matters.**

### **Emergency Cards**

The Emergency Card is to be filled in and returned to school as soon as it is received. The card provides essential information for contacting parents in case of illness or emergency.

### **Medical Criteria for sending students home include the following:**

1. Temperature of 100 degrees or higher
2. A suspicious viral or bacterial infection (i.e. chicken pox, conjunctivitis, untreated ringworm, impetigo, rashes of unknown origin, and strep throat), that the school nurse believes may be contagious.
3. Pediculosis (head lice).
4. Vomiting or prolonged nausea.
5. Contusion to the head or other body part which would benefit by rest and observation at home as well as consult by a physician.
6. Asthma which is not relieved by rest or P.R.N. medication.
7. Upper respiratory infections causing excessive coughing, sneezing, or nasal secretions.
8. Painful ear infections

**When deciding to keep a child home from school, we ask you to consider your child's safety and the safety of his/her classmates. Medical criteria for keeping a child home include the following:**

1. Children with a temperature of 100 degrees or higher should remain at home and not return to school until they have maintained a normal temperature for one full day without medication.
2. A child who is coughing or has a running nose should remain home depending on the severity. Constant coughing makes a child weak and also disturbs the class.
3. Please do not send a child back to school with a contagious disease without consulting your pediatrician or school nurse.

**When a child is sent home or has been absent, please send them back to school with an absent note. The note should include the following: student's name, grade and class, date of absences, reason for absence, and a legible parent/guardian signature.**

### **Administration of Medications in School**

It is a New York State Law that the only way medications can be given during school hours is if the school nurse receives a **note from a doctor** stating:

1. Name of medication.
2. Time to be given.
3. A request that it be dispensed in school, and a note from the parent giving the school nurse permission to dispense it.

**PLEASE** do not send medication into school with your child. You should bring any medication into the health office yourself. We have many children who are highly allergic to various drugs. If any of these drugs should unknowingly fall into a child's hands, the results could be **FATAL!**

**\*\*Please remember** Tylenol is a drug, you must send in a doctor's note for Tylenol to be given in school. The nurse is not permitted to dispense Tylenol without a doctor's note and cannot dispense any medication on a phone call to or from a parent.

Administering internal medicine by school personnel is contrary to statutory regulations and provisions of State Education Law. However, under unusual circumstances, when it is necessary for the child to take internal medication during school hours, the school nurse may cooperate with the family physician and parents. If a parent submits a written request from the family physician which indicated the frequency and dosage of the prescribed medication is brought to school in the original container, the school nurse may administer this medication during school hours.

Children should not be permitted to bring medication such as aspirin or cough tablets to school with them. If the child should bring medication to school, it should be brought directly to the nurse and they will contact the parents. Daily prescribed medication must be replenished as needed. If a child is in need of chapstick or sunscreen, a written letter from the parent/guardian must be sent in to the school nurse. The child will be responsible for self-application.

### **Responsibilities of School Authorities for the First Aid Care of School Emergencies**

School authorities are responsible for the first aid care of the school children who are injured or become ill while under the school's supervision. First aid treatment that will protect the life and comfort of a child will be administered until authorized treatment is secured. This is limited to first aid treatment only. The child will then be placed under the care of his parents who will be responsible for subsequent treatment. Board of Education as corporate bodies, are not authorized to provide medical or dental care beyond first aid, regardless of how worthwhile such services may be to the individual child.

It is necessary for the school to have plans for transporting pupils home or to a source of medical attention. Such plans are the joint responsibility of the school authorities and the parents. In case of extreme emergency, when the school personnel are unable to reach the parents or the person designated by the parents, the school will act in place of the parents. The school will then be responsible for transporting the child to the source of medical attention.

If a student is seriously ill or has been severely injured (uncontrollable bleeding, severe cyanosis, shock, unconsciousness, or poisoning) and the student's life is in danger, the administrator will telephone for an ambulance or police car.

If the student's condition does not indicate that his life is in danger, parents are notified first. The parent can then decide to call the family physician, the school doctor, or the hospital emergency room. If the parent needs help with transporting the child, the school will give any necessary assistance.

## **Prohibited Student and Public Conduct from the Longwood Code of Conduct**

The School District is committed to providing an orderly, safe, supportive, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all individuals present on school property or attending a school function including but not limited to students, School District staff, visitors, contractors and anyone who is not a regular staff member or student of the school will be considered a visitor.

The restrictions on public conduct on School District property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly.

The School District recognizes that free inquiry and free expression are indispensable to the objectives of the School District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, School District personnel and other members of the school community, and for the care of school facilities and equipment. It is also expected that all students conduct themselves in a manner that supports the intent of the Dignity for All Students Act; creating a safe and supportive school environment free of discrimination, bullying/cyberbullying and harassment.

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

The Board of Education recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. All violations apply to student behavior in school, on school property, on school buses and at school-sponsored functions and student behavior off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the acts might reach school property.

Students may be subject to disciplinary action when they engage or attempt to engage in conduct which is disorderly, disruptive, insubordinate, or violent, and conduct which otherwise endangers the safety, morals, health or welfare of others.

### **A. Attendance Concerns (Refer to School District Attendance Policy)**

1. Cutting class
2. Unexcused lateness to class
3. Unexcused lateness to school
4. Unexcused early departures

### **B. Prohibited Conduct**

The public may be subject to disciplinary action, up to and including, in extreme or repeated occurrences, suspension from school and/or school functions, when they:

- A. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:
  1. Running or otherwise unsafe behavior in hallways.

2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Disrupting the orderly conduct of classes, School District programs or other School District activities.
5. Obstructing vehicular or pedestrian traffic.
6. Engaging in any willful act which disrupts the normal operation of the school community.
7. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

B. Engage in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of conduct include, but are not limited to:

1. Insubordination, including refusing to comply with any reasonable order of identifiable School District personnel performing their duties, and refusing or failing to leave School District property after being directed.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This conduct is considered disruptive. Examples of this type of conduct include, but are not limited to:

1. Inappropriate public sexual contact.
2. Hiding evidence of an illegal act or school violation.
3. Displaying, performing, sending, receiving or storing any content that is obscene, in appropriate, offensive, or otherwise objectionable, even if the material or its dissemination is lawful.
4. Harassing any person or advocating or encouraging violence of any kind against any person, entity or government.
5. Infringing, violating or misappropriating another's rights.

D. Engage in conduct that is violent. Examples of this type of conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, fighting, and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property.
2. Possessing or using weapons or other dangerous instruments. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.
7. Intentionally injuring any person or threatening or attempting to do so.

- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such this type of conduct include, but are not limited to:
1. Threatening or attempting to engage in or perform an act of violence noted in Section D.
  2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
  3. Inciting/instigating discord, including inciting others to commit any of the acts prohibited by this Code.
  4. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  5. Using any object in an unintended manner.
  6. Parking or operating a vehicle in a reckless or dangerous manner, or violate the traffic laws, parking regulations or other restrictions on vehicles.
  7. Subjecting other students, School District personnel or any person lawfully on School District property or attending a School District function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
  8. Using drones on or above School Property except as authorized by School District personnel with the permission of the Superintendent of Schools or his/her designee.
  9. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  10. Intimidating, harassing or discriminating against any person on the basis of actual or perceived race, color, weight, creed, national origin, ethnic group, religion, religious practice, age, gender, sex, reproductive health decisions, sexual orientation or disability to deny rights, equitable treatment or access to facilities available to others.
  11. Harassment
  12. Engaging in sexual harassment.
  13. Bullying or cyberbullying
  14. Hazing
  15. Selling, using, distributing or possessing obscene material.
  16. Using vulgar or abusive language, cursing or swearing.
  17. Distributing or wearing materials on School District grounds or at School District functions that are obscene, advocate illegal action, appear defamatory, obstruct the rights of others, are disruptive to the School District's operations or otherwise violate the School District's dress code.
  18. Smoking or possessing a cigarette, cigar, pipe, electronic cigarette, personal vaporizing device or using chewing or smokeless tobacco.
  19. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
  20. Inappropriately using or sharing prescription and over-the-counter drugs.
  21. Littering
  22. Loitering
  23. Possessing and bringing into school materials which are not required for and/or are disruptive to the instructional program.
  24. Unauthorized sales or fundraising.
  25. Gambling.
  26. Extortion.
  27. Possession of fireworks, explosives/noxious or dangerous chemicals
  28. Bomb threats and false alarms, including fire alarms.
  29. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  30. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  31. bring dogs or other animals on school property, except those authorized as service animals, police dogs, and dogs hired for geese control
  32. disrupt the orderly conduct of classes, school programs or other school activities.
  33. distribute or wear materials on school grounds or at school function that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, are discriminatory, or are disruptive to the school program.

34. enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
  35. Violating any federal, state or local law or a Board of Education policy.
- F. Engage in conduct otherwise prohibited by sections A-E of this section while on a school bus and to remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misbehavior. Examples of academic misbehavior include, but are not limited to:
1. Plagiarism.
  2. Cheating.
  3. Copying.
  4. Altering records.
  5. Altering the work of others without permission.
  6. Assisting another student in any of the above actions.
- H. Engage in off-campus conduct that endangers the health and safety of students or staff within the school or interferes with, or can reasonably be expected to substantially disrupt, the educational process in the school or a school function. Such conduct includes, but isn't limited to, threatening, hazing or harassing students or School District personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).
- I. Engage in misconduct while using technology. Examples of such misconduct include, but are not limited to:
1. Unauthorized or inappropriate use of computers.
  2. Violating any law.
  3. Displaying, performing, sending, receiving, or storing any content that is obscene, inappropriate, offensive, or otherwise objectionable, even if the material or its dissemination is lawful.
  4. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy
  5. Any misuse of electronic devices including, but not limited to, cell phones, iPods, iPod touch, personal iPads and portable computer games is not permitted during school hours. Any misuse of these items may result in the item being confiscated. The items may be returned by the end of the school day or as soon as possible.
  6. Harassing any person or advocating or encouraging violence of any kind against any person, entity or government.
  7. Infringing, violating or misappropriating another's rights.
  8. Obtaining unauthorized access to, or interfering by any means with, any user, system, network, service or account, including evasion of filters or violation of the security or integrity of any network or system.
  9. Distributing computer viruses or malware of any kind.
  10. Sending, receiving or supporting email messages that are unsolicited, deceptive, anonymous, excessively, voluminous or that contain falsified identifying information, including spamming and phishing.
  11. Displaying or using personal electronic devices, including, but not limited to, cell phones, iPods, iPod touch, personal iPads and portable computer games, in a manner that is in violation of School District policy.
  12. Violating the School District's Acceptable Use Policy (Policy 4526).

The above conduct is prohibited in or on School District property or at any School District function, at all times even if School District is closed, and applies to any and all School District activities, including, but not limited to, interscholastic athletics, co-curricular activities, clubs and all field trips of any duration, taking place both on and off School District properties.



## **STUDENT DRESS CODE from the Longwood School District Code of Conduct (2022)**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

### **A. Unacceptable Clothing**

It shall be the policy of the School District that hats, clothing, or other attire, which bear any expression or symbols which may be interpreted as vulgar, obscene or offensive, which advocates racial or religious prejudice or other bias or is otherwise discriminatory towards others or is disruptive, is forbidden.

Clothing must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this principle.

Students **MUST** wear\*:

1. Shirt
2. Bottom; pants/sweatpants/shorts/skirt/dress/leggings
3. Shoes: activity-specific shoes requirements are permitted (for example for sports)

\*High school courses that include attire as part of the curriculum (for example, professionalism, public speaking and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire.

Students **MAY** wear\*:

1. Hats, including religious headwear
2. Hoodie sweatshirts
3. Fitted pants, including leggings, yoga pants and "skinny jeans"
4. Ripped jeans, as long as underwear is not exposed
5. Tank tops
6. Athletic attire
7. Clothing with commercial or athletic logos provided they do not otherwise violate this policy.

Students **CANNOT** wear:

1. clothing which contains or conveys
  - a. violent language or images
  - b. Images or language depicting tobacco, alcohol or drugs (or any illegal item or activity) or use of the same
  - c. Messages of nudity or lewdness
  - d. Hate speech, profanity or or pornography
  - e. Images or language that creates a hostile or intimidating environment which advocates racial or religious prejudice or other bias or is otherwise discriminatory towards others or is disruptive
  - f. specific and/or explicit gang related clothing or paraphernalia
2. visible underwear
3. bathing suits
4. helmets or headgear that obscures the face (except when worn for religious purposes)
5. footwear when such footwear interferes with the student's ability to walk safely and/or escape an emergency situation
6. clothing that inappropriately exposes undergarments or large amounts of skin in a non-age appropriate manner

## **DEFINITIONS from the Longwood Code of Conduct**

### **For purposes of this Code, the following definitions apply:**

**“ACADEMIC MISCONDUCT”** means an action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

**“ALCOHOL”** means possessing, consuming, or being under the influence of alcohol on School properties, at school functions and athletic activities.

**“BEHAVIOR”** is the way in which one acts or conducts oneself, especially towards others. It is expected that students, staff, and visitors conduct themselves in such a way that is consistent with this Code of Conduct.

**“BULLYING”** means repeated, unwanted, mean or aggressive behavior toward another person to show you have power over them or to make them feel bad about themselves.

**“BUS MISCONDUCT”** means behavior by an individual which is detrimental to the safe operation of the school bus.

**“CYBERBULLYING”** means harassment or bullying as defined above, where such harassment and bullying occurs through any form of electronic communication.

**“CONTROLLED SUBSTANCE”** means a drug or other substance identified in certain provisions of the Federal Controlled Substance Act specified in both federal and state law and regulations applicable to this policy.

**“CORPORAL PUNISHMENT”** is any act of physical force upon a student for the purpose of punishing that student.

**“DEFAMATION”** means making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

**“DEFIANCE/DISRESPECT”** means refusal to follow directions, talking back, and/or socially rude interactions.

**“DETENTION: FAILURE TO ATTEND”** means failure to report to or be present in a designated classroom/area during the time a student is assigned detention.

**“DISABILITY”** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

**“DISCRIMINATION”** means unjust or preferential treatment against any student by a student or students and/or employee or employees on School District property or at a School District function including but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

**“DISRUPTIVE BEHAVIOR”** means behavior that hampers or interferes with instruction, learning, or disrupts the daily activities of the School District environment.

**“DISRUPTIVE STUDENT”** means an elementary or secondary student under the age of 21, who, is substantially disruptive of the education process, or substantially disruptive of the educational process, or substantially interferes with the teacher’s authority over the classroom. ‘Repeatedly substantially disruptive’ means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214 (3-a) and this Code on four or more occasions during a semester.

**“DRUG PARAPHERNALIA”** means possession of any equipment, product, accessory, or material that is intended or modified for making, using, concealing, or distributing drugs, for recreational purposes.

**“DRUGS”** means possessing, consuming, or being under the influence of an illegal substance which causes a physiological change in the body on School District properties, at School District functions, athletic activities, and while on trips.

**“ELECTRONIC COMMUNICATION”** means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, laptop, pager, or other hand-held device, communication transmitted through email, text message, instant message, voicemail, social networking sites, webpage, video, chat rooms, blogs, instagram, and twitter.

**“ELECTRONIC DEVICE MISUSE”** means technology use that is unauthorized, that threatens, humiliates, harasses, or intimidates school-related individuals, disrupts the educational process, and/or violates local, state, or federal law.

**“EMOTIONAL HARM”** in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

**“EMPLOYEE”** means any person receiving compensation from the School District or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provision of such title for the provision of services to the School District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

**“ENDANGERING HEALTH, SAFETY/WELFARE OF OTHERS”** means conduct that compromises the safety, physical, mental health or welfare of self and/or others.

**“FAILURE TO FOLLOW PRESCRIBED SCHEDULE”** means failure of student to be in designated area without express authorization.

**“FIGHTING”** means committing an act of aggressive physical contact towards another person.

**“FIREARM”** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act.

**“GAMBLING”** means accepting, recording, or registering of bets, or carrying on a policy game, or any other lottery, or playing any game of chance, for money, or other thing of value.

**“GENDER”** means actual or perceived sex and shall include a person’s gender identity or expression.

**“GENDER EXPRESSION”** is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

**“GENDER IDENTITY”** is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

**“GROWTH MINDSET”** means the belief that all students can learn more if they work hard and persevere. Challenges and failures are opportunities to improve learnings and skills.

**“HARASSMENT AND BULLYING”** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off School District property and creates or would foreseeably create a risk of substantial disruption within the School District environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach School District property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

**“HAZING”** means – an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule exists.

**“ID CARD MISUSE”** means the misuse of a student’s identification card which is the property of School District. The card is non-transferable, and shall not be used by any person other than the specified student to whom the card was issued.

**“ILLEGAL DRUGS”** means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

**“INAPPROPRIATE LANGUAGE/ GESTURES”** means words or gestures that are profane, vulgar, discriminatory or otherwise construed as socially offensive or harassing.

**“INAPPROPRIATE PHYSICAL CONTACT”** means behavior which infringes on the personal space and movement of others, is offensive, suggestive, or results in bodily injury.

**“INTIMIDATION”** means conduct that makes others uncomfortable or fearful; compelling or deterring others by threat(s).

**“LATENESS TO SCHOOL/CLASS”** means failure to arrive at school/class at the designated time, without legal or proper excuse.

**“LEAVING SCHOOL GROUNDS”** means failing to remain on school grounds, at any point after arrival, without authorization.

**“MENACING”** means actions that would be construed as threatening, harmful, or injurious to another.

**“OTHER SCHOOL STAFF”** means non-pedagogical staff such as clerical, staff assistant, custodial, and food service personnel who are located within a school building and provide operational support to the school program.

**“PARENT”** means parent, guardian, custodian, or person in parental relationship to a student.

**“PROPERTY LOSS/THEFT”** means possession of, transfer of, or being responsible for removing someone else’s property, without that person’s permission.

**“RESTORATIVE INTERVENTIONS”** means restorative circles for teaching and conflict resolution, including conferences that bring those impacted by a conflict together to address wrongdoing.

**“RESTORATIVE PRACTICES”** means actions that promote inclusiveness, relationship-building and problem-solving through restorative methods. An alternative to consequences, restorative practices encourage students to reflect on and take responsibility for their actions and develop plans to repair harm.

**“SCHOOL PROPERTY”** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or on any other property owned by the School District, or in or on a school bus or other school provided transportation.

**“SCHOOL BUS”** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**“SCHOOL FUNCTION”** means any school-sponsored event or activity or any extra-curricular event or activity, both on or off school property.

**“SEXUAL ORIENTATION”** means actual or perceived heterosexuality, homosexuality, or bisexuality.

**“SMOKING/VAPING”** means the burning of a lighted cigar, cigarette, E-cigarette, personal vaporizing device, pipe, or any other matter, intended for inhalation.

**“SOCIAL MEDIA MISUSE”** means social media use that is unauthorized, that threatens, humiliates, harasses, or intimidates school-related individuals, disrupts the educational process, and/or violates local, state, or federal law.

**“TRESPASSING”** means entering or remaining on school grounds, school transportation, or at a school sponsored event on/off campus, without authorization.

**“TOBACCO”** includes chewing tobacco, snuff, and/or any other similar substance.

**“VANDALISM/PROPERTY DAMAGE”** means destruction of or damage to school or personal property of a student, teacher, administrator, or other School District employee, or any person lawfully on school property or attending a school function.

**“VIOLENT STUDENT”** means a student under the age of 21 who:

1.
  1. Commits an act of violence upon a school employee, or attempts to do so.
  2. Commits, while on school property or at a school function, or while using school provided transportation, an act of violence upon another student or any other person lawfully on school property or at a school function, or attempts to do so.
  3. Possesses a weapon while on school property or at a school function.
  4. Displays, while on school property or at a school function, what appears to be a weapon.
  5. Threatens, while on school property or at a school function, to use a weapon.
  6. Knowingly and intentionally damages or destroys the personal property of any school employee or any other person lawfully on school property or at a school function
  7. Knowingly and intentionally damages or destroys School District property.

**“WEAPON”** means a firearm as defined in 18 U.S.C. §921 for purposes of the Gun-Free Schools Act, and shall include “dangerous weapon” under 18 U.S.C. §930(g)(2). It also means, but is not limited to, any other gun, imitation gun, ammunition, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.