

**Woodstock Elementary School
2024-2025
Parent/Guardian/Student Handbook**

Peace



Be Safe

Love



Be Respectful

Learning



Be Responsible

**Woodstock Elementary School
8 West Hurley Road
Woodstock, NY 12498
845-679-2316
www.ontora.k12.ny.us**

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Dear Parents and Guardians,

Welcome to Woodstock Elementary School! Whether you are new to our school or a returning family, we are delighted that you have chosen to join us. We believe that you have made the right decision for your child's education. Woodstock Elementary School is dedicated to providing a nurturing and supportive environment for your children, while also holding them to high expectations.

At Woodstock Elementary School, we prioritize building strong relationships, fostering academic rigor, and ensuring relevance in our curriculum. Our dedicated staff, students, and families work together to create a learning community where every child is intellectually challenged in ways that align with their individual strengths, needs, and experiences. Our ultimate goal is to create an engaging and challenging learning environment for every student, every day.

We firmly believe that parents play a crucial role in their child's success. As parents, you are your child's first and most important teacher. You possess valuable insights into your child's unique needs, talents, and interests. We encourage you to partner with your child's classroom teacher and share any information that you believe will contribute to your child's success. While you have a deep understanding of your child, our teachers bring a unique perspective as they observe your child interacting with peers, facing new learning challenges, asking questions, and solving problems. By combining parent and teacher perspectives, we can ensure that your child's time at Woodstock Elementary School is both exciting and rewarding.

This handbook aims to provide a concise and understandable overview of the key opportunities and expectations that form the foundation of our program. We kindly request that you review this handbook with your child. If you have any questions regarding our programs, rules, or district policies, please do not hesitate to contact me.

Thank you for choosing Woodstock Elementary School as your partner in your child's education. We look forward to a successful and fulfilling academic year.

Warm regards,

Scott Richards
Principal

Principal

Scott Richards

Faculty and Staff

Kindergarten Tammy Sorbellini Elohim Pacheco	First Grade Cassandra Kothe Lauryn Tervenski Jacob Millman (1-4)	Second Grade Molly Heekin Erica Parisian
Third Grade Phyllis Evans Rachel Lim/Kaitlin Langdon	4th Grade Erika McLean Liz Lefferts	OT/PT Therapists Karen Hoban Erin Burch Nicole Zacchio
Speech Jackie Hanzl	Social Worker Courtney Blake	Psychologist Diana Johnson
Reading Teachers Andrew Vail Nicole Polacco	Math AIS Natalie Urciuoli	School Nurse Heather Kight
Monitors Kari Becker Michele Hilty Pat Christiana Patricia Klercker	Secretary Beckie Evans Susan Galuska	Art Danielle Payette

Physical Education Sonja Rothe Patrick Burkhardt	Music Josephine Catalano Karen McKenna Corinne Sorace	Library Shelley Savatgy
Teaching Assistants Esther Roosa Heidi O'Connor Julie Corbett-Leon Jo Armstrong Gillian Jule Jessica Kowalsky	Teaching Assistants Cont. Lynn Ojarovsky Carrie Mickler Allyson Nichols	Custodial Ed Ryder Maria VanLeuvan Stacey Calderale
Food Service Nancy Albright Judyana Fuentes Donna Carr	Co-Teachers Terri Versace Brandi Decker Meghan McCardle	ELL Dominique Fields

Our Mission Statement

The faculty, staff, and administration of the Woodstock Elementary School have a professional and personal commitment to the social, emotional, physical and academic growth of every child within the bounds of our school.

We endeavor to provide an atmosphere in which the child will develop attitudes of caring, responsibility, a feeling of success, achievement and a strong desire to learn.

Parental presence and involvement in the school, especially vital in the early years, is welcomed.

Daily Schedule

ARRIVAL AND DISMISSAL PROCEDURES

We use the following procedure to ensure the safety and well being of all students at the beginning and end of each day. Please note that when your child is dropped off or picked up daily, or only on occasion, the following procedures must be followed. All doors will be locked throughout the day.

Changes to a child's dismissal plan must be made prior to 3:00 p.m. Written notifications of changes in a dismissal plan should be submitted to the office in the morning.

Drop Off Times	Procedure Summary
8:40 – 9:00 a.m.	Time: 8:40 to 9:00 – Students cannot be dropped off before 8:40. There is no supervision before breakfast begins at 8:40. Location: Please drop off students at the designated location in the back parking lot. The staff on duty will assist students exiting the car in a quick and safe manner. When dropping off your child, please remain in the car and have your child ready to exit the vehicle (unless your child is in a car seat and needs assistance). Drop-offs at the back of the building end promptly at 9:00.

<p>9:00 a.m.</p>	<p>Late arrival. <i>Parents/Guardians must escort their child(ren) to the Main Office to sign them in.</i> Children need to obtain a tardy pass before they can proceed to their classroom. <i>Please do not walk them to their class.</i></p>
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<p>Lunch/Recess</p>	<p>12:00-1:10</p>
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<p>Pick Up Times</p>	<p>Procedure Summary</p>
<p>Prior to 3:05 p.m. (Early dismissal)</p>	<p>Parents/Guardians must sign their child(ren) out in the Main Office. <i>Please do not go to the classroom.</i> If it is necessary to pick your child up early, a note to their teacher on that date will help the teacher and your child to be prepared for the early departure.</p>

<p>3:20 p.m.</p>	<p>Time: Please arrive at 3:20 at the back of the building near the cafeteria side door. We will start calling students for pickup at 3:25. Please park your car and walk over to the staff member that will assist you with signing your child out. Once you have signed out your child the staff member will radio into the building, to send your child out. Picture ID is required</p> <p>We ask that you take extreme caution when walking, parking, driving in the parking lot. Over the past few years we have seen an increase in the number of students getting picked up.</p> <p>If you arrive between 3:05-3:25, please do not come to the main office to pick up your child.</p> <p>EMERGENCIES: Come to the main office and we will help you.</p> <p>Note: If you will be picking up your child on the same day every week, you may send in one ongoing note stating which days your child will be picked up and by whom. (Should there be any changes to this dismissal plan, please notify the office as soon as possible.) Please note that legal guardians are required to notify the main office of anyone delegated to pick up their child including a step parent.</p>
<p>3:30 p.m.-3:40 p.m.</p>	<p>Students dismissed/busses depart</p>

Thank you for your cooperation. Teamwork helps everything run smoothly and safely.



Buses

Bus schedules are published annually during the month of August. If you have any questions regarding your child's bus schedule, please contact the **Transportation Department Office at 657-2537.** In the morning, buses begin to arrive at approximately 8:40 a.m. Children participating in the breakfast program will be unloaded directly in front of the school and proceed to the cafeteria. At 8:40 a.m., all

remaining students in the cafeteria and on the school buses will proceed directly to their classrooms. In the afternoon, buses begin to assemble to take students home at 3:20 p.m. When all the buses have arrived and the blocker bus is in place, students are escorted to the buses at the front of the building.

Bus transfers (bus passes) may be issued to a student by the Main Office only upon written request from a parent/guardian. The written request must include the child's full name, date, the classroom teacher's name, the child's destination, the parent's full name, contact phone number (for questions or concerns), and signature. Written requests must be received in the office prior to 3:00 p.m. No bus passes will be issued after 3:00 p.m. For morning pickup, the transfer request should be sent to the school the day before the pickup is needed.

Transfers may be rejected if the bus is at capacity.

Transportation changes: Transportation information can be found on the Transportation tab in the Parent Portal. If you have any questions or concerns, please contact the Transportation Office at 845-657-2537. Students will have one drop-off location. Bus passes for alternate drop offs cannot be accommodated. The Ontario Central School District does not allow students to ride different buses on different days of the week. We will, however, honor bus passes for children to ride alternate buses to go to the home of a friend or to go to a place of employment providing there is a bus route already in place and there is room on the bus. The Transportation Office will, if possible, mirror AM and PM routes, so bus riders are in the same group each day.

Walkers

Students identified as walkers by the Transportation Department are released after the buses have departed.

Early Emergency Dismissal/ School & Snow Closings and Delays/Shout Point Messages

During the course of the school year we face the possibility of early emergency dismissal. Although early dismissals are most often caused by weather, there may be other reasons for an early dismissal (heating problems, water problems, etc.)

For your convenience, the Ontario School District posts all delayed openings and closings at www.cancellations.com, on the district website at ontora.schoolwires.com and uses **Shout Point, the automated calling system**. To keep you informed should there be an early emergency dismissal, the Ontario Central School District makes use of the **Shout Point Messenger** program. This program has the capability to contact the entire District within minutes of an announcement of an early dismissal. Parents/Guardians will be contacted at the phone numbers that are entered in Infinite Campus (our student management system).

Attendance

Attendance will be taken daily at 9:00 AM by the classroom teacher. If your child

arrives at school after 9:00 AM, they must be signed in by a parent or guardian. Please ring the bell and wait at the front door for a staff member to sign in your child.

Good attendance is directly related to scholastic success. Parents are responsible for their children's regular attendance and punctuality. Illness of the child, emergency dental and medical appointments, emergency illness in the family, death in the immediate family, religious observance, approved school-sponsored activities and court appearance are considered legal excuses for absence from school.

The Board of Education recognizes the following as legal excuses for student absences:

- Illness of the child
- Emergency illness in the family
- Death in the immediate family
- Emergency dental and medical appointments
- Religious observance
- Approved school-sponsored activities
- Court appearance

Student Absences due to Family Vacation

The Onteora Central School District strongly supports attendance in school for all students on days when classes are scheduled. The nature of the curriculum and the teaching-learning process itself requires regular student attendance. Missed instruction in school cannot always be easily made up or duplicated. Students' absences from school due to family vacations, by law, must be recorded as unexcused absences.

Accordingly, the following information is provided to parents:

1. It is suggested that family vacations be arranged to coincide with scheduled school vacations.
2. The classroom teachers should be informed of a pending absence two (2) weeks prior to the absence. The teacher will inform parents of any possible implications of the proposed absence and of any expectations or responsibilities a student will have to meet upon returning to class.
3. Teachers will furnish assignments as deemed appropriate, when possible.
4. Teachers will determine the extent and the manner in which missed work will be completed.
5. Teachers may provide an opportunity for test make-ups.

An email or written note must be provided by the student's parent or guardian to the Main Office, woodstockoffice@onteora.k12.ny.us, for an absence due to the above reason(s) to be considered legal. No excuse for an absence will be accepted if the excuse is submitted more than 3 days after the date of absence with the exception of a medical note. If your child will be leaving school early on a given day, a note should be submitted to their teacher and the Main Office. *BOE Policy #7110*

Additional Attendance Information: New York State Education Department has now mandated that all children be in attendance for 90% of the school year. Chronic absence from school, which is defined as missing at least ten percent of enrolled school days, warrants our urgent attention because it diminishes successful student outcomes and undermines learning. Please know that our computer system will be set to notify you if your child misses 10% of school, which includes excused absences and late entry to school. Resources including posters, parent fliers, and examples of successful intervention strategies and programs to reduce chronic absence can be found at <http://www.everystudentpresent.org/>.

Food Services

School Lunch Program

The Food Service Department serves a hot and cold lunch daily . These lunches are available to all students. The lunch order is taken daily for the next day. The lunch menu is distributed monthly to all students.



School Breakfast Program

The Food Service Department serves breakfast each day. All students are eligible to participate in this program. Breakfast includes a choice of both hot and cold items. The breakfast menu is distributed monthly to all students. Teaching Assistants are assigned to supervise the breakfast program. Students arriving by bus are dropped off immediately in order to participate in this program. **If there is a three-hour delay, breakfast will not be served.**

Snacks

Snacks are made available daily for children to purchase during their scheduled classroom snack times. Children may also bring snacks from home. Healthy snacks are encouraged.

Free Meals

For the 24-25 school year all meals will be offered to all students free of charge. However, snack and snack milk is not free.

Lunch from Home

Children who choose to bring lunch from home will proceed directly to the lunchroom at the start of their lunch period. A station will be available where they may purchase a beverage if they have not brought one from home.

Beverages brought from home should be in appropriate (leak proof, reusable) containers. Under no circumstances should beverages be sent in glass containers.

There are no microwaves. Students must bring lunches that are ready to eat or purchase school lunch.

If there is an occasional day when a parent brings lunch to a child, it must be brought to the office and office staff will deliver it to your child. Doing this on a daily basis is disruptive to the class.



Peanut/Tree Nut Procedures

The Woodstock Elementary School is a "peanut/nut aware" school. We do this in order to provide a safe environment for our students who are allergic to peanuts/nuts. We do not want anything to happen to these children, nor do we want other children to witness the possible effects of such an allergic reaction.

The steps we have taken are:

1. Instead of peanut butter and jelly as a cold lunch offering, students may select a turkey, tuna, ham, cheese, sun butter and jelly or jelly sandwich. Cereals and snacks containing peanuts will also be eliminated.
2. We have designated "peanut/nut-free" tables in the cafeteria, which are cleaned with different cleaning supplies. We request that parents try to minimize sending in peanut butter on sandwiches. Peanut butter/tree nuts will be allowed; however, your child will have to sit with other classmates on the opposite side of the cafeteria away from the "no peanut/nut" tables. There will be no repercussions or discomfort for your child. If a nut/peanut allergic child touches something after someone who has touched these products, a severe reaction could occur.
3. All classrooms and common rooms (i.e. library, gym, music, art) will be peanut/nut free. Foods containing peanuts/nuts will not be allowed. If students bring in items with peanuts, we will have to replace them with alternate snacks that day. We recognize that nuts are good and healthy snacks for most children. We also know that students are in school only 6 hours each day and that there are other snacks that are just as healthy and will help others in our school community.

Healthy Eating

We encourage you to send healthy food to school with your child. Teachers will not give candy as rewards/incentives, in an effort to support healthy choices.

Cafeteria Rules:

- a) Sit in a safe and acceptable manner.
- b) Use acceptable table manners.
- c) Use appropriate language.
- d) Speak in conversational tones.
- e) Cooperate with peers and adults.
- f) Respect the rights and property of others.
- g) Remain seated until called upon by an adult.
- h) Raise your hand and wait for permission before leaving your seat.
- i) Don't leave the cafeteria without a pass/permission.
- j) When an adult raises their hand or claps, quiet down immediately.



Communication

Woodstock Open House

Please refer to the district calendar for the date and time our Open House will take place.

Each September we host an Open House to allow parents/guardians the opportunity to visit their child's classroom and meet their teacher. This night is designed for the teachers to speak with all parents/guardians about the curriculum for the year, daily schedules, classroom rules and expectations, and any special activities that will be occurring during the year. This is a time for parents/guardians; students **should not** attend the Open House.

Please note that Open House is not an appropriate time to discuss personal concerns. These topics are best handled during a private conference. Do not hesitate to schedule a conference to discuss these matters.

Conferences

Within the Onteora School District, many programs are available to encourage all students to succeed. If you have any questions or concerns regarding your child, please do not hesitate to schedule a conference with their teacher or the principal.

Parent/Guardian-teacher conferences are planned two times per year. The dates for these conferences can be found in the School District Calendar. It is the teacher's goal to invite each child's parents/guardian at least once per year. If you have a concern, please contact the Main Office to schedule a time.

Parents/Guardians are welcomed and encouraged to come to school to talk with your child's teachers during the school year. Appointments must be made to coincide with the teachers' schedules. This should be done through the Main Office. Call 679-2316 to set up the conference.

Five-Week Reports

Reports are issued in the middle of each quarter indicating that your child is having difficulty in a particular area or if work assignments have not been completed. You may want to contact your child's teacher to discuss what can be done to help your child.

Parent Portal

The Portal is a secure web site that allows parents to monitor their child's progress in school. As a parent, you can monitor your child's daily attendance and grades as well as having access to your child's lunch account, health records and assessments. It is designed to increase the communication between parent/guardian, school and teacher, which will be used to communicate with you.

Newsletters

Building communication will be sent either regularly from the classroom teacher and/or building principal.

District, School and Classroom Websites

Please refer to the district web site, www.onteora.k12.ny.us select Woodstock Elementary from the drop down list which will direct you to the school page where you will be able to select links for current information and activities available.

Flyers

Many flyers are sent home during the school year to announce upcoming events, field trips, classroom activities, etc. Remember to check your child's backpack.



Parties

Classroom Parties

The planning of individual class parties will be under the control of the classroom teacher. Teachers are urged to be aware of student religious beliefs in this regard and to make arrangements in advance to place students who do not wish to participate.

Birthday Parties

You are welcome to send a special snack to school to celebrate your child's birthday. Please contact the school nurse if you are interested in healthy snack ideas. Please contact the classroom teacher prior to the date to ensure that the celebration will fit into the class schedule for that day. Please check with the teacher for classmate food allergies.

By law, the school district is not allowed to supply addresses and phone numbers to parents/guardians.

Field Trips

Field trips are an important part of the educational process. Field trips are designed to enhance the curriculum and to give students an opportunity to visit locations that they might otherwise not have the opportunity to explore.

The District provides bus transportation for field trips. By law, children must report to school on the morning of the field trip and ride the bus to the destination in order to be marked as in attendance and be part of the class trip. If a parent/guardian transports a child directly to the field trip location, the child will be marked absent (and will not be covered by the school's insurance for the day).

If a parent/guardian wishes to take their child directly from the field trip location, a note must be sent to school stating this, prior to the field trip.

Playground Rules

Students must follow the rules listed below to assure their own safety and the safety of others. This information will be reviewed with the children by the physical education teacher, the classroom teacher, and the teaching assistants on duty.

1. Children must remain within the boundaries of the play area.
2. Children must return to the building when directed by staff.
3. Fighting, play fighting, wrestling, rough-housing, tackle football, dodgeball, throwing stones/snowballs, or any activity, which is dangerous or annoying to other children, is not acceptable. If a child feels that they/he is going to be hurt or that someone else may be hurt they/he should tell an adult. Everyone should have the opportunity to play fairly.
4. Children must obtain a pass/sign clipboard from an adult on duty before entering the building from the playground during recess.
5. Parents/guardians may not pick up their children from the playground. School personnel have been directed **NOT** to release children from the playground.
6. When using the climbing structures:
 - ~Children should not crowd each other and they should take turns.
 - ~Children should use a tight grip on the bars.
 - ~Children should keep their hands to themselves.
7. When using the slides:
 - ~Children should take turns.
 - ~One child per time on the slide.
8. Appropriate clothing for snow play (snow pants, boots, gloves, etc.)
9. Toys from home are not allowed on the playground. We encourage children to leave their personal toys at home.
10. Sneakers are recommended for recess and required for Physical Education class.

Parents/guardians may not pick up their children from the playground. School personnel have been directed NOT to release children from the playground.

Safety Guidelines for Nature Trail

This trail has been created for the use and enjoyment of the Woodstock School community. Hours of hard work by students, parents, school staff and other volunteers have created the paths, cleaned up the stream, removed brush, built the kiosk and bridge, planted trees and flowers, and more. This is our nature trail, but we share it with the plants and animals that live here. Please show respect for them and their homes by not doing anything to harm them.

The following is a list of safety guidelines for protecting both ourselves and the nature park while we are in it:

- Stay on the trail (unless you are involved in a specific activity and a teacher has instructed you to do otherwise).
- Please do not throw rocks or sticks.
- Please do not pick the flowers or hurt any of the other plants.
- Please do not litter.
- If you look under a rock or log to see what lives there, when you are done looking put the rock or log back where it was so that it can still be a home for a creature
- Please do not run on the nature trail.

Safety Drills

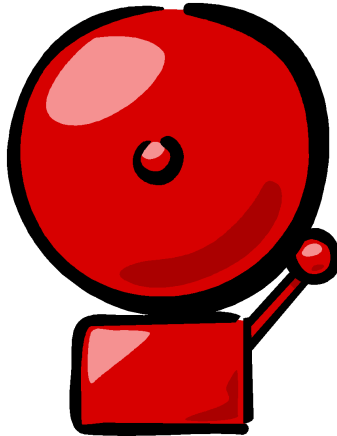
According to state law, safety drills are held throughout the school year to ensure that children, teachers, and staff are familiar with the best possible emergency safety procedures.

The safety drills include fire drills and lockdown drills.

- **Fire Drill** - Students and Staff will evacuate the building via the closest exit.
- **Lockdown** - implemented when there is an incident in the school building. The doors throughout the building are locked and students must stay in their classrooms, away from the doors and windows.

Bus drills are held at the beginning of the year to prepare children in case of an emergency while on the school bus.

Safety rules and drills are an integral part of our school safety plan.



Transportation Bus Safety Rules

Please review this information with your child.

1. Arriving and waiting at bus stop:
 - a. Be ready when the bus arrives – be orderly.
 - b. Wait Fifteen feet from the bus until the bus door opens.
 - c. Enter with care – use the handrail.
2. If crossing the street, cross in front of the bus, use the following procedure:
 - a. Stand Fifteen feet from the front bumper and make eye contact with the driver.
 - b. Await a signal from the driver.
 - c. Look both ways before crossing.
 - d. Continue looking while crossing.
 - e. Never go back but continue completely across the roadway.

- f. If a driver blows its horn, it signifies danger and the child is to return to the side in which they came
3. Riders should remain seated while the bus is in motion.
 4. No eating, smoking, vaping or drinking is allowed on school buses.
 5. Keep head, hands and arms inside.
 6. Keep the bus clean and aisles clear.
 7. No pets, animals, glass or sharp objects are allowed on the bus.
 8. Be courteous and speak quietly.
 9. No throwing objects in the bus or out of windows or doors.
 10. Obey all requests of the bus driver.
 11. Shoving, pushing, profane and obscene language is prohibited on the bus.

Violation of Bus Safety Rules or misbehavior will result in a referral to the Principal. Consequences usually are progressive in nature. Efforts are made to avoid suspension, but safety cannot be compromised.

Violation of Bus Safety Rules or misbehavior will result in a referral to the Principal. Consequences usually are progressive in nature. Efforts are made to avoid suspension, but safety cannot be compromised.

Health Services

Onteora Central School District's School Health Services program supports your student's academic success by promoting health in the school setting. One way that we provide care for your student is by performing the health screenings as mandated by the State of New York.

Each building has a Health Office with a School Nurse.

Immunizations:

All entering students (kindergarten and new to the district) are required by New York State Education Law to be immunized against diphtheria, poliomyelitis, measles, mumps, rubella (German measles), varicella, Hepatitis B, age-appropriate Tdap and meningococcal vaccines. Proof of immunizations by a Healthcare Provider (HCP) or previous school record is required as acceptable documentation of the immunization status.

During the school year, the following screenings are required:

- Vision – distance and near acuity for all newly entering students and students in kindergarten, grades 1, 3, 5, 7, & 11.
- Hearing – hearing screening for all new entrants and students in kindergarten, grades 1, 3, 5, 7, & 11.
- Scoliosis - scoliosis (spinal curvature) screening for all girls in grades 5 and 7, and all boys in grade 9.
- Health Appraisals - a physical exam, including Body Mass Index (BMI) and Weight Status Category is required for all new entrants and students in kindergarten, grades 1, 3, 5, 7, 9, & 11. If we do not receive a physical from your health care provider by September 30, a school physical exam will be scheduled.
- Body Mass Index Reporting (BMI) – as part of a required school health exam, a student is to have their height and weight measured. The results are then used to compute the student's BMI. The BMI helps the doctor or nurse know if the student's weight is in a healthy range, too low, or too high. Periodically schools are requested to report to the New York State Department of Health (NYSDOH) information about our students' weight status groups. Only summary information is sent, no student names or identifying information. However, you may choose to have your child's information excluded from this survey report. IF you do not wish to have your child's weight status group information included as part of the Health Departments survey, please SEND WRITTEN notice to the school nurse. The information sent to the NYSDOH will help health officials develop programs that make it easier for children to be healthier.
- Dental Certificates – a dental certificate is requested for all new entrants and students in kindergarten, grades 1, 3, 5, 7, 9 & 11.

A letter will be sent home if there are any findings on the screenings done at school that would cause concern or need medical follow-up. Please call the school's health office if you have any questions or concerns.

First Aid:

In cases of accidents or illness, the school district is responsible for immediate first aid care. Parents will be notified. The subsequent treatment and transportation of the ill or injured student becomes parental responsibility. All injuries incurred in school must be reported to the teacher, supervisor, or bus driver in charge, and the student must report to the health office. The health office must receive a report of injury since the appropriate recording and insurance follow-up is very important and must be completed promptly. *If students become ill or injured during school hours, they must report to the health office.*

Basic Health Rules:

1. Keep your child home if your child has any of the following conditions:
 - a. Fever (temperature of 100 degrees or more)
 - b. Fever during the previous 24 hours
 - c. Heavy nasal discharge
 - d. Persistent cough
 - e. Overtired and generally not feeling well
 - f. Vomiting and/or diarrhea within 24 hours of the start of the school day
 - g. Rash of unknown origin
2. If a child's health is in doubt upon entering school or during the school day, the parents/guardians will be notified to pick up the child.
3. Parents/guardians should notify the Health Office whenever a child is absent. This is especially true if the child has been exposed to, or diagnosed with a contagious disease (chicken pox, mono, strep throat, etc.), even if they have been home for several days.
4. A child with a fever cannot return to school until fever free for 24 hours without any fever reducing medications (i.e., Tylenol, ibuprofen, etc.).
5. Send in a written note whenever the child returns to school from an absence.
6. Notify School Nurse as soon as possible if a child has tested positive for COVID-19.
7. If your child has been evaluated by a health care provider due to an injury, please request a note that clears them to return to school and specifies activity restrictions if necessary.
8. Contact the School Nurse if you have any questions or concerns.

Medication Administration:

If it becomes necessary for a student to take any form of medication at school, the following steps must be followed:

1. A written order from the health care provider must be obtained which includes the student's name, medication, dosage, and time to be given at school.
2. Permission must be given in writing by the parent/guardian, in order for the medication to be given at school.
3. The medication must be delivered to the school by an adult in its original container, properly identified with the student's name, date prescribed, name of medication, dosage, and instructions for administering (if it is a prescription medication, the medication must be delivered in the original pharmacy container. We recommend asking the pharmacy at the time of filling the prescription for a second labeled bottle, so one can be kept at home and one sent to school).
4. The medication must be kept in the health office in a locked cabinet (see below for exceptions*).

5. At no time should a student have prescription or non-prescription medication/drugs on them*.
6. If a student is to self-carry medication, it is to be noted on the medication order form, and the self-carry attestation form must be completed as well. School personnel may not dispense any medications including over the counter medications unless the above conditions have been met.

*Some conditions may necessitate that a child carry and self-administer their medication. Examples would be an inhaler for severe asthma or an Epi-pen for serious allergies. The school should have knowledge of these medications prior to a student bringing them to school. They require all of the above written permissions and an attestation form completed by parent and medical provider to self-carry and self-administer. Ritalin, anti-seizure drugs and antibiotics are examples of non-emergency medications, and must be administered through the health office. If you believe your child has a potential emergency health need, please consult with the school nurse to develop an emergency care plan. Students may not possess, consume, or distribute any type of medication without the approval of the school's administration and/or the health office.

These policies and procedures are necessary to insure the health and safety of the entire student body. We appreciate your cooperation and compliance.

Hand Sanitizers:

Alcohol based hand sanitizers can be used in school. If you do not want your child to use an alcohol-based hand sanitizer, you MUST notify the nurse in writing.

Physical Education and Sports:

Medical excuses pertaining to Physical Education must be obtained from the student's health provider. The document should be brought to the Health Office prior to the start of class. The Health Office will supply the Physical Education teacher with documentation of the doctor's note. A student may not participate in any Physical Education classes until cleared, in writing, by their health provider. If a student is expected to be out of physical education class for any extended time, there is a form that can be given to the doctor to determine if any adaptive measures can allow students to participate.

In order to be cleared for activities after a concussion, a physician must clear the student to return to activity. Upon private physician clearance, the school medical director will clear the student to begin the return to play protocol. Once the student has completed the return to play protocol, the student will be able to participate in all activities.

Before a student is allowed to participate in any interscholastic athletic activity, the student must have a current physical exam on file, be registered on Family ID for sport including recent health history (each season), and be approved by the school's medical director.

General:

Please notify your School Nurse of any changes in your child's health history throughout the school year. It is important to keep your School Nurse informed of any changes in your child's health. This would include any newly diagnosed allergies, asthma, food sensitivities/preferences, new medications, as well as any new illnesses or injuries.

Homework

The educators at Woodstock Elementary value meaningful homework because it provides an opportunity for students to practice and reinforce skills and concepts that are taught in class. Reading and writing reflection each night promotes learning in all subject areas. Math homework helps students develop necessary foundational skills. Homework helps to foster strong work habits and student independence.

What is homework? It is a planned part of the curriculum, extending and reinforcing the learning experience of the school. In addition, homework is:

1. Additional practice to strengthen new skills introduced in the classroom;
2. Work on projects of short-term or long-term nature;
3. Participation in research activities in locating facts and data;
4. Extended reading/writing assignments.

Whenever homework exists in our school system, it should supplement, compliment (through differentiation), and reinforce classroom teaching and learning.

Parental Role: It is crucial that parents support and have an active role in their child's academic life. Student growth will be ensured when parents and teachers work together in a combined effort to support and encourage student learning; this includes homework.

Independent Reading (Readers Workshop)- Readers Workshop requires that students read independently in their "just right" book that correlates with the current Unit of Study, which is included in the minutes below.

Time Guidelines for Homework: These guidelines specify approximate range spent on homework assignments:

- K-- (5-15) Minutes
- 1 – (10-20) Minutes
- 2 – (15-25) Minutes
- 3 – (25-35) Minutes
- 4th grade: approx. 40 minutes
- 5th grade: approx. 50 minutes

Homework will not be assigned over school breaks. Every effort will be made to keep homework to a minimum on weekends. Homework may be assigned five nights per week. Assignments given weekly may need to be completed by students on weekends if that is how a student chooses to manage their time.

Homework should be a topic of communication between parents and teachers. These procedures recognize and allow for exceptions and extenuating circumstances.



PTA

The Woodstock PTA is a vital and active part of the Woodstock School Community. Parents are encouraged to participate. Meetings are held monthly. Check the district calendar for dates and times. If you are unable to attend the meetings but would like to volunteer, please contact one of the PTA officers. We seek your involvement and participation as we work together to create an exceptional school for our children.

Home-School Partnership

A child's parents/guardians and the school share the responsibility for establishing an educational climate that will encourage each child's maximum growth. As the parent looks to the school to provide the facilities and the personnel, which are essential to the child's proper development, the school looks to the parent to assume certain obligations, which cannot be delegated to others.

A school can be effective in teaching the commonly accepted virtues of honesty, respect for authority, consideration for the rights and property of others, and adequate standards or personal integrity when the basic principles have been established and are held in sufficiently high regard in the home.

When parents have confidence in the school and cooperate with its programs and they show respect for the sincerity and integrity of its teachers, this is quite likely to be reflected in wholesome attitudes on the part of their child(ren).

- ❖ Take an interest in your child's work and encourage maximum effort.
- ❖ Become acquainted with the school, its programs, and its staff through scheduled teacher conferences, attendance at Parent Night programs, and participation in PTA affairs.
- ❖ Provide adequate supervision over study habits, instrument practicing, the meeting of school obligations, health habits, and recreational activities.
- ❖ Cooperate with supporting teachers who find it necessary to contact you regarding your child's progress or problems they may be having in school.
- ❖ When possible, time your vacations to coincide with school vacations.
- ❖ Help your child understand that school is their work, and that regular and punctual attendance is expected, as is appropriate dress.
- ❖ If there is something troubling your child, please contact their teacher. If you need more assistance, please contact the principal.
- ❖ Parents/guardians are not allowed in the lunchroom without permission from the principal.
- ❖ **Please put your child's name on clothing and lunch boxes.**
- ❖ In order to avoid the problem of lost favorite toys, mementos and electronics, we urge you to not let your child bring them to school. They are so easily misplaced and the heart-break of losing a cherished and valued item can be very upsetting to the child as well as the staff.

PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

School Board Policy #7212

The Ontario CSD will ensure that each child experiences both challenge and success in school activities. To this end, the District will make every effort to place each student at the most appropriate learning level for a successful educational experience. The concept of grade placement is based on the premise that each teacher will provide appropriate opportunities for students at all stages of physical, emotional, and academic growth. Academic growth does not take place at the same pace, and promotion, retention, and acceleration are added methods to meet the needs of individual students.

Promotion, retention, and acceleration of a student will be based on the following general considerations:

1. Academic achievement;
2. Age of the student;
3. Teacher and principal recommendations in consultation with the parents/guardians; and
4. Where the decision for retention is in question, the principal will have the final authority;

The Administration will develop regulations to establish guidelines and procedures for decisions regarding promotion, retention, and acceleration.

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

Ref: Education Law §§ 305(47); 1709; 2503(4); 3202
8 NYCRR §100.4
Isqwith v. Levitt, 285 App. Div. 833; 137 N.Y.S.2d 497 (1955)
Matter of Eckert, 13 EDR 270 (1979)
Op. Counsel, 1 EDR 775 (1952)
OCSD Regulation 7212R

Adopted: 10/13/15

Behavior Standards

All members of the Woodstock Elementary School Community will respect and be kind to each other. This means:

1. We care for each other and respect each other's belongings.
2. We are polite to our classmates, teachers, administrators, and other visiting adults and children who may be in our school.
3. We walk and talk quietly in the hallways.
4. We respect everyone's personal space.
5. We don't tease one another or call each other names.
6. We solve our problems with one another by talking, not fighting.
7. We ask a teacher, another adult, or peer mediators for help if we have a problem we cannot solve on our own.

8. We are proud of our school and ourselves and we do not do anything to harm either.
9. We tell the whole truth.
10. We follow the rules whether or not an adult is present.

District Code of Conduct Summary
The Code of Conduct can be found on the Onteora CSD website.

Dear Students, Parents, and Guardians,

The Onteora Board of Education hopes that our students will become passionate learners who are empowered to achieve their dreams and act as good citizens of the world and of their community at large.

To achieve this goal, the Board strives to provide safe schools for all students and to ensure that all members of the school community assume personal responsibility and behave with a sense of mutual respect. The Board recognizes that to maintain such an environment, we must all live within certain boundaries and that inappropriate action by one person can infringe upon the rights of another. When conflicts arise, we are committed to nonviolent resolutions that encourage personal growth, responsibility, and recovery and that treat each individual with respect and dignity.

This Code of Conduct describes the behavior that the Board expects from all members of the school community, identifies consequences if those standards are not met, and establishes procedures to ensure that discipline, when necessary, is prompt, fair, progressive, and effective.

A full copy of the Code of Conduct may be found on the District website, www.onteora.k12.ny.us. See Attachment A of the full Code for a definition of terms used in this document.

Student Rights and Responsibilities

Students have a right to:

- A free, appropriate public education that will prepare them for active citizenship in a democracy.
- A safe and secure environment that promotes academic and social/emotional learning.
- Speak and be heard.
- Take part in any school activity on an equal basis.
- Be treated with courtesy and respect.
- Freedom from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- Academic and emotional support.
- Express themselves through their choices in clothing and appearance.
- Communicate thoughts and beliefs that do not interfere with the rights of others or school operations.
- Assemble peacefully.
- Learn strategies that develop cooperation, tolerance, and conflict resolution.
- Be informed of school policies and rules.

Students have the responsibility to:

- Refrain from violence. Notify an adult of the presence of drugs, alcohol, weapons, harassment, and other violent acts or threats of violence.
- Attend classes, observe school rules, and work for satisfactory achievement.
- Listen to others.
- Participate and support others in school events.
- Be courteous and respectful.
- Speak up about and refrain from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- Ask for help when it is needed and offer help to peers when needed.
- Adhere to the school Dress Code.
- Show consideration for people whose beliefs differ from their own.
- Get permission from appropriate school personnel before assembling.
- Use cooperative solutions.
- Abide by the Code of Conduct.

Expected Behavior

All members of the school community should respect the rights and welfare of others, act ethically, and care for school facilities and equipment. The Board expects respectful behavior and civil conduct on all school property, including buses, and at all school functions, whether on or off school property. The Board will not tolerate:

- Threats of violence in school.
- Possession or use of weapons or illegal materials.
- Possession, distribution, use, or being under the influence of alcohol or illegal substances (including synthetic drugs).
- Behaviors that infringe on the physical, social, mental, or emotional well-being of others, or that disrupt the safety and support of the educational environment.
- Bullying, harassment, or discrimination on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, or for any other reason.
- Academic misconduct (e.g., plagiarism, cheating, copying, altering records, forging documents such as passes, notes, etc., assisting another student in any of these actions).
- Damage to school property, including buses, or the property of others.
- The physical or electronic dissemination, posting, or sharing of materials that are obscene, advocate illegal action, or appear libelous to students or faculty.
- The posting of materials without the consent of the building administrator.
- Entering or remaining on school property without authorization.
- Violation of any federal, State or local law, or Board policy.

Dignity for All Students Act

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing, and intimidation.

The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct that is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events that can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline. (See District Policy 3420.)

Dress Code

All students and staff should show healthy and respectful attention to their personal cleanliness and clothing. Adults should model and reinforce acceptable dress for students.

Reporting Code Violations

Each individual in the school community has the responsibility to report Code violations that they witness. Violations involving weapons, alcohol, bullying, harassment and intimidation, or illegal substances (including synthetic drugs such as synthetic cannabinoids) must be reported immediately. Students should report violations to the building principal, social worker, teacher, or any adult they trust. Adults should report violations in accordance with District policies. When Code violations break not only school policy but also the law, the school principal or designee may consult with the Superintendent of Schools to determine if law enforcement notification/involvement is warranted. Building/District administrators reserve the right to notify law enforcement agencies at their discretion.

Discipline

The Board believes that the best discipline is that which is self-imposed. Adults should model self-discipline and help students accept responsibility for their actions.

Disciplinary action should be used only when necessary and in accordance with applicable contracts, laws, regulations, and policies. Such actions should not just punish, but also encourage personal growth and individual responsibility. Staff members authorized to impose discipline should act in a prompt, fair, progressive and problem-solving manner. School personnel administering student discipline should consider:

- The student's age, learning style, and prior disciplinary record.
- The nature and circumstances of the offense.
- The effectiveness of any prior discipline.
- Information from parents/guardians, teachers, or others, as appropriate.
- Other extenuating circumstances.

Consequences. For students, these can range from an oral warning to permanent school suspension. Disciplinary action against staff will conform to law and applicable contracts. Visitors will be asked to leave the building.

Procedures. All disciplinary actions should adhere to District contracts, regulations, and

policies. Students accused of misconduct should be told by authorized personnel of the nature of the accusation. If necessary, authorized school staff should investigate the facts surrounding the alleged misconduct. Students will have an opportunity to tell their version of the event
Students subject to penalties other than an oral or written warning or a written notification to their parents/guardians are entitled to additional rights before the consequence is imposed. See Attachment F for more information.

Minimum suspensions. A student who brings a weapon to school will be suspended for at least one calendar year, unless the Superintendent modifies the penalty based upon the student's age, grade, prior disciplinary record, the belief that other forms of discipline may be more effective, other relevant information from parent(s), teacher(s), or others, or other extenuating circumstances. A student who commits any other violent act or who repeatedly and substantially disrupts the educational process could be suspended for at least five days, unless the Superintendent modifies the consequence.

Alternative instruction for disciplined students. The District will provide alternative instruction within a reasonable amount of time to students removed from classes by teachers or suspended from school.

Referrals. Students may be referred for counseling, in-house District programs (e.g., Prime for Life, Peer Mediation, etc.), a Person in Need of Supervision petition through Family Court, or juvenile delinquency proceedings.

Disciplining students with disabilities. Students with known or suspected disabilities who are determined to have committed an act of misconduct will be referred to the District's Committee on Special Education (CSE). A student will not be punished if the CSE determines that the conduct stems from the student's disability. But when the CSE determines that discipline is warranted, the resulting disciplinary action will conform to the federal and State laws and regulations that govern the discipline of students with disabilities. Such students will not receive harsher punishments than students who are not disabled.

Student Searches and Interrogations

Searches. Police, as well as the Superintendent and District/building administrators, may search students and their possessions if there is reasonable suspicion.

By bringing a personal electronic device (including, but not limited to, cellular phones, smart phones, tablets, and laptops) to school, the student consents to a search of the device when school officials have reasonable suspicion that such a search will reveal a violation of the District Code of Conduct.

The scope of the search will be limited to the violation the student is accused of. Content or images that violate State or federal laws will be referred to law enforcement. The school district will cooperate with law enforcement officials as appropriate.

School computers, desks, lockers, and storage spaces are school property and may be opened and inspected by school officials without prior notice or student consent. Video surveillance footage may be accessed as part of a search process, consistent with District policies.

Questioning

School officials may question students about possible violations of school rules. The student's parents/guardians may be contacted, depending upon the circumstances. The police may enter the schools if a crime has been committed on school property, they have an arrest or search warrant, or if they have been invited by school officials. Prior to questioning students, police must read them their "Miranda rights," and school administrators or police must diligently try to notify the students' parents/guardians and give them the opportunity to be present.

Child Protective Services may interview students on school property without notification to the parents/guardians regarding allegations of suspected child abuse, maltreatment, or neglect (including educational neglect).

ELECTRONIC EQUIPMENT

Electronic devices should not be brought to school; however, parents may choose to give their child a device to be used only on the bus. Students are NOT allowed to record or take pictures on the bus.

Mobile phones, IPOD devices, smartwatches, or any device capable of recording audio, photographic, or video content interfere with the academic environment of the school. **AT NO TIME IS A STUDENT ALLOWED TO RECORD OR TAKE PICTURES OF OTHER STUDENTS DUE TO THE POTENTIAL OF FERPA VIOLATIONS.** Considering the potential for distraction and additional problems, all equipment must be turned off and not visible during school hours unless authorized by school personnel. Any student observed with such devices will be referred to the building administrator. In the event that a student is observed utilizing an electronic device, it will be confiscated and returned only to the student's parent/guardian by the building administrator or designee.

School-issued Chromebooks that are brought home, can only be used for school assignments. These are not to be used as personal devices.

School Visitors

The Board recognizes that the success of the school program depends, in part, on support from the larger community. The Board wishes to foster a positive climate where community members have the opportunity to observe the hard work and accomplishments of the students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or their designee is responsible for all persons in the building and on the grounds during the school day. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a staff member assigned to the school or a student of the school will be considered a visitor. The District reserves the right to refuse admission to any visitor at any time if the visitor or any current condition dictates that it is unsafe. Visitors during the school day must have an appointment prior to their arrival at the school building.
2. Any employee not assigned to the building must either wear their school-issued identification from the current school year or a badge as printed from the visitor management system (Raptor) while in the building they are visiting.
3. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal or the designated location for visitor check-in upon arrival at the school. There they will be required to present photo identification, allow staff to check them in

- through our visitor management system (Raptor), 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 may be asked to leave an item as collateral such as car keys that will be returned to them when the identification badge is returned. The visitor must return the identification badge to the Principal's office or designated check-in location before leaving the building.
4. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not generally required to register, but if the situation warrants it, pre-registration may be required.
 5. Any visitor participating in a school or classroom activity while school is in session must have pre-approval from the classroom teacher(s) and building Principal to minimize the disruption to the educational environment. If a visitor is on the National Registry of Sex Offenders, appropriate steps will be taken to verify the visitor's identity and provide authorization to enter the premises.
 6. Teachers are expected not to take class time to discuss individual matters with visitors unless the visitor has made an appointment to discuss a specific topic.
 7. Any unauthorized person on school property will be reported to the Principal or their designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
 8. All visitors are expected to abide by the rules for public conduct on school property contained in the code of conduct.

Adoption date: 11/10/2020

Reviewed: 03/19/2024

Public Conduct on School Property

The District is committed to providing an orderly, respectful, and safe environment that is conducive to learning. All persons on school property or attending a school function, whether on or off school property shall conduct themselves in a respectful and orderly manner. No person, either alone or with others, while on school property or attending a school function, shall:

- Intentionally injure or threaten to injure any person.
- Intentionally damage or destroy school property or the property of others, or remove or use such property without authorization.
- Disrupt the orderly conduct of classes, school programs, and activities.
- Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

- Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sexual orientation, or disability or any other discriminatory reason.
- Harass, including creating a hostile environment by conduct or by threats, intimidation, bullying, cyber bullying, or other abuse, as defined in Attachment A.
- Statements or threats that put an individual in fear of bodily harm.
- Enter any school property without authorization or remain in any school premises after it is closed.
- Obstruct the free movement of any person.
- Violate traffic laws, parking regulations, or other vehicle restrictions.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco, or controlled substances (including synthetic drugs such as synthetic cannabinoids), or be under the influence of any of the above.
- Possess or use weapons (unless specifically authorized by the District).
- Loiter, gamble, litter, spit, or urinate in public.
- Refuse to comply with reasonable directives of school officials while they are performing their duty.
- Willfully incite others to commit any acts prohibited by the Code of Conduct.
- Violate any federal or State law, local ordinance, or Board policy.

District's Title IX Nondiscrimination Statement

The Onteora Central School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is Stephanie Laffin, Assistant Superintendent for Curriculum and Instruction, 4166 Route 28, Boiceville, NY 12412, email: TitleIX@onteora.k12.ny.us. The contact information for OCR is [found here](#).

The District's [Nondiscrimination Policy 6120](#) and [grievance procedure](#) are available in the Onteora School District Policy Manual.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please send an email to TitleIX@onteora.k12.ny.us. You may also refer to [Policy 3420](#), [Policy 3421](#), and [Policy 3421.1](#) which can also be found in the District's Policy Manual.

At a regularly scheduled Board meeting, the Board or the Code of Conduct Committee will present any Code revisions for review.

[LINK TO CODE OF CONDUCT](#)

8/13/24 Updated