

Duanesburg Elementary School  
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**Student & Parent/Guardian Handbook 2009-10**



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This agenda belongs to:                      Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_



**STUDENT AGREEMENT FORM**

*I have read the Duanesburg Elementary School (DES) **Code of Conduct**, pages 7-9, and agree to abide by these guidelines. I have read DES' Technology Use Policy on page 9 and agree to abide by these guidelines.*

Student Signature \_\_\_\_\_ (Date)

**PARENT/GUARDIAN AGREEMENT FORM**

*I have read the Duanesburg Elementary School Code of Conduct, pages 7-9, and agree to support Duanesburg Elementary School and to assist my child in abiding by these guidelines. I have read the Duanesburg Elementary School Technology Resource Policy on page 9 and agree to support Duanesburg Elementary School and to assist my child in abiding by these guidelines.*

Parent/Guardian Signature \_\_\_\_\_ (Date)

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**INSTRUCTION and INSTRUCTIONAL RESOURCES**

Duanesburg Central School's **MISSION STATEMENT** is to be a socially responsible school community where learning and the pursuit of excellence are valued. The elementary school's **MISSION STATEMENT** is to provide an educational environment in partnership with families that nurtures and challenges each student in the pursuit of life long learning.

**STUDENT RIGHTS AND RESPONSIBILITIES** - The goal of our school community is to provide a safe, well-planned educational environment for all students. School is a microcosm of society. In school, as in society, students are afforded basic rights while being responsible for the maintenance of standards and order within the education setting. It is this blend of rights and responsibilities that makes our school fair and successful.

**STATEMENT of NON-DISCRIMINATION/ANTI-HARASSMENT**

It is the policy of the Duanesburg Central School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear. Bullying and/or hazing of students and staff are prohibited behavior and will not be tolerated at Duanesburg Central School District. Common characteristics of bullying:

- Physical – hitting, kicking, taking or damaging a victim's property
- Verbal – using words to berate, hurt or humiliate
- Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm.

**The entire policy is available on the district website.**

**VISITORS TO SCHOOL** - This school is open to the community. Parents are encouraged to visit the school periodically during the course of the school year. Student visitors from other schools ARE NOT permitted to enter school buildings unless they have a specific reason and prior approval from the Building Principal.

When school is in session, all visitors must enter the building at the main lobby entrance, and are required to sign in at the main office. The secretary will provide assistance or direction.

**VISITOR GUIDELINES:** A signed and dated volunteer guideline form needs to be completed and on file in the main office.

1. Please use the designated visitor parking. Please **do not** park next to the sidewalk in front of the school or in the driveway by the kitchen/gym doors, as this places us out of compliance with fire safety regulations.
2. Please use the front door to enter the school. Please **do not** use side doors as this is against our school safety procedures.
3. **All visitors** must stop in the main office, sign-in on the "VISITORS" clipboard your name and intended location in the building and time in and time out when you actually leave the building, and obtain a "Visitor Pass" that must be worn at all times in the building. Anyone without a "Visitor's Pass" will be redirected to the main office to get one.
4. Visitors, who are in the building to pickup a child prior to normal dismissal at 2:35 pm, must report to the office to pick up or complete a bus slip, which will serve as your identification in the building. Therefore, no visitor pass is required.
5. Please be prepared to show staff in the main office photo ID if asked.
6. Put pagers and cell phones on vibration or silent mode when entering the school building to eliminate inadvertent distractions from student learning. If a visitor needs to use a cell phone, please use it away from instructional areas and students.

7. If you have small children, please supervise them at all times. Remind them to walk in the halls, as there is no running, and please urge them to be quiet near classrooms.
8. All students, staff and visitors need to be mindful of being quiet and using appropriate language in hallways, so as not to disrupt children from learning in classrooms.
9. At the conclusion of your stay at Duanesburg Elementary School, please sign out at the main office.
10. **No** smoking is permitted anywhere on the school grounds.

**VOLUNTEER GUIDELINES DURING SCHOOL HOURS**

Volunteers are asked to review guidelines below. All volunteers need to sign a volunteer guideline form, which will be kept on file in the mail office. Forms are available in the main office.

- **Sign In** - Volunteers must check in at the office and wear a visitor pass each time they work at Duanesburg Elementary School. Besides the obvious need to know who is in our school, we often receive calls for parents/volunteers in the building. Knowing where they are is vital, especially in emergencies. Please sign in and out on the visitor clipboard in the school office.
- **Confidentiality** - We insist that you maintain confidentiality outside of class. If parents ask you about a student's performance or behavior, please refer them to the teacher. It is inappropriate to discuss situations observed while acting as a volunteer. We also require that if you have a question about a specific child, you ask the teacher in confidence and privacy, not in the presence of students or parents.
- **Names and Labels** - Every child brings to school his or her own specific skills and abilities. Each child grows and learns at his/her own pace. We also have students with special needs (i.e. allergies, medical conditions, social-emotional and academic needs). Please do not make value judgments or label the abilities or skills of any child. Please understand specific plans and strategies are implemented to meet individual student needs. Please be careful not to compare your child to another in the class as they are all unique.
- **Questions and Issues** - Clear, open and direct communication is vital at Duanesburg Elementary School. We don't expect volunteers to agree with everything a teacher does in class, yet it is each teacher's job to make decisions in the best interest of the whole class. If you have a problem, issue or disagreement with a teacher, please bring it to the teacher's attention privately at an appropriate time. Discussing issues in the middle of class or with other staff members or volunteers is not appropriate at any time.
- **Discipline** - The school, and each classroom, has an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning inappropriate student behavior, we encourage volunteers to check with the teacher for the appropriate action and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help. Whenever possible, we try to work toward positive discipline.
- **Students Soaring** - In practice, we catch students "SOARing" where the students are choosing appropriate actions and give the recognition in front of other students. We try to focus our direction on what we want the children to do, rather than on what we don't want them to do. Positive example: "I want the group to be quiet because I have some important instructions. Thank you, Anna. Sean, I can tell you are listening."
- **Accept and Value Diversity** - All parents come from a slightly different background and culture. They all have their own ideas and experiences about raising children. We ask that you accept all children and respect their beliefs and requests. The diversity of people, values, cultures, and beliefs is what makes such a rich experience for all of us.

- **Helping the Teacher/Class** - Parent/guardian volunteers work under the direction of the classroom teacher, who defines the volunteer's duties and expectations. Your primary responsibility in the classroom is helping the class as a whole. If you volunteer in your child's classroom, please try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes power away from your child. We are striving to help our students become more independent and self-sufficient.
- **Keeping Commitments** - It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a timely manner. The teacher will be planning for you to be there. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is counting on you and needs adequate time to adjust the class plans.
- **Support the classroom teacher to maximize instructional time** - When you are volunteering in a classroom where several volunteers are present, please eliminate side conversations. Also, please have a positive attitude and use appropriate language in your interactions, as you are a role model to DES students. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations outside of the school building.
- **Dress Code** - We ask that proper attention be given to personal cleanliness and to appropriate dress. Teachers and all other district personnel and volunteers should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting. Dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
  1. be safe, appropriate and not disrupt or interfere with the education process. Recognize that many garments are not appropriate. Specifically, children and adults are not allowed to wear tube, strapless or net tops, clothes that expose cleavage, see-through garments, excessively short garments, or any garment that does not cover underwear. Males must wear shirts at all times while volunteering at school. The hem of shirts should at least meet the waistband of pants or skirts.
  2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
  3. Not include the wearing of hats, hoods, sunglasses, visors, sweatbands, bandanas, etc. in the school building except for a medical or religious purpose, during the school day.
  4. 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.
  5. Not promote, advertise, and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Volunteers who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Any volunteer who refuses to do so shall be asked to leave the building. Any volunteer who repeatedly fails to comply with the dress code shall be asked to not volunteer.

**ATTENDANCE**

1. When students are absent from school, their parent/guardian must call the Health Office at 895-8310, ext. 229.
2. Written excuses are required for all tardies, absences and early dismissals.

3. The school nurse will call the student's parents/guardians to confirm the student's absence when the child has been absent three or more days. Anytime a student is absent for three or more consecutive days, the attendance secretary will inform the principal in regard to the absences.
4. If students are going to be absent more than one day, the parent/guardian needs to call the elementary office by 9 am to request class work.
5. When a student returns to school, a note to the school attendance secretary explaining the absence is required.
6. Upon accumulation of a large number of absences, administration and/or school nurse has the authority to request a doctor's note for any further absences.
7. Monthly, the attendance secretary will provide the school administration with a print out of student(s) who are chronically absent or tardy.
8. We encourage parent/guardians to plan vacations in accordance to the school calendar as daily attendance is essential to students' academic success.

**ATTENDANCE COMMUNICATION NOTIFICATION** Letter communications to parent/guardians with regards to absences and/or tardies will be sent by the principal as follows.

**5 Days**- principal sends letter home; **10 Days**- principal sends letter home; possible referral to the Child Study Team; **15 Days**- principal sends letter home; possible referral to the Child Study Team; possible parent conference; **20 Days**- Actions of the Principal after 20 days could include:

1. Meet with parents/guardians
2. Mediate any disagreements
3. Follow-up letter of parent/guardian conference w/copies to the nurse, teacher, CST (Child Study Team), and social services, if necessary.
4. Require doctor's note for further absences.

Teachers are encouraged to call parents/guardians at any time regarding attendance concerns.

The Child Study Team (CST) may also review student(s)' attendance and additional recommendations (i.e. parent/guardian meetings, etc.) will be made and followed.

EXCUSED ABSENCES	UNEXCUSED ABSENCES
Serious illness or death in family	Family vacations
Medically sick	Planned family events
Religious observance	Oversleeping
Quarantine – verifiable by doctor	Staying at home
Court order	Hunting or fishing
Extreme medical (i.e. Surgery or long-term illness)	Shopping
	Babysitting
Absences approved in advance with principal	Missing the bus
	Car problems
	Other reasons not on approved list

**PERFECT ATTENDANCE CRITERIA** - Students are considered eligible for the perfect attendance award, given each marking period, if they meet the following criteria:

- students need to be in school a minimum of 4 hours of the full school day and the absence is due to an excused absence listed in the above table.

**EXTRACURRICULAR ATTENDANCE POLICY** - Students must be in class by 8:25 a. m. on the day of an extracurricular event in order to participate or be admitted.

**RELEASE TIME for RELIGIOUS INSTRUCTION**

A student will be released for religious instruction for a maximum of one hour each week upon the presentation to the principal a parental request in writing.

**STUDENT SCHEDULING/DAILY ROTATION**

The elementary school student hours are 7:55 am to 2:45 pm. Students must be dropped off by parents/guardians after 8:05 am to allow school buses to unload students between 7:55 am to 8:05 am. Students are not permitted in classrooms until the 7:55 am.

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bell rings. **6-DAY ROTATION SCHEDULE** - The elementary school runs on a 6-day rotation schedule (i.e. day 1, 2, 3, 4, 5, 6). Every day indicates a different special area class for students. Classroom teachers give the 6-day schedule to students in September. If there is a full day school cancellation, the rotation day will be carried over to the next school attendance day, (i.e. Wednesday - day 3 is a snow day cancellation - then the next day, Thursday, will be day 3.)

**CHARACTER EDUCATION** The school district works in partnerships with parents to maintain learning and working environment that supports positive student attitudes and the character development of its students. Character development is promoted and fostered with SOAR. **SOAR - is** the elementary school motto that provides our school community with themes and self-guiding questions that positively tie character education to conduct.

**SAFETY** - Am I keeping myself and others safe?

**OPTIONS** - What choices do I have that will be positive?

**ATTITUDE** - Is my attitude helping me to be the best I can be?

**RESPECT** - Am I respectful of myself, others and my school?

### PHYSICAL EDUCATION

Every student who attends school must take part in a physical education program. Students in grades K-5 must successfully complete the physical education classes during each year they attend school and participate in the ten minute exercise program broadcast on the morning news show.

**FOREIGN LANGUAGE EARLY START (FLES)** Students in grades K-5 will have a 25 minute session in each 6 day rotation to become exposed to Spanish language and cultures.

### LIBRARY

The elementary library provides a wide selection of books for all grades and reading levels. The school has a permanent collection of books and materials. Students may use the library at times other than those assigned provided they have their teacher's permission.

#### MULTI-MEDIA TOOLS in the LIBRARY

Magazines, computer software and reference books are also available through the library. Reference books, instructional videos and computer software cannot be taken home. Encyclopedias, magazines, articles and other research tools are available online 24 hours a day through the Duanesburg Elementary Library website at: [http://dcs.neric.org/Elem\\_Library/library.htm](http://dcs.neric.org/Elem_Library/library.htm).

**Magazines, Encyclopedias** - click on the Ebsco link.

Login: duanesel Password: duanesel

#### Ikeepbookmarks.com

Login: deslib Password: student

Additional resources are available from the Schenectady County Public Library at [www.scpl.org](http://www.scpl.org). (Public Library Card Needed)

Students/parents/guardians are expected to return borrowed materials when they are due. Students will be billed for damaged or lost materials. Students may exchange books Monday, Wednesday or Friday between 8-8:18 a.m.

**MULTI-MEDIA TOOLS in the CLASSROOM** - During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of his or her classroom participation, including:

- Videos related to the curriculum being taught to your child
- Videos that are in the Duanesburg school library

Any videos shown outside the guidelines will require written notification to parents specifying the video's content and suitability.

**INTERNET ACCEPTABLE USE POLICY** - The Internet and its services are intended to support open research and education in and among research and instructional institutions. The use by district account holders of school computers, software, and/or the Internet for other purposes, such as for-profit activity, personal

business or illegal activity is prohibited. This policy in its entirety can be viewed on our website. See page 9 for DES' "Technology Resources Agreement" for signing.

### STUDENT ASSEMBLY PROGRAMS

During the year, special presenters or programs will be offered to students. Parents/guardians are welcomed to all assemblies. We ask these rules be observed:

- Students are expected to be kind and courteous to their peers and the guest speakers.
- Students will be assigned a special seat or removed from the assembly if they break this basic rule.
- Audience is to clap appropriately, no yelling.
- Parents/guardians must first sign in at the main office or designated table in the main entrance. Parents and visitors sit in the back rows reserved for them.
- Please turn cell phones off.
- To expedite dismissal from assembly, it is requested guests remain seated until all students are dismissed to classes. Parents attending the daytime performances are asked to please stay through the entire event.
- Talk, even whispering, is distracting to performers and those around you who are trying to listen. We ask that you refrain from talking during the performance.

### CONCERT/MUSIC PERFORMANCE ETIQUETTE

We ask your cooperation in following these guidelines:

- Please come to the cafeteria after 6:00 p.m. Please do not reserve seats prior to 6:00 p.m.
- Please do not enter or exit the cafeteria while musical numbers are in progress.
- Please remain in your seats while a music number is being performed. If it is necessary to leave the cafeteria, (i.e. bathroom use, etc.), we ask that you do so between numbers, exiting quietly from the rear door.
- Please turn cell phones off.
- Please keep your children with you at all times.
- Talk, even whispering, is distracting to performers and those around you who are trying to listen. We ask that you refrain from talking during the performance
- We ask parents to remain throughout any performances until the program is concluded out of respect to students performing.
- Photography and videotaping should not be done in a way that distracts the student performers or the audience enjoyment.
- Please remind your children not to yell or wave at their older siblings on stage so as not to distract or disrupt their concentration.

### SPECIAL INSTRUCTIONAL PROGRAMS

**SPECIAL EDUCATION PROGRAMS** - Students with disabilities are entitled to receive, at public expense, special education (SE), related services and/or supplementary support, as necessary, to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs in school.

A continuum of Special Education service is provided at DES. These services include:

- De-Classification Support Services - Services provided to students and their teachers to assist the students when they are ready to move from special education programs and services to full-time regular education.
- Consultant Teacher - Specially designed individualized or group instruction provided by a special education teacher to a pupil with a handicapping condition within a regular education class to aid such pupil to benefit from the regular education program.
- Related Services - includes speech and language therapy, physical therapy, occupational therapy, and social work counseling.
- Resource Room - also known as Skills Development or Curriculum Support programs are for the purpose of

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supplementing the regular or special classroom instruction of students with disabilities.

- Special Classes – instruction takes place outside the regular classroom, (i.e. English, Math, Social Studies or Science). These classes have been planned according to the Individual Education Plan of each student. A special class would be composed of students with similar disabilities or similar individual needs.

A continuum of Special Education service may also be provided at placements other than at DES. These may include: Individual Placement and Support, Special Day School, or Residential School. Decisions regarding these placements are made by the Committee on Special Education which is composed of the regular education teacher, special education teacher, student, parent/guardian, administrator, and CSE Chairperson.

#### **SECTION 504 POLICY Regarding Students with Disabilities**

The school district does not discriminate against persons with disabilities and provides access to qualified disabled individuals to all of its activities and programs. DES will follow the requirements of Section 504 of the Rehabilitation Act of 1973. The Act obligates school districts to identify, evaluate, and to extend to every qualified student with a disability residing in the district, a free, appropriate public education, including modifications, accommodations, specialized instruction, or related services as deemed necessary to meet the needs of all students

**ACADEMIC INTERVENTION SERVICES (AIS)** The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or students support services such as guidance, counseling, study skills or test taking skills.

A student's eligibility for AIS will be determined based on his/her performance on state assessment examinations and/or in accordance with district assessment procedures including:

- those who score below designated performance levels on elementary, intermediate and commencement-level state assessments in ELA, mathematics, social studies and science;
- those at risk of not meeting state standards as indicated through district-adopted or district-approved assessment procedures, including those K-3 students who lack reading readiness; and limited English proficient and English language learners who do not achieve the performance standards designated in Part 154 of the commissioner's regulations.

When it has been determined that a student needs academic intervention services, their parent/guardian will be notified, in writing. The notice will outline the reason the student needs such services and the type of services to be provided. In addition, the district will provide parent/guardian with opportunities to consult with teachers and other professional staff, regular reports on the students' progress and information on ways to monitor and work with teachers to improve the student's performance.

#### **HOMEBOUND INSTRUCTION (due to Extended Absences)**

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the principal if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent must obtain from the child's physician a written medical request for homebound instruction.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

**ENGLISH as a SECOND LANGUAGE INSTRUCTION (ESL)** Students speaking English as a second language will receive necessary instructional support to be successful per NYS requirements.

#### **STUDENT FIELD TRIPS**

DCS believes field trips are an important part of the educational program. By providing students with first hand experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences. A signed permission slip from the parent/guardian is required. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip. The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival/departure times. All students are expected to exhibit proper behavior on field trips and all school rules apply on school related field trip/athletic events. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

#### **STUDENT TRANSPORTATION ON FIELD TRIPS**

When Duanesburg provides transportation to students for a school sponsored activity or event, the school will also provide return transportation unless the parent or legal guardian of the student has given the district written notice authorizing an alternative form of return transportation for their child.

## **GRADING**

#### **GRADING SYSTEMS**

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grading is based, in part, upon student improvement, achievement, and participation in classroom discussions and activities. Classroom participation, and student attendance, is an important factor in earning high grades.

For interim reports teachers will indicate effort, grade and comments. Interims are optional the last quarter. For K-2 report cards students are given achievement and effort marks with teacher comments. Report cards for grades 3-5 students utilize numerical grades and effort marks with teacher comments.

All students are expected to complete assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

#### **HOMEWORK GUIDELINES**

The goal of homework at DES is to help our students become skilled, knowledgeable, independent, and responsible learners. The length of time a child spends on homework may fluctuate depending on student's strengths and needs.

#### **Purpose of Homework**

- Review content previously taught
- Apply and reinforce concepts and skills learned in the classroom
- Provide independent practice
- Develop responsibility and the ability to study and work independently
- Serve as an extension of work originating in class
- To provide background preparation for future class work
- To support parent's/guardian's direct involvement and/or awareness in their child's learning
- In grades 4 and 5, greater emphasis on research and creating projects.

**Student Responsibilities Towards Homework**

- Complete all homework assignments and return to school on time and to the best ability.
- Be prepared with agenda, school supplies.
- Limit all external distractions (telephone, television, computers, etc.).
- When absent, make up all missed assignments in a timely fashion. Ask adults for help when needed.

**Parent/Guardian Responsibilities regarding Homework**

- DCS believes that parental involvement in student's homework is essential to making homework an integral part of the educational program. Parents should encourage and set time aside to allow your child to complete homework.
- Monitor and discourage external distractions for your child during homework time by providing an appropriate place to work.
- Review homework assignments to make sure they are complete.
- Check agenda for home-school communications. (Sign agenda nightly as specified by teachers.)
- Contact the teacher if your child is having difficulty with homework or when your child is absent from school and schoolwork needs to be completed.
- Offer praise and encouragement.
- Kindergarten parents please set aside time to read daily with your child, and work directly with him/her when kindergarten begins site work recognition in February.

**Grade Level Homework Expectations**

- **K-5:**
  - It is the student's responsibility to bring the agenda book/ notebook or folder and backpack to and from school each day.
- **3-5:**
  - It is the student's responsibility to write his/her homework assignments in the agenda book everyday.
- **Kindergarten:**
  - Practice reading sound books daily (1 minute)
  - During the latter half of the school year, children practice reading words in the word bags (10 words in each bag, 1-5 minutes)
  - During the latter half of the school year, children are given an assignment on Monday to complete during the week (15 minutes)
  - Students have the opportunity to complete optional homework.
- **Grade 1:**
  - Reading for a minimum of 10 minutes each school night.
  - Daily spelling or math practice assignments for 10-20 minutes a session.
  - Occasional home projects related to themes (i.e. hats, 100 days, Fairy Tale Ball).
- **Grade 2:**
  - Reading for a minimum of 10-15 minutes each night.
  - Complete 20 minutes of homework Monday through Thursday. Homework is usually language arts, math and occasionally science and social studies.
  - Invention Convention project in spring.
- **Grade 3:**
  - Reading for a minimum of 10-15 minutes each school night.
  - Complete 30 minutes of homework Monday through Thursday.
  - Students may need to complete any unfinished work at home.
  - Projects assigned at teachers' discretion.
- **Grade 4:**
  - Reading a minimum of 15 minutes each school night.
  - Complete 30-40 minutes of homework Monday-Thursday.
  - Complete unfinished class work at home.

- Pre-read and re-read class assignments, notebooks, and journals as appropriate.
- **Grade 5:**
  - Homework assignments fluctuate depending on the subject (30-40 minutes each night).
  - Class notes studied nightly (10 minutes)
  - Reading a minimum of 15 minutes each school night.
  - Seek extra credit opportunities.

**HONOR ROLL/CREDIT LIST CRITERIA**

**Honor Roll:** All students in grades 3, 4, 5 who have a quarterly average of 90 or above with no final quarterly grade of 79 or below for the marking period will make the honor roll.

**Credit List:** All students in grades 3, 4, 5 who have a quarterly average of 85 or above with no final quarterly grade of 79 or below for the marking period will make the credit list. Students with an average of 90 or above with one final quarterly grade of 70-79 for the marking period are eligible for credit list.

**STUDENT CODE OF CONDUCT****RULES for BUILDING BEHAVIOR BASED on CODE of CONDUCT**

The Code of Conduct is a set of rules we all follow to help make a school a safe and comfortable place to learn. (A complete copy of the Code of Conduct can be viewed on our website or in the main office.)

**SCHOOLWIDE RULES** – Children and adults are expected to follow the Golden Rules:

- Be kind to yourself and others.
- Let others work and learn without being disturbed.

**GENERAL RULES - Students are Expected To:**

- know and follow school rules
- come to school ready to learn
- work to do your personal best
- show respect and be positive to others
- ask questions when you do not understand something
- use your words to discuss and solve problems with others
- be honest and responsible
- treat people with respect regardless of differences such as race, religion, color, disability or sexual orientation/gender

**STUDENTS ARE EXPECTED To:**

- walk quietly in hallways
- use appropriate language, hand signals and gestures at all times
- be in the school building after hours only with permission from the principal
- be on time to school and follow directions from staff
- bring healthy beverage drinks/snacks to school
- refrain from bringing gum and/or carbonated beverages for snack or lunch
- refrain from the use of tobacco, alcoholic beverages or drugs (unless the nurse gives you medication)
- be honest
- Be considerate to fellow classmates and refrain from bullying or harassing others
- Secure prior permission from the principal to sell items at school

**FIGHTING** - Students involved in fighting in school, on school grounds, on school buses, or on school-sponsored trips are not using the best judgment to resolve a crisis. Fighting is forbidden.

**STUDENTS SHOULD REFRAIN FROM VIOLENCE including:**

- Hitting, kicking, punching, pushing, shoving, etc.
- Purposely damaging/destroying people's property

**STUDENT CONSEQUENCES FOR MISBEHAVIOR:** Students are responsible to comply with consequences given by staff and on the bus. Consequences may include:

- Warning / Time out

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- Contact parents/guardians
- Behavior improvement plan
- Classroom consequences
- Detention at lunch, recess or after school in the office or teacher's classroom
- Suspension from the bus
- Suspension from other privileges (i.e. parties, field trips, after school activities)
- Removal from classroom by teacher
- In-house restriction (all day in the principal's office)
- Out of school suspension (not permitted to attend school or after school activities)
- There is a rule: "3 strikes and you lose" that may apply to various disciplinary situations, whereby a student may lose a field trip or bus transportation privileges after the third strike. Strikes constitute an in-house restriction or out of school suspension (the latter is equivalent to two strikes).

**Serious situations will be investigated by the principal/school staff, and followed up with parent/guardian.**

#### **ELEMENTARY STUDENT DRESS CODE – Students Shall:**

- dress appropriately for school activities.
- dress appropriately for the weather.
- wear safe clothes and shoes. (No wheelie skate sneakers.)
- wear clothes that are not disruptive and distracting to the instructional process (i.e.: hair color, shoes, makeup, etc.).
- not wear hats, hoods (worn on heads), sunglasses, visors, sweatbands or bandanas in the classroom.
- give proper attention to cleanliness.
- not wear makeup for health and safety reasons.
- not wear derogatory clothing, (i.e. inappropriate language, or advertising that encourage illegal activities such as smoking, drugs or alcohol).
- not wear tube, net or halter tops; clothes with plunging necklines front or back; see through garments or any tops that do not cover undergarments. Crop tops and pants should cover the midriff area. Shorts or skirt lengths should not exceed 2 inches above the fingertips when arms are placed to one's side.

**Students who Do Not follow the dress code are required to change the offending garment and parents/guardians will be contacted.**

#### **THINGS TO LEAVE AT HOME**

In order to enhance a learning environment, it is important for students to leave at home those belongings that would keep them from concentrating on studies. Following are examples of **items to leave at home:**

- Money other than an amount needed for meals and school activities;
- Knives or other sharp objects;
- Toys, except on invitation of the teacher;
- Electronic devices including, but not limited to: Video game, CD Players MP3 Player, iPod are not to be utilized in school, however, bus drivers will allow on bus.
- Skateboards, roller skates, sneaker blades (See bus rules for details).
- Collectable cards (Pokeman, Yu-Gi-Oh!), finger toys (like skateboards, Lego Bionicles, etc.).
- Any real or toy weapon (i.e. pocket knife, toy gun, ammunition, etc.)
- Packaged fragrances (for health reasons).
- Medications (unless prescribed by a doctor, brought in by a parent/guardian and left in the health office.)

**STUDENT SEARCHES** - School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

#### **CAFETERIA RULES**

- Follow directions & talk quietly
- No bag popping

- Be courteous & respectful
- Raise your hand when you need help
- Leave the tables and the floor clean
- Keep your hands to yourself
- Do not share food or money
- Do not talk to other students at other lunch tables
- No glass containers or carbonated drinks
- Wait in line quietly
- Stay in your seat

#### **PLAYGROUND RULES**

- Refrain from shoving or rough play
- Ball throwing is allowed on the field only (Do not throw other objects.)
- Use school appropriate language
- Keep away from moving swings
- Safely move about the playground stations appropriately and do not jump off high areas
- Stay with your class or an adult
- Do not stand on the tire swing
- Three students per tire
- Dress appropriately and safely for the playground
- Follow specific directions for the Fit Kids Stations.

**BUS RULES** - The bus driver is authorized to assign seats and require students to wear seatbelts.

- Seatbelts are recommended for student safety.
- Students should cooperate with the driver.
- Students should be courteous, use quiet voices and appropriate language.
- Stay in your seat and keep head/hands/feet out of the aisle.
- No eating or drinking on the bus, and keep the bus clean.
- Do not smoke or be destructive.
- Electronic devices including, but not limited to: Video games, CD/iPods/radios will be allowed by bus drivers as long as:
  - 1) **no sound** on video games;
  - 2) musical/MP3 players, and game devices are used with headsets - **no sound**;
  - 3) no conflicts or talk beyond quiet voices will be tolerated over these items;
  - 4) these items are put away before getting on/off the bus;
  - 5) music/games with inappropriate language are not allowed;
  - 6) only "e for everyone" games are allowed on game devices. Students **bring these items on the bus at their own risk** as **school is not responsible** for lost or broken video games, iPods/radios or other electronic devices;
  - 7) electronic devices should remain turned off and stored when entering classroom so as not to be a classroom distraction, including cell phones.
  - 8) cell phones cannot be used on the bus.

#### **STUDENT PHONE USE**

- Student phone use in the main office is limited for **emergency purposes** only (i.e. canceled after school activities). There is no pay telephone in the building. Students are responsible for remembering items needed for school, their after-school activities schedule, and informing parents of their after-school activities prior to arriving at school, the day of the activity.
- If students bring cell phones, they need to be turned off and put away. Cell phones are not to be used on buses or in school.

#### **RECYCLING**

The elementary school is committed to do its part in protecting the environment. Students are required to recycle materials with the guidance of their teachers and the cooperation of the Community Service Club.

#### **STUDENT CONCERNS**

DES encourages the resolution of all student concerns as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss issues first with the appropriate teacher, staff member or building principal. However, if the complaint concerns harassment, the student and/or parent should

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notify the principal or other appropriate staff member. Upon receipt of a harassment complaint, the building principal or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

**TECHNOLOGY RESOURCES AGREEMENT:** Students that use the Internet at Duanesburg Elementary School agree to the following:

I understand that, as an Internet user, I am responsible for my actions, and am responsible to act considerately and appropriately, in accordance with the rules. I also understand the use of the Internet is for educational purposes only. When using any Duanesburg Central School District Technology Resources, including the Internet, I will not:

- Send, display, or download offensive messages, or pictures
- Harass, insult, or attack others
- Damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
- Violate copyright laws
- Visit social networking website/chat rooms (i.e. myspace, club penguin, etc.)
- Trespass in other users' files, folders, or work
- Intentionally waste resources.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies, and procedures regarding the use of Duanesburg CSD Technology Resources, including the Internet.

1. Loss of access
2. Additional disciplinary action to be determined at the elementary school in line with existing practice regarding inappropriate language or behavior.
3. Legal action, when applicable.

My child has my permission to access the Internet under the supervision of his/her teacher. The account holder (and the parent/legal guardian of such account holder if he/she is under 18 years of age) understands that the school district does not have control over the content of the information available on the Internet. Although there is a general filter, some Internet sites may contain inappropriate or illegal material. The school district does not condone the use of such material in the school environment. However, parents/guardians of minors having user accounts should be aware of its existence. Students are educated to report problems to staff.

## EXTRACURRICULAR PROGRAMS/ACTIVITIES

Our school offers a number of co-curricular and extra-curricular activities for students. Participation in such activities provides students with experience in building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. Members of school sponsored clubs are representatives of the school district. DES students who participate in extra-curricular activities are expected to conform to standards that meet or exceed those in the school district code of conduct.

Following is a representative listing of activities.

- Student Council
- Odyssey of the Mind
- Banana Splits
- Performing Arts
- Peer-To-Peer Program
- Big Brothers/Sisters
- Ski Club

Additional events may be scheduled and will be announced in the school newsletter. If a student is absent from school on the day of a scheduled after school event, the student may not participate in the event.

Students must be passing in all subjects in order to remain eligible for participation in the above named activities. If the student is failing in one or more subjects when midterm reports are sent, he/she will be placed on a probationary period until the student brings up his/her grade to passing. Students also need to follow

the behavioral rules as set forth in the Code of Conduct. Certain activities require a minimum level of participation/training, as established by the club advisor. The student agrees to these conditions and realizes that failure to maintain this minimum level of participation may result in suspension from the activity.

A student may be removed from an extra-curricular club if he/she continues to have academic, behavioral or minimum time requirement issues. Parents can contact the principal with any questions regarding these programs.

## STUDENT FUNDRAISING

It is recognized that fund raising is the major source of money for student organizations. Each group must receive permission from the building principal to engage in any fund-raising activity at least two weeks before any items are ordered or any commitments are made to either outside companies or to students.

## SUPPORT SERVICES

### HEALTH SERVICES

The goal of our health services is to promote and protect the health and wellness of every student. Our school nurse handles illness and accidents occurring during school hours. Such incidents may need to be reported to parents/guardians immediately

**K-5 STUDENT HEALTH REGULATIONS** Students entering the elementary school must have the following: 3 doses of diphtheria, 3 doses of polio, 3 doses of hepatitis B, 2 doses of MMR (measles, mumps, rubella), 1 dose varicella (chicken pox), and a BMI (body mass index) report. Also, NYS is requesting from students in PreK, kindergarten and grade one a dental health certificate, reporting of a comprehensive dental exam. Regarding BMI reporting: Some schools will be surveyed by the NYSDOH each year and asked to share the number of pupils the school has in each of six possible BMI categories based on students' age/gender. If our district is surveyed by the state, we will only share group data, not individual data. However, if parents wish their child's data to be excluded from such group calculations, they may do so by contacting their school nurse.

### STUDENT MEDICATION

The nurse can administer prescribed medication during school hours only with written permission by both the parent/guardian **and the physician**. For safety reasons, **medication must be brought to school by a parent/guardian in its original container. Medication cannot be transported with the student on the school bus.**

### HEALTH INFORMATION / STUDENT ACCIDENT INSURANCE

Student accident insurance is carried on each student attending school in the Duanesburg District. The accident insurance plan is a secondary policy designed to fill in the gaps in your personal health insurance coverage. In the event of a school related injury, you must first submit the claim to your own health insurance company. Any medical costs remaining after your insurance responds, can then be submitted to the student accident insurance company. When a claim is appropriate, you will receive instructions on how to coordinate your health insurance with the student accident plan from the school nurse.

In many cases, the student insurance will pay in full any remaining balance from your health plan. However, the plan has limits and you may be responsible to pay some costs. There is no deductible in the student accident plan. If you have any questions, please call the school health office at the Elementary School at 895-8310 ext. 229 and at the Jr. Sr. High School at 895-2355, ext. 225, or call the Central Office at 895-2279.

### HEALTHY LIVING

The Duanesburg School District continually reviews and evaluates its guidelines to ensure that students are provided information, food, and activities, which promote a healthy lifestyle. Our staff encourages snacks of vegetables, fruits, or cheese and crackers

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during their snack time. No carbonated drinks at snack or lunch. Combined exercise and proper diet help students to be better prepared and focused for learning to take place in and out of the classroom. Also, for everyone's health and safety, students are not allowed to share food during snack time, lunch, or breakfast periods.

#### **PEANUT/TREE NUT ALLERGIES**

There are several children with peanut/nut tree allergies. Please refrain from using peanuts, including peanut butter, in any projects done on school property. We ask that all parents keep peanut products to a minimum, especially if you know that your child shares a classroom with a child with peanut/tree nut allergies.

#### **LUNCH AND BREAKFAST PROGRAM**

Students are offered a choice of nutritionally balanced hot or cold breakfast/lunch meals. Extra milk or juice (at the breakfast program), an extra hot meal, a la carte items, and ice cream or a cookie (at the lunch program) may be purchased daily for an additional fee. The cost is listed on the monthly menu.

Free or reduced priced lunches are available to students whose family incomes fall below a federally designated level. For more information, contact the school office.

#### **TRANSPORTATION INFORMATION and PROCEDURES**

Our transportation department strives to provide a safe ride for all students. The elementary school and transportation department carefully tracks students so we use bus slips when students are not taking their regular bus home. Due to student capacity numbers on buses, parents/guardians need to indicate one drop off and one pick up location for their child(ren) when preparing the child care/parent transport form. Parents/guardians should complete bus slips when they pick up their child(ren) who normally ride the bus home or if they request their child(ren) to ride another bus one day. Bus slips must be received by 8:30 a.m. so the transportation department has time to access availability of seating capacity and to determine if the bus slip can be honored. The transportation department will communicate to the elementary/secondary school if the bus slip cannot be honored and the respective main office staff will contact the parent/guardian to determine how the student will get home. Parent/guardians must complete the bus slip, including day telephone contact number. Bus slip procedures are posted on our website and available in the main office.

Primary age children grades K-3 will not be dropped off at their stop unless a parent or responsible adult is present or a telephone call verifies their presence at home.

#### **SCHOOL SAFETY/PLANS**

The school has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to threats of violence and disasters, providing a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students. A copy of this plan is available for examination in the district office.

#### **FIRE DRILLS and SAFETY DRILLS**

In the event of a fire drill, students need to be aware of the location of fire exit signs. Students need to listen closely to staff directions and remain quiet throughout the fire or safety drill procedures.

#### **EMERGENCY DISMISSAL**

In the event that school closes early due to an emergency, the office will follow the information that parents/guardians have filled out on the emergency data sheet. Parents/guardians will be contacted through the School News Notifier, if enrolled in this free email service available to all district residents. (Visit our website to enroll.)

#### **ACCIDENT PREVENTION/SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare.
2. immediately report any unsafe practices by anyone in the building or on the grounds; and
3. observe the 15 mile per hour speed limit on school grounds

#### **SCHOOL POLICY**

School policies are available in their entirety from the school website ([www.duanesburg.org](http://www.duanesburg.org)), central office or main office.

#### **DRUG, ALCOHOL, and ILLEGAL SUBSTANCE POLICY Excerpt**

The board of education, in agreement with a representative community group, declared Duanesburg Central School a Drug-Free Zone. We feel strongly that the use, possession or sale of drugs, alcohol or any illegal substance is detrimental to the learning process.

#### **EQUAL OPPORTUNITY POLICY Excerpt**

(Prohibiting Discrimination and Harassment)

The Board of Education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment on school grounds, school buses, and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur, staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complaints and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

#### **THREAT ASSESSMENT**

In the majority of cases, astute and concerned parents/guardians, students, and staff can thwart violence in school by paying attention to student behavior. Students cannot maintain silence when violence is suspected.

#### **Key observations for students, staff, parents/guardians**

The report, "*Threat Assessment in Schools (2002)*", found 10 key findings of the *Safe School Initiative* that we hope will guide us in making the Duanesburg Schools safe:

- Incidents of targeted violence at school are rarely sudden, impulsive acts.

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- Prior to most incidents, other people knew about the attacker's idea and/or plan to attack.
- Most attackers did not threaten their targets directly prior to advancing the attack.
- There is no accurate or useful "profile" of students who engage in targeted school violence.
- Most attackers engaged in some behavior, prior to the incident that caused concern or indicated a need for help.
- Most attackers were known to have difficulty coping with significant losses or personal failures. Many had considered or attempted suicide.
- Many attackers felt bullied, persecuted, or injured by others prior to the attack. Most attackers had access to and had used weapons prior to the attack. In many cases, other students were involved in some capacity.
- Despite prompt law enforcement responses, most shooting incidents were stopped by means other than law enforcement intervention.

Parents/guardians must be willing to share information and call schools for help. Staff need to maintain open lines of communication with students and report unusual behavior to the social worker, administrators and/or superintendent.

### **WEAPONS IN SCHOOL Excerpt**

The possession of a weapon on school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District, regardless of location, is strictly prohibited, except by law enforcement personnel. Any person who possesses a weapon for educational purposes in any school building must have written authorization from the Superintendent of Schools or his/her designee.

The term weapon means a weapon, device, instrument, material, or substance, animate or inanimate, which is expressly intended to cause bodily injury or death. The Penal Code of the State of New York shall also be used to determine what is considered a weapon. (Penal Law Section 265.01)

### **GUN FREE SCHOOLS Excerpt**

In accordance with the Gun-Free Schools Act Section 3214(3)(d) of the Education Law, any student who brings or possesses a firearm, as defined in federal law, on school property, and who has been found guilty of bringing a firearm to or possessing a firearm on school property, after a hearing has been provided pursuant to Section 3214 of the Education Law, shall be suspended for a period of not less than one (1) calendar year. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a 1-year suspension penalty to be excessive, he/she may modify the penalty based on criteria, including but not limited to:

1. the age of the student;
2. the student's grade in school;
3. the student's prior disciplinary record;
4. the superintendent's belief that other forms of discipline may be more effective;
5. input from parents/guardians, teachers, and/or others;
6. other extenuating circumstances



## **PARENT/GUARDIAN INFORMATION**

**PARENT/GUARDIAN(s) with DISABILITIES** – Parent/Guardians with disabilities will be afforded an equal opportunity to participate in the service, programs and activities of the district, particularly those which are designed for parental involvement and are directly

related to their child's academic and/or disciplinary progress (e.g. parent/teacher conferences, and/or meetings with other school personnel).

**PARENTAL INVOLVEMENT** The school district believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parent/guardians and the school, parental involvement in their child's education, and parental responsibility for all aspects of their child's education. Parent/Guardians can become partners in their child's education by:

- becoming familiar with their child's school activities and academic program, including special programs offered by the district;
- discussing with teachers, social workers and principals the options and opportunities available to their child;
- monitoring their child's academic progress and contacting teachers when necessary;
- attending scheduled teacher/school conferences;
- volunteering to assist at school as time permits;
- monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

Learning does not end when the school day is over. DCS encourages parent/guardians to set aside time for reading, informal learning activities, and assisting their child with homework assignments. Parent/guardians can also become involved in their child's education on a broader scale by joining the Duanesburg Parent-Teacher-Student Association. DCS' PTSO is a strong link between home and school. By joining the PTSO, parent/guardians become partners in advancing the educational goals of the school district while enhancing the welfare of their child. PTSO meetings are held on the second Wednesday of each month at 7:00 p.m. in the elementary school library.

**PARENT/GUARDIAN CONFERENCES/OPEN HOUSE** Parent/guardians should feel free to request a conference with their child's teacher at any time. Parent/Teacher Conference Day is scheduled in November. Back-to-School Night/Open House is in September. Detailed letters are sent home a week prior to these events and dates are posted on the district calendar. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

**STUDENT DIRECTORY INFORMATION** Student directory information (defined as name, grade, school, town of residence, photograph, participation in activities and/or sports, and any honors or awards received) may be released for publicity purposes to the media or other organizations and/or used in school district publications or on the official district Web site. Parents/guardians who object to the release of their child's directory information should notify in writing both the superintendent of schools and their child's building principal within 14 days of the start of each school year.

**STAFF QUALIFICATIONS** Pursuant to the No Child Left Behind Act, parents/guardians may request information about the professional qualifications of their child's classroom teachers including whether the teacher has State certification for the classes being taught; the teacher's bachelor's degree major and any other certifications or degrees by field or discipline; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Requests for the above information may be directed in writing to the superintendent of schools.

**STUDENT PRIVACY** Under the Protection of Pupil Rights Amendment (PPRA), parents/guardians have the right to inspect and opt their child out of any student survey that reveals information about personal attitudes, behaviors or beliefs. Parents/guardians also have the right to receive notice of, and opt their child out of, any activities that involve the collection, disclosure or use of a student's personal information for marketing

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purposes and out of any non-emergency, invasive physical exam or screening, except for hearing, vision and scoliosis screenings or as permitted or required by state law.

**STUDENT RECORDS** All students' records are confidential. Under the Family Educational Rights and Privacy Act (FERPA), parents and students who are over 18 years of age ("eligible students") have the right to inspect and review the student's educational records. Such a request must be sent in writing to the superintendent of schools. Arrangements will be made to provide access to such records within 45 days after the request has been received. Parents also have the right to request the amendment of the student's education records believed to be inaccurate or misleading by writing to the superintendent, identifying the record and specifying what they believe is inaccurate and why. Parents also have the right to consent to disclosure of personally identifiable information in a student's education record, except to the extent that FERPA authorizes disclosure without consent. It is the district's policy to disclose personally identifiable information from student records, without consent, to school district officials with legitimate educational interests (i.e., to fulfill professional responsibilities) and, upon request, to another school district or institution in which a student seeks enrollment. School officials include administrators, supervisors, instructors and support staff employed by the district; Board of Education members; a person or company (e.g., attorney, auditor or therapist) with whom the district has contracted to perform a special task; or a parent or student serving on an official committee or assisting another school official in performing duties.

Parents who believe the district has not complied with FERPA requirements may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC, 20202-4605.

**SCHOOL/PUBLIC CONCERNS** Most often, parent/guardian concerns can be addressed simply through a telephone call or a conference with the teacher. If the matter is not settled satisfactorily, the concern or issue should be directed to the building principal, or if necessary, to the superintendent.

#### **Asbestos management plan**

In accordance with the EPA Asbestos Hazard Emergency Response Act, the Duanesburg Central School District has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan (AMP) for the district is kept on file at the district office at 133 School Drive, Delanson. These records are available for review during regular business hours (8 a.m. to 4 p.m.) or by making an appointment. For more information, contact the business administrator in the district business office at 895-2279. Information about required inspections and any scheduled asbestos projects occurring this school year is contained within the AMP and is available on the district Web site.

#### **Integrated Pest Management (IPM) policy**

New York State Education Law requires the district to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. The district is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

The following pesticide applications are not subject to prior notification requirements: the use of disinfectant, certain substances used in areas that are off-limits to students, and if the school will be unoccupied for a continuous 72 hours following an application.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification list. To receive 48-hour prior notification of pesticide applications, please call the district office at 895-2279.

**PAPERLESS COMMUNICATIONS** Duanesburg Elementary School has gone "paperless". This means that all publications will be put on our school's website for viewing and printing, eliminating the need for mass copying of communications. The only exception will be families who do not have access to a computer. Please visit our website, [www.duanesburg.org](http://www.duanesburg.org), for a copy of the School News Notifier form letter.

**CHILD ABUSE in an EDUCATIONAL SETTING** Students have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parent/guardians who believe that their child has been abused by employees or volunteers of the district should immediately notify the building principal of their child's school. The appropriate law enforcement authorities/NYS Child Abuse Hotline will be notified if there is reasonable suspicion that an act of child abuse has occurred.

**HOME SCHOOLED STUDENTS** The Education Law permits the education of children at home, provided that children of compulsory education age receive full-time instruction, and are taught by competent teachers and receive instruction that is substantially equivalent to that provided at the public schools of the student's district of residence. However, state law does not require any specific credentials for the person providing home instruction. Further information regarding Home-Schooled Students may be obtained by contacting the District Office.

#### **DISCLAIMER**

The Student Handbook is a document that is meant to guide students' understanding of school rules and procedures. The handbook is not a complete list of all school policies. Other policies are available upon request. The handbook is not an irrevocable contractual commitment to the student, but reflects the current status of the rules and policies.

