

# SOLVAY ELEMENTARY SCHOOL



# Solvay Elementary School

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# Solvay Elementary School



Dear Parents/Guardian(s):

On behalf of the entire staff I would like to welcome you and your child to Solvay Elementary School. Solvay Elementary School faculty and staff are committed to working together to provide a safe, respectful and responsible environment for children to learn and grow. Our goal is to instill in each child a desire to learn, a sense of self-worth, and a sense of social responsibility. We encourage all our parents/guardians to play an active role in your child's education by becoming involved in our school's programs including our PTO group.

The Student/Parent Handbook contains important information about the programs, activities, organizations, policies and procedures your child will be involved with each day. We encourage you to read the handbook, review it with your child and keep it as a reference.

We look forward to working with you and your child this school year. If you have any questions regarding information contained in the handbook, please contact me at (315) 488-5422.

Sincerely,

*Matthew Carpenter*

Matthew Carpenter  
Principal

# **SOLVAY ELEMENTARY SCHOOL**

[solvayschools.org](http://solvayschools.org)

MAIN OFFICE	488-5422
NURSE	484-1416
FAX	484-1417

## **DISTRICT MISSION STATEMENT**

We develop confident, continual learners who are caring community members.

## **SCHOOL-WIDE EXPECTATIONS**

- Be Respectful
- Be Responsible
- Be Ready To Learn
- Be Safe

## **BUILDING SCHEDULE**

**8:15 a.m. – Staff Reports**

**8:45 a.m. – Breakfast opens**

**8:45 a.m. – Students allowed to enter the building**

**9:00 a.m. – Classes begin**

**3:10 p.m. – Classes end/dismissal begins**

## **SCHOOL CLOSINGS**

In the event of school closings or delays, every effort will be made to announce this information on as many area radio and television stations as can be contacted. The main stations are WSYR, WSYR Y-94 FM, WCNY-FM, WNOQ 93Q, WSEN. WTKW TK-99, B-104.7 - WSTM - Channel 3, WTVH- Channel 5, WSYR - Channel 9.

## 2016-2017 Solway Union Free School District Calendar

		M	T	W	Th	F			M	T	W	Th	F
<b>SEP</b>					1	2				1	2	3	
		5	6	7	8	9			6	7	8	9	10
		12	13	14	15	16			13	14	15	16	17
		19	20	21	22	23			20	21	22	23	24
		26	27	28	29	30			27	28			
<b>OCT</b>		3	4	5	6	7*				1	2	3	
		10	11	12	13	14			6*	7	8	9	10
		17	18	19	20	21			13	14	15	16	17
		24	25	26	27	28			20	21	22	23	24
		31							27	28	29	30	31
<b>NOV</b>			1	2	3	4			3	4	5	6	7
		7	8	9	10*	11			10	11	12	13	14
		14	15	16	17	18			17	18	19	20	21
		21	22	23	24	25			24	25	26	27	28
		28	29	30					24	25	26	27	28
<b>DEC</b>					1	2			1	2	3	4	5
		5	6	7	8	9			8	9	10	11	12
		12	13	14	15	16			15	16	17	18	19
		19	20	21	22	23			22	23	24	25*	26
		26	27	28	29	30			29	30	31		
<b>JAN</b>		2	3	4	5	6					1	2	
		9	10	11	12	13			5	6	7	8	9
		16	17	18	19	20			12	13	14	15	16
		23	24	25	26	27*			19	20	21	22	23
		30	31						26	27	28	29	30

**BOXED OR SHADED DAYS INDICATE NO SCHOOL FOR STUDENTS**

September 5 – Labor Day  
 September 6 – Staff Development Day  
 September 7 – First Day for Students  
 October 7 – Staff Development Half Day\*  
 October 10 – Columbus Day  
 November 10 – Staff Development Day/PreK-6 Parent Conferences  
 November 11 – Veterans Day  
 November 23-25 – Thanksgiving Recess  
 December 26-January 2 – Holiday Recess  
 December 26 – Christmas Day observed  
 January 2 – New Year's Day observed  
 January 16 – Martin Luther King Day  
 January 24-27 – Regents  
 January 27 – Staff Development Half Day\*

February 20-24 – Presidents' Day/Winter Recess  
 March 6 – Staff Development Half Day\*  
 March 27-31 – ELA Testing  
 April 14 – Good Friday  
 April 17-21 – Spring Recess  
 May 1-5 – Math Testing  
 May 25 – Staff Development Half Day  
 May 29 – Memorial Day  
 June 14-22 – Regents  
 June 22 – Last Day for Students  
 June 23 – Staff Development Day/Regents Rating Day/Last Day for Staff

Rev. Adopted: 5/16/16

## **SECTION 1 – GENERAL INFORMATION:**

### **ASSIGNMENT NOTEPADS**

Parents are encouraged to review their child's assignment pad each evening and check their homework for completion. Handing in quality homework assignments will increase the chance of success for students.

### **APPROPRIATE DRESS**

Students should wear clothing that is safe, age appropriate and that does not disrupt or interfere with the educational process. Appropriate footwear must be worn when on the playground or in the gymnasium. Students wearing inappropriate attire will be required to change.

For further clarification on appropriate dress, refer to the student Code of Conduct which can be found in the Student Parent Handbook and on the district website solvayschools.org.

### **ASSEMBLIES**

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members.

Students are reminded to be respectful, responsible and safe while at assemblies. Some examples of this behavior are:

- Taking an assigned seat quietly
- Using a level one voice
- Showing appreciation by applauding when appropriate

### **ATTENDANCE**

Daily attendance is very important for success in school. Students must attend regularly to receive the full benefit of the academic program. Parents are encouraged not to take students out of school on extended vacations during the school year. Not only are these days counted as illegal absences, but the missed school work is difficult to make up. **When the student is absent, it is his/her responsibility to bring an excuse to the main office and make-up any assignments that were missed.**

### **BUILDING USE**

Community groups wishing to use the school facilities may pick up a Building Use Permit in the elementary school office. These permits are approved by the Solvay Board of Education monthly.

All activities and meetings held on school property must be approved in advance by the building principal and/or the Solvay Board of Education.

### **BUS CONDUCT**

Bus riding is a privilege in the Solvay School District. Students are expected to comply with the building expectations at all times and in all school related settings. Failure to do so may result in this privilege being revoked.

### **STUDENTS ARE EXPECTED TO EXHIBIT RESPECTFUL, RESPONSIBLE AND SAFE BEHAVIOR SUCH AS BUT NOT LIMITED TO THE FOLLOWING:**

1. Being respectful and cooperative
2. Remaining seated (back to back, bottom to bottom) at all times
3. Respecting themselves and others on the bus
4. Respecting others' property
5. Using their level one voice
6. Acting in a safe manner at all times

**NOTE:** Infractions of the above expectations will result in consequences that may consist of warnings, temporary bus suspension, or indefinite bus suspension.

**I. Additional Bus Expectations/Information**

1. Seats may be assigned to students by the principal or the bus driver.
2. Students are expected to ride their assigned bus.
3. If alternate plans are necessary, parents must complete a new transportation request form or provide **written documentation to the main office.**
4. **All alternate arrangements must be approved by the building principal and the transportation department prior to implementation. These changes may take up to 48 hours.**

**II. Reporting of Discipline Cases**

All bus misconduct is to be reported to the transportation supervisor as soon as the bus is unloaded. The general procedure utilized is to fill out the School Discipline Report. However, a driver may choose to personally see the building principal or speak to him/her via the telephone. In any case, the driver should be prepared to identify by name the person or persons for which disciplinary action should be taken. The transportation supervisor may determine the course of action to be taken and may convey this to the building principal.

When the situation warrants, a driver should request a meeting with the building principal to resolve disciplinary problems on the bus.

**III. Procedures for Suspension**

1. A student may be suspended from the school bus by the superintendent or designee, for a period not to exceed five school days, for serious or repeated violations of the School Bus Rules of Behavior. The student and his/her parents or guardians shall be notified promptly of such suspension and the reasons therefore. Notification to the students shall be in person, whenever possible, and to the parents or guardians by telephone, whenever possible, and confirmed in writing.
  2. The transportation supervisor shall confer with the parent(s) or guardian(s) whenever possible. If the parent(s) or guardian(s) cannot be contacted, the suspended student shall not be released from school until the close of the school day. Further, the student shall be instructed to return to school on each succeeding day until contact is made with his/her parent(s) or guardian(s).
  3. A suspension which exceeds five days shall be within the discretion of the Superintendent of Schools or his designee. Upon reasonable notice, the student and his/her parent(s) or guardian(s), shall have an opportunity for a fair hearing by the Superintendent of Schools or his/her designee. At such hearing, the students, his/her attorney or other representative shall have the right to question witnesses and present evidence in his/her behalf.
4. **Appeals**
- a. An appeal from the decision of the Superintendent of Schools may be made to the Board of Education. The Board may affirm, in whole or in part, or overrule, the decision of the Superintendent of Schools.
  - b. An appeal from the decision of the Board of Education may be made to the State Commissioner of Education pursuant to Section 310 of the Education Law.

**“DON’T LOSE YOUR RIDING PRIVILEGE!”**

The transportation supervisor is available at 487-5842 to answer any questions you may have regarding transportation.

**CAFETERIA**

The Solvay Union Free School District Food Service Department has implemented a computerized point of sale cashing system for the breakfast and lunch programs.

The system provides a more efficient service to the students with options for prepayment of meals along with providing a totally confidential method of distributing free and reduced price meals for qualifying students. The system will work best when parents prepay an amount to the food service program and the account is debited each day for meal purchase.

Our breakfast program will operate in the cafeteria under the supervision of the breakfast program staff. Participating students who are walkers will be allowed in the cafeteria at **8:45 a.m.** Bus students will be allowed to enter upon arrival at school. **All participating breakfast students should be to their classrooms by 9:05.**

Students who are eligible for free or reduced prices will receive both breakfast and lunch at the designated rate.

Students will be escorted to the cafeteria for lunch. Students bringing their lunch may go directly to their assigned table. Students buying any portion of their lunch will line up in the hallway near the food service steam tables. Lunch aides will supervise students during the lunch period.

## CAFETERIA REMINDERS

### STUDENTS ARE EXPECTED TO EXHIBIT RESPECTFUL, RESPONSIBLE AND SAFE BEHAVIOR SUCH AS BUT NOT LIMITED TO THE FOLLOWING:

- Being respectful to others
- Sitting in their assigned areas
- Keeping their areas clean
- Staying in their seat at all times
- Talking quietly with the students at their table
- Asking permission to leave the cafeteria
- Only leaving the cafeteria with a pass
- Not soliciting money from other students

#### **Students, who fail to follow the expectations, will be referred to the principal.**

Students who continue to misbehave will be removed permanently from the lunch room.

## CHANGE OF ADDRESS

If you move to a new address during the school year, you are to notify and provide proof of residency to the school principal immediately. If your new address is not within the boundaries of our school district, you will need to register with a school in the district where your new residence is located.

## CHARACTER EDUCATION/PBIS

The Solvay School District works in partnership with parents to maintain a learning and working environment that supports positive student behavior, attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others. The building-wide expectations are that all individuals will be respectful, responsible and safe.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Solvay School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

## CLASSROOM PARTIES

Classroom parties are left to the discretion of the individual teacher. Therefore, if interested in having a special occasion for your child during school hours, please make arrangements with the classroom teacher prior to the celebration. Celebrations should be kept to a minimum to allow for maximum instructional time. Teachers and students are responsible for general clean-up after room parties.

We will continue with our precautionary measures by allowing only store bought individually wrapped snacks. Gloves must be worn when handling food and are available upon request.

## ELECTRONIC DEVICES AND OTHER PERSONAL PROPERTY

Electronic devices/personal property are brought to school at your own risk. The school or district is not responsible for items of this nature that may be lost, stolen or damaged.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the building principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.



2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise of the right to a hearing before the superintendent, or his or her designee, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to object to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

### **HATS**

To encourage an appropriate environment for learning, no hats are to be worn in the building. Students are to place hats in their cubbies upon arrival at school.

### **INTRAMURALS**

Intramurals will be offered for all grade three students throughout the school year. Activities will be chosen according to student interest and ability level.

### **LIBRARY MEDIA CENTER**

The Library Media Center is open from 9:05 A.M. – 3:10 P.M. daily for student use and enjoyment. The library contains a great deal of information in books, magazines, research materials and multimedia materials.

Library books are loaned for a two-week period and may be renewed. Students may sign books out of the Library for themselves only. Library videos and DVD's are loaned for a two-day period. A total of two items (print & non-print) may be borrowed at one time. Students may borrow materials on an overnight basis for research projects. However, these items must be returned before first period of the following day.

If our library does not have the book or magazine article that is needed by a student, it may be borrowed from the OCM BOCES libraries, through our school library. Students have access to many databases available by going to the library homepage. Remote access from home is encouraged.

Students must have parent approved Internet permission on file to access information via the Internet.

## LOST AND FOUND

In an effort to reduce the number of lost/misplaced items, please label your child's coat, backpack etc. For your convenience, a lost and found box is kept near the main office. Students should be discouraged from bringing valuables to school.

## MEDIATION

Mediation allows for interpersonal and school-based conflicts to be resolved in a cooperative setting. Mediation empowers people to become decision makers in resolving their own conflicts.

Adult mediators are available to help students resolve conflicts while information remains confidential. Students in need of help resolving a conflict with another person(s) should request mediation by speaking with a staff member.

## MORNING PROGRAM

In order to build community and recognize the accomplishments of our students and staff, the student body and staff gather at 9:10 a.m. on Fridays. Parents are encouraged to attend. Please use the visitor sign-in procedure when attending.

## OUT-OF SCHOOL SUSPENSION

This suspension is used only as a last resort when, in the judgment of the administration, a student is deemed to pose a danger to himself or those around him/her, or when a student is incapable of functioning as a useful member of the school community. In each instance, the administration notifies the parent or guardian of the out-of-school suspension, stating the circumstances and details surrounding the suspension, the length of the suspension and the time of parent conference for the purpose of re-entering the suspended student.

## PARENT TEACHER ORGANIZATION

Solvay Elementary School has an active Parent Teachers Organization. This group works together to promote the education, health and welfare of children. This group sponsors many student activities throughout the school year, and is a valuable part of the total school program. All parents are encouraged to join the PTO.

## PBIS

Solvay Elementary School uses a student management system called PBIS – Positive Behavior Interventions and Supports. This universal, proactive, systematic approach is used to enhance the capacity of our school to educate all students and to prevent and respond to school discipline problems. It is expected that all Solvay Elementary School students, staff and parents act in a safe, respectful and responsible manner at all times. Various celebrations are held throughout the year and students are acknowledged for their positive behavior as follows:



25 punches (pink) = PBIS Pencil



125 punches (ivory) = Lunch with an invited family member



50 punches (orange) = Child's picture is hung on acknowledgement wall



150 punches (blue) = Postcard home from principal



75 punches (yellow) = Pass to a sporting event or free ice cream coupon



175 punches (grey) = Ice Cream Social



100 punches (green) = Principal's Chair



200 punches (white) = Special helper to assist an adult

## PETS IN THE CLASSROOM

Students should be discouraged from bringing pets to school. Occasionally a student may be permitted to bring a pet to school if it is an integral part of a learning situation. Please be mindful that some students may have allergies to certain pets.

## STUDENT PICK UP/DROP OFF PROCEDURES

The front loop is to be used for student pick up and drop off only. Parents needing to enter the building with their child must park in the staff/visitor parking lot located at the West end of the building. Please help reinforce the importance of developing self confident children by allowing your child to walk to his/her classroom independently.

## **SMOKE-FREE ACT**

Smoking is not permitted on school property.

## **STUDENT FIELD TRIPS**

Field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each field trip. 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 and departure times.

While field trips take place outside of school, the school-wide expectations still apply. Students who are unable to maintain appropriate behavior while on a field trip or in the classroom may jeopardize their opportunity for attending future trips. Parents will be notified prior to the trip if there are concerns about their child's behavior.

## **STUDENT FUNDRAISING**

It is recognized that fund raising is the major source of money for student organizations. Each group must receive the permission of 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.

If a fund-raising activity is approved, neither staff nor students may personally solicit during school hours, including lunch hours.

**No sale of food will be allowed in the building on school days before 3:15 p.m.**

## **STUDENT PHOTOGRAPHS IN PUBLICATIONS/WEB**

Throughout the school year, photographs may be taken of students for use in district publications including the District web site or by the news media. Parents who do not want their child(ren) photographed for these purposes are asked to send a note to the Building Principal. A simple written, signed note stating, "Please do not photograph my child(ren) {Student Name(s)} for use in publications and/or web." The note may be delivered in person or mailed to your child's school.

## **STUDENT TELEPHONE USE**

A phone is available for emergency calls only.

## **TEXTBOOKS**

Textbooks, an important part of the educational program, are provided by the school district. Students should take good care of these books as they are expensive to replace.

## **VACATIONS DURING THE SCHOOL YEAR**

Vacation days taken during the school year are recorded as unexcused absences. Students who miss school under these circumstances are expected to confer with their teachers beforehand and make up any required school work on their own time. These students are held responsible for school work taught while they were vacationing. If parents plan to take a child on vacation during the school year, notification in writing is required in advance. Please bring this notification to the main office before the absence and indicate an anticipated date of return to school.

## **VISITORS**

Parents are welcome to visit the school. Anyone entering the building is required to stop in the office to sign in and get an ID badge before proceeding to their destination. Prior notice of visits is helpful since all teachers have a full schedule of classes. Please refer to the Visitors Policy, located toward the end of the handbook, for further information.

Students are not allowed to bring visitors into the building without prior written permission from the principal. Brothers and sisters are not allowed except for special programs that include them. Unauthorized visitors in the building are subject to arrest for trespassing.

## WALKERS

Students who are walkers will be dismissed at 3:10 p.m. Any student who is a walker and has the permission from a parent to go home with a student who rides the bus **must have written permission from their parent, approved by the building principal and presented to the bus driver. The note should be brought to the main office prior to the morning announcements.**

## WEB SITE

The district website is located at [www.solvayschools.org](http://www.solvayschools.org)

## **SECTION 2 – ACADEMIC INFORMATION:**

### **ACADEMIC INTERVENTION SERVICES (AIS)**

The Solvay School 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 student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with the teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

### **COUNSELING SERVICES**

Our School Psychologist and Family Service Worker are available for students during the school day. Anyone interested in speaking with the School Psychologist and the Family Service Worker should set up an appointment.

Services offered include:

- Individual or group counseling
- Academic guidance
- Interpretation of standardized test results
- Coordination of parent-teacher conferences
- Referrals to outside services of counseling agencies

### **HOMEWORK POLICY**

Homework is an extremely valuable extension of classroom instruction. Completing homework assignments is vital to the learning process because it provides the necessary practice of skills, fosters independent thinking, and develops responsibility and good study habits. Homework also creates an opportunity for teachers, parents and students to work as a team in the learning process.

### **HOMEBOUND INSTRUCTION**

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 should 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.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free, appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the Building Principal.

## **PROGRESS REPORTS AND INTERIM REPORTS**

The school year is divided into four nearly equal segments for the purpose of evaluating student academic progress. Each ten-week report card will contain numerical, effort, and behavior grades where appropriate. A key is included on the report card to explain the grading system. The first report card for grades K-3 requires a Parent-Teacher Conference in November. If a parent is unable to attend a school conference, a phone conference may be allowed.

## **PROMOTION POLICY**

The following are guidelines:

1. Initial notification of the parent(s) by conference (by the second report card).
2. Completion of the Initial Consideration part of the Retention Form and submit to the principal for review in February.
3. Monitor student progress and communicate with the parent(s) of this progress (by the third report card).
4. By the third report card, meet with the principal and other personnel to discuss assessments and student progress.
5. Submit the completed retention form to the principal by the first week in June. A final conference will be conducted with the parent(s), principal, and teacher to review all data and finalize a recommendation.

## **SECTION 3 – ATTENDANCE:**

### **COMPREHENSIVE ATTENDANCE POLICY SECTION 104.1 OF THE REGULATION OF THE COMMISSIONER OF EDUCATION**

#### **I. Introduction**

The Board of Education in compliance with the amended Regulations of the Commissioner of Education Section 104.1 and sections 3205 and 3210 of the Education Law has developed this Policy on comprehensive Attendance. The purpose of this policy is to improve school attendance and to ensure the maintenance of an adequate record verifying the attendance of all children at instruction. This policy also establishes a mechanism by which the patterns of pupil absences can be examined to develop effective intervention strategies to improve school attendance.

#### **II. Objectives**

- A. Ascertain the whereabouts of every student during the instructional school day
- B. Identify attendance patterns to design and to implement action plans
- C. Improve student attendance and ensure completion of graduation requirements
- D. Verify the District's compliance with compulsory education laws regarding attendance
- E. Calculate and record the District's average daily attendance for state aid purposes

To accomplish the above objectives each school building will maintain a daily register of attendance, and at the secondary level, a register of attendance for each instructional period will be kept.

In order to create a positive school environment and promote high academic achievement, each building principal will review and analyze attendance data to identify and address any patterns of absenteeism, truancy, and /or tardiness.

Please see Solvay School District Policy, Adopted June 17, 2002, in its entirety in the Appendix Section # 1.

The attendance procedure is as follows:

1. **Procedures for parents:**

- a. **Absences** - If your child is absent, please contact the Main Office at 488-5422 or the Nurse's office at 484-1416 between 8:15 A.M. and 9:45 A.M. Calls must be made everyday your child is absent. This keeps the nurse informed of your child's health and eliminates the need to call you at home or at work. Messages may be left before 8:00 A.M. and after 3:45 P.M. Your responsibility in this matter will help school personnel comply with the 1985 New York State Attendance Law.
- b. **Tardiness** - Any student who has not reported to school by 9:00 A.M. is considered tardy. The school district is required to enforce this policy and discourage student tardiness. The only exceptions are students who have a legal excuse. The following examples are considered legal excuses:
  1. Doctor/Dentist appointment - (Written excuse from a doctor/dentist or medical staff)
  2. Court appearance
  3. Bereavement day
- c. **Leaving school early** - A signed note with the time you wish your child to be excused is necessary. Please include a phone number on your note for verification purposes. Your child should bring this note to the main office at the start of the school day. All parents are required to sign their child out in the main office. Parents may also be asked to show identification.

2. **Procedures for students:**

1. Students returning to school after being absent are required to bring in an excuse and report to the main office.
2. Students who are tardy should report to the main office.
3. Students who are being excused from school early should report to the main office.
4. Students needing to ride a different bus home in the afternoon must report to the main office with a written note before reporting to their classroom.
5. Excused students will be dismissed via the main office.

It is required that parents sign out students before leaving the school building, and that students be signed back in if they return before the end of the day.

## **SECTION 4 – HEALTH AND SAFETY PROCEDURES:**

### **DISTRICT SAFETY PLAN**

The Solvay School District 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 acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the district offices.

### **FIRE DRILLS**

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. As mandated by the state, 8 fire drills and 4 lock down drills must be conducted each year. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills and to leave the building in a quiet and orderly manner; the exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline.

## STUDENT COMPLAINTS & GRIEVANCES

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representatives before appealing to the school administration.

A student filing a complaint for any matter, or alleging discrimination on the basis of disability and/or sex including sexual harassment or harassment on the basis of sexual orientation, should read the following information regarding the resolution of the complaint. The following procedures may also apply to student grievances over other matters, such as racial harassment.

### **Investigation of a Complaint**

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

### ***Informal Complaints***

The Solvay School District encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Compliance Officer, or his/her designee, in the Solvay District Office. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint the Compliance Officer, designee, 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.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

### ***Formal Complaints***

Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

## SECTION 5 – HEALTH OFFICE:

### HEALTH OFFICE

The school nurse is available for student health needs during the school day.

### MEDICATION

The school nurse legally cannot diagnose, prescribe, nor treat, by ruling of the State Education Law.

If it is necessary for a child to receive medication during the school hours, the following procedure must be followed:

1. A written request from the parent that medication be given to the child must be provided.
2. Medication, **in the prescription bottle from the pharmacy**, is to be taken directly to the health office at the start of the treatment, by the parent.
3. There must be a written order from the physician prescribing the medication, stating:
  - a. Name of medication
  - b. Dosage
  - c. Time to be given
  - d. Effect of medication
4. The medication prescribed is such as to require administration in school.

The school nurse is most willing to administer medication, under this legal ruling. This applies to “over the counter” as well as prescription medication.

### PHYSICALS / SCREENINGS

#### *Physical Examinations*

An examination by a doctor is required for Kindergarten, 2, 4, 7 and 10<sup>th</sup> grades. If the parent does not turn in a physical exam sheet filled in by their doctor by December 1<sup>st</sup>, a school physical will be given at the appropriate grade level. This also applies to **all** new entrants through 12<sup>th</sup> grade. A physical exam done at the student’s previous school is acceptable if done during the current school

year. Athletic physicals must be done before participation in sports. Examination may be performed by private physician but report **must** be on school form. All private physicals will be reviewed by school physician for approval/disapproval. Call building nurse for forms and further information.

NOTE: New entrants in these grade levels must have their physicals done within 1 year of the start of school to be current.

### **Screening**

Kindergartners and new entrants will receive height and weight checks, vision and hearing screenings early in the year. All children between 8 and 16 will be screened annually for scoliosis (curvature of the spine). Hearing screening is done annually in grades K-7 and grade 10. Vision screening is conducted annually in grades K-12. If any impairment is found, parents will be notified in writing. Referral to a professional examiner will be advised.

As of September 2009, NYS Law (Chapter 281) permits schools to request a dental examination in the grade K, 2, 4, 7 and 10.

If there are any questions about these regulations, please call the health office at 484-1416.

### **STUDENT INSURANCE INFORMATION**

The Solvay Board of Education has adopted the Pupil Benefits Plan, Inc. for student accident coverage. This plan is a limited policy-excess coverage only, and all students enrolled in the Solvay Schools are covered.

In the case of an injury, the parents' health insurance policy will pay initially. The Pupil Benefits Plan will pay remaining costs not covered under the parents' policy within the stated limits. When a parent of an athlete or student does not have their own insurance plan, the Pupil Benefits Plan, Inc. will pay up to the policy limits.

An accident of any type must be reported to the school nurse as soon as possible and a report must be prepared at that time.

Insurance policy information will be available to students upon request from the school nurse.

### **SECTION 6 – STUDENT MANAGEMENT PROCEDURES:**

#### **SOLVAY UNION FREE SCHOOL DISTRICT STATEMENT OF BEHAVIORAL EXPECTATIONS**

Our school community has the responsibility to preserve societal values related to freedom and democracy. Given this, we must recognize the necessity of the democratic process of lawmaking and demonstrate its importance through respect for laws, rules, and authority.

Members of the school community must also respect themselves through an understanding and appreciation of their own individuality. Self-respect is demonstrated through academic and social integrity, the making of healthful choices, personal appearance, and interpersonal relationships. It is only through this knowledge and respect for self that we become empowered with the ability to extend this respect to others, to acknowledge the expression of uniqueness in others, and to give of ourselves in assisting others to develop a stronger sense of self.

All members must demonstrate respect for the beliefs and values of others, their points of view, their religions and their rights as human beings. We must be active and positive in our respect, curtailing acts or language that would diminish another. Treatment, judgment, or evaluation of others should be conducted with fairness tempered by empathy for individual differences. At the same time, expression of one's individuality must be balanced by the generally greater needs of the community, particularly those related to respect for the environment, and for the health, safety, personal property, and dignity of others.

All members must realize the importance of honesty in their daily tasks, activities and responsibilities. We must encourage and expect one another to offer honest opinions and preferences on important issues.

Finally, members must encourage and expect each other to be positive, contributing members of the school community by accepting the responsibilities associated with our respective roles in public education.



## CODE OF CONDUCT SUMMARY

This is a summary of the Code of Conduct as revised by the Solvay Board of Education in June 2015. The law requires that such summary be provided to the parent or guardian of each student enrolled in our schools. The purpose of the Code of Conduct is to ensure a safe, healthy, orderly, and civil learning and working environment. To accomplish that goal, the code addresses responsibilities of students, parents, staff, administration, and visitors to our schools. A copy of the complete code is available upon request at the principal's office in each school.

In general, it is expected that parents will:

- send their children to educational programs ready to participate and learn;
- ensure their children attend class regularly and on time;
- insist their children be dressed and groomed in a manner consistent with the student dress code;
- convey to their children a supportive attitude toward education and the district;
- build positive relationships with teachers, staff, other parents, and their children's friends; and
- provide a place for study and ensure homework assignments are completed.

It is the right of each student to have a safe, secure, healthy, orderly, and courteous school environment where he or she can take part in all district activities on an equal basis regardless of race, gender, religion, national origin, sexual orientation, gender identity, or disability. However, those rights come with equally important responsibilities as summarized here.

It is expected that each district student will:

- be familiar with and abide by all district and building rules and regulations pertaining to student conduct;
- work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible; asking questions when he/she does not understand and completing assigned tasks both in class and out of class;
- conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
- show respect for the faculty and other members of the school community;
- seek help in solving problems that might lead to discipline procedures;
  
- attend school every day and be in class, on time, and prepared to learn unless he/she is legally excused;
- dress in accordance with standards set by the Board and the Superintendent; and
- inform an adult in the school setting of any threat to safety of people or property within the school environment.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for Solvay Union Free School District programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting. The intent is to foster an environment that is sanitary, safe, conducive to teaching and student learning, and to provide guidance for their role in the work place and society.

A student's dress, grooming, and appearance, including jewelry and make-up, shall:

- be safe, appropriate and not disrupt or interfere with the educational process;
- include footwear at all times that is appropriate for the instructional setting and activity, and that is not a safety hazard;
- not include the indoor wearing of head wear when school is in regular session, except for a medical or religious purpose;
- not include the indoor wearing of jackets, coats, gloves, or other garments that are intended for outdoor wear, when school is in session;
- not include extremely brief or revealing garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), pajamas, and see-through garments;
- ensure that underwear is completely concealed with outer clothing;
- not include items that are vulgar, obscene, libelous, or that denigrate others because of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or disability;
- not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities;

When determining the consequences for inappropriate conduct, staff will take into consideration, among other facts, the nature of the offense and circumstances, age of the student, the student's prior disciplinary record, and the degree to which the offense posed a threat to the health and safety of others. Although not all-inclusive, the following list of offenses on school property or at a school function and the range of consequences will apply in most circumstances. The listed sanctions are advisory and, as a general rule,

discipline will be progressive. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

### **CODE OF CONDUCT SUMMARY** (continued)

<b>RANGE OF CONSEQUENCES FOR BEHAVIOR RELATED OFFENSES</b>		
<b>I</b>	<b>II</b>	<b>III</b>
<b>Options</b>	<b>Options</b>	<b>Options</b>
Warning/verbal reprimand	Removal from class	*Alternative placement
Time-out or out of classroom	*Suspension	**Expulsion (permanent suspension)
Loss of privilege	In-school	
Conference with student	Out-of-school	
Communication with parent	*Saturday detention	
Detention	*Police notification	
Restrictions	*Removal from school property	
Counseling	*Restitution	

\*Administrator action only \*\*Superintendent action only

<b>Offense</b>	<b>Definition</b>	<b>Range of Consequences</b>
Absence (Unlawful)	An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the student handbook) and/or failure to bring a note from a parent/guardian to verify a lawful absence.	I-III
Alcohol/Drug Violation	Possession, distribution, use, consumption, being under the influence, or sale of illegal drugs, look a likes and prescription over-the-counter drugs, when possession is unauthorized or inappropriate or shared with others, as well as or alcoholic beverages and drug paraphernalia on school property, at a school function, on a school bus, or in a school vehicle. A student shall be considered “under the influence” if he or she has used any quantity of an illegal or unauthorized substance or alcohol within a time reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle, or at a school-sponsored function and/or exhibits symptoms of such use as to lead to the reasonable conclusion of such consumption.	II-III
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	II-III
Bullying/Cyberbullying	Bullying includes a variety of negative acts carried out repeatedly over time, real or perceived imbalance of power. Cyberbullying includes the misuse by way of any technological tool by harassing, teasing, intimidating, threatening, or terrorizing another student or staff member, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).	II-III
Bus Misbehavior	Any violation of bus behavior rules (as listed in the student handbook).	I-II
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I-II

Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's email or an inappropriate web site; misuse of a web site.	I-II
Defamation	False or unprivileged statement or representation about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group.	I-II
Destruction of Property/Vandalism	Damage, destruction, or defacement (graffiti) of property belonging to another or the school.	II-III
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for negative treatment of others.	I-III
<b>Offense</b>	<b>Definition</b>	<b>Range of Consequences</b>
Disorderly Conduct	Behavior disturbing the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.	I-II
Disrespect Toward Others	Inappropriate comment or physical gesture to a student, teacher, staff member or other adult.	I-II
Disruption - Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with a teacher's authority over a class.	I-III
Disruption - School	Behavior that interferes with the safe and orderly environment of the school or school activity.	I-III
Driving/Parking Violations	Failure to obey all state, district and campus traffic and parking signs and rules.	I-II
Failure to Serve Assigned Consequences	Failure to serve detention, Saturday detention, suspension or other assigned consequences.	I-II
False Alarms/Bomb Threats	Initiating a report or warning of fire, or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	II-III
Fighting	A hostile confrontation with physical contact involving two or more students.	II-III
Fireworks or Explosives	Possession, use, and/or threat to use a firework, including a fire cracker or sparkler, smoke bomb, flare or combustible or explosive substance, or look alike.	II-III
Gambling	Wagering money or property.	I-III
Harassment	An action or persistent pattern of actions or statements directed at an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing, demeaning or offensive.	I-III
Inappropriate Use of Electronic Devices	Unauthorized use of electronic devices.	I-II
Insubordination	Refusing to follow reasonable requests of teachers, staff or administration, including failure to identify self or knowingly providing false information.	I-III

Leaving school grounds without permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian, administrator or some one listed on the emergency procedure card.	I-II
Profanity	Using vulgar or abusive language, cursing or swearing.	I-II
Sexual Harassment	Unwanted or inappropriate verbal, written or physical conduct of a sexual nature directed toward another person.	I-III
Theft	Taking or obtaining property of another without permission of the owner.	I-III
Threat to Staff/Student/Other Person	Expression conveyed by word or action, of intent to abuse, intimidate, coerce or injure a staff member, student or other person.	I-III
Tobacco Violation	Possession or use of any tobacco product.	I-II
Verbal or Physical Assault on Staff/Students/Others	Assault, or aggressive physical action, directed at students, staff or others, including a situation where a staff member is intervening in a fight or other disruptive activity.	II-III
Weapon Possession	Possession of a device, instrument, material or substance that can cause serious physical injury or death if used as a weapon.	II-III

### **STUDENT SEARCHES AND INTERROGATIONS BY DISTRICT OFFICIALS**

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of Miranda-type warning before being questioned by district officials, nor are district officials required to contact a student’s parent before questioning the student. However, district officials will tell the student why he or she is being questioned.

In addition, Solvay school nurses, principals, program supervisors, and teachers may conduct searches of a student and his or her belongings if they have reasonable suspicion that the search will result in evidence that the student violated the law or the district code of conduct. A district official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, *without* reasonable suspicion, so long as he or she has a legitimate reason for the very limited search.

### **SEARCHES OF LOCKERS, DESKS, AND OTHER SCHOOL STORAGE PLACES**

Students have no reasonable expectation of privacy with respect to lockers, desks and other school storage places, and school officials retain complete control over those spaces. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, with the support of trained scent dogs when deemed appropriate by school officials, without prior notice to students and without their consent.

### **VISITORS TO OUR SCHOOLS**

Parents and other district residents are encouraged to visit the district’s schools. However, since schools are places of work and learning, certain limits must be set for such visits. The Principal of the school must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit. Except for those attending a public meeting, performance, or athletic contest, visitors are expected to register at the main office upon entering a school. While on school property, there is to be no drinking of alcohol or use of tobacco. Violence or threats of violence against staff, students, or other visitor is prohibited.

### **RELATED BOARD OF EDUCATION POLICIES**

**The following Board of Education Policies may give further clarification or support to the guidelines contained in this code of conduct document. Copies of any policies listed may be requested from the office in any school building of the district.**

- #1240 VISITORS TO THE SCHOOLS
- #1520 PUBLIC CONDUCT ON SCHOOL PROPERTY
- #1530 SMOKING ON SCHOOL PROPERTY
- #5280 INTERSCHOLASTIC ATHLETICS
- #5300 STUDENT CONDUCT

- #5310 STUDENT DISCIPLINE
- #5311 STUDETNS RIGHTS AND RESPONSIBILITIES
- #5311.1 STUDENT DUE PROCESS RIGHTS
- #5311.3 STUDENT COMPLAINTS AND GRIEVANCES
- #5311.5 STUDENT DRESS CODE
- #5312 PROHIBITED CONDUCT
- #5312.1 DRUG AND ALCOHOL ABUSE
- #5312.2 DANGEROUS WEAPONS IN SCHOOL
- #5312.3 SMOKING
- #5313 PENALTIES
- #5314 CORPORAL PUNISHMENT COMPLAINTS
- #5320 STUDENT CONDUCT ON BUSES
- #5330 SEARCHES AND INTERROGATIONS
- #5460 SUSPECTED CHILD ABUSE AND MALTREATMENT
- #8410 STUDENT TRANSPORTATION

## ACCEPTABLE USE REGULATIONS FOR STUDENTS

### 1. INTRODUCTION

The Solvay Union Free School District (the “District”) technology services exist to support the educational mission of the District. The District will provide learners with access to various technology resources. This may include access to software, hardware, communication networks including E-Mail, and Internet access. All of these uses are subject to this regulation.

Generally, the same standards of acceptable District student conduct shall apply to use of the District technology services. Students are expected to communicate in a manner consistent with applicable polices and regulations. District technology resources are not to be utilized by students to disclose confidential information about themselves, other students, or other District staff members to unauthorized persons.

Students shall adhere to the laws, policies, and rules governing technology resources including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state laws.

Students who engage in unacceptable use of the District technology service may lose access to it and may be subject to further discipline under the law or through the Student Code of Conduct. Specific consequences for unacceptable use will be determined by the Building Administrator dealing with that student. The District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issues. Additionally, the Student Code of Conduct will be reviewed and consequences applied where applicable. Legal action may be initiated against students who willfully, maliciously, or unlawfully damage or destroy District property or data.

Each student who uses the District’s the technology services agrees to Board of Education Policy 7315 STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (i.e. ACCEPTABLE USE POLICY) and the accompanying regulations (i.e. ACCEPTABLE USE REGULATIONS FOR STUDENTS).

### 2. PRIVACY RIGHTS

All E-mail files, electronic data, and storage media posted, created, maintained or stored on district technology shall remain District property, subject to District control and inspection, at its discretion. The Superintendent or his/her designee may access all such files and communications to ensure service integrity and to ensure students comply with the requirements of BOARD OF EDUCATION POLICY 7310 and these regulations. **All use of the District technology services is audited for acceptable use.**

### 3. STORING OF PERSONAL INFORMATION

Students should not save personal information such as credit card numbers or other forms of personal identification on the District technology services. **Information posted or stored on District technology services is not considered private.**

### 4. VIOLATIONS OF DISTRICT ACCEPTABLE USE

**The District employs auditing technologies to monitor all activity on the District technology services.** The District will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Student violations of this regulation may result in the suspension or termination of access to the District

technology services, and/or disciplinary action in accord with applicable law and District policy. The following constitute violations of this regulation:

- a. **ONLINE GAMING IS PROHIBITED (INCLUDING GAMBLING).**  
An exception is when an online game is part of a classroom activity assigned by a teacher and has an educational purpose.
- b. **ORDERING MERCHANDISE.**  
Using the District technology services to order merchandise online is prohibited.
- c. **INAPPROPRATE USE OF SERVICES.**  
Using the computer or peripherals for activities not related to instructional/educational purposes is prohibited (e.g. personal emailing).
- d. **THEFT AND VANDALISM.**  
This includes but is not limited to the stealing or theft of software and/or hardware. It also includes unauthorized modification and/or the destruction of computer software or hardware as well as intentional misuse of District equipment.
- e. **ILLEGAL USE.**  
Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that violates district policies and/or local, state, or federal law is prohibited.
- f. **CAUSING HARM TO MINORS.**  
Using the District technology services to harm, or attempt to harm, minors in any way is prohibited.
- g. **ACCESSING OR DISTRIBUTING TREATENING AND/OR OBSCENE MATERIALS.**
  - i. Engaging in Bullying, Cyberbullying, or Harassment. Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that bullies, threatens or encourages bodily harm, or promotes the destruction of property is prohibited. (see POLICY 7552: PEER ABUSE IN THE SCHOOLS)
  - ii. Materials determined to be obscene including accessing or distributing pornography via the computer network is prohibited. This includes “sexting” or the sending of pornographic images or text. **Transmitting of pornographic or obscene images of minors is both a state and federal crime.**  
NOTE: If students accidentally access an inappropriate site, they should close the window immediately and immediately bring that site to the attention of the supervising teacher.
- h. **CYBERBULLYING AND/OR HARRASSMENT.**  
Using the District technology service to transmit any material (by E-Mail, uploading, posting, or otherwise) that bullies, threatens or encourages bodily harm, promotes the destruction of property, or harasses others is prohibited. (see POLICY 7552: PEER ABUSE IN THE SCHOOLS)
- i. **FRAUDULANT ACTIVITY.**  
Using the District technology services to make fraudulent offers, to sell products or other services is prohibited.
- j. **FORGERY AND/OR IMPERSONATION**
  - i. Adding, removing or modifying identifying network headers in an effort to deceive or mislead is prohibited.
  - ii. Using someone else’s account or allowing someone else to use your account is prohibited.
  - iii. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
- k. **SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK E-MAIL**  
Using the District technology services to transmit or facilitate the transmitting of any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited.
- l. **HACKING**  
Hacking is a Federal offense. It includes the use of District technology services to access, or to attempt to access, or attempt to penetrate, or attempt to penetrate, security measures of District or another entity’s computer software or hardware, electronic communications system, or telecommunications system. This is regardless of whether or not the intrusion results in the corruption or loss of data. This includes deliberately going into off limit service areas (e.g., hard drive “C: drive” “Default Profile,” “Network Neighbor”, those areas requiring administrative rights etc).
- m. **PLAGIARIZING COPYRIGHTED MATERIALS OR TRADEMARK INFRINGEMENT.**  
Using the District technology services to download, transmit, or copy any material (by E-Mail, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, or other proprietary rights of any third party is prohibited. This includes, but is not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software is prohibited.
- n. **COLLECTION OF PERSONAL DATA.**  
Using the District technology services to collect, or attempt to collect, personal information about third

- parties without their knowledge or consent is prohibited.
- o. **RESELLING AND/OR USING THE DISTRICT TECHNOLOGY SERVICES FOR COMMERCIAL PURPOSES.**  
Reselling the District technology services or using the District technology services for commercial activities is prohibited. The District will hold the student accountable for any costs that may be incurred by accessing commercial services. Using a student account for commercial use is prohibited. The District technology services are intended to support the educational process and/or official school business only.
  - p. **CAUSING NETWORK DISRUPTIONS AND/OR ENGAGING IN UNFRIENDLY ACTIVITY.**  
Using the District technology services for any activity which adversely affects the ability of other people or services to use of the service is prohibited. This includes "denial of service" (DoS) attacks against another network host or individual user or deliberately infecting the District technology service with a virus, worm, Trojan horse, or other malicious software. Interference with or disruption of other network users, network services, or network equipment is prohibited. Downloading or loading software applications on the hard drive ("C: drive") or network drive ("H: drive") is considered an unfriendly activity.
  - q. **ACCESSING PERSONAL E-MAIL.**  
Using the District technology services to access a personal E-Mail account is prohibited. Students may be assigned a District E-Mail account in conjunction with a classroom activity assigned by a teacher. **All District E-Mail accounts are monitored for appropriate use.**
  - r. **LONG CONNECTIONS AND MULTIPLE LOGINS.**  
Using a personal account for high volume or commercial use is prohibited. Students may stay connected so long as they are actively using that connection for educational purposes. Students may not use the District technology services on a standby or inactive basis in order to maintain a connection. Accordingly, the District maintains the right to terminate any user's connection following any extended period of inactivity as determined by the District.
  - s. **USE OF PRINTING SERVICES.**  
District printers should only be used print approved materials as part of an assigned classroom activity by a teacher. **All district printing is monitored.** Abuse of district printing services may involve disciplinary action.

**5. USING THE DISTRICT TECHNOLOGY SERVICE FOR RESEARCH.**

Students should only search/research topics that are part of an assigned classroom activity by a teacher or with permission of a teacher. Unless given written permission by a teacher, researching topics relating to illegal substances, weapons, or other subjects deemed inappropriate to minors is prohibited.

**6. PENALTIES FOR INAPPROPRIATE USE OF DISTRICT SERVICES.**

Penalties for inappropriate use or misuse of District Services will be determined by the building administrator as per the STUDENT CODE OF CONDUCT. The District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issues. Additionally the Student Code of Conduct will be reviewed and consequences applied where applicable.

**7. USE OF PERSONAL ELECTRONIC DEVICES/TELEPHONE USE**

- a. Personal Electric Devices include but are not exclusive to:
  - i. personal computers, laptop computers, netbook computers, portable gaming systems, and all other types of wireless Internet enabled devices;
  - ii. cell phones;
  - iii. cameras;
  - iv. video recorders;
  - v. and all other digital media recorders, players, or similar devices.

**NOTE: The District is not responsible for the theft, loss, or damage that may occur while these Personal Electronic Devices are on school grounds, District transportations systems, and/or while attending District sponsored activities or functions.**

- b. **STUDENT USE OF DISTRICT TELEPHONES**  
Students may obtain permission to use an office phone to call a parent/guardian in case of an emergency. As to not disrupt the educational process, if it is an emergency, parents/guardians should contact the Main Office first.
- c. **CELL (MOBILE) PHONE USE**  
Cell phone use is regulated by each school building administration. Please refer to each building's Student Handbook.
- d. **OTHER PERSONAL ELECTRONIC DEVICES**  
Students may use any other Personal Electronic Devices in class with a teacher's permission in conjunction with an assigned classroom activity (such as the use of a computer to write an assignment), with permission of the building

administrator, or as part of an Individualized Educational Plan (IEP). Having a Personal Electronic Device out at any other time may result in confiscation until such time that the device is picked up by a parent/guardian.

Disciplinary action may also be taken.

e. **ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES.**

Connecting any Personal Electronic Device to District provided services, equipment, or other services is prohibited except where the District provides public wireless Internet access. **The use of District provided public wireless Internet access will be subject to and monitored for acceptable use.** All topics listed in SECTION 4 of this regulation apply to the acceptable use of Personal Electronic Devices while on school grounds, while using District transportation systems, and/or while attending District sponsored activities or functions. Failure to follow these regulations may lead to disciplinary action.

**8. E-MAIL AND ONLINE COMMUNICATION STANDARDS.**

E-Mail is a valuable business communications tool that should be used in a responsible, effective, and legal manner. Although E-Mail is perceived as less formal than other written communications, the same laws and business record requirements apply. The District established the E-Mail service for educational purposes. Every student assigned an E-Mail account for limited educational uses shall be familiar with the acceptable use of E-Mail:

a. **ACCEPTABLE USE**

All guidelines described in SECTION 4 of this regulation apply to the acceptable use of District E-Mail.

b. **PRIVACY AND MINIMAL PERSONAL USE.**

No E-Mail or other form of electronic communication should be considered private. District E-Mail services are not for personal use including but not limited to the distribution of chain letters, junk mail, and jokes. **Use of the District E-Mail is monitored for acceptable use.**

c. **ACCESSING PERSONAL E-MAIL.**

Using the District technology services to access a personal E-Mail account is prohibited.

d. **SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK EMAIL**

Using the District technology services to transmit any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited. Activities that have the effect of facilitating unsolicited commercial E-Mail or unsolicited bulk E-Mail whether or not that E-Mail is commercial in nature are prohibited.

e. **ELECTRONIC MESSAGES**

**Any message posted on a Web Log (blog), Newsgroup Forum, or Web site and/or other electronic site or forum should be considered public and permanent.** All such postings shall be limited to school-based educational use only.

f. **SYSTEM AUDITING AND ARCHIVING**

As stated earlier, **there is no expectation of privacy in the use of the District's E-Mail system. For legal purposes, the District maintains an E-Mail archiving server, which will keep a copy of all sent and received E-Mail.**

g. **E-MAIL ETIQUETTE SHOULD BE FOLLOWED.**

i. Include a meaningful, clear subject line

ii. As with all written correspondence, open your mail with a proper salutation. Close your message with a "Thank-you" and your proper electronic signature.

iii. Use proper grammar and etiquette.

iv. Use standard spelling, punctuation, and capitalization. (Plz Dnt Abbrvt or uze txt msg lngo)

v. Messages should not be written in ALL CAPS. (THERE IS NOTHING WORSE THAN E-MAIL SHOUTING.)

vi. Be direct, brief, polite, and to the point.

vii. Responses requiring a long E-Mail merit a face-to-face conversation.

viii. Use cc: (carbon copy) and bcc: (blind carbon copy) sparingly and as appropriate.

**9. REVISIONS TO THIS REGULATION**

District reserves the right to revise, amend, or modify this regulation, and other policies and agreements at any time and in any manner. Notice of any revision, amendment, or modification will be posted in accordance with District policy.



**SOLVAY UNION FREE SCHOOL DISTRICT**  
**Acceptable Computer and Internet Use Policy for Elementary Students**

Dear Parents/Guardians and Students:

The Solvay Union Free School District provides online access to students, faculty, and staff as part of the district's instructional program. We believe that this access offers valid, diverse, and unique resources, which include the latest technology and information available throughout the world. Our goal is to promote educational excellence by providing opportunities for students and teachers to share, innovate, and communicate with others. Most of the district's online resources are web based. All students, teachers, and staff use them as an educational resource.

The district runs an Internet filtration system called X-STOP on all online computers. This brings the district into compliance with the Children's Internet Protection Act by certifying that the district is taking active steps to prevent students from gaining access to visual depictions that are inappropriate or content that is of non-educational value. Students must sign and return the "Acceptable Computer and Internet Use Agreement and Acknowledgement of Responsibilities for Elementary Students" to the school principal, before computer and Internet access will be approved.

Safety on the Internet is just like everyday safety. You wouldn't walk up to strangers and tell them everything about yourself. You also wouldn't go into unfamiliar neighborhoods without permission. If you learn and use the following safety tips, you will enjoy your time on the Internet much more.

1. I will be a good online citizen, be polite, and not do anything that hurts other people or is against the law.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will not type swear words or bad words.
4. I will not give out my computer password to anyone, even my best friends.
5. I understand that the use of the Internet is a privilege, not a right. The primary purpose of the school's network is educational, and takes precedence over all other uses. Inappropriate use will result in cancellation of that privilege.

Please discuss this agreement with your child. If you have any questions, comments or concerns, please feel free to contact your child's teacher.