

Windsor Central School District

Floyd L. Bell Elementary



Home of the Windsor Black Knights

Parent & Student Handbook

2017 ~ 2018

First, think. Second, believe. Third, dream.

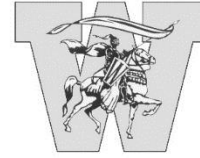
And finally, DARE!



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LORRIE HULBERT, PRINCIPAL
FLOYD L. BELL ELEMENTARY SCHOOL
15 Golden Street
Kirkwood, NY 13795
(607) 775-2730
lahulbert@windsor-csd.org



Dear Bell Families:

This is an exciting year to be a student at Floyd L. Bell Elementary School! As always, our Faculty and Staff are dedicated to insuring that your child receives the best quality education. Each of our teachers uses a Balanced Literacy Program, to ensure that each child at Bell, as well as in the district, receives the same instruction in the essentials, shown by research, to be the most effective in teaching literacy. Reading and writing are the basic skills needed for success and enjoyment in school and accomplishments later in life. We have also aligned our curriculum in English/Language Arts, Mathematics, Science and Social Studies with the Common Core Learning Standards to ensure that each child is taught an interesting, varied and integrated curriculum.

Our *Black Knight's Parent/Student Handbook* contains valuable information for you and your student. Included, you will find the following policies for your review: Student Code of Conduct, Bullying and Harassment Prevention Policy, and other required policies. We hope you can join our school community at our Knight's Recognition which will be held at the end of each quarter. Our Character Education Program includes the nationally based Olweus anti-bullying program to ensure that all students know how we expect them to treat each other. Please come and join our school community at these programs.

Your child's attendance is very important for their success in school. Please be sure your child arrives each morning at **8:45am particularly if you are dropping them off**. Whenever possible, set up appointments for after school so your child doesn't miss important concepts. Our regular pick-up time is 3:25.

We continue to encourage active communication between home and school. Each teacher will communicate with home frequently in newsletters, etc. Please be sure the school has your updated email address. Special events will be posted on our website at www.windsor-csd.org.

As always, our school community needs your help and support. Students, do your best, every day. We are here to help you and only want the very best for all of you. Parents, we all need your help and support. Please get involved – we need each of you! Let us know if something is bothering you or your child. We will work together to resolve it. I look forward to working with all of you! Welcome back!

Please sign below that you have read the handbook with your child and return the slip to your child's teacher.

Sincerely,

Lorrie Hulbert, Principal

Please sign & return this strip to your child's teacher, in acknowledgement of reviewing the handbook with your child.

Student's Name: _____ Grade: _____

Teacher: _____

Parent's Signature: _____



WINDSOR MISSION: The mission of the Windsor Central School District is to create a stimulating environment where students are independent learners and grow to become successful citizens. This environment is created by a challenging, integrated curriculum, delivered by a caring and competent staff.

OUR VISION: All Windsor Central School District Students will be prepared for a life-long pursuit of excellence, meeting life's challenges with compassion, respect and responsibility for self and community.

We Believe That:

- The pursuit of excellence is fundamental and unending
- All people deserve to be treated with dignity and respect; in turn, all people should demonstrate respect for themselves, one another, and their surroundings.
- There exists a collaborative partnership-a mutual and valuable resource-between school and community. All who are involved should enjoy and benefit from the partnership.
- Education is a shared responsibility among parent/guardians, community, school personnel and students. All participants in the educational process are accountable for setting high standards and expectations, leading to the success of all students.
- All children can be successful learners in a quality educational program, which provides opportunity, time, support, a challenging curriculum, a stimulating environment, and a variety of effective instructional strategies to meet each student's individual needs.
- Goals can be achieved when they are clearly identified, explained and understood by all stakeholders.
- Schools should provide a positive, caring, supportive and safe environment that promotes self-worth, excellence and is conducive to learning.
- In order to maximize each child's learning potential, parents/guardians should be encouraged, supported and welcomed into the school community as vital partners.
- Good character is expected, modeled, and fostered in school the community should support school personnel by providing the necessary resources for ongoing professional development - an essential element in meeting the ever-changing instructional and environmental challenges in education.
- The school community should provide the academic and co-curricular programs, technology, and motivation to promote a life-long desire for learning.
- The school community should provide the academic and co-curricular programs, technology and motivation to promote a life-long desire for learning.

Windsor Central School District Non-Discrimination Policy

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, ethnic group, religious practice, weight, marital status, military status, sex, age, sexual orientation, gender identity, disability or predisposing genetic characteristic, in violation of Title IX of the Education

Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et. seq. known as the Americans With Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

THINGS YOU NEED TO KNOW!

PHONE NUMBERS:

Main Office (Principal & Secretary)	775-2730 (Fax) 775-4834
Nurse's Office (Mrs. Adam)	775-1778
School Counselor (Mrs. Farley)	775-2730
Superintendent's Office (Dr. Andrews)	655-8216
Transportation/Bus Information	655-8242

SCHOOL HOURS:

Children may not be left at the building prior to 8:45am

We are unable to provide supervision prior to 8:45am

- ✓ Students enter through the main doors beginning at 8:45am and then walk down to classes. Breakfast is served in the classroom every day.
- ✓ Teachers are in their classrooms by 8:45 daily.
- ✓ Regular school attendance is a vital part of student success. We need your help in ensuring that your child is present at school every day possible and is on time.
- ✓ We dismiss the children who are being picked up, using the PA system, promptly at 3:20. Students need to remain in class until dismissal unless they have appointments or obligations.
- ✓ Students who are leaving early due to an appointment must bring a written note to the office in the morning and will not be called to the office until a parent, or guardian, arrives to sign them out. Parents must come into the office to sign the student out.
- ✓ Parents who are picking up their children at 3:20 dismissal, will do so in the cafeteria. The student must be signed out at this time and location. Please be sure to have proper identification (Driver's License or other photo ID).



IF YOU ARE PICKING A STUDENT UP AFTER SCHOOL, PLEASE BE SURE TO BE HERE AT 3:20



STUDENTS WHO ARE BEING PICKED UP OR RIDING A DIFFERENT BUS, MUST HAVE A NOTE



Please be sure to send a note with your child (in the morning), for any type of early dismissal

Pupil Attendance Procedures

Should your child miss a day or more of school for any reason, please call the school that day and send a written note, upon their return to school, stating the reason for the absence. ***You must include the student's FIRST and LAST name, the date of the absence, the reason for the absence, and the parent/guardian signature.*** Emailed notes to the teacher will not be considered a written note.

Student attendance in school is mandatory. When a student has been absent or late seven days, a letter will be sent home through the Principal's Office and a copy will go into that child's cumulative folder. Letters will automatically be sent home at additional seven day absences thereafter. Consistent attendance is critical to student academic success!



From The Desk of the School Nurse

Health Office Phone (607) 775-1778
Bell School Fax (607) 775-4834



Our Medication Policy

If it is necessary for your child to receive medication during school hours, the following will be needed:

- A written order from the physician stating your child's name, date of birth, diagnosis, the name of the medication, dosage, and frequency
- Written parent/guardian consent stating that the medication should be administered to their child as requested by their physician
- Any medication(s) to be administered by the school nurse should be delivered to the Health Office (in its original container) by the parent/guardian

If your child requires inhalation treatments during school hours:

The Health Office has a nebulizer machine, nebulizer kits, and aerosol masks available to students.

If your child requires crutches at school: If your child has a leg/ foot injury or surgery and the physician orders crutches, there is a wheelchair available in the Health Office for your child to use. To avoid further injury while your child is attending school, we recommend and prefer that your child use of our wheelchair rather than crutches, since using crutches could result in a fall and possible further injury.

If your child has any of the following, please inform the school nurse

- Allergies to medications or bee stings or foods (such as peanuts)
- Respiratory illness such as asthma
- Diabetes
- Skin conditions such as eczema
- Attention Deficit Disorder (ADD or ADHD) – provide name of medication(s) your child takes

Attendance

If your child will be absent from school, please call the school nurse and give the reason for the absence. ***Your child's absence will be recorded as unexcused until we receive a written note stating the date of absence, reason for the absence and signature of parent/guardian.***

Keep your child home for

- Fever of 100 degrees or higher– until fever-free 24 hours without fever-reducing medicine
- Vomiting and/or diarrhea – until 24 hours of no more vomiting/diarrhea
- Unexplained skin rash – please have the unexplained rash checked by a physician
- Red discharging eyes – please check with the physician to see if it is contagious pink eye

Physical Exams

Physical exams are required for grades Pre-K, Kindergarten, second grade and fourth grade. If you take your child to their physician for their physical, please provide a copy to the school nurse.

At no charge, the Windsor School physician will perform your child's physical (here at Bell) as long as the school nurse receives written parent/guardian consent.

Homework Guidelines

Completion of homework by students is an opportunity to:

- ✓ Extend the school day
- ✓ Involve parents in the learning process
- ✓ Teach time management skills
- ✓ Teach responsibility
- ✓ Independently explore and discover
- ✓



In the Windsor Central School District, homework may be assigned as follows:

GRADE	MAXIMUM MINUTES PER NIGHT	HOMEWORK ASSIGNMENTS SENT HOME BY:
K	10	Parent Letter
1	10	Parent Letter
2	20	Parent Letter
3	30	Agenda/sheet
4	40	Agenda/sheet
5	50	Agenda/sheet

Please also check the F.L. Bell website . . . www.bellelementary.org

Please be aware that some teachers do not assign homework every night. If you have a question or concern regarding your child's homework, please contact the teacher and/or building principal.

Bell Pledge

I make a COMMITMENT to do and be my best.

I treat others with RESPECT and KINDNESS.

I have the COMPASSION to be a friend
and the COURAGE to stand up for others.

It is my RESPONSIBILITY to learn
and help others learn each day.



2017-2018 STAFF LISTING

Principal	Classroom Teachers	AIS	Support Staff
Lorrie Hulbert	Nancy Barnes ~ PK	Janice Sutphin	Gabrielle Ames
	Sharon LaMantia ~ PK	Gina Doolittle	Jessica Bixby
Secretary	Karri Kaminsky ~ K	Brian Thompson	Trixie Donahue
Christina Radicchi	Colleen Patch ~ K		Nicole Griffith
	Randi Silvernail ~ 1	Consultant Teachers	Tina Hagermann
School Counselor	Jodi Bawas ~ 1	Jessica Edwards	Kelly Emmons
Joy Farley	Lauren Youngs ~ 2	Heather Horton	Elizabeth Johnson
	Caitlin Christoffersen ~2		Kelli Sager
Psychologist	Emily Rose ~ 3	Music~Band~Chorus	Crystal Stone
Renee Beach	Carley Cleveland ~ 3	Dan DiGennaro	Mary Martinson
	Alesia Kuratnick ~ 4	Kris Bertram	
Speech	Kristen Sellitto ~ 4		Custodial Staff
Karen Koscianski	Meghan Leonard ~ 5	Art	Gary Meuchelboeck
	Stephanie Pietrosanti ~ 5	Frankie Marcikonis	Frank Bowman
ESL	Ashley Gaige ~ 8:1:1		Linda Hayes
Brian Wiley		Library	
	Project Lead The Way	Nana Pietriyk	Kitchen Staff
	Eileen Mulcahy		Lois Howell
		Physical Education	Sandy Smith
	Science	Aimee Cook	Jackie Batzel
	Deb Kalivoda		

Grade Reporting ~ Open House ~ Parent Conferences

Report Cards are issued four times each school year

Progress Reports are issued at 10 weeks, during the quarter

PROGRESS REPORTS (4 WEEKS)

#/IPR's	TEACHER ACCESS OPEN FOR GRADES	GRADING PERIOD ENDS	GRADES DUE 4 PM ACCESS CLOSES	DISTRIBUTION DATE
<u>4 week</u>	10/2	10/5 (Thurs.)	10/13	10/16
<u>14 week</u>	12/12	12/15 (Fri.)	12/20	12/21
<u>24 week</u>	2/21	2/23 (Fri.)	2/28	3/1
<u>34 week</u>	5/9	5/11 (Fri.)	5/16	5/17

REPORT CARDS (10 WEEKS)

QTR'S	TEACHER ACCESS OPEN FOR GRADES	QTR CLOSE GRADING PERIOD ENDS	GRADES DUE ACCESS CLOSES	DISTRIBUTION DATE
<u>10 Week</u>	11/7	11/9 (Thurs.)	11/16	11/17
<u>20 Week</u>	1/24	1/26 (Fri.)	2/1	2/2
<u>30 Week</u>	4/11	4/13 (Fri.)	4/19	4/20
<u>40 Week</u>	6/11	6/15 (Fri.)	TBD	TBD

* TBD – Due Date Will Be Determined Following the Friday 1/2 Day Before The Final Week of School.

* 03/30 – 4/6 Spring Recess

* 2/16 – 2/19 Mid – Term Recess

We encourage you to review academic progress with your child and contact the classroom teacher if necessary. Teacher emails are listed on our website:

www.bellelementary.com

SPECIAL EVENTS

Open House/Curriculum Night & Title I Presentation

All grade levels PK-5 will be on **September 27, 2017, 6:00pm**

This is a great opportunity to visit your child's classroom and learn about curriculum and expectations for the year. Please remember to sign up for your individual teacher conference when visiting the classroom. In addition, our PK will have an orientation on August 24, 2017

Parent Teacher Conferences

Will be held on ***November 17 & 27, 2017***. If for any reason you would like to meet with a teacher at any other time, please contact him or her for an appointment. Teacher emails are listed on our website.

Spelling Bee

This will be our third time entering the Scripps Spelling Bee. This is coordinated through our Enrichment Department. There will be smaller spelling bees leading up to the finalists who will go on to represent Bell School in the national bee!

Science Fair

The Science Fair is a chance for students to pursue a personal interest or investigation to further their knowledge and to learn how to explain it to others. This is open to all students.

STUDENT CONDUCT

Bell Expectations



Follow adult directions



Speak kindly to others



Work hard every day



Be safe and caring in our actions

*Stop, think and do what's right!
Even when no one is looking!*

Specific Expectations For Bus Safety on the Bus Are:

1. Obey the driver
2. Remain seated at all times
3. Keep yourself to yourself
4. Appropriate words and names at all times
5. Keep aisles clear at all times



Olweus Bully Prevention Program

- Rule 1: We will not bully others
- Rule 2: We will try to help students who are bullied
- Rule 3: We will try to include students who are left out
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

On The Playground:

1. Obey adults at all times
2. Show respect for people and property
3. Play safely on all equipment
4. Keep yourself to yourself
5. Run only on grassy areas
6. Play away from swings

In the Cafeteria:

1. Walk at all times
2. Remain seated
3. Use good table manners
4. Talk quietly, show respect to others
5. Clean your place carefully

In the event of a problem, teachers will contact parents/guardians to make them aware of the situation and to discuss solutions. Teachers, parents or the principal may request a conference at any time. The principal becomes involved in extreme or recurring cases and has the authority, as well as the responsibility, to suspend students as deemed necessary, especially if the incident involves threats of violence, weapons, or drugs.

Research shows us that children who learn self-control, respect and responsibility are far more successful and happy in their adult lives. Their future stars here. As their instructional team, they look to us for guidance, boundaries, support and love. Let's work together to make them successful.

Because we want to focus on learning, cut down on distractions, and show respect for ourselves and others, we hold the following expectations for our students regarding the student dress code, and a hand-held electronic devices:

DRESS CODES: (see District Code of Conduct, Article V)



Students dress should be appropriate for the weather



Clothing, including footwear, should be safe. Heelies & flip-flops can be hazardous



All undergarments should be completely covered with outer clothing



Hats should be removed when entering the building

ELECTRONIC DEVICES: (see District Code of Conduct, Article VI)



Electronic devices can be disruptive to the educational process, and must be turned off during classroom instruction



Cell phones will only be used in an emergency



Hand held games, iPod, and personal CD players, are not allowed



Students will be responsible for all electronic devices

The school district is not responsible for lost or stolen items

STUDENT CLUBS & INCENTIVES

Student Council

Grades three through five will elect our school's President, Vice-President, Secretary, and Treasurer in June. Also, each class will have two representatives and an alternate. The function of the Student Council is to help solve problems involving students, provide opportunities for service, and to make Bell an even more exceptional place to be. The advisors are Mrs. Sellitto and Mrs. Leonard. Meetings are conducted monthly and as needed.

Additional Activities

Students are able to join band & chorus (Gr 4-5) and participate in concerts, Parent Math Night, Reading events, Science Fair & More. PTO also sponsors several special activities:

~ Game Nights ~ ~Dances~ ~Fund Raisers~ ~Book Fairs~ ~PARP~
~Field Days~ ~Movie Nights~ ~Craft Nights~ ~Sporting Events~

PTO ~ Happenings

Bell School is privileged to have a committed group: Parent Teacher Organization (PTO):
Here are the new officer's for the 2017-2018 School Year:

President - Christine Segrue	607-759-6363	cesegrue77@gmail.com
Vice President - Sarah Payne	607-972-3195	sarahepayne82@gmail.com
Secretary - Kelly Viall	607-237-0201	Khayes100@stny.rr.com
Treasurer - Jill Latini	607-427-3336	Jilllatini@gmail.com

We are now on Facebook: <http://www.facebook.com/groups/BellPTO>

2017-2018 PTO MEETING SCHEDULE & EVENTS

PTO will meet regularly in the F.L. Bell Library on the dates & times posted on its Facebook page and on Bell monthly calendars & Newsletters. They will also host their usual main events: Halloween Happenings, Sweetheart Dance, & Ice Cream Social, to name a few. Please watch for notices on Facebook and paper copies sent home from school stating any updates and/or additions. Also, please consider giving just a few hours of your time throughout the school year. All of the PTO activities are aimed at supporting our children. If you have any questions, please contact any of the PTO officers. We are looking forward to another great year!

IMPORTANT INFORMATION FOR FAMILIES

Lunch Tips:

Lunch money should be sent in a sealed envelopes with the student's name written on it.

When packing your child's lunch, please keep in mind the role nutrition plays and remember they only have a limited time to eat. Also note that Friday is pizza day!

Lunch Prices:

Full Lunch	\$2.40
Breakfast	Free (Elementary – Middle School)
Reduced Lunch	\$.25



Lunch can be pre-paid by the week or month and may be paid via the District Website:

www.windsor-csd.org

Parent Volunteers/Parties:

Traditional school parties for PK-5 are scheduled for Halloween, Christmas, & Valentine's Day. Parties should be conducted during the last period of the school day (not to begin before 2:15). Children who are excused for religious or other reasons may go home with parents or will be allowed to use the library with supervision.

Our Halloween parties begin at 2:15pm on the designated day, and starts with a school-wide parade. Costumes must be age appropriate, clean, safe, and "healthy." Absolutely no blood, guts, gore, weapons, or scary costumes allowed. Teachers are requested to make this announcement at the very beginning of the year so students and their parents have time to plan accordingly. Parents are encouraged to join us outside for our parade.



Guidelines for Invitations to Events Happening Outside the Classroom:

We are happy to help celebrate your child's birthday with a special snack. Please contact your child's Teacher in advance, so the class is expecting the snack.

In the interest of fairness and the feelings of our children, we are not able to give out invitations sent from home to any event, including birthday parties, unless they meet the following criteria:

- Every child in the class is receiving an invitation **OR**
- A girl is inviting all girls in the class or a boy is inviting all the boys in the class.

We are not able to give out student's addresses due to privacy laws.

Field Trips:

When field trips are available, students are expected to be excellent representatives of our school and the Windsor District. The good behaviors they show us in school are to continue on the bus, as well as their destination. Students who have chronic bus problems during the year, may lose the privilege of attending field trips. If you choose to take your child home directly from the field trip location, a note has to be submitted to the office, prior to the student leaving Bell for the trip.

Security Procedures:

The school doors are locked 24 hours a day. Parents and all other individuals will be buzzed in the front door of the school, **MUST** sign in at the Main Office upon entry, and receive a Visitor's Pass, which must be worn while in the building, or on the premises. **All visitors MUST report to the main office before visiting any other area of the building.** Anyone without a badge will be asked to return to the Main Office and obtain one. This is for the safety of all our students and staff.

While we welcome visitors, if you wish to see your child's teacher for a conference, or to discuss academic or behavior issues, please make an appointment, so that instructional time will not be interrupted. Teacher's emails are listed on our website: www.bellelementary.org

Phone Calls:

Our secretary will be happy to forward messages for teachers and students: however, to preserve our limited classroom time, phone calls will not be transferred to classrooms unless deemed an emergency. Calls will be forwarded to voicemail, when necessary. Teachers have access to email and phones throughout the building to return calls during the day, as well as to check their voicemail. Students needing to make important phone calls will be given access to the office phone during the day, when feasible.



Emergency Procedures:

In the case of an emergency evacuation, or early dismissal, we need to have information on file about where the bus should take your child. This is only used in an unscheduled weather early closing or other emergency early closing. The child can go home, to their regular dropoff, or to another address in the Bell bussing area. This information is provided to us on a yellow card that will be sent home with your child during the first week of school. ***Please fill it out completely and return to your child’s teacher immediately.*** You will be notified of an early closing by our automatic call system.



Also, please be aware that during an emergency, our phones are ringing constantly, or we may be out of the building – calling us or expecting your child to call you is not possible.

If we need to evacuate the building for any reason, our designated evacuation site is St. Mary’s church on Route 11. Parents are asked to please allow their children to remain with their classes and NOT attempt to pick them up. They will be safe, supervised by people they know, and well cared for!

School Supplies:

Students should come to school prepared, with pencils, pens, paper, as well as any other items they need to do their work. If your child needs school supplies, please let Mrs. Radicchi know, as we have some available in the office.



The District Calendar:

The Windsor Central School District Calendar is mailed around the end of August. Each week, you will receive a classroom newsletter from your child’s teacher. **Please read it carefully for additions or changes to the calendar.** Important updates are also noted on the outside marquee and district website.



Both the District website & Floyd Bell website are updated regularly.

BOARD OF EDUCATION INFORMATION

Board of Education Policies

Copies of the Board of Education Policy Manual are in the Main Office, as well as in the library, for viewing during school hours.

WINDSOR CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING SCHEDULE 2017-2018

DATE LOCATION REPORT OTHER

July 11, 2017 District Office Reorganization Meeting

August 18, 2017 (Friday) 8AM High School Strategic Planning Session/Regular Meeting

September 5, 2017* Palmer/Middle School Photo/Five Year Vehicle Replacement Plan

September 19, 2017* Weeks Elementary Grants / External Audit

October 3, 2017* Bell Elementary

October 17, 2017* High School Meet the New Teachers

November 14, 2017 High School School Finance NYSSBA Conference Report

December 19, 2017 High School Public Hearing for Bus Purchase & Data

January 16, 2018 High School HS Course Offerings Mid-Year Strategic Plan Update

February 6, 2018 High School State of Athletics Budget

February 20, 2018** Bell Elementary State of the Building Budget & Data

March 6, 2018** Weeks Elementary State of the Building Budget

March 20, 2018** Palmer Elementary State of the Building Budget

April 10 2018** Middle School State of the Building Budget

April 16, 2018** (Monday) High School State of the Building Adopt Budget / BOCES Vote

May 1, 2018 High School Budget Hearing

May 22, 2018** High School Tenure Apts. & VAL/SAL Recognition

June 26, 2018 High School Reserve Adjustments

***Building Inspections – 5:00pm ** Community Recognition Ceremony 6:00 Meetings begin at 6:00pm (unless otherwise noted)**

BOARD OF EDUCATION MEMBERS

Peter Nowacki President	2016-2019	205A Garrett Road Windsor, NY 13865	655-3130
Margo Kibbler Vice President	2015-2018	34 Quilty Hill Road Kirkwood, NY 13795	775-2218
Stephen Feehan	2016-2019	175 Garrett Road Windsor, NY 13865	655-3663
Kevin Truman	2015-2018	50 Terrace Drive Windsor, NY 13865	655-3474
Carin Shaffer	2017-2019	140 Doolittle Road Harpursville, NY 13787	655-2901
Kathy Swezey	2017-2020	392 Trim Street Kirkwood, NY 13795	775-0940
Rhea Deyo	2017-2020	232 Treadwell Road Windsor, NY 13865	775-0919

Character Words of the Month

<i>Month</i>	<i>Moral Character</i>
September	Respect
October	Responsibility
November	Gratitude
December	Compassion
January	Integrity
February	Friendship
March	Perseverance
April	Team Work
May	Self-Control
June	Citizenship

Each grade level will sponsor one of the Character Words at one of our quarterly Knight's Recognition ceremonies. Parents are welcome for any Knight's Recognition.

KNIGHT'S RECOGNITION

Our Knight's Recognition ceremonies are held quarterly in the auditorium. There are two ceremonies; PK-2nd grade is held at 10:00am and 3-5th grade is held at 2:00pm. Our Honor Roll students are recognized at this time, along with our Knight's Recognition awards.

As with all visitation to the school, all parents and guests **MUST REPORT TO THE OFFICE AND RECEIVE A VISITOR'S BADGE**, before proceeding to the auditorium. If you will be taking your child home after any assembly, please write a note in the morning, so we can better prepare.

F.L. BELL ELEMENTARY SCHOOL
HOME/SCHOOL COMPACT

The School

The faculty and staff of Bell School hold high academic and behavior standards for all of our students. To this end, we strive to provide the best possible program of instruction. Our faculty and staff are eager to work together with our school community to educate our children in a safe and secure environment. The faculty/staff, students, and parents of Bell Elementary School agree to implement the following programs and activities:

- ⇒ Bell Elementary School will provide an academic program that is rigorous and challenging. We will provide for accelerated learning in reading and mathematics.
- ⇒ Bell Elementary School staff will provide intervention through academic tasks, Leveled Literary Intervention, AIS services, and NYS Test Preparation programs.
- ⇒ Bell Elementary School staff will communicate with families on an on-going basis regarding student academic progress. Communication regarding the instructional program will be provided through district and teacher newsletters, report cards, web sites (www.windsor-csd.org), and local publications.
- ⇒ Bell Elementary School will include parent/guardians in the implementation of the Title I School Plan through active participation on the school Building Leadership Team and membership in our PTO (Parent/Teacher Organization).

The Home

The faculty and staff of Bell Elementary School encourage our wider school community to support us in our efforts to reach the high standards we have set. It is important for our school to support our community and its families in whatever manner necessary and reasonable. Likewise, it is the family's responsibility to support the child and his/her school community. Parents are always welcome and encouraged to visit our elementary school. Because we recognize that parents want their student(s) to be successful, we encourage the following guidelines, established through research and experience:

- ⇒ Parents/Guardians of Bell Elementary School are encouraged to volunteer during the school year.
- ⇒ Parents/Guardians of Bell Elementary School agree to send their children to school appropriately dressed, on time, and prepared to learn. Prepared to learn includes proper rest, nutrition, materials and supplies, and a healthy attitude toward the responsibilities of school life.
- ⇒ Parents/Guardians of Bell Elementary School are encouraged to read to their child at least 15 minutes each night (including weekends).
- ⇒ Parents/Guardians of Bell Elementary School are encouraged to attend at least one parent/teacher conference yearly to discuss progress.
- ⇒ Parents/Guardians of Bell Elementary School agree to provide appropriate support, time and work space for their children when completing homework assignments. Parents further agree to review homework on a regular basis to assure completeness and accuracy.

ENGLISH LANGUAGE ARTS/LITERACY: EXPECTATIONS FOR STUDENTS & IDEAS FOR PARENTS

What's the shift?	What will students have to do?	What can parents do to help?
Read as much fiction as nonfiction	<ul style="list-style-type: none"> Read more non-fiction Understand how non-fiction is written and put together Enjoy and discuss the details of non-fiction 	<ul style="list-style-type: none"> Supply more non-fiction texts Read non-fiction books aloud or with your child Have fun with non-fiction in front of your child
Learn about the world by reading	<ul style="list-style-type: none"> Learn more about science and social studies through reading Use "primary source" documents Get Smarter through the use of texts 	<ul style="list-style-type: none"> Supply series of texts on topics that interest your child Find books that explain how things work and why Discuss non-fiction texts and their ideas
Read more challenging material	<ul style="list-style-type: none"> Re-read until they understand Read books both at and above their comfort level Handle frustration Keep pushing to improve 	<ul style="list-style-type: none"> Know what is grade-level appropriate Provide challenging texts as well as books they can read easily Read challenging books with your child Show that challenging books are worth reading
Talk about reading using evidence	<ul style="list-style-type: none"> Find evidence to support their arguments Form judgments and opinions Discuss what the author is thinking Make predictions about what will happen next 	<ul style="list-style-type: none"> Talk about texts Demand evidence in everyday discussions and disagreements Read aloud or read the same book as your child and discuss Discuss predictions
Write about text using evidence	<ul style="list-style-type: none"> Make arguments in writing using evidence Compare multiple texts in writing Learn to write well 	<ul style="list-style-type: none"> Encourage writing at home Write "books" together using evidence and detail Review samples of exemplar student writing
Know more vocab words	<ul style="list-style-type: none"> Learn the words they will need to use in college and career Get smarter at using the "language of power" 	<ul style="list-style-type: none"> Read often and constantly with young children Read multiple books on the same topic Talk to your children, read to them, listen to them, sing with them, and make up silly rhymes and word games.

Windsor Central School District - Parental Involvement Policy

The Board of Education encourages participation of parents of students eligible for Title I services in all aspects of their child's education. In order to facilitate parental participation, the District will:

1. Involve parents in the joint development of the Title I plan.
2. Provide necessary coordination, technical assistance, or other support needed to assist each Title I school in planning and implementing effective parental involvement activities in each building to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement through implementing and encouraging participation in appropriate parental involvement activities. This will be accomplished via the District/Building Newsletter and invitations that encourage parents to volunteer, join committees (PTA, etc.) attend open house/parent conferences.
4. Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs including but not limited to the Head Start Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program, and Home Instruction Program for Preschool Youngsters and state-run preschool programs.
5. Conduct, in conjunction with parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools. Involve parents in school activities of Title I schools.
6. Involve parents of children in Title I programs in decisions regarding how funds designated for parental involvement activities are to be spent.
7. Direct each school building receiving Title I funds within the District to develop jointly with parents, a written parental involvement plan for the building. Each plan and policy will be distributed to parents on an annual basis in an understandable format and in a language parents can understand when possible.
8. Make all parental involvement policies and plans available to the local community and update them periodically to meet the changing needs of schools and parents.
9. Assist parents of children in Title I schools in understanding such topics as the state's academic content, student achievement standards, state and local academic assessments, Title I requirements and how to monitor a child's progress.
10. Provide materials and training to help parents of children in Title I schools work with their children to improve their children's performance.
11. Educate teachers, pupil services personnel, principals and other staff in Title I schools with the assistance of parents about the value and use of parent contributions and in how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and school.
12. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities in Title I schools with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Program for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs.
13. Conduct other activities in Title I schools such as parent resource centers that encourage and support parents in more fully participating in the education of their children.

The Board of Education hereby directs each building principal of a Title I school to ensure that a building level parental involvement plan is generated with the participation of that building's parents. In addition to those goals stated above, each such building level plan will describe the details for:

1. Convening an annual meeting at a convenient time to inform parents of their school's participation in Title I programs and explain Title I requirements and rights of parents to be involved. All parents of children participating in Title I programs will be invited to the meeting.
2. Offering a flexible number of meetings including morning or evening. Each building level plan may provide, with funds available under Title I, for transportation, child care, or home visits as such services relate to parental involvement.
3. Involving parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs including the planning, review and improvement of the school's parent involvement policy.
4. Providing parents of participating children with timely information about programs, a description and explanation of the curriculum in use in Title I programs, the forms of academic assessment used to measure student progress, the proficiency levels the students are expected to meet, and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate in decisions relating to the education of their children or respond to any such suggestions as soon as practicable.
5. Developing a school-parent compact jointly with parents that outlines how the parents, school staff and students will share responsibility for improved student academic achievement and detailing the means by which the school and parents will build and develop a partnership to help all children achieve the state's standards.
6. The compact must include:
 - a description of the school's responsibility to provide high quality learning curriculum and instruction in a supportive and effective learning environment that enables children served in Title I schools to meet the State's student academic achievement standards;
 - describe the ways in which each parent will be responsible for supporting their child's learning such as monitoring attendance, homework completion, television watching, volunteering in their child's classroom and participating as appropriate in decisions relating to the education of their child and the positive use of extracurricular time;

- addressing the importance of communication between teachers and parents on an ongoing basis including, but not limited to, annual parent teacher conferences including a discussion of how the compact relates to the individual child's achievement, frequent reports to parents on their child's progress, reasonable access to staff, opportunities to volunteer and participate in the child's class, and observation of classroom activities

Windsor Central School District

CODE OF CONDUCT

PLAIN LANGUAGE VERSION

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments including but not limited to short shorts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments will not be tolerated.
3. Ensure that under-garments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include headwear in the building except for a medical or religious purpose.
6. Not include "dog" neck and wrist collars.
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of long leather or trench coats of any color.

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

Prohibited Student Conduct

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:
 - Fighting, assaulting or behaving violently,
 - a. threatening another with bodily harm,
 - b. harassment, bullying, or intimidating students or school personnel (see also Anti-Bullying/Harassment, Hazing and Sexual Harassment policies),
 - c. making unreasonable noise,
 - d. being untruthful with school personnel or making false reports,
 - e. possessing electronic devices such as, but not limited to: video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - f. obstructing vehicular or pedestrian traffic,
 - g. driving recklessly,
 - h. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - i. loitering or trespassing

- j. being present on or entering into any school property, function or vehicle without authorization,
 - k. disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers or
 3. Engages in any of the following forms of academic misconduct:
 - a. tardiness,
 - b. missing or leaving school or class without permission or excuse,
 - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct
 - d. violation of the Board of Education policy on Student Publications, #7230, Use of Computer and Information Technology Policy #7151
 - e. Improperly altering documents or records.
 4. endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
 - a. fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner. (Reference policies on Sexual Harassment, Anti-Bullying, Hazing)
 - c. bullying
 - d. cyber-bullying
 - e. sexting
 - f. making unreasonable noise,
 - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri (see #8096, "Substance Abuse" policy),
 - h. Possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, numchucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object.
 - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. gambling,
 - l. hazing,
 - m. extortion,
 - n. theft,
 - o. Vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
 - p. Misuse of school information technology (see applicable BOE policy in regard to information technology) or other school property.
 5. Engages in conduct that violates Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

Definition of Bullying

"Bullying" is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

District Bully Prevention Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

Definition of Cyber-bullying “Cyber-bullying” refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices

Definition of Hazing “Hazing” is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, in order for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

Disability Harassment

The District affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the District. Disability harassment is a form of discrimination and is prohibited by WCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group’s disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Discrimination/Harassment is considered to have occurred when such conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive academic environment,
- has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance,
- or otherwise adversely affects an individual’s academic opportunities.

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a "Harassment/Bullying Prevention Form". These forms are located in the school library, the guidance office and in the buildings main office. Forms can also be accessed and completed online on the District's homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

Dignity Act Coordinator

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Lorraine Hulbert
Principal
Floyd L. Bell Elementary School
15 Golden Street, Kirkwood, NY 13795
(607) 775-2730
lahulbert@windsor-csd.org

Off campus & Non-School Day Misconduct

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Disciplinary Penalties, Procedures and Referrals

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties 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 and/or others, as appropriate.
6. Other extenuating circumstances.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class

10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

Remedial Consequences

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

Minimum Periods of Suspension

1. Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended 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 educational law 3214 (3) (a) and this code on multiple occasions.

Referrals

1. Counseling
The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions
The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
 - 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 Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.
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)

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Visitors to the School

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/ office operations/events, threatens the health and safety of students or staff will be directed by the school's principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply law enforcement authorities will be called. Future access to school property or events may be restricted.

2. **Directions to Staff in Dealing with Abusive Individual.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will warn the speaker to communicate civilly, a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, who should provide a written copy of this policy at the time of occurrence.

Public Conduct on School Property

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

Prohibited Conduct

No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or of the school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
5. Other than student, employee or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.
12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.
15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Penalties

A person who shall violate any of the provisions of these rules shall:

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

5. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

PRINCIPAL CONCERNS REGARDING STUDENT BEHAVIOR

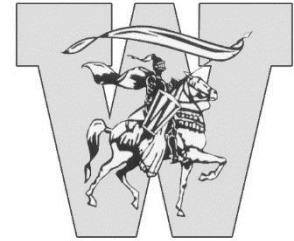
The following form is a communication between the principal and a child's parent/guardian. In order to continue a partnership between home and school, it is necessary for parents to be aware if behavior warranted intervention from the principal. We would appreciate your support at home in encouraging your child to follow the school rules so everyone can learn.

CONSEQUENCES OF NOT FOLLOWING THE DISCIPLINE PLAN:

When it is necessary to have a consequence for poor behavior it will range from a *verbal reprimand to out-of school suspension*. When we suspend a child either in-school or out- of- school a discipline form will be sent home to parents. For an out of school suspension, a letter will also be sent home. When a child has either in-school or out-of- school suspension, he/she is not permitted to attend school functions. ***Students are also considered absent from school when they have an out-of- school suspension.***

We, as faculty & staff, will do all we can to assure that the proper foundation is given to avoid consequences for poor choices. We ask your assistance in encouraging your child to seek peaceful resolution to problems and to allow adults to help in settling disputes. If your child is having a problem, please encourage him or her to seek help from an adult here in the school.

Windsor Central School District
Floyd L. Bell Elementary School
 15 Golden St Kirkwood NY 13795
 Phone: (607) 775-2730
 Fax: (607) 7754834
 Lorraine Hulbert, Principal
www.bellelementary.org



SAMPLE ONLY
ACTUAL FORM MAY LOOK DIFFERENT

DISCIPLINE

REFERRAL

Student Name _____

Date _____ Time: _____

Classroom Teacher/Grade _____

Written by _____

Administrator _____

Location _____

	Offense (For administrative use only)	Description/Action Taken
	Failure to do class work	
	Disrespectful (Arguing, talking back/lying)	
	Refusing to follow instructions/breaking rules	
	Disruptive behavior	
	Left class without permission	
	Inappropriate language/gesture	
	Physical/verbal threat (staff /student)	
	Intentionally harming with injury (staff/student)	
	Fighting (2 or more people involved in conflict)	
	Sexual harassment (staff/student)	
	Bringing weapon to school	
	Stealing	
	Vandalizing school or personal property	
	Bullying (check one or more) <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Social Exclusion <input type="checkbox"/> Cyber-Bullying	
	Other	

ACTION TAKEN BY ADMINISTRATOR

School Notice to Parents of Rights Under the Family Educational Rights and Privacy Act

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that Windsor Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Windsor Central School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Windsor Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing your student's role in a drama or musical production;
- The annual yearbook;
- Honor roll and other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the New York State Education Law § 2-1 and two federal laws require school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

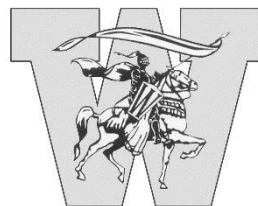
If you do not want Windsor Central School District to disclose some or all directory information from your child's education records without your prior written consent, you must notify the district in writing within 30 days after the publication of this notice. Windsor Central School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Windsor Central School District – FERPA Contact – 2012/2013 School Year:
Mr. Scott Beattie, Asst. Superintendent
215 Main St.
Windsor, NY 13865

LORRAINE HULBERT, PRINCIPAL
FLOYD L. BELL ELEMENTARY SCHOOL

15 Golden Street
Kirkwood, NY 13795
(607) 775-2730
lahulbert@windsor-csd.org



**WINDSOR
CENTRAL
SCHOOL
DISTRICT**

September, 2016

Dear Parent:

The purpose of this letter is to inform you of your right to request information regarding the professional qualifications of your child's teacher(s) and any paraprofessional that works with your child.

Specifically, the recently signed federal legislation entitled, "NO CHILD LEFT BEHIND ACT" gives you the right to ask the following questions:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact me and I will provide it for you.

Thank you for your interest in your child's education and our school. Your involvement is certainly appreciated.

"The Mission of the Windsor Central School District is to create a stimulating environment where students are independent learners and grow to become successful citizens. This environment is created by a challenging, integrated curriculum delivered by a caring and competent staff."

FORM HSF-16E

SECTION 504 ANNUAL NOTICE

In accordance with the Rehabilitation Act of 1973 commonly known as Section 504, the Windsor Central School District hereby notifies disabled children and their parents of the school district duty under the Regulations to Section 504.

The Windsor Central School District shall provide a free appropriate public education to each qualified disabled child who resides in the school district regardless of the nature of severity of the disability. The school district shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child, and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded an equal opportunity for participation in such services and activities.

The Windsor Central School District shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

The Windsor Central School District shall conduct pre-placement evaluations, and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services.

Placement decisions shall draw upon information from a variety of sources and shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. The Windsor Central School District shall establish and implement a system of procedural safeguards that includes notice, an opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

Subject: Sexual Harassment

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

- Unwelcome sexual advances,
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship.
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development,
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon Instruction. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

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

The District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

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

There will be no retaliation against employees or students for reporting sexual harassment or assisting the District in the investigation of a complaint.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy

(Policy #6126)

BOE: 12/13/93

Reviewed: 11/26/96

Reviewed: 10/9/01

Reviewed: 11/19/02

Review: 11/18/03

Amended: 1/13/04

Updated: 8/23/11

Bullying and Harassment Prevention

The **Windsor Central School District** is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board of Education recognizes harassment, hazing and bullying are detrimental to student learning and achievement. Such behaviors affect not only the students who are targeted, but also those individuals who participate and witness such acts. Therefore, all forms of harassment, discrimination, hazing and bullying are prohibited on school grounds, school busses and at all school-sponsored activities, programs and events including those that take place at alternate locations.

A. Overview

Definition of Harassment: “*Harassment*” means the creation of a hostile environment by conduct, with or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; the harassing behavior may be based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (identity or expression) (Education Law §11[7]).

Definition of Bullying: “*Bullying*” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

Different forms or kinds of bullying may include but not limited to:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying as well as any other conduct which has the effect of hurting emotionally or physically the target of the bullying or any witnesses to the bullying.

Definition of Cyber-bullying: “*Cyber-bullying*” refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices

Definition of Hazing: “*Hazing*” is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, in order for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

Disability Harassment

The District affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the District. Disability harassment is a form of discrimination and is prohibited by WCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group’s disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Discrimination/Harassment is considered to have occurred when such conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive academic environment,
- has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance,
- or otherwise adversely affects an individual’s academic opportunities.

B. Windsor Central School District Bullying Prevention Student Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know somebody is being bullied, we will tell an adult at school and an adult at home.

-Olweus Bully Prevention Program

C. Windsor Central School District On the Spot Intervention Expectations

On-the-Spot Harassment and Hazing Intervention

1. **Stop the Bullying**
2. **Support the student who has been bullied.**
3. **To the student who has been bullying: name the bullying behavior and refer to the four bullying rules.**
4. **Empower the bystander(s) with appreciation if they were supportive of with information on how to act in the future.**
5. **Impose immediate and appropriate consequences for the student(s) who used bullying behaviors.**
6. **Take steps to make sure the student who was bullied be protected from future bullying.**

D. How to file a complaint:

Complaints can be filed by completing a "Windsor Central School District Bully Incident Reporting Form". Students, parents and staff are to report any suspected incidents of bullying, harassment, by completing a Windsor Central School District Bullying Incident Reporting Form". These forms are located in the school library, the guidance office and in the building's main office. Forms can also be accessed and completed online on the Windsor Central School District's homepage: www.windsor-csd.org. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator or Dignity Act Coordinator. All inquiries and harassment complaints filed with the Windsor Central School District are confidential to the extent possible. Confidentiality also applies to the investigative process.

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20U.S.C. § 1232g. Do not file in the cumulative record.

Windsor Central School District
INCIDENT REPORTING FORM

Directions: The Windsor Central School District is committed to providing a safe environment to all members of our community. Despite our best intentions, incidents between students do occur at times. If you wish to report a disturbing incident between two or more students, complete this form and return it to the Principal at the student's school. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name. **Every** reported act of bullying will be investigated. Parents of aggressors and targets will be contacted in cases of confirmed bullying.

Date of report:			
Name of student target:	Age:	Grade:	School :
Name(s) of alleged aggressor(s) (If known):	Age:	Grade:	School :
Name(s) of witness(es) (If known):			
Where did the incident(s) happen (choose all that apply)?			
<input type="checkbox"/> On school property <input type="checkbox"/> At a school-sponsored activity or event off school property <input type="checkbox"/> Online/via technology <input type="checkbox"/> On a school bus <input type="checkbox"/> On the way to/from school <input type="checkbox"/> Other: _____			
What best describes what happened (choose all that apply):			
<input type="checkbox"/> Teasing <input type="checkbox"/> Threat/Property Damage <input type="checkbox"/> Stalking <input type="checkbox"/> Theft/Property Damage <input type="checkbox"/> Social exclusion <input type="checkbox"/> Intimidation <input type="checkbox"/> Physical violence <input type="checkbox"/> Public humiliation			
What did the alleged aggressor(s) say or do? (Include dates. Attach a separate sheet if necessary)			
Did a physical injury result from this incident?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention			
Is there any additional information you would like to provide? (Attach a separate sheet if necessary)			
Name Of Person Reporting Incident (Optional):			
Telephone (optional) _____ E-mail _____			
(optional): _____			
Place an X in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/guardian <input type="checkbox"/> Other: _____			
Administrative Action Taken:		Date:	

