

# Sidney Elementary School Family Handbook – 2023-2024

## EVERYONE BELONGS

### SUPPORT FOR STUDENTS

#### GOAL:

We will implement UPK-12 programs that foster student sense of belonging, develop social emotional skills, and provide the tiered supports/services necessary to achieve success.

### COMMUNITY CONNECTION

#### GOAL:

We will develop additional opportunities for collaboration with the community by providing greater access to the facilities, promoting school events, partnering with community organizations, and increasing opportunities for parent involvement.

### ACADEMIC EXCELLENCE

#### GOAL:

We will provide a learning experience focused on foundational skill development, support for multiple pathways, and offer a wide variety of opportunities that enable students to discover their passion and develop lifelong goals.



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## Sidney Central School's Mission, Vision, & Values

# EVERYONE BELONGS

### MISSION STATEMENT:

We provide all students with a well-rounded educational experience that prepares and inspires them to find their passion and be a productive member of the community.

### VISION STATEMENT:

Sidney CSD is where everyone belongs, feels empowered, and is supported by a school community focused on excellence for all.

### CORE VALUES:

We believe we can achieve our vision and accomplish our mission if in all of our work, we focus on clearly defined and consistently demonstrated core values.



### TO THAT END, IN ALL OF OUR ACTIONS AND INTERACTIONS WE WILL:

- Model respect;
- Demonstrate integrity and act with honesty;
- Focus on academic excellence and success for all;
- Dedicate ourselves to our vision, to our work, and to each other;
- Foster collaboration;
- Act with care, compassion, and commitment.

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Sidney Central School District  
15 Pearl Street East  
Sidney NY 13838  
607-561-7701  
[www.sidneycsd.org](http://www.sidneycsd.org)

Sean Wood, UPK – 2 Principal  
Robert A. Hansen, 3 - 6 Principal



**#SidneyPRIDE**

**Important Names & Numbers**

***District Office***

Eben M. Bullock  
Superintendent of Schools  
561-7700

Kerrie Johnson  
Assistant Superintendent of Curriculum,  
Instruction & Special Programs  
561-7728

Aimee Warner  
School Business Executive  
561-7700

Antonio Stenta  
Director of Curriculum & School  
Improvement  
561-7728

Stephanie Hulbert  
Special Education Chairperson  
561-7702

***Sidney Jr./Sr. High School***

Maggie McNamara  
Principal  
561-7703

Katherine Rogan  
Assistant Principal  
561-7703

Jim Karl  
Athletics Coordinator  
561-7712

***Transportation Center***

Doug Russell  
Head Bus Driver  
561-7710

## **UPK – 2 Principal’s Message**

Dear Sidney UPK-2 Families,

I am thrilled to begin my second year as principal at Sidney Elementary and to continue our collective work that serves as a model for #SidneyPRIDE; building a strong foundation for learning and working with others.

As we enter the 2023-2024 school year, our continued focus will be on fostering a positive school community where every child feels valued and supported. We believe that a strong sense of PRIDE - Patience, Respect, Integrity, Determination, and Excellence - is essential to the success of each student, and we will continue to emphasize these values in our daily interactions.

Furthermore, we are committed to ensuring that all students have the necessary academic and social-emotional skills to thrive. Our team of educators will work tirelessly to provide engaging and rigorous instruction that meets the needs of every child, finding ways to make learning fun, meaningful, and filled with fond memories.

We are also aware that academic success is only one part of the equation. Understanding this, we will continue to focus on character education, instilling in our students a strong sense of ethics and empathy for others. Our goal is to help our students become responsible and compassionate members of our school community and beyond.

I am honored to be part of such a vibrant and caring community and look forward to another wonderful year at Sidney Elementary. Together, we will continue to make a positive difference in the lives of our students.

Respectfully,

*Sean P. Wood*

Sean P. Wood  
UPK-2 Principal

### **3 – 6 Principal's Message**

Dear Sidney 3-6 Families,

I hope everyone has had an enjoyable and relaxing summer. This school year I will continue to serve as your elementary principal for grades 3-6. We are excited to start the 2023-2024 school year! Teachers, staff, and administration have been working extremely hard to make this possible. At Sidney Elementary we are committed to work as a team to continue to ensure a sense of school community and help all students reach their greatest potential.

I continue to have two goals while serving as your building principal. My first goal is to continue to improve student achievement for all students. We will continue to provide support and enrichment opportunities through classroom instruction, academic intervention periods and our after-school enrichment program. I believe a collegial relationship amongst staff, students, and parents can help us continue to succeed and overcome any challenges that are put in our way. My second goal has always been to ensure a safe and secure learning environment for all students. The elementary school must be a place where all students feel safe and allow them to make positive choices both socially and behaviorally. We will continue to recognize our students through our #SidneyPRIDE program that emphasizes the character traits of Patience, Respect, Integrity, Determination, and Excellence in all that we do. Parents, teachers, support staff, and administration all have an important role in helping our children succeed!

Please review this handbook with your child and please reach with any questions by contacting the Sidney Elementary main office at 607-561-7701. We are looking forward to seeing all our friends on Thursday, September 7<sup>th</sup>!

*Robert A. Hansen*

Robert A. Hansen  
3-6 Principal

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## **Referenced Board Policies**

The following Board of Education Policies listed below are either referenced within this handbook or are pertinent to students in the Sidney Central School District. The policies are accessible in the district office or on the district's website: <http://www.boarddocs.com/ny/scsd/Board.nsf/Public>. At the top of the page, you will find a "policies" tab.

### Attendance

- 5100 – Comprehensive Student Attendance Policy

### Code of Conduct and Disciplinary Matters

- 3410 – Code of Conduct on School Property
- 7310 – School Conduct and Discipline
- 7313 – Suspension of Students
- 7421 – Discipline at Athletic Events
- 7311 – Loss or Destruction of District Property or Resources
- 3290 – Operation of Motor Driven Vehicles on District Property
- 3411 – Unlawful Possession of a Weapon upon School Grounds
- 7360 – Weapons in School and the Gun Free Schools Act
- 7320 – Alcohol, Tobacco, Drugs and Other Substances (Students)
- 5640 – Smoking/Tobacco Use
- 4526 – Student use of Computerized Information, Resources (Acceptable Use Policy)
- 0115 – Bullying: Peer Abuse in the Schools
- 0115 – Hazing of Students
- 0115 – Sexual Harassment of Students
- 0115 – Anti-Harassment in the School District

### Other Policies

- 7410 – Extracurricular Activities
- 8460 – Field Trips
- 7540 – Suicide
- 3210 – Visitors to School

### **The following forms are available in the school's main office or on the Sidney Central School District website:**

- Bully Prevention Form
- Sidney Central School District Complaint Form—Form 3420F (This form is to be used for all complaints within the Sidney Central School District, including incidents of alleged discrimination or harassment).



## **P.R.I.D.E. at Sidney Elementary School**

At Sidney Elementary School, we show **PRIDE!**

Students at Sidney Elementary School show #SidneyPRIDE! P.R.I.D.E. is an acronym that stands for, Patience, Respect, Integrity, Determination and Excellence. Students are well versed in these words and have a good understanding of what they mean.

#SidneyPRIDE was created to teach, model, reinforce and reteach expected and desirable behaviors throughout the school day. Students are expected to demonstrate PRIDE in all that they do while at school.

### **Patience**

- I will show patience by waiting for my turn quietly.
- I will share and let others have a turn.
- I will not get upset when it is not my turn, or when I have to wait.
- I will control my emotions when it is not my turn.

### **Respect**

- I will respect myself, others, adults, and things.
- I will treat myself, others, adults, and things as though they are special and important.
- I will speak kindly to myself and others.
- I will use materials and possessions as they are supposed to be used.

### **Integrity**

- I will show integrity by doing the right thing, even when nobody's watching.
- I will take responsibility/ownership for my behaviors.
- I will return things that do not belong to me.
- I will keep my area, space, and school clean.
- I will help others who need it.
- I will tell the truth and be honest.

### **Determination**

- I will show determination by never giving up!
- I will try and try until I get it.
- I will try, before I ask for help.
- I will use resources if I need help.

### **Excellence**

- I will do my best every day!

## Sidney Elementary PRIDE School Pledge

The Sidney Elementary School Pledge is recited every morning after the Pledge of Allegiance during morning announcements. Our school pledge has become a daily reminder as well as a teaching tool that can be used to highlight positive behavior and to correct problems as they arise. Each day the school community encourages every student to be patient, respectful, to demonstrate integrity, determination, and excellence. The pledge also serves as a foundation for #SidneyPRIDE.

### Sidney Elementary School PRIDE Pledge

I promise to be **PATIENT** and wait my turn.

I Promise to show **RESPECT** by treating myself, others, and property with kindness.

I promise to show **INTEGRITY** by always doing what is right.

I promise to show **DETERMINATION** by never giving up.

I promise to show **EXCELLENCE** in all that I do.

We represent **SIDNEY** and we show **PRIDE**.



## **Student Demographics Forms**

For the wellbeing and safety of our students, every child must have a demographics form completed and submitted to the school prior to the start of the school year in September. This form includes information such as Parent/Guardian contact information that would be helpful in contacting families in the event of an emergency or to relay important information. We have streamlined this system so that families will not have to fill it out every year, but instead will just have to make changes as necessary after their first year at school. Within this form, families will have the option of adding emergency contacts in the event they cannot be reached. Any individual who is listed as an emergency contact will be granted the following permissions:

- pick child up from the school/nurse
- sign permission slips
- change dismissal (ex. Send in a note, call, and make a change or pick up from school)

Please note that upon submitting this form you are providing consent for these permissions upon placing them as an emergency contact. Additionally, it is important to note that this authorization will stand until revoked by the primary contact in writing.

## **Daily and On Time School Attendance**

Attendance and promptness are extremely important to the academic growth of children and the development of positive attitudes toward learning and school. Please make every effort to have your child attend school on a daily basis. Vacations and family trips should be arranged to coincide with scheduled school holidays and vacations. If you are having difficulty encouraging your child to attend school, please contact your child's teacher or the school counselors. The comprehensive attendance policy is accessible in the district office or on the district website at [www.sidneycsd.org](http://www.sidneycsd.org).

**New York State education law requires the mandatory attendance of all compulsory age children at full day schooling.**

## **Arrival/Dismissal Time**

All students should plan to arrive at school between 7:40 a.m. and 7:55 a.m. If students are planning to eat breakfast at school, they may arrive at 7:40 a.m. Students should not arrive before that time. If there is an issue related to childcare before work or school, arrangements should be made before the school year begins. The school is not responsible for students until 7:40 a.m. when the doors open. Children will be dismissed at 2:30 p.m.

Each school year parents receive a dismissal form that provides our school with important information regarding daily dismissal, planned half days and dismissal in the event of any emergency school closings. This year, the form will come to you with the heading #SidneyPRIDE Dismissal Form and will be blue in color. This information will be used for the dismissal of your child. The form needs to be completed and returned to the school as soon as possible. **If there are any changes, parents, or caregivers must notify the main office in writing.** Extra forms are available in the Sidney Elementary School main office all year and can be found on our website. Every child must have a current phone number that is in use for emergency purposes. If changes to the number occur, please contact the SES office immediately at 561-7701.

Students who are to be dismissed during the day for any reason must bring a written note to the main office. Parents or caregivers must come to the Attendance Office to sign out the child. If the child returns to school during the day, the parent or caregivers must sign the child back in.

## **Importance of Being on Time and at School Everyday**

We want to emphasize the importance of regular attendance in school. Attending school every day is crucial for your child's academic success and overall well-being.

Regular attendance helps students develop important skills such as time management, organization, and responsibility. It also provides them with the opportunity to interact with their peers, participate in group activities, and engage in discussions that enhance their problem-solving development and critical thinking skills.

When students miss school, they miss out on important instruction and may fall behind in their academic progress. This may lead to a lack of confidence, frustration, and can make keeping up with their classmates and coursework a challenge. Additionally, it places added pressure on teachers and supportive

services as they work to help students catch up, which can be difficult with the demands of the regular classroom.

Furthermore, consistent attendance ensures that students receive the necessary support and services needed to succeed. Teachers are able to identify areas where students may need additional help and provide individualized instruction to ensure that they are on target for proficiency.

We understand that there may be times when your child cannot attend school due to illness or family emergencies, however it is important to prioritize attendance and make every effort to ensure that your child is present in school as often as possible.

## **Impacts of Frequent Tardiness and Absences**

The impacts of frequent tardiness and absences are vast. Please make every attempt to have your student to school on time daily.

The negative impacts of tardiness and absences may result in:

- Poor peer and teacher relationships
- Increased academic struggles, lower grades.
  - This could impact future admission to college or employability.
- Feelings of stress, overwhelmed, or failure due to continuously being behind.
- Loss of free periods and independent work time due to the need to catch up on work that was missed.
- No feelings of connection to school.
- No established love for learning or school.
- Lifelong skills of being on time, or showing up to school, jobs, careers, appointments, meetings, etc. are not established.

## **Tardiness**

Students who arrive after **7:55 a.m.** are tardy and must be signed in at the main office where they will receive a late pass. Parents/Caregivers should provide a note explaining the reason for tardiness. Parents/Caregivers need to walk students into the office when dropping them off late to sign them in. **Help your child get a good start to each school day by arriving on time.**

When a student is tardy, they enter the building late, enter the classroom late, disrupt the learning process of others, interrupt the teaching process and are behind on their learning.

## **Absences**

**Children who are absent must bring a written excuse to their classroom teacher or office when they return to school.** Any time a child is going to be absent or late for school you must call the school nurse at 561-7705. Your call should come no later than 8:45 a.m. You may also leave a message on the voice mail. As soon as attendance has been completed, the nurse (or automated system) will begin calling all parents or guardians who have not called in. This may include calling work or emergency numbers. These calls are not made to inconvenience or pass judgment but are in place for student safety. Please note that you will receive notification by mail when your child's attendance is a concern and, if necessary, social services may become involved.

Regardless of an excused or unexcused absence, your student is still missing academic time. Any extended periods or habits of tardiness/absences may lead to impactful consequences on lifelong learning and/or goals.

## **Attendance Interventions**

Sidney Elementary School is invested in your child's future. We want all students to be successful and to do so, we have created a tiered approach to address attendance and tardiness concerns of individual students. The outlined triangle below shows our tiered interventions to encourage daily and on time attendance. In many cases, attendance at the elementary level is not often the responsibility of the child. If you have transportation issues or other concerns that impact your ability to get your child to school, please let school staff know. This is a partnership, and our school/staff will look for ways to support.

### **Tier 1 - 80% of student body - 5 or Fewer Absences**

- Welcoming Classroom Environment
- Monthly Class Improved Attendance Recognition
- Positive Notes Home
- Attendance Awareness Month
- Parent Contact - (Nurse/Teacher)
- School wide attendance language and expectations

### **Tier 2 - 15% of student body - 10 or More Absences**

- Attendance Mentors
- Letters Home
- Counselor Parent Contact
- Attendance Pledge
- Individual Student Meeting with Counselor

### **Tier 3 - 5% of student body - 15 or More Absences**

- Referral to DSS
- Contact from Administration to arrange meeting
- Morning Small Group Attendance Check In

## **School Closing**

If it is necessary to close school due to bad road conditions in the winter, or for other unplanned disruptions, families will be called via the School Messenger System, announcements will be made on the District Website, and on the following radio and television stations: WCDO and WBNG-TV. Please do not call the schools.

## **School Announcements and Contact**

The school communicates with parents in a variety of ways. Menus, flyers and reminders are sent home with children. The school calendar, district website and Facebook accounts are all great ways to remain informed on school events such as, staff development days, open house, concerts and report card mailing dates. The school is always working to improve its communication and will do its best to inform families as updates or changes are made to our communication platforms/methods.

## **Posters**

All posters must be approved and initialed by the principal. Posters may then be placed on designated bulletin boards.

## **Toy Policy**

Students may, with the permission of their teacher, bring items considered to be toys to school for a specific purpose, i.e., for a show and tell activity, for a class project with an educational theme, and for use during recess.

Except for the specific activity they are intended for, the toys must be kept in a student's backpack or bag for all parts of the day including bus trips. The toy should fit into a backpack.

On special days such, teachers will inform students and parents if toys, stuffed animals, etc. from home are permissible for the intended activity.

Toys intended for use after school at a daycare facility or sitter's home may be brought to school if kept in a backpack or bag during the school day and bus ride. Please note that the school is not responsible for any toys that are lost or damaged while at school.

## Visitors

All visitors are required to have a government issued photo ID in order to enter the building. Your cooperation is requested and appreciated for the security of all students.

The following excerpt is taken from the District Code of Conduct policy on visitors and volunteers.

Schools are a place of work and learning. Therefore, certain limits must be set on visitation to the district's schools and classrooms. The building principal is responsible for all persons in the building and on school grounds. For these reasons, the following rules apply to all visitors at Sidney Elementary School.

Anyone who is not a regular staff member or student of the school will be considered a visitor.

***All visitors to the school must report to the Sidney Elementary School Attendance office. You will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The identification badge must be returned to the Attendance office before leaving the building.***

Visitors attending school functions that are open to the public may not be required to register during the day or after school hours.

Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher and principal.

Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.



All visitors are required to abide by the rules for public conduct on school property, which is contained in the District Code of Conduct.

### **Breakfast & Lunch Program**

One of the most important ways in which we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their bodies and minds. We provide breakfast and lunch at no cost to the parents or caregivers in grades K-6 every day. Breakfast is served at 7:40 a.m. While all students eat at no cost to families, an application to assist in other programs will be sent home and needs to be returned. Snacks will be available for purchase on Fridays when available. Snacks range between .50 and \$1.00.

The Food Service Program has a computerized cash register/record keeping system. This system increases the efficiency and confidentiality for breakfast and lunch participants. Thus, each student will have an individual ID pin number. The student will need to learn his/her own pin number and enter this into the computer when getting a meal. Students can pay ahead for extras. Please make checks payable to: Sidney Central School Cafeteria. Cash may still be used.

The Sidney Central School District is providing parents an easy and convenient way to pay school fees. Parents may pay with VISA, Discover or MasterCard credit or debit cards for these items. Our web store accepts payments over the internet 24/7. By contracting with MY SCHOOL BUCKS, a national credit card payment processor, we provide you a secure site for making payments. Parents can make payments online, any time of the day.

#### **To make an online payment follow these simple steps:**

- Visit our school website at: [www.sidneycsd.org](http://www.sidneycsd.org)
- **Click on the Food Service link**
- **Click on School Lunch Payments in the top right corner of the page**
- Make payment using **VISA, Discover** and **MasterCard** credit or debit card

A payment receipt will be emailed to the address used when setting up the web store account. To view/print previous online payments or to update login information please click on My Account.

In the event of an hour delay breakfast is served to students. However, breakfast is not served when there is a two-hour delay.

We welcome anyone to come and visit our facility or to telephone with any questions or concerns. The Food Service Director can be reached at Sidney Elementary School at 561-7701, option 6.

## **Parent/Teacher Conferences**

Parent/teacher conferences are held throughout the year and may be requested at any time. In November, a formal invitation will come from all teachers and offer an option for a conference. Conferences may be held via telephone, zoom, or in-person depending on each family's availability and schedule. We encourage all families to attend these conferences as it is an opportunity for you to learn about your child's educational program and academic progress with his or her teacher. This is also a special time for you and your child's teacher to develop a positive relationship and to establish a home-school connection.

## **School Health Services**

### Health Forms

Health and General Information is now part of the Demographics Form first mentioned on page 5 of this handbook. Please make any updates to the Demographics Form and return it to your student's teacher the first week of school. It is important to inform the school nurse of any new health concerns.

All new students will receive a medical and health history form to be completed and return to the school nurse as a basis for the student's health file. It is extremely important to have health information on file for your child's welfare.

In order to reach a parent in case of a medical emergency, it is very important that the school be notified whenever there is a change in a location where the parent can be reached (home, work, or an emergency number). Please provide at least two emergency contact people other than yourself who live outside your home.

### School Health Screenings

The 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.

During a typical school year, the following screenings will be required or completed at school:

<b>Screening</b>	<b>Grade</b>	<b>You should know...</b>
Hearing	Pre K or K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> and any new students (or newly returning students)	Failing to respond to any frequency in either ear at 20dB will prompt a referral.
Vision	Pre-K or K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> and any new student (or newly returning students)	For ages 4 & 5 an inability to read 20/40 and for ages 6-18, an inability to read 20/30 and/or a two-line or greater difference between the two eyes will prompt a referral.
Scoliosis	Girls in 5 <sup>th</sup> and 7 <sup>th</sup> grades Boys in 9 <sup>th</sup> grade	The back must be exposed to be examined. Girls may wear a bra or bathing suit. They will also have to perform a forward bend in all four directions.
Physical exams or health appraisals	Pre K or K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> , any new student (newly returning students) and if participating in interscholastic sports.	Documentation must include: chronic medical conditions, vital signs, height, weight, BMI (Body Mass Index) and that they may participate in full activities/sport/work.

A letter is sent home if there are any findings on the screening done at school that would cause concern or need medical follow-up. Please contact the health office if you have any questions or concerns.

### Immunizations

All students attending our school must meet the NYS Immunization Requirements. These requirements have undergone some changes in recent years. Our school will follow all NYS Immunization Requirements. If you would like more information, please visit the following:

<https://www.health.ny.gov/prevention/immunization/schools/>

- Please note that these too may change and that you should check with your child's doctor or the school nurse if you have any questions about the revisions.

### Medications in School

If your child needs to take any medication during the school day (prescription or over-the-counter medicine like Tylenol, cough drops), we will need the following:

- the medication in the original, labeled container.
- a written order from the doctor
- written consent from the parent/guardian

All medication must be kept in the health office. It is helpful to send only the amount needed to school. Most pharmacies will supply a separate bottle on request. The medication must be hand delivered by an adult to the school nurse. Children may not carry the medication to or from school.

### Bassett School Based Health Clinic

The Bassett Healthy Warriors Clinic is located in our school. The School Based Health Center provides physical examinations, immunizations, mental health and dental services and can see your child when they are sick or injured. Please call 561-7795 to enroll your child and schedule an appointment.

### Head Lice

If head lice or nits (eggs) are suspected or discovered, please call the school nurse, treatment should be initiated prior to return. Detailed head lice information is available in the health office.

In accordance with both the American Association of Pediatrics (AAP) and the National Association of School Nurses (NASN) guidelines, a student will not be

excluded from school for head lice. If a student is found to have live lice the nurse will call a parent/guardian to report findings and to discuss treatment options again, treatment should be initiated before they return.

## **Information Regarding Bullying and Other Forms of Harassment**

### Dignity for All Students Act of 2010

This act was put into effect July 1, 2012. It amends Education Law to put into place procedures for the creation of school environments free of discrimination and harassment. Sidney Central School District has responded to this educational act by updating our procedures related to bullying, harassment, and discrimination.

### Bully Prevention/Discrimination and Harassment Procedures

The Sidney Central School District (SCSD) affords all students equal educational opportunities, as well as equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the SCSD. Disability harassment is a form of discrimination and is prohibited by SCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group's disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Students, or parent(s) or legal guardian(s) who believes his/her student has been subjected to disability harassment by another student, teacher, administrator, or other school personnel should report the incident(s) immediately to a school administrator, teacher, or a counselor. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Director of Special Programs may be contacted.

Definition of Bullying: "Bullying is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself".

Different forms or kinds of bullying may include: Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

### Reporting Procedures

Students are to report any incidents of bullying by completing a Sidney Central School District Bully Prevention Form. These forms are located in the school counseling office and in the building's main office. Forms can also be accessed online on the Sidney Central School District homepage: [www.sidneycsd.org](http://www.sidneycsd.org). Forms can be deposited into any specified drop boxes in the building or turned into the main office. If you have any questions or concerns, please contact the **Elementary School Dignity Act Coordinators, Robert Hansen and Sean Wood at 561-7701 or [rhansen@sidneycsd.org](mailto:rhansen@sidneycsd.org) / [swood@sidneycsd.org](mailto:swood@sidneycsd.org)**

### **Public Notice/Non-Discrimination Notice**

The Sidney Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality ), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to:

Kerrie Johnston  
Title IX/Section 504 Coordinator  
95 West Main Street  
Sidney, NY 13838  
607-56107728  
[kjohnston@sidneycsd.org](mailto:kjohnston@sidneycsd.org)

## **Custody Agreements**

A custodial parent has on occasion, requested school personnel to restrict the right of the other parent from picking the child up from school, from receiving school records, or from holding conferences with teachers. School personnel cannot honor these requests unless a court document specifically restricts these rights or privileges. A copy of any custody agreement should be brought to the school office so that a copy can be made and put into the child's folder.

Upon request, a non-custodial parent will receive notification of parent-teacher conferences, interim reports, and report cards.

## **Parties**

The Sidney Central School District recognizes that the health and wellness of our students is essential to the academic performance and the entire learning process. Therefore, it is important that we all work together to ensure we follow these guidelines concerning celebrations in the classroom.

### Celebrations in the Classroom

Parents are encouraged to send in healthy treats for classroom celebrations. Due to health concerns, only store purchased items with ingredients listed will be allowed. In-class celebrations should not take place during designated breakfast or lunch service without prior permission from the building principal and notification of the food service manager.

Flowers, balloons, gifts of any sort will not be delivered to students in class. These items create a distraction to the educational process of all students in the classroom.

Please check with your child's teacher regarding classroom party procedures.  
If you are planning a private party in your home for your child, we would

encourage you not to send personal invitations to be handed out in school. If you choose to send invitations to be distributed in school, all students in the class or classes must receive an invitation to the party.

### **Field Trips**

Field trips are designed as extensions of the curriculum to enhance and expand classroom learning. Throughout the school year, classes may be taken on field trips. Your child will need to have a signed permission slip for each trip with emergency information listed. You will be notified by the classroom teacher of these trips. Please note: parents or guardians who are designated as chaperones may not bring siblings on a school trip.

### **Lost and Found**

A number of items of clothing or possessions are found on school property during the school year. These items are kept in cardboard boxes in the cafeteria. Eyeglasses and electronic devices that are found are kept in the Attendance Office. Please mark all of your child's belongings with their name, grade and teacher's name. This helps ensure the return of items to students. Unclaimed items are donated to a charitable organization.

### **After School Programs/Extended Day/Academic Intervention**

At Sidney Elementary School we offer after school programs to provide intervention and enrichment activities for our students. Busing is available for students outside of our walk zone. Under no circumstance will students remain in the building unsupervised. Students not riding the late bus should be picked up promptly at 5:00 p.m. or before.

Students experiencing academic failure may be required to attend after school sessions. Extra help may be obtained in accordance with teacher availability and the after-school program schedule.

### **Clubs and Extracurricular Activities**

There are a variety of clubs and other activities the elementary students can join, such as:



- After School Enrichment
- Yearbook Club

Any additional clubs/activities will be communicated throughout the school year.



# Sidney CSD

## After-school program

### General information/FAQ

#### **Program goal:**

We will support families and their work schedules by offering meaningful enrichment opportunities for children through hands-on activities that foster problem solving, critical thinking, creativity, and collaboration.

#### **Who can attend?**

Registration will take place on a quarterly basis and is available to all students in grades K-6.

Families will be notified via School Messenger, as well as on our social media platforms before the start of each quarter.

Enrollment will be limited and on a first-come, first-served basis.

Each child attending the program **must** have a complete and current enrollment form on file with an up-to-date contact number.

Families sign off on our program guidelines/contact by registering in Family ID.

#### **What happens if the program is full?**

Students will be placed on a waiting list based on enrollment. When openings occur, these families will be notified.

#### **What does a day include?**

**Enrichment:** Camp runs from 2:30-5 p.m. (Monday-Friday, when school is in session) and includes STEM activities, crafts, cooking, board games, music, art, dance and more.

**Pool/Swim:** Swimming by grade levels will be communicated to parents through school messenger.

**Reading Support:** Students attending the program may receive reading support based on progress data from certified reading teachers.

#### **How will my child get home?**

If being picked up before 5 p.m., a child must be signed out by someone on their approved pick-up list. Parents/guardians must come into the building. Students may not sign themselves out and staff may not sign for parents.

If another person is picking up a child, please send your child in with a (green) after-school dismissal form.

After-school pickup will adhere to those listed on enrollment forms, which are submitted at the start of school, and listed in SchoolTool. Any changes must be done in writing with a new enrollment form.

Students riding buses depart at 5 p.m., and will be notified of drop-off locations and approximate times.

#### **Who can I contact with questions?**

You may contact Stefanie Winn in the elementary school office by calling 607-561-7700, option 1.

#### **What is expected of students and families?**

##### **#SidneyPRIDE:**

Families must notify the main office in advance if your child is a regular attendee and will **not** be attending on a scheduled day.

Repeated tardiness at dismissal on the part of parents/guardians will result in the child's removal from the program. (This applies to parents/guardians who are not at bus drop-off areas)

Participation in the after-school program is a privilege, not a given. In an effort to maintain core values, integrity, and the mission of the district, our students and staff will reinforce expectations within our code of conduct. Children/families participating in the after-school program will be required to meet these expectations. Children exhibiting challenging behaviors will meet with staff to work toward resolving and preventing behaviors from reoccurring.

In instances where students are not meeting expectations (disrupting the learning environment, exhibiting behaviors that are unsafe, violent, or that is harmful to themselves or others, which includes other students and staff), may be disciplined at administrative discretion.

##### **Progression of Discipline:**

Please note: Step 1 or 2 may be skipped based on administrative discretion or severity of behavior.

##### **Step 1**

After-school staff will give reminders to the child about the rules of the program, and will give verbal notification to parents regarding behaviors that are taking place and are not meeting program expectations.

##### **Step 2**

With recurring behaviors, a letter will be sent notifying the family and a temporary removal from the after-school program will occur.

##### **Step 3**

Should behaviors continue, a permanent removal from the after-school program for the remainder of the school year may be in order.

\*Students receiving a referral during the school day may be subject to temporary exclusion from the program for the day of infraction at the discretion of an administrator.

\*Students serving in-school suspension will not be permitted to attend the after-school program.

## **Recess/Playground Rules**

Outdoor recess is a regular part of each child's day at Sidney Elementary School. It is important that students behave appropriately on the playground, keeping themselves and their classmates safe. Students will be reminded and encouraged to demonstrate PRIDE in all that they do.

Patient - waiting their turn without getting upset or frustrated.

Respectful - treat themselves, others and materials with kindness.

Integrity - doing the right thing, even when no one is looking; being honest.

Determination - continuing to try before asking for help; using visible resources to solve a problem.

Excellence - doing the best that they can while playing with others and on the equipment.

Make sure your child is dressed appropriately for the weather. In the winter, students need to wear snow pants, boots, hats and gloves. It is also a good idea to have an extra set of dry clothes in school.

## **Bicycle Privileges**

Students are permitted to ride bicycles to school from September until November 1st and from April 15th until the end of the school year. Students are to walk their bicycles up the sidewalk and park in the bicycle rack. Per New York State law, all students must wear a helmet for their safety. Sidney Central School District will not be responsible for any lost or stolen bicycles.

Skates, Heelys, skateboards, or scooters will not be allowed on school property without written authorization from a principle.

## **Student Planners**

Student planners are provided by the school district for students in grades 3-6. The planners are used to help organize students and as a teaching tool for developing responsible behaviors towards learning. Teachers will communicate with parents through the planner on issues related to academic work and student behavior. Parents are required to sign the planner nightly and should use the planner to communicate back with teachers.

## **School Counseling at Sidney Elementary School**

The school counselors work with all students to address academic, personal, social and career development needs. The school counselors implement a comprehensive school counseling program that promotes and enhances student achievement.

School counselors provide the following services:

School Counseling Social Emotional Learning Curriculum – School Counselors visit all Kindergarten through Sixth Grade classrooms on a regular basis. Some of the topics and lessons covered in the curriculum include:

- o Emotion Recognition
- o Self-Regulation
- o Personal Body Safety
- o Walker and Biker Safety
- o Diversity, Equity and Inclusion
- o College and Career Exploration
- o Academic Skills
- o Attendance Awareness
- o Social Skills
- o Bullying Awareness and Prevention

Brief Individual Counseling – School Counselors work with students to address a variety of concerns that relate directly to the students' ability to function at school. School Counselors provide brief counseling to address specific issues as identified through referral forms, data collection and observation. Individual counseling services are intended to be brief and not long term. Many counseling sessions will occur between one and six times. School Counselors are able to provide referral information to families for outside counselors and therapists to address issues that are impacting other areas of the student's life.

Counselors establish confidential relationships with students to help them resolve or cope with problems. Issues addressed in the individual setting may include: academics, anger management, bereavement, conflict resolution, coping skills, decision making, feelings, friendship, motivation, problem solving, self-esteem, and study skills. Referrals for individual counseling can be made by the school staff or the student's parents or guardians.

School counselors are not certified, or qualified, to provide long term mental health counseling. Students that display ongoing concerns relating to mental health (anxiety, depression, grief/loss, neurological diagnoses, mental health diagnosis, ongoing family concerns/issues) would have their needs best met by a certified mental health counselor. The School Counselors can provide students and families with referral information and resources to obtain mental health counseling outside of school.

Group Work/Counseling – School Counselors run a variety of small groups to meet the continuously changing needs of the student population. Groups are established based on need. Concepts that are touched on during group sessions can include; academics, study skills, social skills, friendship and self-esteem. Referrals to group are made by the classroom teacher.

Consultation – Counselors provide parents and/or guardians with referrals to other school support services or community services. In addition, counselors consult with parents and/or guardians, staff, school based preventive caseworkers and, when needed, the Bassett Health Center’s mental health counselors, to address student needs. These services are intended to empower the adults supporting students to best meet the individual’s personal, social, career and academic development.

### **School Based Intervention Teams (SBIT)**

The School Based Intervention Team (SBIT) at Sidney Elementary School meets to discuss, review, and recommend strategies to be implemented to help students who are having academic and/or behavioral difficulties. SBIT is a school improvement tool designed to improve instruction through increased professional collaboration, problem solving, reflection and support among school personnel. The team deals with students struggling with literacy, math, and behavior, respectively. The SBIT process takes multiple weeks in order to obtain valuable data. After the initial data has been collected it is reviewed and analyzed and interventions are created to help the student in their area of need. Interventions will be tracked for a number of weeks before the next meeting to identify changes in data and areas of growth or improvement.

The goal of the SBIT is to maximize individual success in the regular classroom, while serving as a screening process for students who may be in need of special education services.

## **Students with Disabilities**

The Sidney Central School District has a continuum of educational programs for students with disabilities. Based on a student's individual academic, social, or physical needs the Committee on Special Education provides students with an Individual Education Plan (IEP) in the least restrictive environment.

Sidney Elementary School provides a comprehensive educational program, and we offer a wide range of services and/or modifications allowing students with disabilities to be successful and learn along with their peers.

Parents or guardians can refer students to the Committee on Special Education. If you have any questions, please contact Stephanie Hulbert, District Administrator of Special Programs at 561-7702.

## **Access to Records**

Under the Freedom of Information Law, parents have the legal right to view any and all documents in a child's permanent record. If you would like to review this material, please contact the principal twenty-four hours in advance for an appointment.

## **Testing**

Students in grades 3, 4, 5, and 6 are required to take New York State exams in English Language Arts (ELA) and Math. Students in 5th grade will take a New York State science exam. To help your child prepare for these tests, please check homework each night, encourage your child to read every night, and check for understanding by frequently asking questions.

## **Retention**

Retention is a very serious matter that can have lasting effects on a child. Our policy is to discuss and evaluate how a student would benefit from being retained in his or her current grade level. We look at reading and math levels, written expression, the student's social skills, and the student's age. If you would like to discuss the possibility of retention for your child, please contact the principal.

## **Sidney Elementary School PTO**

The Sidney Elementary School Parent Teacher Organization (PTO) is seeking individuals interested in continuing some of the many long traditions that support our students and community. The PTO has sponsored many activities which include the following:

- Fundraisers
- Breakfast with Santa
- Finnegan's Run Triathlon
- School trips
- Book giveaways

Anyone interested in becoming a member or holding a seat in the leadership of this group, please reach out to the school.

## **Surveillance Cameras in the School District**

The Sidney Central School District recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Therefore, the school district will implement the use of surveillance cameras when necessary in school buildings, buses, and/or on school grounds. The purpose of the surveillance cameras within the school district is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Any camera recording used for surveillance purposes in school buildings, school buses, and/or on school property, shall be the sole property of the Sidney Central School District; and the Superintendent of Schools or his/her designee will be the custodian of such recordings.

## Emergency Procedures

**Fire Exit/Emergency Evacuation:** The signal is a loud intermittent buzzing with flashing lights. When the alarm sounds, students are to pass quickly and quietly out of the building. **WE TRAIN STUDENTS TO WALK WITHOUT TALKING WHEN LEAVING FROM OR RETURNING TO THE BUILDING IN THE EVENT WE NEED TO COMMUNICATE/PROVIDE DIRECTIONS.** In the event your regular exit is blocked, stop, turn around, wait, and listen for instructions. Look for special fire exit instructions in each of your classrooms as well as classroom lockdown rules.

**REMEMBER: EXCLUDING WHEN IN A LOCKDOWN, NO MATTER WHERE YOU ARE IN THE BUILDING, LEAVE AS THE ALARM SOUNDS. EXIT WITH YOUR CLASS AND MEET AT THE DESIGNATED AREA WITH YOUR HOMEROOM.**

### Emergency Exit Procedures

1. See chart in homeroom for lane assignments.
2. As the alarm sounds, listen to instructions from your teacher.
3. Leave room/area as quickly and quietly as possible following the posted exit route.
4. Use all doors to exit.
5. Proceed to the designated area and line up in homeroom lane by alphabetical order. You are responsible for knowing the name of the person directly in front of you and immediately behind you.
6. Attendance will be taken at this time.
7. Once the “all clear” is given, we will quietly return to the building by homeroom and then proceed to the class/area previously exited.

### Emergency Exits from Assemblies, Cafeteria

As the alarm sounds, follow the same procedure as outlined. However, the principal or person in charge will direct you out of the building to ensure the quickest and safest exit.

### Emergency Shelter Procedure

At an announcement over the PA, exit the class/area as quickly as possible. Proceed to the designated area and line up in homeroom lanes as described in the fire drill procedure. **WE TRAIN STUDENTS TO WALK WITHOUT TALKING WHEN MOVING TO THE DESIGNATED AREA AND WHILE STANDING IN THE DESIGNATED AREA.** Wait quietly for further instruction.



## **District Code of Conduct**

**The entire District Code of Conduct is available upon request at the Sidney Elementary School main office and on the district website at [www.sidneycsd.org](http://www.sidneycsd.org).**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **Student Bill of Rights**

Students at Sidney Central Schools have the following Rights:

1. A right to learn without being disrupted by others.
2. A right to a safe, clean, healthy learning environment.
3. A right to mutual respect throughout the school community.
4. A right not to be subjected to harassment or bullying-either physical or verbal-by their peers or staff.
5. A right to due process-a right to know charges against them in a disciplinary situation and to speak on their own behalf.
6. A right to expect a high quality of education which challenges both the mind and the spirit.
7. A right to a reasonable amount of privacy.
8. A right to equal treatment and non-discrimination.
9. A right to equal access to school resources.
10. A right to be left alone-to have their feelings, privacy, property, and beliefs respected by others.
11. A right to dedicated, caring, and challenging teachers and administrators.

12. A right to express an opinion as long as it does not disrupt the educational process, does not incite or promote violence, and does not violate the rights of others.

## **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Accept responsibility for their actions.
4. Attend school every day (unless they are legally excused) and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Report all potentially dangerous situations and be entitled to appropriate confidentiality as per new toll-free emergency number. (1-866-535-5599)

## **Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), short skirts and shorts must be to fingertips, and see-through garments are not allowed. A full torso must be covered.
3. Ensure that underwear is completely covered with outer clothing.
4. Always include footwear. Footwear that is appropriate for school activities that do not represent a safety hazard in the classroom.
5. Not include the wearing of hats, visors, bandanas, hoods, sunglasses in the building except as a part of a work uniform or for a medical, religious, or approved educational purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Not include winter coats during school.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school or out of school suspension. This dress code, while directed specifically at students, will be in force for all members of the school community. This includes school staff,

substitute teachers, visitors, parents, or anyone conducting business at the school.

### **Prohibited Student Conduct**

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to place emphasis on the students' ability to grow in self-discipline and to use disciplinary action only when necessary.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar, or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act which disrupts the normal operation of the school community.
  - 6. Trespassing. Students are not permitted to enter in any school facility, other than the one they regularly attend during school hours and supervised school sponsored activities, without permission from the administrator in charge of the building.
  - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet

account; accessing inappropriate websites; or any other violations of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission or excuse given by authorized school personnel or parent.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health, or welfare of others.

Examples of such conduct include, but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes a person's actual or perceived race, weight, national origin, ethnic origin, religion, religious practice, disability, sexual orientation, gender, or sex, as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action, or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation/bullying, is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself.
7. Engaging in any form of sexual harassment as defined in the district's Sexual Harassment Policy.
8. Engaging in any form of sexual/inappropriate act in school.
9. Off-campus conduct that endangers the health and safety of others within the school or that which can be reasonably predicted to substantially disrupt the educational process is prohibited. Examples of such misconduct include but are not limited to:
  - Cyber-bullying (i.e., inflicting willful and repeated harm through the use of electronic text)
  - Threatening or harassing students or school personnel over the telephone, internet, or other electronic medium.
10. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
11. Selling or using or possessing obscene material.
12. Using profane, vulgar, abusive, or threatening language or words that may incite another person.
13. Smoking, giving away, using, or possessing a cigarette, cigar, pipe, e-cigarette, Juul, or tobacco products on school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds, going to or from a school function or a school-sponsored function).
14. Smoking, giving away, using, or possessing a cigarette, cigar, pipe or tobacco products on school premises (including buildings,

- grounds, school vehicles, and private vehicles on school grounds, going to or from a school function or a school-sponsored function).
15. Selling, giving away, using, or possessing any noxious substance.
  16. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
  17. Possessing any instrument for the use of such drugs such as a pipe, syringe, or other paraphernalia, while on the school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds) or in attendance at a school function or a school-sponsored function.
  18. Inappropriately using or sharing prescription and over-the-counter drugs.
  19. Gambling.
  20. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  21. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  22. Bringing toys, electronic games, or other disruptive devices to school. (ex. laser pointers, cell phones, pagers, CD & cassette players, mp3 players, iPods, cell phones, digital cameras, and other non-educational, nonessential devices) Unless prior approval has been granted by a school official. The school district is not responsible for the loss or theft of any personal property.
  23. Public Displays of Affection (PDA) between two students demonstrating a "more than friendship" attraction to one another. This may include, but is not limited to handholding, hugging, and kissing while in the school building or on school property.
  24. Students are prohibited from recording (audio and or video) anyone in the school community without their prior consent and knowledge. Special education students who have permission to tape classes as stated on their IEP, however, must be allowed to do so.
  25. Students are prohibited from accessing, transmitting, or retransmitting material that promotes violence or hatred against particular individuals or groups of individuals, advocates destruction of school property, promotes drugs, alcohol or other

illegal activities, is sexual in nature, pertains to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.

26. Students will not destroy or trespass in others' folders, work, files, or use others' passwords.

- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism (the act of using someone's work or ideas instead of one's own without giving the proper acknowledgement).
  2. Cheating
  3. Copying
  4. Altering records.
  5. Assisting another student in any of the above actions.

## **Search and Seizure**

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

In addition, the Board authorizes the superintendent and building principals to conduct searches of students and their belongings (including automobiles on campus) if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.



## **Wireless Devices Use and Possession Guidelines**

1. Students may never use a wireless device for any purpose during the school day without the express consent of a school official. The school district is not responsible for the loss or theft of any personal property.
2. Wireless devices are never to be used and must be always kept out of sight in any area in which an individual has a reasonable expectation of privacy including, but not limited to, rest rooms, locker rooms, and showers. This prohibition always applies during school and non-school hours.
3. Students may never use a wireless device to interfere with instructional activities or to inappropriately message.
4. In the event a student violates this policy, the school may take the wireless device and make it available in a reasonable amount of time, usually at the end of the day and only to the student's parent or guardian. Further, in the event a student violates the policy, discipline can be imposed upon the students.
5. Finally, if the district has reasonable suspicion this policy has been violated, the wireless device will be confiscated, and it can and will be searched. Any data, including images, contained in the confiscated wireless device, if deemed inappropriate, will subject the owner to administrative discipline and the State Police or other outside agencies may be contacted.

## **Disciplinary Procedures & Range of Consequences**

All disciplinary actions in Sidney schools are designed to serve two purposes:

1. to serve as a learning experience through which a student can grow in terms of character, values, self-control, self-understanding, and respect and appreciation of others.
2. to ensure a safe and productive learning environment for all members of the school community.

We continually strive for a consistent enforcement of rules that treats all students equally. At the same time, though, we consider individual differences and circumstances that make each disciplinary or learning situation unique. Our desire is always to do what is best for each student, to do whatever is necessary-in concert with the student's parents-to help them be academically and emotionally successful.

### **A. Penalties**

#### **Range of Penalties:**

The following is a list of consequences that can be used in any disciplinary situation:

- Parent conference
- A written apology
- Verbal warning
- Written warning
- Written notification to parent
- Counseling
- Probation
- Reprimand
- Lunch hour recess/detention
- After school detention
- Community service
- Removal from the classroom by the teacher
- Suspension from school transportation
- Suspension from school athletic participation
- Suspension from school social or extra-curricular activities
- Suspension of other school privileges

- Suspension of off campus and/or driving privileges
- In-school suspension from regular classroom instruction
- Suspension from particular school classes
- Suspension from school
- Restitution at replacement costs
- A Superintendent's Hearing resulting in consequences that may include a long-term suspension, alternative consequences and/or exclusion from school.

Generally, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### General Discipline Rules

*A student that demonstrates P.R.I.D.E. consistently...*

- displays appropriate behavior in the hallways, keeping hands and feet to oneself and walking silently.
- displays respect, treating adults and peers with respect, speaking politely and respecting school property as well as the property of others.
- follows direction, listening to and obeying all staff members.
- accepts responsibility for his or her own actions, telling the truth, seeking help from an adult when having a problem and knowing the rules. This means accepting the consequences without negative actions or words.

### In School

*A student that demonstrates P.R.I.D.E. consistently...*

- practices good listening and speaks politely to others.
- walks in the halls, keeping hands, feet, and objects to oneself.
- respects the rights of others by being quiet and polite in the hallways.
- stays in the classroom until excused or dismissed.
- takes care not to damage or destroy school property.
- respects the rights and feelings of others.
- follows adult directions.
- uses special care when handling equipment in art, music, library and gym.
- follows classroom rules.

### During School Assemblies

*A student that demonstrates P.R.I.D.E. consistently...*

- sits where directed.
- leaves the assembly only with permission from an adult.
- watches and listens politely to the performance and speakers.
- claps politely to show appreciation.
- leaves at the end of the assembly in an orderly manner.

### During Lunch

*A student that demonstrates P.R.I.D.E. consistently...*

- listens to directions and obeys adults who are supervising.
- avoids waste of food.
- uses good table manners.
- talks quietly during lunch.
- cleans up after eating and throws trash away.

### On the Playground

*A student that demonstrates P.R.I.D.E. consistently...*

- keeps hands, feet, and objects to themselves.
- plays only in designated areas under adult supervision.
- leaves the playground only with permission.
- plays safe, non-contact games.
- uses playground equipment safely and carefully.
- reports injuries to the playground supervisor.
- uses appropriate language.
- is a good sport.
- lines up quickly and quietly.
- remembers to collect belongings.

## **Internet Safety – Cyber Citizen Tips**

1. Never give out personal information.
2. Do not share your passwords with others.
3. Keep others' personal information private.
4. Think about others' feelings when communicating online.
5. Never take part in cyber bullying behavior.
6. Let a parent or other trusted adult know if you are being cyber bullied.
7. Remember the rights of others with copyright. Do not plagiarize.

8. If inappropriate material appears on screen, press Control-W **or** Control-ALT-Delete.
9. Remember to be respectful to yourself and others with online social networking web sites, including language and pictures.
10. Let a parent or trusted adult know if you have difficulties with online social networking. Respect and communication are key in keeping safe online.