

**EBH Elementary**  
**STUDENT**  
**HANDBOOK**

2023-2024

# WELCOME TO A NEW SCHOOL YEAR

Welcome to the 2022-2023 school year! As always, the year promises to be an exciting one. We will do whatever we can to be sure that everyone feels at home at E.B.H. That is one of the things that we do best!

If students are to reach higher standards in high school, we have to start now. Our students must attend school every day possible and they must come to school ready to learn. Homework will become more important than ever. Students will need to take the time to practice the lessons their teachers have taught them during the school day. Reading at home is very important to become strong readers. They will need to memorize their basic facts in order to solve more advanced math problems. Parents can help us by providing their children with a quiet place to study, and by helping them realize that school is their number one job!

Your child can look forward to a great year in elementary school.

## HOME – SCHOOL COMMUNICATION

We believe very strongly in the importance of frequent communication between the home and school. Parents are receiving this student handbook at the beginning of the year, and will receive periodic notes from teachers, *Friday Folders*, EBH newsletters, district information on the web page, Progress notices when necessary, and report cards. If you have any questions as to how you can specifically help your child or have concerns, please contact your child's teacher or use one of the other choices from the below list of options. To aid in the process, we have included a list of people to call for various reasons.

### Whom to Contact:

All of the following individuals can be accessed by dialing the Elementary School at 335-4030. You will receive a menu of the following choices:

Press **1** for **Main Office**

Press **2** for **Nurse's Office**

Press **3** for **CSE Office**

Press **4** for **Library**

Press **5** for **School Counselor**

Press **7** to access our **directory**

### Purpose

Registration

Absences or Health Issues

General Questions or Concerns

Special Education Director

Carrie Tubbs at PS

Ms. Melinda Rittenhouse, RN

Mrs. Lisa Allen

Ms. Denise Dunham

## TEACHERS

Specific questions concerning your child are best addressed by emailing or calling his or her teacher from 7:40-8:00 am, and 2:30-3:15 pm, Monday-Thursday. Email is the best method to reach a teacher. You can contact a specific teacher by dialing 335-4030, accessing the directory, and punching in the first three letters of the teacher's name. Although the teachers have phones in the classroom, outside calls do not ring through during the school day. This is done to avoid disruptions to the classroom. Instead, a light comes on to indicate a message has been left. It might take a while for a teacher to notice that he or she has a message and have a chance to respond. For this reason, any emergency messages should be called in to the main office.

## TRANSPORTATION

If you have concerns regarding bus transportation issues such as routing or discipline, please call transportation at 335-4070.

## FOOD SERVICE

Questions about food service or free and reduced lunches should be directed to Mrs. Rita Morrow at 335-4033.

## SCHOOL HOURS

Students may arrive and enter the building at 7:40 am. Announcements begin at 8:00 a.m. Students who arrive in their classroom after the announcements are considered tardy, must stop at the office to sign in, and must bring an excuse for being late. **Students who walk or are being dropped off should not plan to arrive prior to 7:40am.**

Breakfast is served starting at 7:40 am for all students.

Dismissal Time: Students are dismissed from school every day at 2:20 or 3:20. 2:20 - 3:20 is a time for extra help with teachers. Clubs and activities will also be occurring during the 2:20-3:20 time period. **The 2:20-3:20 time period is required if a teacher requests a student's presence - it is considered part of our school day.**

## ATTENDANCE

Regular attendance is essential to assure success in school. The only legal excuses accepted by the state are: sickness or death in the family, severe weather making travel unsafe, religious observance, quarantine, required court appearance, or remedial health treatment.

Attendance during remote learning will be tracked and monitored. Students will be expected to access their devices daily to check in with teachers and complete assignments.

Whenever possible, we ask that you schedule appointments when school is not in session. It is important for students to learn that school is a priority.

## **ABSENCE INFORMATION**

When it is necessary for your child to be absent from school, please call the school to let the office or nurse know they will be out. The school secretary will contact those parents who do not call us.

\*When students return to school, NYS Law requires an excuse signed by their parent or guardian using their full name. The excuse must include the child's full name, date and the reason for the absence. If you know that your child will be out in advance, please send a note to the nurse. We will be sure that your child's teacher is notified.

## **CHROME BOOKS**

Each student in EBH will receive a ChromeBook that will be assigned to them. Students are responsible for taking care of this equipment from Sept-June. An Acceptable Use Policy was sent home for your review.

## **RELEASE DURING THE SCHOOL DAY**

Students who leave school before dismissal time or arrive late must be checked in or out of the office. Please write a note and stop in the office if you will be picking your child up early. Your child will be called down to the office to meet you. **For safety purposes, students are not allowed to go out of the building to meet someone.**

## **CHANGE OF INFORMATION**

Parents are asked to notify the school in writing when a change of information regarding a student occurs. Examples of changes include: new address, telephone number, last name, babysitter, legal custody (need a copy of document). **\*\*This is especially critical due to possible school closures requiring remote learning.**

This information is necessary in case the school needs to contact parents for reasons such as a student illness, emergency in the building, an emergency closing or early dismissal.

## **ENROLLING IN SCHOOL**

Parents of new or re-enrolled students should go to the Primary School main office to fill out the registration materials. Parents or guardians will need to sign requests for the transfer of records from the student's previous school.

## **HEALTH SERVICES INFORMATION**

The school nurse conducts vision and hearing exams, administers aid to children who become ill or injured during school hours, and phones parents when children need to be taken home or require the services of a physician, maintains health records, and assists parents with referrals to health-related agencies or services. *Students will also be monitored for symptoms that are indicative of COVID-19 and will be sent home as needed.*

The school nurse checks for communicable diseases such as scabies and head lice. The list below outlines the sequence of events starting with a new case of lice found on a child in school.

- Teacher suspects a child to possibly have head lice and he/she is sent to nurse for screening
- Nurse confirms child to have live head lice
- Nurse calls parent/guardian to alert them of finding
- Child goes home with parent/guardian and nurse provides parents with information regarding treatment, cleaning, and prevention of future lice

This procedure will repeat whenever new cases of lice are found. It is important to know that throughout the normal school year there are very few cases of lice that occur in the schools. However, we do understand that finding lice on a child is a sensitive situation and we want to ensure that parents/guardians are aware of what is occurring in their child's school.

**\*\*Please notify the nurse if your child has shown symptoms of or been diagnosed with COVID-19. It is also important to know if your child has measles, chicken pox, or another contagious disease.**

### **ADMINISTERING MEDICATION**

According to Board of Education policy, the following procedures must be followed if we are to administer medication to students during school hours:

1. Parents must bring the medication to school in its original container, and pick up any leftover medication.
2. Parents must provide written permission for the school to administer any medication, even "over the counter" medicines. Also included must be the child's name, the name of the medication, the name of the doctor who prescribed it, and the time it is to be given.
3. A doctor's signature must accompany any request to administer medications.

### **PHYSICAL EDUCATION EXCUSES**

If students have a minor illness or injury and parents wish that they be excused from physical education on a particular day, they must present a note to the school nurse requesting to be excused. Students will then observe the class. Any condition that keeps a student from more than two consecutive physical education classes requires a doctor's note.

## **SCHOOL PHYSICALS**

Health examinations are required for all students entering third and fifth grades and all students new to the district. The school physician will examine those students who have not been seen by their own physician. Parents will be notified if the school physician finds any conditions that need further investigation.

## **STUDENT ACCIDENT POLICY AND INSURANCE**

Dansville Central School has a limited coverage student accident policy. If the student qualifies for coverage under a family or personal contract or policy, all claims must first be processed against that policy.

## **PARENT CONTACT INFORMATION SHEETS**

Parents were mailed contact information update sheets over the summer to be completed by the beginning of the school year. **Please notify us if this information changes during the school year. It is especially important that the name and number of the person to be reached in an emergency is accurate. Please be sure to sign the bottom of the form.**

## **STUDENT RECORD ACCESS**

Parents are encouraged to review their children's school records during yearly parent conferences. These records may not be shown to other people without the written consent of the parent, except under certain circumstances as permitted by federal law.

## **VISITING THE SCHOOL**

**\*\*Visitors will not be allowed unless they have a specific appointment with a staff member.**

In the event that visitors are required to enter our building, for the health and safety of our students and staff, we ask all visitors to sign in at the office and receive a "Visitors" sticker. We will utilize the Raptor System. You will need to bring a photo ID to be scanned and a visitor tag will be printed. Young children, friends, or relatives are not permitted to visit a child's classroom unless an adult accompanies them.

## **PARENT CONFERENCES AND OPEN HOUSE**

A Title I Parent information night and parent conferences will be held in the fall. Parent conferences may be virtual or in person - more information will come at that time. **Our Open House will be on September 6 from 3:00 - 4:30.** This is also a good time to bring in supplies for the new year. If you wish to discuss your child's progress at any time throughout the year, please contact your child's teacher at 335-4030, from 7:40 – 8:00 a.m., 2:30-3:15 p.m., or leave a voicemail for him or her to retrieve at a convenient time. You may also contact them through email, this is often the best method.

## **CLASSROOM PLACEMENT**

The class placement process for the upcoming year begins in the spring of each year. We welcome parental input. If you desire to meet with the school principal, these meetings may be scheduled during the month of April and early May. We cannot honor requests for specific teachers.

## **VOLUNTEERS**

All volunteers must be approved by the Board of Education. If you plan to regularly volunteer, please fill out an application for this process to begin. We invite all of you who may be interested in volunteering in our school to contact your child's teacher. Some of the ways volunteers can assist are: providing individual help to students, listening to them read, organizing materials, assisting in the library, and helping with special projects.

In order for us to keep track of all adults in our building, volunteers are asked to stop in the office to obtain a visitor's sticker.

## **STUDENT FUNDRAISING**

Students are not allowed to sell anything in school unless it is connected with a school sponsored fund raising activity. Although we try to limit the amount we do as a school, our students may be involved in a fund raising activity during the year. Our PTO sponsors a major fundraiser each year to offer opportunities for our students.

## **STUDENT DRESS**

Our policy gives parents and students responsibility for dress and appearance that is reasonable and appropriate for school. **All students will be expected to follow mask/face covering expectations as required by State guidelines if they should be enacted again.**

We also ask that you adhere to the following guidelines:

- Shorts are allowed, but we ask that they are not too short or tight.
- Clothing should not expose undergarments, private areas of the body and/or midriffs
- No hats, hoods, do-rags or bandannas
- No clothing or masks with profane or obscene words, gestures or graphics or images that are offensive
- Students who come to school with inappropriate clothing/masks will be asked to change or turn the shirt/mask inside out.
- Blankets will not be allowed in classrooms. Students are advised to dress in layers if they feel cold in class.
- **The principal reserves the right to make the final decision on the appropriateness of any behavior or clothing worn in school or at school related functions.**

## **STUDENT BELONGINGS**

Please label all of your child's belongings, such as lunch boxes, bookbags, and other items that can be easily lost. Encourage your child to check the "lost and found" table when items are missing.

## **CAFETERIA: GENERAL INFORMATION**

Menus will be published weekly on the district website and morning announcements at school. Menus will also come home in Friday folders. If you feel that your child is eligible for free or reduced lunch, please call Mrs. Rita Morrow at 335-4010 x 1407.

## **BREAKFAST**

Students will have access to breakfast each morning. These will be served from a cart at each entrance in a grab and go format. **Breakfast will NOT be free for each child this year.** If your family would like access to free breakfast - please fill out the Free and Reduced Lunch Application that has been sent home.

## **LUNCH**

Students are allowed to bring their own lunch or select one at the school cafeteria. In addition, milk, ice cream, snacks, and ala carte items can be purchased. **For safety reasons, students are not allowed to bring any food or drink stored in glass containers.**

**Fortunately, we will offer free breakfast and lunch to all of our students again this year.**

Please be aware that there will be a charge for all al-a-carte items.

**We request that any family who typically qualifies for free/reduced lunches to complete the application.** This information is important for our school funding from the Federal Government. Applications will be sent home the first week of school.

## **CAFETERIA RULES**

We desire for all students to enjoy their lunch period as it often seems to be their only “free time”. We must, however, maintain a safe and orderly environment in the cafeteria. The following guidelines will assist in creating a safe and enjoyable lunch period:

1. Students will not trade, share, or sell food or take someone else’s food.
2. Students will remain seated during lunch, and will raise their hand to get permission to get up when necessary.
3. Students will speak quietly to neighbors at the table.
4. Students will be responsible for their own behavior in the cafeteria.
5. Students will not leave the cafeteria without permission.
6. Students will clean their area before leaving.
7. Students understand that bullying behavior is not tolerated.

## **EMERGENCY SCHOOL CLOSINGS**

When conditions warrant it, district employees travel roads and contact the local highway department to help determine whether or not to close school. The Superintendent makes the decision by 6:15 a.m., whenever possible, and reports to WDNY and WHAM radio stations. **\*Please note: the school’s automated calling system (Blackboard) will be used when possible. Please make sure your contact information is up to date with the main office. The person and number listed in the priority #1 contact will be called by the automated system. Please be sure the accurate number is listed here.**

It is sometimes necessary to close school early for various reasons. When this decision is made, it will be reported to WDNY and a Blackboard call will be made.

Special instructions from parents such as phone numbers for working parents, babysitter directions or emergency telephone numbers should be made known to the school office. A note to this effect sent in to the school during the opening week of school would be most helpful. Children should also be familiar with alternate sites near home where they may go if they arrive home to an empty house. Please be certain to have an established procedure to follow if no one is home when they arrive. **Please talk with your children about procedures to follow in case school is closed early, and be sure all emergency information on file is up-to-date.**

When schools are closed prior to the opening of the school day, all activities and events for that day and evening are canceled for the balance of that day. The status of scheduled athletic events will be determined as early as possible.

The transportation office will remain open on days of early closing until all school buses have returned from take-home runs. The District's primary concern at all times is the safety and welfare of the children. When weather conditions are threatening, parents are advised to stay tuned to one of the above radio stations. Please do not call the school or the transportation office so that the lines will remain open for emergencies.

### **STUDENT PROGRESS REPORTS AND REPORT CARDS**

All students will receive their report cards three times a year. The report card will include information regarding the student's progress in academic and social areas. Please check your child's report card carefully, sign the envelope it came in, and return the envelope to school promptly. You may keep the report card. Progress reports are sent to all families in October and to those who require it at other times in the year.

### **FIELD TRIPS**

In the event that the classroom teacher schedules a field trip, parents will be notified in advance. These trips are carefully planned and supervised by the teachers. In order to participate, students must have written permission from their parent or guardian. When it is necessary for students to bring bag lunches, they are available to purchase from the cafeteria.

### **IMPORTANT INFORMATION**

Parents will receive important information, such as dates and times for upcoming events, on a regular basis. EBH News goes home weekly in a Parent Update email. The web page will also be an important tool to check regularly for upcoming events and information. Please talk with your child about the importance of bringing any notes home promptly to you.. A weekly email from the Principal will be sent out to all families with updates, information, important events, etc. Please be sure your accurate email is on file with us.

## **HOMEWORK**

Homework is an extension of the learning that takes place in school. There are several reasons for homework to be assigned. We work hard to limit the amount of homework so that it is relevant and meaningful. Nightly reading and practice of math facts is always helpful.

**Students are expected to record their homework assignments and complete them in the timeline given.** Some classes have chosen to use planners. Directions on how to use this planner will be reviewed by the classroom teacher. If the planner is lost the student will need to purchase a new one from the Main Office.

The amount of homework varies from teacher to teacher, as well as from student to student (some students need more or less practice to master skills). **Homework should not exceed 10 minutes per grade level. Ex. 3<sup>rd</sup> grade homework shouldn't exceed 30 minutes on any given night.** We ask parents to support learning by:

- providing a well lit study area free of distractions
- asking questions about the content of the homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

**If you have concerns about the amount of homework given by the teacher please contact the teacher directly.**

## **ASSIGNED WORK EXPECTATIONS**

- Students are expected to complete assignments in a timely manner and hand them in when they are due.
- All work should be an example of the student's best effort and should be high quality.

## **CONSEQUENCES FOR OWED WORK:**

1. If a student owes any assignment he/she may be expected to stay with a teacher until 3:20 p.m. to make up that assignment.
2. If a student has three (3) or more outstanding assignments, they may be expected to stay for an extended work time until 5:30pm. (5<sup>th</sup> and 6<sup>th</sup> grade only). This affords the student the opportunity to make-up work owed and get help with the expected task.
3. If students consistently owe work, the teacher will schedule a parent teacher conference to discuss this problem and work with the parents to create routines at home and school to complete the necessary work.
4. If work is still not completed despite the efforts of the teacher and parents, the student may receive a discipline referral and disciplinary actions from the principal.

## **INSTRUCTIONAL EXPECTATIONS**

1. When students are expected to be in class, they should be in no other area of the school, unless they have permission and notify their teacher.
2. Students must report to their classroom teacher to request permission to leave the classroom for **any** reason.
3. Scheduled times will be given to students to visit the nurse, use the bathroom, and get drinks. Non-scheduled appointments during instructional time will be allowed only in an emergency or medical situation. Instructional time is considered to be when a teacher is directly instructing or giving directions.

## **STUDY SKILLS**

Parents, please assist your child with study skills by reinforcing the following suggestions:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and share your thoughts in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” will not help you to be successful.

## **STUDENT BEHAVIOR AND RESPONSIBILITIES**

All students of the Dansville Central School District are subject to the District’s Code of Conduct, and students in the Elementary School shall, in addition, be subject to the behavioral expectations and responsibilities included in this Handbook.

## **SCHOOL DISCIPLINE PHILOSOPHY**

Students and staff have the right to a safe, orderly, and constructive educational environment. This atmosphere must be conducive to promoting educational growth at all times. It is our belief that each student should be treated as a person who can reasonably be expected to be responsible for his or her own behavior. Staff and administration will assist each student in this program of personal responsibility.

**At the elementary school, the emphasis is on teaching students appropriate behavior and helping them to make good choices.** We believe that all students can be successful at school by using their common sense and by showing respect for the school staff, for other students, and for themselves.

We believe that by developing and explaining a clearly understood procedure with specific consequences and expectations, we are dealing with discipline as another important part of our total educational program. We view the ability to behave properly as a crucial element in helping our students maximize their development.

We feel that students need to realize that they are immediately responsible for their own behavior. Our rules focus on safety and respect for the rights and property of others and will be consistently applied in the classroom, throughout the school, and during all extracurricular activities.

Failure to behave will result in the need for students to verbalize why the problem happened, how it interfered with teaching and learning, and what needs to take place to ensure their behavior will improve. When students

hurt or injure other students or adults, they must write a letter of apology for their misbehavior. Failure to follow through on agreed behavior means that a student is making a conscious choice to have specific consequences. These consequences will have been discussed at an earlier date.

The following Matrix outlines behavior expectations at EBH. Students, faculty and staff worked to create this and we will be consistently sharing these expectations. We are excited about how this will help EBH be a great place for learning!!

### EBH BEHAVIOR EXPECTATIONS

	<b>Bathrooms</b>	<b>Cafeteria</b>	<b>Hallways</b>	<b>Playground</b>	<b>Classroom</b>
	<i>In the bathrooms we will...</i>	<i>In the cafeteria we will...</i>	<i>In the hallways we will...</i>	<i>On the playground we will...</i>	<i>In the classroom we will...</i>
<b>We CARE</b>	<p><b>Be clean.</b> Respect school property for our custodians and classmates.</p> <p><b>Be courteous.</b> Respect the privacy of other students.</p>	<p><b>Be neat.</b> Clean up garbage and trays, even if it is not yours.</p> <p><b>Hands off.</b> Keep hands off of other people's space, property and lunch.</p>	<p><b>Pay attention.</b> Stay to the right and keep chromebooks closed.</p> <p><b>Keep hands to self.</b> Respect personal space and hallway decorations.</p> <p><b>Be polite.</b> Use appropriate language in the halls and choose kind words.</p>	<p><b>Respect the environment.</b> Take care of school equipment and keep the environment clean.</p> <p><b>Be safe.</b> Make safe choices and use equipment appropriately.</p> <p><b>Have fun.</b> Make the most of your free time.</p>	<p><b>Pay attention.</b> Give full attention to the speaker and respect others' opinions.</p> <p><b>Be polite.</b> Use school appropriate language in the classroom and choose kind words.</p> <p><b>Be proud.</b> Take pride in self and learning.</p>

<p><b>We LEARN</b></p>	<p><b>Be quiet.</b> Use low voices and appropriate language. Keep conversations to a minimum.</p> <p><b>Be quick.</b> Spend less time in the bathroom and more time in class.</p>	<p><b>Talk, don't yell.</b> Respect the learning in classrooms and the right to a peaceful lunch.</p>	<p><b>Use whisper voices only.</b> Keep conversations to a minimum.</p> <p><b>Safety first.</b> Always walk and go right to your destination.</p>	<p><b>Steer clear.</b> Play away from the windows, walls and classrooms that are learning.</p> <p><b>Pay attention.</b> Watch for teacher's signal and classmates lining up.</p>	<p><b>Be here.</b> Be at school every day and do your best.</p> <p><b>Be ready.</b> Be fully prepared with materials and ready to learn.</p> <p><b>Be focused.</b> Stay on task and be an active participant.</p> <p><b>Be proactive.</b> Advocate or ask questions when you don't understand.</p>
<p><b>We LEAD</b></p>	<p><b>Call them out!</b> Hold others accountable for their poor choices.</p>	<p><b>Be patient.</b> Show respect by waiting quietly in line.</p> <p><b>Be a win-win worker.</b> Volunteer to help check and clean tables and floor.</p>	<p><b>Be friendly.</b> A smile, wave and "hello" can go a long way.</p> <p><b>Relax.</b> Any place in line is fine.</p>	<p><b>Be a buddy.</b> Include or invite others in your activity.</p> <p><b>Be a good sport.</b> Be a good winner, be a good loser.</p> <p><b>Report.</b> Notify adults and peers of unsafe conditions and activities. Know the difference between tattling and reporting.</p>	<p><b>Be considerate.</b> Show respect for all school property.</p> <p><b>Be positive.</b> Approach tasks with a growth mindset and persevere through challenges.</p> <p><b>Be responsible.</b> Hold each other accountable for our school-wide rules and expectations.</p>

## **STUDENT DISCIPLINARY CODE**

The Dansville Central School District Code of Conduct applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. You can request a complete copy from the main office, and a summary of relevant provisions is outlined below.

A student may be suspended from school or be subjected to another form of disciplinary action when he/she behaves in a manner, which is:

1. disorderly, that is including, but not limited to:
  - a. fighting or behaving violently
  - b. threatening another with bodily harm
  - c. intimidating students or school personnel
  - d. making unreasonable noise
  - e. using abusive language or gestures, including racial or ethnic remarks which are improper
  - f. obstructing vehicular or pedestrian traffic, or
  - g. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is
2. insubordinate, that is including but not limited to, failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of the student, or missing or leaving school without permission; or
3. engages in academic misconduct, including but not limited to;
  - a. plagiarism, and/or
  - b. cheating, or
4. engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a. vandalism or any destruction of real and/or personal property (including graffiti or arson)
  - b. Theft
  - c. tardiness
  - d. missing or leaving school without permission
  - e. truancy (the district will file a Person in Need of Supervision (PINS) petition for students who are a chronic case of truancy
  - f. possession/use/sale of drugs or alcohol
  - g. possession of weapons or fireworks
  - h. possession or use of tobacco or tobacco products

A suspended student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

## **DANGEROUS WEAPONS IN SCHOOL**

The possession of any type of weapon or object that could be used as a weapon, which poses a danger to the safety and welfare of others, is not permitted on school property. This includes, but is not limited to, the following: pocket knives, BB guns, anything that is sharp and could cause injury,

and ammunition of any weapon. The possession of weapons, including mace or pepper spray, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

### **CONSEQUENCES AND PROCEDURES**

Discipline is most effective when it deals directly with the problem at the time and place it occurs.

Disciplinary action is to be firm, fair, and consistent. School personnel are expected to use disciplinary action when necessary.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age
- The nature of the offense and the circumstances which led to the offense
- The student's disciplinary record
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

Students with disabilities will be disciplined in accordance with the procedures contained in federal and state law and their implementing regulations.

If a classroom teacher disciplines a student, but the student does not behave acceptably, the teacher may file a discipline referral with the building principal. When disruptive behaviors warrant a Disciplinary Referral to the school principal, students may be assigned consequences for their actions in accordance to the District Code of Conduct and Consequences.

These consequences will be discussed with parents by telephone, in writing, or in a conference with the parents by the school principal or their designee.

### **HARASSMENT**

It is the policy of the Dansville Central School District to maintain an environment that is free from harassment: this includes sex, race, color, and national origin. The school district, therefore, prohibits any form of harassment in the workplace and school buildings or at school-sponsored activities and events where staff and/or students are in contact with each other.

Any student who believes that he or she has been subjected to any form of harassment, whether by a teacher, other student, or any individual on school grounds, or at school activities, should report the alleged misconduct to any one of the following staff:

- the principal
- the nurse
- school counselor
- school psychologist
- any teacher or staff member whom they trust

The goal of the 'Dignity for all Students Act' is to provide all students with a safe and nurturing school environment conducive to learning by putting an end to harassment and discrimination based on, but not limited to, race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex.

## **Dansville Central School Code of Conduct**

This District Code of Conduct will be used to consistently and fairly assign consequences for violating school rules or committing prohibited acts. This section of the Handbook serves as a summary of those infractions and potential consequences.

All staff will enforce school rules, and teachers may establish additional rules within their classrooms. When a staff member determines administrative intervention is needed, the students will be referred to administration. Consequences may include, but are not limited to:

1. Warning
2. Parent/Guardian notification
3. Conference
  - a. Parent/Guardian
  - b. Service provider, e.g., social services, mental health, and probation
4. Restitution ( e.g., mediation, apology, school/community service, repair, payment)
5. Behavioral contract
6. Assigned seating
7. Pass restriction ( i.e., movement around the building is supervised, reduced, or eliminated)
8. Loss of privilege(s)
9. Teacher Detention
10. Detention (e.g., lunch, afternoon (2:20 pm – 3:20 pm), or as determined by the administrator\* )
11. Extended Detention (begins at 2:20 pm and ends at 5:20 pm)
12. Suspension (e.g., In-School Suspension or Out-of-School Suspension\*)
13. Expulsion or permanent suspension
14. Criminal charges

While communication with parents is always a top priority, it should be noted that, “Neither the Education Law nor the Federal Constitution requires school officials to contact the parents of a student before questioning that student concerning an alleged infraction of a school rule.” (*31st Edition, School Law, New York State School Boards Association, page 521.*)

\*In the event a consequence of detention, In-School Suspension or Out-of-School Suspension is assigned a parent/guardian will be notified in a manner commensurate with the infraction.\*Students who are assigned In-School Suspension or Out-of-School Suspension lose ALL privileges during their time of suspension. Out-of-School Suspensions that end on a Friday will remain in effect throughout the subsequent weekend.

\*\*The following behaviors with consequences are guidelines for informing decisions. In some situations the suggested consequence may not be commensurate with the individual circumstances surrounding the student’s behavior. In these cases, administration will have the final judgment in determining the appropriate consequence.

\*\*\*Violations of the code of conduct may be turned over to law enforcement at the discretion of school administration.

## **Socially Unacceptable Acts:**

Socially unacceptable acts are "just not okay." They are offensive to others. They are also disrespectful, both to people and to the educational environment. They invite negative perceptions of you and the Dansville community. The following are examples of socially unacceptable acts; this list is not exhaustive.

### **Inappropriate Attire**

The goal of having students wear appropriate attire is to provide an environment that is focused on academics. Although students have the right to dress in a manner to represent his/her individuality, appropriate attire allows each student to focus on learning without becoming distracted. Students may not wear attire, which interferes with an environment conducive to learning. Special consideration will be made for religious purposes, safety purposes and for grooming. These cases are to be reviewed individually by a school administrator.

1. Students should ensure that underwear is completely covered with outer clothing.
2. Clothing/masks with off-color remarks, obscenities, ethnic slurs and/or innuendo will not be allowed.
3. Face paint is not allowed.
4. No midriff tops or shirts that expose the stomach or area above the stomach. Extremely brief, revealing, or see-through garments are prohibited.
5. Shirts, other attire and personal items which depict and promote tobacco, drug, or alcohol use are prohibited.
6. Attire should include footwear at all times.
7. Low rising pants, shorts, and skirts cannot expose buttocks.
8. Attire should be safe, appropriate and not disrupt or interfere with the educational process. Attire should not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Blankets are not allowed. Students are encouraged to wear layers if they feel cold in the classrooms.

First incident	Second incident	Third incident	Additional incidents
<p>Upon request, the student modifies his/her attire to gain compliance.</p> <p>Student puts mask/face covering on as requested.</p>	<p>Upon request, the student modifies his/her attire to gain compliance.</p> <p>Mask/face covering is worn as requested.</p> <p>One detention</p>	<p>Upon request, the student modifies the attire to gain compliance.</p> <p>Extended Detention</p> <p>Parent conference</p>	<p>Additional incidents will warrant more severe consequences.</p>

### Cell Phones

**Cell phones are not to be used between 8:00 am -3:20 pm in school. This includes the use of Smart Watches to receive/send texts or other messages.** Students may access these devices with permission of a teacher/monitor/aide and for instructional uses in class. Teachers have the option of holding on to cell phones in a safe location in their classrooms to eliminate distractions. Students may use their devices on school buses, but may never use such a device in a way that causes a disturbance on a bus and/or distracts the driver. When a legitimate need exists (e.g., power outage, pick up arrangements) for a student to communicate with parents via cell phone during class time, the student must report to the Main Office to make arrangements with administrative staff to make a call. We encourage the use of the school phones for these purposes. Unauthorized activation and/or use of cell phones or Smart Watches may result in confiscation and/or search of the cell phone/Smart Watch; as such, action is a direct violation of school policy. The extent of the confiscation and/or search of the cell phone/Smart Watch is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not/when the cell phone/Smart Watch is returned to the student or parent is also dependent upon the circumstances presented at the time of violation. Remember: cell phones and Smart Watches, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in a school sanction and/or criminal investigation by the police. Under no circumstances are electronic communication devices permitted to be on the person of any student during state assessments.

<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>The staff member will talk to the student about why cell phones/Smart Watches are not allowed to be used in class.</p> <p><i>WARNING</i></p>	<p>The staff member will confiscate the phone/watch and turn it into the Main Office.</p> <p>The Main Office will notify a parent and the student will pick up the phone/watch at the end of the day.</p>	<p>The staff member will confiscate the phone/watch and turn it into the Main Office.</p> <p>The Main Office will notify a parent and request that the parent pick up the phone/watch.</p> <p>One detention</p>	<p>Additional incidents will warrant more severe consequences.</p>

<b>Misbehavior for a Substitute</b>			
<p>All students are expected to be well behaved in classes being taught by a substitute teacher. Substitute teachers are an important part of the educational community, and students must give them the proper respect for the difficulty of their jobs. Misbehavior for a substitute teacher interrupts your own learning and the learning of your classmates. Students with concerns about a substitute must report them to a school counselor or building administrator prior to reporting to the class that follows the class covered by a substitute.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>Note of apology</p>	<p>Detention</p> <p>Note of apology</p>	<p>Extended Detention</p> <p>Loss of privileges</p>	<p>Additional incidents will warrant more severe consequences.</p> <p>Loss of privileges</p>

### **Inappropriate Behavior**

All students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way. Inappropriate behaviors occur when students violate a school rule, or when a student's actions interfere with teaching, learning, and/or another's personal rights.

<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Principal	One detention	Extended Detention	Additional incidents will warrant more severe consequences.

### **Insubordination**

All students are expected to respond in a timely and respectful manner to all reasonable directives from an adult. Insubordination, or willful defiance, is defined as the refusal to follow the reasonable directives of any staff members.

<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One detention	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

### Gross Insubordination

When students are asked repeatedly to comply with the directives of any faculty/staff member and refuse or violate the Code of Conduct frequently (two days) over a short duration of time, it will be considered gross insubordination.

When Gross Insubordination rises to the level of disrupting the learning environment, students will be immediately suspended out of school for the rest of the day of the occurrence.

First incident	Second incident	Third incident	Additional incidents
Two detentions  Bus: Full day suspension from the bus  Loss of privileges	One day In-School Suspension  Bus: Two day suspension from the bus  Loss of privileges	One day Out-of-School Suspension  Bus: Three day Out-of-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.    Loss of privileges

### Profanity/Obscene Acts/Obscene Gestures

All students are expected to communicate appropriately at school. Profanity as verbal or non-verbal language is inappropriate for school. This language is inappropriate because it deprives the individual of more accurate self-expression and interferes with student and staff rights to function in a non-threatening environment, which is conducive to learning. Use of profanity varies in degree of severity and consequences will be applied accordingly.

#### Least Severe

Profanity used almost involuntarily as an expletive, or casually in conversation. Use of words that are considered offensive and inconsiderate.

First incident	Second incident	Third incident	Additional incidents
Meeting with Principal.  Lunch Detention	Detention	Extended Detention	Additional incidents will warrant more severe consequences.

**Moderately Severe**

**Moderately severe** profanity used deliberately, in a discussion or dispute with a student or staff member, or used as a point of emphasis. Use of words that are considered distasteful and insulting.

First incident	Second incident	Third incident	Additional incidents
Detention	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges.

**Most Severe**

**Most severe** profanity is used to threaten, attack, or to challenge authority. Profanity directed toward a student or staff member intended to publicly abuse, humiliate and/or hurt the victim. Use of words or gestures that are considered uncivilized, disturbing, and repugnant.

First incident	Second incident	Third incident	Additional incidents
One day In-School-Suspension  Bus: Three day suspension from the bus  Loss of privileges	One day Out of -School-Suspension  Bus: Five day suspension from the bus  Loss of privileges	Two days Out-of-School-Suspension  Parent conference and loss of privileges	Superintendent's Hearing  Loss of privileges

**Self-Defeating Acts:**

Self-defeating behavior is the idea that sometimes people knowingly do things that will cause them to fail or bring them trouble. It is defined as any deliberate or intentional behavior that has clear, definite or probable negative effects on the self.

<b>Failure to Attend Assigned Detention/Teacher Appointment</b>			
All students are expected to attend assigned detentions/teacher appointments, and to arrive at their scheduled start time.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Reschedule detention/appointment  Schedule one Extended Detention	Reschedule detention/appointment  Schedule two Extended Detentions	Student will serve One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.  Loss of privileges

**Endangering the Welfare of Self or Others:**

Each student is expected to maintain the safe environment of our school. One's welfare is endangered when their physical or emotional safety is threatened. Some behaviors, which do not fall under any other heading, place oneself or others in jeopardy. Consequences increase depending upon the actual or potential for harm to others, and/or how frequently the behaviors are repeated.

There are individuals within the building that have specific health needs. Some of these include allergies to peanuts, allergies to perfumes and colognes, diabetic needs and asthmatic needs. It is everyone's responsibility to contribute to the safety of these individuals. With this in mind, there may be circumstances where such substances are banned on school property. Notification will be given to all students and parents. In instances where these requests are not followed, students will be subject to disciplinary action.

<b>Dishonest Acts</b>			
Dishonest implies misleading by falsehood or by concealment of the truth, e.g., lying. Dishonest acts draw attention away from the central mission of the school and often lead to an unnecessary waste of valuable resources.			
<b>Acts That Jeopardize School Safety and Security</b>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>

Extended Detention	One day In-School-Suspension  Loss of privileges	Two days In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.  Loss of privileges
<b>Other Acts</b>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One detention	Extended Detention	One day In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.  Loss of privileges

<b>Reckless/Dangerous/Disruptive Behavior</b>			
Activities that have the potential of causing harm to self or others and/or may cause damage to property will be considered inappropriate for school. Disruptive behavior causes a disturbance to the learning environment of the school.			
<b>Minor Infraction</b>			
Minor infractions are defined as behaviors that do not have the potential for serious physical injury and present a minor disruption. Examples may include, but are not limited to running in the halls or yelling.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Principal	One detention	Extended Detention	Additional incidents will warrant more severe consequences.

### Moderate Infraction

Moderate infractions are defined as behaviors that may cause physical harm, property damage, or disrupt the learning environment. Examples include, but are not limited to standing on tables, horseplay in the halls or classroom, cafeteria, or any learning environment.

First incident	Second incident	Third incident	Additional incidents
One detention	Extended Detention	One day In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.

### Severe Infraction

Severe infractions are defined as behaviors that may cause severe physical injury, substantial property damage, or substantially disrupt the learning environment. Examples include, but are not limited to, being in areas that could lead to severe physical injury or climbing out of windows.

First incident	Second incident	Third incident	Additional incidents
Two days In-School-Suspension  Bus: Three day suspension from the bus Loss of privileges	Three days Out-of-School-Suspension  Bus: Five day suspension from the bus Loss of privileges	Five days Out-of-School-Suspension Superintendent's Hearing for five day suspension Parent conference & Loss of privileges	Superintendent's Hearing  Loss of privileges

**Condoning or Encouraging a Violation of the Code of Conduct**

To condone is to disregard or overlook.

**Acts That Jeopardize School Safety and Security**

<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Extended Detention	One day In-School-Suspension  Loss of privileges	Two days In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.  Loss of privileges

**Other Acts**

<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One detention	Extended Detention	One day In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges.

## **Violation of Academic Ethics:**

**Ethics are behaviors that are guided by moral judgment and standards of conduct. Your academic ethics are essential to gaining the maximum advantages from school. Violations of academic ethics are a special type of self-defeating act, which negate learning and the habits of mind necessary for a sound education.**

<b>Cheating</b>			
Each student is expected to produce his/her own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments. Cheating is defined as the intention to deceive staff and students by acquiring another individual's written or cognitive property for personal gain, and/or assisting another student by providing written or cognitive property.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One detention	Extended Detention  Loss of privileges	One day In-School-Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges.

## **IMPORTANT DATES FOR THE 2023-2024 SCHOOL YEAR**

First Day of School	September 6, 2022
School Pictures	October 5
Picture Make-ups/Retakes	November 7
Flag Day	June 14 - tentative date
Last day of school	June 26 - tentative date

### **Professional Development Days**

September 5	Full Day (No School for Students)
October 6	Full Day (No School for Students)
January 26	Full Day (No School for Students)

### **Parent Conference Days**

November 20, 21	Scheduled by teacher -11:30 dismissal
March 13, 14	Scheduled by teacher -11:30 dismissal

### **Vacations (No School for Students or Staff)**

Columbus Day	October 9
Veteran's Day	November 10
Thanksgiving	November 22-24
Winter Recess	December 22-January 1
Martin Luther King, Jr. Day	January 15
Presidents Recess	February 19-23
Good Friday	March 29
Spring Recess	April 1 - 8
Memorial Day	May 27
Juneteenth	June 19

## Report Cards

December 11

March 19

June-Last Day of School

### SCHOOL TRANSPORTATION INFORMATION

Welcome to the 2023-2024 school year. Please read the following information thoroughly. Each family will receive individual notification of bus route and pick-up times. Please feel free to contact the Transportation Department at 335-4070 with any questions. The first day of school is Wednesday, September 6, 2023. The start and dismissal times for each school are as follows:

	<b>Morning Arrival</b>	<b>First Afternoon Dismissal</b>	<b>Second Afternoon Dismissal (Monday-Thursday)</b>
<b>Primary School</b>	7:40 am for all	2:20 pm	3:20 pm
<b>Elementary School</b>	7:40 for all	2:20 pm	3:20 pm

  

	<b>Morning Arrival</b>	<b>Morning Arrival</b>	<b>Dismissal</b>
<b>Middle/High School</b>	7:40 for all	7:40	3:20

The district will utilize the 3/4 mile walking policy for students in grades seven through twelve. This includes students within the village who have access to sidewalks. Students within the 3/4 mile distance, but outside the village will not be impacted by this policy and will receive transportation services. Families receiving transportation services will receive a letter home. If you have any questions, please contact Mr. Dan Proctor, Transportation Director at 335-4070.

All bus routes and stops have been reviewed and modified to offer the most efficient trips for all students. Bus arrival times, routing and stops will become final several days into the school year. Bus arrival times, routing and stops will become final several days into the school year. Bus arrival times are subject to change. The bus routes are always slower for the first few days of school. Bus drivers use extra care to be sure all students are picked up and to reassure young students their first day on the bus. Please be patient, as your child may be picked up or arrive later than originally scheduled. Regular times will quickly become established as both the drivers and students become familiar with the bus procedures.

To ensure safety, cameras are placed on the buses to assist with student safety. The bus driver and the principals may use the tapes to refer to in necessary situations. If you have questions or concerns, please contact the bus garage at 335-4070.

### RIDING A DIFFERENT BUS

Students must ride the bus to which they are assigned. Only in emergency situations will a student be given permission to ride a different bus home. **Students may not ride a bus just to go to a friend's house after school.** In emergency situations, please contact the EBH School Office. Please refer to the Transportation Manual you are receiving.

## **SECOND AFTERNOON BUS RUN**

Dansville Central School will have a second afternoon bus run for students Pre-k-6 on Mondays through Thursdays, available to students for activities beyond the regular school day. (See schedule above.) Students must be in the buildings and with a teacher in order to ride the second bus run home. Elementary students may use the time to take part in band, chorus, additional learning experiences, clubs and academic assistance. Regularly occurring groups such as elementary band and chorus will be set up on a permanent basis so that parents can arrange the necessary childcare after school. **STUDENTS ARE EXPECTED TO STAY UNTIL 3:20 IF REQUESTED BY AN ADULT.**

## **BUS SAFETY**

Dansville Central School needs your help as parents in educating children about bus safety. **The district will conduct three safety drills during the year in September, December, and March.** All students will learn the importance of bus safety rules, both for regular transportation and field trips. Also, bus drivers may assign seats to some or all students at their discretion to ensure the safety of all students. In preparation for the opening of school, please review with your child the rules listed below:

Prior to getting on the bus:

- Arrive at the bus stop about five minutes before the bus arrives;
- Respect the property at the bus stop;
- Stay back from the road while waiting for the bus;
- As the bus arrives, students should line up in an orderly fashion. Please be aware of peers and younger students by providing an example as a good role model. Be careful not to push or shove younger students.
- Before crossing in front of the bus, be sure you can see the driver and the driver can see you.
- Wait for the driver's signal to cross the road.
- Remember to use the good citizenship and respectful behavior skills you learn in school. Show respect to other students at the bus stop with appropriate behavior and actions that are safety conscious. Remember that fighting or throwing snowballs is not a respectful way to treat your classmates.

While on the bus:

- The school bus is like the classroom. Utilize the safety, good neighbor and respectful skills you use in school. Be courteous, use appropriate language and respect school bus property;
- Remain in your seat at all times. Changing seats while the bus is in motion is dangerous and disruptive;
  - Keep all carry-on items (e.g. books, lunch boxes, etc.) on your lap. Keep aisles free obstacles;
- Snacks and drinks are not appropriate on the bus. All students are asked to keep such items in their bags until they reach school or home;
- Help keep your bus clean by removing any debris, garbage, etc. as you exit the bus.
- Students need to keep cell phones and other technology in their backpacks;
- Students should refrain from the use of cell phones/Smart Watches for communications or other purposes including photography or text messaging;
- Students should refrain from the use of any kind of camera or recording equipment;
- The Transportation Department requests that all games and toys be kept in student bags to avoid distraction. The bus driver may collect such items as trading cards and hand-held digital games, if safety issues arise. Parents will be asked to retrieve toys from the garage within 30 days;
- Students are asked to leave umbrellas with the bus driver as they board the bus to increase the safety of students as they travel;
- Emergency doors are for use during emergency situations only. Students should respect their use during regular travel;

- Please be aware that large objects can obstruct the view of other students and the driver and can cause an unsafe condition. Please be aware of such safety items. If you are unsure, please speak with your bus driver about a particular item prior to boarding the bus. Examples include skis, ski poles, sleds, skateboards, rollerblades, golf clubs, snowboards, lacrosse rackets and hockey sticks;
- Health and safety rules do not permit students to transport animals of any kind or size on the buses. This includes small animals like mice and hamsters that are in cages. If you are using an animal for a class project, please make other arrangements for getting the animal to and from school.
- Students will remain respectful to their peers during the travel on buses whether to school, athletic events or special field trips. The expectation of the Code of Conduct applies to student behavior on the bus. Students must refrain from the following behaviors:
  - Fighting / pushing / shoving
  - The use of tobacco products of any form
  - The possession of any illegal drug and/or alcohol
- The possession of any article that can be construed as being a weapon
  - Inappropriate gestures or language

### **BUS CONDUCT AND DISCIPLINE**

Bus transportation is regarded as an extension of the regular school day. It is also a situation in which strict observance of rules is necessary to ensure the safety of those who ride the bus. Standards of behavior and respect for others, which are expected in school, are also expected on all buses at all times.

Bus drivers will make every effort to see that children behave on the bus. When a behavior incident arises on the bus, the driver will attempt to handle the problem with the student. Under normal circumstances correction of student misbehavior can be accomplished by the driver pointing out the problem to the student or assigning a specific seat on the bus. When all other means fail, and in the interest of the safety of other people on the bus, the building principal may determine that it is necessary to suspend the privilege of bus transportation for offending students.

The following guidelines will be used in dealing with student misbehavior on buses:

#### Level 1:

Eating, drinking, littering  
 Discourteous, annoying behaviors  
 Unacceptable language

#### Level 2:

Excessive mischief  
 Defacing school property  
 Use of tobacco

#### Level 3:

Violation of safety procedures  
 Destruction of property  
 Fighting, pushing, tripping  
 Repeated refusal to obey drivers

The driver will talk to students and explain any concerns. The driver may also discuss the incident(s) with the parents/guardians.

Level 1: These are actions that are not likely to endanger the safety of others and/or cause damage to property, therefore the driver will make every attempt to resolve this situation

(e.g. talk to the student, attempt to contact a parent/guardian, etc.) before a conduct report is written.

Repeat Offense(s): The driver will file a bus incident referral form with the principal/designee. A copy will be sent to the parent/guardian. The principal/designee will meet with the student and,

If appropriate, the parent to discuss consequences of the misbehavior. Punishment including a warning, detention, or in/out of school suspension may be imposed. If necessary, suspension of riding privileges may be imposed.

\* Level 1: Repeat offenses become Level 3 offenses and will be dealt with as such.

\*Level 2: These are actions that can endanger the safety or welfare of riders, the driver and other school personnel. In each instance, the driver will immediately file a bus incident referral form with the principal/designee. A copy will be sent to the parent. The principal/designee will meet immediately with the student and, determine the possible suspension of riding privileges. If suspended from bus riding privileges, a meeting with the parent/guardian and principal/designee is required prior to the resumption of riding privileges.

\*Level 3: In each instance, the driver will immediately file a bus incident referral form with the principal/designee. A copy will be sent to the parent. A minimum suspension of three days of riding privileges will be automatic. Any repeat offense of these misbehaviors will result in no less than five days of suspension of riding privileges and possible loss of full year riding privileges. Further, punishment may include in and out of school suspension. A meeting with the parents/guardians and the principal/designee is required prior to resumption.

### **SAFETY FOR WALKERS**

Ask your child to keep in mind the hazards created by bad weather, which makes the going slippery for walkers and drivers alike and impairs everyone's visibility. Students should take care not to stand where they could slip and fall into the road and should not push or shove other students.

It is important for students to know that the area within ten feet of the bus in any direction is in a particular "danger zone." Drivers can't see all areas around the bus, despite side and rear view mirrors. Anyone walking or driving near a bus should give the vehicle plenty of leeway. Students who have to cross in front of the bus should cross at least 20 feet away, after receiving the driver's signal.

### **REMINDERS TO ALL MOTORISTS**

**Motorists should not drive or park in the bus loop at any time during the school day.** Motorists who drive through any of the bus loops pose a serious threat to students. If a car is parked in the bus loop when the buses arrive, it must remain there until all of the buses depart.

Motorists should not park in the Parent Drop Off loop at any time. This is for a quick drop off or pick up. **PLEASE DO NOT ask your child to walk across the parking lot to meet you. This is very dangerous.**

REMEMBER: It is illegal to pass a school bus which has its red lights flashing, whether on a public road or in the school bus loops/parking lots. Drivers face a \$250 fine plus points on their license for the first offense.

### **TRANSPORTATION ADVISORY GROUP**

The Transportation Advisory Group was formed in the fall of 1995 for the purpose of making recommendations to the Superintendent of Schools that will result in the safest, most orderly and most educationally sound transportation system. The primary focus of the committee is student management issues. Parents, school transportation personnel, administrators, teachers and school board members meet about two hours every six weeks during the school year.

### **Bus Safety Drills will be conducted on the following dates:**

September 13

December 13

March 14

*(these dates are tentative)*

### **DRIVING YOUR EBH STUDENT TO SCHOOL**

Arrival and dismissal times at EBH are among the busiest. This is in large part due to the fact that all three buildings on this campus start roughly at the same time. The doors for the Elementary School open at 7:40 am for the arrival of our students. At this same time, buses unload students, while parents who bring students to school are dropping students off. Naturally, there can be some congestion. To keep all students safe, we are asking that parents drop off all EBH students in our designated drop off area. It is important that you pull up to the cross walk and depart in a timely manner. **Please do not let children walk through the parking lot.**

We understand that the parking lot can be busy in the morning, but certainly appreciate your support in keeping all of our students safe. If you feel the need to walk your child into the building, you **MUST** park in a parking space. Please know the entrance is well supervised and escorting your child is not required.

If you need clarification as to where the safe and designated area to drop off or pick-up your child is, please feel free to contact the transportation department. It is also illegal to park in the designated fire lanes at any time. Illegally parked cars will be ticketed.

**ELLIS B. HYDE ELEMENTARY SCHOOL  
PARENT-STUDENT-SCHOOL HANDBOOK**

**AGREEMENT FORM**

Please sign, date, and return the slip below to your child's teacher.

Families are asked to read and understand the expectations outlined in this handbook.

Expectations:

1. Respect all adults and students. Bullying behavior will not be tolerated.
2. Respect school property and the property of others.
3. Keep anything that might be used as a weapon or that could cause injury to someone at home.
4. Act in a civil manner. No fighting, horseplay, or "fooling around".
5. Speak quietly and politely, with kindness. Do not use profanity or threatening words toward anyone on school grounds, on the bus, or during off-site school activities.
6. Walk in the building and to/from the buses.
7. Refrain from using distracting items during school hours (including toys, music players, cell phones, gaming devices, game cards, etc.).
8. Come to school on time and be prepared to stay until 3:20 P.M. If behavioral and academic expectations are met students will be dismissed at 2:20 P.M.
9. Bring the necessary supplies to each class (including writing utensils, paper, and planner).
10. Complete all assigned work and participate in class.
11. Refrain from chewing gum.
12. Dress and accessorize appropriately.
13. Demonstrate responsibility in the use and care of the Chrome Book.

"-----"

We agree to abide by the expectations listed on the "Agreement Form" page and described in the parent-student-school handbook, and we will support the school in enforcement of the expectations.

Child's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_