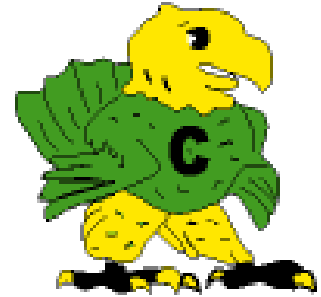


Allen Road

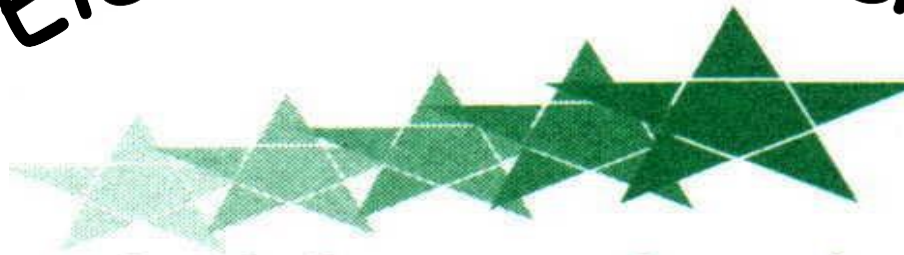


Bear Road



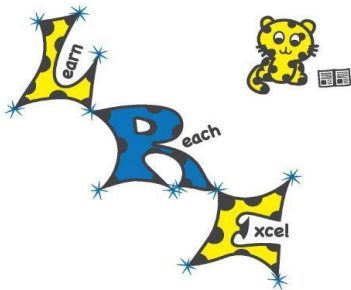
Cicero Road

Elementary Student



North Syracuse Central School District

**Handbook
2020-2021**



Lakeshore Road



ROXIE

Roxboro Road



Smith Road

North Syracuse Board of Education 2020-2021

Paul Farfaglia, Board President
Michael Mirizio, Board Vice President
Robert Crabtree
George Harrington
Matthew Hermann
Terri Krueger
Erin McDonald
Mary Scanlon
Mark Thorne
Connie Gibson, District Clerk

CENTRAL ADMINISTRATION

<i>Daniel Bowles</i>	<i>Superintendent of Schools</i>	218-2151
<i>Christopher R. Leahey, Ed. D.</i>	<i>Associate Superintendent for Teaching & Learning</i>	218-2124
<i>Gregory M. Stone</i>	<i>Director of Elementary Education</i>	218-2118
<i>Donald F.X. Keegan</i>	<i>Associate Superintendent for Business Services</i>	218-2143
<i>Jason Nephew</i>	<i>Assistant Superintendent for Human Resources</i>	218-2149
<i>Donna Marie Norton</i>	<i>Executive Director for Data & Accountability</i>	218-2121
<i>Valerie DiFlorio</i>	<i>Executive Director for Pupil Personnel</i>	218-2120

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Directory of North Syracuse Central Schools

EARLY EDUCATION PROGRAM ALL PRE-SCHOOL AGE & HANDICAPPED

Main Street	Principal Phone:	Dawn Hussein 218-2200
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ELEMENTARY SCHOOLS GRADE K-4

Allen Road Elementary	Principal Phone:	Emily LaFountain 218-2300
Karl W. Saile Bear Road Elementary	Principal Phone:	John Cole 218-2400
Cicero Elementary	Principal Phone:	Kathy Wheeler 218-2500
Lakeshore Road Elementary	Principal Phone:	Tina Chmielewski 218-2600
Roxboro Road Elementary	Principal Phone:	Matthew Motala 218-2700
Smith Road Elementary	Principal Phone:	Lyndsey Maloney 218-2800

MIDDLE SCHOOLS GRADE 5, 6 & 7

Gillette Road Middle	Principal Phone:	David Cordone 218-3000
Roxboro Road Middle	Principal Phone:	Ashley Carducci 218-3300

JUNIOR HIGH SCHOOL GRADE 8 & 9

North Syracuse Jr. High	Principal Phone:	Constance Turose 218-3600
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SENIOR HIGH SCHOOL GRADE 10 – 12

Cicero-North Syracuse High	Principal Phone:	Jamie Sullivan 218-4100
TRANSPORTATION	<i>Bus Dispatcher - 218-2107</i>	

PARENT AWARENESS COUNCIL (PAC):

The Parent Awareness Council encourages open communication between parent representatives from each school and district level administration. PAC meetings are held at the District Office on the third Wednesday of the month, throughout the school year, beginning at 9:45 a.m. Meetings are open to any parent/guardian of a child attending North Syracuse Schools.

SCHOOL BASED PARENT-TEACHER GROUPS:

Each school within the district has an active parent-teacher group.



Presidents of each organization for the 2020-2021 school year are listed below:

EARLY EDUCATION PROGRAM

MAIN STREET PTO	TBD
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ELEMENTARY LEVEL

ALLEN ROAD ELEMENTARY PTO	Gina Baker
KARL W. SAILE BEAR ROAD PTO	Sara Morrice & Amanda Maddison
CICERO ELEMENTARY PTG	Jessica Kawecki-Miller
LAKESHORE ELEMENTARY PTO	Shelby Winchell
ROXBORO ROAD ELEMENTARY PTG	Kim Waddington
SMITH ROAD ELEMENTARY PTO	Crystal Rhode & Nicole Ginsburg

MIDDLE SCHOOL LEVEL

GILLETTE ROAD MIDDLE PTG	Sheriah Dixona
ROXBORO ROAD MIDDLE PTO	Joanna Brooks

JUNIOR HIGH LEVEL

NSJHS PTO	Community Connections
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SENIOR HIGH SCHOOL LEVEL

CNS FACILITATOR	TBA
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STUDENT ABSENTEEISM

ATTENDANCE:

School attendance is critical to insure consistency in your child's learning. Within the framework of the educational law, the only absences considered **excused** are: Illness or injury, medical/dental appointments, death in immediate family and certain religious holidays (requires written parental permission). We encourage you to make appointments outside of the school day as much as possible. In the event that your child is absent from school, **a written excuse must be provided from the parent when the child returns to school.** A child is considered **unexcused** if a written excuse is not provided. The excuse must include the **reason for the absence.**

If you bring your child in later than the opening time, or have them excused prior to the end of the school day, a **written note** is also necessary.

Since regular participation in school is important, we monitor attendance closely. If we have reason to be concerned with your child's attendance, we will contact you by phone or by mail.

FAMILY VACATIONS:

When students are absent from school due to family vacations, days missed are considered unexcused absences. Additionally, if students are absent during state mandated testing periods, they will have to perform make-up tests. This situation is less than ideal as make-up tests may be administered in settings unfamiliar to your child(ren).

Assigned homework is a meaningful extension of classroom instruction to help the student refine what he/she is learning. Therefore, any assigned work should not be considered an adequate replacement for time spent in the classroom recommending available community resources.

CUSTODY:

If you have custody information concerning your child, we request a certified copy of original pages of the court document pertaining to custody to be filed in the school office. Parent requests cannot be honored without the court issued documents. We ask your cooperation with this issue to ensure the safety of your child.

HEALTH PROGRAM

MEDICAL EXAMINATIONS:

The North Syracuse Board of Education requires written documentation of current medical status for all new district entrants & students entering **kindergarten, grades 1, 3, 5, 7, 9 and 11.** A signed physician's certificate indicating a physical examination has been conducted must be submitted within 30 days from the student's enrollment in the district or entrance into the specific grade.

When no documentation is received by the school district, an examination will be conducted by a Board of Education appointed school physician during that school year. The school physical will reflect, as accurately as possible, that which would be obtained from a family physician.

A medical examination of any student may be requested at any time by school health personnel, at their discretion, to promote the educational interests of such student.

The school nurse is available to talk with parents regarding any health problems or in recommending community resources.

Vision and hearing tests are done annually.

CUMULATIVE HEALTH RECORDS:

Kept on each child showing health and growth and development; all immunizations and problems requiring special needs or consideration.

ILLNESS OR INJURY AT SCHOOL:

Should a child become ill or injured at school, the school nurse will phone home, work or emergency phone numbers provided. No child is sent home alone. Emergency numbers **must** be left with the school nurse and main office of the school.

ACCIDENT INSURANCE:

The school district carries supplemental accident insurance, which can be applied for after an injury. Your own health insurance must be billed first. Contact the school nurse for specific information.

COMMUNICABLE DISEASE CONTROL:

In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after affects, it is advisable to keep a child home from school when he/she shows any of the symptoms of serious illness. Specifically, fever, enlarged glands, red or discharging eyes, skin eruptions, diarrhea, vomiting and earache are symptoms that should be attended to by a physician and will often result in a child being sent home.

The school administrator, nurse, and chief school physician retain the right and responsibility to make medically informed decisions regarding students with communicable diseases.

EXCLUSION OF CHILDREN FROM SCHOOL:

Children are excluded from school when sick with contagious illnesses and infections. Notices are sent home with every child when the potential for spread of those illnesses or infections exists during the school day. These notices alert parents to signs and symptoms.

IMMUNIZATION:

According to Board Policy and State Law, your child **must be immunized** to attend school. Failure to comply will mean that your child will not be able to enter school until the immunization is in process or the immunization requirements are met. Contact the school nurse for details.

Change to NYS Immunization Law Removes Religious Exemption

On June 13, 2020, the law allowing parents to request and obtain exemptions from immunization requirements based upon statements of religious belief was repealed. The new law, which is effective immediately, no longer allows children to attend school in the North Syracuse Central School District without required immunizations.

The district will not allow unvaccinated students to participate in any summer programs or to continue enrollment in September if they are not immunized as required by law.

For the 2020-2021 school year only, the law allows previously unvaccinated students to attend school as long as families can demonstrate that those children have received at least the first dose in each required immunization series and that they have age appropriate appointments scheduled

to complete the required vaccinations.

As of July 1, 2020, the district requires documentation of immunization for previously unvaccinated students prior to their participation in any programs.

ANIMAL HANDLING RELEASE:

A Parental Release form to allow students to handle animals in the classroom will be sent home on an as needed basis by the classroom teachers.

MEDICATION BY SCHOOL PERSONNEL:

The school nurse, in conjunction with a medical regimen prescribed by a physician or dentist, will administer medication only when the following circumstances have been satisfied:



1. A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
2. A written physician's/dentist's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration, and the duration.
3. The medication has been delivered directly to the school nurse by the parent/guardian in its original container.
4. No medications are to be brought to school by students for self-medication.

STUDENT PROGRESS & SUCCESS:

Students are encouraged to, and supported in, putting forth their best effort at school. We believe that success builds success.

Education is a joint effort between parents and schools. The school will report progress to parents through:

1. Report cards (3 x per year)
2. Interim Reports Grades 3 and 4 (3x per year at mid point of report card periods). They will be issued only to students demonstrating difficulty with academics.
3. Parent Teacher Conferences (Minimum 2 x per year)
4. Personal contact (note or phone call) when issues arise that need specific/immediate attention.

When parents have concerns or questions, they should contact their child's teacher by calling the school and leaving a message or sending a note with their child.

REPORTING OF GRADES

Beginning in the 2020-2021 school year, the North Syracuse Central School District will be implementing a trimester report card schedule for Kindergarten through 4th Grade. All K-4 students receive a standards-based report card, offering more accurate and specific feedback about their progress toward skills and understanding of each standard in each subject area. Trimester marking period dates and corresponding access to student report cards for these grades will be as follows for 2020-2021:

END OF TRIMESTER

1. December 4, 2020
2. March 19, 2021
3. June 18, 2021

Grades/Report Cards available Online via Schooltool

1. December 11, 2020
2. March 26, 2021
3. June 25, 2021

Fall parent/teacher conferences will be held on November 16th through 20th 2020, while spring parent/teacher conferences will be held across the week of April 5th through April 8th, 2021. We encourage parents to take an active role in monitoring their child's progress by periodically logging in at <https://cns.schooltool.cnyric.org/SchooltoolWeb/> to view their child's report card(s).

HOMEWORK POLICY

Parents often ask teachers and administrators for the homework policy. The following information is provided as a guideline.

Specific questions should go to individual

teachers. Classroom homework procedures will vary. However, if you feel your child spends an unusual amount of time on homework, contact the classroom teacher.

When homework is given it should be based on one or more of the following purposes:

1. To provide additional practice to strengthen new skills introduced into the classroom.
2. The completion of unfinished classroom assignments.
3. The completion of work on short-term or long-term projects.
4. Participation in research activities.
5. The extension of reading for pleasure and enjoyment.
6. The fostering of good study habits and self-responsibility.

ROLE OF THE TEACHER

The teacher should:

- Inform the students and their parents of the grading policy, including homework.
- Help and provide direction and reinforcement in the development of good study skills.
- Assure that homework assignments are geared to provide for individual differences and capabilities.
- Make certain that homework assignments are purposeful, clear, defined and have real meaning for the student.
- Define the homework in class so students feel free to ask questions and receive any initial assistance they may require.
- Ensure that preprinted homework assignments are legible before distributing them to the students.
Consider the daily homework load of the student when giving assignments.
- Evaluate/return homework within the 10- week marking period in which it was assigned

ROLE OF THE PARENT

Parents should:

- Show a positive interest in your child's/children's homework and schoolwork, by asking to see daily work and talk about it together.
- Cooperate with the teacher to make homework more effective.
- Provide a suitable, quiet place in which your child/children can do his/her homework.
- Provide a regular time in your child's/children's schedule for homework. Select a time that will avoid last minute rushing, interference with bedtime or family commitments.
- Serve as a consultant about problems, but do not do the assignment for the child/children.
- Check with your child's/children's teacher(s), if you have questions.

ROLE OF THE STUDENT

The student should:

- Understand the assignment before leaving class. If not, the student should ask the teacher to clarify it. The student should use a student planner, an assignment book or sheet to write down the class name, the assignment and the due date.
- Do the assignment as soon as possible in class while the material is still fresh in your mind
- Check assignment book or planner before leaving school and be sure to take home all the materials needed to do the assignment. Set aside a time each day for homework. If you have no homework, use the time to review earlier assignments.
- Choose a certain place to do homework each day that is comfortable, has good light and few distractions.

PLANNING AND ASSIGNING HOMEWORK

Homework should be planned and assigned in such a way that it will:

1. Help students see how homework is related to learning standards.
2. Ensure that the assignments, procedures for accomplishing them, and the due dates are clear.
3. Ensure that the amount of homework is appropriate to students' needs and abilities. Teachers should consider these factors when making homework assignments:
 - The grade level of the student
 - The level and degree of difficulty of the subject being studied
 - The maturity level of the student
 - The instructional needs of the student
 - The total daily homework load of the student
 - The Individual Education Plan (IEP), 504 Plan
4. Establish and explain the manner in which homework will be evaluated and the weight it will carry in the overall evaluation of the student
5. Homework shall not be assigned, nor important class or field trip activities planned, on designated religious holidays when students will be absent because of religious observances.

Suggested Guidelines for the Amount of Homework:

Grades	Minutes per Day
K	No minimum but home assigned activities. Should establish good homework habits.
1-2	10 - 20 Minutes
3-4	30 - 40 minutes
5-6	No more than 15 minutes per period or 20 minutes per block or 1 ½ hour total
7-8	No more than 20 minutes per class periods or 25 minutes per block or 1 ½ hour total
9-12	No more than 20 minutes per subject or 30 minutes per block or 2 hours total

ACCEPTING, EVALUATING AND RETURNING HOMEWORK

1. It is expected that homework be completed by the designated due date.
2. All homework completed and handed in during the marking period in which it was assigned will be evaluated/returned.

CALCULATING GRADES

Daily homework will be graded in such a manner that it accounts for not more than 10% of a student's total quarterly grade.

INTERVENTIONS & SERVICES

Each building has in place an Response to Intervention (RTI) program for reading and math, an Instructional Support Team (IST), and a Special Education Referral Team (SERT). The IST and SERT teams provide an opportunity for your child's teacher to monitor students having academic, social, or emotional difficulties in their present classroom placements and submit or review recommendations and referrals for special educational services and placement.

RESPONSE TO INTERVENTION

The purpose of the RTI program is to provide remedial instruction in the areas of reading, mathematics, writing and English as a New Language (ENL) to all eligible students.

Students who meet the criteria on the North Syracuse Central School District adopted norm referenced test, and/or are below the state determined proficiency level on the New York State Assessments, are mandated to receive Responses to Intervention (RTI).

SPECIAL EDUCATIONAL SERVICES

In addition, the following special education services are offered for students qualifying with a specific disability:

CONSULTANT TEACHER DIRECT (CTD)

For students with identified learning problems following a review by the SERT, and approval of the District Committee on Special Education.

Adaptive Physical Education, Occupational Therapy, Physical Therapy, School Psychologist, and Speech Therapist: **Available** for students meeting appropriate criteria for services.

HOMEBOUND TEACHING

For students with extended absences due to injury, surgery, etc., tutorial services will be provided in the home. Requests for homebound teaching requires a physician's statement of medical diagnosis, reason the student cannot attend school, and the anticipated duration of homebound instruction.

SPECIAL TRANSPORTATION

For students with disabilities making them unable to ride regular transportation home, the committee on Special Education or the Director of Pupil Personnel Services must approve Special Transportation.

COUNSELING SERVICES: Available for students through the building referral process.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS:

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, the district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.

9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, or sportsmanship.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only as necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Student may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/internet account; accessing inappropriate websites; or any other violation of the district's Acceptable Use Policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive Conduct includes:

1. Failing to comply with the reasonable directions, school administrators or other school personnel in charge of students.

- D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, spitting and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property including graffiti or arson.
 7. Intentionally damaging or destroying school district property.
- E. Engaging in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
 12. Possession of drug paraphernalia.
 13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other district personnel should exemplify and reinforce student dress and help students develop an understanding of appropriate appearing in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as halter tops, plunging necklines (front and/or back) and see through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times. *Examples of footwear considered unsafe include platform shoes, flip-flops, and high heels.*
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others. Shorts, skirts, and pants with words across the bottom will not be allowed.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.



Each building principal or his or her designee shall be responsible for informing all students and their parents of the student 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 for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

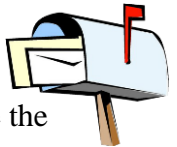
PHYSICAL EDUCATION FOOTWEAR

The issue of appropriate sneakers has become a safety concern. We would like to make you aware so problems will be avoided. When buying new sneakers for physical education, please do not purchase sneakers that will be unsafe for physical education class. Sneakers need to provide proper support and be safe for physical education activities. *Unsafe sneakers will **not** be allowed in the gymnasium.* Sneakers should have laces and/or velcro straps and should **not** have zippers or open heels. We have discussed this issue with all of the students. They should be able to help identify which sneakers are acceptable for physical education. Thank you for your cooperation.



CHANGE OF ADDRESS/ PHONE NUMBER

- ❖ If you have a **change of address or telephone number**, please notify the school in writing, indicating the date the change is effective. Unlisted phone numbers will be kept confidential.
- ❖ It is necessary to provide the school with an "**emergency phone number**," of someone who can be contacted if the parent cannot be reached at the regular home or work number.
- ❖ Also, please notify the school if there is a change in a **babysitter's name and/or phone number**.



LUNCH/BREAKFAST

Breakfast is served each day at 9:00 a.m.

The cost of breakfast is \$1.90 and lunch costs \$2.40.

Milk alone costs 65¢.

Ice cream costs 75¢\$1.00.

(Subject to change)



Students who receive free or reduced-price lunches also qualify for free or reduced priced breakfasts. Meal applications must be filled out **every year**.

Only one application per family is necessary with all the student names. If the household members, income or assistance changes during the year, a new application must be submitted.

The Board of Education does not endorse the practice of charging payments for meals. The Food Service Department encourages the prepayment of meals. You can pay in cash or by check made out to the "**School Lunch Fund**". Specify when you prepay if the money is for breakfast meals, lunch meals or general fund. The general fund can be used for anything including snack foods. If you do not specify, your money will be applied to your lunch account. We encourage you to keep your account current. For information on your balance, please call your school cafeteria between 9:30 a.m. and 2:00 p.m.



PHOTO / VIDEO / AUDIO RELEASE

During the school year, your son or daughter may have the opportunity to have his/her photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image) and school work may be published in local newspapers, posted (displayed) on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming, i.e., backup and their news stories.

If you **DO NOT** want your child's picture or schoolwork to be used in newspaper articles, videos, and/or district publications, including our district's website, please inform your school principal in writing.

INTERNET USER FORM

Internet Access: The North Syracuse Central School District is able to grant your child access to the internet in multiple ways to enhance instruction and learning. Our network allows users to contact computer systems across the county and around the world. The internet gives students the ability to share information, do research projects, and communicate with others: capabilities that can add a very exciting dimension to your child's educational experiences. Every reasonable effort will be made to monitor the usage of the internet so that unauthorized exploration of undesirable materials will be kept to a minimum.

Cellular Devices: In addition to district technology access, cellular devices have become increasingly available at the elementary level, they also have the potential to be a distraction and/or misused. To avoid this, cellular devices are not allowed to be used during the school day. Students who bring cellular devices to school are expected to turn them off and store them for the entire day.

Acceptable use of technology devices, accounts, internet, email, and telephone use, as outlined in **BOE policy 4201** is expected, with students agreeing to this each time they log into a district account.

TRANSFERRING

If your child is **transferring out of the school**, please provide the school with:

- date of your child's last day
- new school name and address
- new home address

New York State Law requires you to sign a student records release in order for us to transfer your child's records to his/her new school.

All students new to the district should report, with their parent or guardian, to the District Offices, located at 5355 West Taft Road, to register for attendance in any of the schools in the North Syracuse Central School District. You must bring the following information with you to register your child:

- Last report card
- Immunization record
- Birth certificate
- Proof of residency
- Transfer from the previous school

VISITATION GUIDELINES:

All buildings in the North Syracuse Central School District have an open door philosophy and encourage visitation by all residents of this district. The Board of Education has established specific guidelines to follow for visiting the schools. When visiting a school, you must sign in at the Main Office and obtain a visitor's badge. When leaving, you must sign out and turn your badge in.

VISITOR CODE OF CONDUCT:

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

B. PROHIBITED CONDUCT

No visitor, either alone or with others, shall:

1. Injure any person or threaten to do so.
2. Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Violate the traffic laws, parking regulations or other restrictions on vehicles.
8. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
9. Smoke a cigarette, cigar, pipe or use chewing or smokeless tobacco in or on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Incite others to commit any of the acts prohibited by this policy.
Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. PENALTIES

Visitors who violate this policy shall be subject to the following consequences:

1. Visitors authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises.

VOLUNTEER GUIDELINES:

Many teachers welcome adult volunteers. If you wish to visit the school on a regular basis as a volunteer you should contact either your child(ren)'s teacher or the school principal.

ARRIVAL AND DEPARTURE TIME:

To provide for your child's safety and ensure a more positive beginning and ending of his/her day, please be aware of the following procedures:

- a. Children may not enter the building before 9:00 a.m. (Walkers, therefore, should not arrive before this time.) No supervision is provided prior to 9:00.
- b. Classes begin at 9:15 a.m. Children arriving after this time are marked tardy. Student dismissal begins at 3:20 p.m.
- c. Children must ride their assigned bus. If you request your child to walk, ride a bicycle, or get off at a different bus stop, you need to provide the school with written notification.

CHILD CARE/BABYSITTER:

Written requests to change childcare location must be submitted to transportation not less than three working days prior to the effective date.

Any changes received from August 26, 2020, through September 12, 2020, will not become effective until Monday, September 16, 2020.

DELAYED OPENING AND CLOSING PROCEDURES:

Should weather or building conditions make it necessary to close school or start school at a later time in the day, announcements will be made on all TV and radio stations. However, we recommend that you sign up for SchoolMessenger Info Center which will enable you to receive phone calls, text messages and emails regarding delays and closings. You can obtain more information from the District's website at nscsd.org under Public Information.

ALL ACTIVITIES ARE CANCELLED WHEN SCHOOL IS CLOSED.

When we operate on a **one-hour delay**, all buses will operate on a delayed schedule. The before school **YMCA Childcare Program** will begin at 7:15 A.M.

NO BREAKFAST WILL BE SERVED.

When we operate on a **two-hour delay**, all buses will operate on a delayed schedule. The before school **YMCA Childcare Program** will begin at 8:15 A.M until school begins.

NO BREAKFAST WILL BE SERVED.

In the event of an **early dismissal** there will be NO After-School YMCA Program.

Please listen to the news media on those days when weather conditions are bad in the morning and during the day. School could be dismissed early. You will need a family plan in case of an early dismissal due to deteriorating weather conditions or in case of any other building emergency. Children should know what to expect and where to go when school closes early. In the event of early dismissal, Emergency Closing Information from the *Annual Student Information Verification Form* will be used. The *Annual Student Information Verification Forms* will be sent out at the beginning of the year.

These should be updated anytime sitters or circumstances change. It is your responsibility to be sure we have updated information since in the event of an early dismissal your child will be sent

to the location indicated on that form. We **CANNOT** let a child go anywhere other than his/her home without your permission.

EMERGENCY EVACUATION:

In the case of an emergency where students are evacuated to a different location, the telephone numbers for the Main Office and Health Office of the school will be transferred to a central location to provide information to parents. The media will be provided those numbers, at that time, for parents to call regarding the safety and location of students.

BUS PROCEDURES:

Because of distance and safety for students, the school district provides busing. Riding a bus is a privilege and requires all students to obey the rules and not cause distractions for the driver, which may result in an accident.



Bus Rules are reviewed with the children several times during the year. A letter explaining the rules and consequences is sent home in September and a copy is on the next page.

BUS RULES AND REGULATIONS

The primary concern of every employee in this district is the safety and welfare of each student. Many of our students spend considerable time each day traveling by bus to and from school. Behavior on buses is a concern that affects not only every student on that bus, but the bus driver and individuals in other vehicles.

In order to make bus transportation in this district as safe as possible, bus drivers, building administrators and district officials have met to establish the expectations for appropriate behavior on buses.

We ask that each of you review the procedures identified below, so that you understand the expectations that we have and the procedures that we will follow to assure safety.

In the event a student misbehaves on a bus, the following steps will serve as the guidelines for improving that student's behavior.

Step 1: Student will be verbally warned of their misbehavior and the appropriate behavior will be identified. The consequence of repeated actions will be explained.

Example of the behaviors that might receive verbal warnings are: failure to stay seated while the bus is in motion; sticking hands, arms, or head outside the windows, or failing to follow bus driver's instructions.

Step 2: If misbehavior continues, the driver will contact the parent or guardian. This contact will be done on a Parent Notification Form.

Step 3: If the misbehavior continues, a Bus Conduct Report will be sent to the building principal. The principal will warn the student and advise the parents. The principal **may** suspend the student from riding the bus. This communication to the parent or guardian may be verbal or written or both in some cases.

- Step 4: If the misbehavior continues, a Bus Conduct Report will be sent to the principal. The student will receive one to three days denial of bus privilege. This will occur after parent notification.
- Step 5: If the misbehavior continues, the student will be denied bus privilege for one to five days or may have their bus use privilege revoked for a longer period through a hearing with district officials.

For every set of guidelines, there are always exceptions. Some incidents may move a student more quickly to the higher-level steps. Examples of incidents that may move a student immediately to step 3,4, 5, and 6 are:

- fighting
- insubordination to the bus driver or attendant;
- damage to property,
- inappropriate language (i.e., swearing)
- endangering the safety of others

CIVIL RIGHTS NOTICE

The North Syracuse Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator:

Jason Nephew
Assistant Superintendent for Human Resources
North Syracuse Central Schools 5355 West Taft Road
North Syracuse, NY 13212 (315) 218-2125

Section 504 Coordinator:

Ms. Valerie DiFlorio
Executive Director for Diverse Learning & Student Support
North Syracuse Central Schools 5355 West Taft Road
North Syracuse, NY 13212 (315) 218-2120

The complete grievance procedures for Title IX and Section 504 are available for review in the offices of each of the above-named persons, in the office of each district director and supervisor, and in the front office of each school building within the school district. Copies will be provided upon request.

NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, age, national origin, military status, marital status or sexual orientation in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 1972.

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

Ms. Valerie DiFlorio
Executive Director for Diverse Learning & Student Support
North Syracuse Central Schools 5355 West Taft Road
North Syracuse, New York 13212 (315) 218-2120

Title IX, Title VI, Title VII, ADA, ADEA and New York Human Rights Law Compliance Officer:

Jason Nephew
Assistant Superintendent for Human Resources

North Syracuse Central Schools 5355 West Taft Road
North Syracuse, New York 13212 (315) 218-2125

The complete grievance procedures applicable to the District's Non-Discrimination Policy are available for review in the offices of each of the above-named persons, and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION AND HARASSMENT

If your child believes that he or she has been subjected to prohibited discrimination or harassment, the alleged discrimination or harassment should be reported to the building principal, or if the building principal is the alleged discriminator or harasser, the school nurse. These individuals will in turn report the allegations to the District's Title IX compliance officer and the superintendent.

Additionally, if you prefer, you may report the alleged discrimination or harassment directly to the Title IX compliance officer or superintendent. Alternative lines of reporting are designated in the policy if one of these individuals is the alleged discriminator or harasser.

Upon receipt of a complaint, a prompt, thorough and impartial investigation will be conducted, including interview of all witnesses. The investigation will preserve confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanction will be imposed according to the District's disciplinary procedures for students or employees. Additionally, to the extent the student has suffered a detriment, the District will take appropriate remedial action (e.g., provision of counseling services, opportunities to make up missed course work). If dissatisfied with the investigation or outcome, the decision may be appealed to the Board of Education.

The complete sexual and other forms of prohibited discrimination and harassment policy and procedures can be obtained from, or will be mailed to you upon request to the district's human resources office at telephone number: 218-2125, or address: **5355 West Taft Road, North Syracuse, NY 13212**. Additionally, copies may be obtained in the front office of each school building.

The Title IX compliance office is Mr. Dan Bowles, who can be contacted at the personnel office number and address above.

AHERA NOTIFICATION

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act ("AHERA"). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a "Designated Person" for asbestos-related concerns. Jon Ward, Assistant Director of M & O, has been appointed as the "Designated Person" for asbestos-related concerns in the North Syracuse Central School District.



NEW YORK STATE SCHOOL REPORT CARD

A FOCUS ON ACADEMIC PERFORMANCE

The North Syracuse Central School District Community is committed to ensuring that all students achieve success through relevant and rigorous schoolwork preparing them for life-long learning and full participation in our society while empowering them with the knowledge, skills and attitudes valued by students and society at large.

SCHOOL REPORT CARDS: As part of their goal to raise educational standards in New York State the Board of Regents and the State Education Department have issued a school report card for every public school. It is hard to imagine a school without report cards. Report cards for students have always been an important communication device for our schools.

Periodic evaluation of student progress by teachers provides essential information about strengths and weaknesses to students and parents alike. School Report Cards can serve the same function; that is, to focus on the academic performance of all students within a school and provide information for a discussion on school results.

Each year, New York State will publish a comprehensive review of each elementary school's program. It presents certain key measures for core academic performance. Just as a student's report card should not be used as the sole measure of a young person, the school's report card should not be the single measure of your school. Information is reported for representative curriculum areas currently in our K-4 elementary buildings. These include Reading, Math and Science. As new state assessments are implemented the Report Card will show their results.

We are enthusiastic about the report card concept and believe the report card is an important part of the total emphasis on school improvement. As part of each elementary school's commitment to continuous improvement, the School Report Card will be used to guide the school's improvement plan.

The report only hints at the wealth of information available at your school. We urge you to:

- ◆ Seek out additional information;
- ◆ Discuss with teachers and the principal in your school as to how all students are doing in all of their programs;
- ◆ Review programs and scheduling options which are available;
- ◆ Learn how your school plans to help all students meet high standards Find out what the strategies are to achieve these goals and who is working on them;
- ◆ Discover what resources are available and how they are used;
- ◆ Inquire about opportunities for applied learning and work experience; and
- ◆ Explore how partnerships are established with the community.

The following district policies are included in their entirety in the

Elementary Student Handbook:

1. Acceptable Computer, Internet, E-mail and Telephone Use Policy #4201
2. Scholastic Eligibility 7 – 12 #5200
3. Athletic / Co-Curricular Code of Conduct #5311
4. Student Conduct and Discipline (K-12) #5311.1

5. Drug and Alcohol Policy #5440
6. Student Medication #5601
7. *Sexual and Other Forms of Prohibited Discrimination and Harassment* #5010.2
8. *Guidelines and Procedures for Implementing Homework* #4730

COVID DISCLAIMER

Due to the COVID-19 pandemic certain parts of the student handbook will be modified and/or adjusted based on the adoption of the Hybrid model 2020-2021.

VIRTUAL LEARNING POLICY (STUDENT CONDUCT)

We are asking parents and students to respect student privacy by refraining from the following:

- Recording online classroom sessions
- Taking screenshots of students
- Sharing any images or videos of classroom interactions on social media taken from an online instructional meeting
- Publicly commenting on student performance within an educational setting

PLANNING AND ASSIGNING HOMEWORK (VIRTUAL CONTENT)

Chromebooks will be handed out at the beginning of the school year at your child's school.

Given availability of a Chromebook provided by the district and proper internet access all students will be expected to keep up with assignments provided in any online platform (Google Classroom, Slides,) or any deemed appropriate by the educator for the current school year.

STUDENT BUS EXPECTATIONS (COVID PROCEDURES)

BEFORE ENTERING BUS

Students are expected to maintain 6 feet distance and wear masks upon entering the bus.

ON BUS

Bus capacity has been capped at 22 (per state guidelines). Students will be required to wear masks while riding the bus to their school destination. Students will be assigned their own seats and cannot sit with peers. Siblings may sit together.

STUDENT DRESS CODE (COVID)

Students will be provided with face masks at school, if needed. Students are required to wear masks throughout the school day and will be given regular mask "breaks" throughout the day.

PHYSICAL EDUCATION FOOTWEAR/CLOTHES (COVID)

On days of Physical Education students will be asked to wear sneakers and not be allowed to bring in any change of clothes to prevent cross contamination.

LUNCH/BREAKFAST

Due to COVID-19, breakfast and lunch will be served in the classroom. The North Syracuse Central School District, in partnership with the USDA, is excited to offer a temporary program allowing us to feed all students breakfast and lunch for free each day. This includes meals picked up by parents for distance learning/hybrid students. Our food service department will coordinate the breakfast/lunch items and will communicate options to parents.

ANIMAL HANDLING POLICY

Per district policy COVID-19 remains largely undefined in animals, however no teacher or student should bring a pet into a classroom during the 2020-21 school year. Only fish requested from the North Syracuse CSD Science Center will be allowed in classrooms. In addition, students will not be allowed to touch fish tanks or feed them in any capacity.

VISITATION GUIDELINES

Due to COVID-19 the district prohibits visitors into the school building. This includes parent volunteering (specific to classrooms).

PTO (Parent Teacher Organization) members may be allowed to enter with permission granted by building principal. PTO meetings will be held through an online platform and not physically in school buildings.

STUDENT PROGRESS & SUCCESS/REPORTING (PULLED FROM EXPECTATIONS)

Philosophy: *Accurate reporting of student progress, measured against content learning standards, is an integral part of our home-school connection. Reporting should be based on evidence of student learning against individual standards. Student learning shifts on a day to day basis and reporting should reflect each student's sustained level of "proficiency".*

CLASSROOM & SPECIAL AREA TEACHERS

K-4 Reporting for the 2020-2021 school year will follow the guidelines below. Reporting will be consistent between all three instructional models (in-person, hybrid and remote)

- All instructional staff will use the K-4 2020-2021 report card.
- Reporting will follow our regular expectations as defined on the 2020-2021 Report card
- For students who demonstrate a lack of participation and/or incomplete assignments (evidence of learning)
- Students who do not engage in learning will be graded based on evidence of student learning.
- Students are expected to regularly attend synchronous learning as well as asynchronous tasks.

“NOT ASSESSED’ N/A’S

Classroom Teachers

- Each grade level team, at each building, may elect, through consensus, when to utilize a N/A on the report card. This must be consistently applied by all members of the grade level team and re-evaluated for each trimester.
- All N/A's must be communicated to the building principal in advance of the School Tool "publish" date.

PROHIBITED STUDENT CONDUCT

Digital or Online Bullying, sharing of video content deemed inappropriate (including indecent exposure, intimidation, hazing or threatening) on any online platform (Google Meet, Zoom Seesaw) will be considered a violation of district policy.

Computer apps cannot be downloaded on Chromebook that are not approved by the teacher, technology assistant or building principal. Content must be approved and deemed as academically appropriate.