Our transportation department has finalized bus runs for the 2013-14 school year. Students will be assigned specific bus runs at locations nearest their homes; unless transportation to a child care provider has been requested in writing. This year, individual post cards will be sent out the week of August 19th to students to indicate what bus they are assigned to, and the estimated time of arrival of the bus. All kindergarten students will receive this information in a mailing from Cohen Elementary as well.

Students at Cohen Elementary School will ride to their school on the early bus run. Students transferring at Cohen Elementary School for transportation to private schools are also on the early bus run. Exceptional students, private school students and students in alternative programs will receive a phone call or an email from the transportation department regarding their transportation arrangements.

Each home with school-aged children will receive a Transportation Informational Manual in the mail. This manual contains general information, policies, rules and expectations of all riders. Discipline policies are also outlined. Please review these rules and expectations with your children. The safety of all riders is our primary concern and behaviors that jeopardize safety will not be tolerated.

Please remember that it is the responsibility of the parents to supervise their children at the bus stop. Please make sure that your children are well supervised and safe while they wait for the bus.

Questions about transportation can be addressed to Todd VanHouten, Transportation Supervisor, at 739-1358.
Superintendent’s Message

Dear Residents:

We begin another year with a commitment to provide the best educational experiences possible for all of our students. Our school year is filled with a variety of activities that involve both our students and our community. We hope you find this calendar helpful; as it highlights several key events for the coming year.

We draw special attention to the Community Forums and Board of Education Meetings that will take place throughout the year. The more active our community is in these public meetings, the more beneficial this will be for all concerned. We need your help to define our future, together.

A Parent Education Series is also a new addition and opportunity to provide information sharing regarding issues that have us all concerned; relating to the health and welfare of our children. Three topic areas will be the focus for the 2013-2014 school year to include: Signs and Symptoms of Abuse, Internet Safety, and Bullying.

We thank you for your continued support of our district and look forward to seeing many of you at our events throughout the year.

Sincerely,

Mary Beth Fiore, Superintendent

OUR MISSION:

The Elmira Heights School District encourages all:

• To enter with high expectations.
• To teach and learn through responsible, cooperative effort.
• To leave with confidence in our ability and pride in all we do.
Discipline of Students with Disabilities

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

Visitors to the Schools

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitor’s register and will be issued a visitor’s identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal’s office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session, without prior notice to students and without their consent. The District has the option of initiating an unannounced canine search of any of its school buildings at any time of the day throughout that school year.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
8. All visitors are expected to abide by the Code of Conduct’s requirements prohibiting tobacco use within the Drug Free School Zone.

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.

Dissemination and Review

Dissemination of Code of Conduct

1. Copies of a summary of the Code of Conduct will be provided to all students at the beginning of each school year.
2. Copies of the Code of Conduct will be available to all parents at the beginning of the school year.
3. A summary of the Code of Conduct written in plain language will be mailed to all parents of district students before the beginning of the school year.
4. Copies of the Code of Conduct will be available to all parents at the beginning of the school year.

The Board of Education will review this Code of Conduct every year and update it as necessary. For a complete copy of the Code of Conduct, please contact the District Office at 734-7114.
Mission Statement
The Elmira Heights Central School District is an integral part of a nurturing, diverse community dedicated to meeting the needs of individual students in becoming contributing citizens by setting high expectations, promoting life-long learning and pursuing excellence in a safe and mutually respectful environment.

Core Beliefs
We believe that...
- Learners are our first priority.
- All children have the right to learn.
- Each child is unique and capable of reaching their potential.
- The development of the whole child is essential.
- Excellence will always be pursued.
- Education is a process of continuous improvement.
- The district will be proactive as well as reactive to educational and societal needs.
- Everyone is entitled to and responsible for a safe, supportive and nurturing environment.
- All individuals will treat each other with courtesy and mutual respect.
- Community involvement is a partnership that is essential to success.
- Character and morals are cultivated through collaborative community involvement.
- Embracing diversity strengthens individuals and community.
- Effective communication between all stakeholders is essential for success.
- Students, parents, residents and the school district are vested members in the educational community.

Parameters
- We will not tolerate any behavior or environment that is degrading or unsafe.
- We will always make decisions in the best interest of the student.
- We will always strive for quality and success.
- We will work collaboratively with all vested members of the community to maximize student potential.
- We will make communication a priority.
- We will only employ and retain professional and dedicated individuals committed to the common mission of the district.
- We will support decision-making processes and their outcomes to help ensure success.

Objectives
- 100% of the district will be committed to providing a safe, nurturing student centered environment.
- 100% of students will achieve grade level proficiency, with a continued goal of achieving mastery.
- 100% of students will graduate and become contributing members of society through the pursuit of post-secondary education, military or the workforce.
- 100% of Elmira Heights’ staff will be proficient in the use of technology.

Strategies
- We will foster a learning environment that protects the safety of everyone.
- We will ensure that all students have the opportunity to achieve their maximum potential and develop skills to be contributing members of society.
- We will design and implement a curriculum that utilizes all resources and programs to achieve academic success and prepare students for a variety of postsecondary opportunities.
- We will develop a formal communication system to ensure all staff, parents and community members can receive and respond to the information they need in a timely fashion.
- We will engage community resources that enhance and advance the school program.

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June 2014

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<td>12:10pm COE Spirit Day</td>
<td>8:30-9:30am &amp; 12-1pm Pre-K Ceremony</td>
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UPK-8 Early Release Times (June 25):
Cohen Elementary 11:00am
Cohen Middle School 11:20am
Certain events such as concerts and dances may have a special dress code. Students will be notified of those particular codes in time to prepare appropriately.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including out-of-school suspension.

Prohibited Student Conduct:

A student shall be subject to disciplinary action in relation to the following:

1. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, and cider having alcoholic content.
2. The use, possession, sale or gift of any drug, controlled substance, or look-alike drug, including, but not limited to, marijuana or any instruments for the use of such drugs, controlled substances or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Exception is any drug taken in accordance with a current prescription signed by a physician whom is to be taken by the particular student at the time in question.
3. Stealing, lying, cheating, plagiarism or any other acts of dishonesty.
4. Verbal intimidation.
5. Physical intimidation.
6. Hazing.
7. Bullying.
8. Gang related activities.
9. Unwanted contact that may or may not include sexual harassment.
10. Fighting or causing physical harm to another.
11. Possession or use of any drug, controlled substance, or look-alike drug, including, but not limited to, marijuana or any instruments for the use of such drugs, controlled substances or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Exception is any drug taken in accordance with a current prescription signed by a physician whom is to be taken by the particular student at the time in question.
12. Involuntary transfer; or
13. Involuntary transfer; or
14. Suspension of other privileges including use of computer/Internet systems.
15. Suspension of athletic participation;
16. Suspension from transportation;
17. Suspension from athletic participation;
18. Suspension from school or extracurricular activities;
19. Suspension of any privilege including use of computer/Internet systems.
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31. Suspension of any privilege including use of computer/Internet systems.

The range of penalties which may be imposed for the conduct set forth above is as follows:

1. Verbal warning;
2. Written referral/Student Conduct Form;
3. Notification to parent (written, electronic or personal contact);
4. Counseling;
5. Probation;
6. Reprimand;
7. Detention;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extracurricular activities;
11. Suspension of any privilege including use of computer/Internet systems.
12. Suspension from school or extracurricular activities;
13. Involuntary transfer; or
14. Suspension upon instruction.

Continued on page 26
May 2014

### Cohen Elementary
The school day for the elementary students:
- 7:45 – Student Arrival (Breakfast available)
- 7:55 – Tardy bell rings
- 2:45 – Dismissal

Parents picking up students after school should wait at the bus port. Teachers will bring out their bus students and parent pick up students at dismissal time. Please be mindful that we must have all students loaded onto buses and the buses leaving by 2:45. If you would like to speak to the teacher, please do so after all students are dismissed or call for an appointment.

Students walking home will be dismissed after the buses have left.

### Cohen Middle
The school day for the middle school students:
- 8:10 – Student Arrival (Breakfast available 7:55– 8:10)
- 8:15 – Classes Begin
- 3:20 – Dismissal

Dismissal procedures will again begin with bus students being dismissed first. Any student who walks or gets picked up will be dismissed immediately after buses leave the school grounds. This will alleviate several safety concerns that have come up due to the variation of student departure methods.

### District Wide Early Release Times (May 7):
- **Cohen Elementary**: 11:00am
- **Cohen Middle School**: 11:20am
- **Thomas A. Edison High School**: 11:30am

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### Thomas A. Edison
The school day for the high school students:
- 8:15—Student Arrival (Breakfast Available @ 8:00)
- 8:20—Classes begin**.

**Arrivals after the 8:20 bell are considered tardy. Students tardy to school will be ineligible for after school activities on that day.**
- 3:25—Dismissal
- 3:30—Buses Depart

Buses will arrive at TAE between 8:00 and 8:15. Students will be dismissed from the buses to go immediately to their first period class. There will be no homeroom. Announcements will be made in the first period class which will be of longer duration than the other periods. Students who attend the TEC program at BOCES in the morning will transfer to a bus and report directly to the Bush campus. They will return for lunch, and the PM students will leave after their lunch and return to TAE for end of the day classes.

EMM will be a required period for all students and will be an integral part of our school day. All students will have access to teachers for extra help to make-up work or for enrichment activities. We appreciate your recognition of this period that will focus on academic improvement for all students.

Athletic practices and rehearsals may begin as soon as the coach is available after 3:25. It is expected that all other students will leave the building unless they are under the direct supervision of a staff member.
Code of Conduct Summary

Introduction
This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Definitions
"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially interferes with the school personnel’s authority over the classroom on school premises or at school events.

“Violent student” means a student under the age of 21 who:
1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or
3. Possesses, while on school property or at a school function, a dangerous instrument.
   • “Dangerous Instrument” means any instrument, article or substance, including a "vehicle" which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing physical injury, serious physical injury or death. Or as that term is defined in New York State Penal Law and 18 USC §921 for purposes of the Gun-Free Schools Act. (Refer to page 7 paragraph 4)
4. Displays, while on school property or at a school function, what appears to be a dangerous instrument.
5. Threatens, while on school property or at a school function, to use a dangerous instrument.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.
8. Commits any behavior that would require the district to complete a Violent and Disruptive Incident Report (VADIR).

Student Rights and Responsibilities
A. Student Rights

Student Dress Code
A student’s dress, grooming and appearance, including 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 such as tube tops, net tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not be construed as intimidating (e.g. Gang wear).
9. Fit appropriately.
10. Skirts and shorts must be of modest length.

B. Student Responsibilities

All district students have the responsibility to:
1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers and administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek helping solving problems that might lead to discipline.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Sun Mon Tue Wed Thu Fri Sat
1 2 Labor Day (no school) 3 Superintendent’s Conference Day 4 First Day of School 5 6 TAE Picture Day 7
8 9 Jr. Class Fundraiser Begins 10 7pm PFO (COE Lib.) 11 Senior Picture Re-Take Day 12 13 COE Picture Day 14 7:00-10:00 pm Junior Class Dance
15 16 PFO Candy Sale Begins 17 6pm Parent Education Series 1: Signs & Symptoms of Abuse 18 6pm Sophomore Class Parent Night (TAE Auditorium) 19 20 Jr. Class Fundraiser Ends 3-10pm Medieval Festival (Underidge Park)
22 23 24 6pm CMS Open House 25 7pm Senior Class Parent Night (TAE Auditorium) 26 CMSS Picture Day 27 28
29 30 Soph. Fundraiser Begins

September 2013

(continued on page 24)
District Directory

District Office………………………… 734-7114
2083 College Avenue

Mary Beth Fiore…………………………..Superintendent of Schools
Deb Palmer ..................................Business Manager
Colleen Dengler ..................Superintendent Secretary/Board Clerk/Census
Kelly Buckley ...........................................District Receiving/
………………….Extra-Curricular Treasurer
Erin Root…………………………..Human Resource Secretary/Health Insurance

Central Business Office………………..795-5350/5353
800 West Broad Street, Horseheads

Lesa Bussmann— Treasurer …..Ext. 1290
Darlene Bennett – Payroll ……Ext. 1206
Heidi Vary – Accounts Payable …Ext. 1217
TBD – Purchasing Agent …….Ext. 1284
Cindy Luedeman-Internal Claims Auditor …….Ext. 1422
Kim Dykes—Tax Collector ………Ext. 1209
Ron Tryon—Accountant/Grants …….Ext. 1229

Committee on Special Education ……733-8039
Dawn Hanrahan …..Chairperson
Janice Lagonegro …..Secretary

Transportation ……739-1358
Todd Vanlousten …..Supervisor of Transportation

Maintenance ……733-5604
Mike Coghlan …..Director of Buildings and Grounds

Cohen Elementary School ………… 734-7132
100 Robinwood Avenue

Andy Lutz…………………………..Principal
Gretchen Smith …..Dean of Students
Dan Cranfill …..Dean of Students
Kristin McNamara …..Counselor
Kathleen Willis …..Secretary
Deb Vaoli …..Teacher Aide
Freda Patterson …..Cafeteria Manager (733-5854)

Cohen Middle School …………734-5078
100 Robinwood Avenue

Dawn Hanrahan …..Principal/CSE Chair
Gretchen Smith …..Dean of Students
Dan Cranfill …..Dean of Students
Kristin McNamara …..Counselor
Lori Andreine …..Psychologist
Janice Lagonegro …..Secretary

Thomas A. Edison High School …733-5604
2083 College Avenue

Tom Boyanowski …..Principal
Mike Bennett …..Dean of Students/Athletic Director
Jackie Weaver …..Social Worker
Sheri May …..Secretary

H.S. Guidance Department …………733-5604

Christin Bresett …..Counselor
Sheri May …..Secretary

March 2013

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Health Services

Prescription Medicine
The school is frequently asked to give internal medication to students during school hours. New York State Education Law and Health Practice Acts require certain procedures when unusual circumstances necessitate giving internal medication to a child in school.

- A written request from the family physician must accompany the medication.
- A parent permission form, obtainable from the school, must be signed.

Board of Education policy requires that only the child’s parents or the school nurse/school nurse-teacher give the prescribed medication.

Physical Examinations
Routine physical screening examinations will be done by the school physician for all new students and those in grades Pre-k, kindergarten, 2, 4, 7 and 10 and any other students as needed. All students trying out for any team sport in grades 7-12 must also have a school physical.

Urine specimen testing is included in all grades screened, with the exception of kindergarten. You may be asked to send a specimen to school before the scheduled examination. If you wish, you may have the physical examination performed by your family physician, and a report of such examination submitted, by October, for the school record.

Immunizations Required by Law

Students who are not in complete compliance with New York State Immunization Laws may not attend school. All children entering pre-kindergarten are required to have one dose of MMR vaccine; all kindergarten-ten students need three doses of polio and two MMR; all 6th grade students need Tdap and chicken pox vaccine; and 7th grade students need the Hepatitis B vaccine. Students that do not submit proof of required immunizations shall be excluded from attendance after a 14-day grace period in accordance with current law.

Pediculosis
Has your child been complaining of persistent itching of the head and back of the neck? After warm weather and playing with many other children, it is not uncommon to pick up head lice. You should look for nits (egg capsules – small white specks) that attach themselves to individual hair shafts and are difficult to remove. If you suspect that head lice are present, check with your physician or pharmacist for the best treatment.

During the school year, it is advisable to check your children once a week as lice are always with us and are more easily treated with early discovery. Please call the school nurse if you have any questions.

Prevent the Spread of Disease

With MRSA and various flus making headlines with a surge in occurrences in and around the country it is important to remember the best defense in all cases is to maintain consistent hygiene. Basic guidelines to follow include:

- Keep cuts and scrapes clean and covered with bandages.
- Frequently wash hands with soap and water using a scrubbing action between hands.
- Daily laundering of personal clothing articles using hot water and detergent.
- Refrain from sharing personal items, including, but not limited to clothing, footwear and towels.

These guidelines will be followed and reinforced at school. With consistent practices at home and school, we will all greatly decrease the likelihood of spreading disease.

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Equal Opportunities

Each individual should be given the opportunity to develop and achieve knowledge, skills and values to the maximum extent possible. Therefore, the District will foster a learner-centered environment that provides equal educational opportunities for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, gender, sexual orientation, national origin, economic status or handicap.

Parental Involvement

The Board recognizes parents/guardians as valued partners in the education of our children. The quality of education is greatly enhanced when parents stay informed of their students’ academic achievement and social growth, place a high priority on school work and attendance, provide a variety of learning experiences, participate on school committees, attend school activities and inform the school regarding student needs and accomplishments.

The Board encourages staff members to promote parental involvement by making efforts to welcome, include, inform and listen to parents.

If you are interested in serving on any shared decision making committee, please contact the District or building office.

School Volunteers Welcome

The Board recognizes the need to establish a school volunteer program to support District instructional and extra-curricular activities. If you are interested in volunteering in our schools, please see any building principal for a volunteer application. Interested individuals may also refer to Board of Education Policy 3150: School Volunteers for additional information.

The policy can be viewed on our school website, www.heightsschools.com, or a copy is available upon request from any school office.
Notice to All Parents and Eligible Students

All parents and eligible students are hereby advised of their rights with respect to school records as outlined in the Federal Family Educational Rights and Privacy Act of 1974.

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their child or themselves. This includes all material that is incorporated into each student’s cumulative record folder and intended for school use or to available parties outside the school system.

This information includes, but is not necessarily limited to, identifying date, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standard intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. This hearing will provide an opportunity for the correction or deletion of such inaccurate, misleading or otherwise inappropriate data. Any questions concerning the procedures for requesting such a hearing should be directed to the Superintendent of Schools.

Student records and any other materials contained in the cumulative record that are personally identifiable are confidential and may not be released or made available to persons other than parents of students without the written consent of parents or students. There are a number of exceptions to this rule, such as:

Student records are available to:

- Other school employees and officials, or certain state and federal officials who have a legitimate education need for access to such records in the course of their employment.

In keeping with Section 438 (a) (5) (A) of the act, the School District defines the term student “directory information” as follows: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The District may make public a directory of information for public disclosure of the above information unless the parents or students affected give written notice to the School District business office of their objection to the disclosure of such information as public information to the School District business office within 30 days of the date of publication of this notice.

Any complaints may be filed with the United States Department of Education.

Legal Notice

In accordance with State and Federal regulations, notice is hereby given of the rights of parents and eligible students to inspect, review and correct student education records.

The District further gives notice of its intent to limit unauthorized disclosure of information contained in these records.

Copies of the district policy under the Family Education and Privacy Act are available at the District Office, 2083 College Avenue, Elmira Heights.

School Records

November 2013

October 2013

December 2013

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District Wide Early Release Times (November 15 and 20):

- Cohen Elementary 11:00am
- Cohen Middle School 11:20am
- Thomas A. Edison High School 11:30am

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**District Information, Cont’d**

**School Closings**

The primary consideration in a school closing is the safety of the students. Factors relevant to safety include icy roads, reduced visibility, drifting snow, chill factor, flooding, high wind and mechanical or health hazards at the school.

In the event that school is closed or that there is a delayed opening because of an emergency, please listen to local radio and TV stations for information. The Synervoice system will also be utilized to inform parents of emergency closings, when feasible. This is an automated phone system that will communicate with each household.

If we are required to release students early on an emergency basis, MS/HS students will be transported home first.

**Public Review of District Records**

As a public entity, the District opens its records to public review. The information available to you includes the financial records of the District, including annual audits; the budget, board minutes and policies; information on public health and safety, such as asbestos management plans, emergency management plans and fire inspection reports; and many other documents of public record.

If you wish to see information contained in the records of your District, contact the Records Access Officer, Deb Palmer, at 734-7114.

**Transportation Information Manual**

The District has published a transportation information manual for parents and students.

These manuals are mailed to each family with a student in our schools. The purpose of the manual is to ensure that the policies and guidelines of the District transportation operation are known to all of our students and parents.

If you do not receive a manual, one can be found through the District website, [www.heightsschools.com](http://www.heightsschools.com), or contact the District Office and one will be mailed to you. If you have any questions about the District transportation operations, please call Todd VanHouten at the bus garage (739-1358).

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**Notice**

There are times during the school year that telephone trees are established for parent notifications and field trips. If you do not want your name, address, telephone number and email address to be part of this process, please notify the school office as soon as possible.

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**February 2014**

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**Statements of Ownership**

The Board of Education of the Heights School District, through its agent, (President), does hereby publish this notice by publication as required by law. The Board of Education of the Heights School District hereby notifies all persons interested in any real estate transaction(s) pertaining to the Heights School District that the District is the owner of the real estate(s).
Emergency Management Plan

The Elmira Heights Central School District has established an Emergency Management Plan to handle emergency situations in and around our schools. Copies of the Emergency Management Plan are available for your review in the District Office or in the school offices. Please call to make an appointment if you wish to review the plan.

In addition to the published plan, we conduct an annual emergency drill according to the regulations of the Commissioner of Education. This drill usually takes the form of an emergency release drill and is scheduled for November 15, 2013. We encourage parents to discuss emergency plans with the child and activate your own emergency plan during this drill.

Asbestos

The District is managing any asbestos in our buildings in accordance with the regulations of the Asbestos Hazard Emergency Recovery Act (AHERA).

Our asbestos management program includes periodic inspection and maintenance to ensure that any asbestos in our buildings is in good condition and poses no health danger to building occupants.

The District AHERA Management Plan is available for review in the District Office by appointment.

Visual Inspection of Buildings

Section 409-d of the Education Law requires each school district to visually inspect all buildings used for instruction once each school year, prior to June 30, beginning with 1992-93 school year.

District buildings were inspected in November 2012 in accordance with the law. The report is available for review by contacting Mike Coghlan at 733-5604 ext. 2522.

Fire and Annual Structural Inspections

Annual fire and structural inspections have been performed in the buildings of the Elmira Heights Central School District in accordance with the requirements of the state. The buildings have been declared to be in good and safe condition.

The report is available for review by contacting Mike Coghlan at 733-5604 ext. 2522.

Smoking Policy

Under Federal Law, smoking is not allowed on school grounds or in the buildings of the Elmira Heights Central School District at any time.

If you have questions regarding this policy, please contact Superintendent Mary Beth Fiore in the District Office.

Annual Emotional Screening Available To All Students

It’s natural to measure your child’s height and weight. Measuring other ways they grow is important too! Emotional health issues can affect how a child succeeds in school, how they relate to family members, and their ability to make friends. Completing an annual Emotional Health Screening is a simple, effective way to look at your child’s emotional development. If issues are identified early, intervention can be effective.

The Youth Emotional Health Screening Program is Free, Voluntary and Confidential. It is offered by Family Services of Chemung County, Inc. to all youth in Chemung County. Parental consent is required and results are only shared with parents or guardians. In the event that a student’s screening indicates a need for emotional health services, screening staff will work directly with the student and family to connect them to resources in the community.

Screening information will be sent home during the school year from your child’s school. To access survey information online go to: www.heightsschools.com.

The school district asks all parents/guardians to consider participation in the program. For additional information you may also contact: Marilyn Cristofaro, Community Mental Health Program Coordinator at Family Services of Chemung County, Inc. 607-733-5696.

Health and Safety Notices

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<td>Freshman Class Fundraiser Ends</td>
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<td>TAE Book Club Fundraiser Begins</td>
<td>12:30/6:00pm Grade 4-5 Winter Concert (Cohen Auditorium)</td>
<td>7pm PFO (COE Library)</td>
<td>12:30/6:00pm Grade 2-3 Winter Concert (Cohen Auditorium)</td>
<td>TAE Book Club Fundraiser Ends</td>
<td>8:00am ACT Exam</td>
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<td>TAE Booster Club Meeting (TAE Library)</td>
<td>Senior Class Canned Food Drive Ends</td>
<td>CMS Interim Reports Sent Home</td>
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Excused versus Unexcused Absences

Students should be in school each day unless excused absences prevent the student’s attendance. Excused absences include illness, family illness or death, religious observance, court appearances and remedial health treatment.

The scheduling of appointments during school time should be avoided when possible. In most cases, a full day’s absence is not required for a dentist or doctor’s appointment, a permit or road test, a recruiter visitation or a job interview. Parents should arrange for their children to attend school for whatever part of the day is left when these kinds of appointments are necessary during school hours.

Unexcused absences fall into the categories of “truancy” or “unlawful detention” defined as follows:

Truancy - Truancy occurs when a child is sent to school by his/her parents, who expect the child to be present and instead the child does not attend. Truant students are subject to disciplinary action.

Unlawful Detention – Unlawful detention occurs when a child does not attend classes with the knowledge and consent of the parent for other than legal reasons. Attendance of a student of compulsory school age (16 and under) is the responsibility of the parent.

In accordance with the Truancy/Educational Neglect MOU between the Children and Family Services Division/Chemung County D.S.S. and Chemung County school districts, minimal expectations of children and Family Services/Chemung County D.S.S. and Chemung County school districts, minimal expectations of children attending with representatives from Children Integrated Services and school personnel. Excessive absences from school may be referred to Children and Family Services/Chemung County D.S.S. as an Educational Neglect claim.

School authorities make every effort to contact parents regarding an absence or tardiness. The Synergy voice system will automatically send out a reminder notice to parents if a student is absent or tardy from school. This may be a duplicate notification but can serve as a reminder to send a written note when the student returns to school. It would help greatly if parents would call the school to report their child’s absence by 9:00 a.m. each day. This reduces the number of calls the school must make.

It is required by New York State Law that every absence, excused or unexcused, be explained by a written note from home, signed by the parent, upon the student’s return to school. To expedite attendance keeping for your child, it would be very helpful if you would date each excuse you write, include the student’s full name, and give a clear and precise reason for the student’s absence.

Parents must report to the respective building office to sign their child out of school. When a student at Edison High School has a legally recognized appointment, the parent may send a written excuse. Any students signing out for a legally recognized appointment will be required to provide documentation from the respective office that the appointment was attended. All sign outs for unexcused reasons will require parents reporting to the school office to sign the child out.

For students attending legally recognized appointments, the student must provide documentation from the respective office confirming the appointment was held upon returning to school.

No child will be released during the regular school day for unexcused absences. Parents wishing to take their child out of school for an unexcused reason will be required to report to the school office to sign their child out.

Teachers will NOT be required to provide work for absences resulting from vacations. Vacations are considered unexcused absences from school.
Student Attendance

Excused versus Unexcused Absences

Students should be in school each day unless excused absences prevent the student’s attendance. Excused absences include illness, family illness or death, religious observance, court appearances and remedial health treatment.

The scheduling of appointments during school time should be avoided when possible. In most cases, a full day’s absence is not required for a dentist or doctor’s appointment, a permit or road test, a recruiter visitation or a job interview. Parents should arrange for their children to attend school for whatever part of the day is left when these kinds of appointments are necessary during school hours.

Unexcused absences fall into the categories of “truancy” or “unlawful detention” defined as follows:

Truancy – Truancy occurs when a child is sent to school by his/her parents, who expect the child to be present and instead the child does not attend. Truant students are subject to disciplinary action.

Unlawful Detention – Unlawful detention occurs when a child does not attend classes with the knowledge and consent of the parent for other than legal reasons. Attendance of a student of compulsory school age (16 and under) is the responsibility of the parent.

In accordance with the Truancy/Educational Neglect MOU between the Children and Family Services Division/Chemung County D.S.S. and Chemung County school districts, minimal expectations of attendance are agreed to, including consensus that “if a child has been absent for 3-5 days, the matter will be referred for a formal early intervention meeting, i.e., the weekly “Kid Talk” meeting.” This is a meeting with representatives from Children Integrated Services and school personnel. Excessive absences from school may be referred to Children and Family Services/Chemung County D.S.S. as an Educational Neglect claim.

School authorities make every effort to contact parents regarding an absence or tardiness. The Synervoicestream will automatically send out a reminder notice to parents if a student is absent or tardy from school. This may be a duplicate notification but can serve as a reminder to send a written note when the student returns to school. It would help greatly if parents would call the school to report their child’s absence by 9:00 a.m. each day. This reduces the number of calls the school must make.

It is required by New York State Law that every absence, excused or unexcused, be explained by a written note from home, signed by the parent, upon the student’s return to school. To expedite attendance keeping for your child, it would be very helpful if you would date each excuse you write, include the student’s full name, and give a clear and precise reason for the student’s absence.

Parents must report to the respective building office to sign their child out of school. When a student at Edison High School has a legally recognized appointment, the parent may send a written excuse. Any students signing out for a legally recognized appointment will be required to provide documentation from the respective office that the appointment was attended. All sign outs for unexcused reasons will require parents reporting to the school office to sign the child out.

For students attending legally recognized appointments, the student must provide documentation from the respective office confirming the appointment was attended.

Unlawful Detention – unlawful detention occurs when a child does not attend classes with the knowledge and consent of the parent for reasons other than legal reasons. Attendance of a student of compulsory school age (16 and under) is the responsibility of the parent.

In accordance with the Truancy/Educational Neglect MOU between the Children and Family Services Division/Chemung County D.S.S. and Chemung County school districts, minimal expectations of attendance are agreed to, including consensus that “if a child has been absent for 3-5 days, the matter will be referred for a formal early intervention meeting, i.e., the weekly “Kid Talk” meeting.” This is a meeting with representatives from Children Integrated Services and school personnel. Excessive absences from school may be referred to Children and Family Services/Chemung County D.S.S. as an Educational Neglect claim.

All sign outs for unexcused absences result from vacations. Vacations are considered unexcused absences from school.
Emergency Management Plan

The Elmira Heights Central School District has established an Emergency Management Plan to handle emergency situations in and around our schools. Copies of the Emergency Management Plan are available for your review in the District Office or in the school offices. Please call to make an appointment if you wish to review the plan.

In addition to the published plan, we conduct an annual emergency drill according to the regulations of the Commissioner of Education. This drill usually takes the form of an emergency release drill and is scheduled for November 15, 2013. We encourage parents to discuss emergency plans with the child and activate your own emergency plan during this drill.

Asbestos

The District is managing any asbestos in our buildings in accordance with the regulations of the Asbestos Hazard Emergency Recovery Act (AHERA). Our asbestos management program includes periodic inspection and maintenance to ensure that any asbestos in our buildings is in good condition and poses no health danger to building occupants.

The District AHERA Management Plan is available for review in the District Office by appointment.

Visual Inspection of Buildings

Section 409-d of the Education Law requires each school district to visually inspect all buildings used for instruction once each school year, prior to June 30, beginning with 1992-93 school year.

District buildings were inspected in November 2012 in accordance with the law. The report is available for review by contacting Mike Coghlan at 733-5604 ext. 2522.

Fire and Annual Structural Inspections

Annual fire and structural inspections have been performed in the buildings of the Elmira Heights Central School District in accordance with the requirements of the state. The buildings have been declared to be in good and safe condition.

The report is available for review by contacting Mike Coghlan at 733-5604 ext. 2522.

Smoking Policy

Under Federal Law, smoking is not allowed on school grounds or in the buildings of the Elmira Heights Central School District at any time.

If you have questions regarding this policy, please contact Superintendent Mary Beth Fiore in the District Office.

Annual Emotional Screening Available To All Students

It’s natural to measure your child’s height and weight. Measuring other ways they grow is important too! Emotional health issues can affect how a child succeeds in school, how they relate to family members, and their ability to make friends. Completing an annual Emotional Health Screening is a simple, effective way to look at your child’s emotional development. If issues are identified early, intervention can be effective.

The Youth Emotional Health Screening Program is Free, Voluntary and Confidential. It is offered by Family Services of Chemung County, Inc. to all youth in Chemung County. Parental consent is required and results are only shared with parents or guardians. In the event that a student’s screening indicates a need for emotional health services, screening staff will work directly with the student and family to connect them to resources in the community.

Screening information will be sent home during the school year from your child’s school. To access survey information online go to: www.heightsschools.com.

The school district asks all parents/guardians to consider participation in the program. For additional information you may also contact: Marilyn Cristofaro, Community Mental Health Program Coordinator at Family Services of Chemung County, Inc. 607-733-5696.
District Information, Cont’d

School Closings

The primary consideration in a school closing is the safety of the students. Factors relevant to safety include icy roads, reduced visibility, drifting snow, chill factor, flooding, high wind and mechanical or health hazards at the school.

In the event that school is closed or that there is a delayed opening because of an emergency, please listen to local radio and TV stations for information. The Synervoice system will also be utilized to inform parents of emergency closings, when feasible. This is an automated phone system that will communicate with each household.

If we are required to release students early on an emergency basis, MS/HS students will be transported home first.

Public Review of District Records

As a public entity, the District opens its records to public review. The information available to you includes the financial records of the District, including annual audits; the budget, board minutes and policies; information on public health and safety, such as asbestos management plans, emergency management plans and fire inspection reports; and many other documents of public record.

If you wish to see information contained in the records of your District, contact the Records Access Officer, Deb Palmer, at 734-7114.

Transportation Information Manual

The District has published a transportation information manual for parents and students.

These manuals are mailed to each family with a student in our schools. The purpose of the manual is to ensure that the policies and guidelines of the District transportation operation are known to all of our students and parents.

If you do not receive a manual, one can be found through the District website, www.heightsschools.com, or contact the District Office and one will be mailed to you. If you have any questions about the District transportation operations, please call Todd VanHouten at the bus garage (739-1358).

Notice

There are times during the school year that telephone trees are established for parent notifications and field trips. If you do not want your name, address, telephone number and email address to be part of this process, please notify the school office as soon as possible.

February 2014

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School Records

Notice to All Parents and Eligible Students

All parents and eligible students are hereby advised of their rights with respect to school records as outlined in the Federal Family Educational Rights and Privacy Act of 1974.

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their child or themselves. This includes all material that is incorporated into each student’s cumulative record folder and intended for school use or to available parties outside the school system.

This information includes, but is not necessarily limited to, identifying date, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standard intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. This hearing will provide an opportunity for the correction of such inaccurate, misleading or otherwise inappropriate data. Any questions concerning the procedures for requesting such a hearing should be directed to the Superintendent of Schools.

Student records and any other materials contained in the cumulative record that are personally identifiable are confidential and may not be released or made available to persons other than parents of students without the written consent of parents or students. There are a number of exceptions to this rule, such as:

- Any complaints may be filed with the United States Department of Education.

Legal Notice

In accordance with State and Federal regulations, notice is hereby given of the rights of parents and eligible students to inspect, review and correct student education records.

The District further gives notice of its intent to limit unauthorized disclosure of information contained in these records.

Copies of the district policy under the Family Education and Privacy Act are available at the District Office, 2083 College Avenue, Elmira Heights.
Equal Opportunities

Each individual should be given the opportunity to develop and achieve knowledge, skills and values to the maximum extent possible. Therefore, the District will foster a learner-centered environment that provides equal educational opportunities for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, gender, sexual orientation, national origin, economic status or handicap.

Parental Involvement

The Board recognizes parents/guardians as valued partners in the education of our children. The quality of education is greatly enhanced when parents stay informed of their students’ academic achievement and social growth, place a high priority on school work and attendance, provide a variety of learning experiences, participate on school committees, attend school activities and inform the school regarding student needs and accomplishments.

The Board encourages staff members to promote parental involvement by making efforts to welcome, include, inform and listen to parents.

If you are interested in serving on any shared decision making committee, please contact the District or building office.

School Volunteers Welcome

The Board recognizes the need to establish a school volunteer program to support District instructional and extra-curricular activities. If you are interested in volunteering in our schools, please see any building principal for a volunteer application. Interested individuals may also refer to Board of Education Policy 3150: School Volunteers for additional information.

The policy can be viewed on our school website, www.heightsschools.com, or a copy is available upon request from any school office.

Community Use of School Facilities

The Board of Education supports and encourages the public use of school buildings and grounds consistent with the state and federal law for adult education, discussion, religious, civic, social, recreation, entertainment and other such purposes that promote the welfare of the community. This includes use for registration and polling places for voters.

Applications for facility use should be directed to Michael Coghan, Director of Buildings and Grounds, Thomas A. Edison High School, at 733-5604 ext. 2522. Applications are also available on our website, www.heightsschools.com, or in any building office.

Voting

You are eligible to vote in a school district election if:

- You are a U.S. citizen,
- You are at least 18 years of age,
- You have been a resident of the district for 30 days preceding the vote, and
- You are registered with the Chemung County Board of Elections.

Pre-K and Kindergarten Registration

Any resident child who will be four years of age on or before December 1 is eligible for pre-kindergarten. Documented proof of the child’s date of birth via a government issued birth certificate must be presented at the time of kindergarten registration. You are eligible to vote in a school district election if:

- You are a U.S. citizen,
- You are at least 18 years of age,
- You are a U.S. citizen,
- You are registered with the Chemung County Board of Elections.

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- You are registered with the Chemung County Board of Elections.
Health Services

Prescription Medicine

The school is frequently asked to give internal medication to students during school hours. New York State Education Law and Health Practice Acts require certain procedures when unusual circumstances necessitate giving internal medication to a child in school.

- A written request from the family physician must accompany the medication.
- A parent permission form, obtainable from the school, must be signed.

Board of Education policy requires that only the child’s parents or the school nurse/school nurse-teacher give the prescribed medication.

Physical Examinations

Routine physical screening examinations will be done by the school physician for all new students and those in grades Pre-k, kindergarten, 2, 4, 7 and 10 and any other students as needed. All students trying out for any team sport in grades 7-12 must also have a school physical.

Urine specimen testing is included in all grades screened, with the exception of kindergarten. You may be asked to send a specimen to school for analysis submitted, by October, for the school record.

Examination performed by your family physician, and a report of such examination submitted, by October, for the school record. You may be asked to send a specimen to school for analysis.

Immunizations Required by Law

Students who are not in complete compliance with New York State Immunization Laws may not attend school. All children entering pre-kindergarten are required to have one dose of MMR vaccine; all kindergarten students need three doses of polio and two MMR; all 6th grade students need Tdap and chicken pox vaccine; and 7th grade students need the Hepatitis B vaccine. Students that do not submit proof of required immunizations shall be excluded from attendance after a 14-day grace period in accordance with current law.

Table: October 2013 Calendar

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Pediculosis

Has your child been complaining of persistent itching of the head and back of the neck? After warm weather and playing with many other children, it is not uncommon to pick up head lice. You should look for nits (egg cells – small white specks) that attach themselves to individual hair shafts and are difficult to remove. If you suspect that head lice are present, check with your physician or pharmacist for the best treatment.

During the school year, it is advisable to check your children once a week as lice are always with us and are more easily treated with early discovery. Please call the school nurse if you have any questions.

Prevent the Spread of Disease

With MRSA and various flu making headlines with a surge in occurrences in and around the country it is important to remember the best defense in all cases is to maintain consistent hygiene. Basic guidelines to follow include:

- Keep cuts and scrapes clean and covered with bandages.
- Frequently wash hands with soap and water using a scrubbing action between hands.
- Daily laundering of personal clothing articles using hot water and detergent.
- Refrain from sharing personal items, including, but not limited to clothing, footwear and towels.

These guidelines will be followed and reinforced at school. With consistent practices at home and school, we will all greatly decrease the likelihood of spreading disease.
District Directory

District Office ................................. 734-7114
2083 College Avenue

Mary Beth Fiore ............................................. Superintendent of Schools
Deb Palmer .................................................... Business Manager
Colleen Dengler ........................................... Superintendent Secretary/Board Clerk/Census
Kelly Buckley ............................................. District Receiving/Extra-Curricular Treasurer
Erin Root ..................................................... Human Resource Secretary/Health Insurance

Deb Palmer .................................................... Business Manager
Mike Coghlan ............................................ Director of Buildings and Grounds Maintenance ........................................... 733-5604
Todd VanHouten ........................................... Supervisor of Transportation Transportation ........................................... 739-1358

Janice Lagonegro .......................................... Secretary
Dawn Hanrahan ........................................... Chairperson
Committee on Special Education ............. 733-8039
Leslie Bussmann — Treasurer .................... Ext. 1290
Darlene Bennett – Payroll ......................... Ext. 1206
Heidi Vary – Accounts Payable ................ Ext. 1217
TBD – Purchasing Agent ............................ Ext. 1284
Cindy Luedeman–Internal Claims Auditor .... Ext. 1422
Kim Dykes—Tax Collector .......................... Ext. 1209
Ron Tryon—Accountant/Grants ................. Ext. 1229

Central Business Office.........................795-5350/5353
800 West Broad Street, Horseheads

Committee on Special Education ............. 733-8039
Dawn Hanrahan ........................................... Chairperson
Janice Lagonegro .......................................... Secretary
Transportation ........................................... 739-1358
Todd VanHouten ........................................... Supervisor of Transportation Maintenance ........................................... 733-5604
Mike Coghlan ............................................. Director of Buildings and Grounds

Cohen Elementary School .......................... 734-7132
100 Robinwood Avenue

Andy Lutz ..................................................... Principal
Gretchen Smith ........................................... Dean of Students
Dan Cranford ............................................. Dean of Students
Kristin McNamara .................................... Counselor
Kathleen Willis .......................................... Secretary
Deb Viall .................................................... Teacher Aide
Freda Paterson .......................................... Cafeteria Manager (733-5854)

Cohen Middle School ............................... 734-5078
100 Robinwood Avenue

Dawn Hanrahan ........................................... Principal/CSE Chair
Gretchen Smith ........................................... Dean of Students
Dan Cranford ............................................. Dean of Students
Kristin McNamara .................................... Counselor
Lori Andreine ........................................... Psychologist
Janice Lagonegro ........................................ Secretary

Thomas A. Edison High School .................. 733-5604
2083 College Avenue

Tom Boyanowski ........................................ Principal
Mike Bennett ............................................. Dean of Students/Athletic Director
Jackie Weaver ........................................... Social Worker
Sheri May ................................................... Secretary

H.S. Guidance Department ....................... 733-5604

Christin Bresett ......................................... Counselor
Sheri May ................................................... Secretary

April 2013

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March 2013

May 2013
Code of Conduct Summary

Introduction
This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Definitions
“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially interferes with the school personnel’s authority over the classroom on school premises or at school events.

“Violent student” means a student under the age of 21 who:
1. Committed an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or
3. Possesses, while on school property or at a school function, a dangerous instrument.
   - “Dangerous Instrument” means any instrument, article or substance, including a “vehicle” which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing physical injury, serious physical injury or death. Or as that term is defined in New York State Penal Law and 18 USC §921 for purposes of the Gun-Free Schools Act. (Refer to page 7 paragraph 4)
4. Displays, while on school property or at a school function, what appears to be a dangerous instrument.
5. Threatens, while on school property or at a school function, to use a dangerous instrument.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys district school property.
8. Commits any behavior that would require the district to complete a Violent and Disruptive Incident Report (VADIR).

Student Rights and Responsibilities
A. Student Rights
1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, gender, sexual orientation or disability.
2. Receive an explanation of those rules and, when necessary, receive an explanation of those rules.
3. Access school rules and, when necessary, receive an explanation of those rules.
4. Present their version of the relevant events to school personnel authorized to investigate.
5. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
6. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
7. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
8. Be safe, appropriate and not disrupt or interfere with the educational process.
9. Ask questions when they do not understand.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Student Dress Code
A student’s dress, grooming and appearance, including 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 such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Not be construed as intimidating (e.g. Gang wear).
8. Fit appropriately.
9. Skirts and shorts must be of modest length.

(continued on page 24)
Cohen Elementary
The school day for the elementary students:

7:45 – Student Arrival (Breakfast available)
7:55 – Tardy bell rings
2:45 – Dismissal

Parents picking up students after school should wait at the bus port. Teachers will bring out their bus students and parent pick up students at dismissal time. Please be mindful that we must have all students loaded onto buses and the buses leaving by 2:45. If you would like to speak to the teacher, please do so after all students are dismissed or call for an appointment.

Students walking home will be dismissed after the buses have left.

Cohen Middle
The school day for the middle school students:

8:10 – Student Arrival (Breakfast available 7:55– 8:10)
8:15 – Classes Begin
3:20 – Dismissal

Dismissal procedures will again begin with bus students being dismissed first. Any student who walks or gets picked up will be dismissed immediately after buses leave the school grounds. This will alleviate several safety concerns that have come up due to the variation of student departure methods.

Thomas A. Edison
The school day for the high school students:

8:15—Student Arrival (Breakfast Available @ 8:00)
8:20—Classes begin**.

**Arrivals after the 8:20 bell are considered tardy. Students tardy to school will be ineligible for after school activities on that day.

3:25—Dismissal
3:30—Buses Depart

Buses will arrive at TAE between 8:00 and 8:15. Students will be dismissed from the buses to go immediately to their first period class. There will be no homeroom. Announcements will be made in the first period class which will be of longer duration than the other periods. Students who attend the TEC program at BOCES in the morning will transfer to a bus and report directly to the Bush campus. They will return for lunch, and the PM students will leave after their lunch and return to TAE for end of the day classes.

EMM will be a required period for all students and will be an integral part of our school day. All students will have access to teachers for extra help to make-up work or for enrichment activities. We appreciate your recognition of this period that will focus on academic improvement for all students.

Athletic practices and rehearsals may begin as soon as the coach is available after 3:25. It is expected that all other students will leave the building unless they are under the direct supervision of a staff member.

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May 2014

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<td>8am AP Biology Exam 7pm BOE Meeting Public Presentation (TAE Community Room)</td>
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<td>Budget Vote (TAE Gymnasium)</td>
<td>Grade 4 &amp; 8 NYS Science Performance Test CMS Interim Reports Sent Home 6pm College Fair (TAE Gym)</td>
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<td>Memorial Day (No School)</td>
<td>7pm Booster Club (TAE Library)</td>
<td>Grade 4 &amp; 8 NYS Science Performance Test CMS Interim Reports Sent Home 6pm College Fair (TAE Gym)</td>
<td>Grade 4 &amp; 8 NYS Science Performance Test</td>
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<td>Grade 4 &amp; 8 NYS Science Performance Test</td>
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District Wide Early Release Times (May 7):
Cohen Elementary 11:00am
Cohen Middle School 11:20am
Thomas A. Edison High School 11:30am

District Arts Festival
Budget Vote
Grade 4 & 8 NYS Science Performance Test CMS Interim Reports Sent Home 6pm College Fair (TAE Gym)
Certain events such as concerts and dances may have a special dress code. Students will be notified of those particular codes in time to prepare appropriately.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct:
A student shall be subject to disciplinary action in relation to the following:

1. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.

2. The use, possession, sale or gift of any drug, controlled substance, or look-alike drug, including, but not limited to, marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Exception is any drug taken in accordance with a current prescription signed by a physician whom is to be taken by the particular student at the time in question.

3. Stealing, lying, cheating, plagiarism or other acts of dishonesty.

4. Verbal intimidation.

5. Physical intimidation.

6. Hazing.

7. Bullying.

8. Gang related activities.

9. Unwanted contact that may or may not include sexual harassment.

10. Fighting or causing physical harm to another.

11. Disrespect toward a faculty member.

12. Possession or use of a dangerous instrument as defined on page 2.

13. Failure to comply with the directions of a teacher, administrator or other school employee.

14. Engaging in acts of sexual harassment as defined in district’s sexual harassment policy.

15. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.

16. Selling, using or possessing obscene material.

17. Lateness for, missing or leaving school/class without permission or excuse given by a faculty member.

18. Any willful act which disrupts the normal operation of the school community.

19. Possession of tobacco products and smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.

20. Interfering with the teacher’s authority over the classroom.

21. Acting as a violent pupil.

22. Vandalizing school property or the property of a student or staff member.

23. Violating the civil rights of another student ((intimidation, hazing, etc.).

24. Violating the district’s dress code.

25. Obstructing vehicular or pedestrian traffic.

26. Misuse of Internet/Network systems per “Acceptable Use Regulations”.

27. Unauthorized use of personal as well as school images including the posting thereof.


29. Conduct detrimental to school order.

30. “Serious violent incident means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing serious injury or death.”

31. Trespassing on school property. Trespassing shall apply to any time the campuses are not available for normal student use. The district reserves the right to consider individual cases and times as needed.

32. Truancy and tardiness to school.

The range of penalties which may be imposed for the conduct set forth above is as follows:

1. Verbal warning;

2. Written referral/Student Conduct Form;

3. Notification to parent (written, electronic or personal contact);

4. Counseling;

5. Probation;

6. Reprimand;

7. Detention;

8. Suspension from transportation;

9. Suspension from athletic participation;

10. Suspension from social or extracurricular activities;

11. Suspension of other privileges including use of computer/Internet systems.

12. Exclusion from a particular class;

13. Involuntary transfer; or

14. Suspension upon instruction.

Continued on page 26
Mission Statement
The Elmira Heights Central School District is an integral part of a nurturing, diverse community dedicated to meeting the needs of individual students in becoming contributing citizens by setting high expectations, promoting life-long learning and pursuing excellence in a safe and mutually respectful environment.

Core Beliefs
We believe that...
- Learners are our first priority.
- All children have the right to learn.
- Each child is unique and capable of reaching their potential.
- The development of the whole child is essential.
- Excellence will always be pursued.
- Education is a process of continuous improvement.
- The district will be proactive as well as reactive to educational and societal needs.
- Everyone is entitled to and responsible for a safe, supportive and nurturing environment.
- All individuals will treat each other with courtesy and mutual respect.
- Character and morals are cultivated through collaborative community involvement.
- Embracing diversity strengthens individuals and community.
- Effective communication between all stakeholders is essential for success.
- Students, parents, residents and the school district are vested members in becoming contributing citizens by setting high expectations, promoting life-long learning and pursuing excellence in a safe and mutually respectful environment.

Parameters
- We will not tolerate any behavior or environment that is degrading or unsafe.
- We will always make decisions in the best interest of the student.
- We will always strive for quality and success.
- We will work collaboratively with all vested members of the community to maximize student potential.
- We will make communication a priority.
- We will only employ and retain professional and dedicated individuals committed to the common mission of the district.
- We will support decision-making processes and their outcomes to help ensure success.

Objectives
- 100% of the district will be committed to providing a safe, nurturing student centered environment.
- 100% of students will achieve grade level proficiency, with a continued goal of achieving mastery.
- 100% of students will graduate and become contributing members of society through the pursuit of post-secondary education, military or the workforce.
- 100% of Elmira Heights’ staff will be proficient in the use of technology.

Strategies
- We will foster a learning environment that protects the safety of everyone.
- We will ensure that all students have the opportunity to achieve their maximum potential and develop skills to be contributing members of society.
- We will design and implement a curriculum that utilizes all resources and programs to achieve academic success and prepare students for a variety of postsecondary opportunities.
- We will develop a formal communication system to ensure all staff, parents and community members can receive and respond to the information they need to in a timely fashion.
- We will engage community resources that enhance and advance the learning environment.

June 2014

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<td>10am Brad Sanford Race</td>
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<td>Grade 4 &amp; 8 NYS Science Written Exam</td>
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<td>8:30am English 11 Regents Exam</td>
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<td>7pm</td>
<td>BOE Meeting (TAE Community Room)</td>
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<td>7pm PFO (COE Library)</td>
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<td>7pm Grade 6-12 Spring Concert (TAE Auditorium)</td>
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<td>6:30pm</td>
<td>All Sport Banquet</td>
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<td>TAE Class Day</td>
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<td>TAE End of 6th Marking Period</td>
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<td>7pm Booster Club (TAE Library)</td>
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<td>12:30pm COE Spirit Day</td>
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<td>TAE Local Exams</td>
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<td>NYS Regents Exam</td>
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<td>UPK-8 Last Day of School</td>
<td>UPK-8 Early Release Day</td>
<td>7pm 4th Grade Celebration</td>
<td>NYS Regents Exam</td>
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<td>26</td>
<td>Superintendent's Conference Day</td>
<td>27</td>
<td>Non Mandatory Graduation Rehearsal</td>
<td>6pm Graduation Line-Up</td>
<td>7pm TAE Graduation</td>
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<td>UPK-8 Early Release Times (June 25):</td>
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Discipline of Students with Disabilities

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures pose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures are not possible, the district may use corporal punishment as a last resort.

Corporal Punishment

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

Discipline of Students with Disabilities

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.
Superintendent’s Message

Dear Residents:

We begin another year with a commitment to provide the best educational experiences possible for all of our students. Our school year is filled with a variety of activities that involve both our students and our community. We hope you find this calendar helpful; as it highlights several key events for the coming year.

We draw special attention to the Community Forums and Board of Education Meetings that will take place throughout the year. The more active our community is in these public meetings, the more beneficial this will be for all concerned. We need your help to define our future; together.

A Parent Education Series is also a new addition and opportunity to provide information sharing regarding issues that have us all concerned; relating to the health and welfare of our children. Three topic areas will be the focus for the 2013-2014 school year to include: Signs and Symptoms of Abuse, Internet Safety, and Bullying.

We thank you for your continued support of our district and look forward to seeing many of you at our events throughout the year.

Sincerely,

Mary Beth Fiore, Superintendent

OUR MISSION:

The Elmira Heights School District encourages all:

- To enter with high expectations.
- To teach and learn through responsible, cooperative effort.
- To leave with confidence in our ability and pride in all we do.
Bus Transportation

Our transportation department has finalized bus runs for the 2013-14 school year. As in the past, students will be assigned specific bus runs at locations nearest their homes; unless transportation to a child care provider has been requested in writing. This year, individual post cards will be sent out the week of August 19th to students to indicate what bus they are assigned to, and the estimated time of arrival of the bus. All kindergarten students will receive this information in a mailing from Cohen Elementary as well.

Students at Cohen Elementary School will ride to their school on the early bus run. Students transferring at Cohen Elementary School for transportation to private schools are also on the early bus run. Exceptional students, private school students and students in alternative programs will receive a phone call or an email from the transportation department regarding their transportation arrangements.

Each home with school-aged children will receive a Transportation Informational Manual in the mail. This manual contains general information, policies, rules and expectations of all riders. Discipline policies are also outlined. Please review these rules and expectations with your children. The safety of all riders is our primary concern and behaviors that jeopardize safety will not be tolerated.

Please remember that it is the responsibility of the parents to supervise their children at the bus stop. Please make sure that your children are well supervised and safe while they wait for the bus.

Questions about transportation can be addressed to Todd VanHouten, Transportation Supervisor, at 739-1358.