



# ELEMENTARY STUDENT HANDBOOK

Chautauqua Lake  
Elementary School  
2024-2025

**\*Note changes to dress code #1, page 23\***

**\*Please complete and return the acknowledgment on the last page\***

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2024-2025

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## ***WELCOME TO CHAUTAUQUA LAKE CENTRAL SCHOOL***

Dear Elementary Families,

It is with sincere pride and excitement that we welcome back current families, as well as meet those new to our community. Chautauqua Lake is truly a special place. Our dedicated and caring staff are committed to creating a positive learning environment that allows students to reach their highest potential.

The importance of parent involvement has never been more important. Our teachers work hard to facilitate ongoing communication with families regarding their child's progress and school procedures. We are continuing to use an online platform to facilitate daily involvement and communication, and encourage all parents to connect and use the ParentSquare app as much as possible. We encourage you to take advantage of opportunities to become active within our school community, whether that's volunteering with the Elementary Parent Teacher Council (PTC) or volunteering to help with special classroom events/activities.

This handbook has been prepared to help you and your child learn more about our school policies and procedures. If you have any questions or concerns, please do not hesitate to contact our office at (716) 753-5841.

Especially over these past few years, we have seen all the amazing things that can be accomplished when a community like Chautauqua Lake works together. We continue to appreciate your support and positivity as we embark on the 2024-2025 school year!

Sincerely,  
*Megan Lundgren*  
Elementary Principal  
Director of Special Education

Dr. Joshua Liddell .....Superintendent  
Megan Lundgren .....Elementary Principal and Director of Special Education  
Sarah Graham.....K-12 Assistant Principal  
Leslee Breen .....Elementary Office Secretary  
Lisa Gruber.....Elementary/Transportation Secretary

## **COUNSELING & STUDENT SERVICES STAFF**

Katrina Cummings .....School Psychologist  
Brittany Stow.....Student Services Secretary  
Kara Smith.....Elementary School Counselor  
Leah Stow.....Grades 6,7,8 School Counselor  
Michelle Holley and Kristi Hull.....School Nurses

## **INSTRUCTIONAL FACULTY**

<u>Pre-K</u>	Erin LaCross & Ashley Osterstuck (CLCCC)
<u>Grade K</u>	Hayley Earle, Kathleen Michalski, Jill Smith
<u>Grade 1</u>	Ruth Frudd, Jenna Hepp, Melissa Zakrajsek
<u>Grade 2</u>	Karin Adams, Melanie Goulding, Ashley Marsh
<u>Grade 3</u>	Abigail Della Chiesa, Morgan McChesney, Sarah Morrison
<u>Grade 4</u>	Emily Abbotoy, Denver Morrison, Holly Snyder
<u>Grade 5</u>	Justin Akin, Kathleen Machemer, Kim Mages
<u>Grade 6</u>	Logan Betts, Megan Grace, Devin Pope
<u>Teaching Assistants</u>	Fawn Schuster, Tara Hoitink, Emily Hohman, Sally Switzer, Meredith MacTavish, Wendy Marlinski, Cathy Redlecki, Dena Waters
<u>Teacher Aides</u>	Jennifer Fisher, Julie Nowicki, Mary Beth Parrinello
<u> AIS Reading</u>	June Fortney, Brenda Genthner, Paula Bobik
<u> AIS Math</u>	Louann Heslink
<u>Learning Support</u>	Sarah Schauman, Kimberly Siebert, Rennae Majka, Katherine Yudin
<u>Speech</u>	Lindsay Griffin
<u>OT</u>	Elysa Caldwell
<u>Phys. Ed.</u>	Cole Gleason, Rachael Swan, Genevieve Monacelli, Eric Schuster
<u>Technology</u>	Reid Bland
<u>Art</u>	Holly Coomer
<u>Library</u>	Jennifer McPherson
<u>Music &amp; Band</u>	Katherine Ryan, Brian McDougal

## **WHOM TO SEE/WHAT TO DO (Policy #7110)**

### **If you are sick in school:**

Report to the teacher, then see the School Nurse.

### **If you are tardy to school:**

Report to the Elementary Office immediately and have parents sign in the student. Please have a written excuse ready.

### **If you have a medical appointment:**

Bring a parental excuse/request for early dismissal. An adult must sign the student out in the Elementary Office prior to leaving.

### **If you are returning to school from an absence:**

Bring an excuse from the parent and give it to your teacher or the office.

## **PUBLIC INFORMATION PROGRAM**

Parents and members of the community are encouraged to attend and participate in public Board of Education meetings, which are held monthly at 7:00 PM. In addition to annual school calendar and newsletters sent home to all district residents, community members wishing to obtain further information about the school district should first inquire through the appropriate administrator or contact the Community Relations Office.

### **Important Phone Numbers:**

Superintendent	Dr. Joshua Liddell	753-5808
Elementary Principal	Megan Lundgren	753-5841
Secondary Principal	Rachel Curtin	753-5882
K-12 Asst. Principal	Sarah Graham	753-5870
Student Services Office	Brittany Stow	753-5877
School Psychologist	Katrina Cummings	753-5849
Gr. PK-5 School Counselor	Kara Smith	753-5846
Gr. 6,7,8 School Counselor	Leah Stow	753-5847
Director of Facilities	John McKane	753-5825
Director of Transportation	James Morrison	753-5901
Director of Athletics	Bryan Bongiovanni	753-5853
Cafeteria Manager	Jennifer Shearer	753-5824
Health Concerns	Michelle Holley & Kristi Hull	753-5819
Chaut. Co. Department of Mental Hygiene (CCMH)	Kaytlyn Hawley	753-5815

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## ACADEMIC INTERVENTION SUPPORT

Elementary students scoring below the state reference point on NYS assessments will be required to receive Academic Intervention Services.

## ACADEMIC MERIT

Students in grades PreK-6 are recognized throughout the school year. Special recognition will be awarded throughout the school year for academic achievements. Teachers in all grades recognize students on a daily basis in a variety of ways.

## ACCIDENTS

A student who suffers an accident or injury in school must report this at once to the teacher or staff member (bus driver, classroom teacher, gym teacher, cafeteria monitor, etc.) who is present. All accidents shall be reported to the school nurse, who will prepare an accident report and notify both the principal and parents.

## ATTENDANCE

Chautauqua Lake Elementary School students are expected to be present and punctual for school and all school activities. **The school day begins at 7:50 A.M., with a late bell at 7:57 A.M.**

**A child arriving after that time will be marked tardy.** All students in grades PreK-6 entering after this time must report directly to the Elementary Office to be admitted to school. Perfect attendance is terrific, but it is equally important that a child remain home if they are ill. An appropriate period of recuperation protects the student as well as their classmates.

**It is the parents' responsibility to report when a child will be absent. Parents are to call the school (753-5841 or 753-5842) by 8:15 AM on the day the child is absent. This is done to ensure the safety and well-being of your child. If a parent does not notify the school of a child's absence, the elementary secretary will make every attempt to verify the nature of the absence.**

When a student is absent from school, they must bring a note from the parent telling when and why they were absent even if a call is made. Without a written note, the absence is considered unexcused. The note is to be presented to the student's homeroom teacher **on the day he/she returns to school.** Excuses may be also emailed to Lisa Gruber at [lgruber@clake.org](mailto:lgruber@clake.org) and Leslee Breen at [lbreen@clake.org](mailto:lbreen@clake.org). The following is an example of an appropriately written excuse:

<p style="text-align: center;"><b><u>DATE EXCUSE IS WRITTEN</u></b> <b><u>TEACHER'S NAME</u></b> <b><u>CHILD'S NAME</u></b> <i>was absent from school on</i> <b><u>DATE(S) OF ABSENCE</u></b> <i>because</i> <b><u>SPECIFIC REASON OR ILLNESS.</u></b>  <b>PARENT/GUARDIAN SIGNATURE</b></p>
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Unless prior information is received, if the child is absent for three or more consecutive days, the school health office will contact the parents to verify the nature of the absence.

Good attendance is essential to successful learning and growth. Students should avoid being absent from school for any reason except illness. The Compulsory Education Law of New



York State requires the regular enrollment of all children between the ages of 6 and 16 years. At the elementary level any student that is absent from school more than 15% of the time, for any reason, (*excused or unexcused*), may not receive credit for the grade. **This would mean no more than 28 absences would be allowed in a full year.**

## **ATTENDANCE RULES AND REGULATIONS**

1. An **excused** absence, tardiness or early departure from school (defined by New York State) includes the following reasons:

Personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, medical appointments, approved college visits, pre-approved college trips, military obligations, NYS road test appointment or other such reasons as may be approved by the Administration and /or Board of Education only.

2. The following are examples of **unexcused** absences, tardiness or early departure:

Family vacations\*\*, hunting, babysitting, personal enhancement appointments (i.e. haircut, etc.), obtaining learner's permit, oversleeping, needed at home, shopping.

\*\*Because vacation periods are provided within the school calendar, trips taken at other times during the school year will be considered illegal and will be subject to the same consequences as when a student is truant. If the trip is approved by the principal prior to departure and assignments from teachers are completed ahead of time or while on the trip, the attendance consequences will be waived.

**The Attendance/Counseling Committee meets weekly to review all students' attendance. The Elementary Office will notify parents in writing when a student's absences are approaching 10, 20, or 30 days, and may also request a conference.**

Students not in attendance during the school day are not to attend either as a spectator or as a participant in any after school activities. Violations of the rules may result in expulsion from the event and refusal of permission to attend other events in the future. Students are expected to make up all work missed while absent.

**REMINDER:** Doors at the elementary entrance are locked at all times during school day hours. If a student arrives late, the student and parent entering the school must use the Elementary entrance and "buzz" the office to be let into the building. Upon entering the building, they must report to the elementary office and sign-in the student so they may proceed to their classroom.

## **BUILDINGS AND CLASSROOMS**

The Chautauqua Lake Central School is a state-of-the-art facility that houses all of the district's students on one campus. The elementary area is located in section B. The secondary area is located in section C; and, the center of the building houses all of the central services, business offices, cafeterias north and south, three gymnasiums, a running track, and a swimming pool. All school entrances are locked at all times. Visitors must use a buzzer in the entryway before they are admitted. (There are TV monitors in place so we can identify visitors before we let them in.) Upon entry, all visitors are to proceed directly to the office and receive a visitor's badge. The badge is to be returned to the office at the end of your visit.

All correspondence to the school should be mailed to 100 North Erie Street, Mayville, NY 14757. The direct phone numbers for the various offices are:

Superintendent-753-5808  
Elementary Office-753-5841 or 5842  
Student Services Office-753-5877

Secondary Office-753-5882  
Bus Garage-753-5901  
Business Office-753-5874

All information or questions about elementary school students should be directed to the Elementary School Office. If you are attending an event taking place on the Elementary side of the building during the day, you should enter through the elementary entrance and obtain a visitor's pass. If you are attending a concert or program taking place in the auditorium, you may enter through the center district entrance (you will still be required to obtain a visitor's pass).

### **BUILDING LEVEL TEAM**

The Building Level Team is a team of teachers and administrators that represents the constituents of the building and community and is primarily responsible for developing plans and making recommendations for staff development, curriculum, and staffing. The ultimate outcome should be to improve the learning environment. The Building Team provides written minutes to the superintendent and the Board of Education to increase communication. Meetings are held monthly or as needed.

### **BUS POLICY/BEHAVIOR**

Any student who flagrantly abuses bus rules will jeopardize the privilege of riding a school bus. Bus conduct reports filed by school bus drivers will be sent to the Elementary School Principal who will, in turn, meet with the students cited and contact parents as necessary. As a matter of general policy, the first bus conduct report warrants a warning, the second report warrants a detention, and a third report within a semester may warrant a temporary suspension from the bus. Serious violations will lead to an immediate and automatic suspension. In the event of a suspension, the responsibility for a student's transportation to school will rest with his/her parents. Student bus reports will be filed for the following infractions:

- violation of safety procedures
- destruction of property
- fighting, pushing, tripping
- excessive mischief
- writing on or defacing bus equipment (seats, windows, etc.)
- smoking or use of any tobacco products or e-cigarettes
- eating, drinking, littering
- rude, discourteous, annoying conduct
- unacceptable language

Students are reminded to exercise appropriate caution about the articles they carry on their school bus. Oversized articles and articles with sharp edges or points pose hazards for everyone who rides the bus. Dangling ties, hanging straps, etc., pose a safety hazard and should be removed or kept tied and contained. **Glass containers are prohibited.** All students in the Chautauqua Lake Central School District have the privilege of riding the school bus to and from school.

### **LATE BUS POLICY**

Chautauqua Lake runs a late bus at 4:05 pm on most Tuesdays, Wednesdays and Thursdays. If you have questions, please call the Transportation Department at (716) 753-5901.

Any student planning to ride the late bus on a given day must notify his/her school office by 1:45 p.m. that day. No late bus requests will be accepted after 2 p.m.

There are no day-to-day changes in bus drop-off locations. Use the Alternate Drop-off Form to specify only two drop-off locations other than your home. Schedules must be consistent from week to week. For a child to be sent to one of the alternate locations, a bus note must also be received in the school office on the Friday of the previous week. The Alternate Drop-off Form is not a bus note. The Elementary Office staff use this form for additional information, if needed.

If an emergency change arises, parents must make arrangements to pick the child up at school. All arrangements must be made in advance, in writing, for anyone other than a parent to pick up a child. Any adult picking up an elementary aged child must come into the Elementary School Office to sign the child out.

### EXAMPLE OF AN APPROPRIATELY WRITTEN BUS NOTE REQUEST ----->

#### BUS DROP OFF ALTERNATE LOCATIONS

- Stop must be within school attendance area
- Stop must be on an established bus route (i.e., new stops will not be created)
- Change cannot result in overcrowding a bus
- Students must be within a safe walking distance to the established stop
- For shared custody, both parents' addresses must be registered with the Transportation Department.
- Requests will not be approved for student medical appointments, religious instructions, scouts or any other activity.
- Requests for alternate bus stops must be renewed annually.

#### BUS DROP OFF FOR PRE-K, KINDERGARTEN, FIRST AND SECOND GRADE

- It is imperative that an adult be present in order to drop off any pre-k, kindergarten, first and/or second grade students. The bus driver must be able to physically see the adult.

#### TRANSPORTATION OTHER THAN BUS HOME

- If a child is to go home by means other than the bus to which he/she is assigned, a note indicating this change must be signed by a parent/guardian. **In absence of a written note from a parent/guardian at dismissal time, the student will be sent home on the bus.**
- If a child will be using an alternate method of travel after school on a regular basis, parents may write a note, which will be applicable for the time specified. All arrangements must be made in advance.

Parents need to fill out the **CHAUTAUQUA LAKE BUS TRANSPORTATION FORM** for **Alternate Drop Off locations**. However, parents still need to send in a bus note on the **previous Friday for any changes in transportation**. The Transportation Department must approve all requests.

DATE
TEACHER'S NAME
_____ is going to _____ after school today. (Child's FIRST and LAST name) (Destination FIRST and LAST name)
_____
(Address of Destination) (Destination Phone Number)
I can be reached at _____ (Phone Number)
_____
(Parent/Guardian's FIRST and LAST name)
Date or dates that student will travel to this destination.

## **CAFETERIA BEHAVIOR**

While the lunch period will be respected as an opportunity for students to socialize and relax, proper manners, decorum, and respect for school property are expected. A student who abuses cafeteria rules and creates an unpleasant environment for other students/staff, places himself/herself in jeopardy of losing privileges.

Among the consequences of improper cafeteria behavior shall be **a seat assignment by the cafeteria monitor and a parent conference as necessary**. It is the primary responsibility of the cafeteria monitors to interpret and enforce the cafeteria rules that follow. Students are expected to respect their direction.

- Cafeteria lines shall be orderly. Loud outbursts, pushing and running are prohibited.
- Students are to remain seated except when purchasing food or returning items to the dishwasher area.
- Students shall not “play” with their food or touch the food on another student’s tray.
- Normal conversational tones are expected.
- When a quiet signal is given, all persons will be silent and attention will be directed to the adult in charge.
- Food that is served in the cafeteria is to remain on cafeteria trays. No throwing of food, utensils, etc., will be tolerated.
- Quiet discussion is part of any dining atmosphere. While quiet discussion is encouraged and permitted, no shouting will be allowed. Any food that is dropped or spilled shall be picked up or cleaned up (whenever possible, by the person responsible) immediately. Students sitting at a table are responsible for keeping their table and floor area around and under their table clear.
- All trays shall be returned to the dishwasher area in an order established by the monitor.
- A student requesting help shall raise their hand.
- Students may be excused to return to a classroom only with the permission of the classroom teacher and the cafeteria monitor. Students are expected to use the lavatory prior to coming to the cafeteria and will be excused for this purpose only on an emergency basis.
- At the end of the lunch period, students will be dismissed by the cafeteria monitor. Students must walk quietly through the halls while returning to their classroom.

## **CAFETERIA Q & A**

### **-FREE MEALS-**

**For the upcoming school year, we are participating in the Community Eligibility Provision (CEP), which means that ALL students in our school will receive breakfast and lunch FREE OF CHARGE, regardless of income.**

### **Questions about MEALS:**

#### **How does my child get breakfast?**

Free breakfast is served from grab & go carts each morning as students enter the building at 3 locations; secondary front entrance, primary front entrance, and primary rear entrance. Breakfast from the carts is available from 7:50 am until about 8:05am. Students arriving late may still get breakfast from the cafeteria after they have checked into their classroom until 9:30 am.

**What if my child brings lunch from home but is still hungry?**

Your child may still get a FREE lunch from the cafeteria. For a free lunch, they must choose at least 3 components (one of which must be a fruit or vegetable). Main entrees count as 2 components (as they are always a grain and protein combo). There are many options to choose from. Some examples: full meals—cheeseburger, french fries and milk or PBJ and pears OR mini meals—milk, cheese stick and apple slices or pears, an orange and green beans. There are so many combinations!

**What can I do to reduce my child's anxiety about meals in school?**

The best way to reduce anxiety about meal choices is to go over the menu daily with children and help them to understand their choices. Menus are located on our website and sent home monthly with elementary students. Students are required to take one serving of either a fruit or vegetable at every meal. If your child does not want the daily lunch special, they can always choose one of our other selections such as a peanut butter & jelly sandwich, bologna & cheese sandwich, fun lunch or a mini meal....

**My child has special dietary needs, how will they be met?**

We are very concerned with keeping our students healthy and safe. Children with special dietary needs must submit a note from their licensed health care provider. The note must include the following: 1. Information about the issue that is sufficient enough to understand how it restricts the child's diet. 2. An explanation of what can be done to accommodate the issue and the food or foods to be omitted. 3. Recommended alternatives in case of a modified meal. If your child's needs require a more extensive preparation, a meeting will be set with the parent, school nurse and food service director.

**Questions about STUDENT MEAL ACCOUNTS:****What is a meal account?**

All students at CLCS have a meal account. Meals received are recorded on their account. There is NO CHARGE for breakfast or lunch for any student this year regardless of income. Your child does not need money added to their account to get meals. However, students will need money added to their account to purchase extras, such as: second entrees, snacks, or drinks. Our system is a prepay system and will not allow charging of extras. Parents/guardians are encouraged to have their children use their meal accounts and not carry cash with them to the cafeteria.

**How do I deposit money on my child's meal account?**

You can send in a check with your child or bring cash to any school office. Checks should be made out to CLCS Lunch. Cash/checks should be placed in an envelope with your child's name and ID number on it. One check can be used for multiple students. You may also pay by credit card online through MySchoolBucks.Com.

**Is my child's balance shown on MySchoolBucks always up-to-date?**

Account information is uploaded periodically. Balances shown online may not show immediate transactions.

**If I do not have the internet, how do I find out my child's meal account balance?**

You may contact the cafeteria at any time for your child's balance by emailing [jshearer@clake.org](mailto:jshearer@clake.org) or calling 716-753-5824.

**What happens if my child graduates or moves out of the district?**

If your child is no longer using our cafeteria services, you may request their account balance be transferred to another student at CLCS, transferred to an account for children in need, or refunded to you by our business office. At the end of every school year, the balance is carried over to September.

**Questions about MySchoolBucks.com:****What is MySchoolBucks.com?**

MySchoolBucks is a website/app that CLCS uses so parents/guardians have access to their child's meal account. This service is FREE\* to use. One parent account can manage all the students in the family. You can check balances, see what purchases were made, make payments (\*there is a small fee for making payments with a credit card online), set up automatic payments and set notifications.

**How do I enroll in MySchoolBucks.Com?**

It's easy. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) or download the app on your phone. Click "Sign up today" and follow the directions. You will need to find our school, Chautauqua Lake Central School. You will also need your child's name, birthdate, and student ID number (available from your student's school office or the cafeteria). You may add all your children to one parent account. If you have any questions, please contact MySchoolBucks parent support at 855-832-5226.

**Questions about Cafeteria Permission Forms:****Do I need to fill out a Cafeteria Permission Form this year?**

NO. Because we are now participating in CEP, we will no longer require a permission form for your child for their meal account. It is easy. If you want your child to be able to buy extras, put money on their account. If you DO NOT want your child to buy extras, DO NOT put money on their account.

**Will the form I fill out in years past still be used?**

No. All past forms will be void.

**Questions about Late Day Cafe:****What is Late Day Café?**

Our kitchen is open every day from 2:30-3:15 for students who stay after for sports, musical rehearsals, study sessions or other reasons. We offer healthy snack options and beverages for purchase. All food sold is smart snack approved and meets or exceeds school nutrition standards.

**Can my child use their meal account at Late Day Café?**

Yes! Students are encouraged to use their prepay meal account to make transactions quick and easy.

**Questions about the Optional Income Form:****What is the CEP—Household Income Form?**

We are asking families to help us by filling out a Household Income Form. Our state aid and other funding for our school is based on the number of qualifying free and reduced priced students. Because we

are now CEP and no longer need the Free & Reduced Meal Application from families, we need another way of receiving this information. The form is available on our website, school offices and the cafeteria.

**If you have any questions or concerns, please contact the cafeteria office at (716) 753-5824.**

### **CARE OF SCHOOL PROPERTY**

Students shall be reminded that school property is something that we own in common, and that they are responsible for the proper care of all books, supplies, furniture and the school building itself. Students who disfigure the school building, break items, damage or lose textbooks, or in other ways abuse school property **will be required to replace the item or pay for the damage done.**

### **CLASSROOM ASSIGNMENTS**

The process of putting together classrooms and assigning students to specific teachers occupies many hours of professional consideration. Central to the process is a commitment to provide for balanced, heterogeneous classrooms in which optimal instruction and learning can take place. **Parent requests for a specific teacher are not encouraged. Please do not make teacher requests to the principal or teacher.**

### **CODE OF CONDUCT**

**(A complete district-wide Code of Conduct is available for review in each of the offices within the Chautauqua Lake Central School District and on the school website, [www.clake.org](http://www.clake.org)).**

**Below is a section of the Code of Conduct policy on Prohibited Student Conduct:**

#### **Prohibited Student Conduct**

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

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

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

Students at Chautauqua Lake CSD are expected to demonstrate respectful, responsible, and safe behavior. Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include:**

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the district's acceptable use policy.
8. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
9. Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**

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

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include:**

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

**D. Engage in conduct that is violent. Examples of violent conduct include:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
4. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
5. Displaying what appears to be a weapon.
6. Threatening to use any weapon.
7. Using weapon(s)
8. Intentionally damaging or destroying the District property, the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
9. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.



**E. Engage in any conduct that endangers the safety, morals, health or welfare of others.**  
**Examples of such conduct include:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phone, Internet, YouTube, etc.)
4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or being under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling and gaming.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. The commission of a rape, act of sodomy, sexual abuse, or other inappropriate contact of a sexual nature.
17. "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when

such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

18. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.

19. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.

**F. Engage in misconduct while on a school bus. The school bus is provided for those students who, because of the distance between their homes and school, must be transported to and from school.** The bus is constructed to provide maximum safety and reasonable comfort to the passengers. A system of maintenance and repair keeps buses in the best possible condition. Much can be done by those who ride the bus to keep it in good condition. The same sense of pride should prevail on the part of every student toward his school bus, as he would demonstrate toward the family car.

1. Students have the same responsibility to the bus drivers as they do to their teachers. Drivers are in complete charge of the bus while on the road and pupils will obey whatever directions it may be necessary for the driver to give.

2. Know the bus schedule and cooperate by being at the bus stop on time.

3. Students must have a note filed in the school office for any departure from the normal bus schedule.

4. Occupy the seat that is assigned by the driver.

5. Help the bus driver be a safe driver by cooperating with his/her requests.

6. Use the appropriate procedure when crossing the highway after leaving the bus.

7. Always cross in front of the bus where the driver can see you.

8. Keep head and arms inside the bus at all times.

9. No eating allowed on the bus.

10. No throwing of objects at any time.

11. Avoid shouting, whistling, or excess noise.

12. No glass objects allowed on the bus.

13. No pushing, shoving, fighting, harassment, and discrimination

14. Remain seated while the bus is in motion

15. Do not tamper with or damage school property

16. May not possess or use tobacco products

17. No flammable materials (lighters, etc.)

18. Do not bring pets on the bus

**G. Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism

2. Cheating

3. Copying

4. Altering records

5. Assisting another student in any of the above actions

**H. CLCS is committed to providing a safe learning environment for all students. Bullying of a student by others is strictly prohibited in school, on school buses, at all school sports and events both on and off school. Bullying may take the following forms:**

1. Physical (including but not limited to, hitting, kicking, spitting, pushing, hazing)
2. Verbal (including but not limited to, taunting, teasing, name calling, making threats)
3. Psychological (including, but not limited to spreading rumors, social exclusion, extortion, intimidation)
4. Cyber bullying (including, but not limited to, taunting, spreading rumors, posting inappropriate pictures, and/or intimidation using any cyber form, such as texting, social networking, etc.)

For any incident of reported bullying, a formal written statement is taken and a DASA investigation is conducted by designated school staff. If it is determined that bullying has occurred per Board of Education policy, parents will be notified and disciplinary action, which may include notification to law enforcement officials, will ensue. The principal and/or superintendent will have the following options as to what penalty to impose, depending upon the nature and severity of the infraction:

- Extended detention
- ISS with extended detention
- OSS with extended detention
- Superintendent's hearing
- Police will be called and specific charges made under the proper penal code.

### **Enforcement and penalties**

Any violation of the above shall be reported immediately to the building principal. He/she will investigate the case thoroughly. The principal and/or the superintendent will have the following options as to what penalty to impose:

Option 1 – Violators will be reprimanded.

Option 2 – Violators will be required to leave school property

Option 3 – Police will be called and specific charges made under the proper penal code.

Option 4 – Any penalty authorized by Section 3214 of the Education Law or Board policies, if the violator is a student, provided the provisions pertaining to notice and hearing have been met.

**Note:** In instances where options 2-4 are used, the Superintendent will be consulted and a written report will be prepared.

### **Other Penalties**

These regulations and the penalties are not to be considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state or local ordinance and the imposition of a fine or penalty provided for therein.

Board policy #7310 addresses school conduct and discipline

### **Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations including harassment, bullying, or discrimination that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

With respect to harassment, bullying, and cyberbullying the following specific reporting procedures will be followed:

- Administrators are required to notify appropriate local law enforcement when he/she believes that any harassment, bullying or discrimination constitutes criminal conduct.
- Each school has to provide written or electronic copies of the district's policies related to DASA to school employees, parents, and students, as well as publish the policies on the district's website.

## **COMPUTER GUIDELINES**

All students in grades K-12 are issued a computer (Chromebook) device to use for educational purposes. The expectations noted below are part of the district's acceptable use policy that parents review and sign when students enter the elementary school, and then again when students transition to the secondary school.

### Acceptable Use and Conduct:

1. Access to the Internet on the School District's computer network is provided solely for educational purposes and research. Use of the Internet is a privilege, not a right. Inappropriate use may result in suspension or revocation of that privilege.
2. Each individual in whose name an access account is issued (an "Account Holder") shall be responsible at all times for its proper use. All Account Holders will be issued a log-in name and password. Passwords may be changed periodically.
3. All Account Holders are expected to abide by the generally accepted standards of Internet Etiquette. This includes being polite and using only appropriate language. Abusive or obscene language, vulgarities and swear words are all inappropriate.
4. Each individual seeking issuance by the School District of an access account must submit a signed User Agreement and Waiver Form, (located in the front of the handbook) as well as a Parent/Guardian Consent for students. Signatories to this waiver form agree to hold the School District harmless for materials acquired or contacts made on the School District's network or on the Internet.

### Prohibited Activity and Uses:

Violations of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of an Account Holder's access to the Internet.

1. Using the Internet for commercial activity, including advertising.
2. Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network
3. Using the Internet to receive, transmit or make available to others messages that are racist, sexist, abusive, and obscene or harassing to others.
4. Using the Internet to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
5. Using another Account Holder's account or password.
6. Attempting to read, delete, copy or modify the electronic mail (e-mail) of another Account Holder and deliberately interfering with the ability of other Account Holders to send and/or receive email.
7. Forging or attempting to forge e-mail messages.
8. Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy School District equipment or materials, data of another Account Holder or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the School District network.
9. Using the Internet to send anonymous messages or files.
10. Revealing the personal address, phone number or other personal information of oneself or another person.
11. Using the Internet in a fashion inconsistent with directions from teachers and other staff and generally accepted Internet etiquette.

Other information regarding the Use of District Computer Systems can be obtained by contacting the District Office. Please refer to Policy #8271

In order to ensure the proper utilization of the equipment, students are required to observe the following guidelines for all computer labs:

1. Either a teacher or a teaching assistant must directly supervise students using the computer room.
2. Before students may use the computers, they must demonstrate competency to the appropriate teacher in the proper care and use of the equipment. The competency list is available in the computer room.
3. Food and drinks are not permitted in the lab.
4. Games brought from home are **not** permitted to be used in the computer lab. The lab is for school-related and educational activities only.
5. Students are reminded that the Internet is used exclusively for academic work and projects for classes. Any student found using the Internet in an inappropriate manner shall be suspended for no less than 2 weeks from Internet access. More severe violations shall suspend the student for the remainder of the school year.
6. Any malfunction of the equipment must be reported to the teacher in charge.

## CONDUCT AT CO-CURRICULAR ACTIVITIES

1. Sports Events - A spectator represents his/her school. Any spectator, student, parent or friend, who evidences poor sportsmanship, booing, abusive language, etc., will be requested to cease such behavior. If the improper conduct continues, the spectator will be asked to leave the event and may be requested not to attend future events.
2. Concerts and School Plays - Performers have practiced long and hard to provide you with entertainment. They deserve your interest and respect. Spectators should refrain from talking during performances or from leaving the room when the performance is going on. Failure to treat performers with respect will cause the individual to be removed from the performance.

Any student who engages in any form of bullying will be subject to disciplinary action. Consequences for such offenses will depend on the severity of the situation. They may include but are not limited to parent meetings, detentions, in school suspensions or out of school suspension. If bullying persists, students may be subject to a superintendent's meeting.

## COURSES/CURRICULUM

The New York State Education Department Syllabus for Elementary Schools provides the basis for the Chautauqua Lake Elementary Schools' Instruction program. All students receive instruction in reading and language arts, mathematics, science, social studies (civics), health education, music, art, library, technology and physical education.

Additional information about the school's curriculum and courses is available through the principal's office.

## 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 bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyber bullying is a form of bullying, the term "Bullying" as used in this policy will implicitly include cyber bullying even if it is not explicitly stated.

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. **In addition, any act of bullying, discrimination and/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 at Chautauqua Lake Elementary School is:  
School Counselor: Kara Smith  
Chautauqua Lake Central School  
100 North Erie Street  
Mayville, New York 14757  
Phone- 716-753-5846

## **DISCIPLINE**

Each student is expected to respect the rights of others, including their right to secure an education in an environment that is orderly, disciplined, and free from harassment. Discipline as it relates to the members of the school community is a code of behavior, which governs the academic and social conduct of the individual. The guidelines should lead ultimately to the development of a behavior, which is self-directed, responsible and purposeful, and shows respect for one's self, for other members of the community and/or property. By accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right.

## **DRESS CODE**

Personal taste in dress and attire is one of the distinguishing characteristics of a democratic state. The primary consideration in choosing school clothes should be neatness and decency. Your good sense and good taste are the best help, but remember, parents have the primary responsibility for acceptable student dress and appearance. Also remember, the State of New York and Chautauqua Lake Central School require:

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails:

1. No footwear without back straps and no flip-flops for all grades Pre-K-6. Students wearing "cros" to school will be required to change into gym shoes in order to participate in physical activities which can also include those on the playground or other outdoor areas.
2. Hats, or any form of head covering such as bandanas or sweatbands, are not to be worn in any area of the school during school hours (except when approved by the school principal).
3. Bare midriffs, spaghetti straps, and excessively tight-fitting clothing are not acceptable attire. Shorts and skirts are not to be any shorter than mid-thigh.
4. Parents and students should take particular care to ensure that clothing is clean.
5. Any clothing that interferes with the educational process or poses a safety risk is prohibited.
6. A student's dress shall be safe, appropriate and not disruptive or interfere with the educational process.
7. A student's dress shall ensure that underwear is completely covered with outer clothing.
8. A student's dress shall not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. A student's dress shall not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

## EARLY DISMISSAL

Participation in the entire school day is important, however we understand that there may be times when early dismissals are necessary. Written notification from the student's parent indicating the reason for the absence must be presented to the student's teacher in order for a child to be dismissed before 2:50PM. The office will make every effort to have your child ready for dismissal at the time specified on the written notice. A student will not be allowed to ride another school bus or walk home unless a written statement signed by a parent authorizes this.

Parents who are picking up for an early dismissal should "buzz-in" at the elementary entrance. After signing out the student, parents will be asked to wait in the vestibule or lobby for their child. Parents will not be permitted to go to their child's classroom for pick-up. Parents are also reminded that no student will be excused unless a parent or someone authorized by a parent first signs out the PreK-6 student in the Elementary School Office.

## EMERGENCY CLOSINGS

**Please provide the school with current emergency contact numbers.**

If the school has to be closed for weather or other unforeseen circumstance, notice will be broadcast on the following radio and television stations:

RADIO STATIONS		TV STATIONS	
WBEN 930 AM WDOE 1410 AM WJTN 1240 AM WKSX 1340 AM	WKZA (KISS FM) 106.9 FM WWSE (SE 93) 93.3 FM WXKC (Classy 100) 99.9 FM WHUG (Country) 101.9 FM	WGRZ-TV, Channel 2 WIVB-TV, Channel 4 WKBW-TV, Channel 7 WERI News	WICU-TV, Channel 12 WJET-TV, Channel 24 Spectrum Cable News

A notice will also be posted at [www.clake.org](http://www.clake.org) and social media outlets whenever possible.

We will also use our parent broadcast system, **ParentSquare**. This will be in the form of an automated phone call announcing the school closing. Parents and students who are still concerned about such a circumstance are urged to listen to one of the radio stations listed above rather than call the school.

## EMERGENCY DRILLS

New York State Education Law requires students to receive training by means of drills so they may, in a sudden emergency, be able to leave the school building in the shortest possible time without confusion or panic. **Fire drills, bus drills, severe weather drills, and lockdown drills** are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to predetermined safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the manner in which students carry out regular procedures or modified instructions as the situations dictate. **Once a drill is signaled, students must become quiet and alert to directions until the drill is complete and all students are back in their classrooms.**

## EXEMPTION FROM PHYSICAL EDUCATION CLASSES

A student may not be excused from a physical education class without a written statement that is approved by the school nurse. Any extended absences, more than two or three classes, shall



require a physician's authorization. Physical education classes are a mandated part of the New York State curriculum for students.

### **EXTRACURRICULAR ACTIVITIES**

Chautauqua Lake Elementary School students are invited to participate in some after school activities. Some examples are music programs both instrumental and vocal, developmental sports, tutoring, etc. In most cases, transportation is provided. Students are not allowed to stay after school unless they are enrolled in an after-school activity. **If a student has been selected to be a manager of a Secondary School team, that student must be in 4<sup>th</sup> grade or above. The Elementary Office must receive a written approval from each coach and the student's parents.** Information about these activities will be provided to parents by individual teachers or sponsors.

### **After-School Supervision**

For everyone's safety, every student must leave school at the end of each school day (3:00 pm), unless they are involved with a planned, supervised after-school activity, such as:

- Academic help with a teacher by prior arrangement
- Detention
- Athletic practice
- Meeting or activity of an extracurricular club or organization

It is not appropriate for students to stay at school without such a planned, supervised activity, even if they plan to attend or participate in an athletic competition or other event later in the afternoon or evening. Younger siblings may not stay to watch older siblings' athletic practices.

Parents, to ensure proper supervision, please ensure that you are on time to pick up students after athletics or other after-school activities.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

This is to advise you of your rights with respect to school records pursuant to the federal "Family Educational Rights and Privacy Act of 1974." It is the District's responsibility to notify you of these rights on an annual basis.

Any student eighteen (18) years or older and the parents of any student under eighteen (18) years of age have a right to inspect and review any and all official records, files and data directly related to pupils including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement, (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Such parents and students are also entitled to an opportunity for a hearing to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Any questions concerning the procedure to be followed requesting such a hearing should be directed to the principal of the school, which the pupil is attending, or to the superintendent.

Under the law, there are restrictions, which prohibit the release or use of student records or any material contained therein to persons other than parents or students or persons employed by the school district without the written consent of the parents or students.

There are a number of exceptions to this rule, such as school district employees and officials and certain state and federal officials who have legitimate educational needs for access to the records. No personally identifiable information contained in personal school records shall be furnished in any form to any persons other than those mentioned above unless:

- a. The following directory information may be released without written consent provided that the student or parent does not inform the district of their objections to such release within 30 days of this notice: student's name, address and telephone listings; date of birth; major field of study; weight and height of members of athletic teams; dates of attendance; diplomas and awards received.
- b. There is written consent from the student's parents specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents and the student, if desired by the parents, or by the student.
- c. Such information is furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, in which event the parents and the students shall be notified of any such order to subpoena in advance of the compliance therewith by the district.

## **FIELD TRIPS**

School sponsored field trips, having both social and educational benefits to our students, are considered an integral part of the elementary curriculum. It is expected that all students will participate in them. Parents have the option of signing one blanket permission form for all school sponsored field trips OR they can elect to give separate permission for each individual field trip. Chautauqua Lake Elementary School strives to provide many enrichment experiences for its students and encourages parents and community members to share these experiences as chaperones. **Those persons acting as chaperones have the responsibility of the students assigned to them. They are not to bring younger children on the trip.**

**If a parent would like to request that their child be picked up by another person at the site of the field trip they need to send a note to the office stating who will be picking up the child. That parent will then need to confirm that information with the office. These notes must be in the Elementary Office no later than the day before the field trip.**

## **FUNDRAISING**

Students in Chautauqua Lake Elementary School will not be directed or permitted to participate in fundraising activities on behalf of the school. The direct solicitation of charitable donations from public school students on school property during school hours in which they must be in attendance is strictly prohibited. However, an individual classroom activity, such as community service projects, may be scheduled as appropriate. Students are not to sell items for outside groups or clubs during school hours.

## **GRADING/REPORT CARDS**

Report cards are issued each quarter of the school year. After the first report card is sent home, parent conferences will be set up to discuss and review your child's progress. Conferences are arranged at the convenience of the teachers and parents. Every effort must be made by the parents to attend these important meetings. **Parents may access their child's progress by logging onto PowerSchool. Please be aware that teachers need time to correct and record the students' grades.**

## **GUIDANCE SERVICES**

Guidance services will be offered five days a week at Chautauqua Lake Elementary School. The guidance program is designed to enhance the learning environment of the school. Parents may request guidance services for their children. Please see the current list of guidance staff members on the "instructional faculty" section towards the beginning of this handbook.

## **HALLWAY BEHAVIOR**

Students are expected to walk through the halls quietly and to remain on the right side of the hallway to facilitate the orderly movement of traffic. Running, pushing, and loud talking will not be permitted within the school building or anywhere on the school grounds. Students are not to be in the hallways without the teacher's permission.

## **HEALTH SERVICES/MEDICATION**

Questions or concerns about a student's health or medical needs should be directed to the School Nurse. The nurse is on duty from 7:30 - 3:15 PM each day. In addition to routine screening for hearing, vision, and scoliosis, the school nurse coordinates comprehensive physicals, administered by the school doctor at appointed times during the elementary school years, and maintains health data for each student. The nurses are available to discuss concerns about a student's health or medical needs. Other concerns the nurses will be helpful with are: communicable diseases, free and reduced-price lunch applications, accidents occurring at school, and other physical and personal concerns.

New York State law regulates how medications can be taken in school. Any medication needed during the school day (prescription or nonprescription) must be given through the health office. This includes items such as cough drops, aspirins, creams, lotions, etc. Students who are in need of medication during the school day must have a **Medication Order Form** that is signed by the parent and the child's physician. This medication order allows the school nurse to administer medication as prescribed. Students may not bring any of the above named medications to school themselves. The medication itself must be brought to the health office by the parent in the container in which it was dispensed.

Any questions regarding the use of medications during the school day can be directed to the health office. Medication forms are available in the health office.

School Nurses: Mrs. Michelle Holley and Ms. Krisi Hull

School Doctor: Dr. Robert Berke

A copy of a current physical exam is required for students in the following grade levels--PreK, K, 1st, 3rd, and 5th grade. Parents need to call their health care provider and have them fax a copy of the physical to 716-753-2085. If the Health Office does not have a current physical on

file for the required grade level, during the school year the Health Office will schedule your child for a physical with the School Medical Director.

The primary responsibility of the school nurse is to encourage and promote good physical, emotional and mental well being for all students. The school nurses will complete mandated screenings as directed by NYS Ed and on an as needed basis as requested by the parent/guardian or teacher.

## **HOMEWORK**

### **Introduction**

The following guidelines for homework were developed in accordance with Policy #8110 of the Chautauqua Lake Central School District and are intended to provide consistency in implementation of homework within grade levels and departments. Specifically, the guidelines address the following:

- grade weighting
- amount of work assigned in a night/week
- group projects versus individual work
- parent and/or student appeals of homework issues

### **Elementary Specific Information**

At Chautauqua Lake Elementary School, we believe that educating a child involves a cooperative effort of home and school. Homework serves as tasks assigned as a reinforcement, to strengthen, and or enrich the curriculum. Homework can also include long-term assignments, projects and research.

### **Grade Weighting**

Homework may be counted as a portion of a student's quarterly grade. Each teacher is responsible for informing the student and his/her parents of the weighting system before the start of the course. The weighting of homework should not exceed 35% of the overall grade.

### **Amount of Time**

Time spent on homework each night will increase by grade levels at 10 minute intervals total. Starting with Kindergarten and first grade, students will have approximately 10 minutes of homework each day, whereas sixth grade will have approximately sixty minutes total. The guidelines for late work are to be established and followed by each teacher. This will be done within the following framework:

1. Homework turned in late will not receive full credit.
2. If student completion of homework becomes problematic, parents will be notified.

### **Group Projects/Assignments**

Group projects are extremely important for social networking and collaborative development. Group projects develop required skills essential for school success. Teachers should give class time or ensure there is collaborative time involving all parties (such as study hall). Supervised time should be provided during the school day or after school hours.

## **GENERAL ADDITIONAL INFORMATION**

### **Procedure for Addressing Homework Concerns**

Students (or parents at the elementary level) who wish to address concerns regarding homework as related to classroom grades must first address their concerns with the specific teacher from whom they received the grade. If appropriate, another teacher and/or guidance counselor may be present during the meeting. If the concern is not resolved through this meeting, a written request to address the concern with the principal can be made. This written request should identify the concerns that will be discussed at a meeting to include the student, parent, guidance counselor and the appropriate teacher(s). Following this meeting, the principal will issue a written response to the parent indicating the resolution to the concern.

### **Individual Education Programs (IEP)/504 Accommodation Plans**

When modifications of homework are indicated on an IEP or 504 Plan, they shall be based on need and determined by the Individual Education Program/504 Plan only.

### **Use of Study Hall, Directed Learning Lab and Other School Day Time:**

While homework is typically additional practice of previously learned material to be completed at home or another location outside the school day, students may use school time not otherwise assigned for specific instruction such as study halls, directed learning lab and after school help to complete assigned work.

### **HOMEWORK MAKE-UP WORK**

It is each student's responsibility to make up work, including tests, which is missed due to an absence. In most cases, students shall be allowed a make-up period equivalent to the number of days they are absent; i.e., for each attendance day missed, the student shall be allowed the corresponding number of school days to complete make-up work. Students who have been absent must assume responsibility for checking with their teacher(s) about make-up work.

### **HOMEWORK REQUEST FOR ABSENT STUDENTS**

Students who know in advance that they will be absent and students whose absence extends beyond one day should make arrangements for work to be picked up for them and brought home. Students going on extended leaves from school should request work one week in advance. Homework requests may be made by calling the Elementary School Office. If your child is sick and you would like their homework for the day, please call first thing in the morning so the teacher may have it ready at the end of the school day.

### **IMMUNIZATIONS**

Immunization requirements for school attendance include:

Meningococcal vaccine: All students entering grades 7 and 12 must have the meningococcal vaccine in order to attend school.

See specific requirements, grade by grade, available at [www.clake.org](http://www.clake.org). Select Non-Academic > Health & Safety > Immunizations; or contact the Health Office with questions, (716) 753-5819. These requirements for different grade levels address these immunizations:

- MMR

- DTaP
- Polio
- Varicella (chicken pox)
- Hepatitis B

Students entering grade 6 must receive the Tdap vaccine in order to attend school.

Medical exemptions to immunizations must be reissued annually; and must specify the immunization exempted, sufficient information to identify the medical contraindication to the specific immunization, and the length of time the immunization is medically contraindicated. A sample medical exemption form is available at [www.health.ny.gov/forms/doh-5077.pdf](http://www.health.ny.gov/forms/doh-5077.pdf)

The best way to assure your child is in compliance with the immunization requirements is to contact your child's health care provider prior to the start of school in September.

Important: Parents, please ask your health care provider to fax your child's immunization record to the Health Office fax # 716 753-2085. School nurses may not request these records from the doctor's office; the parent must initiate the request.

The health office will send notification letters to parents of children needing vaccinations to be in compliance with school requirements.

### **INDOOR AIR QUALITY (IAQ)**

The Indoor Air Quality Committee has compiled a handbook, available for reference in the Superintendent's Office, which explains the many factors which affect Indoor Air Quality. Parents, community residents, students, faculty and staff may consult the handbook for information to help them better understand IAQ. IAQ Concern Report Forms are available in the Superintendent's Office. Staff, parents, or other individuals who have concerns about indoor air quality to be called to the attention of the IAQ Committee may use the forms. A completed Concern Report Form should be returned to the Superintendent's Office for referral to the committee. It will be acknowledged within five working days of receipt, with a follow-up report after the committee has investigated the concern. Faculty and staff receive training which includes an overview of indoor air quality and the ways in which they can monitor and be alert to conditions in their classrooms, offices, and other work spaces. Questions about the IAQ Handbook or Concern Report Forms should be addressed to the Superintendent's Office at 753-5808.

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

The progress of students in the elementary school will be monitored throughout the year by classroom teachers and other school specialists. Concerns that relate to lack of academic progress, behavior and/or social skills that impede student learning may be referred to the IST. This will ensure that students are afforded opportunities to take advantage of programs that can help them, and to involve professionals and parents in the review of students' learning problems.

Members of the IST may include Elementary Principal, School Psychologist, Elementary School Counselor, Remedial Teachers, Special Education Teachers, Classroom Teachers, and School Nurse (when necessary). Parents will receive written notification if their child is participating in academic intervention services (AIS). If services change throughout the school year, parents will also be notified in writing. Additional information about the IST may be obtained from the Elementary Principal, the IST Chairperson, and the parents of the child.

## **LOST AND FOUND**

Students who find lost articles are requested to take them to the nearest office so they may be claimed by their owner. Students and their parents are reminded to check the school's lost and found rack located in the Elementary Gym whenever an article or item of clothing is missing. Items left on school buses are routinely sent to the school offices. Parents are also reminded that lunch boxes, and outerwear that will be removed during the day, and all other personal possessions should be marked with the student's name whenever possible.

Lost & found items not claimed will be donated three times a year to those in need.

## **PARENT TEACHER COUNCIL**

The Chautauqua Lake Central School Parent Teacher Council (PTC) is an active group of parents and teachers in the Chautauqua Lake Central School District. Because they are not affiliated with any national organization, all of the monies from fundraisers are used exclusively in our own district. The objectives are to promote the well-being of children in the home, school and community; to bring a closer relationship between home and school; and to develop between educators and the general public such united efforts as will secure for every child the highest advantage in education. Meetings are held monthly, and are accessible in person or via video conference (i.e. Zoom).

## **PARKING**

**Vehicles may not be in the bus lane in front of the school.** Parents who drive their children to and from school must follow traffic laws. NEW YORK STATE TRAFFIC LAWS PROHIBIT VEHICLES FROM PASSING SCHOOL BUSES ON SCHOOL GROUNDS, AS WELL AS PUBLIC ROADWAYS. **The parent unloading area for students driven to school is clearly marked. Parents should drop-off/pick-up their child(ren) in the rear of the building, where staff is stationed to ensure student safety.** Vehicles are not allowed on grassed areas or athletic fields.

## **PEDESTRIAN SAFETY**

Students are cautioned to enter roadways carefully and only after looking in both directions. Parents are urged to remind students frequently to be aware of safety rules while awaiting buses at designated stops and when leaving their buses to return home.

## **PESTICIDE NOTIFICATION**

Chautauqua Lake Central School District regularly uses an Integrated Pest Management (IPM) program as an effective and environmentally sensitive approach to pest management. IPM uses common sense practices to control pests by taking advantage of various pest management options including the judicious use of pesticides. As part of its Integrated Pest Management program the district may periodically use pesticide products requiring notification under State Education Law Section 409-h.

This law requires the district to maintain a list of staff and persons in parental relations who wish to receive written notification 48 hours prior to pesticide application in CLCS buildings and on CLCS district grounds where they regularly work or have children regularly attending classes.

If you wish to receive such notices for the current school year, please complete the form on page 21 of the Back to School bulletin or request an enrollment form from the District Office, fill it

out, and return it to the District Office. *Even if you do not request 48-hour advance notice, we will notify you at regular intervals of pesticides used.*

For more information about the District's Integrated Pest Management program, please contact the Director of Facilities at 753-5825.

## **PHOTOGRAPHS OF STUDENTS AND RELEASE OF INFORMATION**

Students, faculty and staff are often photographed or videotaped in the course of the school day and when engaged in extracurricular activities. These images may be used in the CLCS newsletter, the *Navigator*; in the CLCS yearbook, *Legend*; or in the CLCS Elementary Memory Book; in area newspapers; on television; on the website(s) or social media of CLCS, on the front digital sign on the CLCS campus; Chautauqua Institution or other educational partners; by CLCS teachers, students, student teachers or other college students for their portfolios and/or in their classes and/or for broadcast within the school; and in other community relations and educational efforts.

In accordance with district policy #7241, the following student directory information, as defined by the Family Education Rights and Privacy Act (FERPA) may be released by the district: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if member of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student.

If you prefer that such directory information not be released or images of your child not be used in these ways, please address your request to the Community Relations Office, 100 North Erie Street, Mayville, NY 14757. Please be sure to specify your child's full name, grade and teacher, and include your name, mailing address and telephone number.

## **PLAYGROUND BEHAVIOR**

The safety as well as the enjoyment of a playground depends on the appropriate behavior of everyone who uses it. During recess periods, students shall play within sight of the supervising staff member. Playing in the roadways is prohibited. Playground equipment must be used properly. Recess activities shall be permitted at the discretion of the teacher. A student who does not behave properly on the playground may lose his/her privileges for an extended period.

1. Always walk when coming out of the school and when returning to school.
2. No running or chasing on or around the playground equipment. No pushing, tackling, or wrestling of any kind. All students are expected to take turns on all equipment.
3. Do not bring any of your own toys to the playground (including bicycles).
4. Do not leave the playground area.
5. There are to be no balls around any playground equipment.
6. Sit only (do not kneel or stand) on swings.
7. Sit forward only on the slide and do not climb up slide(s).
8. Follow any rules posted on the playground area.
9. Classroom teachers will instruct students on playground equipment safety and appropriate usage.

## **POOL RULES AND CONDUCT**

1. All swimmers must shower before swimming.
2. Persons with skin infections, open wounds, etc., or who are ill are not permitted in the



- pool area.
3. Long hair (below the shoulder) must be tied back, or a bathing cap must be worn.
  4. Swimmers must remove dangling jewelry of any kind.
  5. No masks or snorkels are allowed, except for instructional purposes. Balls and kickboards are allowed at the lifeguard's discretion.
  6. Child flotation devices are prohibited under any circumstances. School life preservers are used for emergencies only.
  7. Dividing lines are in place for your safety. HANDS OFF.
  8. NO HORSEPLAY – including climbing on one another, dunking, running in and out of locker rooms or rough play – is allowed in the pool area.
  9. Swimmers must pass the deep end test before being allowed in the deep end.
  10. Diving and forward flips at the discretion of the lifeguard:
    - One at a time on the board
    - Forward straight dives only
    - No back dives or backward jumps from the board or side of the pool
    - No running: 3 steps, 1 bounce
    - No diving in the shallow end
  11. NO FOOD or BEVERAGES permitted in the pool, balcony or locker room.
  12. NO GUM CHEWING.
  13. Locker rooms are used strictly for quickly showering before and after swim sessions and for changing. Any horseplay or improper behavior will result in loss of pool privileges.
  14. Locker rooms should be left neat.
  15. NO GLASS CONTAINERS in locker rooms or pool area.
  16. Swimmers are not allowed in bleachers or pool offices.
  17. Patrons are required to leave promptly when finished swimming. Locker rooms will be locked 15 minutes after activity ends.
  18. The school is not responsible for lost or stolen articles. Do not leave money or valuables in the locker rooms.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Good citizenship and courtesy are built on central human values that virtually everyone treasures: self-respect, kindness and consideration, common forms of politeness, respect for others' property, and a sense of personal responsibility. Throughout the school year, students will be introduced to good citizenship topics through our Positive Behavioral Interventions and Supports (PBIS) framework. Students and staff participate in our House System which is intended to build a sense of community and belonging within our school. There are monthly team/character building activities planned for each house, as well as whole-school gatherings to reinforce a positive school community. Students are able to earn house points for displaying these positive behaviors throughout their school day. The expected behaviors are listed on the CLCS School-Wide Teaching Matrix which is shown on the back cover of this Handbook.

### **POWERSCHOOL**

The Parent Portal is available for viewing the following student information:

1. **Current and Historical Grades**, for students in grades 3-12.
2. **Student Daily and Meeting Attendance**, grades PreK-12

Wanting to check your student's grades and attendance any time during the school year? The PowerSchool Parent Portal was designed to provide parents and guardians that type of information via a website or now with the app.

**Q: What can I view on the Power School portal?**

A: Teachers in grades Pre-K through 12 use PowerSchool for daily and meeting attendance tracking. Teachers in grades 3 through 12 use PowerSchool to track assignments and final grades for the various marking periods.

If you are interested in getting access to the portal you can self-register on the portal website and create an account for yourself. To add your children to the portal you will need to get an access letter from the school office with the unique username and password for each child in your household. This access ID and password allow you to add multiple students to a single parent account (single sign-on). This letter can be created in PowerSchool by office staff and emailed to you. Please contact your school office for more information.

What you will need for portal access:

The CLCS PowerSchool Parent Portal website – Locate the For Parents link at the top of the home page at [www.clake.org](http://www.clake.org) or access the portal directly at:

<https://clake.powerschool.com/public/>

Using the self-register feature, create an account for yourself on the site. Contact the school office to get your student/child access ID and password so you can add them to your Parent Portal account and view attendance and grades.

Directions for the Power School portal are also at the “For Parents” link described above.

If you have questions about accessing the Parent Portal, please call your student’s school or counseling office.

**PROMOTION/RETENTION**

The classroom teacher in conjunction with the Elementary School Principal will determine the eligibility of students to be promoted. The retention of a student will be discussed with parents, and additional evaluation data will be accumulated as necessary. In each case, a student’s academic, social, and emotional development will be the prime concern of the professional staff. By law, the final decision about retention is delegated by the Board of Education to the administration of the district. If there is a total disagreement between the District and the parent demand, the parent will be asked to sign a statement indicating the nature of and the reason for the disagreement.

**PUBLIC CONDUCT ON SCHOOL PROPERTY**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code of Conduct, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

#### **A. Prohibited Conduct**

The Board of Education prohibits the following conduct or acts on school property by students, teachers, staff members, licensees, or invitees:

1. The willful physical injury of any person or the threat to use force that would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to, or destruction of, property.
4. The willful disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized hereby.
6. The willful interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property.
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun or any other object that reasonably can be considered a weapon or facsimile thereof, on property of the school district.
9. The violation of any federal or state statute, local ordinance, or board policy.
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his duties.
11. The distribution or posting of any written material, pamphlets or posters without prior written approval of the superintendent.
12. There will be NO SMOKING allowed on school grounds, including e-cigarettes.
13. There will be NO WEAPONS allowed on school grounds.

#### **B. Enforcement and penalties**

Any violation of the above shall be reported immediately to the building principal. The principal will investigate the case thoroughly and make a written report to the superintendent.

The principal and/or the superintendent will have the following options as to what penalty to impose:

- Option 1 - Violators will be reprimanded
- Option 2 - Violators will be ordered to leave school property immediately.
- Option 3 - Police will be called and specific charges made under the proper penal code.
- Option 4 - Any penalty authorized by Section 3214 of the Education Law or Board policies, if the violator is a student, provided the provisions pertaining to notice and hearing have been met.
- Option 5 - Any penalty authorized under Section 3020-a of the Education Law, if the violator is a tenured teacher, provided the provisions pertaining to charges, notices, hearings and findings have been complied with.
- Option 6 - Any penalty authorized under Section 3031 of the Education Law, if the violator is a non-tenured teacher or Section 75 of the Civil Service Law, if the violator is a non-teaching employee of the district, providing the provisions pertaining to charges, notices, hearings and findings have been complied with.

### **Other penalties**

These regulations and the penalties are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state or local ordinance and the imposition of a fine or penalty provided for therein.

### **REGISTRATION**

The parents of all students in Chautauqua Lake School District will be asked to complete appropriate registration forms at the time their children are enrolled. In addition, parents will be requested to complete a student information form at the beginning of each school year. Registration forms will be kept in the elementary office or by the elementary school teachers and will only be used by school personnel for school related business. It is vital that student information forms be completed. School personnel need to know the phone numbers of individuals who can be contacted in an emergency and the names of any individuals who may be allowed to pick up a student at school. **The school should be notified at once when a student has moved, has a new phone number or when the data on the registration form has changed.**

### **REMEDIAL READING AND AIS MATH**

Elementary school students at all grade levels who are eligible will receive remedial help in reading and math. Test scores and referrals from teachers or parents are the usual basis for this service. Formal remediation is administered in the elementary school through Title I, a federal program, and district funded support personnel.

### **SCHOOL DAY**

Doors open for elementary students beginning at **7:50 a.m.**, late bell rings at **7:57 a.m.** School buses begin to unload at 7:49 a.m. **Students are not allowed in the buildings until a supervisor is on duty at 7:45 A.M.** Students are not allowed in their classrooms until 7:50 a.m. **If parents must drop off a child at school, please do not do so until 7:45 a.m.**

### **SCHOOL LIBRARY**

Students in grades pk-6 will work routinely with our district library media specialist and have regular access to check out independent reading books. The library curriculum has been designed to instruct students on how to use the library to do research, appreciate books and coordinate materials with the objectives established by the classroom teachers.

Library privileges may be suspended if a student fails to return or properly care for books borrowed from the library. Notification of lost or damaged books will be given to parents and restitution will be expected. The same procedure will be followed for lost or damaged Accelerated Reader books or textbooks.

### **SEXUAL HARASSMENT**

Any student who believes that he/she has been subject to sexual harassment shall report all incidents to the School Counselor, Assistant Principal or Principal. Upon receipt of a formal or informal complaint, the school will conduct an investigation into the charges and will meet with all parties involved.

## **SPECIAL EDUCATION**

All district students are entitled to a free and appropriate education. The Chautauqua Lake Central School Committee on Special Education (CSE) meets to evaluate all referrals and makes recommendations to the Board of Education when a student is found to need additional educational services.

Many children with special needs receive education within the district itself, through resource rooms, regular classrooms, with a special education consultant teacher or self-contained classes; others may attend programs offered by Erie 2-Chautauqua-Cattaraugus BOCES.

It is the district's position that mainstreaming and inclusion provide the least restrictive environment and should be the primary avenue pursued in educating special needs students whenever appropriate and feasible. If you suspect your child may have a disability, please contact our student services office at (716) 753-5877.

## **STUDENT INSURANCE**

The Chautauqua Lake School District maintains a student accident insurance policy that provides emergency coverage and supplemental coverage for instances when a parent's insurance coverage does not totally cover the cost of medical treatment that follows a school-related accident or injury (see notice in the "Back to School" bulletin). Questions about the student insurance program should be addressed to the District Business Office during school hours at (716) 753-5874.

## **STUDENT SUPPLIES**

Classroom teachers shall provide a list of supplies that the student is expected to bring to school. Parents are to ensure that students are appropriately supplied not only in September, but throughout the school year. **Parents are cautioned not to buy specific school supplies until they have received directions from their child's teacher.**

As a matter of general policy, each student is expected to have sneakers for gym classes (shorts, shirts, and swimwear as required); pencils and erasers; crayons and art smocks for primary students; and notebooks and paper for the upper elementary grades.

## **TELEPHONE/CELL PHONE USE (Electronic Devices)**

Telephones are available in each classroom. Students may use these with teacher permission. Teachers will not receive phone calls during class time unless it is an emergency that must be dealt with immediately. All teachers have voice mail through which you may leave a message. After 3:00 p.m., direct calls can be made to a teacher's classroom.

A good learning environment is one free from excessive and disruptive noise. Students are not to make noise that might interfere with the learning of others. Excessive and disruptive noise can interfere with the safety of students. **All electronic devices including, but not limited to, radios, MP3 players, iPod, cell phones, tablets should not be brought to school. If a student has to bring one of these electronic devices to school it must be turned off and kept in the student's locker before the beginning of classes at 7:57 a.m. and not taken out until after school at 2:55 p.m. If a teacher wishes to use one for instruction, it is the teacher's sole responsibility to provide the device and to supervise and regulate its use. If a student brings an electronic device to school and has it out during the school day, it may be confiscated and taken to the Elementary Office, where the student's parent will need to pick it up.**

If a student has a non-school issued device out during the school day:

**FIRST OFFENSE:** The item will be confiscated and taken to the office. The student may pick up the device at the end of the school day and will be told to remove it from school property immediately.

**SECOND OFFENSE:** The item will be confiscated and taken to the office. The parent will be called. It will be explained that the item cannot be returned until a parent picks it up.

## **TESTING**

Classroom testing will be scheduled by the teacher as needed to evaluate and assess student progress throughout the school year. The New York State Education Department also requires student and program assessments from each district. These will be scheduled throughout the year in Grades 3, 4, 5, and 6. Individual student assessment in a variety of methods is a continuous process that takes place throughout the school year.

## **TOBACCO AND DRUG FREE POLICY**

The Chautauqua Lake Central School District policy is:

“No person may smoke or use a tobacco product (1) in any building or upon any grounds which is owned (or leased) and occupied by the school district; or (2) in any location or facility during any school or school district sponsored educational program, activity or event regardless of the location of such activity or event.”

“No elementary or secondary student may smoke, use or have in their possession tobacco products (1) in any building or upon any grounds which is owned (or leased) and occupied by the school district; or (2) during any school or school district sponsored activity or event regardless of such activity or event.”

“The term ‘smoke’ shall include smoking a cigarette, cigar, e-cigarette or pipe. The term ‘use a tobacco product’ shall include the chewing of tobacco or snuff or the consumption of any other tobacco product. The utilization of any smoke or tobacco cessation product, as long as it does not generate smoke, is not prohibited under this policy.”

## **TOYS, GAMES, PERSONAL PROPERTY**

A good learning environment is one free from excessive and disruptive noise. Students are not to make noise that might interfere with the learning of others. Students are not to bring toys, games, collectable cards or other items that can be distracting during class time without permission from the teacher. The district will not be responsible should those items become lost, stolen, or broken. Parents must use discretion in what they allow students to bring to school.

## **VISITORS**

Close communication and supportive relationships between parents or guardians and schools are essential to increasing student achievement and enhancing school climate. The District supports these efforts through effective and appropriate visitations and to classrooms by parents or guardians, community members, and other appropriate individuals. Any personal injury or illness involving visitors should be reported to the nurse and the appropriate form must be completed.

Visitors reporting to elementary classrooms are to report to the Elementary School Office before conducting any business with a student, teacher, or staff member. If you are attending an Elementary event located in the auditorium during the day, you may enter through the District or Elementary entrance. You will receive a visitor badge at either location. Visitors are encouraged to make an appointment prior to seeing a teacher, the principal, or to visit their child's classroom. Parents who must pick up their child before the school day is over must come to the Elementary Office. The teacher will be called and the student will report to the office.

To protect our students and the integrity of our educational program, visitors cannot and will not be allowed to remain in the school building without permission. All visitors must sign in and wear a visitor's badge. The badge will then be returned to the office before leaving.

In certain circumstances, a student visitor may be allowed to visit a Chautauqua Lake Elementary student, but only with the prior permission of both the classroom teacher(s) they will be visiting and the Elementary School Principal.

Visitation will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. The building principal may be present when appropriate. Visitors agree to maintain confidentiality regarding information which they acquire during the course of the visit.

## **VOLUNTEERS**

The Board of Education recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction.
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process.
- Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits. They are covered for their actions within the scope of their approved authority under the liability section of the district's umbrella policy. If you would like to volunteer, please fill out a volunteer application. They may be found in the District or Elementary Office. Volunteers must sign in and out at the office each time they enter and exit the building.

## **WALKING TO SCHOOL/BICYCLES**

Children getting to and from school safely is a top priority at Chautauqua Lake Elementary School. Parents intending to have their child walk to and/or from school are required to meet with the building principal and complete a **Walker Permission Form** prior to their child being permitted to walk home. Similar to a bus note, the Walker Permission Form will indicate the circumstances in which parents intend to have their child walk. The building principal, student and parent will review and sign the Walker Permission Form with the understanding that **it is the responsibility of the parent to notify the school prior to 2:00 p.m. if they do not want their child to walk home on a given day.** As indicated on the form, the role of parents and guardians is to make informed decisions about which mode of transportation best suits their student in

light of (i) the student's personality, age, maturity, physical and cognitive development, and decision-making abilities, and (ii) the street, traffic, crime, and other relevant conditions likely to be encountered by the student when traveling to and from school. Parents and guardians are legally responsible and otherwise accountable for their student's safety and well-being when the student is traveling to and from school. **Walker Permission forms are available in the Elementary Office.**

If the student rides a bicycle to school it is at his/her own risk. The school cannot assume responsibility for damage or theft of bicycles. **A lock is strongly recommended.**

**SUBJECT: Use of bicycles, scooters, skateboards, roller blades, wheelies, and similar wheeled conveyances on school property.**

To ensure the safety of students, faculty, staff, and the community as well as to protect the facilities of the Chautauqua Lake Central School District, the following policies apply to bicycles, scooters, skateboards, roller blades, wheelies, and similar devices (hereafter referred to as "wheeled conveyances") on school property both during and after school hours.

Wheeled conveyances are not to be used on school property during school hours or during school activities except for travel to and from the school in the following areas:

- Entrance sidewalk leading to the front driveway/parking lot area
- Central pedestrian sidewalk/concourse at the central front of the building up to the handicapped parking/central bicycle rack area. Any "wheeled conveyances" that need to be stored at either of the side bicycle racks are to be dismounted and walked to these storage racks from this central concourse area.
- **Helmets must be worn by all Elementary students in accordance with NYS law.**

**Non-Allowable Uses:**

The following areas are not to be used at any time:

- The bus drop-off circle (closest to the school building)
- Any maintained sports field, track, playground or other groomed surface area
- Any interior space, including any school building or storage facility

**General Restrictions:**

The following activities shall not be permitted on any school property at any time:

- Set up of ramps or rails
- Moving or altering of any school equipment, property or apparatus
- Waxing or soaping of any surfaces
- Carry-on of any skateboard, bicycle, or other wheeled conveyance too large to fit in a carry-on school bag onto the school buses.
- Any other unsafe or dangerous use to put himself/herself or others in danger of injury

**Consequences of policy/regulation violations:**

Any violation of this policy and corresponding administrative regulations may include a verbal warning, denial of access to school facilities, and/or a charge of trespass with appropriate legal/civil law enforcement. In addition, the "wheeled conveyance" may be apprehended.

**WELLNESS POLICY**

As stated in our Wellness Policy #5661, The District is committed to providing a school environment that promotes and protects students' health, well-being, and ability to learn, by fostering healthy eating and physical activity before, during, and after the school day. This wellness policy outlines the District's approach to ensuring environments and opportunities for



all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This wellness policy applies to all students, staff, and schools in the District.

The following district goals are specific to student nutrition. We will strive to follow these practices in the elementary school building.

- Promoting healthy food and beverage choices for all students by using Smarter Lunchroom techniques which guide students toward healthful choices, as well as by ensuring that 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards
- Promoting nutrition education activities that involve parents, students, and the community
- Promoting school and community awareness of this wellness policy through various means, such as publication on the District website
- Encouraging and promoting wellness through social media, newsletters, and an annual family wellness event and encouraging participation in federal Child Nutrition Programs
- Ensuring that the marketing and advertising of foods and beverages on school campuses during the school day is consistent with nutrition education and health promotion
- Integrating nutrition education within the comprehensive health education curriculum and other instructional areas, as appropriate, and taught at every grade level, K through 12. Nutrition education follows applicable New York State Standards and is designed to help students acquire: 1. Nutrition knowledge, including, but not limited to: the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; and safe food storage, handling, and preparation; 2. Nutrition-related skills, including, but not limited to: planning healthy meals; understanding and using food labels; critically evaluating nutrition information, misinformation, and commercial food advertising; assessing personal eating habits; and setting and achieving goals related to these concepts
- Providing families and teachers with a list of healthy party ideas, including non-food celebration ideas; Providing families with a list of classroom snacks and beverages that meet USDA Smart Snacks in School nutrition standards
- Discouraging staff from using food as a reward or withholding food as punishment under any circumstance – teachers and other appropriate school staff will be provided with a list of alternative ways to reward students
- Encouraging District staff to model healthy eating, drinking, and physical activity behaviors for students. Information about other non-food alternatives will be provided. There will be no sharing of leftover treats to other classrooms.

## CLCS School-Wide Teaching Matrix

E x p e c t a t i o n	Setting									
	General Rule	All Settings	Classroom	Cafeteria	Playground	Hallway	Bathroom	Bus	Assemblies	Fire drills
	<b>Be Safe</b>	Hands to your sides	Follow classroom rules	Raise your hand if you need something	Keep your body & objects to yourself	Stay to the right	Use toilet and sinks correctly	Sit quietly in your seat	Stay seated	Follow teachers instructions
		Seek help with accidents and injuries	Six on the floor	Drink & eat your food	Feet first down the slide	Walk at all times	Keep water in the sink	Keep the aisle clear	Body still	Remain very quiet for entire drill
		Walk	Walk	Carry trays with both hands	Keep safe distance when others are using equipment	Face forward	Use soap and water for washing hands	Carry backpack appropriately	Wait for signals to arrive or dismiss	Stay behind the person in front of you
				Keep feet under the table		Stay behind the person in front of you	Wash your hands thoroughly	Back to the Back, Seat to the Seat, Feet to the Floor		Face forward
	<b>Be Responsible</b>	Always follow directions	Remain seated	Follow directions	Return to playground after you have used the bathroom	No wandering	Leave door unlocked when finished	Take all of your belongings off the bus	Be on time	Always follow directions and practiced
		Complete assignment	Follow directions the first time	Stay seated	Use indoor voice	Stay with your class	Flush the toilet and check	Know where your stop is	Take care of personal needs before it starts	procedure every time
		Stay on-task	Use materials properly	Carefully place trash in trashcan	Use equipment properly	Keep lockers/ cubbies clean	Use only what you need	Keep hands & feet to yourself	Line up quickly & quietly	
		Be on time	Do your best	Recycle/Compost when you can	Line up quickly & quietly					
		Be prepared & bring supplies								
	<b>Be Respectful</b>	Walk quietly everywhere	Raise your hand & wait to be called on.	Walk quietly	Take turns	Quiet feet	Use quiet voices	Use quiet voices	Give the speaker 5 (eyes, ears, lips, hands, feet)	Walk quietly
		Use kind words & actions	Use kind words	Wait for directions to get in line	Wait your turn in line	No Talking	Give other students privacy	Use polite and kind words with all people	Applaud when appropriate	Wait for directions to return to building
		Treat others kindly	Follow adult directions	Handle only your own food	Include everyone	Count to 3 when drinking at the fountain		Do what the bus driver or adult tells you to do	Ask appropriate questions	Quiet feet
				Follow adult directions	Play fair	Quiet Wave				No Talking



# CHAUTAUQUA LAKE ELEMENTARY SCHOOL

## Student Handbook & Code of Conduct Acknowledgment

### 2024-2025

Student Name(s): (list each elementary student separately)

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I have reviewed the Elementary Handbook and Code of Conduct for the 2024-2025 school year and acknowledge the expectations, responsibilities, opportunities, and consequences for Chautauqua Lake Elementary School. The full Code of Conduct can be located on the District website. \*All students noted at the top must sign below\*

Student Signature:

Date:

Student Signature:

Date:

Student Signature:

Date:

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

