

# TOWNSEND ELEMENTARY SCHOOL PARENT/GUARDIAN HANDBOOK



Working Hand in Hand for our Children

2014-2015

September 2014

Dear Parents,

The following is information about Townsend School that we hope you will find useful.

We look forward to working together for a successful school year.

Sincerely,

Faculty and Staff of Townsend  
Elementary School



*Every Home Is A School...What Are You Teaching?*

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# WALTON CENTRAL SCHOOL DISTRICT

**Mission:**  
Teaching, Learning, Caring, and Growing . . . Together.

**Vision:**  
The Walton Central School District strives to maintain an environment that sets high academic standards; requires quality performance; and fosters mutual cooperation, emotional support, and personal growth.

- Belief Statements:**
- ◆ We care for each other by nurturing, supporting, and respecting the worth and dignity of all.
  - ◆ We commit to giving our personal best.
  - ◆ We cooperate and collaborate to further our growth as a learning community.
  - ◆ We center all decision making around our students.
  - ◆ We commit to continuous academic improvement and using data appropriately.
  - ◆ We celebrate quality performance.



# Townsend Elementary School Mission Statement

Adopted October 1999

The staff at Townsend School respects and celebrates the diversity of all.

We endeavor to meet the developmental, social and emotional learning styles of our students.

We encourage the continual search for knowledge and seek joy in watching the wonder of discovery. We do all we can to foster a lifelong love of learning.

### ABSENCE REPORTING

If your child will be absent from school, please call the attendance office at 865-5220 x4063 and state the reason for the absence. Please send a note when your child returns to school.

### ACADEMIC INTERVENTION SERVICES (AIS)

Appropriate academic intervention services (AIS) will be administered to students based on classroom performance, test scores, other assessments, and teacher recommendations.

### ANIMALS IN SCHOOL

Children are not normally allowed to bring any animal to school, but occasionally, there may be some educational value to sharing or talking about a pet. If an animal is to be brought to school, the following procedure must be followed:

1. permission must be obtained from the teacher, principal and school nurse.
2. the animal needs to be healthy and have had all recommended vaccinations.
3. an adult needs to bring the pet in at an arranged time, show the pet, and then take it home.
4. children are not permitted to pet or otherwise handle the animal at any time.

### BIRTHDAYS

We are glad to help celebrate birthdays at Townsend School with children bringing special treats for the classroom. However, birthday party invitations cannot be distributed at school, unless everyone in the class is invited. Also, please do not bring snacks, treats, presents or other celebratory items to the cafeteria during lunch, and contact the classroom teacher prior to bringing in classroom treats.

### BOARD OF EDUCATION MEMBERS

Judy Breese, President	Patricia Reynolds
James Hoyt, Vice-President	Frank Ward
Harold Neale	Ronda Williams

### BULLYING

Walton Central School is dedicated to addressing bullying when it happens. Students are taught the rule: "If You See Something, Say Something". There are also options on the parent resource pull down menu on our website, [www.waltoncsd.org](http://www.waltoncsd.org), where there is a list of resources for parents to go to about bullying and cyberbullying. The Board of Education policy on Hazing/Bullying is included at the end of this handbook. The District utilizes the OLWEUS Bully Prevention program, which includes periodic classroom meetings to discuss issues that may occur.

### BUS NOTES

We cannot let a student ride a different bus or walk if he/she does not have permission from a parent or guardian. Bringing a note in the morning will give parents/guardians, bus drivers, teachers and office staff enough advance time to make arrangements. Please be sure to include the teacher's name and daily bus number, and the bus number and name of where he/she will be going. Phone calls can be accepted in an emergency, or a sudden change of plans. *However, phone calls interrupt classrooms and should be kept to a minimum and not occur daily.* The same procedure would apply to children who do not usually ride a bus and need to for a day. Permission slips are necessary. No child will be allowed to ride/not ride without written permission from their parents/guardians.

**NOTICE:** Due to the increasing number of students requiring bus transportation to and from school, many of our buses are at, or near, full capacity. There may be no additional seats available on some routes, so if you need to send your child(ren) on a bus to grandma's or a baby sitter, you should first call the bus garage at 865-4118 to insure there are available seats on that particular bus. There is videotaping of the bus ride to and from school every day.



## CAFETERIA

A hot lunch choice, cold sandwich, or yogurt can be purchased in the cafeteria everyday. The cost for lunch is \$1.90. Breakfast is available at Townsend School beginning at 7:45 each morning. The cost for breakfast is \$.95. Anyone carrying his/her lunch may also purchase milk in the cafeteria for \$.40. If there is a problem concerning foods a child cannot eat because of allergies, our school nurse should be informed immediately.

We also teach the children that their behavior at the cafeteria table must be respectful towards everyone. Children are taught to place trays in the receiving window in the cafeteria. Children are also taught to leave a clean table and chair for the next child. Cafeteria Schedule (start time):

Kindergarten	-	10:35	Third Grade	-	12:00
First Grade	-	11:10	Fourth Grade	-	12:20
Second Grade	-	11:40	Fifth Grade	-	12:40

### Free and Reduced Price Meals

An application and letter explaining the free and reduced price meals policy is included in the school calendar, which is mailed to households in August. They are also available in the Main Office. The application must be filled out and returned to the school as soon as possible at the start of the new school year. Parents will be notified as to eligibility as soon as possible. Only one form per family is necessary. If you have questions or need help filling out the form, please call the cafeteria. Families receiving Food Stamps or SSI will receive two copies of a Direct Certification letter from the Department of Social Services. One of those copies must be sent to your child's school. Children who qualify for free or reduced price lunch are also eligible for free or reduced breakfast. A reduced meal costs \$.25.

### Snack Milk

Snack milk is available each day for classroom snack time. Snack time varies according to grade level and teacher. You may pay by the quarter \$15, half-year \$30, or the full year \$60. Weekly payments are no longer accepted. The free/reduced price meal program does not cover the cost of snack milk.

### Charged Lunches

Students are not allowed to continually charge lunch. Occasionally a student may forget or lose his/her lunch money, and that day students may charge a lunch, but parents need to send in the money on the following day to stay current. If a student balance reaches \$5 owed, they will only be served a sandwich and milk until the balance is paid in full. You can prepay student's lunches by writing a personal check make payable to Walton Central School Lunch Fund, or use the online payment system MySchoolBucks ([www.MySchoolBucks.com](http://www.MySchoolBucks.com)) from home or the mobile app.

### CARE OF SCHOOL/PERSONAL PROPERTY

Respect for property is a basic responsibility of a good citizen. This includes the school buildings, books, and the belongings of others. Any damage to property should be reported to the main office or appropriate teacher.

Desks (or other storage areas for students) are not the private property of students, but the property of the school district. They should not be written on or "decorated" in any manner without the consent of the teacher. They may be opened and inspected by school officials, if warranted.

The district provides textbooks, workbooks and library books for student use. Reasonable care of district-owned books is expected. Please return library books in a timely manner so other students can borrow them.

All forms of theft, vandalism or malicious damage to the school or property of other persons are considered very serious matters. Students involved in any such behavior will be subject to school discipline, which may include suspension and reimbursement.

To help avoid theft, damage, loss and arguments, students are encouraged NOT to bring electronics and/or valuable personal property to school. The school cannot be responsible for these items. This includes iPods, DS systems, cell phones, etc. However, if your student brings a cell phone for emergencies, it must be left in their backpack, and turned off.

Students cannot use ANY electronic devices between the hours of 7:45 am -2:45 pm.

### CAUGHT BEING GOOD & NED

Positive character traits and responsible behavior are stressed every day to help our students become good citizens. Students in Grades K-2 who exhibit such traits will be given a "Caught Being Good" ticket and get their hand stamped in the office. The ticket will be put in a box and each week several students' names are picked and their picture is taken for the bulletin board. A small prize is also given to each student whose ticket is pulled. NED prizes for Grades 3-5 are pulled once a month after students earn 5 tickets in the box.

### CLASS PARENTS

Classroom teachers may appoint one or two class parents to serve during the school year to help during special events, such as: programs, parties, field trips and other activities. If you are interested, please contact your child's teacher.

### COMMITTEE ON SPECIAL EDUCATION

It is the responsibility of the district to insure that each child with a suspected disabling condition is formally evaluated and identified and placed in an appropriate educational program. Parents can request that their children be referred for testing. It is recommended that children first be referred to the Response to Intervention process (RTI), which will be initiated by their teacher. Often the issues can be addressed successfully in this format making a formal CSE referral unnecessary. However, if you want to pursue it further, Mrs. Amanda Hoover is the Director of CSE & CPSE and blank referral forms are available in the CSE office, which is located at the high school in the Central Office.

### DISCIPLINE

We expect our students to choose to behave in an appropriate, respectful manner. Behavior in the school setting is governed by the school's Code of Conduct. The plain language version has been sent home to parent/guardians at the beginning of the school year and is included in this handbook. The full version can also be accessed on the website at [www.waltoncsd.org](http://www.waltoncsd.org). Children are expected to follow the code of conduct any time they are on school property, which includes before and after school hours. Video cameras are located internally and externally at the elementary school, and on the buses.

Additionally, each teacher develops classroom rules along with rewards and consequences. These rules are sent home each fall for parents to sign and return. Some common expectations for behavior are:

1. Keep hands, feet and other objects to yourself.
2. No name calling, taunting, teasing or bullying.
3. Listen carefully and follow instructions.
4. Walk while in the school building.
5. Use proper language and voice level while in the building.
6. Wait your turn and be respectful of others.
7. Be friendly to students, teachers, and school staff.

## DETENTION

We have lunch, recess, and after school detention programs. Mrs. Bergman may assign any detention. If students are behind in getting work done, they may be assigned lunch detention to complete the work before going outside to recess. If the student has a behavior issue, he/she may be assigned recess detention, or loss of playtime. For severe or recurring infractions, students may be assigned after school detention. In that event, parents would be called to make arrangements for how the child would get home at 4:00 pm. Transportation home may be the responsibility of the parent. All aspects of detention are discussed with classes when reviewing the classroom discipline plans.

## EMERGENCY CLOSINGS

If there is a need for an early dismissal, emergency closing or a delay (ie: snow days), it will be broadcast on the following radio stations: WDLA 92.1 FM/WZOZ 103.1FM/WDOS 7:30AM/WSRK 103.9 FM  
WNBF/WHWK 98.1 FM/WYOS/WAAL 99.1 FM  
WCDO 490AM, 101FM  
WLTB/WMXW/WENE/WMRV 105.7 FM/WKGB/WBBI/WINR 680 AM

Or you can tune in to TV stations, WBNG/WBXI or WIVT, WICZ/Fox 40, or WSKG. You can also go online at [www.wbng.com/closings](http://www.wbng.com/closings), [www.pressconnects](http://www.pressconnects.com), or [www.thedailystar.com](http://www.thedailystar.com). The District will also utilize the School Messenger notification service to contact the parents via phone call at their listed emergency numbers. It is also posted on our school website, [www.waltoncsd.org](http://www.waltoncsd.org).

## FERPA (Family Educational Rights and Privacy Act)

This annual notification goes home to parents at the beginning of each year and you must advise the office if you do not wish to have your student's directory information disclosed.

## FIELD TRIPS

Teachers schedule field trips throughout the year. Teachers will send home a letter describing the trip and asking permission for your child to attend. Please sign and return these slips promptly as children will not be able to participate without them.

## FIRE DRILLS

When the alarm goes off, students will not know if it is a practice drill or a warning of an actual fire and real danger. For this reason, all people need to leave the building when the alarm sounds. Whenever the fire bell rings, it should mean just one thing -- absolute silence, followed immediately by an orderly exit from the building.

## GUIDANCE COUNSELOR

The Walton Central School has an elementary guidance program in order to guide children in kindergarten through fifth grade.

The elementary guidance counselor works with students on an individual or group basis to discuss or prevent problems individually and with classes in an approach to creating positive self-esteem and appropriate study skills. The elementary guidance counselor can also consult with parents, teachers and administrators to better serve the needs of the students.

The elementary school counselor is Elizabeth Howland and she is at Townsend Elementary School Monday through Friday. You may call anytime to discuss any questions or concerns you may have, 865-5220, x4031.

## HOMEWORK-PARENT PARTNERS

Homework provides an excellent opportunity to develop life long learning habits, and good study skills. Homework serves as practice of concepts, and it also teaches the student to plan his/her use of time wisely and builds a sense of responsibility. Homework generally consists of unfinished work from the day, studying for tests, research work, or work designed to reinforce skills. Parents and school share the responsibility for student learning. Lessons learned in school need follow-up and practice at night. That is why homework is such an important part of your child's education.

Parents can assist their child(ren) with homework by:

- \* providing a study area free of distractions and with good lighting
- \* asking questions about the content of student homework
- \* giving requested assistance, but letting the student do his or her own work
- \* avoiding undue pressure
- \* helping create a "homework habit," at the same time each night
- \* encouraging and monitoring homework assignments

## HONOR ROLL, PRINCIPAL'S LIST & SUPERINTENDENT'S LIST

Townsend School recognizes Honor Roll and Principal's List, and Superintendent's List students each quarter in grades 4 & 5. An average of 85% and over in Common Core ELA, Common Core Math, Social Studies, and Science will qualify your child for Honor Roll. They must also maintain a satisfactory rating in Specials classes (Art, Library, Music and PE). An average of 90% and above will qualify your child for Principal's List. An average of 95% and above will qualify your child for Superintendent's List. A list of names will also appear in the Walton Reporter each semester and be read on the morning announcements.

## INSURANCE (ACCIDENT)

Walton Central School provides only secondary coverage in case of accidents. Therefore, all claims for accident coverage must be submitted to the parent's/guardian's own insurance company first. Any part of the claim not paid by the parent's/guardian's insurance can be submitted to Pupil Benefits Plan Inc., the school's accident insurance carrier. Forms are sent to the parent/guardian for this purpose at the time of the accident/injury. Payments for claims are limited to maximum amount per circumstance so the total amount of the cost may not be covered.

## LOST AND FOUND

There is an area designated for lost and found items. Students who find something that doesn't belong to them should bring the item to the Main Office. If they are missing an item, please have the student check the lost and found or inquire at the Main Office. To avoid lots of items in Lost and Found, please put your child's name on *everything* and have them check the area as soon as they realize something is missing.

## LUNCH & RECESS SCHEDULE

The following times are the length of lunch and recess for each grade level. These times allow for lunch and time for supervised play.

		CAFE SCHEDULE	RECESS
Kindergarten	-	10:35-11:10 p.m.	11:20-12:00
First Grade	-	11:10-11:40 p.m.	11:40-12:10
Second Grade	-	11:40-12:05 p.m.	12:05-12:30
Third Grade	-	12:00-12:25 p.m.	12:25-12:50
Fourth Grade	-	12:20-12:45 p.m.	12:45-1:10
Fifth Grade	-	12:40-1:05 p.m.	1:05-1:30

## MEDICATIONS

All medication, both prescription and over-the-counter medication (ie: pain relievers, cough drops, Chap Stick) can only be used in school when certain requirements are met. These requirements are established by New York State Law, and all schools must comply with them. The following conditions are needed for a child to receive medication in school:

1. A written order from a licensed prescriber.
2. Written permission from a parent or guardian to give the medication as ordered by the licensed prescriber.
3. The medication must be in the original container with an original label on it.
4. Medication must be delivered directly to the Health Office by a responsible adult.

Forms are available at the health office if your child needs to take medicine during the school day. It helps save time if you ask the pharmacist for two containers-one for school and one for home. This way the medication need not be transported by the adult to and from school every day. Further questions can be answered by our school nurse.

If your student has medication (ie: Epi-pen) that is transported on the bus, and your child is going to ride a different bus to school or after school, it is the parents responsibility to tell us to move the medication to another bus in the bus note sent to the teacher.

## MUSIC INSTRUCTION -- Instrumental and Vocal Instruction

Walton schools are fortunate to offer a program of study in instructional music under a certified music educator during school hours. Presently a band, two orchestras and several choruses are conducted by members of the music staff in Townsend School.

Students choosing to study an instrument are expected to attend one 30 minute instrumental class lesson per week on a fixed schedule. The student has to attend the coordinating band or orchestra rehearsal which meets once or twice a week. Vocal students may occasionally be selected by audition to participate in chorus and are expected to attend those rehearsals.

It is the responsibility of the student studying an instrument to 1) know the lesson time and inform the classroom teacher in advance, 2) turn in assignments and 3) make up work that is missed.

## NEW YORK STATE TESTING

We conduct NYS testing to provide additional evaluations of our student's achievement. The results provide information on a student's specific strengths and weaknesses as well as their progress over time. They also provide an indication of achievement comparatively in local, state and national measures. In addition, the results help us evaluate our programs as a whole. Please be sure your students are well rested and prepared for the tests.

## NO CHILD LEFT BEHIND

Under the "No Child Left Behind Act", parents may request information regarding the professional qualifications of their child's teacher(s). Currently all WCS teachers are highly qualified as defined by the NCLB Act. If you request, you can obtain information on the teacher's NYS qualifications and licensing, emergency or other provisional status, and their baccalaureate degree of major, or certificate in each area. If an uncertified teacher is hired to teach your child, you will be notified in writing.

## OPEN HOUSE

Each year the Townsend School holds an Open House for parents and guardians to come visit the classrooms and meet your child's teachers. It is scheduled early in the school year so that parents/ guardians and teachers can meet each other. Specials teachers (ie: art, music, gym, library), the nurse, guidance counselor and psychologist are also on hand at this event. This year's Open House is scheduled for September 25<sup>th</sup>.

## PARENT-TEACHER ASSOCIATION

We are fortunate to have an active PTA in our building. They sponsor many yearly academic and social events. Volunteers are always needed and welcomed. Some of the yearly events are a Spelling Bee, Read-A-Rama- (an at-home reading program), Primetime/Storytime, Friday Fun Nights, and a Science Fair.

One of the main goals of the PTA is to unite the home and school, so that parents and teachers can work together to achieve the greatest advantages for the education of our children. Informational or working meetings are held monthly. If you would like to get involved with the PTA, there are sign-ups sheets available in the Main Office.

## PLAYGROUND AREA

Students in Grades K-5 play on the playground at recess, unless they are restricted for health or discipline reasons. During the winter months, indoor basketball is also available. Special clubs may meet at recess times through the year.

## PLAYGROUND RULES

1. No pushing and shoving. Keep hands to yourself. No rough play. Students cannot grab each other or engage in any activity that involves hands-on contact.
2. Do not throw anything.
3. No jumping off swings
4. Only use equipment suited to your size and ability.
5. Listen to and follow directions of the adults in charge.
6. Refrain from name calling, taunting or bullying behaviors.
7. Do not use vile or inappropriate language.
8. Follow the instructions of the playground monitors at all times.

## Additional Rules and Information:

1. Hard baseballs or bats are not permitted on the field.
2. There should be no tackle football or dodge ball played; no rough play; no keep away games. Boys and girls may play in the same area and take part in the same games. There should be no horseplay around the monkey bars, swings and other equipment.
3. Outdoor recess during the winter--a decision concerning whether or not the classes will be going out during the recess will be made each day by the playground supervisor and the principal. That decision will be indicated by the sign in the cafeteria. Students will go outside if the "feels like" temperature (wind chill) is 20 degrees or above. We use weather stations mounted at the school to read wind chill temperatures.
4. Sneakers must be worn on all equipment and for all games. No flip-flops will be allowed. Boots must be worn in winter in order to play in the snow.

## PSYCHOLOGIST

The Townsend School Psychologist is Mrs. Sarah Quereau and she is available on a full-time basis for testing and counseling purposes. If parents have concerns, which they wish to discuss with the psychologist she can be reached at 865-5220, extension 4011.

### RELIGIOUS EDUCATION RELEASE TIME

Grades 1-5 can participate in a program of religious education that is available each week on Wednesdays beginning at 1:30 p.m. Students must have signed permission from their parent/guardian to participate. This is not a school sponsored activity, so while the children are there they are considered dismissed from school when they leave campus and the church is responsible for them until they return. Students must return to their classrooms by 2:30 p.m. for school dismissal at 2:45 p.m. For safety reasons, please do not pick the child up at the church without letting us know. Once the child has permission to attend he/she is expected to attend each week unless he/she brings an excuse from home.

### REPORT CARDS-QUARTERLY PERIODS

Report cards are sent home with the students on the following dates. Please review the card with your child, sign, and promptly return it, in the envelope, to your child's teacher. Your signature does not mean approval of the progress, but that you have received the report. There is also a section to check if you would like to enclose a note or set up a teacher conference. The first report card will be given to parents at the parent/teacher conferences scheduled for November 24<sup>th</sup> and 25<sup>th</sup>.

### REPORT CARDS

<u>Begins</u>		<u>Ends</u>	<u>Sent Home</u>
09/03/14	1st Quarter	11/07/14	November 14, 2014
11/10/14	2nd Quarter	1/30/15	January 30, 2015
02/02/15	3rd Quarter	4/10/15	April 17, 2015
04/13/15	4th Quarter	6/25/15	June 25, 2015

### RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a meeting for your child that enables your child's teachers, aides, and other relevant school personnel to discuss concerns we have about your child's progress in school. We discuss academic or behavioral concerns and then try to create a plan that includes specific intervention strategies for school and home. This is a collaborative approach that includes teachers and parents. Because we need for all appropriate staff members to be present at the meeting, we try to hold these meetings during the school day so these staff members can all be present. Parents/guardians are always invited to RTI meetings.

The three RTI Tiers are:

**Tier I** - At Tier I, we are looking to develop an intervention plan that over a period of time (5-6 weeks) should help the student either <sup>1</sup> demonstrate positive academic or behavioral outcomes (some measure of growth) or <sup>2</sup> demonstrate no change in academic achievement or control of behavioral concerns. A team meets to develop the initial intervention plan that includes strategies and measurable outcomes / goals. These strategies are usually of a universal nature and can be implemented by all staff members who have contact with the student. They will implement the RTI intervention strategies in all school areas and monitor progress or a lack of progress. If the student responds, the strategies are maintained and another assessment deadline is agreed upon by the RTI team. The RTI team may also decide to include some additional strategies if the original strategies have proven successful. Most students who are developmentally delayed or who need extra help in order to achieve at a reasonable academic level should, we hope, benefit from the Tier I interventions and begin to show steady progress. These students would not proceed beyond Tier I.

**Tier II** - At Tier II, the RTI team has decided that the Tier I interventions have not been effective. Now the interventions must be individualized to the needs of the at-risk learner, but are still primarily implemented in the classroom. Another intervention period is set with a more intensive set of intervention strategies and specific, measurable outcomes. Some measure of testing may also occur at this stage, depending upon the RTI team's deliberations. The team may also decide to include some observations by other staff. At Tier II, the RTI team is charged with developing a plan that:

- Includes an intensive intervention plan to meet the student's needs
- Monitors this student's progress over time to ensure that he/she is closing the gap with his / her peers (includes an assessment deadline - 5-7 weeks)
- Adopts a set of decision rules specifically for the student so the team knows when the struggling student is not responding to the interventions and should proceed to Tier III. These rules should include the above-mentioned assessment deadline.

**Tier III** - At Tier III, the RTI team realizes that the student needs intensive interventions to support a severe/chronic academic or behavioral need. In other words, Tier III requires specialized instruction and/or additional testing from specialized school personnel, if testing was not done during the Tier II phase of the program. Ultimately, this means referring the student to the Committee on Special Education.

### SAFETY

We are very conscious of the safety of our children and have several safeguards in place. With cooperation from everyone, we can create a safe environment for our students. Adult supervision is provided from 7:45 am and until 2:45 pm. Please arrange for your child to only be on school property during those times. **School doors will NOT open until 7:45 am.**

Children may go to the cafeteria to eat breakfast at 7:45 or students in grades K-2 should report directly to the front main lobby in the morning; Grades 3-4 report to the North entrance (near Platt St.); and Grade 5 reports to the South entrance (by the flagpole). They will be dismissed to classrooms at 8:05 a.m. Bus students who arrive before 8:05 will be sent to the cafeteria to wait to go to classrooms.

All students planning on having breakfast must report to the cafeteria as soon as they arrive at school.

**School Dismissal --            2:45 p.m. for walkers or self-transport  
   2:50 p.m. buses are loaded**

Security System- To help insure the safety of our students, all exterior doors are locked during the day. There will be an intercom system at the bus entrance, the main entrance, and the handicapped entrance for you to buzz to gain access to the school. The intercom will ring in the Main Office and the Health Office. Visitors to our building still need to report to the main office and sign in. Any students leaving with adults also need to be signed out in the main office.

Crossing Guard- The village employs crossing guards to help students throughout the community. Please use the designated crosswalks and follow the instructions at all times when the crossing guard is on duty. Please be an example for the children and use the crossing guards, even when your child is not with you.

Emergency Information Cards- All students must have an emergency information card on file in the nurse's office. We ask that you include your email address on this card. It will not be shared outside of the District. These cards provide essential information on who to contact in case children become ill or injured at school. We will also use this information in the event of an emergency closing so it is vital that this information be kept up to date. Please contact the main office if any of your emergency numbers need updating (ie: new job, cell phone or home phone number changes).



### SCHOOL NURSE

The School Nurse, Mrs. Gladys Frazier, has her office in the Townsend School health room. The nurse is on call to give first aid care and conduct health evaluations per NYS regulations.

### SCHOLARSHIP AWARD

Every year the Robert R. Allison scholarship awards are given at the end of year assembly for grades 3-5. Six basic subject areas on the report card: reading, math, science, social studies, English, and spelling are averaged to determine if the student has earned an average above 90% for the whole school year. A conversion chart has been developed to equate the Standards Based Report Card values to a percentage.

### SEXUAL HARRASMENT POLICY

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment.

Specifically, the district prohibits the following:

Unwelcome sexual advances;

Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student teacher, student-student or employment relationship;

Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection that advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development.

Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;

Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or picture.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the superintendent or a person appointed by the superintendent to handle the complaint.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedure to investigate any complaint shall be consistent with the Anti-discrimination Policy. Adopted by the Board Of Education on Feb. 15, 1994

### SMOKING PROHIBITED

Smoking or the use of tobacco products is prohibited anywhere on the school grounds. This includes the playground and all areas inside and outside the buildings during school hours and at all school events.

### SPEECH/LANGUAGE PATHOLOGIST

Children entering school for the first time are screened to assess their need of speech/language therapy during Pre-Kindergarten Testing. Previous speech students, as well as new entrants, are screened in September of each year. Other students may be referred by staff, parents, or outside agencies, as appropriate.

### STATE FIELD TESTS

Townsend School will administer field tests in accordance with a schedule provided by the New York State Education Dept. Field tests are not administered each year.

### SURVEILLANCE CAMERAS

Walton Central School has surveillance cameras in the hallways and entranceways, and exterior cameras. The cameras will help insure student, staff and community safety and deter vandalism and inappropriate behaviors.

### TEST SCHEDULE--2014-2015

Gr. 3	NYS ELA	April 14-16, 2015
	NYS Math	April 22-24, 2015
Gr. 4	NYS ELA	April 14-16, 2015
	NYS Math	April 22-24, 2015
	NYS Science	May 20, 2015 performance; June 1, 2015 written
Gr. 5	NYS ELA	April 14-16, 2015
	NYS Math	April 22-24, 2015

Other tests may be scheduled.

### VISITORS - CHILDREN AND PARENTS

We cannot allow children who are not enrolled in our school to visit the school or participate in activities during the school day. All visitors entering the building will be directed to sign in at the Main Office before going to any other place in the building or on the school grounds during the hours when school is in session. Visitors will be given a visitor's badge to wear during their stay.

### WEBSITE

The District maintains a website at [www.waltoncsd.org](http://www.waltoncsd.org). On this site you can find many useful dates, and information about upcoming events, as well as articles and pictures about events that have happened. You can download District policies, Board of Education agendas, sport schedules and more.

WALTON CENTRAL SCHOOL  
WALTON, NEW YORK

Mr. Roger B. Clough II  
Mrs. Corey Phraner  
Mrs. Jean Poulin  
Mrs. Carol King  
Mrs. Missy Somers  
Dr. Denise Freeman

Superintendent  
District Clerk  
Deputy Treasurer, Acct Payable  
Interim Business Manager  
District Treasurer/Payroll  
School Physician

TOWNSEND SCHOOL

	<u>Faculty/Staff</u>	<u>Room #</u>	<u>Title</u>
	Mrs. Julie Bergman	135	Elementary Principal
	Mrs. Beth Howland	130	School Counselor
5	Mrs. Kim Carson	220	Fifth Grade
	Mrs. Nancy Gavett	219	Fifth Grade
	Miss Jean Meisel	217	Fifth Grade
4	Mrs. Nancy Howard	205	Fourth Grade
	Mrs. Cindy Harrington	204	Fourth Grade
	TBA	212	Fourth Grade
3	Mrs. Angela Bayne	211	Third Grade
	Mrs. Wendy LeBarge	210	Third Grade
	Mrs. Jodie Day	207	Third Grade
2	Mrs. Tina Ammon	104	Second Grade
	Mrs. Carolyne Dutcher	105	Second Grade
	Mrs. Judy Ogden	102	Second Grade
1	Mrs. Patrice Beers	114	First Grade
	Mrs. Kim Walley	112	First Grade
	Mrs. Beth Core	115	First Grade
	Mrs. Robin Wagner	113	First Grade
	Mrs. Christina Condon	119	Kindergarten
K	Mrs. Carol Decker	117	Kindergarten
	Mrs. Betsy Stinson	120	Kindergarten
	Mrs. Alice VanBuren	116	Kindergarten
SE	Mrs. Lori Cetta	216	15:1
	Ms. Debe Cole	141	8:1:2
UPK	Mrs. Kelly Gates	141	UPK

Specials

Mrs. Roberta Austin	140	Reading Teacher
Mrs. Cathy Backus	139	Reading Teacher
Miss Theresa Bolton	109	Music
Mrs. Erin Cowles	129	Speech
Mrs. Lori Cucciarre	107	Art
Mrs. Alina Denton	141	Occupational Therapy
Miss Carol Erlandson	Stage	Music
Mrs. Christine Evans	205	Resource
Mrs. Gladys Frazier	132/133	School Nurse
Mrs. Barbara Geidel	201/202	Librarian
Mrs. Anne Hartman	213	Remedial Math
Mrs. Sarah Karl	128	Speech
Mr. Paul LeBlanc	126	Physical Education
Miss Amanda Moffett	126	Physical Education
Mr. Erik Parry	125A	Music
Mrs. Sarah Quereau	131	School Psychologist
Mrs. Trish Robinson	103	Resource
Mrs. Linda Schick	218	Resource
Mrs. Cheri Vroman	111	Resource
Mrs. Kate Webb	205	Resource
TBA	126	Physical Therapy
TBA	118	Resource

Support Staff

Mrs. Alana Benson	142	Classroom Aide
Mrs. Meredith Bakker		Spec. Needs Aide
Mrs. Katie Cuomo		Spec. Needs Aide
Mrs. Karen Eckhardt	203	Computer Lab Aide
Mrs. Carol George		Spec. Needs Aide.
Mrs. Kelly Hannwacker	216	Spec. Needs Aide
Mrs. Cindy Hitt	136	Spec. Needs Aide
Mrs. Maggie Munigle		Spec. Needs Aide
Mr. Rick Robinson		Technology
Mrs. Cathy Stalzer	216	Spec. Needs Aide
Mrs. Toni Wood	136	Classroom Aide
Mrs. Taneka Brown		Playground Monitor
Mrs. Maryanne Jacob		Playground Monitor
Ms. Anne Lezer		Playground Monitor
Mrs. Nancy Schmidt		Playground Monitor
Ms. Crystal Stanton	Cafe	Cafeteria Monitor

NON-TEACHING PERSONNEL

Kim Cocharan--Cafeteria Manager

Townsend School

Mr. Jared Boice	Head Cook
Mrs. Sandy Hannon	Cashier
TBA	Food Service Helper
TBA	Food Service Helper

BUS GARAGE PERSONNEL

Tracy Williams--Transportation Supervisor 865-7118

John George  
Mike Gregory  
Cathy Reynolds

Bus Garage Mechanic  
Bus Garage Mechanic/ Driver  
PT Typist/Clerk

Drivers:

Lemmon, Bob  
Stanton, Rhonda  
Groat, Jeannie  
McGrail, Jim  
Miller, Greg  
Gregory, Mike  
Edwards, Dave

Scofield, Cathy  
Gregory, Carl  
Stanton, Randy  
Fletcher, Gordy

John Jackson  
Karen Jackson  
Tom Gilbert  
Sally Lauser  
Ron Lynn  
Carl MacGibbon  
Randy Stanton

Building Maintenance/Mechanic  
Custodial Worker  
Custodial Worker  
Custodial Worker  
Custodial Worker  
Custodial Worker PT  
Custodial Worker/Bus Driver

SECRETARIAL STAFF

Mrs. Patty Wood  
Mrs. Jami Aubin

Sr. Secretary  
Secretary

WALTON CENTRAL SCHOOL DISTRICT  
WALTON, NEW YORK

CODE OF CONDUCT  
Plain Language Version

STUDENT DRESS CODE

A student's dress, grooming and appearance, including hair style and color, jewelry, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and back) and see-through garments are not appropriate;
3. Ensure that underwear is completely covered with outer clothing;
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed;
5. Not include the wearing of head coverings except for a medical or religious purpose; Hats or other apparel to cover the hair are to be removed upon entrance to the school building; they are not to be carried or worn in the building during instruction time, unless approved by the administrator. Sunglasses are not to be worn in the building.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability, or weight;
7. Not promote or encourage other illegal or violent activities and/or endorse the use of alcohol, tobacco or illegal drugs;

Students who violate the dress code shall be required to change or cover the offending item. Failure to do so may result in discipline.

PROHIBITED STUDENT CONDUCT

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct can be found in the full version of the Code of Conduct.
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct can be found in the full version of the Code of Conduct.
3. Engage in conduct that is disruptive. Examples of disruptive conduct can be found in the full version of the Code of Conduct.
4. Engage in conduct that is violent. Examples of violent conduct can be found in the full version of the Code of Conduct.
5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct can be found in the full version of the Code of Conduct.
6. Engage in misconduct while on the school bus.
7. Engage in any form of academic misconduct. Examples of academic misconduct can be found in the full version of the Code of Conduct.

If a student engages in prohibited student conduct which may constitute a crime, the Building Principal or designee reserves the right to notify the appropriate local law enforcement agency as soon as practical.

## PENALTIES

In assessing disciplinary penalties, school personnel will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teacher or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Discipline penalties will be assessed in compliance with IDEA and NYS Law when the student has been identified as having a disability.

Students found to have violated the District's Code of Conduct may be subject to one or more of the following penalties:

1. Oral warning
2. Written warning
3. Activity detention
4. After-School Detention
5. Saturday Detention
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities
9. Suspension of other privileges
10. Academic Refocus
11. In-School supervision
12. Removal from classroom
13. Short-term suspension from school
14. Long-term suspension from school
15. Permanent suspension from school

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

## MINIMUM PERIODS OF SUSPENSION

1. Students who bring a weapon to school will be subject to suspension from school for at least one calendar year unless otherwise determined by the Superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least three days unless otherwise determined by the Superintendent.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of the Code of Conduct, "repeatedly substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to Education Law 3214(3)(a) and this Code on multiple occasions.

### REFERRALS

1. Guidance shall handle all referrals of students to counseling.
2. PINS Petitions may be filed on any student under the age of 18 who demonstrates that he/she requires supervision by:
  - a. being habitually truant and not attending school as required.
  - b. engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school
  - c. knowingly and unlawfully possesses illegal substances in violation of the Penal Law
3. The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
  - a. any student under the age of 16 who brought a weapon to school
  - b. any student 14 or 15 years old who qualifies for juvenile offender status
4. The Superintendent is required to refer students age 16 or older to the appropriate law enforcement officials.

### VISITORS TO THE SCHOOL

The Building Principal or designee is responsible for all persons in the buildings and on the grounds. For these reasons, the following rules apply to all visitors to the schools:

1. Anyone not a regular staff member or student will be considered a visitor.
2. All visitors must sign the visitor's book at the front entrance. If no one is there, the visitor must report to the main office to sign in. Anyone visiting a secondary student must first secure permission from the Building Principal. All visitors must be issued and must wear a visitor's identification badge. Visitors must sign out and return the badge upon leaving the premises.
3. Visitors attending school functions that are open to the public are not required to sign in.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police will be contacted, if necessary.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the full version of the Code of Conduct. The full version of the Code of Conduct is available at any school office and on our website [www.waltoncsd.org](http://www.waltoncsd.org) in the District Document section.



## PUBLIC CONDUCT ON SCHOOL PROPERTY

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

No person shall:

1. Intentionally injure any person or threaten to do so;
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property;
3. Disrupt the orderly conduct of classes, school programs or other school activities;
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, disability, or weight;
6. Enter any portion of the school premises without authorization to remain in any building or facility after it is normally closed;
7. Obstruct the free movement of any person in any place to which this Code applies;
8. Violate the traffic laws, parking, regulations or other restrictions on vehicles;
9. Possess or use weapons in or on school property or at a school function;
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or be under the influence of either on school property or at a school function;
11. Loiter on or about school property;
12. Gamble on school property or at school functions;
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Possess or use tobacco products.

## PENALTIES

Persons who violate this Code shall be subject to the following penalties:

1. Visitors will have their authorization to remain on school property revoked, and they will be directed to leave the premises. If they refuse to leave, they will be ejected.
2. Students will be subject to disciplinary action as the facts may warrant.
3. Employees may be subject to disciplinary measures as detailed by law and as dictated by the facts.

## **SUBJECT: HAZING/BULLYING POLICY**

The Board of Education recognizes that hazing/bullying is abusive 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 hazing/bullying in schools is essential to ensure a healthy, nondiscriminatory environment in which all students can learn.

The Board is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of hazing/bullying. To this end, the Board condemns and strictly prohibits all forms of hazing/bullying on school grounds, school buses and at all school sponsored activities, programs and events, including those that take place at locations outside the district, including any incidents involving electronic transmission.

- I.     ōHazingö, means committing an act against a student, or coercing a student into committing an act that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing includes, but is not limited to:

1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
2. Any hurtful, aggressive, destructive or disruptive behavior or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of that student.
3. Any coercion to force the use or abuse of any type of tobacco, alcohol or other drug.
4. Any inappropriate activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the student or discourages the student from remaining in school or participating in any student organization.
5. Any inappropriate activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

- II.    ōBullyingö is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional/ psychological abuse, or through attacks on the property of another that takes place on school property, at any school-sponsored function, on a school bus, or that takes place off school grounds but that is designed to or has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment.

Bullying may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, ethnically-based or gender-based verbal put-downs, extortion of money or possessions, exclusion from peer groups within school or any emotional/psychological act which is harmful to a student. Such conduct is disruptive to a conducive educational environment and therefore, is not acceptable behavior in this District, and is prohibited.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of hazing/bullying, and persons with knowledge of hazing/bullying report the harassment immediately. The District will promptly investigate all complaints of hazing/bullying, either 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. There shall be no retaliation taken against any individual making a good faith report of hazing/bullying to school authorities.

If, after appropriate investigation, the District finds that a student has violated this policy, prompt disciplinary action will be taken in accordance with the District's Code of Conduct.

The Board prohibits any retaliatory behavior directed towards any person who reports an act of hazing as well as against anyone who participates in the investigation of a complaint of bullying.