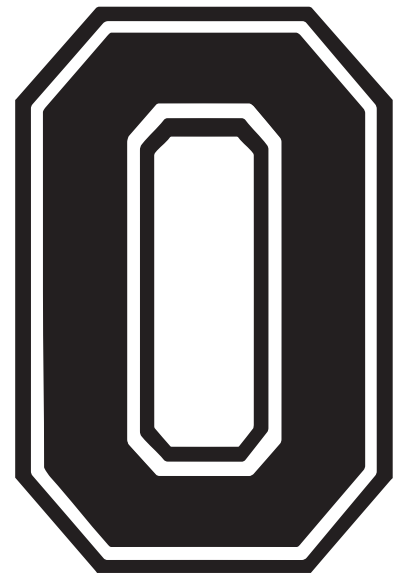


# N. A. WALBRAN ELEMENTARY SCHOOL

Elementary Office 315.768.2149 | Nurse's Office 315.768.2148 | Bus Garage 315.768.2060



## 2024-2025

### Parent/Guardian Student Handbook



# STUDENT HANDBOOK SIGN-OFF SHEET

Dear Students and Parents/Guardians,

Welcome to the 2024-25 school year!

This handbook is a guide to understanding the daily routines and procedures at N.A. Walbran. I encourage students and parents to become familiar with its contents to understand the rules, regulations, policies and procedures of the school.

Please complete the section below, which acknowledges that you have read and fully understand the 2024-25 N.A. Walbran Parent/Guardian Student Handbook.

This form must be signed and returned to your child's teacher by **Friday, September 20, 2024.**

Please contact me at 315.768.2149 or [tmeiss@oriskanycsd.org](mailto:tmeiss@oriskanycsd.org) with any questions regarding the handbook.

Sincerely,

Thomas Meiss  
Elementary Principal

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

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

**(Below is for students in grades 3-6 only)**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear Students and Parents/Guardians,

Welcome to N.A. Walbran Elementary School! The teachers, staff and I are looking forward to an exciting year! Educational success for all students cannot be achieved without an effective partnership with parents/guardians. Your input and involvement is appreciated as we work to accomplish our school goals.

This handbook serves as a guideline for students at N.A. Walbran Elementary and does not supersede the policy manual set forth by the Board of Education of the Oriskany Central School District. I encourage you to review and familiarize yourself with this handbook.

If you have any questions, please feel free to contact your child's teacher and/or the main office at 315.768.2149.

I look forward to another successful year!

Sincerely,

Thomas Meiss  
Elementary School Principal

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# WELCOME TO OUR SCHOOL!

## SCHOOL MISSION

The mission of the Oriskany Central School District is to prepare students to excel in an ever-changing world. We are committed to our tradition of personal attention, positive relationships and a productive climate for learning.

## 2024-2025 SCHOOL CALENDAR

September	4	First Day of Classes
	12	Back to School Night
October	11	Superintendent's Conference Day
	14	Columbus Day
	30	School Photos
November	1	School Photos
	11	Veterans Day
	13, 14, 15	11:30 a.m. Dismissal - Parent Teacher Conferences
	27, 28, 29	Thanksgiving Recess
December	17	Elementary Winter Concert
	23-Jan. 3	Winter Recess
January	17	Early Dismissal at 1:00 p.m.
	20	Martin Luther King Jr. Day
	29	Lunar New Year
February	17-21	Mid-Winter Recess
March	14	Superintendent's Conference Day
April	18-25	Spring Recess
May	20	Elementary Band and Recorder Concert
	26	Memorial Day
June	11	Elementary Chorus Concert
	13	PE Day
	19	Juneteenth
	20, 26	11:30 a.m. dismissal
	27	Last Day of School - 11:30 a.m. Dismissal

# **ORISKANY BOARD OF EDUCATION**

Therese Hanna, President

Louis Ciotti, Vice President

Michelle Anderson, James Chase, Brian Judycki, Jeffrey Kraeger, Paul Piersma

## **DISTRICT OFFICE**

Mr. Gregory Cuthbertson, Superintendent of Schools

Mrs. Colleen Zumbrun, Secretary

Michelle Tikalsky, Business Administrator

315.768.2058

## **N.A. WALBRAN ELEMENTARY SCHOOL MAIN OFFICE**

Mr. Thomas Meiss, Principal

Mrs. Marla Golden, Secretary

315.768.2149

## **TRANSPORTATION**

Mr. Zachary Nicotera

315.768.2060

## **DIRECTOR OF FACILITIES**

Mr. Kyle Kennerknecht

315.768.2063

## **DIRECTOR OF SPECIAL PROGRAMS AND SERVICES**

Mrs. Catherine Mucurio

315.768.2048

## **NURSE**

Mrs. Julianne Swinton, BSN, RN

315.768.2148

## **SCHOOL SAFETY OFFICER**

Mr. Jeff Blovat

315.768.2149

# FACULTY

## TEACHERS

Ms. Armstrong  
Mrs. Caruso  
Ms. Closinski  
Mrs. Commisso  
Mrs. DeFabio  
Ms. Gadbow  
Ms. Goodenough  
Mrs. Gray  
Ms. Island  
Mrs. Kraeger  
Mrs. Myers  
Ms. Rieben  
Mrs. Servadio  
Mr. Tuttle  
Ms. Waskiewicz  
Mr. Wright  
Ms. Zarnoch-Riley

## MAIN OFFICE SECRETARY

Mrs. Golden

## ART

Mrs. Kane

## LIBRARY MEDIA SPECIALIST

Mrs. Tamburino

## MUSIC

Mrs. Roberts  
Mr. Shipp

## PHYSICAL EDUCATION

Mrs. Brown  
Mr. Enos

## TEACHER ASSISTANT / TECHNOLOGY TEACHER

Mrs. Daskiewich

## TEACHER ASSISTANTS

Mrs. Amodio  
Mrs. Kernan  
Mrs. Salvatore

## SCHOOL PSYCHOLOGIST

Mrs. McLaughlin

## READING SPECIALISTS

Ms. DeLong  
Mrs. Tuttle

## MATH SPECIALIST

Mrs. Irwin

## SPECIAL EDUCATION

Mrs. Harper  
Mrs. Lomanto

## SPEECH THERAPIST

Mrs. Lanahan

## OCCUPATIONAL THERAPIST

Mrs. Jensen

## PHYSICAL THERAPIST

Ms. Schuster

## COUNSELING

Ms. Bostic  
Mrs. Davis

## NURSE

Mrs. Swienton

## SOCIAL WORKER

Mr. Bartholomeo

## SAFETY RESOURCE OFFICER

Mr. Blovat

## CAFETERIA MONITORS

Ms. Benedict  
Ms. Clark

## CUSTODIAL

Mr. Hobbes  
Mr. LaScala  
Mr. Malick



# COMMUNICATION CHART

If you have questions pertaining to the school district or about your child's work, please do not hesitate to call or email. We encourage questions from parents and residents concerning the school program, transportation, budget, etc. In an attempt to respond to your questions and suggestions, it is important to contact the individual person who is responsible for the various areas of the school operation. This person has the most detailed information about their respective area of responsibility.

Question About ...	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT	5TH CONTACT
<b>SPECIAL EDUCATION</b>	Special Education Teacher / Case Manager	PK-6 Principal or 7-12 Principal	CSE/504 Chairperson	Director of Special Programs and Services	Superintendent
<b>BUDGET CONCERNS</b>	Business Administrator	Superintendent			
<b>TRANSPORTATION</b> EXAMPLE: Student picking on another	Bus Driver	Director of Transportation	PK-6 Principal or 7-12 Principal	Business Administrator	Superintendent
<b>TRANSPORTATION</b> Pickup route problems	Director of Transportation	Business Administrator	Superintendent		
<b>MEDICAL CONCERNS</b>	School Nurse / Classroom Teacher	PK-6 Principal or 7-12 Principal	Superintendent		
<b>SCHOOL DIFFICULTY</b>	Classroom Teacher	School Counselor, Social Worker or Psychologist	PK-6 Principal or 7-12 Principal	Director of Special Programs and Services	Superintendent
<b>CURRICULUM (COURSE) CONCERNS</b>	Classroom Teacher/ School Counselor, Social Worker/ Psychologist	PK-6 Principal or 7-12 Principal	Director of Special Programs and Services	Superintendent	
<b>ATHLETIC COMMUNICATIONS/ CONCERNS</b>	Coach	Athletic Director	Superintendent		
<b>TECHNOLOGY CONCERNS</b>	Chromebook help for parents/students: Please email Mrs. Tamburino at ttamburino@oriskanycsd.org, Ms. Romano at lromano@oriskanycsd.org or Mrs. Daskiewicz at jdaskiewicz@oriskanycsd.org	iPad help for parents/students: Please email cta@oriskanycsd.org			
<b>BUILDING USE REQUEST</b> Scheduling events in school facilities	Individual Building Offices	Business Administrator			

# COMMUNICATION IN GENERAL

This handbook is a very valuable communications tool. Many of our policies, important dates and vital information pertaining to school can be found here.

Throughout the year, be looking for parent letters from the principal, grade level and special area letters, the district newsletter, calendar, our school's monthly newsletter and PTA notices, to be up-to-date on events and activities in school. An important responsibility of your child is to see that these communications are carried home and delivered to you, whether he/she is in pre-kindergarten or sixth grade. It is important to check your child's backpack and home folder daily. Please remind your child of the importance of home/school communications.

It is very important that your email and phone numbers are up-to-date with the school. Please let us know of any changes via a phone call or email to the main office. Also, please download the Oriskany CSD Mobile App to get important updates from the district and be sure to also "like us" on Facebook.

# SCHOOL DAY

At 8:45 am, students are permitted to enter the building. Students should **not** arrive at school before 8:40 a.m; there is no formal supervision. School breakfast is served from 8:40 to 8:55 a.m. Bus riders are dismissed from their buses at approximately 8:45 a.m. to enter the building. The bell rings at 9:00 a.m. **All students should be in their classes at this time.** *Students arriving after 9:00 a.m. will be considered tardy and need to be signed in. \* Please note: If a bus arrives late they will not be marked late.*

## Procedures for signing out students at the end of the school day:

- Students being picked up will be dismissed at the end of the day.
  1. ALL parent/guardian pick-ups are through the main entrance. Please park in visitor lot and walk to main entry; NO parking in the bus loop at the beginning and end of the day.
  2. Please be at the school by 3:10 p.m. if you plan to pick up your child
  3. At 11:30 a.m. dismissal days, please be at the school by 11:20 a.m. for any sign-outs. On 1:00 p.m. dismissal days, please be at the school by 12:50 p.m. for any sign-outs.
- Please be prepared to hand a Photo ID to an office staff member.
- Children **must** bring a note to school on the **morning of an early or different dismissal** stating the time, reason, and the full name of the person who will pick up your child.
  - » Please use notepad provided at the beginning of the year entitled "Dismissal Note"
- Parents or a designated person must come into the office to sign out the child for an early or different dismissal. Children will not be called out of class prior to parent arrival as this disturbs the entire class and reduces the opportunity for learning.
- Children without a note or excuse for being dismissed early will be released at their regular time with directions to follow their typical dismissal procedure.
- Once a child is on his/her bus, the driver must contact office staff prior to the child being allowed off the bus with an adult. Please do not try to remove your child from the bus prior to office notification. Parents and other community members are not permitted to board a bus without permission from the driver or school staff. This is for your child's safety.
- If you meet your child prior to their entry onto his/her bus, please complete the sign-out procedure. This helps us know the whereabouts of your child and avoids a possible abduction phone call to law enforcement officials.

# ATTENDANCE

All students are expected to be in school each school day unless legal causes prevent their attendance. **IF YOUR CHILD IS GOING TO BE ABSENT, PLEASE CALL THE SCHOOL NURSE AT 315.768.2148 by 8:45 a.m. If you leave a message, be sure to state your child's first and last name, grade and reason for absence.**

*If your child is absent for more than three days, a signed note from your doctor with dates absent, reason for absence, and a date when your child can return is required. A doctor's note for absences due to illness in excess of 5 consecutive days or 10 days total will also be requested.*

## **SAMPLE EXCUSE:**

*October 10, 2024*

*Please excuse Cal Ripken from school on Tuesday, October 9, as he was ill with the flu.*

*-Mrs. Ripken*

## **Legal Excuses**

The following are considered legal excuses for absence from school:

- Illness
- Serious family illness or death
- Medical or dental appointments
- Religious observance
- Impassable roads
- Attendance in court
- Quarantine

## **Illegal Excuses**

Illegal excuses fall into two categories: unlawful detention and truancy. Students sent to school by their parents/guardians are expected to be in school and are considered truant if they are absent for an unlawful reason. Unlawful detention occurs when a pupil is absent from school with the knowledge and consent, stated or implied, of his/her parent/guardian. The following are not considered legal excuses in accordance with attendance laws:

- Vacation trips
- School suspension, if tutoring does not take place
- Baby-sitting
- Hunting, fishing, etc.
- Working, job interviews
- Shopping
- Oversleeping
- Missing the bus
- Non-school related athletic event

## **Attendance Responsibilities**

State of New York law regarding compulsory school attendance is very specific. Students are expected to attend school on a regular basis. Students should not be absent or tardy except for reason of illness, serious family illness or death, or legally acceptable prearranged absences such as medical appointments. In cases of such legal absences, students have the right to make up missed assignments. The school issues attendance letters with follow up information which could include, providing documentation of absences and/or meeting with building leadership to discuss next steps in the event of chronic absenteeism.

### **Special Excuse - Request for Early Dismissal / Late Arrivals**

Every effort should be made by parents to make doctor, dentist and other appointments before or after school hours. If this is impossible, students must bring a note signed by their parent or guardian stating the date and time they need to be excused. This note should be presented to the student's homeroom teacher the day the child is to be excused. If possible, make arrangements in advance of the day of early dismissal. Students arriving at school late from such appointments must bring an excuse with them. **Parents must come to the office and sign their child into the building.** In order to participate in extracurricular activities, students need to be in attendance for at least one hour during the day.

*If a student is illegally absent or suspended from school, he/she cannot participate in any extracurricular activities for that day unless approved by the Superintendent of Schools.*

**Classes are in session until 3:10 p.m. and release prior to that is strongly discouraged.**

**Classroom teachers are not authorized to release children without approval from the office. Parents are not allowed to go directly to a classroom or playground to pick up their child. This guideline was implemented for the safety of all children at our school.**



## **HEALTH SERVICES**

The school nurse is a **very important** part of our school community. The nurse provides first aid care to the children and in communicating with parents about their children's health. It is important, therefore, that the school have correct home, work and cell phone numbers. If two parents work, please indicate both work numbers. If a situation exists whereby neither parent is available during the day, the school nurse should be contacted to have the parents complete forms authorizing emergency treatment or an acceptable alternate arrangement. The child's well-being is at stake. If a child is out sick or is diagnosed as having a communicable disease, (i.e., chicken pox, pink eye), parents should call the nurse to inform her of this. The nurse keeps up-to-date health records and assists in routine health examinations at school for new entrants to school, children in grades K, 1, 3 and 5, as well as kindergarten children who have not had a physical by their family physician. He/she also communicates health-related information to the parents and teachers.

If parents have any health-related information which would be a factor in their child's school experience, they should contact the nurse to update the health records.

Please **keep them home for another 24 hours after:**

- vomiting and diarrhea;
- fever

Please **keep them home and contact your physician for:**

- red eyes;
- rashes that accompany a fever and/or respiratory infection.

If your child is diagnosed with the flu/COVID-19, it is advised to be out 5-7 days. This information is per health and CDC 2017 guidelines.

Parent/guardian is to send in an excuse for any absences within three days of the absence.

## Immunizations

All students attending school must be current with immunizations. **Parents/guardians have 14 days from the first day of school to complete all immunizations.** Physicians administering such immunizing agents are required to provide a certificate of immunization to the parent. A note or letter from the parent is NOT acceptable. No teacher or principal shall permit any child to be admitted without such a certificate. Your child cannot continue to attend school past the 14th day without proof of all required immunizations.

The Public Health Law, Section 2146, further states:

1. If a physician will testify or certify that administering the vaccine to a specific youngster is detrimental to his/her health under his/her present condition, (s)he may be excused; this must be done yearly.

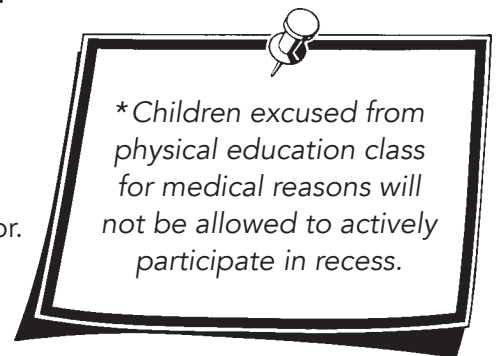
## Medication

**State regulation and school policy** state that any school staff or school nurse may not dispense any medication to students UNLESS THERE IS A WRITTEN REQUEST FROM THE PHYSICIAN AND PARENT. The note must state the dosage, frequency of and name of the medication. PARENTS MUST BRING IN MEDICATION TO AVOID THE POSSIBILITY OF MISUSE OR ABUSE.

**\*If a student is illegally absent or suspended from school, he/she cannot participate in any extracurricular activities for that day unless approved by the Superintendent of Schools.**

**A Reminder to Parents:** Please do not send children to school ill. Many illnesses constantly "going around" are the result of children being in school when they should not be.

If your child is late due to an appointment, please bring in a signed note from the doctor/dentist/orthodontist/therapist/counselor.



## ACCIDENTS

If your student is injured in an accident while participating in a school activity, there may be coverage for certain expenses under the school's Student Accident Insurance policy. Coverage in excess of your health insurance, pays up to 80% of usual and customary charges for services subject to a \$250 deductible. Ask a school nurse for the claim form and instructions.

## EMERGENCY CLOSINGS AND DELAYS

Occasionally, inclement weather conditions require that the opening of school be delayed, cancelled or that students be sent home early. If, in the judgement of the Superintendent, it is the best interest of the health and safety of the student(s) to cancel school, this will be done. It is of EXTREME importance that you instruct your children about what they are to do if school is cancelled, delayed or dismissed BEFORE the regular hour. Your help and cooperation in this matter are something that we cannot possibly overemphasize. Only custodial parents or legal guardians can authorize changes in transportation arrangements, so please maintain current information.

NOTICE OF SCHOOL BEING CANCELLED OR DELAYED WILL BE COMMUNICATED THROUGH THE SCHOOL MESSENGER EMERGENCY NOTIFICATION SYSTEM, ON THE SCHOOL WEBSITE ([www.oriskanycsd.org](http://www.oriskanycsd.org)), THE SCHOOL MOBILE APP, LOCAL RADIO AND TELEVISION STATIONS.

School will be in session if you do not hear otherwise.

# WALBRAN WAY:

## BE RESPECTFUL, BE RESPONSIBLE, BE SAFE, BE YOURSELF

The Walbran Way is modeled after PBIS (Positive Behavior Interventions and Supports), which is a framework that supports and will create a common dialogue to ensure that N.A. Walbran will be a community that is respectful, responsible, and safe for all. The goal is to use the best evidence-based academic and behavior practices available to create an environment where all students can excel.

As part of the program, we will establish several clear rules for the behavior we expect in all areas of our school. We will clearly teach those expectations to the students and reward them immediately and frequently with positive reinforcement for their great behavior. The expectations for all student behavior will be visibly posted throughout our building, playground areas, and buses.

Our school rules will specifically address behaviors that will allow for a safer school environment, and give more time for instruction. We will apply consistent consequences and positive reinforcement for all students. We will provide a common language for everyone in our N.A. Walbran community by outlining expected behavior and providing positive reinforcement.

In addition, we incorporate the Positivity Project guidelines into our Walbran Way. The program focuses on empowering America's youth to build positive relationships and become their best selves. We also use zones of regulation to teach essential skills for self-regulation.

We believe that by helping students practice good behavior and build positive relationships, we will build a school community where all students have an environment where they can succeed and grow.

## CODE OF CONDUCT

The Code of Conduct can be found in its entirety on the district website. The following pages are crucial excerpts from the code. Unless otherwise indicated, **this Code applies to all students, school personnel, parents/guardians and other visitors on school property or attending a school function.**

### **Dignity for All Students Act**

The Dignity for All Students Act (DASA) effective July 1, 2012, specifically prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function by school employees and students based on, BUT NOT LIMITED TO, actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status. Also included are provisions for reporting and intervening in cases of discrimination, harassment or bullying. Any related complaints should be brought to the attention of the building principal who also serves as the Dignity Act Coordinator (DAC) to assist in implementation of the DASA in each school building.

**Prohibited Student Conduct**

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights, safety and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The rules of student conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action will be firm, fair and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school.

When determining the consequences, they will take the following into consideration:

1. The nature of the offense and the circumstances which led to the offense.
2. The age-appropriateness of the consequences.
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. The extent to which the offense interfered with the responsibility/rights/privileges/property of others.
7. The extent to which the offense posed a threat to the health dept. and safety of others.
8. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations. In the case of students who are habitually disruptive or who frequently violate school rules, administrators have the perogative of applying more severe penalties at any stage, including removal from class and suspension from school.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances.

<b>Range of Consequences for Behavior Related Offenses</b>		
<p><b>I Options</b></p> <ul style="list-style-type: none"> <li>• Warning/verbal reprimand</li> <li>• Time-away or out of classroom</li> <li>• Loss of privilege</li> <li>• Conference with student</li> <li>• Communication with parent</li> <li>• Detention</li> <li>• Counseling</li> <li>• Restitution</li> </ul>	<p><b>II Options</b></p> <ul style="list-style-type: none"> <li>• Removal from class</li> <li>• *Suspension                             <ul style="list-style-type: none"> <li>» In-school</li> <li>» Out-of-school</li> </ul> </li> <li>• *Saturday detention</li> <li>• *Police Notification</li> <li>• *Removal from school property</li> <li>• *Social probation</li> <li>• **Superintendent's hearing</li> </ul>	<p><b>III Options</b></p> <ul style="list-style-type: none"> <li>• ** Alternative Placement</li> <li>• **Long-term suspension</li> <li>• **Superintendent's hearing</li> </ul>
<p>*Administrator action only    **Superintendent action only</p>		

<b>Offenses and Consequences</b>	
<b>Offense</b>	<b>Range of Consequences</b>
1. Absense (Unlawful)	I-II
2. Alcohol/Drug Violation	II-III
3. Arson/fire	II-III
4. Bus Misbehavior	I-II
5. Cheating/Academic Dishonesty	I-III
6. Computer/Electronic	I-III
7. Cutting class	I-II
8. Cyberbullying	I-III
9. Defamation	I-II
10. Destruction of Property/Vandalism	II-III
11. Discrimination	I-III
12. Disrespect Toward Others	I-II
13. Disorderly Conduct	I-II
14. Disruption - Classroom	I-III
15. Disruption - School	I-III
16. Driving/Parking Violations	I-II
17. Failure to Serve Assigned Consequences	I-II
18. False Alarms/Bomb Threats	II-III
19. Fighting	II-III
20. Fireworks or Explosives	II-III
21. Firearm	II-III
22. Gambling	I-II
23. Harassment and/or Bullying	I-III
24. Hazing	I-III
25. Indecent Exposure	I-II
26. Insubordination	I-III
27. Leaving school grounds without permission	I-II
28. Loitering	I-II
29. Physical Attack on Staff, Students/Others	II-III
30. Possession of Disruptive Items	I-II
31. Possession of Portable Electronic Communication Devices	I-II
32. Possession of Skateboards, Roller blades/Scooters	I-II
33. Sexting	I-III
34. Sexual Harassment	I-III
35. Tardiness	I-II
36. Theft	II-III
37. Threat to Staff, Student or Other Person	I-III
38. Tobacco and Nicotine Violation	I-II
39. Trespassing	I-II
40. Truancy	I-II
41. Unacceptable Language	I-II
42. Weapon Possession	II-III



## Reporting Possible Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

# CAFETERIA

The Board of Education provides a cafeteria for school breakfast and lunch services. Every day the school program provides a breakfast and lunch with at least two choices. These meals provide the daily nutritional requirements of the student's needs.

These meals may be purchased for a nominal sum, or the student may bring a lunch and have the capabilities of purchasing milk, ice cream or snacks. A copy of both the breakfast and lunch menu is sent home with each student and can also be found on our website.

## Cafeteria Expectations:

During the lunch time it is expected that students will follow The Walbran Way:

### Be Respectful.

- Speak softly to those near you.
- Be kind and helpful.
- Listen to lunch monitors.
- Use table manners and be polite.

### Be Responsible.

- Clean up after yourself.
- Put your trash and recyclables where they belong.
- Help yourself before asking for help.
- Raise your hand when you need an adult.

### Be Safe.

- Always walk slowly and carefully.
- Stay in your seat.
- Keep your body and belongings to yourself.
- Eat only your own food.

# RECESS & PLAYGROUND RULES

**Recess:** Students will typically have recess daily before or after lunch. They will go outside every day except when it is very wet or the temperature, with the wind-chill factor, is below 20 degrees. Students are expected to follow the playground rules and be respectful of the recess monitor staff. Children should dress appropriately for the weather conditions. This includes boots, pants, and a jacket for cold conditions and wearing of approved footwear (sneakers, closed toe shoes, Crocs and boots without heels) for use of playground equipment. **Any student unable to participate in physical education due to a doctor's note is not permitted to participate in physical activity during recess.** Students can play board games, chat, read a book, or some other non-physical activity.

**Playground/Recess Safety Expectations:** Students will be allowed on the playground and participate in recess only when school staff is present. The playground exists to be enjoyed, for recreation, and as part of the physical education programs. *\*Please note: toys, sports equipment, etc. from home are not allowed.*

During recess, it is expected that students will follow the Walbran Way:

**Be Respectful.**

- Wait until the person on a piece of equipment is completely through the task before attempting to use the equipment.
- Follow directions and requests.
- Be fair and take turns.
- Be an upstander.
- Be a good sport.

**Be Responsible.**

- Dress for the outside weather.
- Stay in the boundaries.
- Return equipment.
- Be a problem solver.

**Be Safe.**

- Walk near equipment and in the wood chips.
- Use equipment the way it was supposed to be used.
- Leave sand, pebbles or mulch on the ground.
- Keep body and belongings to yourself.
- Report problems to staff members.
- Be aware of others around you.
- Wear appropriate footwear (i.e. sneakers).
- Report accidents to staff members IMMEDIATELY!

**Please Note:** Parents/guardians are not permitted on playground during school hours unless attending a school function and have a visible visitor's pass.

**Inside Recess Days:** The students will use the gym or library on inside recess days, which are necessary due to inclement weather. They will be allowed to play basketball, kickball and other structured inside games as well as board games, chat, etc.

## **ELECTRONIC DEVICES**

The personal use of cell phones and any other electronic devices is prohibited for students during the school day. Classroom teachers will handle electronic device violations on a case-by-case basis, but will inform the building principal if the behavior continues. Students who refuse to surrender electronic devices when asked by a staff member are subject to immediate disciplinary action. If a child brings an electronic device to school the device should remain off and in student's backpack during regular school hours. The Oriskany Central School District assumes no responsibility for lost, stolen or damaged cell phones or electronic devices. Parents/guardians who need to contact their children during the school day should do so by calling the main office.

# **SOCIAL MEDIA & ELECTRONIC DEVICE POLICY**

The Internet, including social media, may not be used on school computers or resources for any of the following purposes:

1. Sexting – Sexting is prohibited by employees, students and Board members. Those determined to have engaged in sexting shall be subject to discipline and possible criminal prosecution in accordance with all applicable laws;
2. To carry defamatory, discriminatory or obscene material;
3. Pictures, Videos, or any other type of recordings in bathrooms and locker rooms;
4. In connection with any infringement of another person's intellectual property rights (e.g., copyrights);
5. In a manner that violates the terms of any applicable telecommunications license or any laws governing the trans-border dataflow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
6. In connection with any attempt to penetrate computer or network security of any computer or other system or to gain unauthorized access (or attempted access) to any other person's computer, e-mail or voice-mail accounts or equipment; or
7. In connection with the violation or attempted violation of any other law, rule, or regulation.

All violations will be addressed through the Code of Conduct. Failure to comply may result in disciplinary action including but not limited to suspension.

## **VIDEO AND TAPE-RECORDED CONVERSATIONS**

Students are prohibited from making any electronic or digital video or audio recording(s) of another student or adult in the school unless specifically related to the educational program or officially designated activity of the school. Students who act in violation of this policy may have their electronic devices confiscated and may be subject to discipline under the Code of Conduct and/or police action.

## **STUDENT DRESS CODE**

A student's clothing, jewelry, grooming and appearance shall be safe, appropriate, and not interfere with the educational process. Students are expected to avoid clothing that presents health or safety problems, or that is considered to be profane, lewd or distracting (i.e. low cut or crop tops, short shorts, shirts with inappropriate language/sayings, etc.). The following items may not be worn during the school day: hats, headgear, or masks. Students who are required to wear head/face pieces for religious/medical purposes are asked to inform the administration of this need. Any student whose choice of clothing is questionable will be referred to an administrator. Parents/guardians of the student may be called to provide more appropriate clothing. If they cannot be reached, a student may be asked to "cover up" with borrowed clothing. For additional information check BOE Policy 1006 Section VI.

# BUSING AND TRANSPORTATION

Each student who is eligible for bus transportation is assigned to a bus by the transportation supervisor. Students should ride their assigned bus for both the morning and afternoon regular runs. Students requesting permission to ride another bus or be dropped off somewhere other than their normal stop must bring a note signed by their parent/guardian to the Main Office. (Please utilize the yellow notes provided at the beginning of the school year) This note will be signed and a bus note should be presented to the driver for the afternoon bus run. Emergency requests phoned in by parents/guardians are to be cleared by an administrator. The school bus is an extension of the school and all school rules apply as in the school building.

# VISITORS

Upon arrival, all visitors are to report to the main office during regular school hours. At the conclusion of your visit, all visitors must return to the main office. Students who attend local schools are not permitted as visitors during the regular school day.

While we encourage communication, we cannot permit interruptions to classes in session, which reduce instructional time and valuable teacher-student contact time. Visitors should be prearranged with OCS faculty, staff and/or administration.

Parking is allowed in the parking lot located to the right as you turn into the school driveway, across from the bus circle.

# SAFETY DRILLS

We are required by law to have fire and safety drills during the school year. The cooperation of the student body is imperative for the drills to be successful. Students should follow the directions of their teachers during all drills to ensure their safety.


# PARENT-TEACHER CONFERENCE

The Parent-Teacher Conference gives you an excellent opportunity to become better acquainted with the school and the teachers. It is important that you and the teacher share your child's needs. These conferences are one of the most effective means of evaluating the student's progress.

A conference with each parent is scheduled for the fall, although a parent or teacher may request a conference at any time during the school year. An on-going dialogue between parent and teacher should clarify any area of concern regarding the progress of a child.

Teachers will not be called from classes to discuss parent/guardian questions. You may call the school, however, to arrange a mutually convenient time for a conference or return call. A conference can be arranged by sending a note to your child's teacher or calling the school office.

## SAMPLE DISMISSAL NOTE:

	<b>N.A. WALBRAN ELEMENTARY SCHOOL</b> ORISKANY CENTRAL SCHOOL DISTRICT
<b>DISMISSAL NOTE</b>	
DATE(S) _____	
GRADE _____	TEACHER _____
STUDENT NAME _____	
<input type="checkbox"/> GO WITH THE WALKERS AND LEAVE WITH:	
Name _____	
<input type="checkbox"/> EARLY DISMISSAL AT _____ A.M./P.M. AND LEAVE WITH:	
Name _____	
<input type="checkbox"/> PARENT PICKUP AT DISMISSAL:	
Name _____	
[Signature Line]	
PARENT/GUARDIAN SIGNATURE	

# SCHOOL MATERIALS

The “tools of the trade” for students in school are books, pencils and paper. The school district does provide textbooks, workbooks, electronic devices and library books for student use. Reasonable care of district-owned materials is expected. The students and their parents/guardians are responsible for such care and will be assessed for damaged or lost items issued to them.

# HOMEWORK

Homework is specific work that is assigned as a follow-up to a lesson. Homework is typically done outside of class as independent work. Homework assignments provide opportunities for students to reinforce their knowledge of specific facts and to apply that knowledge to problem solving and reasoning situations.

The purpose of homework is to stimulate academic development of students, reinforce and maintain mastery of skills, expand worthwhile knowledge, encourage creative use of abilities, nurture work habits, accompanying responsibilities, and broaden desirable extensions of meaningful classroom activity to help the student to develop independent study skills.

Homework helps facilitate communication between parents/guardians and teachers, and provides a means for parents to monitor the progress of their children. You should be aware of the fact that studying is an important part of homework. Students may be given reading assignments as well as written work.

The teacher should provide help in developing good study skills, provide developmentally appropriate skills and make certain that homework assignments are purposeful, clear and have real meaning for the student. Homework should be explained in class to enable the student to ask questions and to be provided any initial assistance. When homework is assigned by the teacher, it should be reviewed, corrected or evaluated by whichever means is deemed most appropriate by the teacher.

**Parents/Guardians** can help to train and develop independence and responsibility using the following suggestions:

- Provide a quiet place to do homework.
- Supervise and schedule specific time for homework to be done.
- Ask to see the completed assignments.
- Be sure that your child returns his/her homework, books and necessary materials to school each day.
- Inform the teacher when your child does not understand assignments or cannot do the work.

**Students** have a responsibility to complete homework assignments. They can help themselves by:

- Recording their homework assignments in their agendas
- Establishing regular study hours
- Completing work neatly
- Completing work and turning in on time

## REPORT CARDS

Report cards are issued four times per school year. The first report card is issued to parents at the Parent-Teacher Conference. All other report cards are sent home with the students. Please review the report card with your child, sign the envelope and promptly return it to your child's teacher. Report card dates are listed in the district calendar.

## FIELD TRIPS

Field trips are conducted for educational and/or enrichment purposes. Parents/guardians will receive advance notice of any field trip by the teacher in charge. Students are required to participate. Notification slips will be sent home. Field trips are a privilege and participation is also dependent upon the demonstrated ability of each individual child to represent the school in a positive manner. The ability of each child to exert responsible self-discipline will be a consideration.

## PARTIES & TREATS

Certain specified parties held during the school year contribute to the school program and development of social, leadership, and planning skills. Other arrangements can be made for children who do not celebrate holidays/parties. Please let your child's teacher know in advance so these arrangements can be made.

Birthday parties typically take place only in the Primary grades (PK-2) and are cooperatively planned with the teachers involved. Any treats need to be store bought and all arrangements are required to be made prior to the day with permission and collaboration of the classroom teacher.

Invitations for private parties, out of school, are not to be distributed in school. Feelings are hurt when some are invited and some are not.

## LOST AND FOUND

Any personal or school property found in or near the school should be taken to the office. If any personal possession is lost in school, the proper procedure is to first check with the homeroom or class teacher, then also to check with the office.

Students are responsible for personal items brought to school. Names on belongings help in getting the lost item returned to the student.

Found items will be kept in the lost and found area for **one month**. Parents/guardians are welcome to either call or stop in to inquire as to their children's lost items. After this time, items will be packed for donation to a charitable organization(s).

## PARENT-TEACHER ASSOCIATION

Parents/guardians are encouraged to join and actively participate in our Parent-Teacher Association (PTA). The activities planned each year benefit children and help promote programs of interest and benefit to both parents and teachers. Notices are sent out monthly, informing parents/guardians of the meeting dates and times.

# FAMILY RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementation regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

## **To Parents/Guardian(s), Eligible Students:**

**This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) Pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."**

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or current behavior patterns.

A parent of a child under 18 years of age, or a student 18 years of age or older, shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received. Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts.