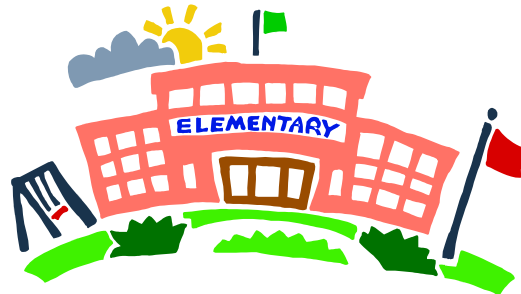


NORTH WARREN ELEMENTARY SCHOOL

6110 STATE ROUTE 8
CHESTERTOWN, NEW YORK 12817
PHONE: (518) 494-3015 EXT. 704 FAX: (518) 494-2611

STUDENT HANDBOOK



2017-2018

Dear Parents:

Welcome to the 2017-2018 school year. We want this to be an enjoyable and productive year.

The North Warren Elementary Student Handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful school year. In it you will find information pertaining to:

- ⇒ Handbook Receipt Acknowledgement Form (**To be returned to the school**)
- ⇒ Elementary Staff
- ⇒ School Security
- ⇒ Student Instructional Day
- ⇒ Home/School Communication
- ⇒ Report Cards and Parent Conferences
- ⇒ Attendance Procedure
- ⇒ Drills & Emergency Early School Closing
- ⇒ Transportation Information
- ⇒ Parent Chaperone Guidelines
- ⇒ The Elementary Code of Conduct
- ⇒ School Calendar
- ⇒ Bullying
- ⇒ Cafeteria Rules
- ⇒ Homework Policy (Board Policy 7.9.4)
- ⇒ Cell Phone & Electronic Games Policy
- ⇒ Computer Network and Internet Information (Board Policy 10.2.1)
- ⇒ Searches and Interrogations (Board Policy 7.2.2)
- ⇒ Your Child's Rights Concerning the Collection and Use of Information
- ⇒ Your Rights Regarding Your Child's Education Records

If you have any questions or concerns, please feel free to call the elementary office at 494-3015 ext. 704.

We are looking forward to a productive and enjoyable school year.

Sincerely,

Shelley Dupuis
PK – 6 Principal

**PRE-K—6 STAFF DIRECTORY
2017-2018**

PRINCIPAL

Shelley Dupuis

SECRETARY

Holly Palmer

PRE-K

Kathy Bauer

KINDERGARTEN

Billie Jo Brown

Stephanie Geller

Tammy Harvey

FIRST GRADE

Andrea Little

Kelsey Scherer

SECOND GRADE

Holley Bedell

Nichole Conlon

THIRD GRADE

Elizabeth Cleveland

Stacy Miller

FOURTH GRADE

Heidi Blanchard

Stacy Cooper

FIFTH GRADE

Lori Korniak

Erika McGourty

Melissa Montgomery

SIXTH GRADE

Amy Gronert

Todd Lawson

NURSE

Susan Bolton

READING

Ellen Davis

Karen McDermott

Nicole Rushlow

MATH

Deanne Peters

PHYSICAL ED.

Lynn Lewis

Shannon Phelps

LIBRARY

Michelle Lettus

ART

Cathy Kearney

Music

Maria Swartz

GUIDANCE

Deirdre Hill

SOCIAL WORKER

David Parisi

SPECIAL ED.

Sue Kearing - Pre-K CPSE
Chair, K-12 Psychologist

Caleb Martin — K-12 CSE
Chair

Maggie Hill, Secretary

Valerie DeLuca

Melissa Myers

Shawnee Ross

ESL

Jennifer Shanahan

SPEECH

Kira Studler

Andrea Winchip

OT

Jill Primeau

PT

TBD

TEACHING ASSTS.

Chris Jay

Debbie Koraus

Lynn Shaw

Nancy Smith

AIDES

Cindy Smith

Karen Hilton

SCHOOL SECURITY

The building is accessible to students and the public from 7:30 a.m. to 4:00 p.m. Students are not to enter the building prior to 7:30 a.m. when staff supervision begins. After 4:00 p.m. the building is locked. The custodial staff opens the building for special evening events as required.

STUDENT INSTRUCTIONAL DAY

Elementary Student Instructional Day is from 8:05 a.m. – 2:30 p.m.

K-3 Dismissal Bell 2:41 p.m.
4-6 Dismissal Bell 2:45 p.m.

Students arriving after 8:05 must report to the nurse's office after their parent signs them in at the front desk with our security monitor.

HOME/SCHOOL COMMUNICATION

Notes are required for absences and tardiness, **any change in transportation**, other than regular bus (Bus Note). Telephone (verbal) instructions can only be accepted in a true emergency.

Please notify the school if your child regularly goes to a babysitter; who the sitter is, address, and phone number.

Please notify the school of any changes in phone number or address throughout the year.

The Elementary Office will send home notices and reminders about early dismissals as a courtesy to parents.

Teachers send home letters on upcoming field trips and special activities going on in the classroom.

Notices are sent home about student participation in concerts, Parent-Teacher Conferences, Open House night, school pictures, book fair and monthly menus.

The Elementary section of the North Warren Central School web page has monthly calendars with events posted as their plans are finalized(www.northwarren.k12.ny.us)

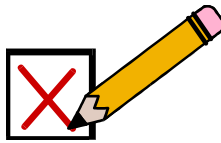
ELEMENTARY TELEPHONE EXTENSIONS

| | | | |
|---------------------------------------|----------------|-----------|-----|
| If you need to call: | (518) 494-3015 | | |
| Shelley Dupuis, PK-6 Principal | | Extension | 704 |
| Holly Palmer, Secretary | | Extension | 704 |
| Susan Bolton, Nurse | | Extension | 756 |
| Deirdre Hill, PreK-8 School Counselor | | Extension | 766 |

REPORT CARDS

Report cards will be sent home 3 times a year in December, March and June.

| | |
|--|---|
| <i>Kindergarten Report Card</i> | Checklist with key for language and literacy, kindergarten readiness skills, math, science, social studies and social skills. |
| <u>First and Second Grade</u> | Checklist with key for reading, writing, listening, math, specials, work habits and social skills. |
| Third to Sixth Grade | Checklist with numerical grades 70% and above is passing. |



Parent -Teacher Conferences in December 2017 will be held on:

December **8th & 11th**

Parent –Teacher Conferences in March 2018 will be held on:

March **23rd**

School is dismissed at 11:00 a.m. on conference days to allow time for conferencing. Buses depart at 11:10. Lunch will not be provided.

ATTENDANCE PROCEDURE

All compulsory age children are required by New York State Law to attend school full time. Our teachers are anxious to have all their students benefit from the lessons they have prepared. It is difficult to have students make up work when they are absent frequently.

Parents should only keep children home when they are sick. These absences should be explained with a written note each time. Without the note, each absence is considered illegal.

At 10 absentees and/or 10 tardiness a general letter is sent home to parents as a reminder of the number of occurrences. The Elementary Guidance Counselor follows-up with a telephone call to the parent/guardian after they have received the letter.

At 15 absentees and/or tardiness a general letter is sent home to the parents as a reminder of the number of occurrences. The Elementary Principal follows-up with a telephone call to the parent/guardian after they have received the letter.

After 20 absentees or tardiness (or combination of both) another letter is sent home to the parent. The Elementary Principal follows-up with a telephone call to the parent to set up a meeting time. All involved will meet to discuss ways to change this behavior. If the parent does not show up for the meeting, then a social worker will make a home visit.

Warren County Social Services/Preventive Services can be contacted. A CPS report may be necessary and/or a PINS petition enacted.

Requests for an official doctor's note in some situations can occur, even if written excuses from the parents are submitted.

⇒ DRILLS

Fire and Civil defense drills are held in accordance with State regulations. At the beginning of the year, specific instructions are given in each classroom regarding the use of the nearest exit. Directions of “QUIET” and “ABSOLUTELY NO TALKING” are enforced for the sake of safety in order that in an emergency, directions may be heard. In certain drills, different exits are blocked so that some practice in re-routing traffic may be had. All students report to their designated area with their teacher.

Bus Drills are also held regularly, in conformity with State regulations, so that buses may be emptied through emergency exits.

⇒ EMERGENCY EARLY SCHOOL CLOSING DURING THE SCHOOL DAY

Sometimes it is necessary to close school early because of weather conditions or the lack of water or electricity. It is important to have procedures in place to ensure that the closing goes smoothly. The time frame within which the Superintendent makes the final decision to close and the buses arrive to take students home is less than **one hour**. If the school is closed for an emergency the district will notify parents via robocall.

Parents are encouraged to discuss with their children the plan for what they should do if they come home from school unexpectedly early.

TRANSPORTATION
Bus Garage, 63 Cougar Lane, Chestertown
Robert Hill, Director of Transportation
Helen Miner, Bus Dispatcher
(518) 494-3727

Parents should contact the bus garage if they have questions about bus routes, and pick-up and drop-off times.

District Policy and Student Safety

All students must wear their seat belts while riding on school buses.

All students will be given an assigned seat in order to help ensure orderly behavior on the buses.

Parents are strongly encouraged to work closely with the bus drivers on any issues of concern.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school. Students who do not cooperate with their bus driver and/or follow the rules on the bus will be written up on a Bus Conduct Report, which is sent to the principal for disciplinary action. Copies of these reports and actions taken are then sent to parents. Students who repeatedly create problems on the bus and are a safety concern may be removed from the bus for a period of time.

Late Buses

Teachers may hold students after school for disciplinary reasons or for extra help **with written parent permission.**

The District runs a late bus for students staying after school. The late bus runs Monday through Thursday for all students and departs at 4:00. **No elementary student can stay after school unless a teacher is supervising them.** Arrangements for riding the late bus home are made by the teacher through the elementary office. Parents need to be aware that due to the geographical size of the District and the limited number of buses doing the late run, students may have a long ride home.



PARENT CHAPERONE GUIDELINES

To make the field trip more enjoyable for all involved, please read the following Chaperone Guidelines and Cougar Code of Conduct for students.

- ◆ Chaperones need to be on time.
- ◆ Chaperones and children must ride the bus to and from the destination
- ◆ Chaperones are not to dispense food, candy or medications.
- ◆ Chaperones may not buy souvenirs for members of their group unless the trip has included souvenir shopping
- ◆ Chaperones may not have other children accompany them on the field trip.
- ◆ High School students are not allowed to be chaperones.
- ◆ The use of cell phone on field trips is restricted to emergencies only.
- ◆ Chaperones are reminded not to leave their vehicles in visitor parking.
- ◆ Chaperones will help the children follow the Cougar Code of Conduct.

Cougar Code of Conduct (for Students) for Field Trips

1. Do not leave your group without permission
2. Cooperate fully with chaperones.
3. Listen and learn and ask questions at the appropriate time; a field trip is a learning experience.
4. Be considerate of your classmates, look out for each other and make sure everyone feels included.
5. Represent your school with good manners.

NORTH WARREN ELEMENTARY CODE OF CONDUCT

The mission of the North Warren Central School is to empower each student to reach his or her potential in a safe and orderly environment.

Introduction:

The North Warren Elementary community supports the need for our school to provide a safe and orderly environment for students in which to learn and grow. This can only be accomplished if students are taught established Codes of Conduct and are responsible for their actions at all times.

NORTH WARREN ELEMENTARY CODE OF CONDUCT (cont.)

The goal of this K-6 Conduct Plan is to outline those Codes of Conduct, and the responsibilities that teachers and parents/guardians must meet in helping students to learn appropriate behavior.

Responsibilities and Rights:

All students are expected to:

- Represent their school, the North Warren Elementary, with pride and good manners.
- Be courteous, polite and respectful to all adults and peers.
- Use appropriate language.
- Be tolerant
- Dress appropriately for school and school functions.
- Do their school work and homework to the best of their ability.
- Share all communications sent home to parent/guardian.
- Treat school property and the property of others with respect.
- Not chew gum in school.
- Take care of all personal property brought to school.
- Be trustworthy, truthful and honest.
- Be accountable for being where they should be.
- Refrain from academic misconduct including copying, cheating, or plagiarism.
- Follow rules posted on the school buses.

Tell a responsible adult if they know or suspect another student is a threat or danger to him or herself or others!

Students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
- Present their version of events to the adult authorized to impose consequences for an inappropriate behavior or the breaking of a school rule. Access school rules and when necessary, receive an explanation of those rules from an adult in school in authority.

Essential Partners

Parents/Guardians are expected to:

- Recognize the education of their child(ren) is a joint responsibility of the parent/guardian and the school community.
- Ensure their children attend school regularly and on time.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
- Know the school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the school district.
- Build good relationships with teachers, bus drivers, and other staff in the district.
- Provide a place for study and ensure homework assignments are completed.

Inform the classroom teacher of situations that the parent/guardian feels may affect their child's behavior or performance in school.

Teachers are expected to:

- Maintain a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn.
- Demonstrate interest in teaching and concern for student achievement.
- Know school rules and be firm, fair and consistent in enforcing rules.
- Model desired behavior through words and personal example.
- Treat children with respect when disciplining.
- Avoid group punishments as much as possible.
- Communicate with parents/guardians and students regarding:

*Their classroom rules

*Expectations and concerns about growth and achievement

*Homework policies and grading policies

The Principal is expected to:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students, staff, and parent/guardians have the opportunity to communicate regularly with the principal
- Evaluate on a regular basis all instructional programs
- Be responsible for enforcing Code of Conduct and ensuring that all cases are resolved promptly and fairly

The Superintendent is expected to:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning
- Review with the district administrators the policies of the Board of Education and State and Federal laws relating to school operations and management.
- Inform the BOE about educational trends relating to student discipline
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with district administrators in enforcing the Code of Conduct and ensuring that all issues are resolved fairly and promptly.

The Board of Education is expected to:

- Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- Adopt and review, at least annually, the district's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

Lead by example by conducting board meetings in a professional, respectful, and courteous manner.

K-6 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 parent/guardian have the primary responsibility for acceptable student dress and appearance. Teachers and other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting.

Students must meet minimum requirements of cleanliness. Face and hands should be clean and clothing reasonably clean. Students should be free of offensive body odor or heavy perfumes.

RULES FOR APPROPRIATE DRESS

Students shall:

- Wear shirts that appropriately cover their upper body. Shoulder straps for tank tops should be three fingers wide. Extremely brief garments such as tube tops, halter tops, spaghetti straps, midriff-revealing apparel, and shirts with plunging necklines are not appropriate and will not be allowed.
- Completely cover all underwear with clothing; no visible underclothing will be permitted.
- Wear skirts or shorts of an appropriate length, measured to the end of the longest fingertip when arms are held by their sides.
- Wear appropriate footwear at all times. Footwear safety regulations for specific classes shall be followed in order to ensure participation.
- Not wear hats, bandanas or other head covers in the school buildings except for those whose medical condition or religious belief dictates otherwise.
- Not wear items that are vulgar, obscene, libelous, gang-related, or that bully or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not wear items that promote, advertise and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not wear chains, spikes, and other potentially dangerous accessories.
- Wear appropriate clothing to safely participate in physical education class or athletic teams, per the guidelines set by the coach or teacher.
- Not wear sunglasses without a doctor's note on file with the nurse.

Protocols for Violations of the Student Dress Code:

If a student is determined to be in violation of the student dress code:

1st offense: The student will receive a warning and be asked to modify their appearance by covering up or replacing the item of clothing that caused the violation. The staff member who gave the warning will send an email to notify the main office and cc: the rest of the teachers that will have the student in class that day.

2nd offense: If a student receives a second offense, either in the same day or on a subsequent day, the student will be sent to the main office to speak with the principal regarding the specifics of the dress code and they shall be required to modify their appearance to come into compliance with the dress code. Compliance may be accomplished by the issuance of a large tee shirt to be worn over the offending clothing. An email will be sent to the main office and a cc: copy to the classroom teachers who have that student.

3rd offense: A student that receives a third offense, either in the same day or subsequent day, will be required to call home and have their parent or guardian bring appropriate clothes to school before continuing with the day. A disciplinary note will be entered into school tool.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including, out of school suspension.

STUDENT CONDUCT INCLUDING PROHIBITED BEHAVIOR AND GENERAL RULES

Prohibited Student Conduct

Any student suspected of engaging in any of the following behaviors will be sent to the principal's office:

- Physical fighting
- Bullying behavior that includes physical threats and/or verbal harassment based on gender, race, religion, physical characteristics or disability.
- Threatening staff verbally or physically.
- Destruction of school property.
- Possessing a weapon in school.

STUDENT CONDUCT INCLUDING PROHIBITED BEHAVIOR AND GENERAL RULES (cont.)

- Possessing tobacco or tobacco products.
- Inappropriately using or sharing prescription and over-the counter drugs.
- Inhaling a substance for the purpose of getting high.
- Possessing alcoholic beverages or illegal substances or being under the influence of either.
- Possessing obscene material.

Classroom Rules:

Each year teachers will post a list of Classroom Rules that their students are expected to follow. A copy of these rules will be sent home to parents/guardians.

Hall Rules:

- Use soft voices in the hall.
- Walk in a straight line on the right.
- Keep hands and feet to yourself.

Assembly Rules:

- Enter in a calm, quiet and orderly fashion with your class.
- Sit quietly and listen for instructions.
- Show appreciation and enthusiasm by clapping (no rude noises!)
- Raise your hand for audience participation.
- Represent your school with pride and good manners.

Field Trip Rules

- Do not leave your group without permission.
- Cooperate fully with chaperones.
- Listen and learn and ask questions at the appropriate time; a field trip is a learning experience.
- Be considerate of your classmates, look out for each other and make sure everyone feels included.

Represent your school with pride and good manners.

Playground Rules:

- Teachers at the younger grade levels will develop a list of playground do's and don'ts appropriate to the age level of their students and teach them to their class starting the first week of school. These may be adjusted throughout the year based on weather conditions, etc.
- Use equipment safely (as instructed by teachers)
- Never leave the playground area without permission.
- Report all injuries to the teacher immediately.
- Use appropriate language.
- Do not play any contact sports.
- Never engage in physical fighting, bullying or threatening behavior.
- Report serious disagreements to the teacher for guidance.
- Practice good sportsmanship and fair play in group games.
- Understand that all students have a right to feel they belong; classmates may not exclude other classmates from their play.
- Line up promptly when recess is over.
- Return any borrowed equipment.

Disciplinary Procedures and Consequences

Consequences are a necessary part of learning appropriate behavior and developing good self-discipline. Disciplinary action must be firm, fair and consistent to be effective in changing student behavior.

Teachers and the Principal will make every attempt to match the consequence to the inappropriate behavior based on:

- The age of the student.
- The severity of the offense.
- The number of times the behavior has re-occurred.

The following is a list of possible consequences:

- Verbal warning
- Recess taken away
- Parent/guardian contacted
- Sent to the Principal's office

DISCIPLINARY PROCEDURES and CONSEQUENCES (cont.)

- Lunch detention
- Lunch eaten in an alternate area
- Time out in another classroom
- Letter of apology written
- An act of restitution performed
- Written warning to parents
- Suspension from special activities such as parties, assemblies, and field trips etc.
- After school detention (Parent/guardian permission must be given)
- Loss of bus privileges (verbal notice and written notice to parents/guardians)
- In-school suspension (verbal notice to parents)
- Out-of-school suspension (verbal notice and written notice to parent/guardian)

The principal will be available to meet with parent/guardian and students to discuss disciplinary procedures and individual issues of misconduct.

BULLYING

Student's Rights:

Students have the right to learn in a safe environment.

Students have the right not to be intimidated or harassed.

Bullying Defined:

Bullying is defined as harassing behavior in which someone perceived to be more powerful (the bully) than another (the victim) subjects someone to abusive treatment that may be verbal, emotional and/or physical in nature.

These actions are deliberate. They may take place just once, but more often they are repetitive.

BULLYING (cont.)

Types of bullying behavior include but are not necessarily limited to the following:

- Physical attacks of any type and/or threats of physical attack.
- Verbal assaults such as name-calling, insults, taunting, teasing, etc.
- Starting rumors about someone.
- Deliberately excluding or isolating an individual.
- Forcing someone to relinquish money and/or food.
- Stealing/taking things.
- Sexual harassment, whether physical or verbal.
- Deliberately setting up someone to get him/her in trouble.

Destruction of property (ie: gym locker, clothing, books, book bags, etc.)

Consequences to Bullying Incidents:

The following tiered procedure is a general guideline to be followed/modified at administrator's discretion.

- First offense-warning. Bully may be required to apologize to the person he/she offended.
- Second offense-disciplinary report, meeting with principal, parent contacted.
- Third offense-disciplinary report, parent conference and counseling.

CAFETERIA RULES

To make lunch time more enjoyable for everyone, the cafeteria/lunchroom staff asks that all students:

- * Respect the lunchroom staff by listening and following their directions.
- * Talk in quiet, conversational voices. Students should refrain from yelling.
- * Sit by grade level at designated tables. If noise level is too loud, student may be assigned to sit in assigned seats by individual classes. However, we encourage students to sit by grade level so that friends in different classes may sit together.

CAFETERIA RULES (cont.)

- * Follow posted classroom, breakfast and lunchtime rules.
- * Refrain from pushing, running, throwing food or banging lunchboxes on the table.
- * Take care of their own trays and to pick up any papers, etc. that are part of their lunch. When they are finished eating, they should return their trays to the dishwashing window.
- * Do not save ice cream from one day to the next and do not bring items that require being heated up in a microwave (eg. Cup-A-Soup).
- * Complete eating their lunch and clean up their area.
- * Do not take another student's food or ask to borrow any of their lunch money.
- * Remain seated throughout lunch except to return their lunch trays. Students should remain seated until dismissed by the aide on cafeteria duty.

Homework

Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Teachers are cautioned to avoid overloading students with excessively lengthy homework assignments or with overly brief and empty assignments. Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. An assignment important enough to be done must be considered worthy of teacher evaluation.

Homework shall be assigned according to these guidelines:

- Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.
- Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and organizing and integration of knowledge, and an opportunity to remediate learning problems or to extend and refine learning.

Homework (cont.)

- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities and needs of the student. However, if homework is to be graded, the grade for the homework is dependent on the student's performance.
- As a valid, valuable educational tool, homework should be clearly assigned and its product carefully and promptly evaluated.

The North Warren Central School Board of Education believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide conditions that are supportive of their successful completion.

CELL PHONE AND ELECTRONIC GAMES PROCEDURES

North Warren Central School has a procedure for all K-12 students regarding cell phones and electronic games. Cell phone and electronic games are all disruptions to the learning process. These items are prohibited in school during school hours and on the school buses.

The list includes these items, but is not limited to only these items.

- Radios
- I-pods and MP3 players
- Headsets, beepers
- CD players
- Cellular phones
- Camera phones
- Electronic games

All such equipment will be confiscated and held until a parent comes in to pick it up.

Please be aware that there is no secure place to store these items in an elementary classroom.

10.2.1 ACCEPTABLE USE OF INTERNET INFORMATION RESOURCES AND INTERNET SAFETY FOR STUDENTS (continued-page 2)

abused in any way. Malicious use of the system to harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Access to telecommunications will enable students to explore thousand of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Use of the network resources must be in support of education goals and requires agreement by users to standards of acceptable behavior and communication. Independent student use of telecommunications and electronic information resources will be permitted upon submission of agreement forms by parents of minor students and by students themselves. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the North Warren Central School District supports and respects each family's right to decide whether or not to allow independent access.

The Board authorizes the Superintendent to establish appropriate procedures for governing the use of the district's networked resources and for reviewing and evaluating its effect on instruction and student achievement. Failure to comply with district policy and procedures will result in disciplinary action.

Adopted: April 12, 1999

Revised & Adopted: January 22, 2001

Revised & Adopted: March 29, 2004

Revised & Adopted: January 23, 2008

10.2.1 ACCEPTABLE USE OF NETWORKED INFORMATION RESOURCES AND INTERNET SAFETY FOR STUDENTS

Telecommunications and new technologies are shifting the ways in which information is accessed, communicated and transferred by members of society. The North Warren Board of Education recognizes that those changes may alter instruction and student learning. Electronic information research skills are now fundamental to preparation of citizens and future employees. The Board supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

In the past, instructional and library media materials could easily be screened prior to use by committees of educators and community members. Telecommunications, electronic information sources, and networked services open classrooms to a broader array of resources which cannot always be screened for use by students. Filtering software, in use on all computers with access to the Internet, is designed to block access to visual depictions that are obscene, contain child pornography, or are harmful to minors. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school and take reasonable measures to prevent access by minors to inappropriate material. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communication should immediately back out and notify their teacher or other adult staff.

The network is provided for students to conduct research, complete assignments, and communicate with others. Communications on the network are public in nature. General school rules for behavior and communication apply: Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Network resources, including, but not limited to, email and file storage space are considered to be similar to a school locker in that the contents are subject to review. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.

No use of the system shall serve to disrupt the use of the system by others. System components including hardware or software shall not be destroyed, modified, or

SEARCHES AND INTEROGATIONS

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds, in a school building or at a school function by a school district employee only when the school district employee has reasonable suspicion to believe a student is engaging in proscribed activity which is in violation of school rules and/or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- The age of the student
- The student's record and history
- The predominance and seriousness of the problem in the school where the search is directed; and
- The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student possesses a weapon, it is permissible for a school district employee to frisk that student.

Lockers

Lockers are provided by the school for student use and the administration has the right to search lockers, including the use of the police canine unit for searches. A student may have exclusive use of a locker as far as other students are concerned but he/she does not have such exclusivity over the locker as it relates to the school authorities.

Questioning of Students by School Officials

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, administration may conduct investigations concerning reports of misconduct that may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private by the appropriate school administrator. The student's parent/guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action that may occur as a result.

The questioning of students by school officials does not preclude subsequent questioning/interrogations by police authorities as otherwise permitted by law.

SEARCHES AND INTEROGATIONS (Cont'd)

Similarly, the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda Warnings" (i.e., advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him/her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to the questioning of students.

If deemed appropriate and/or necessary, the Superintendent/designee may also review the circumstances with school district legal counsel so as to address concerns and the course of action, if any, which may pertain to and/or result from the questioning of students by school officials.

Law Enforcement Officials

It shall be the policy of the North Warren Central School District that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

Interrogation of Students by Law Enforcement Officials

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for investigations of crimes committed on school property. Generally, in all other situations, if the police wish to speak with a student without a warrant, they should take the matter up directly with the student's parent/guardian.

Board Policy 7.2.2

Adopted: 3/29/04

Reviewed and Adopted: 8/13/2007

PPRA NOTICE
Your Child's Rights Concerning the Collection and Use of Information

Federal Law (Protection of Pupil Rights Act) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. The rights include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected areas survey") if the survey is funded in whole or in part by a program of the US Department of Education: Political affiliations or beliefs of the student or student's parents;

1. Mental or psychological problems of the student or student's family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or

Income, other than as required by law to determine program eligibility

(Please note that the North Warren Central School District has never conducted a survey funded in whole or part by a U.S. Department of Education program.)

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasion physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law;

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, or other distribution purposes; and
Instructional material used as part of the educational curriculum.

The North Warren Central School District has developed and adopted policies in conjunction with parents regarding these rights as well as arrangements to protect student survey privacy in the administration of protected survey and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The North Warren Central School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The North Warren Central School District will also directly notify parents and eligible students at least annually at the start of the specific school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - Administration of any protected information survey not funded in whole or part by the US Department of Education;
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education

400 Maryland Ave, SW
Washington, DC 20202-4605

FERPA NOTICE
Your Rights Regarding Your Child's Education Records

Federal Law (the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students should submit to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding a request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the North Warren Central School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

| | |
|---------------------------------|---------------------------|
| Family Policy Compliance Office | 400 Maryland Avenue, SW |
| U.S. Department of Education | Washington, DC 20202-4605 |

ELEMENTARY STUDENT HANDBOOK RECEIPT
FORM
2017-2018

(Please sign and return to the Elementary School Office)

The information contained in this handbook is important. We want to ensure that you and your child have read the handbook and you assist your child in understanding the contents. To acknowledge the receipt of this handbook and the information contained in it, please review the statement below and return a signed copy of this page to the Elementary School Office. If you have any further questions about anything contained in this handbook, please contact the Elementary Office at (518) 494-3015 extension 704.

I have received a copy of the North Warren Elementary Student Handbook and have read, discussed and understand the contents.

Print Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____