Superintendent’s Message

Dear Parents and Community Members,

Welcome to a new school year! We hope that you will find this calendar to be a great reference tool that indicates some of the major events we anticipate throughout the upcoming year. As always, there may be cause to change dates occasionally, but any major changes will be published on our school website at www.heightsschools.com.

On a personal note, it has been my distinct honor and privilege to serve this community. As I begin my 18th year, it will also be my last, with plans to retire on January 1, 2020. I will always hold a special place in my heart for Elmira Heights.

Thank you for supporting our schools and our children. I will miss you all!

Respectfully,
Mary Beth Fiore, Superintendent of Schools
“Chief of Learning”

OUR MISSION:
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.
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.

Student Searches and Interrogations

Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school storage places may be subject to search at any time by school officials, 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.

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. There 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 are expected to register and will be issued a visitor’s identification badge, which must be worn at all times while in the school or on school property. The visitor must return the identification badge to the principal’s office before leaving the building.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

Public Conduct on School Property

All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Dissemination of Code of Conduct

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 or visit the district website at www.heightsschools.com.

2019-20 Board of Education

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Harry Blish, President</td>
<td>2021</td>
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<tr>
<td>Lisa Benedict</td>
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<td>Christopher Callas</td>
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<td>Michael Lepak</td>
<td>2024</td>
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<td>Ted Peet</td>
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<td>Joseph Sullivan, Sr., Vice President</td>
<td>2020</td>
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<td>Andrew Willard</td>
<td>2023</td>
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Colleen Dengler, Board Clerk
Megan Leach, Treasurer

Board Meetings

The Board of Education generally meets in the Community Room at TAE the first Wednesday of the month at 7:00 p.m. Meeting dates and sites are posted on the official school district web site www.heightsschools.com.

The Board of Education is responsible for setting policy and conducting the business of the school district according to the laws of New York State. The daily administration of the schools is delegated by the Board to the Superintendent of Schools, who works with building principals and district office personnel in the management of the district.

Public Participation at Board Meetings

The Board of Education encourages public participation at Board meetings. There will be a specific agenda item at each Board meeting to provide an opportunity to address the Board. Preferably, when an individual or group wishes to present a matter to the Board of Education, a request should be made to the Superintendent for an opportunity to be on the agenda.

Questions or comments concerning school staff members, students or any other individuals will not be acknowledged or discussed at Board of Education meetings. The Board cannot act or react without knowledge of all the facts and/or circumstances relevant to such matters. We encourage you to initially contact teachers, building principals or the Superintendent concerning such matters. Appropriate action will be initiated.

The Board President is responsible for the orderly conduct of the meeting and will consider matters such as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. The Board as a whole will have the final decision in determining all such rulings.
Elmira Heights Central School District
Strategic Plan

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 to in a timely fashion.
- We will engage community resources that enhance and advance the school program.

June 2020

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<td>NYS Science Written Exam (Grade 4 &amp; 8)</td>
<td>8am US History and Government Regents Exams</td>
<td>7pm BOE Meeting (Community Room)</td>
<td>7pm TAE Spring Concert</td>
<td>5-6pm PFO Ice Cream Social (Cohen Parking Lot)</td>
<td>SAT Exam 8th Grade Class Trip</td>
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<td>7pm PFO (COE Lib.)</td>
<td>3:30 Senior Athlete Dinner (TAE Café)</td>
<td>5:30 All-Sports Banquet (TAE Aud.)</td>
<td>TAE Class Day</td>
<td>1-45 Grad Walk-Through (COE &amp; CMS)</td>
<td>ACT Exam Senior Class Trip</td>
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| Senior Class Trip | Senior Class Trip | 9:30am Pre-K Ceremony TAE Last Day of Classes TAE Local Exam Day End of MP4 (TAE) 7pm CMS Spring Concert | NYS Regents Exams Begin COE Field Day End of MP4 (COE, CMS) 7pm BOE Meeting (Community Room) | COE Field Day (Rain Date) | CMS Class Day | *
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
|     | 8-15 Grade 3 Ceremony District Wide Early Release Day | 8:15 Grade 3 Ceremony District Wide Early Release Day | NYS Regents Exams End | Last Day for Teachers | June Regents Rating Day 9am TAE Mandatory Grad Rehearsal 6pm Graduation Line-Up | 7pm TAE Graduation |
| 28  | 29  | 30  |     |     |     |     |

DISTRICT WIDE EARLY RELEASE TIMES (June 23)
Cohen Elementary School 11:00am
Thomas A. Edison High School 11:15am
Cohen Middle School 11:30am
A student shall be subject to disciplinary action in relation to the following:

Prohibited Student Conduct:

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 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 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 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.
3. Engaging in acts of sexual harassment as defined in district policy.
4. Possession or use of a dangerous instrument as defined on page 2.
5. Disrespect toward a faculty member.
6. Gang related activities.
7. Bullying.
8. Hazing.
10. Verbal intimidation.
11. Exclusion from a particular class;
12. Suspension of other privileges including use of computer/Internet systems.
13. Truancy and tardiness to school.
14. Lateness for, missing or leaving school/class without permission or excuse given by a faculty member.
15. Any willful act which disrupts the normal operation of the school community.
16. Possession of tobacco or simulated tobacco products and smoking a cigarette, electronic/vapor cigarette, juul, 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.
17. Interfering with the teacher’s authority over the classroom.
18. Acting as a violent pupil.
19. Vandalizing school property or the property of a student or staff member.
20. Violating the civil rights of another student (intimidation, hazing, etc.).
21. Violating the district’s dress code.
22. Obliterating vehicular or pedestrian traffic.
23. Misuse of Internet/Network systems per “Acceptable Use Regulations”.
24. Unauthorized use of personnel as well as school images including the posting thereof
26. Conduct detrimental to school order.
27. “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.”
28. 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.
29. 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.

Certain events such as concerts and dances may have a special dress code. Students will be notified of these particular codes in time before attending the event so they can prepare accordingly.

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 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 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.
3. Engaging in acts of sexual harassment as defined in district’s sexual harassment policy.
4. Possession or use of a dangerous instrument as defined on page 2.
5. Disrespect toward a faculty member.
6. Gang related activities.
7. Bullying.
8. Hazing.
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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.
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:

- 8:08 – Student Arrival (Breakfast available 7:57-8:08)
- 8:13 – Classes Begin
- 3:20 – Dismissal

To ensure safety, dismissal procedures begin with bus students then students who walk or get picked up will be dismissed when the buses leave school grounds.

Thomas A. Edison

The school day for the high school students:

- 7:55-8:10—Student Arrival (Breakfast Available @ 7:55)
- 8:15—Classes begin**.
- **Arrivals after 8:15 are considered tardy.
- **Students arriving unexcused after 8:25 will be ineligible for after school activities on that day.
- 3:25—Dismissal
- 3:30—Buses Depart

Buses will arrive at TAE between 7:55 and 8:10. Students will be dismissed from the buses to go to EMM at 8:05.

Morning announcements will be made during EMM. Students who attend the CTE/New Visions programs at BOCES in the morning will transfer after EMM to the Bush campus and return at approximately 11:15. Afternoon CTE students will leave after their lunch period and return to TAE at approximately 2:20 for afternoon classes.

Athletic practices, tutoring, and all other extra-curricular activities may begin as soon as the coach/advisor 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:
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)

All district students have the right to:

A. Student Rights

1. All district students have the right to:
   a. Be safe, appropriate and not disrupt or interfere with the educational process.
   b. 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.
   c. Ensure that underwear is completely covered with outer clothing.
   e. Wear appropriate athletic or school attire to all school functions.

2. To access school rules and, when necessary, receive an explanation of those rules
3. To present their version of the relevant events to school personnel authorized to im-
4. To possess and use personal electronic devices.
5. To be familiar with and abide by all district policies, rules and regulations dealing
6. To know the student rights included in the NYS Education Law and the Code of
7. To know and understand the student rights included in the New York State Penal
8. To seek help solving problems that might lead to discipline.
9. To request that their name not be used, attempted to be used or threatened to be used, as that term is defined in New York State Penal Law and 18 USC §921 as 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)

10. To recognize that the district has the authority over school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

B. Student Responsibilities
All district students have the responsibility to:
1. To 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. To be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. To attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. To react to direction given by teachers and administrators and other school personnel in a respectful, positive manner.
5. To know the student rights included in the NYS Education Law and the Code of
6. To work to the best of their ability in all academic and extracurricular pursuits 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. To be safe, appropriate and not disrupt or interfere with the educational process.
2. To be respectful of others and to follow school rules and regulations.
3. To include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. To ensure that underwear is completely covered with outer clothing.
6. To 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.
8. To be familiar with and abide by all district policies, rules and regulations dealing
9. To seek help solving problems that might lead to discipline.
10. To request that their name not be used, attempted to be used or threatened to be used, as that term is defined in New York State Penal Law and 18 USC §921 as 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)

(continued on page 24)
### District Directory

#### District Office
2083 College Avenue

- **Superintendent of Schools**
  - Mary Beth Fiore
- **Business Executive**
  - Martha Clark
- **Secretary/Board Clerk/Census**
  - Colleen Dengler
- **District Receiving**
  - Kelly Buckley
- **Extra-Curricular Treasurer**
  - Kelly Buckley
- **Human Resource Secretary/Health Insurance**
  - Erin Furstoss

#### Central Business Office
795-5350/5353

- **Treasurer**
  - Jennie Adriannsen
- **Ext. 700.1294**
- **Payroll**
  - Jennifer Martin
  - Ext. 700.1206
- **Accounts Payable**
  - JoAnn Swann
  - Ext. 700.1233
- **Purchasing Agent**
  - Susan Michael
  - Ext. 700.1284
- **Internal Claims Auditor**
  - Lindsey Tice
  - Ext. 700.1218
- **Tax Collector**
  - Kim Dykes
  - Ext. 700.1209
- **Accountant/Grants**
  - Angela Rogers
  - Ext. 700.1433

#### Committee on Special Education
734-5078

- **Chairperson**
  - Leeann Lawrence
- **Secretary**
  - Todd Vahsouen

#### Transportation
739-1358

- **Transportation Supervisor**
  - Todd Vahsouen

#### Maintenance
734-7114

- **Facilities**
  - Todd Vahsouen

#### Cohen Elementary School
100 Robinwood Avenue, Elmira Heights New York 14903

- **Principal**
  - Andy Lutz
- **Dean of Students**
  - Gretchen Smith
- **Counselor**
  - Kristin McNamara
- **Secretary**
  - Kathleen Willis
- **Cafeteria Manager**
  - Michelle Dougherty

#### Cohen Middle School
100 Robinwood Avenue, Elmira Heights New York 14903

- **Principal/CSE Chair**
  - Dawn Hanrahan
- **Dean of Students**
  - Dan Crandall
- **School Counselor**
  - Alyssa Hoobler
- **School Counselor**
  - Kristin McNamara
- **School Psychologist**
  - Lor Andreine
- **School Psychologist**
  - Katie Richardson
- **Secretary**
  - Leeann Lawrence
- **Secretary**
  - Pam Cleveland

#### Thomas A. Edison High School
2083 College Avenue, Elmira Heights New York 14903

- **Principal**
  - Tom Boyanowski
- **Dean of Students/Athletic Director**
  - Mike Bennett
- **District Social Worker**
  - Jackie Weaver
- **District Social Worker**
  - Sheri May-Parsons
- **Office/School Aide**
  - Deborah Howe-Tennant
- **Counselor**
  - Sheri May-Parsons
- **Secretary**
  - Susan Michael

#### District Office
2083 College Avenue

- **Superintendent**
  - Thomas A. Edison High School
- **Principal**
  - Katie Richardson
- **Secretary**
  - Lori Andreine
- **Dean of Students**
  - Dan Crandall
- **Dean of Students**
  - Kristin McNamara
- **Dean of Students**
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739-1358

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  - Todd Vahsouen

#### Maintenance
734-7114

- **Facilities**
  - Todd Vahsouen

### April 2020

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- **March 2020**
  - 1 **SLEEP RECESS (No School)**
  - 2 District Wide Early Release Day
  - 3 **SLEEP RECESS (No School)**
  - 4 **ACT Exam**

- **May 2020**
  - 1 **SLEEP RECESS (No School)**
  - 2 **SLEEP RECESS (No School)**
  - 3 **SLEEP RECESS (No School)**
  - 4 **ACT Exam**

#### Events:
- 11 **Senior Class Flower Sale Fundraiser Begins**
- 14 **7pm PFO (COE Library)**
- 15 **7pm BOE Meeting (Community Room)**
- 16 **6pm Class of 2021 Student/Parent Information Night**
- 17 **7-9pm 8th Grade Semi-Formal Dance**
- 19 NYS Math Exam (Grades 3-8)
- 22 NYS Math Exam (Grades 3-8)
- 23 **7pm BOE Meeting (Community Room)**
- 24 **Senior Class Flower Sale Fundraiser Ends**
- 25 **TAE Class of 2020 Rummage Sale (TAE Gym)**

#### Other Dates:
- 26 **Senior Class Flower Sale Fundraiser Begins**
- 27 **7pm BOE Meeting (Community Room)**
- 28 **7pm PFO Spring Fishing (COE)**
- 29 **6-8pm PFO Spring Fishing (COE)**
- 30 **7pm BOE Meeting (Community Room)**
Prescription Medicine

All medications, prescription or over-the-counter, must have a written medication order completed by the students physician or licensed health care provider. Parents/guardians must also sign the medication order giving permission for the medication to be given at school. A new physicians order is required of each school year. The medications must be in the original container with the child’s name and same directions as the medication order. Reminder if you need a bottle for home ask your pharmacist about providing you an extra-labeled bottle for the medication. In addition, any medication left in the health office will be destroyed once all students are dismiss for the school year. Parents/guardians are responsible for all medication transport; students are NOT allowed to carry any medications to or from school. If your child is prone to headaches, menstrual cramps or pain, speak with your child’s physician about obtaining a medication order to help them maintain comfort throughout the school day by doing this it may help reduce the number of absences from school.

Health Examinations

New York State law requires a current health examination form for all new enterers to the school district and all students entering Pre-K, Kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grade. An acceptable physical must have been performed within the past 12 months as of September 1 of the previous school year. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner and a copy should be provided to the school by the parent or the physician office. A copy of the health examination must be provided to the school within 30 days from of the first day of school. Any student who is required to have a physical on file and does provide this information within 30 days will automatically be scheduled to have a physical with the school physician unless the Health Office is aware of an upcoming appointment to have the physical examination completed.

Students may receive a health screening by the Health Office for hearing, vision, height, weight, blood pressure and Scoliosis. If the Health Office has any concerns in these areas, parents or guardians will be notified. Dental Health Certifications are also requested for those students in Pre-K, K, Grades 1, 3, 5, 7, 9 and 11.

Immunizations Required by Law

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either:
- Public, private or parochial school (for students in pre-K through grade 12) or
- child day care settings. Please contact your child’s physician for further information.

Immunizations are required for all students who attended school. The Health Office needs to have a legal copy on file; a legal copy of immunizations can come from a physician office that is signed by a licensed health care provider or from a state health department. All grade level immunizations are required by the first day of the new school year with an extension of 14 calendar days for those students who were already entered into the district or a prior NYS school and 30 days for those came from an out of state school with proof of an appointment. The Department of Health has revised the regulations regarding immunization requirements for school. Please go to this web site for the most current requirements or contact your child’s health care provider: https://www.health.ny.gov/prevention/immunization/schools/. Complete and current immunization records are required for admission to public school and your child may be excluded from school if these are not provided.
- Prekindergarten/ Kindergarten and New Enters: please provide proof immunization to the health office when registering so the nurse can review the information and notify you of any requirements not yet revived or completed.
- Students 11 years old and entering 6th grade are required to have 1 Tdap vaccinations: 10 year olds in 6th grade are in compliance until they turn 11 years old.
- Students entering 7th grade are required to have Meningococcal
- Students entering grade 12 are required to have 2 doses of Meningococcal or 1 dose if received at 16 years or older.

Pederculosis

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 in the community and are more easily treated with early discovery. Please call the school nurse if you have any questions. Students who have been found to have live head lice or an extreme amount of nits will be sent home for an acceptable medical treatment and may not return to school until the student has received proper treatment for the lice. Proper treatment for head lice include over counter treatments such as RID/NIX or similar treatments recommended by your physician or pharmacist. Home treatments are NOT an acceptable form of initial treatment unless the health office receives a medical note for your child’s physician, this includes treatments of mayonnaise and mouth wash. A parent/guardian needs to escort the student back to school and provide the health office with the information about the treatment used and be reevaluated by the nurse before they are able to return to class. Prevent the Spread of Disease/Illnesses

Hand washing is the first line of defense against the spread of illnesses and disease so encourage your children to develop good hand hygiene. This is important at all age levels. Here are some important health tips.
- Frequently wash hands with soap and water using a scrubbing action between hands, fingers and nails.
- Coughing into your elbow or tissue and not your hands.
- Keep cuts and scrapes clean and covered with bandages.
- STAY HOME: If your child has a temperature over 100 please keep them home until they are clear of the temperature for 24 hours without the use of fever reducing medications. In addition, if your child has had vomiting, strep throat, flu, pinkeye, impetigo and several bouts of diarrhea please keep them home until they either have been on an antibiotic for 24hrs or free from symptoms.

October 2019
MEAL CHARGE POLICY
(Required Notification)

The provisions of this policy pertain to regularly priced school breakfast, lunch and snack (if applicable) meals only.

I. COST OF SCHOOL MEALS:
Free Meals: All students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid or prepaid. Reduced Meal Benefit: Reduced eligible students will be allowed to receive a breakfast and lunches at the established reduced meal rate. A la carte purchases must be paid or prepaid. Full Pay Students: Students will pay for meals at the school’s published paid meal rate each day.

II. WHERE MEALS ARE NOT PAID FOR AT THE POINT OF SALE, THE FOLLOWING APPLIES:
A. All students upon the student’s request, regardless of whether their parent or legal guardian has unpa id for charges for school meals, and regardless of their ability to pay at the register, shall be provided with a school meal of the student’s choice, from the available reimbursable meal choices for that school day.
B. The District shall only be required to provide access to reimbursable meals, not a la carte items, adult meals, or other items. C. Changing of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited. All such items must be paid or prepaid.
D. The student’s parent or guardian may provide written permission to the District to withhold a meal.
E. There will be no adult charging (employees, volunteers, or visitors) of school meals.

III. TRAINING:
All staff responsible for serving students meals or collecting money for such meals will be trained to ensure that the District’s procedures are carried out correctly. Such training shall include receipt and review of this plan at the time of the employee’s hire, and retraining as needed.

IV. MONEY OWED FOR UNPAID MEALS:
A. Parents/guardians are responsible for meal payment to the food service program. Discreet procedures are carried out correctly. Such training shall include receipt and review of this plan at the time of the employee’s hire, and retraining as needed.
B. The District will work with families, including developing a repayment schedule, where families are encouraged to apply for free or reduced price lunches for their child, if applicable.

V. PREPAID MEAL ACCOUNTS:
A. Students/parents/guardians may pay for meals in advance via PaySchools or with a check payable to Elmita Heights School Lunch Fund. Further details are available on our website at www.elmitaheights.com. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
B. Surplus balances will be rolled over for the student’s benefit for the following school year.
C. Regarding refunds for withdrawn and graduated students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Full-pay students who are graduating at the end of the year will be given the option to transfer any balance to a sibling’s account with a written request. Reduced eligible students will have surplus money returned.
D. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Food Service Program.
E. Collection of owed balances will follow the above procedures for unpaid meals.

VI. ENROLLMENT IN THE FREE AND REDUCED PRICE LUNCH PROGRAM:
A. At the beginning of each school year, the District shall provide a free, printed meal application in every school enrollment packet, or provide in school enrollment packets an explanation of the electronic meal application process and instructions for how parents or guardians may request a paper application at no cost.
B. The District will provide assistance to families on request in completing an application for enrollment.
C. Where the District becomes aware that a student who has not submitted a meal application is receiving a free or reduced-price meal, the District shall complete and file an application for the student pursuant to Title 7, §245.6 (d) of the Code of Federal Regulations; and
D. The District’s School Liaison for homeless, foster, and migrant students shall coordinate with the nutrition department to make sure such students receive free school meals in accordance with federal law.

VII. ANNUAL NOTIFICATION:
The District will provide notice to all parents or guardians on an annual basis, prior to the opening day of school, outlining the requirements of this policy. This policy shall also be published in an appropriate school-based publication, and posted on the District’s website.

3. contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate. E. The District will not publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means including, but not limited to:
1. requiring that a student wear a wristband or hand stamp;
2. require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for meals;
3. require that a student throw away a meal after it has been served because of the student’s inability to pay for the meal or because money is owed for earlier meals;
4. take any action directed at a pupil to collect unpaid school meal fees.

5. discuss any outstanding meal debt in the presence of other students.
F. Nothing in this plan is intended to allow for the unlimited accrual of debt.

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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 be available outside the school system.

This information includes, but is not necessarily limited to, identifying data, 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 parents and students to request the amendment of such records to ensure that they are not 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 personal and 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: 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 ‘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

Notification of Rights for Parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the date Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff) and person employed by an educational agency or institution attending the student.

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

4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged violations of FERPA by Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
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 for 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 District Office at 734-7114 to file a Freedom of Information request.

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).

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, 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 achievements 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 or download from the District website. Interested individuals may also refer to Board of Education Policy 3150.

A copy is available upon request from any school office or the District 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 Todd VanHouten, Transportation Supervisor/Facilities, Elmira Heights District Office, at 734-7114 ext. 2545. Applications are also available on our website, www.heightsschools.com, or in any building office.

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. Any resident child who will be five years of age on or before December 1 is eligible for kindergarten. Documented proof of the child’s date of birth via a government issued birth certificate must be presented at the time of registration.

Students new to the district must register at the District Office. Documented proof of residency includes a lease agreement or mortgage contract and one other proof of residency, such as a utility bill or a lease agreement for an axle property.

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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 October 11, 2019. 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 will be inspected in August 2019 in accordance with the law. The report is available for review by contacting Todd VanHouten at 734-7114 ext. 2545.

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 Todd VanHouten at 734-7114 ext. 2545.

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.

Emotional Health Screenings Available for All Chemung County Youth Ages 4-21

It is important to regularly check on your child’s emotional health. A child who does not feel well emotionally can become physically sick and physical illness can affect emotional health. In any event, it is more difficult for a child, who does not feel well, to be interested in going to school or succeeding in school. When emotional health concerns are dealt with early we can help young people get the most out of their education and lead happy, productive lives.

Good emotional health leads to:

- Good Relationships
- Good Decisions
- Interest in school
- Improved physical health

Completing an emotional health screening is a simple effective way to look at a child’s emotional development. To participate in the screening, it is necessary to complete a consent form and the emotional health screening found at www.heightsschools.com. Completed forms can be sent to Family Services of Chemung County, 310 Pennsylvania Ave., Elmira, NY, 14904, ATTN: Marilyn Cristofaro.

For additional information contact: Marilyn Cristofaro, Community Mental Health Program Coordinator, at Family Services of Chemung County, 607-733-2820.

ONE CALL CAN MAKE A DIFFERENCE

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For additional information contact: Marilyn Cristofaro, Community Mental Health Program Coordinator, at Family Services of Chemung County, 607-733-2820.

ONE CALL CAN MAKE A DIFFERENCE
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 of a student of compulsory school age (16 and under) is the responsibility of the parent.

Parents of students signing out for a legally recognized appointment may be required to provide documentation from the respective office confirming 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.

All sign outs for unexcused absences without a parent reporting to the school office to sign their child out.

Teachers will NOT be required to provide work for all unexcused absences including vacations. Vacations are considered unexcused absences from school.

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**January 2020**

**District Wide Early Release Times**

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**Excuses and Unexcused Absences**

School authorities make every effort to contact parents regarding an absence or tardiness. The Synervoice 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 may 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.

Parents 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 an unexcused absences without a parent reporting to the school office to sign their child out.

DISTRICT WIDE EARLY RELEASE TIMES

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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 is agreed to, including consensus that attendance of a student of compulsory school age (16 and under) is the responsibility of the parent.

All sign outs for unexcused reasons will require parents reporting to the school office to sign their child out of school. When a student at Edison High School has a legally recognized appointment, the student must provide documentation from the respective office confirming the appointment was held upon returning 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.

No child will be released during the regular school day for an unexcused absences without a parent reporting to the school office to sign their child out.

School authorities make every effort to contact parents regarding an absence or tardiness. The Synervoice 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.

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 may 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 their child out.

Teachers will NOT be required to provide work for all unexcused absences including vacations. Vacations are considered unexcused absences from school.

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<td>TAE Regents Exams (School in Session)</td>
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<td>CONFERENCE DAY (No School)</td>
<td>CMS Student Council Apparel Sale Begins</td>
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Emergency Management Plan
The Elmira Heights Central School District has established an Emer-
gency 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 October 11, 2019. We encourage parents to discuss emer-
gency 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 inspec-
tion 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 will be inspected in August 2019 in accordance with
the law. The report is available for review by contacting Todd VanHouten at 734-7114 ext. 2545.

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 Todd VanHouten at
734-7114 ext. 2545.

Food and Safety Notices

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 Superin-
tendent Mary Beth Fiore in the District Office.

Emotional Health Screenings Available for All Chemung
County Youth Ages 4-21
It is important to regularly check on your child’s emotional health. A
child who does not feel well emotionally can become physically sick and
physical illness can affect emotional health. In any event, it is more
difficult for a child, who does not feel well, to be interested in going to
school or succeeding in school. When emotional health concerns are
dealt with early we can help young people get the most out of their
education and lead happy, productive lives.

Good emotional health leads to:

Emotional Health Issue can affect:

Good Relationships  School Performance
Good Decisions  Physical Health
Ability to deal with life’s challenges  Personal Relationships
Interest in school  Actions toward others
Improved physical health

Completing an emotional health screening is a simple effective way
to look at a child’s emotional development. To participate in the
screening, it is necessary to complete a consent form and the emotional
health screening found at www.heightsschools.com. Completed
forms can be sent to Family Services of Chemung County, 310
Pennsylvania Ave., Elmira, NY, 14904, ATTN: Marilyn Cristofaro
For additional information contact: Marilyn Cristofaro, Community
Mental Health Program Coordinator, at Family Services of Chemung
County, 607-733-2820.

ONE CALL CAN MAKE A DIFFERENCE
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 SynergyVoice system will also be utilized to inform parents of emergency closings, when feasible.

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 for 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 District Office at 734-7114 to file a Freedom of Information request.

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).

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, 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 or download from the District website. Interested individuals may also refer to Board of Education Policy 3150.

A copy is available upon request from any school office or the District 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 Todd VanHouten, Transportation Supervisor/Facilities, Elmira Heights District Office, at 734-7114 ext. 2545. Applications are also available on our website, www.heightsschools.com, or in any building office.

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. Any resident child who will be five years of age on or before December 1 is eligible for kindergarten. Documented proof of the child’s date of birth via a government issued birth certificate must be presented at the time of registration. Students new to the district must register at the District Office. Documented proof of residency includes a lease agreement or mortgage contract and one other proof.

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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 be 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: 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

Notification of Rights for Parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the date Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cohen Elementary School, Cohen Middle School or Thomas A. Edison High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

November 2019

DISTRICT WIDE EARLY RELEASE TIMES (November 25 & 26)
Cohen Elementary School              11:00am
Thomas A. Edison High School         11:15am
Cohen Middle School                 11:30am

Sun  Mon  Tue  Wed  Thu  Fri  Sat

October 2019

November 2019

December 2019

3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20  21  22  23  24  25  26  27  28  29  30

TAE Picture Re-Take Day
CONFERENCE DAY (No School)
7pm BOE Meeting (Community Room)
CMS Picture Re-Take Day
7pm PFO (COE Library)
7pm BOE Meeting (Community Room)

VETERAN’S DAY (No School)
8th Grade Fundraiser Begins
COE Picture Re-Take Day

End of MP1
6-8pm PFO Harvest Homecoming (COE)

SAE Senior Class Craft Fair (TAE Gym)

Thanksgiving RECESS (No School)
Thanksgiving RECESS (No School)
Thanksgiving RECESS (No School)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

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SAT Exam
MEAL CHARGE POLICY
(Required Notification)

The provisions of this policy pertain to regularly priced school breakfast, lunch and snack (if applicable) meals only.

I. COST OF SCHOOL MEALS:
- Free Meal Benefit: Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid or prepaid.
- Reduced Meal Benefit: Reduced eligible students will be allowed to receive a breakfast and lunches at the established reduced meal rate. A la carte purchases must be paid or prepaid.
- Full Pay Students: Students will pay for meals at the school’s published paid meal rate each day.

II. WHERE MEALS ARE NOT PAID FOR AT THE POINT OF SALE, THE FOLLOWING APPLIES:
- A. All students whose parents have requested, regardless of whether their parent or legal guardian has unaided charges for school meals, and regardless of their ability to pay at the register, shall be provided with a school meal of the student’s choice, from the available reimbursable meal choices for that school day.
- B. The District shall only be required to provide access to reimbursable meals, not a la carte items, adult meals, or other items.
- C. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited. All such items must be paid or prepaid.
- D. The student’s parent or guardian may provide written permission to the District to withhold a meal.
- E. There will be no adult charging (employees, volunteers, or visitors) of school meals.

III. TRAINING:
- All staff responsible for serving students meals or collecting money for such meals will be trained to ensure that the District’s procedures are carried out correctly. Such training shall include receipt and review of this plan at the time of the employee’s hire, and retraining as needed.
- Training shall also include communication strategies to minimize stigma or embarrassment to students denied a la carte items.

IV. MONEY OWED FOR UNPAID MEALS:
- A. Parents/guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Parents will be given notice of the negative balance on their student’s account with weekly communications regarding the unpaid balance which may include auto-calls or letters.
- B. The District will work with families, including developing a repayment schedule, where families are unable reasonably to pay the entire amount of any unpaid balance in a single payment.
- C. Regarding refunds for withdrawn and graduated students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Full-pay students who are graduating at the end of the year will be given the option to transfer any balance to a sibling’s account with a written request. Reduced eligible students will have surplus money returned.
- D. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Food Service Program.
- E. Collection of owed balances will follow the above procedures for unpaid meals.

V. PREPAID MEAL ACCOUNTS:
- A. Students/parents/guardians may pay for meals in advance via PaySchools or with a check payable to Elmira Heights School Lunch Fund. Further details are available on our website at www.highschools.com. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- B. Surplus balances will be rolled over for the student’s benefit for the following school year.
- C. Regarding refunds for withdrawn and graduated students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Full-pay students who are graduating at the end of the year will be given the option to transfer any balance to a sibling’s account with a written request. Reduced eligible students will have surplus money returned.
- D. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Food Service Program.
- E. Collection of owed balances will follow the above procedures for unpaid meals.

VI. ENROLLMENT IN THE FREE AND REDUCED PRICE LUNCH PROGRAM:
- A. At the beginning of each school year, the District shall provide a free, printed meal application in every school enrollment packet, or provide in school enrollment packets an explanation of the electronic meal application process and instructions for how parents or guardians may request a paper application at no cost.
- B. The District will provide assistance to families on request in completing an application for enrollment.
- C. Where the District becomes aware that a student who has not submitted a meal application is unaided, the District shall provide assistance to families on request in completing an application for enrollment.
- D. The student’s parent or guardian may provide written permission to the District to withhold a meal.

VII. ANNUAL NOTIFICATION:
- A. The District will provide notice to all parents or guardians on an annual basis, prior to the opening day of school, outlining the requirements of this policy. This policy shall also be published in an appropriate school-based publication, and posted on the District’s website.
Health Services

**Prescription Medicine**

All medications, prescription or over-the-counter, must have a written medication order completed by the students physician or licensed health care provider. Parents/guardians must also sign the medication order giving permission for the medication to be given at school. A new physicians order is required of each school year. The medications must be in the original container with the child’s name and same directions as the medication order. Reminder if you need a bottle for home ask your pharmacist about providing you an extra-labeled bottle for the medication. In addition, any medication left in the health office will be destroyed once all students are dismissed for the school year. Parents/guardians are responsible for all medication transport; students are NOT allowed to carry any medications to or from school. If your child is prone to headaches, menstrual cramps or pain, speak with your child’s physician about obtaining a medication order to help them maintain comfort throughout the school day by doing this it may help reduce the number of absences from school.

**Health Examinations**

New York State law requires a current health examination form for all new enters to the school district and all students entering Pre-K, Kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grade. An acceptable physical must have been performed with in the past 12 months as of September 1 of the previous school year. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner and a copy should be provided to the school by the parent or the physician office. A copy of the health examination must be provided to the school within 30 days from of the first day of school. Any student who is required to have a physical on file and does provide this information within 30 days will automatically be scheduled to have a physical with the school physician unless the Health Office is aware of an upcoming appointment to have the physical examination completed.

Students may receive a health screening by the Health Office for hearing, vision, height, weight, blood pressure and Scoliosis. If the Health Office has any concerns in these areas, parents or guardians will be notified.

**Dental Health Certifications are also requested for those students in Pre-K, K, Grades 1, 3, 5, 7, 9 and 11**.

**Immunizations Required by Law**

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either:

- Public, private or parochial school (for students in pre-k through grade 12) or
- child day care settings. Please contact your child’s physician for further information.

Immunizations are required for all students who attended school. The Health Office needs to have a legal copy on file; a legal copy of immunizations can come from a physician office that is signed by a licensed health care provider or from a state health department. All grade level immunizations are required by the first day of the new school year with an extension of 14 calendar days for those students who were already entered into the district or a prior NYS school and 30 days for those came from an out of state school with proof of an appointment. The Department of Health has revised the regulations regarding immunization requirements for school.

Please go to this web site for the most current requirements or contact your child’s health care provider: https://www.health.ny.gov/prevention/immunization/schools/ Complete and current immunization records are required for admission to public school and your child may be excluded from school if these are not provided.

- Prekindergarten/ Kindergarten and New Enters: please provide proof immunization to the health office when registering so the nurse can review the information and notify you of any requirements not yet reviewed or completed.
- Students 11 years old and entering 6th grade are required to have 13 vaccinations: 10 year olds in 6th grade are in compliance until they turn 11 years old.
- Students entering 7th grade are required to have Meningococcal
- Students entering grade 12 are required to have 2 doses of Meningococcal or 1 dose if received at 16 years or older.

**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 in the community and are more easily treated with early discovery. Please call the school nurse if you have any questions. Students who have been found to have live head lice or an extreme amount of nits will be sent home for an acceptable medical treatment and may not return to school until the student has received proper treatment for the lice. Proper treatment for head lice include over counter treatments such as RID/NIX or similar treatments recommended by your physician or pharmacist. Home treatments are NOT an acceptable form of initial treatment unless the health office receives a medical note for your child’s physician, this includes treatments of mayonnaise and mouth wash. A parent/guardian needs to escort the student back to school and provide the health office with the information about the treatment used and be reevaluated by the nurse before they are able to return to class.

**Prevent the Spread of Disease/Illnesses**

Hand washing is the first line of defense against the spread of illnesses and disease so encourage your children to develop good hand hygiene. This is important at all age levels. Here are some important health tips.

- Frequently wash hands with soap and water using a scrubbing action between hands, fingers and nails.
- Coughing into your elbow or tissue and not your hands.
- Keep cuts and scrapes clean and covered with bandages.
- STAY HOME: If your child has a temperature over 100 please keep them home until they are clear of the temperature for 24 hours without the use of fever reducing medications. In addition, if your child has had vomiting, strep throat, flu, pink eye, impetigo and several bouts of diarrhea please keep them home until they either have been on an antibiotic for 24hrs or free from symptoms.

### October 2019

![October 2019 Calendar](calendar_image_url)

**September 2019**

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- **1:00pm Harvest Parade**
# April 2020

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**March 2020**

1. 7pm BOE Meeting (Community Room) Final Budget Adoption (if not completed)
2. District Wide Early Release Day Parent/Teacher Conferences
3. SPRING RECESS (No School)
4. ACT Exam

**May 2020**

5. Senior Class Flower Sale Fundraiser Begins
6. 7pm PFO (COE Library)
7. 7pm BOE Meeting (Community Room) *if needed
8. 6pm Class of 2021 Student/Parent Information Night
9. 7pm BOE Meeting (Community Room) 8pm PFO Spring Fling (COE)
10. Senior Class Flower Sale Fundraiser Ends
11. 7-9pm 8th Grade Semi-Formal Dance
12. TAE Class of 2020 Rummage Sale (TAE Gym)

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

Mary Beth Foire ............................................ Superintendent of Schools
Martha Clark ................................................. Business Executive
Colleen Dengler ............................................. Superintendent Secretary/Board Clerk/Census
Kelly Buckley .............................................. District Receiving
Kelly Buckley .............................................. Extra-Curricular Treasurer
Erin Furthos .................................................. Human Resource Secretary/Health Insurance

**Central Business Office** .......................... 795-5350/5353
Jennie Adriansen — Treasurer ............................... Ext. 700.1294
Jennifer Martin — Payroll .................................. Ext. 700.1206
JoAnn Swann — Accounts Payable ......................... Ext. 700.1233
Susan Michael — Purchasing Agent ....................... Ext. 700.1284
Lindsey Tice — Internal Claims Auditor ................. Ext. 700.1218
Kim Dykes — Tax Collector .................................. Ext. 700.1209
Angela Rogers — Accountant/Grants ..................... Ext. 700.1433

**Committee on Special Education** .......... 734-5078
Leeann Lawrence ............................................ Chairperson

**Transportation** ........................................ 739-1358
Todd VanHouten ............................................. Transportation Supervisor

**Maintenance** ........................................... 734-7114
Todd VanHouten ............................................. Facilities

**Cohen Elementary School** ................. 734-7132
100 Robinwood Avenue, Elmira Heights New York 14903

Andy Lutz ....................................................... Principal
Gretchen Smith ............................................. Dean of Students
Kristin McNamara ........................................ School Counselor
Kathleen Willis ............................................ Secretary
Michelle Dougherty ..................................... Cafeteria Manager (733-5854)

**Cohen Middle School** ............................... 734-5078
100 Robinwood Avenue, Elmira Heights New York 14903

Dawn Hannah ............................................. Principal/CSE Chair
Dan Crandall .............................................. Dean of Students
Alyssa Hoobler ........................................... School Counselor
Kristin McNamara ....................................... School Counselor
Lori Andreine ............................................ School Psychologist
Katie Richardson ....................................... School Psychologist
Leeann Lawrence ........................................ Secretary
Pam Cleveland ........................................... Office/School Aide

**Thomas A. Edison High School** ............ 733-5604
2083 College Avenue, Elmira Heights New York 14903

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

**H.S. Guidance Department** ....................... 733-5604
Deborah Howe-Tennant .................................. Counselor
Sheri May-Parsons ..................................... Secretary

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**District Directory**
September 2019

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<td>TAE Senior Yearbook Ad Sales Begin</td>
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<td>COM Student Council Apparel Sale Ends</td>
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<td>Elmira Heights PFO Fundraiser Ends</td>
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(continued on page 24)
Parents picking up students after school should wait at the bus port.

To ensure safety, dismissal procedures begin with bus students then 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:

8:08 – Student Arrival (Breakfast available 7:57-8:08)
8:13 – Classes Begin
3:20 – Dismissal

To ensure safety, dismissal procedures begin with bus students then students who walk or get picked up will be dismissed when the busses leave school grounds.

2019-20 School Day

Cohen Elementary

The school day for the elementary students:

7:40 - K-5 Drop-off begins
7:45 – K-5 allowed to enter the building (Breakfast available @ 7:40)
7:55 – Tardy Bell Rings
8:15 - Pre-K Student Drop-Off in Pre-K Wing (south end of building)
8:20 - Pre-K Day Begins
2:15 – Pre-K Dismissal
2:45 – K-5 Dismissal

Buses will arrive at TAE between 7:55 and 8:10. Students will be dismissed from the buses to go to EMM at 8:05.

Morning announcements will be made during EMM. Students who attend the CTE/New Visions programs at BOCES in the morning will transfer after EMM to the Bush campus and return at approximately 11:15. Afternoon CTE students will leave after their lunch period and return to TAE at approximately 2:20 for afternoon classes.

Athletic practices, tutoring, and all other extra-curricular activities may begin as soon as the coach/advisor 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.

Cohen Elementary

The school day for the high school students:

7:55-8:10—Student Arrival (Breakfast Available @ 7:55)
8:15—Classes begin**. **Arrivals after 8:15 are considered tardy.
**Students arriving unexcused after 8:25 will be ineligible for after school activities on that day.
3:25—Dismissal
3:30—Buses Depart

Students who attend the CTE/New Visions programs at BOCES in the morning will transfer after EMM to the Bush campus and return at approximately 11:15. Afternoon CTE students will leave after their lunch period and return to TAE at approximately 2:20 for afternoon classes.

To ensure safety, dismissal procedures begin with bus students then students who walk or get picked up will be dismissed when the busses leave school grounds.

Thomas A. Edison

The school day for the high school students:

8:05 – Student Arrival (Breakfast available 7:57-8:05)
8:15 – Classes Begin
3:30 – Dismissal

Buses will arrive at TAE between 7:55 and 8:10. Students will be dismissed from the buses to go to EMM at 8:05.

Morning announcements will be made during EMM. Students who attend the CTE/New Visions programs at BOCES in the morning will transfer after EMM to the Bush campus and return at approximately 11:15. Afternoon CTE students will leave after their lunch period and return to TAE at approximately 2:20 for afternoon classes.

Athletic practices, tutoring, and all other extra-curricular activities may begin as soon as the coach/advisor 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.

May 2020

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Certain events such as concerts and dances may have a special dress code. Students will be notified of particular codes in those instances. Students will be notified of particular codes in those instances. 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 in-school suspension.

Prohibited Student Conduct:

1. Prohibited Student Conduct:
   - and including out of school suspension.
   - repeedly fails to comply with the dress code shall be subject to further discipline, up to
   - and including it with an acceptable item. Any student who refuses to do so shall be subject to
   - ance by covering or removing the offending item and, if necessary or practical, replac-
   - revisions to the dress code made during the school year.

Each building principal or his or her designee shall be responsible for informing all

will be notified of those particular codes in time to prepare appropriately.

(Code of Conduct cont.)
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 to in a timely fashion.
- We will engage community resources that enhance and advance the school program.

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DISTRICT WIDE EARLY RELEASE TIMES (June 23)
- Cohen Elementary School: 11:00am
- Thomas A. Edison High School: 11:15am
- Cohen Middle School: 11:30am
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.

Student Searches and Interrogations

Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school storage places may be subject to search at any time by school officials, 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.

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. There 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 are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

2019-20 Board of Education

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<td>Harry Blish, President</td>
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<td>Lisa Benedict</td>
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<td>Christopher Callas</td>
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<td>Michael Lepak</td>
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<td>Ted Peet</td>
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<td>Joseph Sullivan, Sr., Vice President</td>
<td>2020</td>
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<td>Andrew Willard</td>
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<td>Colleen Dengler, Board Clerk</td>
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<td>Megan Leach, Treasurer</td>
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Board Meetings

The Board of Education generally meets in the Community Room at TAE the first Wednesday of the month at 7:00 p.m. Meeting dates and sites are posted on the official school district web site www.heightsschools.com.

The Board of Education is responsible for setting policy and conducting the business of the school district according to the laws of New York State. The daily administration of the schools is delegated by the Board to the Superintendent of Schools, who works with building principals and district office personnel in the management of the district.

Public Participation at Board Meetings

The Board of Education encourages public participation at Board meetings. There will be a specific agenda item at each Board meeting to provide an opportunity to address the Board. Preferably, when an individual or group wishes to present a matter to the Board of Education, a request should be made to the Superintendent for an opportunity to be on the agenda.

Questions or comments concerning school staff members, students or any other individuals will not be acknowledged or discussed at Board of Education meetings. The Board cannot act or react without knowledge of all the facts and/or circumstances relevant to such matters. We encourage you to initially contact teachers, building principals or the Superintendent concerning such matters. Appropriate action will be initiated.

The Board President is responsible for the orderly conduct of the meeting and will consider matters such as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. The Board as a whole will have the final decision in determining all such rulings.
Superintendent’s Message

Dear Parents and Community Members,

Welcome to a new school year! We hope that you will find this calendar to be a great reference tool that indicates some of the major events we anticipate throughout the upcoming year. As always, there may be cause to change dates occasionally, but any major changes will be published on our school website at www.heightsschools.com.

On a personal note, it has been my distinct honor and privilege to serve this community. As I begin my 18th year, it will also be my last, with plans to retire on January 1, 2020. I will always hold a special place in my heart for Elmira Heights.

Thank you for supporting our schools and our children. I will miss you all!

Respectfully,
Mary Beth Fiore, Superintendent of Schools
“Chief of Learning”

OUR MISSION:
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.

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July 2020

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SUMMER OFFICE HOURS
8:00am-2:00pm
District Office
Elementary School
Middle School
High School

30
31
Bus Transportation

Our transportation department has finalized bus runs for the 2019-20 school year. As in the past, students will be assigned specific bus runs at locations nearest their homes; unless transportation to a childcare 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. *Please read this manual as the guidelines have changed for eligibility for transportation. This manual also contains general information, policies, rules, and expectations of all riders; as well as an outline of all discipline policies. 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.