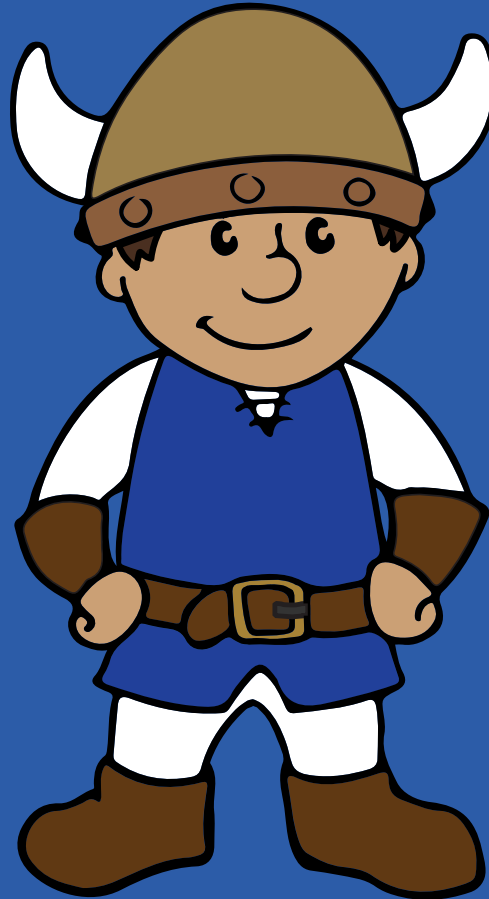


2022-2023



CHARLOTTE SIDWAY  
ELEMENTARY  
PARENT  
HANDBOOK

# Message from the Principal

Dear Families,

Welcome to Charlotte Sidway Elementary School! I hope you are as excited about the new school year as I am! All of us at Sidway look forward to working with you this school year to provide the best learning experience possible for your child. The Grand Island Central School District prides itself on inspiring all students to achieve their highest potential by fostering academic excellence, creativity and social emotional health. Our goal at Sidway is to continue to develop the strong foundation you have already created by being your child's first teacher. We will continue to guide your child in his/her journey to becoming a life-long learner.

Our school community is built on mutual respect and consideration for all members. Respect, Responsibility, Safety and Compassion are the core values embedded in our school community. We believe that every child matters and that every child can learn.

Home-School communication is critical to school success. There are many opportunities for you to become actively involved with your child's education here at Sidway. Parents are invited to be a part of our school community in whatever capacity they are able. We encourage parents to become members of our PTA, Shared Decision Making Team and/or volunteer in the classroom.

I look forward to getting to know you over the next several months. By working together, we will set your child on a successful educational journey.

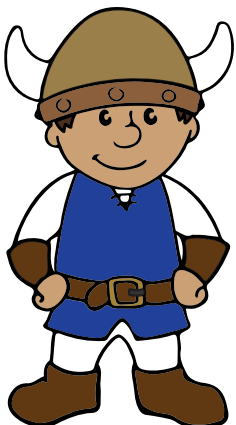
Sincerely,  
Mike Antonelli



## **\*\*IMPORTANT ALLERGY NOTICE\*\***

Due to the varied nature and severity of allergies in our building, we request that volunteers and guests visiting Sidway refrain from bringing foods and beverages into the building for personal consumption. You will be asked to leave your beverage in the office.

Thank you for your cooperation.



# Attendance

**SCHOOL BEGINS AT 9:05 AM**

**SCHOOL DISMISSES AT 3:05 PM**

Regular attendance is critical to your child's success in school. Attendance is taken daily at 9:05 AM. When your child accumulates 10 absences and/or tardies you may receive a letter from the office calling your attention to this fact. This is District Policy. You may continue to receive letters at increments of 15 and 20 absences/tardies. The purpose is to draw your attention to the number of days your child has missed school. Please make every effort to schedule appointments outside of the school day!

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## Early Dismissals

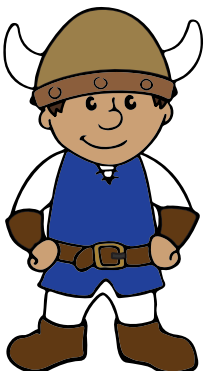
If your child must be excused for any part of the regular school day for a medical appointment or for any other reason, a written excuse, including your child's name, his/her teacher's name, and his/her bus symbol is required and should be sent in with your child in the morning. If the child has a standing appointment with a doctor, one note with this information is sufficient.

Please report to the main office to sign your child out. Our sign out form requires you to know your child's classroom teacher. We will not dismiss children, unaccompanied, to persons waiting in the parking lot. Children will not be released to any person, other than their parent unless we are directed to do so in writing. The person to whom the child is to be released must clearly be stated in the note. They will also be required to show photo identification when reporting to the office. These requirements are for the protection of your children and will be strictly enforced.

As we share buses with St. Stephen's school, when they are not in session our students arrive home approximately 15 minutes earlier.

This can create many problems for parents and children when not prepared. We make every effort to inform parents of these changes, through notes and e-news. Please be on the lookout for such reminders.

When there is only a half day for elementary students as indicated on our master calendar, the students are dismissed at 11:15 am.



# Excuses

A written excuse is required for any absence or early dismissal. Legal excuses include illness and religious observance. Family vacations are not considered legal absences. The written excuse should be sent in the day your child returns to school.

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# Late Arrivals

In the event your child arrives after the 9:00 am bell, he/she will be marked tardy and must report to the main office to sign in and receive a late pass. You must walk your child in to the office.

If your child accumulates 10 tardies, you may receive a letter from the school office drawing your attention to this matter.

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# Sign-In Procedures

You may gain entrance to the building by buzzing in the front door only. All visitors will be asked to scan their identification in the RAPTOR system. Please be sure to have your driver's license with you. A visitor's pass will be issued once your identification is scanned.

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# District Attendance Policy

Please see the next few pages or the District Website for information regarding the District's attendance policy.

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Book	Grand Island Central School District Policy Manual
Section	7000 Students
Title	Comprehensive Student Attendance Policy
Code	7110
Status	Active
Adopted	September 8, 2014

## **SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY**

### **Notice**

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of absences, tardiness, and the departures; encourage full attendance by all students; maintain an adequate attendance record keeping system; identify patterns of student absences; and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of this policy, the Superintendent shall take such steps as necessary to ensure the widest publication possible, including but not limited to, placement in student handbooks, reviewing with students a plain language summary at the start of the school year, placement in the District website, and appropriate print publications, and also mailings whether periodic or not.

Parents will receive a plain language summary of this policy by mail at the start of the school year.

When a student is absent, tardy, or leaves early from class or school without excuse, the attendance clerk/nurse will notify the student's parent(s) by telephone or in writing of the specific absence, remind them of the attendance policy, and review relevant intervention procedures with them.

The District will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment. All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.

Copies of this policy will also be made available at the District Office to any community member, upon written request.

### **Objectives**

The overall objective of this policy is to ensure the maintenance of an adequate record verifying the attendance of all children and instruction in accordance with the provisions of the Education Law and to provide a practical mechanism to account to the parents of all children enrolled in the District of the whereabouts of their child throughout each school day. It is also critical that sufficient pupil attendance be maintained at all times since pupils can only succeed at meeting the state learning standards if they attend actual instruction or supervised study activities. By identifying individual and group attendance patterns, the District can design improvement efforts and ensure for the safety of every student. Such data will be used to develop interventions to help close the gap in student performance and to determine the District's average daily attendance for state aid purposes.

### **Strategies**

The strategies developed to accomplish these objectives will be annually reviewed by the Board of Education and the administration to ensure that the needs of the students and District are being met. In order to accomplish these

objectives, all members of the school community will be made aware of the policy, its purpose, procedures and the consequences of non-compliance. Toward that end, and to ensure the widest publication possible, the Superintendent is directed to place a copy of this policy on the District website as well as in appropriate print publications and mailings. The policy shall also be placed in student handbooks and reviewed with the students at the beginning of each school year. Each student will be asked to execute a statement indicating that he/she has read the policy and the accompanying rules and regulations and understands them. Acknowledgment and understanding are the first step in the implementation process. Parents will also be asked to acknowledge and understand their role in the process.

School newsletters and publications will also include periodic reminders of the components of the attendance policy and the accompanying regulations as well as remind parents and students of the importance of regular and punctual attendance.

### **Excused and Unexcused Absences**

Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness; illness or death in the family; family farm work requirements; religious observance; quarantine; required court appearances; attendance at health clinics; approved college visits; approved music, art and athletic competitions; approved cooperative work programs; military obligations; or such other reasons as may be approved by the Board of Education.

All other absences, tardiness and/or early departures shall be considered unexcused absences.

All absences, whether excused or unexcused, must be accounted for. It is the parent's responsibility to at least orally notify the school office within at least twenty-four (24) hours of the absence. Parents should be encouraged to provide a written excuse upon the student's return to school. Failure to provide an acceptable oral or written excuse shall be deemed an unexcused absence.

### **General Procedures/Data Collection**

For students in non-departmentalized kindergarten through grade eight, each student's presence or absence shall be recorded after the taking of attendance once per school day, provided that if the students are dismissed from school grounds during the lunch period, the student's presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from the lunch period each school day. For students in grades nine through twelve or in departmentalized schools at any grade level, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in the same manner as non-departmentalized courses.

Any absence for a day or portion thereof shall be recorded as excused or unexcused in accordance with the standards set forth in this policy. Additionally, in the event any student arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy. The nature of each absence shall be coded on the student's record with such information being made available and reviewed by the designated school personnel in an expeditious manner. Such attendance data will be analyzed periodically to identify patterns or trends in students' absences.

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated individual responsible for attendance. All entries in a register of attendance shall be made either by a teacher or by such individual designated by the Board of Education who shall thereafter both verify by their individual affirmation each entry in the register of attendance.

Where additional information is received that requires corrections to be made to the students' attendance records, such correction will be made immediately upon verification of the additional information. Notice of such a change will be sent to the appropriate school personnel subject to any applicable confidentiality rules. There shall be continuous monitoring in an effort to identify students who are absent, tardy, or leave class or school early. Each school year, the Building Principal as well as the individual designated by the Board in each school building shall review the records for the purpose of initiating appropriate actions to address any unexcused student absences, tardiness, and/or early departures consistent with this policy.

Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the building administrator.

A student of compulsory school attendance age who is suspended from classroom instruction (whether in-school or out of school suspension) will not be marked absent unless the District provides alternative instruction and the student fails to attend such instruction. If the District elects to provide alternative instruction to a student over the compulsory attendance age, only students who fail to attend shall be marked absent.



## **Attendance Incentives**

The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Such incentives may include attendance honor rolls to be maintained and published monthly identifying those students with perfect attendance as well as those students whose attendance has improved significantly, subject to parental consents and applicable confidentiality rules. At the building and classroom levels, administrators and teachers are encouraged to schedule instruction, programs and events in order to reduce days of chronically high absenteeism. Teachers are also encouraged to provide special age appropriate responsibilities to students who may need extra motivation to come to school.

## **Intervention**

The District shall appoint a committee of administrators, faculty representatives, parents and students whose purpose shall be to design intervention procedures to be implemented by the District.

The Committee shall determine appropriate intervention strategies and potential penalties for violation of the attendance policy in the District. In instances of absences, a representative of the District shall meet with the student to review the attendance policy and regulations, explain the ramifications of unexcused absences, and stress the importance of class attendance. Parents shall also be notified of this meeting and encouraged to attend. This meeting should ascertain the reason for the absence. Notification shall thereafter be sent to the parents and placed in the student's record with regard to such unexcused absences from school. Nothing herein shall preclude the use of the disciplinary procedure pursuant to the Code of Conduct. Both students and parents should be warned that continued non-compliance with the attendance policy and regulations will result in further disciplinary action.

For any further instances of an unexcused absence, tardiness and/or leaving school or class early, additional progressive disciplinary action may be warranted.

Where necessary, the Superintendent may seek to involve the juvenile justice system either through the Department of Probation or Family Court by filing a Person in Need of Supervision Petition. Where the student's absenteeism is due to the parents'/guardians' failure to enable or permit the student's attendance and the student is of compulsory school age, the District, as mandated reporters under the law, shall report the matter as educational neglect to the appropriate state officials.

## **Disciplinary Consequences**

Unexcused absences will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, but are not be limited to, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

In addition, designated staff member(s) will contact the student's parents. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

## **Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, for each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences will affect a student's class participation grade for the marking period and any excused absence from class which is not made up may result in a loss of points from the student's classroom participation grade for the marking period.

At the high school level, any student with unexcused absences in excess of those set forth in the regulations may not receive credit for that course. However, students with properly excused absences may make up the work resulting from each absence, and those absences will not count toward the minimum standard.

To ensure that parents and students are aware of the implication of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching the levels of unexcused absences as set forth in the regulations.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make



up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason. Students who arrange with their teachers to make up any work missed shall, upon the completion of any make up work assigned, be given credit for classroom participation for the day/class period missed. A student's parent(s) or guardian(s) should make arrangements with the Main Office for home instruction or for such classroom assignments for short term absences to allow the student to make up the work to enable him/her to earn a grade for work completed and classroom participation.

All students with an excused absence are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

### **Released Time of Students**

Written requests from the parent/guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The Building Principal shall assume this responsibility or shall designate an individual to review and approve all requests.

### **Building Review**

Each building will review the attendance records of students at the end of each term. The purpose of the review shall be to identify individual and group attendance patterns and initiate appropriate actions to address any issues involving unexcused absences, tardiness and/or early departures. A parent may request to review their child's attendance record upon written application to the Building Principal.

### **Annual Review**

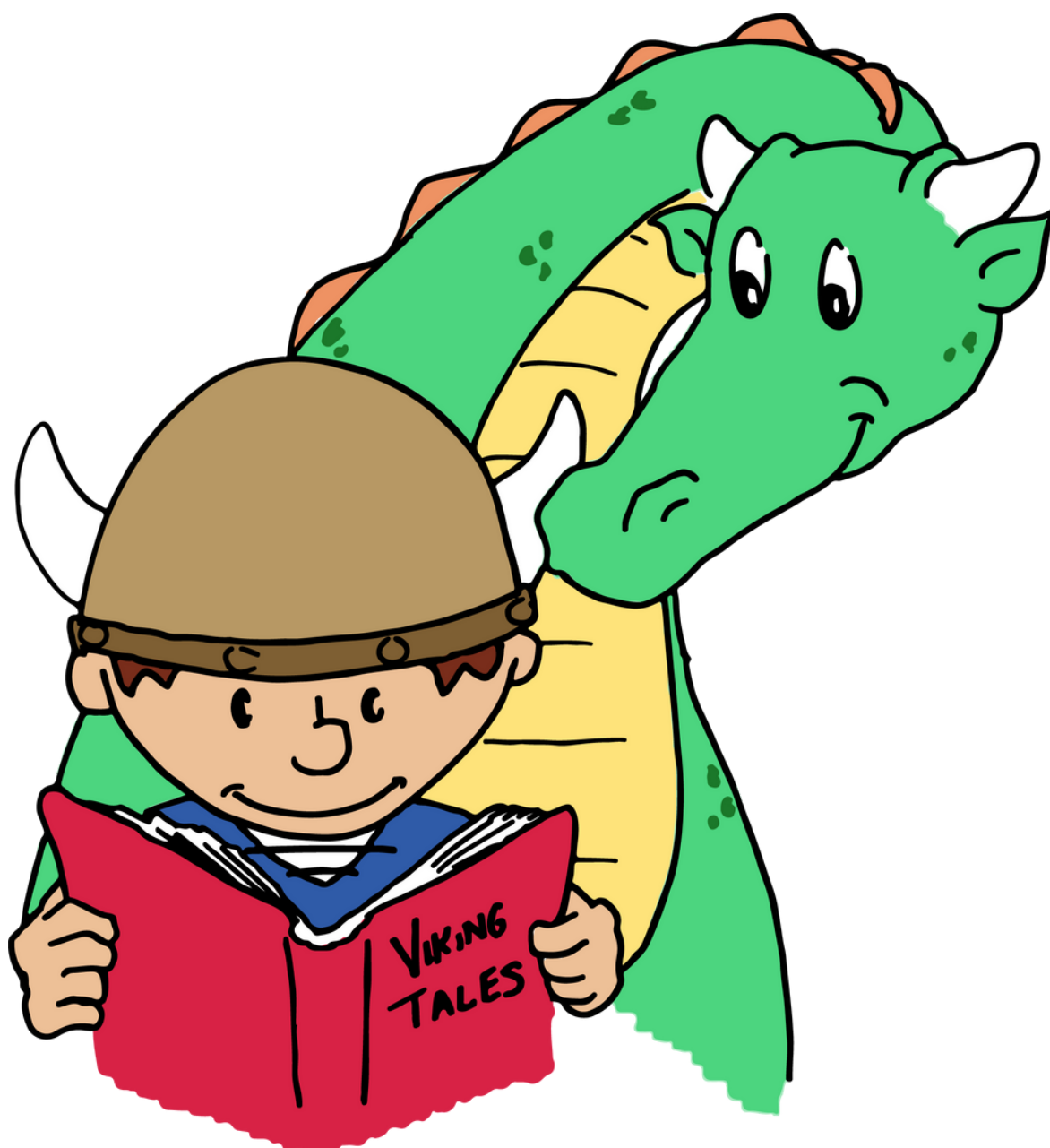
The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213  
8 NYCRR Sections 104.1, 109.2 and 175.6

Adopted: 9/8/14

# Backpacks

Children need a book bag or backpack to transport papers and books to and from school. It should be large enough to carry a take-home folder, a lunch box, a sweater or jacket, and sneakers if necessary. Backpacks should not have wheels of any sort. These become dangerous on the bus and in the hallways. Although some of the backpacks available these days are cute, they are not necessarily practical. It is important to check your child's backpack daily for notices, homework, etc. Please see the building principal if you need assistance with supplies or a backpack.



# Birthday Parties

Children may celebrate their birthdays in school. Each classroom celebrates in its own way. Please make arrangements with your child's teacher at least three days before the event to assist in planning for the special day.

If a child is inviting classmates to a birthday party outside of the school day, we would prefer you handle invitations outside school. If necessary, invitations can be given in school ONLY if the whole class is invited. Due to privacy laws, your child's teacher cannot share the addresses of students.

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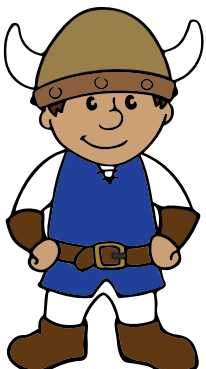
## Books

Books remain the property of the District even when they are entrusted to the handling of students. We believe in encouraging children to read every day, and your child will have an opportunity to sign books out from the library. Your child's teacher may also send classroom books home. Our hope is that you will share in the excitement of your child gaining control of the reading process. Please be aware that parents of students who lose or deface books will be expected to pay for the replacement.

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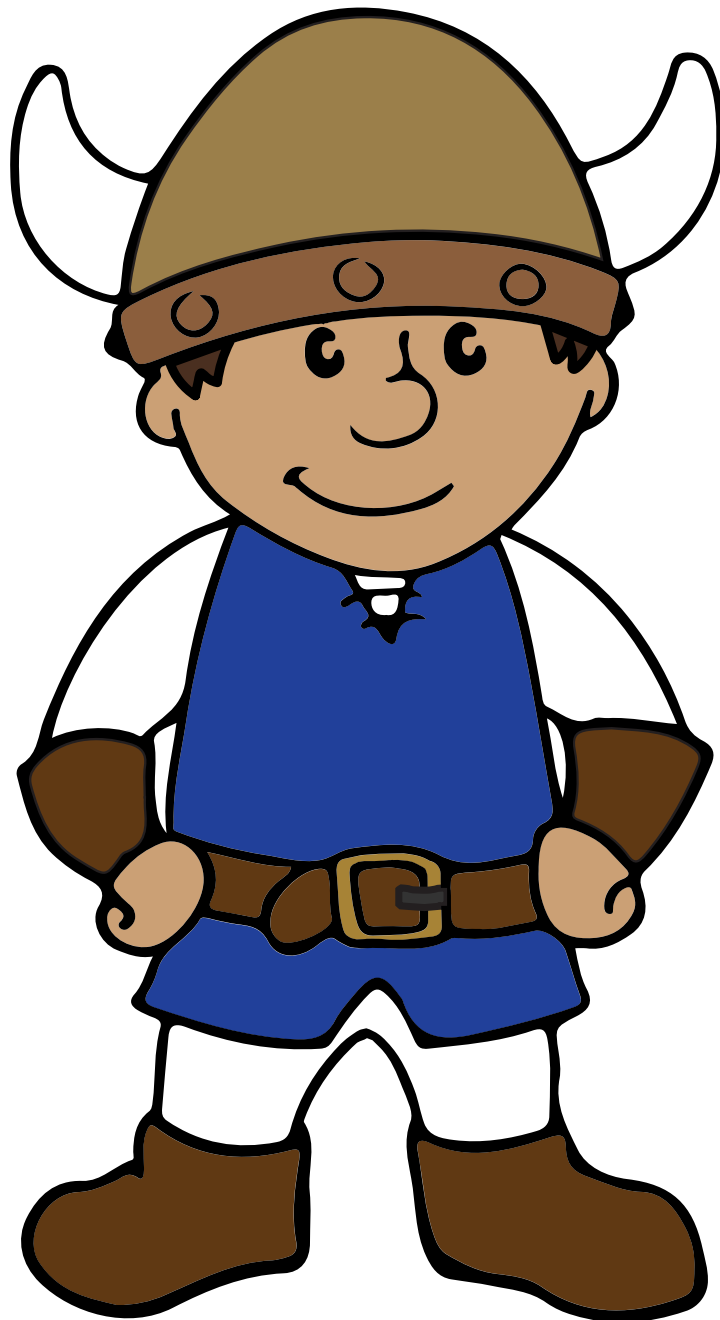
## Calendar

District calendars are mailed to every household. You can also access District and building calendars on the district website, [www.grandislandschools.org](http://www.grandislandschools.org), and click on Calendars and Calendars of Events. Generally, all three elementary schools have common days for conferences, holidays, etc., but please note that the high school and middle school often differ. General reminders and important dates will also be sent out on an e-alert. Please be sure the District office has accurate contact information for you, as this is used for notifications.



# Child Abuse

See sheet on the following page.





Book	Grand Island Central School District Policy Manual
Section	7000 Students
Title	Child Abuse and Maltreatment
Code	7530
Status	Active
Adopted	September 8, 2014
Last Revised	July 8, 2019

### **SUBJECT: CHILD ABUSE AND MALTREATMENT**

The District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. To this end, regulations will be developed, maintained, and disseminated by administration regarding the:

- a. Mandatory reporting of suspected child abuse or maltreatment;
- b. Reporting procedures and obligations of persons required to report;
- c. Provisions for taking a child into protective custody;
- d. Mandatory reporting of deaths;
- e. Immunity from liability and penalties for failure to report;
- f. Obligations for provision of services and procedures necessary to safeguard the life or health of a child; and
- g. Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials will be established and implemented to enable the staff to carry out their reporting responsibilities.

#### Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

#### Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) in accordance with Social Services Law Section 413(1) include, but are not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate, and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

All mandated reporters must make the report themselves and then immediately notify the building principal or designee. The building principal or designee will be responsible for all subsequent administration necessitated by the report. Any

report must include the name, title, and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

#### Prohibition of Retaliatory Personnel Action

The District will not take any retaliatory personnel action against an employee because the employee believes that he or she has reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, no school official will impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

"Retaliatory personnel action" means the discharge, suspension, or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

#### Report Form

The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the OCFS website.

#### **Child Abuse in an Educational Setting**

The District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers.

**Child abuse** means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a. Intentionally or recklessly inflicting physical injury, serious physical injury, or death; or
- b. Intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury, serious physical injury, or death; or
- c. Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d. The commission or attempted commission against a child of the crime of disseminating indecent materials to minors in accordance with Penal Law Article 235.

**Administrator** or **school administrator** means a principal, or the equivalent title, in a school, or other chief school officer.

**Educational setting** means the building(s) and grounds of the District; the vehicles provided directly or by contract by the District for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off District grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

In any case where an oral or written allegation is made to a teacher, school nurse, school counselor, school psychologist, school social worker, school administrator, Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person will upon receipt of the allegation:

- a. Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report will be completed on a form prescribed by the Commissioner of Education.
- b. Except where the school administrator is the person receiving the oral or written allegation, the employee completing the written report must promptly personally deliver a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

In any case where an oral or written allegation is made to a school bus driver employed by a person or entity that contracts with the District to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to his or her supervisor employed by the contracting person or entity.

In any case where an oral or written report or allegation is made to a supervisor who is employed by a person or entity that contracts with the District to provide transportation services to children from a person employed by the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:



- a. Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This report must be completed on a form prescribed by the Commissioner.
- b. Ensure that the written report is personally delivered to the Superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

In any case where it is alleged a child was abused by an employee or volunteer of a school other than a school within the District, the report of these allegations will be promptly forwarded to the Superintendent of the District and the Superintendent of the school district where the abuse of the child allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate Superintendent, must be notified of the allegations of abuse.

If it is alleged the child was abused by the Superintendent or administrator, the report of the allegations will be made to another designated administrator.

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with the District to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law will have immunity from civil liability which might otherwise result by reason of those actions.

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or the Superintendent must then determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. Where there has been a determination as to the existence of reasonable suspicion, the school administrator or Superintendent must follow the procedures mandated in law and further described in administrative regulations including parental notification. When the school administrator receives a written report, he or she must promptly provide a copy of the report to the Superintendent and promptly forward the report to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the Superintendent.

Where the Superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, the Superintendent will also refer the report to the Commissioner if the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the State Education Department.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits a report to a person or agency as required by law, will have immunity from civil liability which might otherwise result by reason of those actions.

Reports and other written material submitted in accordance with law with regard to allegations of child abuse in an educational setting, and photographs taken concerning those reports that are in the possession of any person legally authorized to receive that information, will be confidential and will not be redisclosed except to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or in accordance with a court-ordered subpoena. School administrators and the Superintendent will exercise reasonable care in preventing unauthorized disclosure.

Additionally, teachers and all other school officials will be provided an annual written explanation concerning the reporting of child abuse in an educational setting, including the immunity provisions as set forth in law. The Commissioner will furnish the District with required information, including rules and regulations for training necessary to implement District and staff responsibilities under the law.

All persons employed by the District, in titles equivalent to teacher or administrator, and any school bus drivers employed by a person or entity that contracts with the District to provide transportation services to children, are required to complete coursework or training regarding the identification and reporting of child abuse and maltreatment in accordance with law and Commissioner's regulations.

### **Prohibition of "Silent" (Unreported) Resignations**

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent, or the Commissioner, as appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from his or her position.

The Superintendent or other school administrator who reasonably and in good faith reports to law enforcement officials information regarding allegations of child abuse or a resignation as required by law will have immunity from any liability, civil or criminal, which might otherwise result by reason of those actions.

### **Prohibition on Aiding and Abetting Sexual Abuse**

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Education Law Article 23-B and Sections 409-1, 902(b), 3028-b and 3209-a  
Family Court Act Section 1012  
Labor Law Section 740(1)(e)  
Penal Law Articles 130, 235 and 263  
Social Services Law Sections 411-428  
8 NYCRR Part 83, Section 100.2(nn)  
20 USC Section 7926

Adopted: 9/8/14  
Revised: 7/8/2019

# Child Care Program

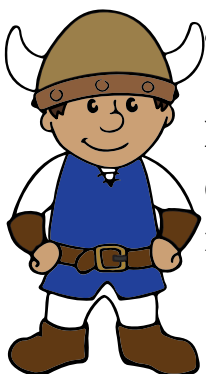
Just for Kids offers an extended daycare program at Sidway School from dismissal at 3:05 until 6:00 pm. It is designed to give supervised care to children after school. It is licensed by New York State Day Care and complies with regulations set forth by the New York State Department of Social Services. This program is not affiliated with Sidway School or the Grand Island Central School District.

The program is staffed by qualified coordinators and aides. Activities include arts and crafts, sports, special projects, stories, and games. Details, costs, and registration information may be obtained by calling 639-8500 or on the website [www.justforkidsonline.org](http://www.justforkidsonline.org)

# Clothing and Footwear

Children may spend time outdoors when the weather permits, even in the winter months. Please dress your child appropriately. Please be sure your child has a warm coat, mittens, boots, a hat, and if appropriate, snow pants for outdoor activities. Your child's teacher will inform you if the class is going outdoors in the winter months.

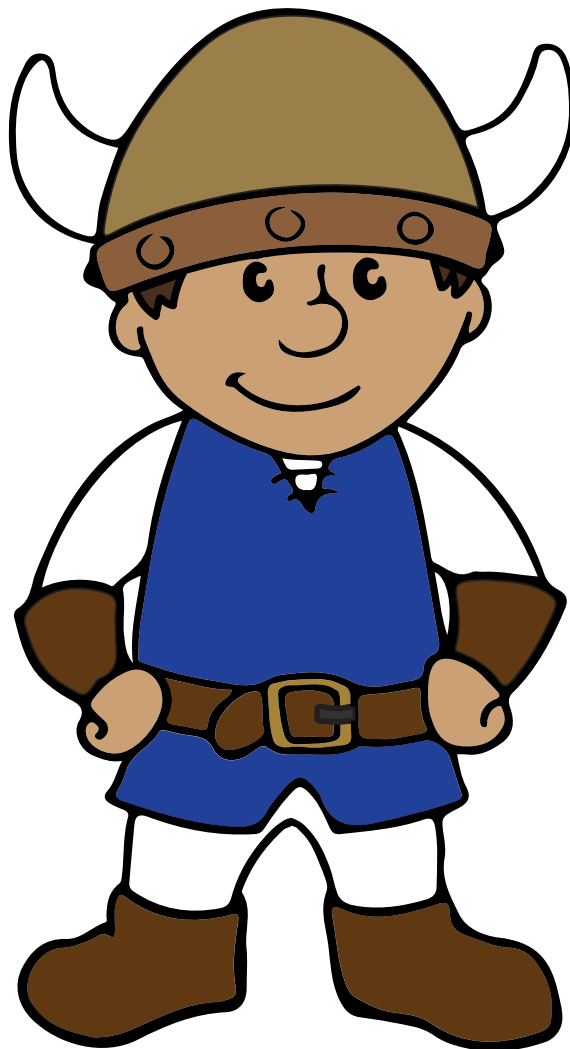
We respectfully request that children wear sneakers or rubber-soled shoes to school. Sneakers for Physical Education are mandatory. Safety is our primary concern. Flip flops and some sandals are unsafe and will not be conducive to safe play indoors or out. Your child will not be allowed to participate if they do not have proper footwear. We appreciate your cooperation in this matter.



Please label boots, mittens, hats, coats, and sneakers with your child's name. A lost and found box is kept outside the office. All items left at the end of the school year are donated to charity.

# Code of Conduct

The following pages refer to the District's Code of Conduct.  
Please refer to this document for proper conduct in all areas of your  
child's day, including the dress code.



## **CODE OF CONDUCT SUMMARY**

### **Effective 2022– 2023 School Year**

The goal of DASA is to create a safe supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate and caring environment.

The Board of Education of the Grand Island Central School District has adopted and implemented a written policy on school conduct and discipline designed to promote responsible student behavior.

All students are entitled to exercise their constitutional rights as long as they do not interfere with the rights of others or the orderly process of the school. The school has the right to adopt reasonable regulations in order to provide an orderly school environment. We demonstrate that we value our rights by behaving in a responsible manner. Specific rights and responsibilities are set forth within the Code, which cover such topics as attendance, dress and discipline.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex by school employees or students on school property, on a school bus, or at a school function. The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students. In addition, the amended Dignity Act requires the development of measured, balance, progressive and age-appropriate responses to discrimination, harassment, and bullying of students by students and/or employees. Remedial responses should place the focus of discipline on discerning and correcting the reasons why discrimination, harassment and bullying occurred. They should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include but are not limited to:

- Peer support groups

- Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day.

- Corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience.

- Engagement of students in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
- Supportive intervention and/or mediation where the constructive conflict resolution is modeled.
- Behavioral assessment or evaluation.
  - Behavioral management plans or behavior contracts, with benchmarks that are closely monitored.
  - Student counseling and parent conferences that focus on involving a person that are in a parental relation in discipline issues.

### **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1.)Be safe, appropriate and not disrupt or interfere with the educational process.

2.)Recognize that extremely brief garments such as tube tops, halter tops, midriffs, plunging necklines (front and/or back) short shorts, muscle shirts/tank-tops and see-through garments are not appropriate.

Ensure that underwear is completely covered with outer clothing.

3.) Include footwear at all times. Footwear that is deemed inappropriate and/or a safety hazard as determined by the Administrator will not be allowed.

4.) Not including the wearing of hats in the classroom and/or building except for a medical, religious or relevant instructional purpose.

5.) 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.

6.)



7.)Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

8.)Jewelry shall not be worn during the participation of athletic events and physical education including, but not limited to, any body piercing.

A listing of what would be considered acceptable as well as unacceptable clothing is disseminated to students and their parents periodically throughout the year if these are the revisions and through a letter along with the High School Student-Parent Handbook and the Middle School Agenda, which is given to all students.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so or who repeatedly fails to comply shall be subject to discipline.

### **Prohibited Student Conduct**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. This includes in the bathrooms and/or locker rooms and/or the videotaping of a physical or verbal altercation.

Students are not permitted to use any form of information technology, including their own personal electronic devices to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is *subject* to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices” and help students develop an understanding of appropriate appearance and conduct in the school setting.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

Students may be subject to disciplinary action, up to and including suspension from school, when: he/she/they

a.)Engage in conduct that is disorderly (e.g., making unreasonable noise, running in hallways, trespassing, using language that is profane, lewd, vulgar or abusive, etc.)

b.)Computer/electronic communications misuse and destruction, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the District’s content filter; using an outside wireless network; including any software or other work of any other individual; or any other violation of the district’s acceptable use policy.

c.)Unauthorized use of personal electronic devices/equipment (i.e. cell phones, MP3 devices, cameras, iPads, iPods, nooks, kindles, and other personal electronic devices deemed inappropriate by the administration).

d.)Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

e.)Engage in conduct that is insubordinate, such as failure to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect or lateness for, missing or leaving school without permission or skipping detention.

f.)Engage in conduct that is disruptive and/or violent, such as failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students; committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, another student, any

other person lawfully on school property or other employee or attempting to do so.

- g.) Intentionally, recklessly and/or negligently damage or destroy school district property or the personal property of a student, teacher, administrator, or other district employee or any person lawfully on school property, including graffiti or arson.
- h.) Engage in any conduct that endangers the safety, morals, health or welfare of others and/or cause emotional harm (e.g., lying, stealing, defamation, discrimination, bullying, harassment, indecent exposure, etc.)

*•Discrimination – means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including but not limited to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.*

*•Harassment/Bullying – means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law 11(8), that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The term threats, intimidation and abuse shall include verbal and non-verbal actions.*

•*Emotional Harm – means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.*

i.)Engage in cyberbullying through any form of electronic communication. This may include, among other things, the use, both on and off school property of electronic technology, including but not limited to email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others.

j.)Engage in misconduct while on a school bus. Excessive noise, pushing, shoving and fighting will not be tolerated.

k.)Engage in any form of academic misconduct (e.g., plagiarism, cheating, altering records, etc.)

l.)Possess and/or use of tobacco and/or tobacco products, including but not limited to smoking a cigarette, e-cigarettes, vape, chewing tobacco, cigar, pipe or smokeless tobacco.

m.)Coming to school under the influence, possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs or being under the influence of such substances on school property or at a school function.

## **Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, bus driver, monitor, security, supervisor, the building principal or his or her designee.

## **Additional Reporting Requirements for Discrimination, Harassment, and Bullying**

The amendment to section 100.2(kk) of the Commissioner's Regulations revises the regulation to conform and implement the reporting requirements of Chapter 102 by adding provisions for reporting of incidents of harassment, bullying/cyber bullying and discrimination to the superintendent, principal, or their designee, including requirements that:

- School employees who witness harassment, bullying, and/or discrimination, or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee not later than two school days after making an oral report.

- The principal, superintendent or the principal's or superintendent's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports.

- When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the superintendent, principal, or designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

- The principal, superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.

- Pursuant to Education Law section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination.

Any weapon, alcohol or illegal substances found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

## **Disciplinary Penalties, Procedures and Referrals**

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- 1.The student's age.
- 2.The nature of the offense and the circumstances that led to the offense.
- 3.The student's prior disciplinary record.
- 4.The effectiveness of other forms of discipline.
- 5.Information from parents, teachers and/or others, as appropriate.
- 6.Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. In certain instances, a minimum period of suspension may exist as more fully set forth in the Code of Conduct. The full Code also sets forth instances where procedural due process shall be followed together with the extent of such process. Parents and students are urged to consult the full Code of conduct for a more complete explanation of the specific procedures and penalties. Attention should also be given to the Student Handbooks, which are provided annually to all students.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining



students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination (oral warning; written warning; written notification to parent; detention; suspension from transportation, athletic participation, social or extracurricular activities; in-school suspension; removal from classroom by teacher; short-term (five days or less) suspension from school; long-term (greater than five days) suspension from school; or permanent suspension from school.

#### **B. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

#### **C. Referrals**

Referrals may also be made for counseling, the filing of a person in need of supervision petition in Family Court or as a juvenile delinquent and/or juvenile offender the County Attorney.

## **Alternative Instruction**

As far as is practical in the Grand Island Central Schools, alternative educational environments will be considered and offered to students where appropriate.

## **Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The District shall take into account whether or not any discipline will result in a change of placement for the student. In the event a suspension or removal of a student with disabilities is deemed necessary, the District's Committee on Special Education shall intervene and review the relationship between the disability and the behavior and/or to develop or review behavioral intervention plans. Parents are directed to the complete Code of Conduct together with Federal and State authority and regulatory criteria for a more complete review of the procedural safeguards in place. Such Code shall also set forth the procedures for expedited due process hearings, where warranted.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

School personnel may order the suspension or removal of a student with a disability from his or her current educational placement.

## **Student Conduct on School Buses**

### **Waiting for the Bus**

Students are to arrive at the stop at least five minutes, but not more than ten minutes before the bus is scheduled to stop. If your child misses the school bus **NEVER** let them run after the bus. **NEVER** drop off your child behind the school bus at another stop.

As the bus approaches, students are to line up fifteen feet from the road. Students are not to approach the bus until it has stopped and the driver has opened the door. If the student has to cross the road to get to the bus from your bus stop, observe these precautions:

Make certain that the red lights are flashing. Wait for the driver to signal to begin crossing. The driver will signal with the P.A. or by using their thumb or forefinger to signal when it is safe for the student to approach the end of their driveway or curb. When at the end of their driveway or curb, students are to look both ways (left and right) to make certain that all traffic has stopped, and it is safe for them to cross the road. After they have crossed, students are then to walk along the shoulder of the road to the door entrance. Students are to be alert to any warning issued by the driver over the P.A. system.

Additionally, all students are to understand that if the horn blows while they are crossing the road, they are to immediately return to the side of the road that they started from. When students are boarding the school bus they must stay out of the school bus danger zone. They are to never walk behind the bus or touch or reach under the bus.

### **Unloading the Bus**

Students are not to leave their seats until the bus has come to a complete stop and the driver has opened the door. Before stepping off of the bus students are to look to the right to make certain that a car, motorcycle, bicycle, etc. is not passing the bus on the right. Crossers are to walk out along the shoulder of the road at least 10 feet (ten steps) in front of the bus. When it is safe to cross, the driver will aim with their thumb and forefinger at the student and then point toward the center of the road to signal when it is safe to proceed to the center of the road/edge of the bus. At the center of the road, all students are to individually stop and look both ways (left and right) to make certain that all traffic has stopped and it is safe for them to proceed across the road.

Students are to be alert to any warning issued by the driver over the P.A. system. Additionally, all students are to understand that if the horn blows while they are crossing the road, they are to immediately return to the side of the road they started from. They are to never walk behind or touch or reach under the bus.

## **Student Searches**

To achieve an atmosphere on school property and at school functions that is safe and orderly, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

## **Student Lockers, Desks, and Other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## **Police Involvement in Searches and Interrogation of Students**

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

## **Visitors to the Schools**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors (e.g., anyone who is not a regular staff member or student of the school) to the schools:

1. All visitors to the school (other than those attending school functions that are open to the public) must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
2. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
3. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

## **Public Conduct on School Property**

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. In addition, the district reserves the right to pursue a civil or criminal legal action against any person violating the code.

### **Grand Island Central School District and Building Dignity Act**

<b>Coordinators</b>
<b>Cheryl Cardone: District 773-8815</b>
<b>Hillary Kretz-Harvey, Jon Lattanzio: Grand Island High School 773-8820</b>
<b>John Fitzpatrick, Adam Buffomante: Veronica Connor Middle School 773-8830</b>
<b>Maxwell Pikula: Huth Road 773-8850</b>
<b>Felicia Pallaci: Kaegebein 773-8840</b>
<b>Michael Antonelli: Sidway 773-8870</b>

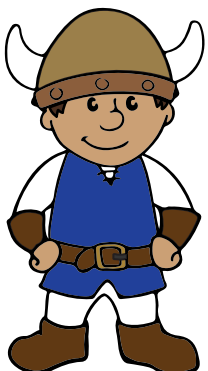
# Dining Room

Our dining room staff serves well-balanced nutritional meals for lunch and breakfast. Menus and prices are printed weekly in the Grand Island Dispatch and the Penny Saver. Menus are also sent home monthly and can be found on the District website. Sometimes small items are available a la cart, such as pretzels or chips. *Ice cream is available on Fridays only.*

You may prepay by logging onto the website and entering your child's student number. Please call the school office for this number if needed. You will receive a notification when the account is low.

Children eating breakfast will be excused from buses beginning at 8:40 AM. These children will report directly to the dining room. The children will remove their coats and backpacks and proceed through the serving line. The children will have 10 – 20 minutes to eat breakfast before traveling to their classrooms. There will be a dining room monitor in addition to kitchen staff to assist the children.

Due to the number of students, allergies, limitations on seating, and the potential interruption to the school day, parents are not permitted to have lunch in the dining room. We also ask that you do not send in or deliver fast food to your child. We appreciate your cooperation.



# E-News

Updates and new-worthy announcements will be sent out on an e-alert.

E-alerts are sent to the email and phone numbers provided when you register your child. If this information changes, please be sure to inform the District Office.

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## Emergency Closings

In the event it becomes necessary to close school for inclement weather, power outages, etc. an announcement will be made on the following radio and television stations:

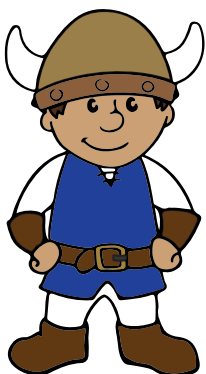
WJYE 96.1 CHANNEL 2 WYRK 106.5 WGR 550 AM  
STAR 102.5 CHANNEL 4 WBEN 930 AM WLVL 1340 AM  
WNED 970 CHANNEL 7 WHLD 1270 AM WECK 1230 AM  
WBFO 1080 WKBW 1520 AM

You will also receive a call from our automated calling system. Please be sure to provide us with the correct information on the Census Verification Form.

If a telephone number changes during the course of the school year, it is imperative that you let the District office know (773-8800).

The Census Verification Form is mandatory for all students. Please be sure to send it back to school with the most updated information noted. This is also used for e-alerts.

If for some reason, we must dismiss early during a school day, we will make every attempt to notify you using the information provided on the Census Verification Form. **BE SURE TO MAKE ARRANGEMENTS FOR YOUR CHILD IN THE EVENT OF AN EMERGENCY.**





# Health Office Information

## *ALLERGIES*

All classrooms are allergy sensitive. Please do not send in any homemade goodies. Students with food restrictions will sit at an allergen-free table that is closely monitored at lunch.

## *COMMUNICABLE DISEASE*

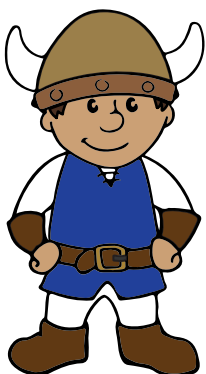
Parents should report any communicable disease to the Health Office as soon as possible after the child has been diagnosed. Through your cooperation, we hope to reduce the possible spread. The most common diseases among elementary school-age children include strep throat, scarlet fever, chicken pox, pediculosis capitis (head lice), conjunctivitis (pink eye), impetigo, pinworms, scabies, fifth disease, and ringworm.

The school nurse will advise you of the minimum school exclusion periods based on requirements and recommendations of the N.Y.S. Department of Health and the N.Y.S. Department of Education.

## *ILLNESS and INJURY*

PARENTS ARE RESPONSIBLE FOR CALLING THE SCHOOL (773-8870) OR HEALTH (404-1504) OFFICE WHEN THEIR CHILDREN ARE SICK. IF NEITHER OFFICE RECEIVES A CALL, YOU WILL BE CALLED SOMETIME DURING THE DAY TO VERIFY YOUR CHILD'S ABSENCE.

The nurse is available to administer first aid to students for any illness or injury during the school day. Parents are notified of any serious illness or injury. It is the responsibility of the parent to provide any follow-up medical care for their child. The school nurse does not take the place of a doctor. Please do not expect her to diagnose illness or treat injuries sustained outside school. Parents are also responsible for transporting their child when he/she needs to be dismissed early due to illness or injury. Parents must have an alternate emergency number available in the Health Office if they cannot be reached.



# Health Office Information Contined

## *IMMUNIZATIONS*

A certificate of immunization will be necessary before opening day in September. Your child may be excluded from school if this requirement is not met. The following vaccines are required for your child to attend school.

## *PHYSICALS*

New York State law requires physical examinations for new entrants, students in Pre-K, Kindergarten, and for the Committee on Special Education (CSE). Your private physician knows the most about your child's physical health, growth, and previous immunizations against disease and therefore is best able to advise you and the school regarding his or her educational program. Health appraisal forms are available in the health office or online. If the school does not receive the completed form for your child by October 1, we will schedule a health appraisal during the school year to be conducted by the school physician. Nurses annually conduct vision and hearing assessments. Parents are informed of any health problems identified.

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# Instructional Support Services

## *ACADEMIC INTERVENTION*

All Kindergarten and first-grade teachers focus on early literacy within their classrooms. Occasionally students require further intervention by a literacy specialist. Teacher recommendation and diagnostic testing are used to determine student eligibility for this service. All students are screened three times yearly to determine eligibility for services in both language arts and math. You will be notified by one of the interventionists if your child qualifies.

## *CONSULTANT TEACHER*

Students with identified conditions may be eligible for Consultant Teacher and/or Resource Room Services. Students may be identified by the district's Committee on Special Education. Specialized Services to assist the child in his or her regular classroom are available through this program. Often this service will be pushed into the classroom to limit interruptions to the instructional program.



# Instructional Support Services Continued

## ***ENGLISH LANGUAGE LEARNERS***

Students who do not speak English as their primary language may be eligible for special assistance to support them in their academic programs.

## ***OCCUPATIONAL THERAPY***

Occupational therapy services are available for identified students who exhibit problems in self-care, visual perception, visual motor, and fine motor skills. Students receiving these services are identified by the Committee on Special Education and receive services during the school day.

## ***PHYSICAL THERAPY***

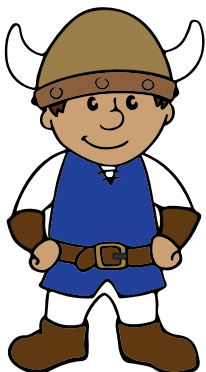
Physical therapy services are available for physically challenged children and for those children with gross motor delays. Students receiving these services are identified by the Committee on Special Education and receive services during the school day.

## ***PSYCHOLOGICAL SERVICES***

Our School Psychologist is available for educational evaluations of students. The School Psychologist is an integral member of the faculty, also providing small group and individual counseling for students. Mrs. Stang can be reached at 773-5202.

## ***READING RECOVERY***

Reading Recovery is a 1:1 tutorial program for first graders tailored to the student's specific needs in reading and writing. You will be contacted by a Reading Recovery Specialist if your child qualifies for this program.



# Instructional Support Services Continued

## *SPEECH & LANGUAGE THERAPY*

Articulation therapy and language development services are available to students identified as having a need. Kindergarten students are typically identified through the screening process in August. Students may be identified during the school year based on teacher/interventionist recommendations. You will be contacted by a Speech pathologist or teacher should your child qualify for this service.

## *TIER 2 READING/MATH SERVICES*

This service is offered in a small group setting for students needing additional support in Reading, Writing or Math.

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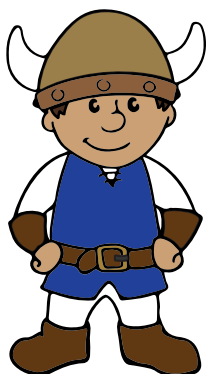
## Lost and Found

There is a lost and found box located in the foyer, outside the office. Please check the lost and found box if you are missing any belongings. Items not claimed by June 30th are donated to charity.

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## Parent Conferences

Conferences may be requested by either parents or teachers at any time. Parents are encouraged to discuss any questions or concerns with their child's teacher as soon as possible. Teachers will be contacting parents during the course of the school year for special appointments. Parents are encouraged to have a minimum of one conference with their child's teacher each year. Formal Conference days are scheduled two times during the school year, in November and March. Please consult your school calendar for dates as the typical instructional day is altered for conferences. Home-School communication is critical to your child's success. Should you desire to speak with your child's teacher, please call the school office and leave a message with the secretary or email your child's teacher directly. Please note that teachers do not typically have a chance to check email or voice mail until the end of the day. We believe that we are partners in your child's education and look forward to working closely with you.



# Parent Teacher Association (PTA)

The Sidway PTA plays an extremely active role in our school. Their objective is to promote the welfare of children in the home, school, and community. The PTA plans several enrichment programs throughout the year, such as theatrical productions, performers, our annual author visit, and presentations from the Zoo Trunk and Aquarium Touch Tank.

The PTA also sponsors the annual picnic and field day in June.

Your membership and active participation are invited, encouraged, and necessary to support these many programs.

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## Parking

Parking for visitors is in the front lot. For the safety of our children, we ask that you do not park in the back where buses load and unload. **THIS INCLUDES THE FIRST DAY OF SCHOOL. YOU WILL NOT BE PERMITTED IN THE BACK LOT.**

Please take your first-day photos at home or at the bus stop for your child's safety.

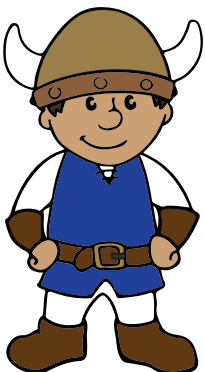
Restrictions with the back lot do not apply during evening and weekend events.

Please note that there is a one-way traffic pattern in our parking lot.

If you use the playground after hours, you must exit via Ring Road.

## Progress Reports

Progress reports are sent home three times during the school year, in December, March, and June. These progress reports are based on the Common Core Standards and provide information regarding your child's development in both the academic and personal growth areas. We recognize that there are some limitations in this type of reporting and encourage parents to conference with their child's teacher to gain a more comprehensive understanding of their child's academic and social development. Keep in mind that a progress report is only one small snapshot into your child's academic success.



# School Hours

Buses will be unloaded, and doors will open at 8:55 AM for children to enter the building. There is no supervision for students before 8:55 AM. Therefore we request that students are not dropped off earlier. The front doors will open and be supervised from 8:55 – 9:05 AM and from 3:00 – 3:10 PM.

Students attending the breakfast program may enter at 8:40 AM. Simply alert your child's bus driver that he/she is to get off for breakfast.

If you drive your child to school, please walk your child into the building. Dropping students off on the sidewalk is not safe. If the child is late (after 9:05 AM), please buzz into the office to sign your child in.

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# School Pictures

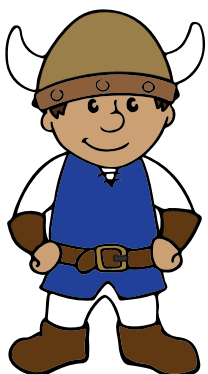
A photographer will be in school in September to take your child's picture. The date for pictures is shown on the school calendar. There is also a make-up date in November for those missing the picture or desiring a retake. These pictures are also used for the yearbook. Yearbooks are purchased in the Spring and distributed by the PTA.

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# Shared Decision Making

Shared Decision Making is a process in which stakeholders (any person or group with an interest and investment in the success of students, the schools, and the educational system) identify issues, develop plans, and assess activities designed to maximize student potential and performance.

The Charlotte Sidway School Shared Decision Making Team is an integral part of the infrastructure of our school. Parents, faculty, and staff are represented on the team. The meetings are open to everyone. Each individual acts as a liaison to their stakeholder group. If you are interested in participating or serving on our team, please contact the school office or sign up at the Principal's Meet and Greet on the first day of school.



# Special Area Classes

Your child's teacher will provide a schedule of special area classes. Each class attends Art, Music, and Library/STEM once per week and Physical Education twice per week.

## *ART*

You are asked to provide an art smock for your child. Smocks can be ordered through the school. An old shirt works well also. Please plan on leaving the smock at school. They will be sent home at the end of the year. Every student will have a piece of artwork selected for the annual art show in May. We hope you will attend the PTA-sponsored event!

## *MUSIC*

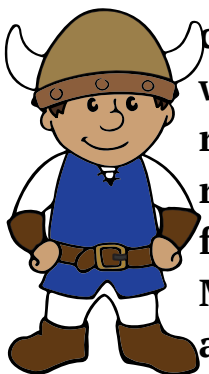
There are no specific materials needed for Music class. Kindergarteners will have a holiday performance in December, and First Graders will have a patriotic assembly in May. More information will be provided by Mrs. Clendening as the date becomes closer. The dates and times for these events can be found on the District calendar.

## *LIBRARY/STEM*

All students attend Library/STEM once per week. Students will explore and build with a variety of materials. Students will begin to learn how to code as well. Children are permitted to sign out library books as often as desired, as long as books are returned and taken proper care of.

## *PHYSICAL EDUCATION*

Physical Education class is offered two times per week. You will need to check your child's special class schedule when it comes home as to the specific days. New York State Education Law requires that children attend physical education classes. Children must have a written note from home and/or a physician to be excused. Please refer to the following gym restrictions for procedures. Any extended release from physical education classes requires a medical excuse from a physician. Please direct all such excuses to our school nurse, Mrs. Kowalik. Children must wear sneakers and socks in the gym as a safety precaution. Both boys and girls should wear clothes that can take hard wear, as their physical education activities are often strenuous.





# Special Area Classes Continued

## PROCEDURE FOR GYM RESTRICTIONS:

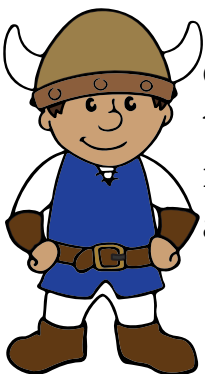
1. A parental request for the elimination of physical education classes may be granted for 1 week only [2 P.E. classes] at the school nurse's discretion. Reasons must be stated in writing. If a child cannot participate in physical education for more than one week, a written statement by his/her physician must be submitted to the school nurse.

2. It is the policy of the Grand Island School district that all jewelry will be removed for any student to participate in any physical education class or activity. Furthermore, any earring that hangs or passes below the bottom-most portion of the ear lobe must be removed at the request and sole discretion of the physical education teacher. Post or stud earrings that do not hang from the ear need not be removed unless, in the opinion of the physical education instructor, such post or stud earrings would cause bodily harm to the student and/or other students.

3. EYEGLASSES: It is the policy of the Grand Island Central School District that students engage in physical education activities within the District and be offered various options about the use of corrective lenses. Students may remove their glasses during any physical education activity or wear safety goggles provided by the physical education instructor, or parents may provide their children with safety glasses with approved polycarbonate lenses or other protective lenses and execute a waiver and indemnification agreement.

4. Students identified as severely visually impaired, legally blind in one eye, or wearing eye prosthesis must wear goggles to participate in P.E. classes.

5. PIERCED EARS: We encourage parents who chose to have a child's ears pierced to do so over a vacation period, preferably the summer, to lessen the time out of physical education class. Physical education is integral to the school program, and unnecessary and prolonged absences are discouraged.





# Supply Lists

We make every effort to keep school supplies to a minimum. If you have difficulty obtaining any materials, including a backpack please let Mr. Antonelli know. All supply lists are posted online and are available in our school office.

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## Transportation

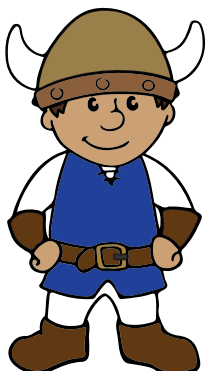
On the first day of school, your child will be given a bus tag with your child's name and bus symbol on it. It will help us tremendously if you could attach this tag to your child's backpack (if it isn't already done for you on the first day of school). This will also assist our staff in helping your child to find his/her bus and/or classroom.

Transportation of children is an important part of the school district operation. Responsibility for maximum efficiency and safety is to be shared by students and the school. The same Viking Values of Respect, Responsibility, Safety, and Compassion that are expected throughout the school day are expected on the buses. Students are taught these values on the bus and in the classroom and dining room.

Students who have difficulty maintaining these safety rules risk losing their bus privileges. \_

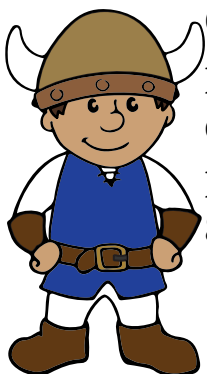
The following guidelines will help ensure your children's safety as they travel to and from school. The transportation department asks that you review these with your child.

The following guidelines will help ensure the safety of your children as they travel to and from school. The transportation department asks that you review these with your child.



# Transportation Continued

- Pupils are to be present at their assigned bus stops before the arrival of the bus. The bus will not wait for latecomers. **THE CHANGING OF BUS STOPS IS NOT PERMITTED.**
- Boys and girls should wait at their designated bus stop. If the stop is at your home, please have children outside. Children are to wait at bus stops in a quiet and orderly manner. They must be considerate of the property of others, as well as their own.
- Pupils must not attempt to board or leave a bus that is in motion.
- Pupils who cross a street before boarding or after leaving a bus must:
  - Wait for a signal from the bus driver and red flashing lights before starting across the street.
  - Walk at least 10 feet in front of the bus when crossing.
  - Never cross behind a bus.
- Pupils must remain seated at all times while the bus is in motion.
- Pupils must not place any part of their bodies outside of bus windows.
- Pupils must be quiet and orderly.
- Instructions of the bus driver must be obeyed.
- Food or beverages may not be consumed on the bus.
- Students are not allowed to transport prescription or over-the-counter medication on the school bus. Bulky packages, large musical instruments, animals, glass containers, or potentially dangerous objects may not be brought on the bus. Parents should make arrangements to bring these items to school. Umbrellas are discouraged for safety reasons.
- Any change in the standard transportation procedures will only be considered upon the written request of a parent. An alternate transportation form must be completed.



Children are not allowed to ride a bus other than their own unless prior arrangements have been made with the transportation department and school office. If an emergency situation arises, please contact the main office at 773-8870 or the bus garage at 773-8890.

# Volunteers

Many classroom teachers have room parents and/or classroom volunteers.

Teachers have specific tasks they ask volunteers to assist with. Your child's teacher will discuss the possibilities at the Open House. Some examples of responsibilities may be/but are not limited to:

- Assisting with centers, special projects, or classroom parties.
- Making phone calls or emailing parents to organize class parties.
- Assisting the Field Day Committee in organizing this event.
- Each teacher may have other responsibilities for their individual class.

Please contact your child's teacher if you would like to volunteer! We welcome and enjoy your participation!

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## Help Your Child Know

Please help your child to learn the following in preparation for a successful school experience.

- \* To be cheerful, respectful, thoughtful, and courteous to others
- \* Good cleanliness and health habits
- \* Full legal name (first and last, nicknames come later!)
- \* House number and street name
- \* Birth date
- \* Telephone number (at least one number in an emergency)
- \* Bus symbol
- \* How to cross and board the bus safely
- \* Mother's, Father's, and/or guardian's names
- \* How to dress independently (zipping, snapping, buttoning)
- \* How to tie shoes
- \* The best thing you can do to help your child prepare for school is to READ to him/her every day!

