



2021-2022



Student/Parent Handbook

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Important Contacts

Board Of Education

Donald Johnson – President	Drj7@cornell.edu	607-589-6744
Sean Vallely – Vice President	Sean.vallely@zurichna.com	607-739-3996
Karen Johnson	Kjohnson836@gmail.com	607-738-7064
Matt Connor	Mc274@yahoo.com	607-589-7546
Rick Rogers	Gilmere61@gmail.com	607-589-6820
Donna Mistler	dmistler@ithaca.edu	607-589-6958

Superintendent	Diahann Hesler	607-589-7100
School Business Executive	Jane Bradley	607-589-7100

Instructional Support Services

Christina Lampila	Instructional Support Director
Kyle Holmes	Instructional Support Assistant
Christine Bainbridge	Speech/Language Pathologist
Amanda King	Speech/Language Pathologist
T.J. Anderson	Psychologist
Michael Lelijedal	Social Worker
Lexis Pallmann	Occupational Therapist
Misty Fearon	Physical Therapist
Tracy Palombizio	Tioga County Mental Health Counselor

Spencer-Van Etten Elementary School Phone Numbers

Elementary School Main Office	589-7110
Elementary School Health Office	589-7118
Instructional Support Office	589-7111
District Office	589-7100
Bus Garage	589-7160

Spencer Van Etten Elementary Building Personnel

Matt Stroup Bry Sparks	Elementary Principal Secretary to the Principal & Building Secretary
Stacy Laubach	Dean of Students
Hannah Wilbur	Nurse
Rebecca Mahoney Marcy Luffman Georgia Matthei	Pre-Kindergarten – 3 year old room Pre-Kindergarten – 4 year old room Pre-Kindergarten – 4 year old room
Deidre Cornell Lindsay Craven Lynette Felt Katie Park	Kindergarten Kindergarten Kindergarten Kindergarten
Carrie Fitch Melanie Karn Emily Potter	First Grade First Grade First Grade
Lisa Abell Marie Mack Nicole Ramos Kimberly Zarach	Second Grade Second Grade Second Grade Second Grade
Kimberly Flood Laura Weisse Krista Williams	Third Grade Third Grade Third Grade
Stefanie Dutra Robin Gillette Kyle Pierce	Fourth Grade Fourth Grade Fourth Grade
Shaina Carrigan Gina Lerch Jessica Sheridan Erica (Powell) Welch	Special Education Special Education Special Education Special Education
Gretchen Gobble Shelly Benjamin Laura Voorhees Craig Nevins Mikaela Suddaby	Art Learning Center/Library Music Physical Education Physical Education

Judy Ammack
Nicole DeLaney
Barbara Merrick
Saffron VanGalder

Jeannie Dolaway
Anne Hammond
Annie Horton
Julie Lamb
Linda Lanning
Sarah Lewis
Heidi McNeil
Barb Mein
Christine Nelson
Rachelle Pompa
Melissa VanAtta

Melissa DeFord
Ginger Sharpsteen
Karyn Swanhart

Jackie Butler
Donna Cater
Montana Dieter

Hope Munson

Randy Grobe
John Barton
Frankie Price
Ginger Sharpsteen

WIN Team Teaching Assistant
WIN Team Teacher
WIN Team Teaching Assistant
WIN Team Teacher

Teaching Assistant
Teaching Assistant
Teaching Assistant PK4
Teaching Assistant
Teaching Assistant PK3
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant PK4
Teaching Assistant
Teaching Assistant PK3

Recess Monitor
Recess Monitor
Recess Monitor

Café Monitor
Café Monitor
Café Monitor

Cafeteria Manager

Head Custodian-Days
Custodian-Evenings
Cleaner-Evenings
Cleaner-Evenings

Together We Achieve!

Our District Believes:

IN A SAFE, RESPECTFUL AND TRUSTING ENVIRONMENT

- In respecting social, racial, ethnic differences and diversity of opinion
- Everyone is entitled to a safe, supportive and nurturing environment

IN PURSUING EXCELLENCE

- The pursuit of excellence is essential to success
- Learning is the focus of the school
- Effective teachers foster student success
- Health and wellness are critical to learning

THAT ALL INDIVIDUALS CAN LEARN

- Each student has a unique set of needs that must be met as well as a unique set of talents/or abilities that must be championed in order for all students to access opportunities to reach their potential
- There are multiple modes of learning and multiple measures of student success
- In order to foster the lifelong love of learning, learning must be enjoyable and meaningful

IN BUILDING HEALTHY RELATIONSHIPS

- Instilling a healthy competitive nature in our children is part of the educational process
- Healthy family, community and school relationships enable success for all
- Our school community will provide a social, emotional, and supportive structure

IN POSITIVE INVOLVEMENT

- Family, community and school involvement is an integral part of a successful educational process
- Students and teachers will actively engage in the educational process

IN HUMAN DIGNITY

- Every individual has value
- Every individual has something to contribute
- Every individual needs to be treated with dignity

IN COMMUNICATING EFFECTIVELY

- Effective communication is essential for success
- Effective communication promotes engagement

IN RESPONSIBILITY

- We all play a role in fiscal responsibility in our community, schools and homes
- All students should leave our system with a sense of civic and environmental responsibility, moral courage, integrity and self-respect as well as a set of critical thinking skills

Important Dates 2021-2022

September	First day of school
September 13	First full day with all EPK, UPK & Kindergarten
September 20	Picture Day
September 27 -October 1	Book Fair
October 8	Early Release Day
October 11	SCHOOL CLOSED – Columbus Day
October 18	Picture Retake Day
November 11	SCHOOL CLOSED - Veteran’s Day
November 17	Half Day – Parent Teacher Conference
November 24-26	SCHOOL CLOSED – Thanksgiving Recess
December 1	Half Day – Parent Teacher Conference
December 21	PK-2 nd Grade Concert 9:00am & 1:40pm
December 24-31	SCHOOL CLOSED – Winter Recess
January 17	SCHOOL CLOSED – Martin Luther King Jr. Day
January 19	3 rd & 4 th Grade Concert 9:00am & 1:40pm
January 31	Conference Day – NO SCHOOL for students
February 21-25	SCHOOL CLOSED – Mid-Winter Recess
February 28	PK & K Registration Begins
March 9	Half Day – Parent Teacher Conference
March 11	Last Day of PreK Registration
March 21	Conference Day – NO SCHOOL for students
March 29-31	NYS ELA Testing for Grades 3-8
April 11-15	SCHOOL CLOSED – Spring Recess
April 18-29	Fill the Bus Community Clothing Drive
April 26-28	NYS Math Testing Grades 3-8
May 23-27	Book Fair Week
May 24-27	NYS Science Performance Test Grades 4-8
May 30	SCHOOL CLOSED – Memorial Day
May 31-June 4	NYS Science Performance Test Grades 4-8
June 6	NYS Science Written Test Grades 4-8
June 9	PK-2 nd Grade Concert 9:00am & 1:40pm
June 14	3 rd & 4 th Grade Concert 9:00am & 1:40pm
June 20	SCHOOL CLOSED – Juneteenth
June 22	Last Day of School for Students

Daily Routine

All doors in to the building will be locked while school is in session. If you arrive to pick up your child at a time other than regular arrival and dismissal times you will need to use the buzzer on the right side of the front door. The secretary will then talk to you and someone will bring your child out to you. This system is in place because unfortunately this year we can not have extra people in the building.

Morning Arrival

There is no supervision available until 7:45 am. No students should arrive before that time. This year we will be using the drive thru method in the main parking lot for 1st-4th grade where 1st and 2nd grade students will enter the doors by the playground in line up in the halls by their rooms, and 3rd and 4th grade will enter through the main doors where they will wait in the gym by classroom. PreK and Kindergarten will enter through the doors on main street with parking on main street, students will enter the doors closest to the bus garage gate and will wait in the cafeteria by class.

- **7:45 - 8:00 A.M.** - Students should report directly to their designated areas and wait to go up to their classroom
- **8:00 A.M.** - Elementary school starts- students will have breakfast in their classroom. Doors close at **8:05** any student arriving after that time are considered late and will need to be let through the main doors by the secretary.

Dismissal

If your child is a walker you should pick them up at the youngest child's exit door. PreK exit out the doors on main street closest to the bus garage gate, Kindergarten exit out the double metal doors on main street right next to the doors for PreK, 1st and 2nd grade exit door is the doors closest to the playground in our main lot, 3rd and 4th grade exit out our main doors. There is multiple staff members assisting at each exit location, please make sure to sign out with a staff member.

- **2:40 P.M.** - Dismissal for walkers – Students must be signed out
- **2:30 P.M.** - Students dismissed for buses
- **2:40 P.M.** – Buses depart from school

Student's who walk to and from the S-VE Elementary, must be accompanied by an adult.

If you pick your child up before the scheduled dismissal time, you must use the buzzer at the main door to speak with the secretary in the office, and someone will bring your child out to you.

Additionally, whenever a child is not following his/her normal dismissal routine a **note** must be sent to his/her teacher. Students will not be allowed to ride a bus other than their own without **written** permission. Please send in a note with **each child** in the family indicating a change in the go home plan.

Bus Change Procedure

- If for any reason your child's transportation plan needs to be changed or modified, please send in written notification.
- **If you do not send in written notification, your child will follow his/her usual daily routine.**
- Keeping a consistent go home plan makes life much easier for your child.

Several of the following are District Policies. The full policies can also be accessed on the Spencer Van Etten Web site at www.svecsd.org. Click on the top book, All About SVECS. Most of the policies are under the 5000 area concerning students. At the end of the following sections, the number in parentheses will be the location you can find the full information.

****Parent and Visitor Procedures***

Parents and visitors entering our building are welcome. All individuals are required to wear a visitor tag while in our building. Upon entering the school go directly to the elementary office to sign in and receive your visitor tag. The classroom teacher will then be notified. You will also need to sign out when leaving the building. For your safety and our students' safety it is necessary that everyone follow this procedure.

We encourage volunteerism in the classrooms. Anyone wishing to volunteer in classrooms or in building activities needs to **pre-arrange a time with the classroom teacher** and the Volunteer Coordinator as stated in the school volunteer policy.



****School Volunteers***

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. **Volunteers shall not be used to provide transportation for school-sponsored activities.**

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision.

People wishing to volunteer should contact the District Coordinator of Volunteers or building Principal and complete a volunteer information form. Classroom volunteers must coordinate it with the classroom teacher prior to volunteering. All volunteers must be Board approved before being able to volunteer their time.

All volunteers are required to act in accordance with district policies, regulations, and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations, or school rules to leave school grounds.

Each building Principal or the district coordinator shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

First reading 3-26-02 Second reading 4-9-02 Adoption Date: 4-23-02

*Due to the current pandemic please call the main office for the most up to date visitor and volunteer information.

Parking for Parents

We reserve the Langford Street side of the school for your parking convenience. We take this parking precaution to ensure the safety of our students as they enter and exit vehicles. It is also the parking area closest to our main entrance. **You may not park in the cross walk** or in the driveway itself while you are waiting for your child. Both of these create very dangerous situations for our children as they are arriving or leaving for the day.



Emergency School Closing

If school is closed by the Superintendent of Schools due to hazardous roads or other unsafe conditions, notice of closing will be given immediately to area radio and TV stations:

WINK/WCMF, WNKI/WWLZ, WPGI/WNCZ, WHGL, WCII/WCIH, WATS/WAVR, WICZ TV, WYXL/SHCU, WQNY/WTKO, WICB, WETM/TV, WLTB, WSKG, WNBF/WHWK, WKOP/WAAL, WEBO/WBRG, WITV/WBGH, WETM, WELM/WPIE, WENY, WBNG/WMRV, WB107/WMXW

If an emergency closing should occur during the day, as many as possible of the above stations will be notified.

Delayed School Openings

In the event of a one hour (or two hour) delayed school opening, buses will arrive at the designated stops one hour (or two hours) later and school will begin one hour (or two hours) later than usual.

Parent/Teacher Conference Days - Students will be dismissed at 11:30 am

Conference Policy

The Elementary School has two scheduled parent/teacher conference times. The Fall Conference is at the end of the first ten weeks of school and is **mandatory**. Report cards will be distributed at the fall conference. There is an additional conference day in the spring. The spring conference is at the discretion of the parents and/or teacher.

All teachers are available for conferencing. Please call or write a note to the teacher to arrange a conference. IF YOU ARE UNABLE TO ATTEND A SCHEDULED APPOINTMENT PLEASE NOTIFY THE TEACHER IN ADVANCE AND RESCHEDULE ANOTHER TIME. Please feel free to arrange for additional conferences whenever you feel it to be necessary.

If you have a question or concern about your child, please contact your child's teacher first. If you feel the situation was not resolved, then please contact the building principal.

Change of Address - Phone Number - Employment - Caregiver

Many people change locations within the school district during the school year. We ask that if you do move, please immediately inform the elementary school office of the change. Your new address will give us the necessary information in case we need to contact you. If you change phone numbers, please immediately inform the elementary school of that change. This also applies to changes in employment. Your new employers name and phone number are very important in case of an emergency or illness. Furthermore, if your child has a change of caregiver, please notify us of the new caregiver's name, address, and phone number. (These notices will help us and your child immensely).

Attendance

Regular and prompt attendance is fundamental to learning. Since an absence from school disrupts a child's education, the cause and nature of absence becomes the concern of the school and the home. The following may be of help to you:

1. Notify the school when your child is absent; give reason and probable date of return.
2. Take care of your child's physical problem promptly in order to avoid prolonged absences.
3. On the day of your child's return from an absence, it is required that he/she bring a **written excuse** stating:
 - Date (or dates) of absence
 - Cause of absence
 - Type of illness (if absence is due to illness)
 - Parents or Guardians signature

Note: A written excuse is also required if your child is tardy. (Policies 5100, 5160, 5160E and 5160R) Continued unexcused absences may be considered educational neglect.

Frequent absences that amount to more than 15% of the school year may result in retention in the current grade.

Lunch Program

*This year we are able to offer 1 FREE breakfast and 1 FREE lunch a day to each student in the Elementary School.

For the following years, Spencer-Van Etten School offers a free/reduced breakfast and lunch program. To see if your child qualifies, fill out a lunch form when you register your child or at the beginning of each school year. One application per family is all that is needed, but a new form must be completed each year. Applications may be picked up anytime in the main office. You will be notified by mail whether you qualify or not. All information will remain confidential.

The best way to pay for school lunch is with a check made payable to SVE CSD. Please put your child's name in the memo. Lose change and dollar bills get lost easily on the bus, therefore, a check is a great way to ensure the money makes it into their account.

School Policy on Internal Medicine (Including over the counter medication)

The school's Health Office legally cannot diagnose, prescribe or treat. New York State law requires the following procedure be used if a child is to receive medication during school hours. (Including Tylenol, Ibuprofen, Hydrocortisone Cream, Antibiotic Ointment, Cough Drops, Tums) Orders need to be renewed every school year.

1. The Health Office must receive a written request from the parent that medication be given to the child.
2. A written order from the physician prescribing the medication stating:
 - ◆ Name of medication
 - ◆ Dosage
 - ◆ Time and duration to be given
 - ◆ Possible side effects
3. The medication must be brought to school by the **parent** and be brought in their **original** labeled prescription or over the counter bottles/packaging. Medicine can not be transported on the bus. (Policy 5420)

First Aid and Illness

The school Health Office must be able to contact parents in case of an accident or sudden illness during school hours. Therefore, it is important that parents make sure the school has a cell phone number, home telephone number, employers telephone number and the name and telephone number of two friends, relatives, or neighbors (who have given their consent) to act for a parent in case of an emergency. When children become ill in school, the parent will be called. Parents are responsible for seeing that injured or ill children get home safely.

Communicable Diseases

In order to control communicable diseases, sick children should be kept at home. **Please do not send your child to school** when he or she has any of the following:

persistent cough	sore throat
persistent runny nose	earache
persistent headache	rash
persistent stomachache	fever

- ❖ **A child should remain fever free for 24 hours without medication before returning to school. In addition a child must be free from vomiting or diarrhea for 24 hours before returning to school.**

Lost and Found

Children lose articles of clothing every day in school. All lost and found clothing is kept in the nurse's office. Please contact the school nurse if you are looking for lost items. Items which are not claimed by the end of the school year will be donated to the Salvation Army.

Dressing for Weather Conditions

As children do go outside daily for playtime, they should be properly dressed for the weather. In the wintertime, outside clothing should include a heavy coat, a hat, mittens, Boots, and snow pants. The only time children do not go outside is in extreme cold weather (when it is below 15 degrees Fahrenheit) or on rainy days.

Dress Code for the Elementary School

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

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that pajamas and extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see through garments are not appropriate.
3. Ensure that underwear is completely covered at all times with outer clothing.
4. Include footwear at all times. For safety reasons, flip flops or sandals of this type, slippers, "heelies" and high-heeled shoes will not be allowed. **Sneakers are the most appropriate and safest form of footwear for school.**
5. Not include the wearing of hats or head coverings, including visors and bandanas, except for a medical or religious purpose. Head coverings may be worn to school, but must be removed during the school day.
6. Not include items that are vulgar, obscene, libelous or denigrate others.
7. Not promote and or endorse the use of alcohol, tobacco or illegal drugs and or encourage other illegal or violent activities.
8. Ensure that shirts and blouses should be long enough to cover the midriff.
9. Ensure that Dresses, skirts and shorts should be no shorter than approximately 4 inches above the top of the knee,(including slits).

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. Parents will also be contacted.

Items brought from home

Electronic items, card collections and toys are all distractions to our learning. They are expensive and often cause problems on the bus, in the classrooms and at recess. For these reasons these items are not permitted at school. Bringing toys for show and tell is at the discretion of the teacher. **If items are brought from home, the school is not responsible for lost or stolen objects.**

Homework

Sometimes teachers will send work home. The greatest impact on your child's success in school is reading with your child and having daily conversations. These experiences build both comprehension and language skills.

As students get older homework becomes the norm, and it is assigned on a regular basis. It is extremely important that your child completes all homework on a regular basis. Setting a specific time and place to do homework without the TV on helps tremendously.

Field Trip Guidelines

When classes take field trips, parents are usually invited to join the class. Because parents are expected to ride the bus, there may be a limited amount of space for parents. Children **may not** ride with their parents in private cars to and from the trip. In order to participate in the field trip the child needs to leave the school with the group and return to the school with the group.

Children must have a signed permission slip from a parent to participate in all field trips.

Fundraising Guidelines

All fundraising must be approved by the Superintendent. Our PTO only does one fundraiser a year, and that is selling Gertrude Hawk Chocolate. We will do this in October all the monies raised is spent on the elementary students. PTO provides field trips for every grade level.

Behavior Expectations

In order to maintain our caring community, it is essential that all members of the community-students, staff and parents observe four rules:

- Be Respectful
- Be Responsible
- Be Safe
- Be a Problem Solver

If you respect yourself, others and the environment then you help create a community that promotes learning.

There is **Zero Tolerance** for bottom line behaviors and bullying. Bullying is any behavior that causes physical or emotional distress. Bottom line behaviors are intentionally hurting another (verbal threats/physical aggression), possessing a weapon/dangerous item, leaving building/school property of designated area w/o permission and engaging in repeated, willful and defiant behavior.

We are eager to work with you to eliminate these behaviors from our school. Consequences may be different as

situations arise but they will be as appropriate for the situation as is possible. (Policy 5300)

It is important that parents and visitors demonstrate the positive characteristics and behaviors that we expect from our students. As visitors it is our expectation that you will be role models for our children, please choose appropriate and responsible behaviors.

Family Educational Rights and Protection Act

Parents have the right to view and limit others from viewing their child's school records. Any person, other than those hired by the school district to provide services for students, must receive a release or permission from you to view your child's records.

If you do not wish to have directory information released, have your child's picture appear in a newspaper article or news clip on TV, please complete the Media Release Form and return it to your child's teacher.

You may wish to view the Federal FERPA regulations. The entire version is available on the SVE website.

Law requires that both parents have equal rights unless there is a court order. **The principal must have a copy of this court order on file** to be able to follow through. (Policy 5500) We have devised a system for parents who share custody of a child. To obtain notes, field trip information, report cards and classroom newsletters, you can make arrangements for a folder designated for your child to be located in the main office. It will contain duplicates of all information sent home in their go home folders every week. It is your responsibility to make arrangements to pick up the information.

Evacuation and Shelter Drills

During the school year we will have evacuation and shelter drills.

Bus Safety

WAITING

- Walk Safely To Your Bus Stop
- Be On Time
- Wait Quietly Away From The Road
- Don't Move Towards The Bus Until The Driver Signals

LOADING

- Use The Handrail
- Do Not Bring Large, Sharp, Or Breakable Things On The Bus
- Don't Carry Awkward Loads - Use A Backpack Or Book Bag To Keep Stuff Together. No animals, insects, pond specimens are allowed to ride the bus.
- Sit Down Immediately--Stay Seated

RIDING

- Don't Distract The Driver
- Keep Body Inside The Bus
- Don't Bother The Other Students
- Know How To Evacuate Your Bus

UNLOADING

- Check Before You Step
- Move Away From The Bus Right Away
- Go Directly Home

CROSSING

- Walk Ten Giant Steps Ahead Of The Bus Until You Can See The Drivers Face
- Wait For The Drivers Signal
- Cross To The Outside Edge Of The Bus And Make Sure All Traffic Is Stopped
- If Clear --Cross Quickly
- If Not Clear Return To The Side Of The Road (Policy 5320)

Code of Conduct

DEFINITIONS

"**Disruptive student**" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"**Violent student**" means a student under the age of 21 who:

- 1) Commits an act of violence upon a school employee, or attempts to do so.
- 2) Commits, or attempts to commit, an act of violence upon another student, or another person, lawfully on school property or at a school function.
- 3) Possesses, while on school property or at a school function, a weapon.
- 4) Displays, while on school property or at a school function, what appears to be a weapon.
- 5) Threatens, while on school property or at a school function, to use a weapon.
- 6) Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- 7) Knowingly and intentionally damages or destroys school District property.

"**Weapon**" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

STUDENT RIGHTS

All 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 or disability.
- 2) Go to a school that is safe, orderly, and free of tobacco, alcohol and drugs.
- 3) Clearly-stated and challenging academic curriculum.
- 4) Courtesy and respect from each other and from staff.
- 5) An explicit and consistently administered discipline code.
- 6) Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

STUDENT RESPONSIBILITIES

All 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) Obey all school codes and local, state and federal laws, including those pertaining to illegal substances and weapons.

- 3) Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
- 4) Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- 5) Accept consequences for individual actions, whether alone or in a group.
- 6) Dress appropriately for school and school functions.
- 7) 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.

STUDENT DRESS CODE

A student's dress, grooming and appearance shall:

- 1) Be safe, appropriate and not disrupt or interfere with the educational process.
- 2) Ensure that underwear is completely covered with outer clothing.
- 3) Include footwear at all times. Footwear that presents a safety hazard will not be allowed.
- 4) Not include the wearing of hats, or head coverings in the building except for a medical or religious purpose.
- 5) Not include items that are vulgar, obscene, libelous or denigrating to others.
- 6) Not promote and/or endorse the use of alcohol, tobacco, or other drugs and/or encourage other illegal or violent activities.
- 7) Include pants that are intact and not see-through.
- 8) Include shorts, skirts, and dresses that are no shorter than mid-thigh.
- 9) Refrain from wearing brief garments such as tube tops, net tops, mesh shirts, halter tops, spaghetti straps, plunging necklines (front and/or back) and see through garments. (Shirts must be long enough to be tucked in.)

PROHIBITED STUDENT CONDUCT

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

A. Engage in conduct that is disruptive or disorderly. Examples of these behavior include but are not limited to the following:

- 1) Using language or gestures that are profane, lewd, vulgar or abusive.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Engaging in any willful act which disrupts the normal operation of the school community.
- 4) Trespassing. Students are not permitted in any school building, other than they regularly attend, without permission from the administrator in charge of the building.
- 5) Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy

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

- 1) Failing to comply with the responsible directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
- 2) Lateness for, missing or leaving class or school without permission.

C. Engage in conduct that is violent. Examples of violent conduct include but are not limited to the following:

- 1) Committing or attempting to commit an act of violence.
- 2) Possessing a weapon

- 3) Displaying what appears to be a weapon.
 - 4) Threatening to use any weapon.
 - 5) Intentionally damaging or destroying personal or school property.
- D. 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) Stealing.
 - 2) Defamation, which includes making false or derogatory statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group.
 - 3) Discrimination, which includes the use of race, color, creed, national origin, religion, gender or disability as a basis for treating another in a negative manner.
 - 4) Harassment, which includes a 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.
 - 5) Intimidation or bullying, which includes engaging in actions or statements written or verbal that put an individual in fear.
 - 6) 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.
 - 7) Selling, using, producing or possessing obscene material.
 - 8) Using vulgar or abusive language or gestures.
 - 9) Student use of tobacco is prohibited.
 - 10) Violating Board policy on alcohol and drug use by students.
 - 11) Indecent exposure that is exposure to the sight of the private parts of the body.
 - 12) Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.
 - 13) Engaging in misconduct while on a school bus.
- E. Engage in any form of academic misconduct. Examples of such conduct include but are not limited to:**
- 1) Plagiarism.
 - 2) Cheating.
 - 3) Copying.
 - 4) Altering records.
 - 5) Assisting another student in any of the above actions.

PENALTIES

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination:

- 1) Oral warning.
- 2) Written warning.
- 3) Written notification to parent.
- 4) Detention.

- 5) Suspension from transportation
- 6) Suspension from athletic participation
- 7) Suspension from social or extracurricular activities.
- 8) Suspension of other privileges
- 9) In-school suspension
- 10) Removal from classroom by teacher
- 11) Short-term (five days or less) suspension from school.
- 12) Long-term (more than five days) suspension from school.
- 13) Permanent suspension from school

DISCIPLINE OF STUDENTS WITH DISABILITIES

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- 1) Protect oneself, another student, teacher or any person from physical injury.
- 2) Protect the property of the school or others.
- 3) Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school District functions, powers, duties, if that student has refused to refrain from further disruptive acts.

STUDENT SEARCHES

Student Lockers, Desks and other Storage Places

Students may be assigned lockers in which they are allowed to store their personal belongings and coats. These lockers are school property and can be inspected or searched at anytime. While students are assigned a lock or combination, this lock is for the purpose of protecting the students' belongings and does not create an expectation of privacy. Lockers, like all parts of a school building, including desks and other areas in which students are allowed to store their personal belongings, remain school District property and are subject to inspection and search at any time.

****VISITORS TO THE SCHOOLS***

The following rules apply to visitors to the schools:

- 1) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 2) All visitors to the school must report to the office of the principal or designated area. There they will be

required to sign the visitor's register and will be required to wear a visitor's identification badge which must be worn at all times while in the school or on school grounds.

- 3) Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- 4) Parents or citizens who wish to serve a classroom while school is in public session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- 5) Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 6) All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

The Board of Education will review this Code of Conduct every year and update it as necessary. For a complete copy of the Code of Conduct, you may call the District Office at 607-589-7100

Consent for Use of Photographs /Videos

Throughout the school year, photographs or videotapes may be taken of students for use in District produced publications, videos, podcasts, web or news media. *If you DO NOT wish your child to be photographed or videotaped, please indicate this in writing to the District Office by **September 15, 2018.***

Email does not constitute a written request; please write/type it on paper and mail/deliver. This request must be updated annually. Photos and videos produced by the District are the property of the District and not for use or reproduction without District consent.

Network & Internet Acceptable Use Policy

The Spencer-Van Etten Central School District Board of Education considers computer access to the Internet to be a valuable tool for education. Staff and student uses of the Internet must be in support of education and consistent with the purposes of the Spencer-Van Etten Central School District. This access, through the District network, should be used to support and enhance instruction and professional development.

Because access to the Internet provides connections to systems located all over the world, staff, students, and parents of students must understand that neither the Spencer-Van Etten Central School District nor any individual District staff member controls the content available on these systems. Some of the information is controversial and may be offensive. The Spencer-Van Etten Central School District does not condone the use of such material.

The Spencer-Van Etten Central School District Board of Education considers network and Internet use to be a privilege not a right and that use entails responsibility. Staff Internet use is currently available via individual accounts. Student Internet use is currently available via individual accounts

in grades 5 - 12 and shared class accounts in grades K - 4. CIPA compliant Internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

Failure to adhere to the regulations accompanying this policy will result in revocation of access privileges and may result in disciplinary action.

Users should expect only limited privacy in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to the discovery that users have violated this policy, the District / Building Discipline code or the law.

An individual account search may be conducted to determine if a user has violated this policy, the District Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

All uses of the network and Internet must be in support of education and consistent with the purposes of the Spencer Van-Etten Central School District. This includes use of district equipment whether on district premises or off premises.

All users will adhere to the following rules:

- Staff and students must keep their password confidential and use only their own password.
- Staff and students will only use the system for lawful, educational, and ethical purposes.
- Staff and students will understand and follow the rules of computer etiquette. Examples would include avoiding using inflammatory E-mail, avoiding vulgar or obscene language, making ethnic or racial slurs, acting in any manner that is perceived as harassment or remaining on-line for extended periods of time.
- Staff and students will only access material that is related to educational expectations and refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, you must immediately tell your teacher, supervisor, or the District Technology Coordinator. This will protect you against a claim that you have intentionally violated this policy.
- Staff and students will obtain the owner's permission before changing any electronic files.
- Staff and students will not plagiarize (see building guidelines).
- Staff and students will use their account for educationally related purposes only. This means you must refrain from offering, providing, or purchasing non-educational products or services during the normal work day or school day.
- Students will download files only with permission from a supervising teacher.

Rules that will be enforced in the Computer Labs and Libraries:

1. Games will be teacher approved only. If you wish for a student to play an educational game that is related to school work, please include the url (address) of your approved game(s) on a pre-signed pass.
2. Music will not be streamed from website
3. Videos will be current event, school sports related, or educational “how to’s” or demonstrations such as CNN, CBS, etc.
4. Pictures – Project based picture searching only.

