

Tecumseh

Family Handbook

The Tecumseh Family Handbook has been updated to reflect policy changes and current procedures. Please read it thoroughly and keep it for reference. In the future, it will only be copied for incoming kindergartners and new families until such time as there are major changes. The handbook, including any minor updates will always be available on our website:

www.jamesvilledewitt.org/tecumseh

JAMESVILLE-DEWITT SCHOOL MISSION STATEMENT

The Jamesville-DeWitt Central School District has an uncompromising commitment to excellence in preparing students to achieve and succeed, to respect themselves and others and to practice lifelong learning in an ever-changing, richly diverse society. We take responsibility for providing a challenging educational experience in a safe and nurturing environment. We dedicate ourselves to the academic, artistic, social, emotional and physical development of each student.

Handbook revised **September 2018**

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STUDENT BILL OF RIGHTS AND RESPONSIBILITIES - DISTRICT

All students have the right to:

1. be treated with courtesy, respect, honesty and fairness
2. learn in a safe, orderly, supportive environment
3. receive constructive discipline for the development of good conduct, habits, and character
4. develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous, or insubordinate
5. take part in all district activities on an equal basis
6. have school rules and expectations for behavior available for review and explanation
7. present their version of the facts and circumstances in any disciplinary matter prior to the imposition of a penalty.

All students have the responsibility to:

1. show respect toward staff, other students, school property, and the personal property of others
2. obey all school rules and regulations
3. complete assignments, study, and actively participate in educational activities
4. attend school and classes regularly and punctually
5. use appropriate language and show common courtesy to others during all school-related activities.
6. comply to reasonable requests made by teachers and administrators
7. behave as a representative of the district, maintaining high standards of conduct, sportsmanship, and citizenship during all school-related activities.
8. refrain from any acts of harassment or discrimination

Tecumseh Elementary School

901 Nottingham Road

Jamesville, NY 13078

Key phone numbers and contacts:

District office	315-445-8300	fax: 445-8477
Tecumseh main office	315-445-8320	fax: 445-9872
Nurse	315-445-8282	fax: 445-9872
Transportation	315-445-8388	fax: 445-8311
Food Service	315-445-5286	fax: 445-8307
Jamesville Elementary main office	315-445-8460	fax: 445-8444
Moses Dewitt Elementary main office	315-445-8370	fax: 445-2274
Middle School main office	315-445-8360	fax: 445-8421
High School main office	315-445-8340	fax: 445-8307
Athletic Department	315-445-8345	fax: 445-8307

For additional information, visit our website!

www.jamesvilledewitt.org



**Our school is named Tecumseh, it's red and white we wear.
We're proud to be a family. We're proud to show we care.
We care about each other in all we say and do.
Our hearts are filled with kindness that we want to share with you.**

**At Tecumseh
Tecumseh Cares
For each other
Everywhere
At Tecumseh**

**As we learn new things at school, we always try our best.
Come visit and share our joy 'cause you're our favorite guest!**

**At Tecumseh
Tecumseh Cares
For each other
Everywhere
At Tecumseh**

*Lyrics adapted from original poem by Mrs. Cumiskey, former school nurse
Musical arrangement by Mr. Bird, our music teacher*

Daily Procedures

School hours are as follows:

8:30 am	<i>Arrival</i>	(please do not drop off before this time – there is no supervision)
8:45 am	<i>Instruction begins</i>	(students are considered tardy at 8:46am)
3:15 pm	<i>Student pick up</i>	(at side entrance of the building - south)
3:20 pm	<i>Bus dismissal</i>	

*** Whenever possible, please wait until 3:15 to pick up your child. **Afternoon instruction ends at 3:10.** Your child will be missing something if picked up early. ***

Arrival and departure from school

Dropping your child off at school in the morning – 8:30 am

Parents may drive their children to and from school, rather than have them take the bus. There are a few items of special note:

- **YOUR CHILD SHOULD ARRIVE NO EARLIER THAN 8:30am. THERE WILL BE NO SUPERVISION AVAILABLE UNTIL THAT TIME.**
- **Do not enter the bus circle between 8:15 and 9:00.** Please park in the parking lot and walk your child to the crosswalk or have them follow the median to the crosswalk.
- On days when the school day is delayed due to weather conditions or other emergencies, arrival of all children should be delayed for the corresponding amount of time. For example, if school is on a **one-hour delay**, students may be dropped off at 9:30, instead of the normal time of 8:30. On a **two-hour delay**, students would be dropped off at 10:30.

Picking your child up at the end of school – 3:15 pm

If you are picking your child up at the end of the day, please go directly to the **SOUTH ENTRANCE** to “student pick up,” sign the book, and your child will be waiting for you there or will meet you when called. Staff are on hand to monitor afternoon dismissal. **Please do not enter the bus circle between 3:00 and 3:45.**

Picking your child up in the middle of the day

Occasionally, children have important appointments in the middle of the day or become ill and need to go home early. In this case:

- Please send in a written note to your child's teacher in the morning. The teacher will forward it to the main office.
- During school hours, you may pick your child up in the main office. The school secretary will call the classroom or the nurse and your child will meet you in the office.
- If you have arranged an appointment at the last minute, please call the school as soon as possible.
- Please note: the secretary is instructed **not** to call your child until you actually arrive at school.

Taking a different bus home at the end of the day

If, on a given day, you need to have your child ride a bus other than his or her regular bus, you must send in a written note to the teacher. *Please be aware that we absolutely cannot take the word of the student.* We must have any transportation changes in writing from the parent or guardian – without a note the student will be sent home on his or her own bus.

The note must include: **name of your child, address and bus number** of the alternate stop for the day. Thank you for understanding that this is for the safety of your child(ren).

Please see the "transportation" section of this handbook for more information about bus transportation.

If your child attends an after school child care program, it is your responsibility to notify them of ANY changes.

Student absences

The following information comes from Comprehensive Student Attendance Reg. 7110. The portions that apply to elementary age students are included here.

New York State law and the J.D. school attendance policy clearly identify the legal reasons for a child's absence. They include: personal illness, illness or death in the family, religious observations, and physician/dentist appointments. All other absences, including family vacations, are considered unexcused. Please note:

- Each time a student is absent, parents must send in a note containing the student's name, date, day(s) of absence and the reason for the absence. Parents: please send a note to the teacher.
- Students must make up missed work with the teacher.
- If a student is ill for more than two days, the parent should call the teacher or the elementary main office for assistance in obtaining assignments.

Extended Illness

Students who have an extended illness may be placed on homebound instruction and will not be counted as absent during the extended illness. If a student is absent in excess of 10 school days, the parent should contact the elementary main office or the guidance office at the middle school or high school to request a homebound instructor. A physician's statement indicating the need for, and the dates and the length of the homebound instruction must be submitted by the parent or guardian before approval by the administration. The request for homebound instruction will be forwarded to Pupil Personnel Services Department who will make the arrangements for the homebound instructor. Under the direction of the homebound instructor, the student will complete all missed assignments and continue assigned course work. When the assignments are satisfactorily completed and approved by the teacher, the student will be marked in attendance for the days missed due to illness.

Excessive/Chronic Absence

Parents will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. The following guidelines should be followed in all buildings:

Designated building staff will call the home of every absent student each day. A letter may also be sent requesting a conference if a student is absent without reason for 10 days in a 20 week period. Based upon the response to this letter and/or the scheduled conference, the principal will make a determination as to whether a report to Child Protective Services is warranted. Individual buildings/grade levels will address procedures to implement the notification process to the parent.

Excuses from physical education or recess

All children are expected to actively participate in recess daily. If your child is too sick to go outside they should stay home. All children should come dressed appropriately for outdoor recess. All playground and PE excuses should state the reason for exclusion and date of return, and be signed by a physician. Otherwise all children are expected to participate in these activities.

General school information

Building Level Team (BLT)

BLT is a multi-level team of teachers from each grade, support staff from each area of the school, a parent representative, and the school principal. The team meets monthly to address organizational and operational issues. They discuss issues ranging from cafeteria, busing, playground, and dismissal, to curriculum, field trips, and special events. Each year, there is a parent representative.

Daytime events or student performances

Doors will open for large group events 15-30 minutes prior to the event. Please do not try to enter the building in advance. We are unable to allow you in until we are ready for the event. You will receive specific information pertinent to each event in advance, so you will know when to arrive. There is plenty of seating for all events, so no need to worry.

Field trips

Field trips are designed to give students meaningful educational and cultural experiences. They are intended to provide students with concrete examples of learning, and make a bridge between the classroom and the world around school. Parents are required to complete a permission form prior to allowing a child to participate in a field trip. All permission forms must be signed by the parent, or the child will not be permitted to go on the field trip. Participation is also dependent upon health and safety, as well as disciplinary considerations.

Field trip chaperones

Occasionally, teachers may request volunteer chaperones. Chaperones have a significant responsibility and serve as additional supervisors to help ensure the safety of the students. Chaperones will receive specific directions from the supervising teacher. For safety purposes, chaperones may not bring other children on the trip and must ride the bus to and from the field trip destination. Not all field trips will require chaperones.

Emergency & contact information

Please keep this information up-to-date. In the event that a phone number changes, please notify the main office immediately. It is imperative that contact information be kept up to date.

Food , birthdays, & classroom parties

Each child has the opportunity to consume a **snack** during the school day. It may be scheduled in the morning or afternoon, depending on the lunch and specials schedule. Please check with your child's teacher regarding the procedure and be aware of any special considerations regarding students with allergies. It is highly suggested that you send in **nutritious snacks** that support brain function!

Student **birthdays will be celebrated with non-food activities** and will be arranged at the discretion of the classroom teacher. Parents are asked not to send invitations for home birthday parties into school. Aside from occasionally getting lost, there is a risk of unintentionally hurting the feelings of those children who have not been invited. Student addresses, etcetera may not be provided by the classroom teacher.

Classroom parties are scheduled on Halloween, December Holidays, Valentine's Day and year-end school picnics. The PTG will plan for these parties in consultation with the classroom teacher. When parties involve food it is imperative to choose food that takes into consideration the goals of the District Wellness Policy that state, *The District is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity, as well as any allergens prohibited in the classroom.* Please note that store-bought items are preferred and only enough food for your child's class. In

school, it is required to wear a plastic glove to handle the distribution of these foods. This safety precaution helps contain the spread of germs and diseases.

Gifts and donations

Donations to the school must be made according to board policy. Please check with the building principal prior to the donation. Gifts to the Parent Teacher Group are welcomed and should be made directly to them.

Parent/teacher conferences

Parent-Teacher conferences are one of the best ways for communication between the school and home to take place. Time will be allocated for one parent-teacher conference for all students during the first half of the year. In addition, it is encouraged that parents and teachers have additional, more informal conferences throughout the school year. Telephone calls and letters/notes are practical ways to keep these lines of communication open. Parents are encouraged to contact the teacher and/or request a conference at anytime during the school year.

When you are in a parent-teacher conference, you should expect that the teacher will review child's progress, identify strengths and weaknesses, share examples of student work or behaviors, and seek your input. If concerns are identified, teachers will work with parents to develop an appropriate plan of action to address the concerns.

Parent/teacher group (PTG)

The PTG raises funds for events and extra equipment that are not included in the academic program. They also support the Tecumseh community by hosting activities that add to the enjoyment of school. Without an active and committed PTG, many activities would not be possible. Each year, there are opportunities for parents to volunteer and participate in various ways.

Playground & Recess

The playground is used for recess and enjoyment. The children are instructed as to the proper use of the equipment, and given specific direction about expected behavior and deportment on the playground. Adult supervision is provided at all times.

Children go out for recess on the playground every day unless it is raining, or the temperature is below zero degrees (or there is a wind chill of zero or below). Therefore, parents are asked to make sure their children are appropriately dressed to go outside. Please check the weather and temperature each day. We expect your child will come to school dressed to go outside at recess. This means, boots, heavy coats, mittens or gloves, & hats.

Playground equipment rules

One way to help insure the safety of the children on the playground is to have them know how the equipment is supposed to be used. Below are guidelines for the proper use of our playground equipment.

Equipment:

Slide

Rules:

- walk up the ladder; one person at a time
- slide down, feet first, as soon as you get to the top
- move away from the bottom of the slide as soon as you get there

Swing

- sit
- one person only
- swing backward/forward only
- wait to the side of the swing for your turn
- do not walk in front or back of the swing

Climbing Apparatus

- one at a time
- be careful of others
- take your time
- look before you move

Sledding

- sit on sled
- utilize school sleds only
- walk up side of hill

These guidelines will be reviewed with students regularly. Whenever you are on the playground as a family, it would be helpful to reinforce these guidelines.

Registration

Children entering our school for the first time must comply with the registration laws of the State of New York. Parents must:

1. report to the district office with proof of residency, student age, and parental relationship
2. complete the district registration form which may be accessed from the main page of the district website
3. provide proof of immunization and physical examination
(Please see our website or contact the school nurse for specific requirements)
4. The district office will notify Tecumseh when a new student has met all registration requirements. Parents will then be required to complete the building registration packet available at the main office.
5. The school will request records from the last school of attendance upon completion of the registration process at the district office.

For additional information regarding registration, please refer to the district website.

Reporting to parents and guardians

Parents/legal guardians shall receive an appropriate report of student progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc. Third and fourth grade parents will also receive an Individual Student Report (ISR) regarding their child's performance on both the NYS Math and ELA assessments.

The report card envelope must be signed by the parent/legal guardian and returned to school in a timely manner at the end of quarters 1, 2, and 3.

School Closings and Delays

If you would like to receive text or phone notifications of school closings or delays, initiate a text from your cell phone to the number 67587 and send a "Y" in the message box. You should get an immediate response that you are signed on. An announcement will also be made on the radio and television. Please have a plan in place for child care in the event of a closing, delay, or early dismissal from school. Make sure your child is familiar with this plan.

School records

Your child has a permanent record on file in school. If you wish to review it, please call the school in advance, and it will be made available to you. We would ask that you accompany this request with a short conference with school personnel who will explain what some of the documents that may be included in your child's file. We ask that parents who have custody papers for their children bring the papers into school so we can make copies of the court order regarding such custody. These orders must be on file in order for us to comply appropriately.

School supplies

Although the majority of school supplies your child will need are provided by the school district, there is a yearly "supply list" that is published. You will receive a copy of the next year's list each year with your child's final report card or upon registration if you are a new family. These lists are also available at all times on our Tecumseh website.

Support services

Tecumseh Elementary has a full range of support services for those children who meet various eligibility requirements. These services include: speech/language, occupational therapy, physical therapy, special education services, academic intervention services reading and mathematics (AIS), and the services of a school psychologist.

Volunteers

Teachers will contact parents in the event that an in-school volunteer opportunity arises. Teachers will provide the main office with a pre-arranged volunteer list. If you are not on this list when you arrive to school, the main office will contact the classroom to verify your volunteer status.

Parents interested in general volunteering should contact the Parent Teacher Group (PTG).

For student safety lunch visits are not permitted.

It is important for volunteers and visitors alike to appreciate the value of confidentiality. We expect that you will be prudent and sensitive regarding things you may hear or see while visiting school.

ALL VOLUNTEERS AND VISITORS MUST SIGN IN AT THE OFFICE AND WEAR A VISITOR BADGE.

Bus transportation

Bus transportation is provided for all students. Our intent is to transport children safely to and from school. Please read the following information thoroughly, including the bus safety rules.

- Please have your child ready and waiting at the bus stop. Make sure that he/she is properly dressed for the weather, and that they have all their belongings. We suggest that students be at the bus stop **at least five minutes** before bus arrival time. Drivers will be instructed not to wait for students since delays create problems for peak-time traffic.
- The Transportation Office establishes the routes and pickup/return schedules. If you have questions regarding the location of your child's bus stop, the time when he/she will be picked up or returned, or what bus he/she is riding, you should call the **TRANSPORTATION OFFICE at (315) 445-8388 or (8390)**.
- Students who must cross the road to get on a school bus, must walk ten feet in front of the bus. They must also wait for the driver's signal before crossing. Crossing in back of the bus is dangerous and prohibited.
- Any object that can be placed on the lap of a student and does not protrude into the aisle is permitted. **Live animals, glass containers and large instruments** may not be transported on a school bus.
- Students will be let off the bus at the same location as they were picked up on regular routes. **If a student wishes to go to a different location, he/she must have a note from a parent or guardian.**

BUS SAFETY RULES

Bus drivers have complete responsibility and authority when dealing with students entering, riding, and leaving the bus. Students are expected to conduct themselves so as not to distract the driver. The driver has the authority to assign special seats to students who are creating a disturbance. In the event that a student is creating a disturbance, a Student Conduct Report will be completed and forwarded to the transportation supervisor and appropriate building principal.

In order to assure safe transportation of the pupils, the following simple rules should be learned and followed by the riders:

1. At the bus pick-up points please **stand back from the road** while waiting for the bus.
2. Please **respect other people's property** while waiting for a bus.
3. Form a **single line** when you see a bus coming and be ready to board the bus when it arrives.
4. **Leave a space** between yourself and your neighbor when boarding a bus so that pushing or crowding does not occur.
5. **Wait** until the bus has come to a full stop and the driver has opened the door before getting on or leaving the bus.
6. Walk across the road only when the driver has signaled that it is safe to do so. Also, **stay far enough in front of the bus** so that you can always see the driver.
7. When riding in the bus, do not engage in any activities which will prevent the driver from giving his or her fullest attention to the road.

8. Always **remain seated** when the bus is in motion.
9. Use the emergency door only in the case of an emergency.
10. While it is normal and natural for you to talk on the bus, always **be quiet** enough to hear any special instructions that a driver might give. Students should use their “inside voice.”
11. When leaving the bus, move immediately away from it. However, if you are crossing the street after discharge, wait until the driver has signaled that it safe to cross the street.
12. So that buses can be kept clean for all riders, and so that maintenance costs are minimized, students **should not eat or drink** while riding on the bus.

Bus Discipline

Bus drivers have complete responsibility and authority when dealing with students entering, riding, and leaving the bus. Students are expected to conduct themselves so as not to distract the driver. The driver has the authority to assign special seats to students who are creating a disturbance. In the event that a student is creating a disturbance, a **Student Conduct Report** will be completed and forwarded to the transportation supervisor and appropriate building principal. The use of obscene language on the school bus will not be tolerated.

Disciplinary actions are progressive and generally include the following:

1. **First Report:** Warning
2. **Second Report:** Meeting with the Principal and written notification sent home
3. **Third Report:** Riding privileges may be temporarily or permanently suspended

Please discuss with your child(ren) the seriousness and importance of the school transportation program. If there are additional questions regarding the school transportation system, please the transportation office at **(315) 445-8388**.



Jamesville-Dewitt Elementary Bus Report



Transportation Department: (315) 445-8388

Student: _____ Date: _____ Time: AM / PM

Driver's Name: _____ Bus Number: _____

Reason for Referral:

- repeatedly disruptive
- repeatedly disrespectful to driver
- repeatedly stands while bus is moving
- repeatedly agitates / provokes others
- refusal to follow directions of the driver
- physically aggressive with another student
- inappropriate language
- other

Description of events / additional details:

Interventions by driver:

- conversation with parents
- conversation with student
- assigned seat
- removal from group

Principal Action for this incident:

- sent report home
- formal warning against further incidence
- parent phone call: date: _____
time: _____
- parent conference: date: _____
time: _____
- recess detention
- office time out
- 1/2 day in-school suspension
- in-school suspension __ day(s)
- suspension from bus __ day(s)

Administrator Signature _____ Date _____

Parent Signature _____ Date _____

Parents, please review this report with your child. We ask that you sign and return the pink copy to your child's driver so that we know you have received it. Thank you.

White: administrator Yellow: parent Pink: transportation

Curriculum & Academics

The curriculum used by the Tecumseh Elementary School is aligned to the Common Core Curriculum, adopted in 2011 by New York State. Each year the staff makes a presentation to parents describing standards and benchmarks. This is done at the annual "Curriculum Night." Please refer to the calendar for the specific date and time.

1. **ENGLISH LANGUAGE ARTS (ELA)**

Language Arts is the combination of reading, writing, speaking, listening, spelling and grammar. It includes phonics, literature, composition, and communication skills. Handwriting is a skill that is taught in the context of all subjects, but is commonly associated with Language Arts.

2. **MATHEMATICS**

The NYS Math standards are divided into standards for mathematical content and standards for mathematical practice. Content at all levels includes: counting & cardinality, operations & algebraic thinking, number & operations in base ten, measurement & data, and geometry.

3. **SCIENCE**

Science is the study of the biological and physical nature of our environment. It includes the introduction of the laws of nature, the scientific method, and environmental studies. The Science program is intended to be integrated and manipulative. Health instruction is taught within the scope of the Science and Physical Education curricula. It emphasizes hygiene, making good healthy decisions, and abstinence from tobacco, alcohol, and drugs.

4. **SOCIAL STUDIES**

Social Studies is the study of history, geography, and sociology. Children learn about their past and the present, and the relationship of their physical world with human actions. Included in Social Studies are topics such as map skills, community, inter-dependence, culture, society, and diversity. Social Studies is also integrated, especially with Language Arts and Science.

5. **EXPLORATORY ARTS**

The Exploratory Arts, often referred to as "specials," are Art, Music, Physical Education, and Library. Children have regular classes in each of these subjects every week. These courses combine the opportunity to learn and use many forms of expression with specific skill development. Both individual and cooperative activities are employed. These subjects provide richness and depth to the child's learning and help him/her become more well-rounded.

6. **Band/Orchestra & Chorus**

Instrumental music lessons are offered in fourth grade. The program is voluntary. Lessons are given during the regular school day. Students provide their own instruments, usually through a trial plan offered by local music stores. As students progress in these programs, they will have the opportunity to participate in our elementary school band. The band rehearses once a week during recess.

All fourth grade students participate in chorus. It is regularly scheduled once in a 6-day schedule.

7. **COMPUTER TECHNOLOGY**

Children at Tecumseh have access to computers in the classroom as well as the computer lab. All rooms are networked with controlled Internet access, thus expanding the amount of information available throughout the building.

HOMEWORK

There has long been discussion in educational circles regarding the effectiveness of homework at the elementary level. While some researchers question the practice entirely, others offer suggestions for making homework more effective. At Tecumseh, we have had school-wide conversations about our homework practices and feel that across the curriculum, we have a consistent and progressive K-4 homework policy that takes into account the age and ability of students, as well as outside family obligations and individual circumstances. Teachers are aware of the research findings and assign homework accordingly. It is the individual teacher's decision what material to assign for homework.

What is the purpose of homework? Both teachers and families alike have thoughts on the purpose of homework. At Tecumseh, we feel the most important reasons for assigning work outside of school include any or all of the following:

- Pre-learning for an upcoming class lesson
- Review of material already presented in class
- Individual and/or independent practice of facts, skills and concepts
- Completion of work that didn't get accomplished during the school day
- Development of time-management skills and efficient work habits

At no time is homework assigned that requires the use of a computer or excessively expensive supplies.

As with most educational topics, communication between teachers and parents is crucial. At Curriculum Night your child's teacher will inform you of his or her specific homework expectations for the year. Please feel free to make the teacher aware of any questions or concerns you have regarding homework.

Homework – family vacations

We are unable to provide advance homework for family vacations. As mentioned above, there are specific reasons that homework may be assigned. It is difficult to provide appropriate homework for extended vacations, given that students will be missing primary instruction during that time.

Student Evaluation

PLACEMENT

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/legal guardian and teacher input, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Requests for a specific teacher will not be considered. Please see our website for the complete "Class Placement Process" document.

PROMOTION AND RETENTION

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy.

TESTING PROGRAM

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest, and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

ALTERNATIVE TESTING PROCEDURES

The use of alternative testing procedures shall be limited to:

- a) Students identified by the Committee on Special Education as having a disability; and
- b) Students whose native language is other than English

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered. The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner.

Student Behavior

The staff at Tecumseh subscribe to the Responsive Classroom® approach. Two of the underlying beliefs of this approach are that the social curriculum is as important as the academic curriculum and that there are specific social skills that children should practice in order to help them be successful. There are five social skills that are given special attention in our school's character education program, referred to by the acronym CARES. This stands for "cooperation, assertion, responsibility, empathy, and self control." (Northeast Foundation for Children, 2007)

As an integral part of our daily curriculum, all teachers and staff are encouraged to model appropriate behaviors, promote social growth and help students learn to resolve conflicts, solve problems, assert themselves in a respectful manner, make appropriate choices, and take responsibility for their own actions.

When problems with student behaviors do occur, teachers and staff do their best to impose logical consequences, which serve to further student growth. There are times however, where more formal and progressive disciplinary measures must be taken and the student may be sent to the principal. Please see the next section for a summary of the district code of conduct and a description of the most common school rules.

Please note that a school district's code of conduct governs students, staff, and visitors. If you have any questions about school rules, please consult your child's teacher or call the principal.

CODE OF CONDUCT SUMMARY

The following is a summary of the Code of Conduct adopted by the Jamesville-DeWitt Board of Education. Copies of the full code are available at each school's main office and on the website. In order for Jamesville-DeWitt to provide a safe, healthy, orderly, and civil learning environment, the Jamesville-DeWitt Central School District developed the Code of Conduct with its list of expectations regarding behavior and appearance.

Students, parents, teachers, guidance counselors, administrators, and the Board of Education all have certain responsibilities regarding the education of the pupils in Jamesville-DeWitt. These responsibilities are enumerated in the unabridged Code of Conduct. In general, students are expected to be prepared to learn, and to conduct themselves safely and respectfully. Parents are expected to cooperate with Jamesville-DeWitt in the education of their children and communicate with the appropriate school personnel regarding their children's education. Teachers are expected to be prepared to teach and to maintain a climate of mutual respect. Guidance counselors are expected to assist students in coping with the pressures of academic and social problems. Administrators are expected to promote a safe, healthy, and stimulating academic environment, conducive to learning and student success.

Student Attendance

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. Many of the most significant learning activities your child will experience cannot be replicated at home. Therefore, regular attendance at school is very important. School attendance is both a right and a responsibility. See school attendance policy for more complete information.

Dress Code

All students are expected to dress appropriately and give proper attention to personal cleanliness for all Jamesville-DeWitt programs and classes. Teachers and other school personnel should exemplify and reinforce acceptable appearance in an educational setting. Attire should not disrupt the educational process, nor should it promote hatred, violence, alcohol and tobacco use, or illegal activity. Hats and sunglasses are not allowed. All clothing must be safe in consideration of the environment. School officials will monitor student dress and intervene when there is a violation of the dress code.

Please note: it is highly encouraged that children wear closed shoes (toe and heel) or sneakers. They are the most safe for the variety of activities that your child will engage in throughout the day. Flip flops are discouraged. They do not provide enough support and proper protection against injury.

Prohibited Student Conduct

Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, unsafe, illegal, unethical, violent or threatening of violence. These rules apply whether in a school building, at a Jamesville-DeWitt function, or while being transported by district-provided transportation to either a school building or a Jamesville-DeWitt function. Students who observe violations of these rules of conduct should report the violation to a teacher or other school official.

Dignity for all Students Act (DASA)

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex. Any such discrimination and harassment by school employees or students, will not be tolerated on school property or at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

The **DASA Coordinator** for Tecumseh is **Mrs. Zerrillo**, the principal. Her number is **(315) 445-8320**.

Discipline

Discipline procedures shall be fair, impartial, and consider the wider circumstances of the event in question. Students are entitled to a measure of due process prior to the more severe penalties. Penalties may range from verbal warnings to suspension and expulsion. The Jamesville-DeWitt Central School District will comply with all state and federal laws when disciplining students with disabilities.

Referral to Law Enforcement and Judicial Authorities

School officials will report violations of law to the appropriate law enforcement agencies.

Visitor and Public Conduct on School Property

Visitors and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in an educational setting. No smoking or drinking of alcohol is allowed anywhere on Jamesville-DeWitt property, including on school grounds and on the bus. Violence and threats of violence are prohibited. All visitors must register at the main office upon entering a school building. Visitors and other members of the public who violate the Code of Conduct are subject to penalties as outlined in the full Code of Conduct.

ESSENTIAL EXPECTATIONS OF STUDENT BEHAVIOR at TECUMSEH

There are three fundamental behavioral premises that serve as the foundation of our rules and expectations. They are:

RESPECT

Tecumseh students will be respectful of themselves and others. They will show respect for the feelings, property, and personal space of others.

HEALTH & SAFETY

Tecumseh students will practice positive health and safety habits.

RESPONSIBILITY

Tecumseh students will be responsible and accountable for their behavior and performance.

Assembly Expectations:

1. follow directions
2. sit properly
3. keep hands and feet to yourself
4. participate appropriately
5. appreciate and applaud

Bathroom & Locker Room Expectations:

1. flush toilets
2. wash and dry hands
3. put paper towels in trash can
4. return to class immediately

Cafeteria Expectations:

1. food is to be eaten, not played with or shared
2. talk -- never yell or shout
3. raise your hand for assistance and/or permission to leave
4. when lights are off, stop talking and look at the person in charge immediately
5. follow directions for cleanup and dismissal

Playground Expectations:

1. wear appropriate clothing – sneakers are preferred
2. use indoor/outdoor playground/gym equipment according to rules
3. play games that do not pose a health/safety risk
4. leave sticks, stones, and other objects on the ground
5. no throwing stones, snowballs, ice, etc.
6. follow directions for cleanup and dismissal
7. students may not play sports that require protective equipment or officiating, such as football, lacrosse, etc.
8. students may not bring sports equipment to school

Classroom Expectations:

1. follow directions immediately
2. take care of classroom environment
3. complete all assignments
4. use only kind words -- “no putdowns”
5. work and play cooperatively

Hallway Expectations:

1. always walk quietly
2. stay in line / allow for passage of others in the hall
3. respect the work of others & school/personal property

If behavioral expectations are not met, a teacher/staff member may do one or more of the following:

- Provide student with feedback on their behavior - specify the problem with the student's current actions.
- Give a reminder of the rules and expectations.
- Provide the child with an opportunity to practice the expected or desired behaviors.
- Warn against a further occurrence, if necessary.
- Remove the child from the situation.
- Send a note/letter home to parents/guardians.
- Telephone the parent/guardian.
- Assign logical consequences.
- Remove in-class privileges.
- Limit noon hour privileges.
- Call a parent-teacher conference.
- Refer the child to the principal for more formal disciplinary measures

On the next page you will find a copy of the elementary discipline form. You may receive this form home, especially if your child has been sent to the principal. You can also expect a call from the teacher or staff member completing the form so that you may have a more complete description of the events that occurred.

Please see our website for specific policies and the complete code of conduct.

LUNCH/BREAKFAST PROGRAM - CAFETERIA

Children may bring their own lunch to school each day or they may buy. Every day the school offers a nutritious and well-balanced meal. The meals are designed to meet the guidelines of the National School Lunch Program. Lunch costs are kept to a minimum through state and federal subsidy programs. Please see the website or the most recent school lunch menu for current prices and offerings.

Children who are eligible for FREE or REDUCED lunch costs should complete the form provided by the school district. If you have not received the form, you may contact the SCHOOL or DISTRICT OFFICE. If you'd like to know if you qualify for these programs, please contact the DISTRICT OFFICE.

The BREAKFAST PROGRAM is provided for all children and is served in the cafeteria from 8:30 until 9:00 a.m. Children who are eligible for free or reduced lunch costs are also eligible for free and reduced breakfast.

We must have a note on file for all specific food allergies.

We must have a note on file for a student to charge snack.

Jamesville-DeWitt utilizes the *My School Bucks* program, which is a secure online school meal prepayment system. More information is available at www.myschoolbucks.com or by calling Francis Zaryski, Jr., Food Service Director, at 315-445-5286.

Health Information

HEALTH REQUIREMENTS

Health Appraisals

New York State law requires that students entering Kindergarten, 1st, and 3rd grade, as well as students new to the district have a physical exam completed within 12 months prior to the start of the current school year. Dental appraisals are requested at the same time.

- Medications at school
- NYS guidelines must be followed:
- Written order from the physician, including medication dose and time to be administered
- Written request from the parent to administer medication during school
- Medication must be brought to school in the original, labeled container
- Medications must be left in the school health office: elementary age children may NOT carry their inhalers with them
- These regulations apply to all medications - prescriptions and over – the – counter
- All of the above must be renewed each year

Guidelines for staying home!

The following symptoms warrant keeping a child home, according to the JD Physician:

- **Fever** of 100.0 or greater, including a fever that requires control with medication, such as Tylenol or Motrin. Children must be fever free for at least 24 hours before returning to school.
- **Vomiting and/or diarrhea** - children should be symptom free for at least 24 hours and able to eat or drink before returning to school.
- **Conjunctivitis** or suspected pink eye - confirmed case of bacterial conjunctivitis must be treated with antibiotics with 24 hours before the child may return to school.
- A **severe sore throat** – confirmed cases of **strep throat** must be treated with antibiotics for a full 24 hours before the child may return to school.
- Honey-crusted **sores around mouth or nose** – confirmed cases of Impetigo must be treated with antibiotics for 24 hours before child can return to school
- Severe **headache, ear pain or drainage from the ear**
- Deep or uncontrollable **cough**, even without a fever

PLEASE CALL THE SCHOOL NURSE AT (315) 445-8282 IF YOU HAVE ANY QUESTIONS or VISIT the WEBSITE!

PEDICULOSIS (HEAD LICE)

It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. **No disease is associated with head lice, and in-school transmission is considered to be rare.** Lice are spread by head-to-head contact. They are much harder to get than a cold, flu, pink eye, or strep throat. **Hairbrushes, pillows, and sheets are common modes of transmission.** Rarely, lice are passed by sharing hats and helmets. **Research has shown that school is a VERY RARE source of transmission.** Much more common sources of transmission are family members, overnight guests, and playmates who spend a large amount of time together or spend time at sleep-overs together. Hygiene makes absolutely no difference. Lice actually like clean hair more than dirty. **Classroom transmission is EXCEEDINGLY RARE; large-scale screening of classrooms has not been proven effective and wastes valuable teaching time while not preventing spread of lice.** In the event your child has been exposed and/or has an itchy head, the following is recommended:

1. Check your child and all family members (adults included) frequently for nits and lice. **Nits** are tiny, tear-shaped eggs which attach to the shaft of the hair with a water-proof, cement-like substance. They cannot be easily flicked off the hair shaft the way dandruff particles can. They vary in color from white to yellowish brown. **Head lice** are elongated, grayish white/tan insects with dark margins. **They do not have wings and cannot fly or jump.** They are about the size of a sesame seed. They usually prefer the areas around the nape of the neck, around the ears, and the crown of the head. Lice live only 1 to 2 days off the head.
2. **Tell your children not to exchange combs, brushes, headbands, barrettes, hats, etc. and to not play with each other's hair. Advise parents of playmates if you find lice/nits.**

TREATMENT:

1. Ask your **physician** and **pharmacist** for recommended products specifically formulated to kill lice. (Some are prescription and some are over the counter.) Also, tell them of any health problems or allergies your child may have.
2. If there are open sores on the scalp, your child should be seen by his/her physician before treatment.
3. **FOLLOW PACKAGE DIRECTIONS EXACTLY. Some products are applied to wet hair and others are applied to dry hair.**

These medicated products should kill the live lice, but the nits must still be removed from the hair with a special fine-toothed comb until all the nits are gone. (No preparation can guarantee to kill 100% of the nits.) Continue to check for nits and remove any that are found for **at least a month after treatment.** If your child experiences treatment-failure, contact your child's physician.

All combs, brushes, etc., must be disinfected for the recommended product time. Washable clothing and linens should be washed in hot soapy water and dried using the hot cycle of the dryer. Non-washables should be dry cleaned or wrapped tightly in a plastic bag for 14 days. Carpets and upholstery should be vacuumed. Family pets do not need to be treated; lice only infest humans.

JAMESVILLE-DE WITT CENTRAL SCHOOL DISTRICT

REGULATIONS AND REPORT PROCEDURE FOR COMPLAINTS OF DISCRIMINATION AND HARASSMENT

I Introduction

The following regulations are adopted to provide for prompt and equitable resolution of complaints concerning discrimination or harassment of students based on race, sex, sexual orientation, age, color, creed, national origin, ethnic background, or disability.

II Legal References

These regulations are adopted to ensure the District's compliance with the following statutory authorities.

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title IX of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Age Discrimination in Employment Act
- New York Executive Law (Human Rights Law)
- County of Onondaga Local Law No. 1998

III District Compliance Officer

The Assistant Superintendent shall serve as the District Compliance Officer for the District's non-discrimination and harassment policies. The District Compliance Officer may be contacted at:

Assistant Superintendent of Curriculum and Personnel
P.O. Box 606, Edinger Drive, DeWitt, NY 13214
(315) 455-8300

IV Reporting Procedure

Any student or employee who believes that he or she has been subjected to prohibited discrimination or harassment shall report the incident to the District Compliance Officer. Incident reports made to other district administrators will be forwarded to the District Compliance Officer. If the District Compliance Officer is the person alleged to have committed discrimination or harassment, the student or employee should report the incident directly to the Superintendent.

All reports of discrimination and harassment will be investigated in a prompt and impartial manner. Confidentiality will be maintained to the extent feasible.

1. Definitions

- 1.1 "Days" means (1) school attendance days if the complainant is a student, and (2) work days if the complainant is an employee.
- 1.2 "Employee" means a person employed by the District.

- 1.3 “Student” means a person enrolled in one of the schools operated by the District.
- 1.4 A “complaint” refers to a report alleging a violation of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act, New York Executive Law (Human Rights Law), County of Onondaga Local Law No. 1998, or the District’s non-discrimination and harassment policies.
- 1.5 A “complainant” is a student, a student’s guardian, or an employee who makes a complaint or report pursuant to these regulations.

2. **Procedure**

2.1 Step 1:

- a. Upon receipt of a complaint from a student, parent, or district employee, or upon receiving notice by some other means that prohibited harassment of a student or employee may have occurred or may be occurring, a prompt, thorough, and impartial investigation shall be conducted by the Compliance Officer.
- b. If the Compliance Officer deems it appropriate, the matter will be referred to the building principal or other supervisor for resolution on an informal basis.
- c. Within ten (10) days after the presentation of the complaint, the Compliance Officer will inform the complainant of the status of the investigation, including a time frame for completion of the investigation.
- d. The complainant will be notified in writing of the findings and, to the extent appropriate, the outcome of the investigation.

2.2 Step 2:

If the investigation reveals that no prohibited conduct occurred, or if the complainant is not satisfied with the actions taken after a finding of prohibited conduct by the District Compliance Officer, the complainant may appeal to the Superintendent.

- a. A complainant wishing to appeal may submit the appeal, in writing, to the Superintendent. The appeal is to be submitted within ten (10) days of receipt of the District’s Step 1 disposition of the complaint.
- b. The Superintendent shall review the grievance, the written response of the District Compliance Officer, and the response of the complainant. After receipt of the appeal, an informal hearing will be held with the complainant and the District Compliance Officer

2. **Procedure** (Continued)

- c. The complainant shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the facts and the issues raised by the complaint.
- d. Within fifteen (15) days after such hearing, the Superintendent shall render a decision in writing. The complainant shall be furnished a copy of the Superintendent’s decision.

- e. The superintendent's decision shall be the final decision of the District.
- 3. **Failure to Observe Time Limits**

In the event the complainant fails to exhaust the remedies provided pursuant to the procedure above, the complaint shall be presumed to be abandoned and the matter shall be settled in accordance with the District's last answer thereto. In the event the District fails to give its answer at any step within the time limits prescribed, the complainant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the complainant and the District.

4. **Effect of Settlement**

Any settlement of a complaint shall be applicable to the settled complaint only, and shall not be binding authority for the disposition of any other complaint.

5. **Disposition**

Violations of the policy will subject employees to disciplinary action in the manner currently provided for by law and by any applicable collective bargaining agreements. Student will be subject to disciplinary action consistent with the District's disciplinary policies.

6. **Confidentiality**

All complaints shall be handled confidentially, except for such disclosure as is necessary to investigate and resolve the discrimination or harassment complaint.

7. **Policy Amendments**

This reporting and complaint resolution procedure may be amended at any time by the Jamesville-DeWitt Central School District at its discretion within the limits set by.