

Welcome Back  
LEARN to School  
WONDER  
experiment Grow  
Play shine SHARE  
INSPIRE  
Explore DREAM  
MAKE FRIENDS Have  
enjoy PRETEND Fun  
imagine  
practice SMILE  
sing try new things



**Hastings-Mallory  
Elementary  
Parent & Student  
Handbook  
2023-2024**

*"We empower all students to excel  
as citizens in a changing world."*

## **TEXTBOOKS**

Students are assigned books at various grade levels. They are responsible for returning the books without excessive wear-and-tear. Lost and damaged books and library books must be paid for by the student/parent.

## **VOLUNTEERS**

The Board of Education at Central Square Central School District has a policy for both volunteers and chaperones at district events. The policies are in place to protect students' safety at all times.

Volunteers are intended to support instruction, build an understanding of school programs, and strengthen community/school relations. Chaperones may serve as volunteer supervisors of students at district and/or building-wide events.

Anyone interested in becoming a volunteer and/or chaperone is encouraged to complete an application, which can be found online at [www.cssd.org](http://www.cssd.org). Once an application is submitted, the application will be vetted and submit to the Superintendent's Office for formal approval.

Please consider volunteering or becoming a volunteer chaperone for the 2023-2024 school year.

**Welcome, from Ms. Kira Carinci**

**TESTING**

Each year, throughout New York State, students in Grades 3, 4 and 5 take tests to assess their abilities in English Language Arts and Math. Grade 4 students will also take a test in Science. The various tests require students not only to demonstrate their basic readiness, but also to apply the knowledge and skills they have learned. If you would like additional information regarding the state assessments, contact your child’s teacher.

**TESTING SCHEDULE**

Grades 3—5 English Language Arts    April 10-12, 2024

Grades 3—5 Mathematics                May 2 - 9, 2024

I am Kira Carinci, the Principal at Hastings-Mallory Elementary. I want to warmly welcome you to the 2023-24 school year. As your principal, I am humbled and pleased to work with our dedicated staff and community to help provide an excellent educational experience for our students. Together, we are committed to ensuring that your children receive the best support to learn and grow.

My vision for Hastings Mallory is to provide students with an educational experience that inspires and motivates them to be lifelong learners through being effective communicators, innovative and critical thinkers, and contributing citizens of our world. Our goal is to provide a nurturing environment that meets the individual needs of each student, both academically and socially.

Families, teachers, support staff, community members, and administration all play a part in helping our students develop academically, socially, and emotionally. Together, we can make a positive difference. A strong partnership between home and school fosters greater success for our children. I encourage parents to communicate with teachers and staff to foster a successful partnership.

I am excited for the opportunity to work with you and your child to provide a safe and productive learning environment. I wish our students great success this school year.

As always, please reach out with compliments, questions and/or concerns; you can reach us at 315-668-4252.

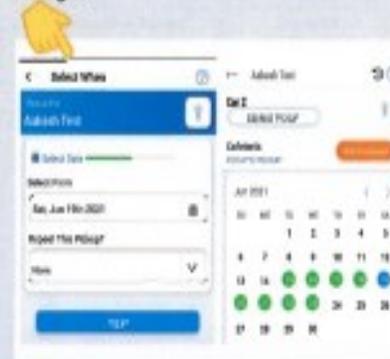
Best,  
Kira Carinci



## PARENT APP GUIDE

### 4 Schedule Pickup Changes

Choose the Child from the Children's tab, and choose the date to change the pickup. You will be able to make single or recurring changes

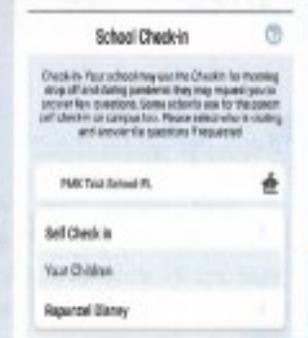


### 5 Change Default pick-up

Select Default PickUp from this screen to change your child's default pick-up mode. If the button is grayed out, the schools may have restricted this.

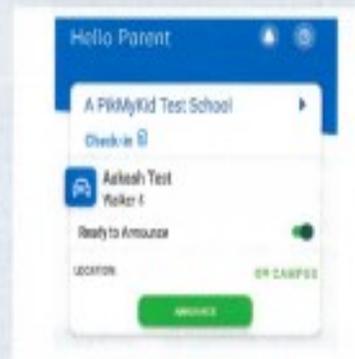
### 6 Check-in

On Checkin tab, you will be able to complete the check-in for you or your children. Contact App Support if the Check-in tab is not available for you



### 7 Announce your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.



### App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support".  
Fill out and submit the form to be connected with a friendly customer service human or email [support@pikmykid.com](mailto:support@pikmykid.com)



# PARENT APP GUIDE

## 1 Download the App

The PikMyKid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

Scan below to download!



iOS



Android

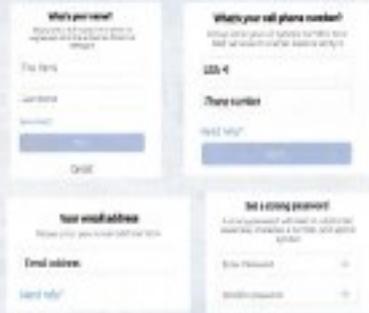
## 3 How to add a child?

Schools might connect your children automatically! If you see the "No Children" on screen and the school gave one time QR code, then select "Add Child" to scan the code and add one child at a time, else tap on "Need additional help?" to reach our support desk.



## 2 Registration

Select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number to complete registration.



## Secure Way of connecting

\*Parents can use our website also - [parentapp.pikmykid.com](http://parentapp.pikmykid.com) to register and make pick-up changes, report student Absence or checkins

Note: Announcement is only available through the parent phone app.

**Need Help?**  
 Email [support@pikmykid.com](mailto:support@pikmykid.com)  
 Be sure to include the name of the school, the child's name, the dismissal ID, and your mobile number, with your questions.

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**CENTRAL SQUARE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEMBERS  
2023-2024**

Randy Hoyt	President
Lorraine Wood	Vice-President
Allison Douglas	
Kristy Fischmann	
Chance Nickerson	
Steven Patch	
Kenneth Sherman	
Casey Morey	
Pearl Horn	District Secretary
Sofia Sherman	Student Representative

**Meeting Dates 2023-2024**

August 8, 2023	April 10, 2024
August 22, 2023	May 8, 2024 Public Hearing & Regular Meeting
September 12, 2023	May 16, 2024 Annual Election and Vote
October 11, 2023	May 17, 2024 Meeting to certify vote
November 7, 2023	June 5, 2024 Retiree Recognition
December 5, 2023	
January 9, 2024	
February 6, 2024	
March 6, 2024	



**PARENT APP GUIDE**

**Q How do I add a change to my child's dismissal schedule?**

- 1) Select your child's name from the "Children" tab
- 2) Choose the applicable calendar date when you want the change to start OR Select More Actions on your bottom right corner
- 3) Select Change Pickup on the box below the calendar OR Create Pickup if using More actions
  - a. Select "Next" if the change is for one day only OR
  - b. Select one of the options to repeat the change, choose the last day and days included in the change, then "Next"
- 4) Select the desired pickup option from the drop-down. Then select who is picking up.
- 5) Confirm Change to save your selection-You will see a green notification on the top of the screen with the confirmation of the changes.

**Q How do I announce my arrival to the school?**

- 1) Parents can only announce at school, during the set dismissal hours, if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

**Q How do I manage my delegates?**

- 1) Select Account at the bottom of your screen, then select Manage Approved Contacts
- 2) Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. \*Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.

## **PikMyKid**

### **Dismissal Application**

Dear Parents and Guardians,

Our school uses the PikMyKid program to help organize the school dismissal process and improve safety. This program is a phone application downloaded onto your smart phone (found in the app store) and will allow you to notify the school of pick-up changes and authorize others to pick-up your child from school and alert you when your child has been picked up.

The registration process is easy and we ask that all parents register with the phone application as soon as possible. Several resources are included on the following pages to help you understand how to use the application and assist you with this transition. Please make sure you register with your personal current mobile phone number or the app will not allow you to access your child's information for security reasons.

If you do not think the school has your mobile number on file or if your child does not appear in your app's home page, contact [support@pikmykid.com](mailto:support@pikmykid.com) after registration, with your child's name, school, grade, and updated contact information for you.

Anyone who will be picking up your child should also register themselves with the application. Their screen will be blank and they will not have any authorization until you allow it within the app.

Thank You for your cooperation!

<b>DISTRICT ADMINISTRATION 315-668-4220</b>
---

Mr. Thomas Colabufo, Superintendent	Ext 70221
Mrs. Erin Phillips, Assistant Superintendent for Curriculum and Instruction	Ext 70227
Mrs. Kristin Enright, Executive Director of Curriculum and Instruction	Ext 70227
Mrs. Christina Smith Executive Director of Pupil Personnel Services	Ext 70271
Mr. David Maestri Executive Director of Personnel	Ext 70248
Ms. Iraina Gerchman Executive Dir. for Planning, Development, and Technology	Ext 70352
Mrs. Maureen Phippen Ladd School Business Manager	Ext 70219
Mr. Jamie Grimshaw Director of Health, P.E. & Athletics	Ext 70336
Mr. Paul Brissette Director of Facilities	Ext 70255
Mr. John Pierce Transportation Supervisor	Ext 70210
Ms. Amy Catlin School Lunch Director	Ext 70345

## **Hastings–Mallory Elementary School Directory**

www.cssd.org

### **Phone Numbers**

Main Office 315-668-4252 ext 18204  
Fax Line 315-668-4299  
Nurse's Office 315-668-4252 ext 18028  
Cafeteria Manager 315-668-4252 ext 18101

### **Principal**

Kira Carinci

### **Building Secretary**

Shannon Pierce

### **School Nurse**

Veronica Penoyer

### **School Psychologist**

Theresa Flinn

### **Social Worker**

Maryjane Quenneville

### **Special Patrol Officer**

Ann Clark

### **School Counselor**

Lindsey George

### **Teaching Assistants**

Christina Auer

Cindy Avery

Lisa Cecile

Yvonne Friscia

Mia Galvan

Katy Geesaman

Julianna Godici

Ashley Haynes

Krystal Krahl

Amanda Ladd

Jennifer Mawson

Mary Pandossi

Crystal Seoane

Linda Smith

Kim Stala

Victoria Taylor

Charlene Tortorelli

### **Food Service**

Patsy Suter, Mgr.

Melissa Haskell

Robin Stanton

### **Cafeteria Monitors**

Tina Hanson

Jennifer Hollingsworth

## **PikMyKid**

### **Dismissal Application**

Hastings-Mallory Elementary School uses PikMyKid (an app available on Android and iPhone devices) to stream-line after school student dismissal. If your child(ren) will be picked up after school or staying after school for a club or the BASCOL program, this app will be the way you let us know your intentions. Please download the app and set it up according to the directions provided with this handbook. Any technical questions about the app can be directed to the PikMyKid support team—they are very responsive.

They can be reached by email: [support@pikmykid.com](mailto:support@pikmykid.com)

Parents will be responsible to change the dismissal information on PMK as needed. If you are not able to, please notify the school in writing so that changes can be made on your behalf.

### **PIKMYKID PHONE APP**

### **PARENT INFORMATION**

### **CONTINUED ON**

### **NEXT FOUR PAGES**

## SCHEDULE INFORMATION

Bus Arrival	8:40 —9:05 a.m.
Breakfast	8:40 a.m.
Students to Class	9:07—9:10 a.m.
Morning Announcements	9:15 a.m.
Instruction	9:15 a.m.—3:45 p.m.
Lunches	10:55a.m.—1:20 p.m.
UPK Classes a.m.	9:10 a. m.—11:50
	1:15 p.m.—3:45 p.m.
Afternoon Announcements	3:40 p.m.
Student Dismissal—Parent Pick-Up	p.m.
Student Dismissal—Load Buses	3:45 p.m.

Any student arriving prior to 9:10 a.m. will **not** be supervised unless they are eating breakfast. Teachers and staff may have meetings, etc. prior to the beginning of the school day.

Any student arriving after **9:10 a.m.** is considered late and must be signed in at the Main Office.

For the safety of **all** students, **no vehicles are allowed in the bus circle between 8:30 a.m.– 9:30 a.m., and 3:00 p.m.—4:00 p.m. daily.** It is illegal to pass a stopped school bus—this means in the school bus circle also!

**\*\*If you are picking your child up at the end of the day, please sign your child out at the Dismissal station in the Main Entrance. All students who were signed out will be dismissed when announcements are made. If you are signing your child out prior to dismissal time, please go directly to the Main Office.**

## Teaching Staff

### Universal Pre-K

Michelle Regensburger

### Kindergarten

Carol Feeney  
Missy Feeney  
Kelley Foster

### First Grade

Denise Hawkins  
Robert Inzalaco  
Christine Rivers

### Second Grade

Mary Lou Green  
Melanie Payne  
Alexis Spadaro

### K-2 Foundations

Alayna Arnold

### 3-5 Foundations

Laura Li

### Third Grade

Bridget Cousineau  
Tami Grover  
Heather Jackson

### Fourth Grade

Alicia Crandall  
Kelly Misita  
Autumn Sutton

### Fifth Grade

Rose Cruceta  
Michelynn McCall  
Sara Schaefer

### Curriculum Consultant

Toby St. John

### AIS

Kelly Lizotte  
Lori Munnich  
Melanie Sheridan

### Special Education

Lynne Aumell  
Alexis Battreall  
Jackie Straub

### Art

Lindsey Stehle  
Katie Wood

### Library

Christin Bell

### Music

Ron Hurne  
Andrea Love

### Physical Education

Jeff Ryan

### Band

Elizabeth Otero

### OT/PT

Alison Eisnor-Pitcher  
Kay Springer  
Christina Bova  
?????

### Speech

Tara Jones  
Jennifer Petranchuk

### ELL

Leeann Azzano

## ATTENDANCE POLICIES

Attendance is important!

- ◆ Student attendance is fundamental to academic success.
- ◆ It is a student's responsibility as a member of the school community.

Every student is expected to be on time and remain in school for the entire day. The goal is to have each student in attendance for at least 95% of the school year. Parents will be notified quarterly if their child's attendance falls below 85%, which is the District guideline.

If there is an absence due to illness, please call Mrs. Penoyer the school nurse, at 315-668-4252; ext. 18028

Please send a written excuse in with your child when they return to school, even if you have called the school nurse. You may send an email to the school secretary (spierce@cssdapps.org), school nurse (vpenoyer@cssdapps.org), and your child's teacher. This is also accepted as a written excuse.

NYS Education Law requires that written excuses be kept on file. If no excuse is received within five (5) days, the absence is considered unexcused.

Requests for class work and homework **will not** be granted for unexcused absences (i.e. vacations). It will be the responsibility of the student/parent to request missed work upon the student's return to school.

Any student being retained on grade level will have a written and approved intervention strategy developed for him/her in consultation with the student's parent/guardian. Approval will be the responsibility of the office of the Assistant Superintendent for Curriculum and Instruction. This policy shall encompass any changes in the Commissioner's Regulations related to promotion, retention, or graduation requirements.

## REPORT CARDS/REPORTING PERIODS

Report cards will be sent home each trimester.

For the 2023-2024 school year, report cards will be released on the following dates:

December 5, 2023

March 12, 2024

June 26, 2024

## RECORDS

If names, addresses, or phone numbers change, the school must be informed as soon as possible. Should you move, please notify the Main Office as early as possible. If any court papers are necessary regarding custody of a child, visitation rights, supervision of a child, etc., the office **must** have a copy.

## PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is an organization of parents and staff with a common goal of helping the community of Hastings– Mallory Elementary. The organization’s goal is to assist the students and staff by funding field trips and cultural programs, sponsoring school pictures, a yearbook, book fairs, as well as organizing fifth-grade activities and end-of-the-year programming. The PTO meeting dates will be listed on our school calendar and on the PTO’s facebook page. All are welcome to join the PTO and become an active part of the school community.

## PROMOTION AND RETENTION

It is essential that each child experience both challenge and success from school activities. The concept of grade/course placement is based on the premise that each placement will provide appropriate experiences for students at particular stages of their academic, physical, and emotional growth.

Promotion or retention of a student will be considered according to academic achievement, based on state and district standards. Retention will only be considered if it is expected to be beneficial to the student’s growth. Students will be promoted on the basis of academic achievement. Social promotion will be granted only in the event of extenuating circumstances. Social promotion shall only be allowed once during a student’s school career. Social promotions must be approved by both the principal and the Assistant Superintendent for Curriculum and Instruction .

Recommendations for grade-level retention will be recommended to the school principal by the teacher(s), or school psychologist after full notification and consultation with the student’s parents. Final authority and responsibility for grade/course placement rest with the school principal, subject to review by the Superintendent or his/her designee and by the Board of Education.

## ATTENDANCE POLICIES

The Central Square Central School District Board of Education affirms that attendance means being present in school/class at times designated by the Board-approved building schedules. This policy establishes an 85% minimum rate.

### Legal Reasons for Absences

The following are excused absences that will not affect a student meeting the minimum 85% attendance rate:

- ◆ Personal Illness
- ◆ Court Appearance
- ◆ Illness/Death in the Family
- ◆ Quarantine
- ◆ Remedial Health Treatment
- ◆ Religious Observation
- ◆ Military Obligation
- ◆ Approved Cooperative Work Program or College Visitation (with prior approval of the principal)
- ◆ Impassable roads or bad weather, as determined by the Superintendent

**Unexcused Absence**—any absence not designated as a legal reason

**Tardiness**—when a student arrives to school after the official start time (9:10 a.m.)

**Truancy**—when a student is absent from school without the knowledge or consent of his/her parent or guardian and the school administration

## BEHAVIOR

The faculty and staff of Hastings-Mallory Elementary work to nurture students to have a sense of responsibility for their actions and help students to learn and develop positive behaviors. We expect children to respect and show consideration for others. Good behavior will be praised. Students should respond respectfully and promptly to adult requests. If students make poor behavioral choices or forget to think about how their actions may hurt others, we will help them become aware of other behaviors they can use, which will help them feel better about themselves and get along better in school and life. While developing patterns of good behavior in children is our first priority, there may be occasions when disciplinary action is necessary. When this occurs, we will follow the procedures outlined in the CSSD District Code of Conduct.

Following are some specific behavioral expectations of which students and parents should be aware, though the actual Code of Conduct should be consulted for specific questions or concerns.

### **Student Dress Code**

The responsibility of student dress and general appearance rests with the individual student and parent. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere or contradict the educational mission of the school.

CSSD prohibits wearing attire bearing any expression or insignias which are obscene or offensive, or which advocate racial or religious prejudice, items that denigrate others, display sexually suggestive language or promote alcohol, drug, or tobacco use.

## IMMUNIZATIONS

The New York State Department of Health has also revised its immunization guidelines. Please consult your child's physician for these new guidelines. All students must have record of having received the proper immunizations **prior to starting school.**

## ILLNESSES

Fever — a child should be without fever for 24 hours (without the use of fever-reducing medication) before returning to school. A fever is considered 100.4 degrees or higher.

Vomiting/Diarrhea — students should be free of all symptoms for 24 hours AND have resumed a normal diet and physical activity before returning to school. Do not send a child to school if they have had any of these symptoms throughout the night.

Strep Throat — a child must be on medication for 24 hours and fever-free before they may return to school.

Pink-Eye — a child must be on medication for at least 24 hours and without symptoms before returning to school.

## MEDICATIONS

**No medication** of any kind (this includes prescription, herbal, topical, and over-the-counter) can be given to a child at school without physician AND parent **written** authorization per New York State Education Law. **The only allowable exception** is when the parent and physician submit a written request to the school nurse prescribing a specific medication or drug and the necessity of administration during school hours. The necessary authorization form is available on the district's web site and from the school nurse.

## PHYSICAL EXAMS AND SCREENING

New York State Education Law requires all students to have periodic physical exams. In the Central Square Central School District, **physical exams are required in grades Pre-K/K, 1, 3, 5, 7, 9, 11, and all new entrants**. A copy of the health examination must be provided to the school within 30 days from when a child first starts school. Physical forms, to be completed by the student's family physician, are available in all district school buildings and on our web site. If a child does not submit a completed form, he/she will require a physical at school by the school medical practitioner. Physical exams include calculating the student's body mass index (BMI). This information is sent to the NYS Department of Health, but no names are given. If you do not want your child's BMI information included in the report to the state, please notify your school nurse by December 1.

New York State law also requires vision, hearing, and scoliosis screenings. Parents will be notified in writing of any problems detected through these screenings. Parents are required to have these notices completed by the appropriate health care provider and returned to the nurse. Call the Health Office to discuss any concerns you may have.

## Personal Property

Toys, iPods/iPhones/SmartPhones and other electronic communication devices, video gaming personal devices, skateboards, collectible cards, and other expensive items **are not allowed in school**.

## Phones

Students are not allowed to have cell phones for use in school or on buses. Students will also only be allowed to use the telephone in the Main Office for emergencies. **They will not be allowed to call home for bus passes, homework, instruments, etc.**

## 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.

## Bus Conduct

A student's school day begins when he/she gets on the bus in the morning and does not end until he/she gets off the bus in the afternoon. Therefore, the building expectations and general rules of conduct for the school also apply to the bus.

Buses have assigned seats. The bus driver is in charge of students on the trip to and from school. Students are expected to follow the driver's directions. In the event the driver writes a bus referral, the principal will intervene and disciplinary action will be taken according to district policy. Continued problems on the bus could lead to suspension from the bus.

## Removal of a Disruptive Student

**Teachers-** A disruptive student is one who negatively affects a teacher's ability to teach and makes it difficult for other students in the classroom to learn. In many instances, the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that other students can continue to learn.

**Bus Drivers-** A disruptive student is one who negatively affects a bus driver's ability to safely operate the Central Square School District bus or poses a danger to another student. In most instances, the bus driver can control disruptive student behavior by using good management techniques, and implementing verbal and written communication with students and parents. When behavior warrants, the bus driver will complete a referral form and give it to the appropriate administrator.

## Disciplinary Procedures and Penalties

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the most appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- ◆ The student's age;
- ◆ The nature of the offense;
- ◆ The student's prior disciplinary record;
- ◆ The effectiveness of other forms of discipline;
- ◆ Information from parents, teachers, and others; and other extenuating circumstances.

If an adult is selected to chaperone a field trip, it is expected that he/she will follow these guidelines:

- ◆ Be familiar with and follow school rules as well as rules of the venue.
- ◆ Comply with rules established by the teacher.
- ◆ Ride the bus to and from the event.
- ◆ Do not smoke or drink alcohol throughout the entire trip.
- ◆ Dress appropriately for a trip (e.g. zoo vs. a play).
- ◆ Avoid using inappropriate or demeaning language.
- ◆ For student safety, remain with the assigned group. Do not spend time in conversation with other chaperones.
- ◆ Keep children calm and enforce good manners and behavior.
- ◆ Tell the teacher immediately of any behavioral concerns.
- ◆ Avoid discussing other children or families.
- ◆ Be 21 years of age, and preferably a parent or guardian.
- ◆ Realize that one may not be placed with his/her own child.

## HEALTH SERVICES

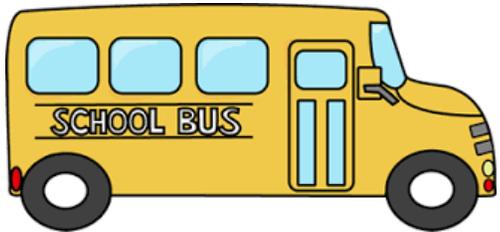
The Student Health Services Program wants to ensure the maximum physical, mental and social development of every child in the District. This program is an important part of the District's overall mission. Each building in the District has a nurse available for first-aid treatment and to handle any emergencies/illnesses that may occur during school hours. Parents will be notified immediately of any such occurrences. Parents are responsible for transporting their children if they need to leave the building. **It is imperative that the school nurse has updated emergency telephone numbers at all times.** The nurse is your child's advocate and wants the best situation for your child while attending school. Please communicate with your school nurse so they are able to make accommodations for your child's health needs as necessary.

## EMERGENCY DRILLS

State law requires that we conduct 8 evacuation and 4 lockdown drills each year. These drills are necessary to practice so that students and staff are able to react to emergency situations calmly and in the shortest time possible.

All students are expected to cooperate with staff members during safety drills. They need to leave the building in a quiet and orderly manner or for a lockdown drill remain quiet in their classrooms. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline.

## FIELD TRIPS



Field trips are learning experiences that add value as well as enjoyment for all of our students. Any time a field trip that takes place out of the school district, parental permission is required. Teachers will send home permission slips to be signed, and they will inform the parents of the place, date and times students will be out of the building.

There are times students will go to another building in the district for a play or performance. Teachers will notify the parents of these trips, but a permission slip is not required. District buses will provide transportation.

Often, chaperones are requested for field trips. Chaperones are parents/guardians, or other relatives who have received district approval as chaperones and/or volunteers and are selected by the classroom teacher to attend a given field trip. The link for our chaperone approval form can be found on the district website under the community/parents tab and then volunteer/chaperone form.

Consequences will be assigned at the discretion of the principal, superintendent, or Board of Education and may consist of (but not be limited to) the following:

- ◆ Verbal warning
- ◆ Written warning
- ◆ Written notification to parent
- ◆ Detention
- ◆ Suspension from transportation
- ◆ Suspension from social or extracurricular activities
- ◆ Suspension of other privileges
- ◆ In-school suspension
- ◆ Removal from classroom by teacher
- ◆ Short-term (5 days or less) suspension from school
- ◆ Long-term (more than 5 days) suspension from school
- ◆ Permanent suspension from school
- ◆ Notification of authorities

## COMMUNICATION

It is very important that parents, teachers and principals communicate frequently concerning the progress and needs of the children. Communication can be via e-mail, notes, phone calls, or in person. The phone number for the school is 315-668-4252. Any staff member can be e-mailed by going to [www.cssd.org](http://www.cssd.org) and clicking on "Staff Directory." Please be sure to check your child/children's backpack(s) and/or folder(s). We do send home notices regarding changes in schedules, dismissal times, and days off, etc. It is the responsibility of the student to be sure these notices make it home.

## BIRTHDAYS/CELEBRATIONS

It is a practice of the Central Square School District that only store-bought and prepared foods can be shared in school. We cannot accept home-baked or home-prepared foods. Practices regarding birthday and other party celebrations vary by teacher. Birthdays are a special time for your child and classroom celebrations are enjoyed by all. If you plan to send a treat to school for your child's birthday, please contact the teacher for a convenient time to do so. Birthday treats can be left in the office for delivery to the classroom.

## BUILDING SAFETY & VISITORS

For safety reasons, all entrances of the building are locked. To gain entrance to the building, please push the buzzer at the front door, and, when prompted, state **your name and reason for coming to the building**. School staff will then allow you to enter the building.

For safety of the children, parents/guardians picking students up during the school day must:

- ◆ Come into the Main Office to sign their child out.
- ◆ Be prepared to show identification.
- ◆ If not the custodial parent/guardian, have a note from the custodial parent/guardian.

Any person not employed by Central Square School District is considered a visitor, and should sign in and wear a visitor pass. **Unexpected visitors will not be permitted to go to classroom areas between 9:10 a.m. and 4:00 p.m.** Expected visitors must report to the Main Office and be prepared to show identification. Once permission from office personnel has been obtained, visitors will receive a visitor pass to wear prior to entering the requested area.

## EMERGENCY CLOSINGS

The Superintendent of Schools may delay, close, or dismiss students early when hazardous weather or other emergencies threaten the health and safety of students. **Parents are requested to avoid calling the school.** It is important to keep the school telephone lines open. School closing and delay times will be announced over the local television and school web site.

The following stations will carry information regarding emergency closings: WSYR (Ch. 9), WSTM (Ch. 3), WTVH (Ch. 5), Cable Channel 10.

Parents and community members are also invited to sign up for Text and E-mail Alerts about emergency closings by going to [www.cssd.org](http://www.cssd.org), finding the "Community" drop-down menu and then clicking on "CSSD Notifications Sign-Up"

## EMERGENCY RESPONSE PLAN

The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) Law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to emergencies in schools. In support of this legislation, Brewerton Elementary, as well as all district schools, have established Building Safety teams.

## BUILDING USE

Outside organizations may use rooms in the building with the completion and approval of a Building Use application. The organization using the school must take proper care of all school items used and is responsible for damages. When children are involved in the use of the building, they must be supervised at all times. If a custodian or a member of the cafeteria is required to be present, the organization will be responsible for their pay on an hourly basis.

## BUS PASSES

Parents must present a **signed and dated** note to the Main Office for their child to receive a bus pass. The note needs to contain the child's name, bus number and the **full name and address** of the person's house to which they will be riding. Riding another bus is subject to approval and not automatic, due to numbers of passengers already assigned to that particular bus.

***\*For safety purposes, we cannot take bus passes via phone calls.***

## CAFETERIA

Our school district participates in the National School Breakfast and Lunch program and qualifies under the Community Eligibility Provision (CEP). We must follow all USDA regulations and guidelines.

**All students enrolled in the Central Square District are eligible to receive one healthy breakfast and one healthy lunch at school at no charge to your household each day of the 2023-2024 school year.** Ala carte items such as milk purchases without a complete meal, ice cream, snacks, and second meals will still be available for purchase but are not covered by this program. In order to purchase these items money must be on a student's account or they must pay at the time of purchase. No charging will be allowed. You may pre-pay by using mySchoolBucks accounts or by sending in a check made out to CSSD Lunch Fund.

Behavior Violation	Level 1	Level 2	Level 3	SPO	Notes
<b>Theft</b>					
Theft / Possession/ Transfer of stolen goods under \$500	X	X	X	X	
Theft / Possession/ Transfer of stolen goods over \$500		X	X	X	
<b>Tobacco / Tobacco Products / Nicotine Products / Electronic Vaporizers and/or Smoking Devices</b>					
Possession and/or use (School Board Policy #7320 & #5640)		X	X		
Distribution and/or selling (School Board Policy #7320)		X	X	X	
<b>Violent</b>					
Threatening to commit an act of violence	X	X	X	X	
Striking a student	X	X	X		
Striking an adult	X	X	X		
Committing an act of violence towards a student	X	X	X	X	Committing an act of violence (such as hitting, kicking, punching, etc.), unless otherwise related to their disability
Committing an act of violence towards an adult	X	X	X	X	
<b>Weapons, Firearms, Explosives</b>					
Possession of instruments or objects that could be used as weapons		X	X	X	Expulsion for no less than one calendar year is mandated by state law for firearms violation, but can be modified on a case-by-case basis by the superintendent of schools
Possession of an instrument or object used as a weapon with intent to cause injury			X	XX	
Possession of a weapon			X	XX	
Firearms (possession of a firearm as defined in 18 USC 921 of federal code; ex. handguns, rifles, shotguns, bombs)			X	XX	
Other guns (possession of any gun of any kind, loaded or unloaded, operable or inoperable including, but not limited to, BB guns, pellet guns, etc.)			X	XX	
Explosives (possession, sale, distribution, detonation or threat of detonation) of an incendiary or explosive material or device including, but not limited to, firecrackers, smoke bombs, flares, or any combustible or explosive substances or combination of substances or articles, other than a firearm			X	XX	

## CAFETERIA PRICES

Breakfast	No charge
Lunch	No charge
Additional entrée w/ lunch	\$2.60
Milk	\$.75
Ice Cream	\$1.00
Homemade Cookie	\$1.00

## CAFETERIA RULES

Breakfast and lunch is a time when students may enjoy eating with friends. To help make being in the cafeteria a pleasant experience for all, the following rules have been established:

- ◆ Talk quietly with children close by.
- ◆ Stay in one's seat.
- ◆ Raise one's hand if in need of assistance.
- ◆ Keep all trash on trays.
- ◆ Use good manners.

Behavior Violation	Level 1	Level 2	Level 3	SPO	Notes
<b>Illegal Behavior</b>					
Criminal Mischief - The destruction or serious defacing of school property of the property of others	X	X	X	XX	
(Trespass) Burglary - illegal or unauthorized entry to any area of the school during or after regular school hours; ex. Classrooms, cabinets, auditorium, offices, lockers, gymnasium, rooms, etc.	X	X	X	XX	
<b>Illegal Drugs</b>					
Under the influence (School Board Policy #7320)		X	X	X	
Use and/or possession (School Board Policy #7320)		X	X	XX	
Distribution and/or selling (School Board Policy #7320)		X	X	XX	
<b>Inhalants</b>					
Under the influence		X	X		
Use and/or possession		X	X	X	
Distribution and/or selling		X	X	X	
<b>Sexual Assault / Sexually based Infraction or Offenses</b>					
Forced sexual act		X	X	XX	School staff is required to refer students to appropriate counseling
Sexual harassment (ex. Unwelcome sexual advances; requests for sexual favors" or inappropriate verbal, written or physical conduct of a sexual nature)		X	X	X	Possession and/or transmission of child pornography is subject to prosecution and must be reported to the police
Sexual activity or sexual misconduct (ex. Indecent exposure, engaging in sexual activity, etc.)		X	X	X	
<b>Technology Acceptable Use Policy</b>					
Inappropriate use of school devices (School Board Policy #7315, 7315R)	X	X	X		The action by any student to view or change information on an electronic device that they are authorized/not authorized to access  Possession and/or transmission of child pornography is subject to prosecution and must be reported to the police

## Positivity Project (P2)

Behavior Violation	Level 1	Level 2	Level 3	SPO	Notes
<b>Disruption to the Educational Process/Misconduct</b>					
Disruptive behavior	X	X	X		
Use of profanity or obscene language or gestures	X	X			
Use of profanity or obscene language or gestures towards staff members	X	X	X		
Throwing objects without physical harm (including bus, classroom, hallway, etc.)	X	X			
Throwing objects that pose a potential threat of harm (including bus, classroom, hallway, etc.)	X	X	X		
Refusing to sit in an assigned seat on a school vehicle	X	X			
Deliberately tampering with emergency exits / improper activation of a fire alarm (including bus)		X	X	XX	Principals must complete NYSED Office of Facilities Planning Fire Incident Report Form. If the fire alarm is the fire department must be notified and they have jurisdiction until the event is investigated
Loitering The act of remaining in an area for no obvious reason (hanging around)	X	X			
<b>Fighting</b>					
Fighting - Aggressive physical conflict between two or more individuals including: wrestling, shoving, punching, kicking, hitting, shaking, poking, etc.		X	X	X	DASA investigation may be warranted
Fighting with serious bodily injury		X	X	XX	
Fighting that causes the principal to initiate "hold in place" emergency procedures, prevents large numbers of students from moving through the hallways and disrupts the educational process for large numbers across the school, or poses a serious and grave threat to safety of large numbers of students, such as threat of substantial bodily harm to students			X	XX	
<b>Gambling</b>					
Participating in games of chance, skill for money (including card playing) for money and/or things of value	X	X	X		

The Positivity Project (P2) is dedicated to empowering America's youth to build positive relationships by recognizing the character strengths in themselves and others. Their vision is to help schools and families cultivate citizens and leaders who will enhance our communities and country. Positive psychologies scientifically validated 24-character strengths serve as its foundation. Positive psychology teaches that people have all 24 strengths within them – and that character is not just skills or behaviors, but rather an intrinsic part of each of us.

P2 is not a program with strict guidelines. Instead, it educates teachers on the character strengths and relies on them to teach in a way that best meets their students' needs. It is a school-wide endeavor, grounded in the consistency of daily classroom instruction.

The project will help educators instill vocabulary and the meaning of the strengths through explicit teaching of each strength for 15 minutes per day. Schools and educators are encouraged to tailor the materials for their own best use, as they know their students and curriculum better than anyone else.

Sept.—Intro-Other people matter, Teamwork

Oct.—Self Control, Social Intelligence

Nov.—Bravery, Gratitude

Dec.—Kindness, Perspective

Jan.—Enthusiasm, Optimism

Feb.—Honesty, Forgiveness

March—Perseverance, Love of Learning

April—Humor, Creativity

May—Leadership, Fairness

June—Curiosity, Prudence

## SECOND STEP

Second Step is a social-emotional learning program that teaches various social and emotional skills such as emotion recognition and management, empathy, problem solving, bullying prevention, and goal-setting.

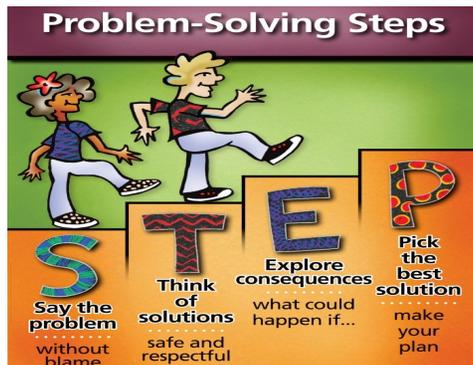
The *Second Step* program teaches skills in the following four areas:

**1. Skills for Learning:** Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with school-work.

**2. Empathy:** Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion.

**3. Emotion Management:** Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.

**4. Problem Solving:** Students learn a process for solving problems with others in a positive way..



Behavior Violation	Level 1	Level 2	Level 3	SPO	Notes
<b>Bomb Threat</b>					
Making threats of providing false information about the presence of explosive materials or devices on school property			X	XX	
<b>Bullying, Harassing and/or Discrimination</b>					
Intentional conduct (including verbal, physical, or written conduct) that constitutes bullying, discrimination or cyberbullying	X	X	X	X	A Dignity for All Students Act (DASA) investigation is always documented and required when bullying, discrimination and/or harassment are suspected
Intentional conduct via electronic communication that constitutes bullying, harassment or discrimination	X	X	X	X	Depending on the allegations a Title IX or other investigation as outlined in applicable board policies may be required
Persistent and repeated incidents of bullying targeted at the same person or group	X	X	X	X	For more information please visit <a href="http://cssd.org">cssd.org</a>
Defamation - making false or unprivileged statements or representations of an individual or identifiable group of individuals that harm the reputation of the person or identifiable group by demeaning them. Includes posting or publishing videos, audio recordings or pictures (written material, cell phones, internet, Facebook, YouTube, Snapchat and/or any form of social media.)	X	X	X	X	
Harassment (Threatening behavior) A threat to engage in menacing behavior that is violent or sexual in nature, without physical contact, that would likely cause offense, annoyance or alarm	X	X	X	X	
Harassment of Staff (Threatening behavior) A threat to engage in menacing behavior that is violent or sexual in nature, without physical contact, that would likely cause offense, annoyance, or alarm	X	X	X	X	
<b>Damage to School Property or Personal Property</b>					
Minor damage (less than \$50)	X	X			
Damage to another person's or school property (\$50-\$500)	X	X	X	X	
Damage to another person's or school property (over \$500)	X	X	X	X	

## High Five!

High Five! is a unique, four-week program focusing on emotional, physical, and sexual abuse prevention taught by the school counselor. This comprehensive program gives children the skills they need to be safe, happy, and healthy.

Behavioral Chart Interventions and Consequences					
Behavior Violation	Level 1	Level 2	Level 3	SPO	Notes
<b>Absences</b>					
Skipping/late to class without a valid reason	X	X			
Persistent or excessive absences from school (School Board Policy #7110)	X	X			Significant absences from school will result in having Child Protective Services informed and possibly involved
Leaving School without permission	X	X			
<b>Academic Dishonesty</b>					
Plagiarism, copying another's work, cheating or altering records	X	X	X		
<b>Alcohol</b>					
Under the influence of Alcohol (School Board Policy #7320)		X	X	X	School staff will refer student to appropriate substance abuse counseling School nurse will be notified immediately
Use or possession of Alcohol (School Board Policy #7320)		X	X	X	
Distribution or selling of Alcohol (School Board Policy #7320)		X	X	XX	
<b>Arson</b>					
Starting a fire		X	X	X	NYS Uniform Fire Prevention Code 401.3 requires building principals to contact the fire department for any and all unwanted fires
Starting a fire: Destruction of property as a result of a fire		X	X	XX	Principals must complete NYSED Office of Facilities Planning Fire Incident Report Form 2014.
<b>Assault on Student of Other Individual</b>					
Assault with or without injury		X	X	X	
Assault on student with serious bodily injury with or without provocation (hitting, kicking or punching another student)			X	X	
Two or more persons intentionally assault with injury		X	X	X	
Two or more persons intentionally assault with serious bodily injury			X	X	



## DISTRICT CODE OF CONDUCT

### Code of Conduct

A new law was enacted by New York State, effective July 1, 2001, requiring each school district to adopt a Code of Conduct. The Central Square Central School District Board of Education took such action in June 2001. The District has developed and will amend, as appropriate, a written Code of Conduct for the maintenance of order on school property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

### Introduction

The Central Square Central School District Board of Education ("Board") is committed to providing a safe and orderly learning environment where students may receive and Central Square Central School District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other Central Square Central School District personnel, parents and other visitors is essential to achieving this goal. Central Square Central School District has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization. The Board recognizes the need to clearly define these expectations for acceptable conduct on Central Square Central School District property, identify the possible consequences of unacceptable behavior, and to see to it that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on Central Square Central School District property or attending a Central Square Central School District function.

The District Code of Conduct can be found on our website, [cssd.org](http://cssd.org).



### Conduct and Discipline

#### Behavior Violations and Levels of Response

OPTIONS			
Level I	Level II	Level III	SPO
<ul style="list-style-type: none"> <li>• Warning/Verbal reprimand</li> <li>• Time-out/out of classroom</li> <li>• Loss of privilege (lunch detention, loss of recess, pass restriction, timeout in office, etc.)</li> <li>• Conference with student</li> <li>• Communication / conference with parent</li> <li>• Detention</li> <li>• Referral to support staff</li> <li>• Behavior plan</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privilege (loss of recess, lunch detention, etc.)</li> <li>• Extended removal from class</li> <li>• Suspension                             <ul style="list-style-type: none"> <li>– In-school</li> <li>– Out of school</li> </ul> </li> <li>• Behavior plan</li> <li>• Referral to support staff</li> <li>• *Police notification</li> <li>• *Removal from school property</li> <li>• *Social probation</li> <li>• **Superintendent hearing</li> </ul>	<ul style="list-style-type: none"> <li>• */**Alternative placement</li> <li>• **Long-term suspension</li> <li>• **Superintendent hearing</li> </ul>	<p>X - may get SPO involved</p> <p>XX - <b>must</b> get SPO involved</p>
<p>* Administrator / Superintendent Action</p> <p>** Superintendent Action</p>			