Visitors' Policy

All visitors, including parents, coming into the school building are **required** to report to the main office immediately upon arrival. **(DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM BEFORE SCHOOL, DURING THE TIME WHEN SCHOOL IS IN SESSION, OR AFTER SCHOOL.)**

Each visitor/parent must sign the "Visitor's Register" in the Main Office and be issued a "Visitor’s Pass" before proceeding to any other part of the building. The Visitor’s Pass must be returned to the office and the Visitor's Register, signed out.

Remember: This is for the safety of our children. Your cooperation is sincerely appreciated by the entire staff.

Mission Statement

The Vestal Central School District believes each student is unique and can learn. The District's mission is to provide instruction, programs, strategies and challenges in a caring, positive learning environment. Each student will become a critical thinker, a lifelong learner, and a responsible, contributing citizen in a changing global society. The Board of Education, staff, parents, students and community share a commitment to this mission.

District Goals

**Challenge** all Vestal students to meet ever-increasing standards of excellence in preparation for participation in the global society.

**Support** students' efforts to learn and grow by assuring all a positive educational environment.

**Foster** community pride in the Vestal schools by communicating openly and effectively about our students and the school program.

**Invest** fiscal resources responsibly and effectively to accomplish the District's mission.
September 4, 2018

Dear Parent/Guardian:

African Road Elementary, Clayton Avenue Elementary, Glenwood Elementary, Tioga Hills Elementary, Vestal Hills Elementary, and Vestal Middle School are eligible to receive Title I funds. Under the Elementary and Secondary Act (ESSA), school districts have the obligation related to Parents’ Right-To-Know. Specifically, at the beginning of each school year, school districts must notify parents that the parents may request, and that the School District will provide parents upon request and in a timely manner:

- Information regarding the professional qualifications of the student’s classroom teacher, including whether the teacher is teaching in the field of discipline for which he/she is certified.
- Information on each assessment required by the state, including assessments required to comply with the accountability provisions of the ESSA.

If you have any questions regarding the professional qualifications of your child’s teacher and/or information on required assessments, please contact me at (607) 757-2212; thank you.

Sincerely,

Thomas E. Comerford, III

Thomas E. Comerford, III
Director of Special Services

cc: Principals
    J. Herringshaw, VTA President
    K. Andreatta, NYSUT Uni-Serv Representative

file
INDEX

Page i..........Staff/Faculty List
Page ii..........School Calendar – Days Off
Page iii.........Daily Schedule

Page 1...........2018-19 Calendar
Page 2..........Attendance
    Attendance and Absence Excuses
    Entering School Late
    Leaving School During the Day
    Notification of Student Absence

Arrival and Dismissal Procedures
    Walkers
Page 3..........Student AM Drop Off
            Student PM Pick Ups
            Parent Notes Regarding Child Care Programs & Dismissal

Page 4..........Cafeteria
            School Lunch/Breakfast Program
            Lunch
            Cafeteria Rules
            Cafeteria Procedures
            Parent Notes Regarding Lunch

Page 5..........Child Care Program

Page 6..........Clothing
            Electronics

Emergency Procedures
    Emergency Closing of School

Page 7..........Medical Insurance for Students

Page 8..........Lost and Found
            Notices
            Parent Custody of Children
            Parent Teacher Associations & Organizations

Page 9..........Parent Teacher Contact
            Parent Teacher Communication
            Parent Teacher Conferences/Progress Reports
            Parties

Physical Education
    Physical Education Class Participation

Page 10.........Physical Education
    Student Conduct and Discipline
            Report Cards

Transportation
    Transportation Questions
    Bus Schedules
    Rules for Students Riding School Buses
    School Bus Regulations – Pupil Responsibility

Page 11.........Violations
    Transportation Regulations Regarding Student Authorization for Transportation

Page 12........Cross the Road Safely

Page 13........District & Building Information/Policies
    Notice of Non-Discrimination

Page 14........Student Attendance Policy
Page 15........District Code of Conduct
Page 16........Vestal Hills Code of Conduct
2018-2019 Vestal Hills - Faculty/Staff Telephone Listing

Administrative Staff
Principal—Mrs. Mastro

Secretarial Staff
Building Secretaries
  Mrs. Webster
  Ms. Gebbie

Kindergarten
Rm 147-Mrs. Glazer
Rm 145-Mrs. Schmidt
Rm 143-Mrs. Finch
Rm 142-Mr. Barney

First Grade
Rm 140-Mrs. Wendell
Rm 138-Mrs. Baechtle
Rm 136-Mrs. Fellows
Rm 134-Mrs. Sonnen

Second Grade
Rm 232- Mr. Pacalis
Rm 230-Mrs.Dattoria
Rm 229-Mrs. Donahue

Third Grade
Rm 222-Mrs. Giovannone
Rm 226-Mrs. Danek
Rm 224-Mrs. Wassell

Fourth Grade
Rm 227-Mr. Greenman
Rm 225-Mrs.Middendorf

Fifth Grade
Rm 223-Mrs. Allen
Rm 220-Mrs. Selby
Rm 218-Mrs. Gould

Art Education
Rm 234-Mrs. Adams

Multimedia Area
Rm 214-Library Media
  Mrs. Miller

Music Education
Rm 237-Vocal Music
  Mrs. Tyler, Ms. Burczynski
Rm 120 -Instrumental Music
  Mr. Wendell — Orchestra
  Mrs. Tyler — Band

Physical Education
Office & Gym
  Mr. Moyer
  Ms. Harvey

English Language Learner Services
Rm 219-Mrs.Daugherty
  -Ms. Shah

Occupational Therapy
Rm 231-Mrs. Fine

Physical Therapy
Rm 231-Mrs. White

Special Education
Rm 221-Mrs. Stedwell
Rm 221-Ms. St. John

Speech & Language Services
Rm 128B-Mrs. Willis

Reading & Math Support Services
Rm 132-Mrs. Michitti
Rm 132- Mrs. McAllister

Health Services
Rm 128-Health Office
  Mrs. Maerz

Guidance and Psychology Services
Counselor - Miss Tyson
School Psychologists
  Mrs. Hardy/Mrs. Rizzo

Custodial
Head Custodian
  Mr. Feringa
Custodians —
  Mr. Loretz /Mr. Bauernschmitt

Food Services
Cook Manager
  Mrs. Hinds
Food Service Helper
  Ms. Shah Pahadi
Bkfst Monitor
  Mrs. Tartamella

Paraprofessionals
Mrs. Bobal
Ms. Coscia
Mrs. Dunham
Mrs. Gaug
Mrs. Hansen
Mrs. Karski
Mrs. Klossner
Mrs. Kulon
Mrs. Laibe
Mrs. Lissy
Mrs. Miller
Mrs. Musser
Mrs. Rought
Mrs. Rurey
Mrs. Sensenig
Mrs. White

Monitors
Mrs. Biechele
Ms. Davidovich
Mrs. Matt
Mrs. Sanguinito
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4 (Tuesday)</td>
<td>Superintendent’s Conference Day</td>
</tr>
<tr>
<td>September 5 (Wednesday)</td>
<td>Opening Day – Kindergarten-5th Grade</td>
</tr>
<tr>
<td>September 27 (Thursday)</td>
<td>Curriculum Night</td>
</tr>
<tr>
<td>October 5 (Friday)</td>
<td>Superintendent’s Conference Day</td>
</tr>
<tr>
<td>October 8 (Monday)</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>November 12 (Monday)</td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>November 21-23 (Wed-Fri)</td>
<td>Thanksgiving Recess. Schools close at end of afternoon session, Tuesday, November 20th and reopen Monday, November 26th.</td>
</tr>
<tr>
<td>December 7 (Friday)</td>
<td>Parent Teacher Conference Day for grades K-5 (School is not in session all day for students grades K-5)</td>
</tr>
<tr>
<td>December 14 (Friday)</td>
<td>Parent Teacher Conference Half Day-PM only. School is not in session in the PM for students grades K 5 – <strong>10:45AM</strong> Dismissal</td>
</tr>
<tr>
<td>December 24 - January 1</td>
<td>Holiday Recess. Schools close at end of afternoon session, Friday, December 21st and reopen, Wednesday, January 2, 2018</td>
</tr>
<tr>
<td>January 21 (Monday)</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 15 &amp; 18 (Friday &amp; Monday)</td>
<td>Presidents’ Day. Schools close at end of afternoon session, February 14th and reopen, February 19th.</td>
</tr>
<tr>
<td>March 14 (Thursday)</td>
<td>Superintendent’s Conference Day</td>
</tr>
<tr>
<td>March 15 (Friday)</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>April 15 –April 22</td>
<td>Spring Recess. Schools close at end of afternoon session, Friday, April 12th and reopen Tuesday, April 23rd.</td>
</tr>
<tr>
<td>May 23 – May 27</td>
<td>Memorial Day Holiday (Thursday, Friday &amp; Monday)</td>
</tr>
</tbody>
</table>
STUDENT DAILY SCHEDULE
GRADES K - 5

ARRIVAL:
Buses .......................... 8:40 - 8:50 AM
Student Drop Off – Case Drive Entrance – 8:40-8:50 AM
Walkers .......................... 8:40 - 8:50 AM
Homeroom/Attendance 8:50 AM

LUNCH:
Grade K  Approx. 11:05 (30 min.)
Grade 1  Approx. 11:20 (30 min.)
Grade 2  Approx. 11:45 (30 min.)
Grade 3  Approx. 11:30 (30 min.)
Grade 4  Approx. 11:00 (30 min.)
Grade 5  Approx. 11:55 (30 min.)

PLAYGROUND:
Grades K  12:30-1:00PM
Grades 1-2  2:30-3:00 PM
Grade 3-4  1:30-2:00 PM
Grade 5  11:15-11:45 PM

DISMISSAL:
Pick ups .......................... 3:20 PM
Buses .......................... 3:30 - 3:40 PM
Walkers .......................... 3:40 PM

Vestal Hills is a Great Place to Grow and Learn!!!
Attendance

If your child misses school because he/she is sick, please send a written excuse to school with the child when he/she returns to school. The state requires written notification even though you may have called the school to inform us of the absence. For any long-term illness, or a hospitalization, parents should contact the school nurse.

The state law requires all children between 6 and 16 years old who are in proper physical and mental condition to receive full-time instruction in public, private or parochial school.

ATTENDANCE AND ABSENCE EXCUSES

It is the responsibility of the parents to make certain their children attend school when physically able.

When a child is absent from school for illness or other reasons, a written note MUST accompany the child upon his/her return to school. Please call the health office at your school and leave a message on the answering machine each day your child is absent or tardy.

Illegal absences, such as vacations while school is in session, mean loss of instruction for the child and loss of state aid to the district.

Appointments and other reasons to take a child out of school during the regular school day should be kept to a minimum.

ENTERING SCHOOL LATE

When your child arrives at school after 8:50AM, he/she is considered late. Please accompany your child to the office to sign him/her in with the reason for the tardiness. Your child will receive a late pass from the office.

LEAVING SCHOOL DURING THE DAY

When it is necessary to take your child from school, you are requested to send a note to the child’s teacher indicating the time you will come and the reason for the early release from school.

Parents are REQUIRED to come to the office and sign the ledger before their child will be dismissed. After the ledger is signed, the child’s teacher will be contacted and the child will be released.

Teachers are instructed NOT to release any child unless they have approval from the main office.

NOTIFICATION OF STUDENT ABSENCE

Effective October 27, 1985 Chapter 617 of the Education Laws of 1985 requires that school districts must inform parents of elementary school pupils of their right to be notified when the pupil is absent from school. If parents desire such notification, they must forward a request in writing, giving the phone number or other means of reaching the parent. The school is then required to notify the parent when the pupil is absent.

Parents should call their school’s health office to report their child’s absence. This call should be done as early as possible. The information will be recorded on an answering machine.

When you call, please indicate your name, your child’s name and grade, and your relationship to the child. Briefly state the reason for your child’s absence/illness, an appointment or other reason. If you wish to have the school nurse call you, please indicate this along with the telephone number where you can be reached. If you are sure the absence will be for a long period of time, please state how long. Otherwise, please notify us each day that your child is absent.

Arrival and Dismissal Procedures

The Vestal Hills Building Planning Team and Crisis Management Team met and evaluated arrival and dismissal procedures at Vestal Hills. Our primary concern is the safety of our children. With this in mind, we have developed the following guidelines for pedestrian and vehicular traffic flow around the school grounds.

WALKERS

Walkers are students whose parents have given written permission to allow them to walk to a designated destination without supervision. If you are planning to pick your child up, you are asked to follow the pickup procedure and sign your child out.
Walkers will be dismissed at 3:40 P.M. through the main doors after the buses leave:

• Students heading south toward Washington Street should walk on the sidewalk in front of the school and cross at the crossing guard.

• Students heading north toward Deerfield should cross the driveway in front of the school at the crosswalks.

Parents do not have to sign walkers out as they assume responsibility for their safety upon dismissal. **Walkers will be dismissed after departure of the buses from the front driveway.**

The semicircular driveway in front of the school will be closed to ALL traffic except school buses during the following times:

- 8:30 - 9:00 A.M.
- 3:00 - 3:45 P.M.

**STUDENT AM DROP OFF:**

• Student drop off is designated at the CASE Drive entrance between 8:40-8:50 AM.

• Cars are not permitted in the front bus circle or side parking lot during 8:30-9:00 AM. That is for buses only.

• **DO NOT** drop your student off at the school before 8:40 AM. There is no supervision available before that time.

• Walkers are permitted to come into the building to go to their homerooms at 8:40 am.

**Parking is permitted on Country Club Road from 8:30-9:00 AM if parents need to come into the building.**

**PICKUPS: All students being picked up must be signed out.**

**End of the day pickup:**

Parents may enter through the front doors and wait in the cafeteria. Due to the congestion in the halls, please plan to arrive no earlier than 3:15 P.M.

Students being picked up will report to the cafeteria at 3:20 P.M. They must be signed out there and identification will be required if there is any doubt about who the person picking the child up is. The sign-out supervisor must see the student with that adult before the child leaves the cafeteria.

Please plan to make your pickups by 3:25. The buses will be called at that time.

Please help us to reduce confusion by remembering to send notes in regarding all pickups.

The lower ten parking spaces on the north (cafeteria) side lot; these spaces are reserved for pick-up only.

••If you need to take your student from the bus line or the bus, you must sign your student out at the office and the office will let the Bus Monitor know. The Monitor will obtain the student from the bus.

**PARENT NOTES REGARDING CHILD CARE PROGRAMS AND DISMISSAL**

At dismissal time, students enrolled in the after-school child-care program will not be allowed to change their bussing destination to any location other than the child-care facility.

Unless a student brings in a note from his/her parent or guardian stating that “Today my son is not to go to the child care program, he is to be sent home on the bus.”

A parent or guardian may send in a note requesting that his/her child not be sent on the bus to the child care program if it also states the parent will pick the child up from school prior to the normal 3:30 dismissal time. Such a note will be honored as long as the parent does pick the child up by 3:30. If school dismissal is completed and the parent or guardian has not arrived at the school yet, the youngster will be sent on the bus to the child-care program.

We appreciate your cooperation in this matter and helping us keep all our students safe.

If for any reason you need to pick up your child before 3:25 P.M., you must come to the Main Office and use the “Student Sign-Out Book.”
Cafeteria

**SCHOOL LUNCH/BREAKFAST PROGRAM**

1. A well-balanced lunch is available and can be purchased for a nominal fee by any student who wishes. Please be sure your child comes prepared each day to pay for this service. We encourage children and parents to prepay for their lunches and this can be done by sending money to the cafeteria or submitting payment online through the district website.

2. In addition to the lunch program, the district will have a cold-style breakfast program available at all elementary schools and the middle school.

   **The Elementary breakfast hours are 8:30-9:00 a.m. daily.**
   Copies of lunch/breakfast menus are given to all elementary students and are available in the secondary schools each month. The reverse side of the lunch menu contains a monthly activity calendar which updates the annual calendar.

**LUNCH**

Each student will eat lunch during a thirty-minute lunch period which will occur between the hours of 11 am and 1 pm.

**CAFETERIA RULES**

SELF CONTROL IN THE CAFETERIA MEANS THAT YOU:

A. KEEP YOUR HANDS, YOUR FEET AND YOUR THINGS TO YOURSELF.

B. SPEAK SOFTLY.

C. USE LUNCH TIME FOR EATING, READING, QUIET ACTIVITIES OR GAMES OR FOR RESTING.

Cooperation from students is necessary to maintain a clean, calm and orderly lunchroom.

**CAFETERIA PROCEDURES**

1. Enter the cafeteria in a quiet and orderly fashion.

2. Be alert to note and observe the rules.

3. Purchase all items you wish to eat when you go through the lines.

4. Be certain to take all utensils you will need when you purchase your meal.

5. Sit in your seat.

6. If you need the help of an aide, raise your hand. The aide will come to assist you.

7. Eat only the food you have purchased or brought with you from home. Sharing food with others or giving your food to others is not permitted.

8. You are responsible for keeping your floor area and table area clean.

9. Place all trash in the proper containers.

10. Have a plan to use the time left after you finish eating in a constructive manner. You may choose from the items on the activity table in the cafeteria. They include games to play, activities to complete, and magazines to read. You may bring your own book to read, homework to complete, and/or quiet game to play.

**PARENT NOTES REGARDING LUNCH**

Students will not be granted permission to leave the school grounds without adult supervision to get lunch at local restaurants or food stores. The lunch period for each class is limited to 30 minutes, not sufficient time for a student to get to and from any of the local food stores or business establishments and maintain the schools’ instructional schedule. Notes requesting the release of students to go to local business establishments on their own will not be honored.

**Child Care Programs**

For the coming school year the Board of Education has authorized the use of district-owned buildings for child-care programs by an independent agent. It is important that parents who choose to avail themselves of this child-care service fully understand that the program provider is **NOT** the Vestal Central School District. The district’s role in this endeavor is to provide space to allow for a more convenient and cost-saving program.
Any information or questions regarding the operation of the program must be made directly to the provider of the child care program by calling 786-9006 (7 am - 6 pm).

Delayed school opening or closing – **NO morning Cub Care.**

**Clothing**

We request the cooperation of all parents in making certain their children come to school dressed in a prudent, safe and reasonable manner.

The district requires that student clothing should be safe and should not interfere with the learning environment. A complete description of the Dress Code may be found in the "Code of Conduct" in the back of this handbook.

Examples of unsafe clothing would be flip-flops and wheelies. We have had students seriously hurt due to inappropriate footwear.

Please be sure that your child is appropriately dressed according to the weather forecast for the day.

Your child will be required to wear **sneakers** for physical education classes.

**Electronics**

Realistically, we know that students will bring electronic equipment to school. It is the responsibility of each student to secure and safeguard the equipment. **Under no circumstance are students to use cell phones, Blackberries, MP3 players, iPods or gaming systems in any classroom or study hall room.**

Electronic books may be used in school with teacher permission. Digital cameras and recording devices may only be used with staff member knowledge and permission. Cell phones may not be used in the building at any time.

(During state testing programs and secured tests, electronic equipment will be collected from students. Students found to have electronics on them during any secured test will receive a zero - 0% - for the test.)

If a student is using electronic equipment at an inappropriate time, the equipment will be taken from the student and given to the principal. The first two times a student has their electronic equipment confiscated, it will be returned to the student at the end of the school day. (The exception to this is if the equipment is part of an open/ongoing discipline investigation where the administrator will keep the equipment until the investigation and hearing are completed.) The third time a student has his/her electronic equipment confiscated, the parent will be called and the equipment will only be returned to a parent personally.

**PLEASE NOTE:**

School administrators reserve the right to investigate inappropriate use of electronics outside of school when issues are brought into school or effect the educational environment.

**Emergency Procedures**

**EMERGENCY CLOSING OF SCHOOL**

If an emergency arises while school is in session (inclement weather, breakdown in facilities, etc.), the students will be transported home. Your child should be instructed about what should be done in the event you are not home.

School closings, delays in opening, or early dismissals due to inclement weather or other emergencies will be announced by the various local radio stations beginning at 7:00 a.m. and will continue throughout the day. We ask you NOT to call the radio stations or the schools - just listen to your local stations for the announcements.

Parents may sign up to be notified via email and text message (if applicable) when schools are closed or delayed. Visit the Vestal School District website at [www.vestal.stier.org](http://www.vestal.stier.org) and click on Emergency Alerts.

If an emergency arises while school is in session (inclement weather, civil defense alert or breakdown in facilities), students will be transported home. It will be the parents' responsibility to arrange for the care of the student once the student is transported to the bus drop-off point.

Whenever there is a school cancellation or early dismissal due to unusual or emergency conditions, all scheduled school activities are cancelled. Activities being run by outside organizations making use of school facilities are also cancelled. Parents and guardians should be aware that both morning and afternoon child-care programs will not operate when school is closed.
Note: No announcement will be made if school is operating normally.

Delayed school opening or closing - NO Cub Care (786-9006).

EMERGENCY MANAGEMENT PLAN & EARLY DISMISSAL

The Vestal Central School District conducts an annual test of its emergency management plan for sheltering and early dismissal to comply with regulations of the state education department. The purpose of the annual test is to ensure that appropriate and safe responses to any emergency situation can be implemented. Transportation arrangements for early dismissal include transportation home from the shelter site.

Please contact the Director of Special Services, Annamary Zappia, at 757-2211 or the Public Information Specialist, Regina Felice, at 757-2205 with questions concerning these procedures.

Gifts

According to Vestal Central School policy, “The administration discourages the presentation of gifts to staff members by students.”

Health Services

MEDICATIONS

If it is necessary for a student to take medication during school hours, a school medication form, filled out by the physician and signed by the parent, is required. This form is obtained from the health office. The form and the medication are to be given to the nurse by the parent. No student is allowed to keep any type of medication on him or herself. The medication must be in a container that includes the physician or pharmacist’s label.

Under NO circumstances is a nurse permitted to administer or dispense ANY medication (either prescription or over-the-counter varieties) without WRITTEN AUTHORIZATIONS from both the parent and physician.

* Please request a second container from the pharmacist.

ILLNESS DURING THE SCHOOL DAY

Any student who becomes ill or is in need of medical attention during school hours will be referred to the health office. The person in charge is a certified registered school nurse. The nurse will determine the appropriate action to take. Many times a student may return to the classroom after a short rest. If a student cannot return to the classroom, the parent will be contacted to take the student home. If both parents are working or unavailable, they should arrange for a neighbor, relative, or friend to handle the situation.

HEALTH REQUIREMENTS

During the year every student is measured, weighed, and tested on vision and hearing. Physical appraisals are made by the school physician as required by law in the kindergarten, second, fourth, seventh, and tenth grades, and for ALL new entrants to public school or from out-of-state schools. If parents wish to have their own family physicians examine their children, the school form for the physical must be filled out and returned to the health office in September before the health appraisals are scheduled in school. The physical exam form may be obtained from the health office. Scoliosis screening is required for all 8- to 16-year-old students.

The school nurse should be kept informed of any specific health problem or medical information concerning your child. Information related to health which occurs during the summer vacation, including immunizations, should be reported in September.

Health counseling is available by the nurse. Students should feel free to visit the health office whenever the need arises. Often when parent and nurse converse about a student’s problem, it can be resolved.

IMMUNIZATIONS

All NEW ENTRANTS to the district must have written proof of immunization at the time of registration. The student’s record must be up to date as specified by New York State Education Law.

The intent of these provisions is to increase the immunization levels of children and protect children from serious vaccine-preventable communicable diseases.
MEDICAL INSURANCE FOR STUDENTS

New York State places no obligation upon school districts regarding medical insurance coverage for students. The Vestal Central School District chooses to budget an appropriation for an annual premium for student accident insurance through Chubb Insurance.

As a supplement to family medical or health insurance, this student accident insurance is administered by The Partners and is secondary coverage. There is no deductible and it can cover costs after the family’s primary plan has satisfied its obligation. There is a schedule which defines coverage limits. All accidents should be documented immediately.

Any questions can be directed to Lorraine Paushter, Assistant Superintendent for Finance, Operations and Personnel, at 757-2211.

Homework

PARENT REQUESTED HOMEWORK

Homework becomes an important element of the instructional program when students need to practice a skill or demonstrate an understanding based on prior instruction. Homework can also be a pretest to determine what kind and how much instruction needs to be provided. These applications relate to instruction which has been given or will be given.

Parents requesting homework for students who will be absent from school must submit their requests in a timely fashion, normally no less than two school days or more than five school days prior to the expected date of absence. Classroom teachers will provide materials consistent with the appropriate usages of homework for a period up to but not greater than three school days. The school district expects all homework requested in advance will be completed in accordance with the directions of the teachers and assignments will be submitted to the teachers when the students return to school.

Parents are encouraged to provide their children opportunities to read, to read to their children and to encourage children to read independently. Other suggestions such as keeping a trip journal or practicing arithmetic operations may be employed by parents with their children. Classroom teachers may suggest other activities to assist children in maintaining their skills.

Lost and Found

Lost articles will be placed in the Lost and Found area at each school. We suggest putting students’ names on their belongings. It is then possible to return items to the rightful owners immediately.

Notices

From time to time, notices will be sent home with your child. Please encourage your child to bring them home in readable form. Sharing information contained in the notice with your child will demonstrate the importance you place on these notices and will help develop your child’s sense of responsibility for bringing these items home.

Parent Custody of Children

Often, as a result of a divorce or separation in a family, the court has made a decision regarding custody of children and visiting rights for the noncustodial parent. In these situations, please advise the school about the particulars of the court order.

Parent Teacher Associations and Organizations

The individual schools PTA’s/PTO’s are organizations that work for the benefit of the children and school. Parents are encouraged to attend meetings and support its functions. Consult the calendar and/or look for emails and flyers that come from school for meeting times and events.
Parent Teacher Contact

**PARENT TEACHER COMMUNICATION**

Feel free to contact your child’s teacher at any time to inform, discuss, or ask for assistance in resolving a problem or situation. However, because of the numerous responsibilities and various schedules, it is often difficult for teachers to answer the telephone when you call during the school day. It is best to call and leave a request for the teacher to contact you or to send a note with your child requesting the same.

**PARENT CONFERENCES/PROGRESS REPORTS**

The home and school connection is an important part of a child’s development. Experiences in both home and school affect the child’s behavior. Parent-teacher conferences are one of the most satisfactory means of making cooperative planning possible.

Parent conferences are held at the end of the first quarter. Your child’s teacher will contact you to schedule a parent conference and you will receive your child’s report card at the conference. You will also receive report cards for your child in February, April, and on the last day of school in June.

If you have any questions or concerns about your child’s progress, please call the school office and ask to speak with the teacher to set up a parent conference at a mutually convenient time.

**Parties**

Seasonal Class parties are scheduled by school staff. The date and time for each will be arranged by the classroom teacher and the parent room representative. Please do not send anything for parties to school unless you are contacted by your child’s room representative.

**Physical Education**

**PHYSICAL EDUCATION CLASS PARTICIPATION**

All students are required to participate in physical education classes unless a medical excuse signed by a doctor is brought to the school nurse. Children need to have sneakers during Physical Education class.

Playground

Children look forward to participating in outdoor activities. A one-half hour recess period is conducted outside each day during reasonable weather. We ask that your child be excused only when illness is evident or upon advice by your physician. A written explanation from the parent is required in these situations.

Please dress your children according to the weather forecast. See that boots are worn when the ground is wet or covered with snow. Children will be allowed to play on the snow covered portions of the playground area if dressed properly.

**PLAYGROUND RULES**

Teachers are to explain the following playground rules to the class on the first day of school and to review them at regular intervals.

1. Students are not to remain in the building unsupervised or return to the building during playground time without permission.
2. The sound of the whistle on the playground means stop, look and listen.
3. All playing must be done on the play area.
4. Areas next to the building are not to be used during playtime.
5. Only safe play of any kind is permitted. Unsafe play includes, pushing, fighting, wrestling, tackle football, etc.
6. No picking up or throwing stones or snow is permitted.
7. Students not involved in organized games such as football, soccer, softball, etc. must stay in the free area and not interfere with the progress of the game.
8. Anyone abusing playground equipment may lose their playground privileges.
9. At the end of playground period, walk to assigned line, return equipment and line up immediately and in an orderly fashion.
10. Report all injuries to the playground monitor or school nurse.
11. Children are not to leave the school grounds during the playground period.

**PLAYGROUND PROCEDURES**

1. Know the rules for playground.
2. Inform an adult when you feel you need assistance in solving a problem.
3. Be fair when using playground equipment or playground space. Share time equally with others.
4. Play catch in a clear area so that the balls are not being thrown over the heads of other students who are not participating.
5. Softball games are to be played only on the grassy field.
6. Equipment such as lacrosse sticks, skateboards, racquets of any type, golf clubs, hard surface sleds or baseballs must be left at home.
7. CD players, tape players, music boxes, video games/players and other types of music/recording equipment must be left at home.
8. When the final whistle blows, line up immediately at your designated place in a quiet and orderly fashion. Wait quietly until you are directed to enter the building. Enter the building and move to your room quietly.

**Snowy conditions require adherence to these special rules:**

1. If you are wearing sneakers, not boots, you must stay on the blacktop areas. You may not go onto the snow or ice.
2. Sledding is not allowed.
3. There is NO throwing of snow or snowballs on the playground.
4. The aides determine the following:
   - when ball playing will be permitted on the playground,
   - when the playground equipment may be used.

Students are responsible for their own behavior. The "Vestal Central School District Code of Conduct," located in the back of the handbook, outlines student conduct and disciplinary procedures. The Full Code of Conduct is available on the District Website.

**Report Cards**

Your child’s K-5 report card will be based on standards reflecting New York State’s Common Core Curriculum. These report cards identify criteria for assessing your child’s learning, highlighting new content and 21st century skills.

Specific grade-level parent guides and Frequently-Asked Questions are available on our district’s website.

Report cards are sent home approximately one week after the end of the marking period. At the end of the first marking period, parent-teacher conferences are held. These conferences take the place of the report card for this marking period.

When interpreting a report card, keep in mind that marks reflect your child’s progress in the level to which he/she is assigned. We suggest you study this report of your child’s progress and discuss it with your child.

**School Telephone**

School phones are for official school business ONLY! Students are permitted to use the school telephone in emergency situations.

Be certain your child leaves home with all the items he/she will need during the day, such as lunch money, sneakers, homework, and musical instruments. This is good practice for your child in developing a sense of responsibility and will help eliminate the need for extra phone calls.

**State and Local Testing**

Students are administered a variety of tests during their elementary years in an attempt to gather information that measures their progress. This information helps school personnel determine what programming is most appropriate for our elementary students.

**Supplies and Materials**

Care should be taken by the students in handling textbooks. Children are responsible for all materials issued to them during the school year. Students will be asked to pay for lost or damaged books.
Transportation

**TRANSPORTATION QUESTIONS**

1. May a student ride a bus other than the one he/she is assigned to in order to go to — a friend’s house? a meeting? a birthday party?

**No.** School transportation rules do not allow this.

2. May a student who normally rides a bus home, skip the bus ride or walk home if he/she so desires?

**No.** A student who normally rides the bus must continue to ride the bus unless a note from the parent/guardian is received and approved by the principal.

3. May a student who normally walks to and from school take a bus when he/she desires?

**No.** Walkers are not allowed to take the bus according to transportation rules.

4. May a student stay after school and wait for his/her parent to pick him/her up?

Normally, no. However, if a parent has sent a written note in advance asking that the child be allowed to stay in school after dismissal, then the youngster will be allowed to stay in the office and wait for his/her parent to pick him/her up.

**Children must be picked up by 3:40. When there is no note, the student will not be allowed to stay after dismissal.**

**BUS SCHEDULES**

Bus schedules are arranged by the school district’s transportation department. Questions pertaining to bus pickup points, routes, time schedules, etc. should be referred to the transportation director at 757-2251.

**RULES FOR STUDENTS RIDING SCHOOL BUSES**

A code of conduct has been established to insure the safety, health, and welfare of all children who ride school buses. Students not conforming to this code are subject to the same disciplinary measures as would apply for misconduct in school. When necessary, the principal or the transportation director may cancel riding privileges.

Your assistance in encouraging your child to be a cooperative bus rider is important in insuring a safe trip for all students.

The following bus rules are published for the safety, health, and welfare of all children who ride school buses. The laws of the State of New York provide a legal basis for transporting pupils to and from schools. This code is designed for the purpose of setting forth the regulations governing the conduct of pupils who ride the school buses.

**SCHOOL BUS REGULATIONS - PUPIL RESPONSIBILITY**

1. The driver is in charge of the pupils and bus. Obey the driver promptly and cheerfully. Driving a bus is difficult even without unruly passengers.

2. Be on time; the bus cannot wait beyond its regular schedule for those who are tardy.

3. Wait in an orderly line off the highway or street.

4. Do NOT run toward a school bus while it is in motion. Do not run or walk along side a school bus.

5. Ride only the bus assigned by the school district.

6. Take a seat in the bus without disturbing other passengers; remain seated while the bus is moving.

7. Do NOT try to get on or off the bus or move about within the bus while it is in motion.

8. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.

9. Do NOT engage in any activity which might divert the driver’s attention and cause an accident, such as:
   - (a) Loud talking or laughing, or unnecessary confusion
   - (b) Unnecessary conversation with the driver
   - (c) Extending any part of the body out of bus windows or doors
10. Do NOT engage in any activity which might damage or cause excessive wear to the bus. Do not litter the bus or other property. The following activities are prohibited at all times:
   (a) Smoking or eating on the bus
   (b) Possessing knives or sharp objects on the bus
   (c) Bringing animals on the bus
   (d) Throwing objects or articles in or from the bus
   (e) Tampering with mechanical equipment, accessories, or controls of the bus

11. Promptly report any damage done to the bus to the driver. Persons causing damage shall be expected to pay its full cost.

12. Cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. (Minimum 10 to 12 feet.)

VIOLATIONS
Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the principal or transportation director may cancel riding privileges.

TRANSPORTATION REGULATIONS REGARDING STUDENT AUTHORIZATION FOR TRANSPORTATION
The transportation section covers:
- child sitters and how they relate to transportation
- who qualifies for transportation
- emergency situations
- field trips
- forms to be filled out when requesting transportation to a child sitter’s home

The transportation regulations are set by the district and a building principal cannot override, change or disregard the existing regulations.

1. If a student’s place of residence is less than one-half mile from the school he/she is assigned to attend, the student is not eligible for regular transportation.

2. To ensure the safe and proper delivery of each child being transported to and from a child sitter’s, the pickup point and/or drop-off point must be the same every day.

3. To ensure the safe and proper delivery of each child, no changes in the pickup point and drop-off point will be made without written authorization from the supervisor of transportation and/or the school principal.

4. If an emergency exists that requires the delivery of a child to a residence different from the regular pickup and drop-off, the parent or legal guardian of the child must provide the building principal with a written request. The principal shall issue an emergency transportation permission form to the driver if the request is deemed appropriate by the principal.

5. Students scheduled to participate in a field trip or extracurricular activity shall be included on a manifest (which may consist of parent permission forms) provided to the bus driver by the authorized staff member before any participating student shall be granted transportation.

6. The District cannot provide transportation for students wishing to ride a bus to a music lesson, party, Boy Scout meeting, Girl Scout meeting or other such activity. Revised 7/30/97

BICYCLES
Students riding bicycles to school must be thoroughly familiar with all safety rules of the road. Parents should be fully aware of the hazardous traffic patterns in the vicinity of the school and should take this into consideration before giving permission for their children to ride bicycles to school.

WALKERS
In areas where sidewalks are not available, parents should instruct their children of the proper route, procedure, and behavior to follow when coming to school and returning home. It is suggested that children stay off the road as much as possible, but when necessary walk on the left side so they can be aware of cars approaching in their direction. Walkers and drop-offs should NOT arrive on school grounds before 8:40 a.m. because no supervision is provided until that time. At dismissal time walkers MUST leave the school grounds.

Visitors & Utilization of Passes
Each building shall have a pass that is to be worn by all visitors and volunteers. The pass will be issued upon sign-in at the main office.
HERE’S HOW TO
CROSS THE ROAD SAFELY
It’s the most dangerous part of a bus trip
Traffic SHOULD stop — BUT DON’T DEPEND ON IT!

BE EXTRA CAREFUL

1. Stay seated until bus comes to full stop.
2. Get off promptly as soon as bus comes to full stop.
3. Walk at least 10 feet ahead of bus along edge of road.
4. Wait until driver signals you to start across.
5. Stop at outside edge of bus and check traffic.
6. Come back quickly if traffic approaches.
7. If road is clear, walk directly across and keep on checking traffic both ways.
8. Upon reaching the other side of the road, stay there. Never try to return to bus.
POLICIES

POLICY 3420 - NOTICE OF NON-DISCRIMINATION

This policy applies to both students and employees. The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of actual or perceived race, gender identity or sex, sexual orientation, age, ethnic group, religion, religious practice, marital status, military status, color, weight, national origin, predisposing genetic characteristics or disability in violation of Title IX of the Education Amendments for 1972, Title VI and Title VII of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973, Title II of the Genetic Information Non-Discrimination Act of 2008, and New York State Human Rights Law, and the Boy Scouts of America Equal Access Act of 2001.

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

The District and parents should be aware that in addition to the procedures outlined in this policy, there exists an independent procedure for review by the District Committee on Special Education and Section 504 Committee of the programs and services offered to disabled students. Pertinent information can be found in “Special Education in New York State for Children Ages 3-21, A Parent’s Guide” and the “NYSED Procedural Safeguards Notice.”

GRIEVANCE PROCEDURE

Section 1

If any person believes that the District or any of the District’s staff or any third party has failed to apply or has inadequately applied the principles or regulations of (1) Title VI and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Boy Scouts of America Equal Access Act of 2001, or (5) the Title II of the Genetic Information Non-discrimination Act of 2008, that person may bring forward a complaint, which shall be referred to as a grievance, to the District’s Compliance Officer, Section 504 Coordinator or the United States Office for Civil Rights, Department of Education, Washington, D.C. 20201

http://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

The Compliance Officer or Section 504 Coordinator will then investigate the substance of the grievance in a thorough and impartial manner. The Complainant may provide evidence or witnesses to the Compliance Officer or Section 504 Coordinator as part of the investigation. If a determination is found that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the District prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the District’s Compliance Officer or Section 504 Coordinator or the United States Office for Civil Rights as noted above.

The District’s Compliance Officer and Section 504 Coordinator are:

Compliance Officer: Director of Special Services
(607)757-2212

Section 504 Coordinator: Director of Special Education
(607)757-3427

Examples of conduct violating this policy include, but are not limited to:

- Use of race-based language such as the “n” word
- Unwelcome sexual advances such as touching or groping
- Failure to follow a 504 Plan
- Making fun of someone because of where they come from or their accent
- Making fun of someone’s clothes based on gender bias or religious/ethnic traditions
- Making fun of someone based on their disability
- Any verbal or physical conduct that has the purpose of creating an intimidating, hostile or offensive working or academic environment
Section 2

Step (a):
The Complainant shall discuss the grievance informally with the Compliance Officer or Section 504 Coordinator, or may file a written complaint with the Compliance Officer or Section 504 Coordinator. The Compliance Officer or Section 504 Coordinator will then investigate in an impartial and thorough manner the substance of the grievance. The Complainant may provide evidence or witnesses to the Compliance Officer or Section 504 Coordinator as part of the investigation. The Compliance Officer or Section 504 Coordinator will take necessary steps during the investigation to ensure the Complainant’s safety. The Compliance Officer or Section 504 Coordinator will reply to the Complainant and person(s) alleged to be engaged in the harassment in writing within seven (7) business days of the initiation of the complaint. If a determination is made that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. Such steps will include, as appropriate, offering counseling and academic support services to the Complainant and to the person engaging in the harassment.

Step (b):
If the Complainant wishes to appeal the decision of the Compliance Officer or Section 504 Coordinator, the Complainant may submit a signed statement of appeal to the Superintendent within seven (7) business days after receipt of the Compliance Officer’s or Section 504 Coordinator’s response. The Superintendent shall meet with the Complainant and any representative and make such other inquiries which the Superintendent deems appropriate. The Superintendent will consider the appeal in an impartial manner. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the Complainant and the person alleged to be engaging in the harassment within fourteen (14) business days.

Step (c)
If the Complainant is not satisfied with the conclusion of the Superintendent, the Complainant may appeal through a signed, written statement to the Board of Education within seven (7) business days of receipt of the Superintendent’s response in Step (b). In an attempt to resolve the grievance, the Board of Education shall meet with the Complainant and any representative within thirty (30) calendar days of receipt of such an appeal. The Board of Education’s written disposition of the appeal shall be sent to the Complainant within ten (10) business days of this meeting.

Step (d)
If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201 http://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

Section 3

The Compliance Officer, on request, will provide a copy of the District’s grievance procedure to any employee or student of the District. A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the District’s Compliance Officer and Section 504 Coordinator. The words person and Complainant shall include an employee as well as a student of the District. Inquiries concerning the non-discrimination policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Publication

The District shall promulgate this policy as follows:

- A copy of this policy shall be inserted in the first pay envelope of each employee every school year. For employees hired during the school year, this policy shall be inserted in the first pay envelope with the first paycheck paid to the employee.
- This policy shall be published as part of the District’s student and staff handbooks.
- This policy shall be published in any recruitment materials or publications containing general information made available to participants, beneficiaries, applicants, or employees and shall include the contact information for the Compliance Officer and Section 504 Coordinator.
- This policy shall be published annually in the official newspaper of the District.
- This policy shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address, and telephone number of the District’s Compliance Officer and Section 504 Coordinator.
Student Attendance Policy
(Plain Language Summary)

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards.

Definitions

Whenever used with the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.

2. Absent: The pupil is not present for the entire period of the pupil’s scheduled instruction.

3. Tardy: The pupil arrives later than the starting time of the pupil’s scheduled instruction.

4. Early departure: The pupil leaves prior to the end of the pupil’s scheduled instruction.

5. Excused: Any absence, tardiness, late arrival, or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include: personal illness, illness or death in the family or significant other person, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

6. Unexcused: Any absence, tardiness or early departure of which the pupil has the knowledge and consent, stated or implied, of his parents for other than legal reasons. Such unexcused non appearance shall include shopping trips to the local mall, family vacation, baby sitting younger siblings, and any other absence that is not excused.

7. Truancy: A student whose parents expect him or her to be in school and in class and who does not attend for other than lawful reasons.

In order to encourage student attendance, the following strategies and incentives shall apply:

1. Notices of Absences to parents or guardians
2. Disciplinary Procedures
3. Classroom Based Incentive Program
4. Intervention Strategy Development
5. Counseling

Former Policies:
7.3-1 Creation of Attendance Office 10/26/71
7.3-7 Annual School Census 5/23/89
7.13-8 Summer School Attendance 2/23/82
7.3-10 Class Attendance - Grades 7-12 2/26/85
Code of Conduct
(Plain Language Summary)

**Student Dress Code**
A student’s dress, grooming and appearance, including hair style and color, jewelry, make-up, body art, and nails, shall:
1. Be safe, appropriate, and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and back), bare midriffs, and see through garments are not appropriate;
3. Ensure that underwear is completely covered with outer clothing;
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed;
5. Not include the wearing of hats in the classroom or testing sites except for a medical or religious purpose;
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, weight or disability;
7. Not promote and/or encourage other illegal or violent activities.

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

**Prohibited Student Conduct**
Students may be subject to disciplinary actions, up to and including suspension from school, when they:
1. Engage in conduct that is disorderly. Examples of disorderly conduct can be found in the full version of the Code of Conduct and include engaging in conduct that endangers the safety, morals, health, or welfare of others;
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct can be found in the full version of the Code of Conduct and include failure to comply with the directions of a teacher, school administrator, school employee, or other school agent in charge of students;
3. Engage in conduct that is disruptive. Examples of disruptive conduct can be found in the full version of the Code of Conduct;
4. Engage in conduct that is violent. Examples of violent conduct can be found in the full version of the Code of Conduct and include possession of a weapon;
5. Engage in conduct that endangers the safety, morals, health, or welfare of others, including bullying, cyberbullying, discrimination, and/or harassment. Examples of such conduct can be found in the full version of the Code of Conduct and include possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either;
6. Engage in misconduct while on the school bus;
7. Engage in any form of academic misconduct. Examples of academic misconduct can be found in the full version of the Code of Conduct.

If a student engages in prohibited student conduct which may constitute a crime, the building principal or designee notifies the appropriate local law enforcement agency as soon as practical.

**Penalties**
In assessing disciplinary penalties, school personnel will consider the following:
1. The student’s age;
2. The nature of the offense and the circumstances which led to the offense;
3. The student’s prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from parents, teachers, or others, as appropriate;
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations. Discipline penalties will be assessed in compliance with IDEA and NYS Law for students with a disability.

Students found to have violated the district’s Code of Conduct may be subject to one or more of the following penalties:
1. Verbal warning
2. Written warning
3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. Alternate learning area
10. Removal from classroom
11. Short term suspension from school
12. Long term suspension from school
13. Permanent suspension from school

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

**Minimum Periods of Suspension**
1. Students who bring a weapon to school will be subject to suspension from school for at least one calendar year unless otherwise determined by the Superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension for at least five days unless otherwise determined by the Superintendent.
3. Students who are repeatedly substantially disruptive of the educational process or who repeatedly substantially interfere with the teacher’s authority over the classroom will be suspended from school for at least five days.
   For purposes of the Code of Conduct, “repeatedly substantially disruptive” means engaging in conduct that results in the student being removed from the classroom pursuant to Education Law 3214(3)(a) and this code on four or more occasions during a semester.

**Referrals**
1. The School Counseling and Guidance Office shall handle all referrals of students to counseling.
2. PINS petitions may be filed on any student under the age of 18 who demonstrates he/she requires supervision by:
   a. being habitually truant and not attending school as required;
   b. engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school;
   c. knowingly and unlawfully possesses marijuana in violation of the Penal Law.
3. Juvenile Delinquents and Juvenile Offenders:
   The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
   a. any student under the age of 16 who is found to have brought a weapon to school, or
   b. any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).

**Visitors to the School**
All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.
1. All visitors must report to the designated visitor registration office to be issued an identification badge to wear.
2. Visitors attending school functions that are open to the public are not required to sign in.
3. Unauthorized persons on school property will be reported to the principal or designee.

**Public Conduct on School Property**
No person shall:
1. Willfully cause physical injury to any other person, destroy the property of another person, or threaten to do so;
2. Physically restrain or detain any other person;
3. Enter upon and remain in any facility or area for any purpose other than its authorized use;
4. Refuse to leave any building or facility after being requested to do so by an authorized agent of the School District;
5. Obstruct the free movement of persons and vehicles in any facility;
6. Deliberately disrupt or prevent orderly conduct of classes and meetings;
7. Willfully incite others to commit any of the acts herein prohibited;
8. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
9. Intimidate or harass another person, including but not limited to, intimidating or harassing based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight or disability;
10. Discriminate against another person based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight or disability;
11. Obstruct the free movement of any person in any place to which this code applies;
12. Violate the traffic laws, parking regulations, or other restrictions on vehicles;
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or as authorized by the school district;
14. Gamble on school property or at school functions;
15. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
16. Willfully incite others to commit any of the acts prohibited by this code;
17. Violate any federal or state statute, local ordinance, or board policy while on school property or at a school function.

**Penalties**

Persons who engage in prohibited conduct shall be subject to the following penalties:
1. Licensees or invitees will be directed to leave the premises and will be subject to ejection if they fail to comply;
2. Trespassers or visitors in violation are subject to ejection;
3. Removal from the premises of the Vestal Central School District, including a permanent ban from access to the premises of the Vestal Central School District;
4. Students in violation are subject to disciplinary action as stated in this code;
5. Probationary teachers, tenured teachers, non-teaching employees, and other district employees in violation are subject to disciplinary action;
6. All persons violating these rules may also be subject to penalties as provided in New York State Penal Law and other applicable laws.
A Community is a group of people who share a space and do things together. The members of a community have something in common.

Our Vestal Hills Community will Treat each other with Respect by:
- Being kind, friendly, helpful and truthful
- Listening to others and working cooperatively
- Making everyone feel included and a part of the group
- Thinking of others feelings and personal space

Our Vestal Hills Community will show Responsibility for our Behavior by:
- Following the Golden Rule Treat others the way you want to be treated
- Using self-control, behaving safely and having a good attitude
- Always being honest
- Respecting others personal space and property

Our Vestal Hills Community will be Responsible for our Learning by:
- Doing our personal best
- Actively listening, paying attention and being Ready to Learn
- Being organized and coming to school prepared
- Asking for, help if you need it
- Using time wisely by completing your homework and class work

Our Vestal Hills Community
- Will not bully others.
- Will try to help students who are bullied
- Will try to include student who are left out
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home