

Encouraging, Nurturing, Challenging



Maple East Elementary

Parent Student Handbook

Williamsville Central Schools

Maple East Elementary
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MISSION STATEMENT

The Maple East Community is committed to providing the foundation for all students to achieve their maximum potential. We will achieve this by:

Providing and nurturing a compassionate atmosphere where diversity is embraced and celebrated.

Offering support to help all students develop and hone tools for lifelong learning while challenging students to Exceed their own expectations.

Creating an environment where students can learn by example to become honorable and worthy citizens of the community.

Fostering a culture where families, educators, and the community collaborate to make our students' best interests a priority.

Recognizing and remembering out students are the future.

A MESSAGE FROM THE PRINCIPAL

Dear Parents,

Welcome to the Maple East Elementary School! This handbook has been prepared to acquaint you with our school. Maple East offers a challenging educational program built upon excellence and delivered by a professional, dedicated, and caring staff. The curriculum is constantly monitored and evaluated, as we strive to continually maintain and improve the quality of our school programs and services. We offer extensive support services providing for the academic, emotional, and physical needs of all students. We provide Academic Intervention Services to assist students who require additional help in Math and English Language Arts. We also provide for a variety of extra-curricular activities, from intramural athletics to clubs in the areas of math, the arts, leadership, and goodwill.

You will find Maple East to be vibrant and child-centered, and we welcome you as an integral part of our school family. The PTA and school community provide many opportunities for your involvement. We urge you to join us in this most important partnership, as your support and involvement will enhance your child's success here at Maple East. Please know that we are committed to your child and working with him or her toward a successful learning and growing experience this year.

Sincerely,

William P. Bohen

William P. Bohen, Ph.D.
Principal

ALLERGY INFORMATION

Allergen Restricted Classrooms

The prevalence of chronic medical conditions including diabetes, obesity and life-threatening food allergies has increased steadily over the last 10 years. Food allergies affect approximately 1 in 13 children, roughly 2 children in each classroom. Eight foods account for 90% of all allergic reactions: peanut, tree nut, wheat, soy, egg, milk, fish, and shellfish. Peanut and tree nut allergies tend to be life-long, may worsen over time, and often produce some of the most severe reactions. Avoidance of food allergens is the only way to prevent an allergic reaction.

You will notice that some of our classrooms are designated as allergen restricted. We ask that all members of the school community work collaboratively to safeguard children with life-threatening food allergies. Protocols exist in the allergen restricted classrooms and are designed to facilitate safe and inclusive participation for all students. Expectations for these classrooms include washing hands before and after eating, no food sharing or trading, no home baked goods or bulk items due to the potential of unknown ingredients and/or cross contaminated ingredients, and signage posted outside the classroom as a reminder that allergens are prohibited. Additionally, in these classrooms, snacks and celebrations must consist of one of the following options: 1) fresh fruits or vegetables, 2) pre-packaged food items containing an ingredient label, 3) non-edibles (stickers, pencils, erasers, coloring books), 4) non-food activities (games, book reading, person of the day, etc.). Please consult with your child's teacher for more information regarding practices for his/her classroom.

Healthy Snacks

Please make every effort to send a healthy snack for your child should your child's teacher set aside time for snack. Please do not send in cookies, potato chips, or other forms of junk food. Fruits and vegetables, whole grain crackers, pretzels, etc. are good substitutes. Children may also have water (not juice) with their snack. To facilitate healthy eating in school, a list of nutritious and safe food options has been provided for your consideration when choosing snacks for your child.

Healthy Snacks Suggestions

Bananas	Peaches	Celery Sticks
Apples	Grapes (red/green)	Cucumbers
Blueberries	Watermelon	Pepper slices (green/yellow/red)
Strawberries	Cantaloupe	Cauliflower
Raspberries	Honeydew	Broccoli
Oranges		Carrots (sticks & baby carrots)

Please reference the following website to help guide your selection of "safe" snack items if you are not sending in fresh/frozen fruits and vegetable snacks. This guide is frequently updated and should be referenced when making your food selections.

<http://snacksafely.com/snackguide>

Disclaimer: Please be aware that this snack list is intended to be used as a guide and use of any product contained on this list does not guarantee that said product is actually peanut/tree nut free. The Williamsville Central School District does not accept any liability from reliance on the snack suggestions contained in this guide. It is also important to recognize that potential changes in manufacturing procedures and ingredients may also render items listed as no longer appropriate.

Please carefully look at product and ingredient labels and do not send in items that state any of the following:

- "Contains: peanuts, tree nuts"
- "May contain peanuts, tree nuts"
- "Manufactured in a facility...with peanuts, tree nuts"
- "Manufactured on shared equipment...with peanuts, tree nuts"

The above statements may be found throughout the ingredient list or at the end of the ingredient list as a separate statement. Manufacturers also list a contact number that you can call to verify the safety of a product. ****Please note that due to safe health practices, all food brought in for allergen restricted classrooms must be store bought. Homemade food and food items from the bulk section are no longer allowed to be shared in allergen restricted classrooms. Thank you.**

ATTENDANCE INFORMATION

Absence(s):

1. Excused Absences

The absence or tardiness is due to personal illness, death or illness in the family, unsafe travel conditions, religious observance, medical appointments, or required court appearance.

2. Unexcused Absences

The reason for the absence or tardiness is not one of those listed as excused. Vacations taken by families at times other than those regularly scheduled by the school district are considered as an unlawful absence, and thus unexcused. Please note, teachers are not required to provide work if your child is going to miss school due to an unexcused absence such as vacation.

3. Tardiness

Students must be in class no later than 8:15 am. Tardiness shall be considered as an absence in the class if the student misses 50% or more of that day. When a student is late for school, the parent is required to sign in at the Attendance Office before the child proceeds to class. Parents must accompany children into the school.

4. Early Pick Up

Parents should send in a note with student name, reason for early pick up, person picking up, and time student will be leaving. The pick-up person should enter through the Main Doors. The pick-up person should be prepared to show identification if our office staff is not familiar with them.

Please Note: Parents must report to the office and sign their child out of school in the event of a dental or doctor's appointment. Children will not be allowed to leave the building unless accompanied by a parent, or a person designated by the parent in writing.

****Absence from class due to participation in a school-sponsored activity (field trip, musical event, athletic event, etc.) is not considered an absence from school. Consistent school attendance is ultimately linked with student success. Please understand that we monitor attendance to ensure that every student reaches his or her full potential.**

Reporting Absences:

Parents should call the Attendance Office at 626-8800, Option 1, no later than 8:00 a.m. if your child will be late or absent from school.

Return from Absence(s)/ Tardiness:

1. Upon the day of return to school from an absence or tardiness, parents are required to provide a written note explaining the reason for the absence/ tardiness. Absences/ tardiness without such explanations will be classified as unexcused if a note is not received within three school days.
2. After excused absences, the school will make every reasonable attempt to provide the student with make-up work. The teacher may omit tests, quizzes, labs, and the like, which are difficult to administer separately. The student (with the knowledge and support of the parent) must assume the responsibility for pursuing make-up work and meeting deadlines as determined by the classroom teacher.

3. Absences due to vacation are generally beyond the control of the individual student and as a result the teacher may, but is not required, to provide the work the student will or has missed. It is the responsibility of the individual student to make up missed work in a reasonable period to be determined by the individual teacher.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

Bus Expectations for Students

Be Respectful

- Show respect toward the driver and other students
- Use an indoor voice/ No shouting
- Use appropriate language

Be Responsible

- Be at the stop 5 minutes before the bus's scheduled arrival time
- Keep your area clean and throw out your trash when exiting
- Musical instruments are allowed only if it can fit on your lap
- Get off at your assigned stop and take your assigned bus: Permission for a change in stop should be requested through the Transportation Department; emergency situations will be handled by the Main Office (see Sec. A)
- Do not make stray marks on the seats, sides, or windows

Be Safe

- Keep your hands to yourself; no pushing or shoving
- When crossing in front of the bus, walk far enough away so the driver can see your face
- Stay seated at all times until you reach your stop
- Kindergarten and Grade 1 should sit close to the driver in front of bus
- Never place your head, hands or arm outside of a window
- No eating or drinking

Consequences

- Level 1: pupil conference, report sent to parent
- Level 2: pupil conference, parent conference, possible denial of bus privilege for up to one week.
- Level 3: same as above; possible denial of transportation for increasing lengths of time.

Cafeteria Expectations for Students

Be Respectful

- Follow directions of the adults
- Stay in seat/ Raise hand and ask to leave
- Use indoor voice

Be Responsible

- Bottom on bench
- Feet on floor/ under table
- Four to a bench
- Keep table area clean

Be Safe

- Hands to self
- Don't share food
- Don't throw or play with food
- Walk, don't run

Quiet Signal

- Lights Out
- Adult hands up
- Voice Level 0

Consequences:

- Level 1: Monitors give verbal warning
- Level 2: Monitors complete cafeteria report and inform teacher during line up- teachers follow-up with student and/or parent
- Level 3: To be used if Level 1 and Level 2 responses have been attempted, but problematic behavior continues. Monitor notifies the Main Office Staff (clerical or administrator) through a Cafeteria Report- the Cafeteria Report will be entered into WITS as a referral and handled by an administrator

Code of Character

The following Code of Character outlines behavioral expectations for everyone at Maple East and is read every Monday after the Pledge of Allegiance:

We will treat others the way we would like to be treated,
So everyone feels respected.
We will walk quietly in the halls,
to show we care about others' learning and safety.
We will keep our hands to ourselves,
So that everyone can be safe.
We will speak softly and politely,
So that others will want to listen.
This is what we do even when no one is watching,
Because we are Maple East!

Concert and Assembly Expectations for Students

Be Respectful

- Be respectful of the musicians and others around you
- No talking during the performance
- Clap and smile at the performers after each song is finished; Do not use your voice to recognize a performance; You will know that it's time to clap if you see the conductor put their arms down after the song finishes, or the conductor stands up from the piano

Be Responsible

- Practice your listening skills
- Keep your eyes focused on the performers

Be Safe

- Keep your hands and feet to yourself
- If the fire alarm goes off, stay calm and quiet, and follow the directions of the adults

Dismissal- Pick Up Waiting Area Expectations

Be Respectful

- Follow directions of the adults
- Stay in seat/ Raise hand and ask to leave
- Use indoor voice

Be Responsible

- Check in with adult at table
- Bottom on bench
- Feet on floor/ under table
- Sit in first two rows of cafeteria
- Keep bags near and closed
- Stay in seat until parent signs you out

Be Safe

- Hands to self
- Walk, don't run

Quiet Signal

- Lights Out
- Adult hands up
- Voice Level 0

Consequences: Students not following these rules will be given a verbal warning by the teacher assigned to monitor behavior; if the behavior continues, the parent will be notified by the teacher during the pick-up process. Regular disruptive behavior will be shared with the Main Office.

Recess/ Playground Expectations

Slides

- One person at a time
- Hold railing as you climb up the stairs
- Slide down only- no walking up or down the slide
- Face forward

Swings

- One person at a time
- No standing on swing
- Never walk or run in front of or behind swing
- No jumping off swing
- Swing backward and forward only

Teeter Totter

- One child on each side
- Get off at the same time (at mid-point)
- Don't hang on to the side

Ladders and Rock Walls

- Used to go up only, not down
- No jumping off ladder, rock wall, slide, or any other equipment

Clothing

- Dress for the weather
- Wear appropriate footwear (closed toe shoes, boots, or sneakers)

Other Rules

- No food, gum, or eating outside
- Keep your hands to yourself/ Do not push students on any equipment (i.e. swings, slides)
- Use caution when walking by swings, slides, etc.

Hallway Expectations

Be Respectful

- Be respectful of others at all times
- Speak softly in hallways
- Be quiet and attentive during announcements and stop for the pledge

Be Responsible

- Do not bring items to school not needed for school (Radios, card collections, etc.)
- Keep coat area neat and orderly

Be Safe

- Walk at the right-hand side of the hallway
- Be alert of doors opening into the hallway (gymnasium and auditorium)

CAFETERIA INFORMATION

Cafeteria Procedures

Students are scheduled for a 30-minute lunch time. During this time, they should remain seated and raise their hand if they need help. Proper table manners and behavior are expected at all times. Children should be encouraged to eat their entire lunch before snacks and dessert. The purchase of snacks will be limited to no more than two (2) items daily. No toys or electronic devices are allowed in the cafeteria. Books are permitted. We request that parents not bring in a purchased fast food meal for their child. We recognize your good intentions, but it is unfair to the other children in the area. Also, due to various allergies, food restrictions and the general safety concern of the children, we request that parents not purchase food for any student other than their own. Seating in the school cafeteria is limited, and so we request that parents do not plan to have lunch with their children.

Free and Reduced Breakfast/Lunch Program

These programs are coordinated through the Maple East Elementary Main Office. Applications may be obtained there. Parents should return the completed form to the school office. Eligibility will be verified by the "Child Nutrition Director" and parents will be informed of acceptance by a letter. Parents must apply each year.

Menus and Costs

Menus are available on WITS and are posted in each classroom.

The costs are:

Breakfast - \$1.25 *Lunch* - \$2.10 *Reduced* - \$.25

**Prices are subject to change*

Prepaid lunches: Information will be sent home at the beginning of each school year. You can also find this information on the District website.

Prepaying Lunches for Students

Parents may choose to prepay for their children's lunches. You may choose to send in cash, check or visit www.myschoolbucks.com for the online payment program. All checks should be made payable to: Williamsville Food Services.

Second Lunches

Students must have permission from a parent through a written note to the Child Nutrition Department to purchase second lunches.

COMMUNICATION INFORMATION

Maple East and the Williamsville Schools have a number of systems in place to ensure effective home/ school communication. Please take a moment to review these systems, and make sure your accounts and log in information are in good working order.

E Alerts

The Williamsville Schools utilize an emergency notification system in which parents, faculty, staff, students and community members can sign up to receive emergency notifications via emails and text messages. It is strongly encouraged that all parents sign up at the following website: <https://www.williamsvillek12.org/e-alerts/index.php>

The Lion's Pen Monthly Newsletter

The Lion's Pen will be sent to all parents through WITS mail on the last Monday of each month. Each edition will contain updates from the Principal and the PTA, and include important dates and events for the upcoming month. Each month's edition of the Lion's Pen will also be posted on WITS at the following website:

https://wits.williamsvillek12.org/data/ViewClassNotes?class_id=140598

Maple East Twitter Account

Follow us on Twitter for weekly updates and highlights, including pictures of activities and events. If you do not have a Twitter account, all information and pictures posted to Twitter will also be posted on WITS. The Maple East Twitter Account can be found at the following website:

https://twitter.com/mapleeast_wcsd?lang=en

My School Bucks

My School Bucks is a website where parents can create a free account and easily make cafeteria payments online and on-the-go. Parents can check cafeteria balances and purchases, receive low balance alerts, and set automatic payments. Information about setting up an account can be found at the following website:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

My Stop and My Stop App

My Stop is a web-based application available to all Williamsville Central School District parents to access live bus GPS information using a smartphone, tablet or computer and securely view the current location of their child's bus on routes. The system also provides the school bus's estimated time of arrival at your child's bus stop. Information for signing up and logging in can be found at the following website:

<https://www.williamsvillek12.org/departments/transportation/mystop/index.php>

Parent Student Handbook

Maple East's Parent Student Handbook contains all of our school policies and procedures for your reference. The Handbook is available electronically on WITS at the following website:

https://wits.williamsvillek12.org/data/ViewClassNotes?class_id=140599

Phone Numbers

- Feel free to call our staff if you need assistance at the following phone extensions:
- *Maple East Main Number: (716) 626-8800*
- Assistant Principal, Ms. Giardina: (716) 626-8813
- Attendance Office: (716) 626-8800, extension 1
- Child Nutrition (716) 626-8015
- Health Office, Mrs. Dubill (716) 626-8810
- Just for Kids (After School Program): (716) 639-8500
- Main Office Staff, Mrs. Carlino and Mrs. Mietz: (716) 626-8800, extension 5
- Maple East Fax: (716) 626-8808
- Principal, Dr. Bohen: (716) 626-8800, extension 5
- Psychologist, Mrs. Pfeister: (716) 626-8899
- Social Worker, Mrs. Nachreiner: (716) 626-8806
- WCSD Community Education: (716) 626-8080
- WCSD Transportation Department, Mr. Violino: (716) 626-8397

PTA Website

The Maple East PTA maintains a website with information about activities and events, and also volunteer opportunities for parents. The website can be found at the following link: <http://www.mapleeast.my-pta.org/>

Teacher Communication

Your child's teacher may have additional methods of communication through technology. Your child's teacher will discuss these modes of communication with you at Open House/ Orientation. Please discuss any concerns or problems with the classroom teacher. Often a call to the teacher can clear up any concerns or clarify any information regarding special classroom events. Follow-up calls may be made to the principal. Since we do not interrupt instructional time, please leave a message for the teacher to return your call. If you email the school and/or teacher and do not receive a response within 48 hours, please call the school. Sometimes emails do not reach us. We make every effort to keep communications open, and we do want to respond to your calls and/or emails.

Telephone Usage

Since we believe it is important for children to assume responsibility for bringing their homework, sneakers, instruments, etc., we discourage the use of the telephone to call home for these items. Children should make all arrangements for any after-school activities while they are at home. If a child needs to call home, they should use the telephone in the Main Office.

WITS Parent Portal

The WITS Parent Portal offers secure access for parents and guardians to monitor student progress and communicate with teachers. Progress reports and report cards are available for all grade levels. Parents can view cumulative grades, assessments, and assignment scores. In addition, attendance and transportation information for all students is posted on WITS. Parents are strongly encouraged to set up a WITS account to monitor the progress of their child. For assistance with the creation of a parent WITS account, please refer to the following website: https://www.williamsvillek12.org/departments/technology_services/wits_parent_portal/index.php Parents with an existing login can sign in at the following website: <http://wits.williamsvillek12.org>

Virtual Backpack

The District often receives requests from local nonprofit organizations and intergovernmental agencies to distribute informational materials to students. The Virtual Backpack allows us to communicate this information to parents and guardians without the need to send paperwork home with students. Parents are encouraged to check the virtual backpack periodically for community information and updates at the following website: https://www.williamsvillek12.org/virtual_backpack/

CURRICULUM EXTENSION AND ENRICHMENT

Art

The art program is directly aligned with the New York State Standards for the Arts. Students are actively engaged in making works of art, learning new techniques and use of various art materials, and learning to look at and talk about works of art. Art history is included at all grade levels K-4. Other areas included in the program are multicultural connections, linking children's literature with art, and developing projects that enhance classroom subjects such as science and social studies. The main goal of the program is to encourage students to develop their own creativity by offering a variety of experiences and materials.

Chorus

Chorus is offered in third and fourth grades. All third graders are invited to participate in chorus. Fourth graders may also choose chorus as an optional activity. The choruses present at least one evening concert per year.

Curriculum Extension 5 Day Cycle

Curriculum Extension classes consist of Physical Education, Library, Music, and Art. Curriculum Extension classes operate on a curriculum cycle based on five (5) continuous days. Each day of school is assigned a day number, beginning with Day 1 on the first day of school. The days are marked on the calendar that goes home at the beginning of each month. In the event of an unscheduled day off (such as a snow day), the cycle is not interrupted. Thus, the Curriculum Extension class scheduled for that day will take place on the day school resumes.

Library

The library program is an integral part of the school curriculum. Its goal is twofold: to help children become lifetime readers and lifelong learners. Library class is part of the Curriculum Extension schedule. Students visit the library on a weekly basis to listen to and discuss stories, participate in activities related to stories, learn research strategies, utilize technology applications, and check out books.

Music (Instrumental)

Instruction in instruments of the band and orchestra begin in Grade 4. Lessons are given in a group format and are offered weekly during the school year. Enrollment is open to all students. In October, students will meet for weekly large group band and orchestra rehearsals. Opportunities for performances are made available throughout the year in the form of assemblies and concerts. Instruments may be obtained on a rental/purchase plan from various area music stores and a limited number of instruments may be rented from the school district. Questions should be directed to either the band or orchestra directors at the school.

Music (Vocal)

Students in grades K-4 enjoy a variety of musical experiences. They participate through singing, moving, and playing instruments. They create, compose and write music. Students learn about their own and other cultures through the study of music and games from around the world.

Physical Education

The physical education at Maple East Elementary is an innovative, exciting and an integral part of the students' total learning experience. All activities and lessons are based around helping the students become more proficient at the Williamsville Physical Education Standards. Developmentally appropriate activities include work in the following areas: spatial awareness, locomotor movements, sports skills, health-related fitness, social skills, teamwork and cooperation. Students must be prepared with sneakers and comfortable clothing. In addition, jewelry and ornamented clothing create an unsafe situation for both the student and classmates. Please help your child refrain from wearing these on physical education days.

Technology Integration Program

The technology integration is an integral part of the school curriculum. It focuses on the integration of technology standards into our ELA and Math programs. Students are actively engaged in applying their computer skills to assist them with their reading, writing and problem-solving skills, as well as the development of keyboarding skills.

HEALTH OFFICE INFORMATION

Communication with Health Office

If there is any change in the health status of your child, the school nurse should be notified so the information can be added to the child's permanent health record. In any injury requiring medical attention, the parents are informed of the condition as soon as possible, so they may make decisions regarding the desired course of treatment. Children who show symptoms of illness in the morning should NOT be sent to school.

Communicable Diseases

When a contagious disease is reported in an elementary classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse. This information is kept confidential. According to the New York State Education Law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting or any communicable disease will be excluded from school until diagnosed and/or treated. Parents and/or guardians will be notified. Children must be fever free and vomiting free for 24 hours prior to returning to school.

Immunizations

Under Section 2164 of the New York State Public Health Law, all students are required to provide proof of immunizations before registration or transfer into school. Please refer to the following site for clarification of immunization requirements: <http://www.health.ny.gov/immunizations/schools>

*Acceptable alternatives for fulfilling immunization requirements are a blood test indicating immunity (accepted for measles, mumps, rubella, hepatitis B, and varicella) or a valid medical exemption.

Medications

According to New York State Education Law, any medication to be administered must be brought to the school nurse by an adult in the bottle or container in which the medicine was purchased or prescribed. It is necessary to receive written permission from the parent and physician before any medication will be given. The note should include permission for school personnel to administer the drug along with a statement of the reason, the name of the drug, the amount and the time to be given. This includes prescription medication as well as over-the-counter medications. Students will NOT be allowed to carry or have any medication in their possession. Administration of medication two to three times a day can be scheduled at home as a parent's responsibility. Verbal and/or telephone requests to administer medications are NOT acceptable, for the protection of the student and the school.

Picking Up a Sick Child

If a student must leave the school during school hours due to illness, the parents or designated guardian will be contacted by the nurse's office. Parents should report directly to the Nurse's Office to sign out and pick up the child.

Physical Examinations*

New York State Education Law requires physical examinations before entry into *Kindergarten, First* and *Third* grades. As a new requirement, the examination must include the child's BMI (body mass index) and BMI percentile (weight status category). Students new to the district are also required to have an exam. Exams may be done by the family physician or during the school year by the district nurse practitioner for families that do not yet have insurance. New York State Education Department requests proof of a comprehensive dental exam upon entrance to the Williamsville Central School District. The School District strongly recommends a full dental examination upon entrance or in grades K, 1 and 3. Routine vision and hearing screening are done on Kindergarten, Grade 1 and Grade 3 students during the school year. Vision testing is only done for Grade 2.

SAFETY INFORMATION

AED

Two defibrillator units are located in the school for use by those trained in CPR/AED. The units are wired directly to 911 for backup support. Look for the signs noting their locations. One is located in the loading dock area, the second is located outside of room 16.

District Security

The Williamsville District Security Alert Plan is found on the District website. Parents may access the site to check the alert status and activities tied to them.

Emergency Information Cards

Parents are responsible for completing all information requested on the Emergency Information Cards (completed at parent orientation in the fall) and to update any changes during the year. *Example:* change of place of employment, phone number, address or change of family situation. Parents are responsible for providing transportation home in the event of illness or another emergency.

Emergency Plan

Maple East Elementary has an emergency/crisis team, which has prepared a building plan to address issues related to the safety and security of students. Parents should be reassured that all precautions will be taken to ensure the safety of their children. The Maple East Emergency Plan is connected directly to the District, and to local and county departments for emergency help.

Safety Drills

From time to time during the school year, the children and staff will practice a variety of routines, which will prepare them for emergency situations such as fire, evacuation, or intruder. We do this with seriousness and in a non-threatening way.

Secure Entrance

The school doors are locked during the school day. Entry is through the front door only by ringing the front doorbell which signals the office. Entrants to the school may be asked to show identification. All entrants must sign in at the Main Office and wear an identification badge while they are in the school.

SCHOOL LOGISTICS AND INFORMATION

Celebratory Events/Birthday Parties

Classroom parties will be arranged with the room parent(s), who may contact you for assistance. Invitations for outside (home) parties should *NOT* be brought to school, unless ALL the girls or ALL the boys are invited. Your child will *NOT* be permitted to hand them out because this hurts the feelings of uninvited children. It is important that all children are treated fairly and with respect.

Children may celebrate their birthdays and celebratory events in school. Each classroom has different ways of celebrating. Please make any arrangements with your child's teacher *at least three days prior* to the event to assist in planning for the special day. Please keep in mind that birthdays are no longer celebrated with food. Non-edible treats are always welcome as an alternative to consumables in any of our classrooms. There are varied ways to celebrate a child's birthday and some additional alternatives to food include:

- Birthday student is honored as "person of the day" and/or is honored as a "V.I.P." with a button/crown/hat/sash/badge
- Classroom helper/line leader
- Special game (designed by teacher or brought in from home)
- Birthday student can sign and donate a book to the library in honor of their birthday; book can be read to the classroom by parent or grandparent
- Pencils, erasers, stickers, bookmarks, coloring books, activity books, etc.
- A "show and tell" for the birthday student
- Create a classroom "celebrate me" book where students in the class draw pictures, write poems, or stories about the birthday boy or girl.
- Some teachers invite the birthday child's parent or family member to bring in a favorite book/story to share. Please notify the teacher *at least 1 day prior* as to the book title.

Co-Curricular Clubs

There are many after-school clubs available to the different grade levels that your child may have the opportunity to participate in throughout the school year. The elementary years are the perfect time to explore diverse interests. These experiences build background knowledge in new arenas or further develop specific areas of interest or talent. Therefore, we do our best to offer a set of activities that meet a broad range of student interests. Examples include: Chess Club, Game Zone, Garden Club, Percussion Club, and others.

Dignity for All Students (DASA)

The Dignity for All Students Act (DASA) was signed into law on September 8, 2010 and takes effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. It covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities. The District has identified at least one employee at every school to serve as the DASA coordinator. The law requires these individuals to be trained to "handle human relations" in the protected areas and sets the expectation that all administrative staff have also been apprised of the intent, purpose and requirements of the Act. An overview of DASA is to be provided on an annual basis to faculty, staff and students. Such training for staff and students is intended to raise awareness, provide strategies

for prevention, and offer methods of responding to acts of discrimination and/or harassment. The DASA legislation also resulted in several amendments to New York State Education Law. By creating a new Article 2 and revising Sections 801(a) and Section 2801, school districts are now required to expand instruction in civility, citizenship and character education to include “an awareness and sensitivity in the relations of people, including but not limited to: different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity or expression, and sexes.” Finally, the latter amendments require Boards of Education to include language addressing DASA in their codes of conduct.

Electronic Device Policy

Student personal electronic devices must be kept in backpacks during school hours.

Emergency School Closings

There are times when inclement weather or other emergency situations would require the closing of all District schools. In the event school is closed, the Williamsville Schools utilize an emergency notification system (*e-Alert system*) in which parents, faculty, staff, students and community members can sign up to receive emergency notifications via emails and text messages. It is strongly encouraged that all parents sign up at the following website: <https://www.williamsvillek12.org/e-alerts/index.php>

School closings will also be available on local TV and radio stations. Parents should also make sure their children know what they should do in the event school is closed in the middle of the day. Please discuss with your children where to go and what to do if you are not at home in the event of an early dismissal. There are times when inclement weather or other emergency situations would require the closing of all district schools. In these situations, information will be communicated via radio and television broadcast. **When the Williamsville Central School District is closed, Maple East is closed.*

Emergency Closing Information for After School Childcare

In the event that District schools are closed for the full day or all after school activities have been cancelled, the *Just for Kids* program has informed us that they will also be closed. Please plan accordingly as your son or daughter will be placed on the appropriate school bus and transported home at the time of dismissal. The back-up plans that you have developed for your child will again be important. It is essential that your child knows where to go in the event that you are not home upon dismissal, whether during the school day due to an emergency-related early dismissal, or at the end of the school day due to the cancellation of all after school events and activities.

Field Trips

Enhancing the curriculum is an important part of instructional planning, and this occasionally involves a trip outside of school property. Consequently, the Williamsville School Board has mandated that field trips be curricular in nature. All field trips are planned by the teacher and are fully supervised. Parental permission slips will be distributed for each field trip. Field trips are an extension of the regular classroom; proper behavior is expected at all times.

Homework

Homework assignments are part of the general learning process. The amount will vary from grade to grade. At the beginning of the school year, homework policies will be explained to your child. They will also be reviewed with the parents on Orientation Night. If there is no written assignment, your child is expected to study spelling words, math facts, practice writing, or read for pleasure. Parents are encouraged to monitor the homework and provide a quiet place for studying. If your child is absent, parents are responsible for making any arrangements to pick up assigned work. 24-hour notice to teachers is required for a homework request.

Just for Kids Program

An after-school supervision program, independent of the Williamsville Schools, is offered at Maple East. For more information, please call Just for Kids at 639-8500. Parents must notify teachers of any changes in their child's attendance at this program. **Just For Kids is an independently operated afterschool program that is not affiliated with the Williamsville Central School District**

Lost and Found

A container is located in the front foyer near the Auditorium doors. Please have your child check for any lost articles. If items of value are found, we ask that they be turned in at the office for safekeeping. Items left on the school bus may be found at the bus garage.

Materials Distribution at School

Students may distribute any other materials subject to the following conditions:

These other materials are not disruptive (i.e. obscene, promote illegal actions or substance for minors, step on the rights of others, appear libelous or are disruptive to the school program) AND approved by the principal in advance.

- These other materials are distributed by the student him/herself with no assistance from adults.
- These other materials are distributed in non-instructional areas (hallway/ lobby) during non- instructional times (before 8:15 AM or after dismissal.)
- The student must understand that fellow students are not obligated to accept the materials. They have the right to say "No thank you."

Open House

Each grade level will have an open house scheduled at the beginning of the school year. This is an opportunity for parents to meet their child's teacher and become familiar with the requirements and expectations for the coming year. It is encouraged that all parents make every effort to attend.

Parent Teacher Association (PTA) Information

Encouraging parental involvement in school is the foundation upon which the PTA was built over 100 years ago. We now have statistics that indicate that a child's educational success increases with family involvement. For many years, these statistics were not available, but we sensed that parental involvement made a difference. We could tell by listening to the children. They have often spoken with pride of their mother's work at the Book Fair, or their father's helping hand at Family Fun Night. When we care about school, so do our children. Our PTA meetings provide opportunities to learn and discuss educational issues concerning our school and district. Fund-raisers provide resources to support technology, field trips, in-school programs, and educational programs for adults and books for the library. Finally, we would like to encourage you to take advantage of the social aspects of the PTA. Working side by side with parents, teachers and administrators provides an opportunity to get to know other members of our Maple East Elementary family. We urge you to *GET INVOLVED* and look forward to working with you! Please visit our website at www.mapleeast.my-PTA.org

Parent-Teacher Conferences

Parent-Teacher Conferences are in late November/early December at which time there will be two scheduled half days and one evening. Suggestions for achieving a successful conference:

1. Write yourself a few notes about what you would like to ask the teacher. Let your child have some input.
2. Be ready to listen to the teacher. It might be that your child has not understood everything that has happened in school. By listening, being ready with your own notes, and by talking, your conference should be a productive work session – not just a "listen and agree" session.
3. Ask questions about anything you do not understand. Sometimes educational jargon is unfamiliar and not easily understood. Let the teacher know.
4. Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
5. If you are unable to attend a scheduled conference, please call or send a note to reschedule.

Physical Education Intramurals

An after school intramural program is offered for 3rd and 4th graders which provides a variety of movement activities in a non-threatening atmosphere. For more information, please see one of the physical education teachers.

Report Cards

Communicating with parents is important to us. Report cards and parent-teacher conferences provide meaningful information regarding your child's progress in school. We feel that a parent-teacher conference is the best means to communicate student progress early in the year. All report cards will be accessible through WITS using the Parent Portal account. Hard copies will no longer be mailed home.

School Hours

7:30: Office Opens

7:50: Early Student Arrival

8:00: Teachers Report and Buses Arrive

8:05: Doors Open

8:15: Morning Announcements

2:15: Dismissal

2:22: Buses Leave

3:30: Main Office Closes

Please Note: Children do not have access to the building before 7:50 a.m. and will need to remain in the front lobby if they arrive early. Please arrange your child's schedule so he/she does not arrive before 7:50 a.m. as there is no supervision of children before that time. Buses will not unload at school until 8:05 a.m. If your child eats breakfast in the school cafeteria, he/she will be allowed access to the cafeteria no earlier than 7:50 a.m. Please note that students will not be allowed to proceed to the classrooms until 8:05 am.

Shared Decision Making

The SDM Team is made up of teachers, parents, administrators, and support staff representatives. Its primary focus is to oversee the School Improvement Plan for student achievement and character education. The team meets monthly throughout the school year.

Student Belongings

All outer clothing, lunch boxes, backpacks; etc. should be labeled with child's name to facilitate return in case of loss (especially in lower grades). Please help your child have a special place for his backpack, etc. Help him/her establish a routine of having things such as library books, pencils and lunch money ready the night before. This prevents the morning rush and gives the child a feeling of being prepared.

Student Directory

The Maple East Elementary PTA publishes a directory of each class, listing the child's name, address and telephone number, each year. This directory is produced as a service to the families of Maple East Elementary School, when parents join the PTA. It is solely for the private use of the Maple East Elementary students and their parents. Any misuse of the information contained in the directory will result in the elimination of future directories. Parents wishing not to be included in the directory should notify the PTA at the beginning of the school year.

Summer School

Elementary summer school offers a six-week reading and/or math remedial program for students below grade level in grades 1-4. Each daily session will be for 90 minutes. These programs are designed to meet the individual needs of students that are below grade level in reading and/or math who would benefit from a structured summer program.

Visitors to the Building

All visitors are asked to report to the Main Office to sign in upon entering the school. You will be given a visitors' pass to wear throughout your visit to the school. Signing the visitor's log and stating the nature of your visit is required before you may go to your destination. Please be prepared to provide picture identification. Keeping the school safe is of prime importance to our staff. As a means of maintaining security, we ask your understanding if, at any time during your visit, any of our personnel approach you and ask you if you have signed the log.

STANDARDIZED TESTING INFORMATION

The primary purpose of the New York State Testing Program is to provide teachers and parents with information which will benefit the student's educational experiences provided by our school district.

NYS English Language Arts Assessment (ELA)

This is a comprehensive test that is administered to Grade 3 and 4 students in late April or May. The testing situation takes place over several days and includes assessing student's progress in writing, reading, and listening skills. These tests go through a rigorous scoring procedure and we receive scores back from NYS once the scoring process is completed. This often occurs prior to school ending in June, though there are times when NYS does not release the scores until summer. The results of this test are sent home to parents from the District level by mail. Students not meeting the minimum level for acceptable performance are eligible to receive Academic Intervention Services (AIS).

NYS Mathematics Assessment

This is a comprehensive assessment that is given over a series of days in late April or May to our Grade 3 and 4 students. These tests go through a rigorous scoring procedure and we receive scores back from NYS once the scoring process is completed. This often occurs prior to school ending in June, though there are times when NYS does not release the scores until summer. Students who do not meet the state standards are given the opportunity to become involved in Academic Intervention Services (AIS). Results from this assessment are also sent home to parents in the mail from the District Office.

NYS Elementary Science Written and Performance Assessment

This test is given to students in Grade 4, typically across two different weeks in April and/or May. It will assess the content, inquiry skills, and attitudes contained in the New York State Elementary Science Syllabus. There is both a multiple-choice portion and a hands-on manipulative portion to the test.

How Can Parents Help?

There are many ways parents can contribute to their child's performance on these state-wide assessments.

- * Be sure your child attends school on testing days
- * Make sure they get a good night's sleep
- * Have them eat a good breakfast
- * Encourage your child's best effort

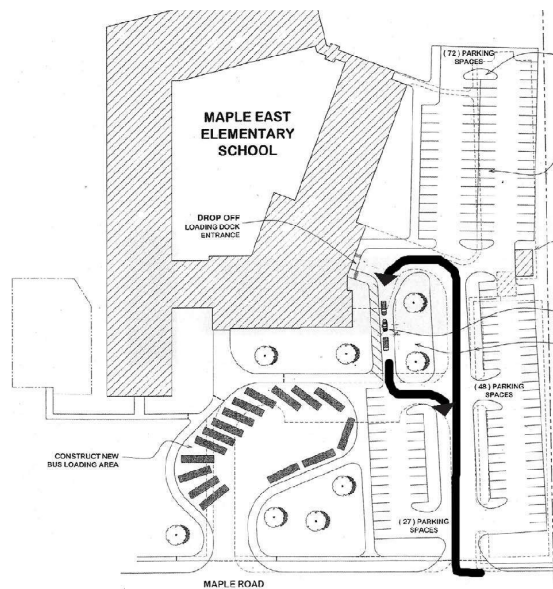
Each time your child is tested, you have the right to have the results explained to you at a conference with the teacher and/or principal. Students falling below the state standard level in language arts, mathematics and/or science may be placed in an appropriate remedial program of Academic Intervention Services (AIS). Many of these services will be offered at the middle school for our exiting fourth grade students. Parents and guardians will be notified when this affects their child.

STUDENT DROP-OFF AND PICK UP INFORMATION

Drop Off Information

The drop off zone is on the side of the building. Please review the following procedures before dropping off your child in the morning:

- Students should be dropped off in the drop off zone (between drop off zone signs) along the curb and exit out of the passenger side of the vehicle
- Students should not be dropped off before the first loading zone sign ("Drop Off Starts Here")
- Parents should pull their car up as far as possible as directed by the attendant to the front of the loading zone before dropping off students
- Parents should help their child exit the vehicle only if their child physically needs assistance
- Students should walk as far away from the curb as possible
- Students who use the crosswalk must be escorted by a parent during drop off time
- Students should enter through the side doors no earlier than 7:50 am
- Any student dropped off between 7:50 am and 8:05 am must report to the front foyer
- Parents/visitors must enter through the main doors and sign in at the Main Office



Pick Up Information

In the event it is necessary to pick up your child after school, a written notice of request must be sent that morning. Parents are to enter at the side door (which will be opened at 2:05 p.m. daily) and pick up their child in the cafeteria where they must sign the log before the child is released.

STUDENT SUPPORT SERVICES

Academic Intervention Services (AIS)

The purpose of this program is to provide educational support in the designated subject area for students who are performing significantly below the class average. This is NOT a Special Education program, but the first curriculum intervention outside the regular classroom instruction. The goal of the program is to provide students with supportive, additional instruction in Reading and/or Writing to help strengthen classroom performance. Children are selected according to multiple measures including, but not limited to their classroom performance, teacher recommendation, classroom assessment, and/or an evaluation by a Reading Specialist.

Child Support Team (CST)

The Child Support Team is made up of the principal, teachers, and support personnel. The team meets on a regular basis throughout the school year to review individual students who are experiencing significant academic and or behavioral difficulties. The team works together to develop a plan to address these difficulties. Parent(s) or guardian(s) are notified of a student's referral to the CST and of any recommendations made by the team.

Consultant Teacher

The Consultant Teacher provides support to the Special Education student within the general education setting. The general education teacher provides the primary instruction. Consultant Teacher instruction can be direct or indirect. Indirect means suggestions can be given to regular education teacher to help the child or provide support through an educational aide. Direct instruction indicates that the child is working directly with the Consultant Teacher. This is considered to be one of the least restrictive settings.

English as a New Language (ENL)

Our English as a New Language Program is designed to meet the needs of students who speak a language other than English, and either understand and speak little or no English; or meet the criteria established by the New York State Board of Regents. This program has four major components: socio-cultural, linguistic, academic, and cognitive processes. Services are based on individual student need and are provided by an ENL teacher.

Gifted Programming

Gifted Programming in Williamsville is delivered through four levels of service. Level 1 provides *ALL* students with formal instruction in critical and creative thinking skills. Level 2, services for *MANY* students, provides opportunities in which students may choose to participate. Level 3 services offer opportunities for *SOME* students who demonstrate sustained interest or motivation, above average ability, and the willingness to bring creative thought to an area of their academic strength. In Level 3 groups, students engage in learning, which provides challenge and enrichment in their strength area as well as acceleration when appropriate. Level 4 services are provided for a *FEW* students who demonstrate outstanding interest and ability in a specific academic area. The goals of gifted programming include recognizing talent or academic strengths in all students and providing appropriate programming options for the development and application of those talents and strengths.

Occupational Therapy Program

Occupational Therapy (OT) is available as a related service to children up to age 21 who have been identified by the Committee on Special Education. A therapy program is designed to assist the development of underlying skills that are prerequisites for academic learning. It may include improving sensory and fine motor skills, visual perceptual skills, organizational skills and self-care skills.

Physical Therapy Program

Physical Therapy (PT) is available as a related service to children up to age 21 who have been identified by the Committee on Special Education. PT focuses on gross motor skills such as strength, balance and coordination, mobility, and participation in physical activities with peers within the school environment. Team collaboration is an integral process in developing programs to help each child to reach their individual goals.

Reading Recovery

Reading Recovery is an intense reading and writing program for some first graders. Each school that is fully implemented in Reading Recovery can address 20% of the grade level before the year is out! Reading teachers specially trained in Reading Recovery work 1:1 with 4 individual students approximately 20 weeks (it could be 12-15 weeks long if the student is working on grade level in the classroom) and then another 4 individual students 1:1 for the last 15 weeks of school (unless the student has started earlier – it could be a 20 week program). Any student who does not discontinue the second round has an opportunity to finish their Reading Recovery Program in the summer.

Resource Room

A Special Education Teacher provides Resource Room services to students. These students receive placement through the Committee on Special Education. A student may spend 1/2 hour to 2 hours a day in the Resource Room. The Resource Room teacher provides supplemental instruction and remediation to students according to their individual needs. The classroom teacher and Resource Room teacher work together to coordinate each student's classroom and Resource Room program.

School Psychologist

The School Psychologist provides services to *all* people within the school community. The School Psychologist evaluates children's academic, cognitive, and social emotional abilities. The School Psychologist discusses with parents and teachers the child's strengths and weaknesses. The School Psychologist is also available to provide consultation to parents and staff regarding a child's behavior and educational needs at home and at school. The School Psychologist is involved in the development of the Individualized Education Program for each student who has been determined to qualify for special education services.

School Social Worker

The School Social Worker is in the building on a full-time basis and is available to meet with children and parents as well as personnel. Services include individual, family and group sessions around the issue that may be interfering with school performance. This may include adjustment to family changes such as loss of employment, serious illness, separation, divorce, or loss of a family member. Also, consultation may be provided for chronic behavior problems, peer relationships, social skills and parenting issues. The Social Worker also coordinates our "Special Friends" program for Grade 1 students, helping them adapt to the school environment.

Speech, Language and Hearing Services

The Speech/Language Pathologist is responsible for assessment and remediation of communication disorders. Services can be provided to students individually and in small groups. Frequency and duration of the service varies according to the severity of the disorder. Communication disorders may include receptive and expressive language delays, auditory processing difficulties, or speech production difficulties in the areas of articulation, voice and fluency.

TRANSPORTATION INFORMATION

Assigned School Buses

Students will take their assigned bus home unless, as a parent, you are picking up your child, your child is walking home, your child is riding their bicycle home, your child is in an after-school program, or if your child goes to an alternate address every day. If any of the following circumstances apply to you, please update your transportation needs every year.

Student Pick Up Instead of Taking the Bus Home

- Picking up a student every day throughout the school year requires parents to send in one note to your child's homeroom teacher that will cover the remainder of the year (i.e. "I will pick up my child every day after school until further notice.")
- Occasional parent pick-up or occasional change in dismissal/send in a note on the day of pick up (also indicate their normal dismissal routine).
- Set schedule with pick up/send in a note to your child's homeroom teacher (i.e. "I will pick up my child on Mon/Wed/Fri and on Tues/Thurs they will take their regularly assigned bus home until further notice.")
- Any changes to student pick up requires a note to the homeroom teacher.

Student Walking/Riding Bike Home Instead of Taking the Bus Home

- Parent permission and note is required as noted above.

Special After School Transportation to an Alternate Address (Neighbor/Sitter/ Grandparent)

- If a student is going to a different location after school other than their home, such as a neighbor, sitter or grandparent's home, a Special Transportation Form needs to be completed and sent to the Transportation Department. This form can be found at the following link:
<https://www.williamsvillek12.org/Departments/Transportation/DAY%20CARE%20Bus%20Application.pdf>
- The location of the neighbor, sitter or grandparent's home must be within the Maple East attendance area.
- This bus will be your child's only afternoon bus assignment.

Special After School Transportation to an Alternate Address (Licensed Day Care)

- If a student is going to a licensed day care after school (not in-house Just For Kids), a Special Transportation Form needs to be completed and sent to the Transportation Department (see attached form), (exception: Little Red School House)
- If the location of the licensed day care is within the Maple East attendance area, the student will not have to take a transfer bus to Mill Middle. A bus from Maple East will take them directly to the licensed day care facility.
- If the location of the licensed day care is outside the Maple East attendance area but in the Williamsville School District area, the student will take a transfer bus from Maple East to Mill Middle where they will transfer to the bus that will transport them to the licensed day care facility.
- This bus will be your child's only afternoon bus assignment.

Special Permission for Change in Bus and/or Stop

- Permission for a change in stop and/ or bus will be granted on an occasional basis for emergency situations, child care purposes or other situations approved by the Main Office
- To obtain permission for a change in bus/ stop, parents should write a note to the Main Office; The note should be given to the classroom teacher in the morning
- Once the Main Office receives the note, a bus pass will be issued and returned to the classroom teacher; Classroom teachers should give the bus pass to the student

Please review your family's situation carefully and advise the school according to the directions above should any special circumstances apply. The Main Office can also assist you if you have questions at 626-8800.

VOLUNTEER INFORMATION

Cafeteria Volunteer Duties

- Wear ID Badge
Circulate around the cafeteria and be a visible presence
- Answer questions of students with hands raised
- Assist with opening containers and packages
- Assist with spills/clean up
- Assist with serving line/ condiment station
- Assist students with neatly stacking trays at the window
- Assist with line up at dismissal
- Encourage students to stay seated and use an indoor voice
- Familiarize yourself with and remind students of the posted cafeteria rules, however, please do not handle disciplinary situations, as our monitors are trained to do this
- Escort students if needed (checking with monitor first):
 - i. Lavatory (K always, grade 1 whenever available)
 - ii. Nurse
 - iii. Attendance
 - iv. Main Office

Identification

- Parent volunteers should wear the Maple East Parent Volunteer Lanyard available in the Main Office

BOARD OF EDUCATION POLICIES

WCSD BOARD OF EDUCATION POLICIES

ACCEPTABLE USE (Board Policy #7315)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "online services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as prescribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Assistant Superintendents for Exceptional Education and Student Services, and/or their designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be available to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

WCSD BOARD OF EDUCATION POLICIES (cont'd)

CIVIL RIGHTS (Board Policy #3420)

The Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. Such actions and occurrences are prohibited regardless of whether they take place on School District premises, on a school bus, school-sponsored transportation or District vehicle or at school-sponsored events, programs, or activities held at other locations.

Any member of the Williamsville Central School District staff or any Williamsville Central pupil or parent believing him or herself aggrieved because of discrimination based on gender, age, race color, national origin, or handicapping conditions should address questions and complaints to Dr. John McKenna, Coordinator of Title IX compliance activities, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.

CODE OF CONDUCT (Board Policy #7310)

(Insert correct link)

Please access at the link below:
[CODE OF CONDUCT 2018-2019](#)

SEXUAL HARASSMENT (Board Policy #7551)

"The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students, and members of the public." Any questions or complaints may be directed to Dr. John McKenna, Assistant Superintendent for Human Resources, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.

STUDENT EVALUATION, PROMOTION, AND PLACEMENT (Board Policy #7210)

Grade promotion and the placement of students within the District's instructional system shall be at the discretion of the principal and shall be subject to review at any time. In making such decisions, the principal will be guided by: performance in class; past records, including various measures of student growth; recommendations from parents/guardians, and teachers; and any other appropriate sources of information. District policy regarding, placement, promotion and retention of students is guided by consideration of the best interest of the student, the resources of the District and research concerning best educational practices.

Should a parent/guardian request a review of the Principal's determination, the Principal shall meet with the parent to review relevant evidence upon which such determination was made. If the parent/guardian remains in disagreement with the decision after speaking with the Principal further review may be requested. The Assistant Superintendent for Instruction and/or the Assistant Superintendent for Exceptional Education and Student Services shall review existing documentation and render a decision. A parent/guardian may appeal to the Commissioner of Education if they disagree subsequent to this formal District review.