

**FORESTVILLE**  
**ELEMENTARY SCHOOL**  
**Parent/Student Handbook**  
**2019-2020 School Year**





## **NON-DISCRIMINATION STATEMENT**

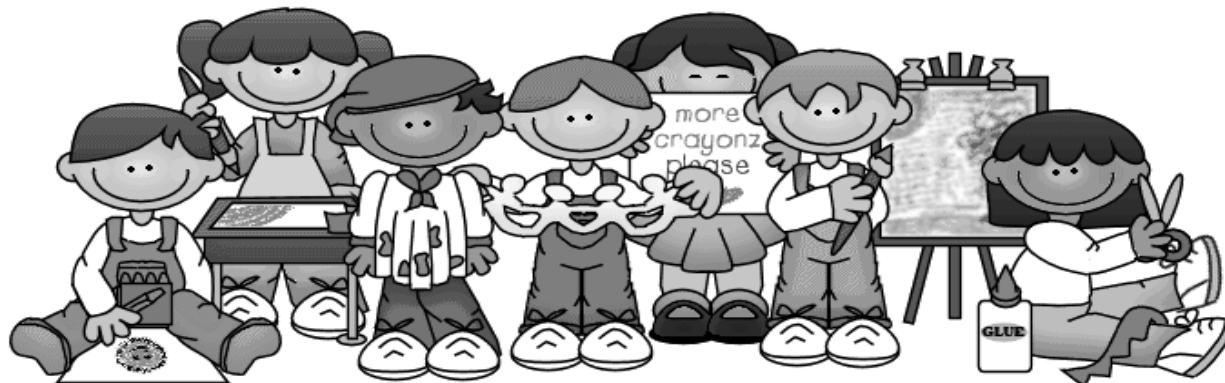
The Forestville Central School District does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The Forestville Central School District Compliance Officers are: Superintendent, 12 Water Street, Forestville, NY 14062 (716) 965-6539, MS/HS Principal, 4 Academy Street, Forestville, NY 14062 (716) 965-2711, Elementary Principal, 12 Water Street, Forestville, NY 14062 (716) 965-2742. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.

## **STUDENT SEXUAL HARASSMENT**

The Forestville Central School District Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all district students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students which may occur on school grounds or school vehicles and at all school-sponsored events, programs and activities including those that take place at locations off school premises. The Title IX contact at the elementary school is the elementary principal.

\*For additional information about the district and its policies, go to our website [www.forestville.com](http://www.forestville.com) and completely review the District Calendar.



## STUDENT CODE OF CONDUCT

***Regular Attendance*** – Students are expected to attend school regularly and to attend all classes.

***Punctuality*** – Students are expected to be on time for school and classes.

***Work Habits*** – Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

***Respect for Self and Others*** – Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of inappropriate language, actions and attire. Students are expected not to harass others verbally and/or physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

***Respect for Authority*** – Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

***Respect for Property*** – Students are expected to treat all property belonging to the school with care.

## SCHOOL HOURS

Regular Instructional Hours: 7:50 a.m. – 2:30 p.m.

Breakfast program hours of operation are 7:20 – 7:50 am. There should be no circumstance where a child participating in the breakfast program arrives earlier than 7:20 a.m. Supervision begins at 7:20 a.m. and any child arriving any earlier will be sent to the principal's office.

**The drop off time for students not attending breakfast is 7:35 to 7:50 a.m. Any student arriving earlier than 7:35 will be sent to the cafeteria. Students arriving at school earlier than 7:35 a.m. and are not participating in the breakfast program will be reported to the building principal.**

At the end of the day, dismissal from classes will begin at approximately 2:35 p.m. Walkers and students picked up by parents will be dismissed after the buses leave at approximately 2:50 p.m.

## ADMISSION TO SCHOOL

To be eligible for enrollment in Forestville Central Schools, children must meet the following requirements:

1. **Residency** – Children must reside within the district with parents or persons serving as a legal guardian. Court papers are required in legal guardianship.
2. **Immunization** – The Public Health Laws of the State of New York require that prior to entering school, each child must be adequately immunized against diphtheria, poliomyelitis, measles, rubella and mumps. **Children will not be admitted to school until all required immunization records have been received by the school nurse.**
3. **Age** – A child residing within the Forestville Central School District must be five years of age on or prior to December 1<sup>st</sup> of that academic year for Kindergarten.
4. **Birth Record** – The school must be provided with a copy of the child's birth certificate.

Failure to comply with these minimal requirements may result in your child not being able to attend school.

## ATTENDANCE

### Absence(s):

The Forestville Board of Education recognizes that regular attendance is a prerequisite for academic success and that school should be a setting where students learn the benefits of punctuality and reliable attendance.

The Board of Education acknowledges the following legitimate reasons for absence:

*Personal illness, illness, or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, road tests, or other reasons as may be approved by the Board.*

The following are examples of pupil absences, tardiness and early departures that are considered unexcused:

*Visiting, Vacation, Employment, Overslept, Babysitting, Hunting or fishing, Trip/Vacation, Truancy, Absence from school with or without parent permission*

**Elementary school students with unexcused daily absences in excess of 10% or greater may be considered for retention.**

### **Return from Absence(s):**

Each student absence must be accounted for. It is the parent or guardian's responsibility to notify the Elementary Office on the morning of the absence if at all possible (965-2742).

Upon returning to school, any student who was absent **must submit a signed written note by the parent/guardian explaining the absence**. Signed notes should accompany the student upon return to school. Any absence without a written excuse is automatically considered as an unexcused absence. Verbal excuses will not be accepted.

*If a pattern of absence occurs, the principal may send a letter home reviewing our attendance policy and/or requesting a parent meeting. The building principal may contact Child Protection Services if a child does not regularly attend school.*

### **Vacations:**

Absences due to **vacation** are generally beyond the control of the individual student and as a result the teacher is encouraged, but not required, to provide the work the student will or has missed. It is the responsibility of the individual student to make up missed work in a reasonable period to be determined by the individual teacher. Teachers are not required to provide students with work that will be missed due to vacation ahead of time. Parents are encouraged to speak with classroom teachers as soon as possible to determine a plan for missed work.

## **EARLY DISMISSAL**

If parents find it necessary to have their child dismissed before the close of the school day, they should report to the main office for assistance. Under no circumstances will the school dismiss children unless the parents or legal guardian signs them out in the main office.

## **KEEPING CHILDREN AFTER SCHOOL**

When children are required to remain after school by the classroom teacher, principal or are required to remain after school to participate in a class or school activity, parents will be notified. If you would like your child to take the late bus home, please make arrangements with the elementary office prior to noon of that day.

## **SAFETY AND SECURITY**

### **Parent Procedures:**

In the morning, if you are bringing your child to school, please release him or her in the main lobby and allow your child to proceed to class on his or her own. ***In the afternoon, parents or others retrieving children should not enter the building until the buses have left. Once in the building, please wait in the main lobby for your child to arrive.***

### **Visitors:**

The school strives to maintain a safe and secure environment for students. The school doors are locked during the school day. Entry is through the front door only by ringing the front doorbell which signals the office. Entrants to the school may be asked to show identification. All visitors are REQUIRED to sign in at the office with their name and destination. The visitor logbook contains self-adhesive visitor badge that once completed, must be worn while in the building. *All classroom visitations must be prearranged and are subject to pre-approval by the classroom teacher.*

### **Emergency Plan:**

Forestville Elementary has an emergency/crisis team, which has prepared a building plan to address issues related to the safety and security of students. Parents should be reassured that all precautions will be taken to ensure the safety of their children. The Forestville Elementary Emergency Plan is connected directly to the District, and to local and county departments for emergency help.

### **Emergency Drills:**

Emergency drills at regular intervals are required by law and are an important part of safety requirements. When emergency drills are conducted, everyone is expected to follow the appropriate emergency plan as quietly and as orderly as possible. If a visitor happens to be on-campus during a drill, he/ she is asked to follow the procedures we've asked staff and students to follow. Your cooperation is greatly appreciated. These drills will prepare the children and staff for emergency situations such as fire, evacuation, or intruder. We conduct these drills with seriousness and in a non-threatening way.

### **Emergency Closing and Delays**

In a weather or other related emergency, parents should tune to stations WDOE, WBKX, WBEN 930. WGR, WKSE, WJTN, WKZA, WBUF 92.9, WBLK 93.7, WECK 1230,

WJYE 96.1, WYRK 106.5 or TV channels 2, 4 or 7 at approximately 6:30 a.m. to learn whether school is closed. If weather or “other” emergencies occur when children are in school, dismissal may be early. If it is necessary to close school early, the above radio and TV stations are notified to broadcast this fact in order to alert parents that children are coming home. Every effort is made to get this information to the parents as early as possible.

In addition to the information that is broadcasted, the district will attempt to notify families through the automated emergency phone system.

Parents should discuss and plan with their child what to do in the event of an early school dismissal. **Remember, your child's safety is always of the utmost concern.**

### **Defibrillator:**

A defibrillator unit is located in the school (gymnasium) for use by those trained in CPR/AED. The unit is wired directly to 911 for backup support.

## **TRANSPORTATION**

In order to keep the bus on schedule, please have your child ready to board the bus when it arrives in the morning. This is necessary to insure that all students arrive to school in a timely fashion.

### ***Rules of Conduct While Riding, Boarding and Departing Bus***

Please review these rules with your child:

1. Be courteous, respectful and cooperative with driver.
2. No food, drink, pets, breakable items, dangerous objects or electronic devices are allowed on the bus.
3. Remain properly seated and keep hands and feet to oneself and inside windows.
4. Take pride in your bus by helping to keep it clean and safe by not throwing papers or other trash on the floor or seats. Do not make any marks on seats, sides, or windows of the bus.
5. Talk quietly, shouting, use of bad language and fighting are prohibited.

*The bus driver is authorized to assign seats when necessary.*



It is recommended that parents should deliver over-sized classroom projects to school.

Students are required to show respect for the bus driver and all other occupants of the bus. Students are also required to act in a safe manner. Those students failing to comply with the bus rules will be subject to discipline which may include the suspension of bus riding privileges (Policy #7340).

#### **Discipline Procedures for Minor Offenses:**

1<sup>st</sup> Report: pupil conference, report sent to parent

2<sup>nd</sup> Report: pupil conference, parent conference, possible denial of bus privilege for less than one week.

3<sup>rd</sup> Report: same as above; possible denial of transportation for increasing lengths of time.

No vehicle may pass a stopped school bus when its red flashers are on. This includes buses loading and unloading in the school parking lot areas.

**NO TRAFFIC WILL BE ALLOWED IN FRONT OF THE BUILDING, EVEN IF THERE ARE NO BUSES PRESENT.**

### **VEHICLE**

When transporting students to school, parents need to observe the following rules:

1. Only school buses will be allowed in the front of the elementary school building. School buses will enter the drive and turn left. All other traffic must bear to the right. **NO TRAFFIC WILL BE ALLOWED IN FRONT OF THE BUILDING, EVEN IF THERE ARE NO BUSES PRESENT.** Visitor and disabled access parking will be clearly labeled and located in that parking lot. Be sure to observe all signage for directions and speed.
2. Drop your child off at the designated area to the right of the new flagpole when arriving between 7:35 – 7:50 a.m. The student will then enter through the main doors of the school.
3. ***Do not park your vehicle in front of the school, along the sidewalk, or in the parent loop.*** Please use the available parking spaces in the main parking lot.

### **WALKERS**

Each student needs to exhibit good habits such as: using sidewalks, respecting property, refraining from fighting, walking carefully and taking every precaution so that they will get to and from school safely. When walkers arrive at school before 7:35 am, they will report directly to the cafeteria. *No child should arrive at school earlier than 7:35 a.m., unless attending the breakfast program.* At dismissal, walkers will report to the cafeteria. When the buses leave the school driveway, walkers will be dismissed. *Students will not be permitted to walk to and from school without a note from a parent/guardian.*

## **PARENT PICK-UP AFTER THE 2:35 P.M. DISMISSAL**

Parent or Guardians who intend to pick up their children at the end of the day should:

1. Send a written request, with clear instructions, to the Elementary Office in the morning. Phone calls for change will be accepted in EMERGENCY SITUATIONS only.
2. All vehicles must be parked in a designated parking spot.
3. Report to the Elementary Office when the buses have left the premises to sign your child out. **Parents will not be allowed in the building until all buses have left the parking lot.**

## **BICYCLE**

Students who ride bicycles should always be mindful of the convenience it provides and of the hazards it may present. Pupils who ride should park and lock their bicycles in the racks provided. The Forestville Central School District assumes no responsibility for the safety of bicycles. Students should follow the normal bicycle safety procedures while riding. Helmets are required by New York State Law when operating bicycles, scooters, skateboards and rollerblades. Students will not be permitted to ride their bicycle to and from school without a note from a parent/guardian.

## **REPORTING TO PARENTS**

The Forestville Central School District issues progress report cards to inform parents of their child's achievement in academic fields, social skills and work habits. Progress reports are issued to Grades K-6 the middle of each marking period.

Parent/Teacher conferences are held annually during November. Students will be released from school early during conference time. Participation at the conferences is strongly recommended. Subsequent conferences can be scheduled at the request of the teacher or parent. Parents are encouraged to contact their child's teacher if they have any questions about their child's progress at any time during the year.

## **TRANSFERS FROM SCHOOL**

If a family is planning to move from the district during the academic year, parents should notify the school so the child's records can be transferred to the new school. Before records are released, all Forestville Central School District textbooks and other school material must be returned to the child's teacher. Also, any outstanding charges or fines must be paid in full.

## DISTRICT HEALTH OFFICE

School Nurse Phone: 965-2742 (Press 2)

***Medical Records*** – Medical records of all students in the district are maintained in the Health Office and are kept confidential. These records include each child's medical history and data on height, weight, vision, hearing, scoliosis screenings and immunizations. Please call or send information to the Health Office regarding any medical condition (such as allergies) or medications taken. If there is any change in the health status of your child, the school nurse should be notified so the information can be added to the child's permanent health record.

***Physical Examinations*** - New York State Education Law require that each pupil have a physical examination at the following levels: Entrance to school for the first time (such as kindergarten and new students) and grades PK, K, 1, 3, 5, 7, 9, and 11. The school physician will be in throughout the school year to perform physical examination for those in need. Please contact the school nurse for additional information.

***Illness or Injury*** – Students who become ill or injured in school are required to report to the school nurse. Parents will be notified when further care is needed or if the student is to be dismissed for medical reasons. When a contagious disease is reported in an elementary classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse. This information is kept confidential.

According to the New York State Education Law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting or any communicable disease will be excluded from school until diagnosed and/or treated. Parents and/or guardians will be notified. **Children must be fever free and vomiting free for 24 hours prior to returning to school.** Children who show symptoms of illness in the morning should **NOT** be sent to school.

***Medication*** -According to New York State Education Law, any medication to be administered must be brought to the school nurse by an adult in the bottle or container in which the medicine was purchased or prescribed. It is necessary to receive written permission from the parent and physician before any medication will be given. The note should include permission for school personnel to administer the drug along with a statement of the reason, the name of the drug, the amount and the time to be given. These instructions should be on file in the Health Office for the current school year. This includes prescription medication as well as over-the-counter medications. Students will **NOT** be allowed to carry or have any medication in their possession.

***Immunizations*** -- Documentation of immunizations is mandated for all students in New York State schools prior to entry to school. Medical exemptions can be obtained from your child's physician. Religious exemptions will no longer be honored. A schedule of

immunizations can be obtained from the Health Office. This is a law, not a school policy. Please refer to <http://www.health.ny.gov/publications/2370.pdf> for further clarification of immunization requirements.

***Head Lice Policy*** -- Head lice are a recurring infestation that requires a collaborative effort at home, school and community to keep it under control. If you suspect or know that your child has lice, please notify the school nurse so that others may be screened. When the school's nurse confirms that a student has lice, he or she is sent home for treatment. Only after successful treatment and the school nurse clearance, will a child be allowed to return to school.

### **EMERGENCY INFORMATION**

It is important that the school be notified whenever there is a change in address, phone number or the emergency contact person on your child's emergency card. Up to date information is necessary when parents need to be contacted in the event of an emergency. All changes must be made in person at the office.

### **COMMUNICATION WITH TEACHER**

Please discuss concerns or problems with the classroom teacher before contacting the principal. Often a call to the teacher can clear up any concerns or clarify any information regarding special classroom events. Follow-up calls may be made to the principal. ***As we do not interrupt instructional time, please leave a message for the teacher to return your call.*** If you email the school and/or teacher and do not receive a response within 48 hours, please call the school. Sometimes emails do not reach us. We make every effort to keep communications open, and we do want to respond to your calls and/or emails. Thank you for your patience and understanding.

### **PHONE USAGE**

Students will be permitted to use the telephone only when the school staff deems it necessary. Telephoning home for forgotten items will be permitted at the main office's discretion. *Cell phone usage by students is not permitted during school hours or while on campus.*

## **CELL PHONE AND OR ANY OTHER IOS OR ANDROID DEVICE**

Students who have been given a cell phone by their parents are instructed to turn it off once they enter the building. There will be no phone calls and/or texting during the normal school hours of 7:35 a.m. to 3:00 p.m. These hours prohibiting the use of cell phones in school will be extended to 4:00 p.m. if the student is participating in any academic after-school activities. Students who violate this policy will have their cell phone confiscated by FCS faculty and/or staff. The cell phone will then be turned over to the building principal. It will be at the building principal's discretion whether or not to return the phone to the student or insist that the student's parent/guardian come to the school to retrieve it.

Students are also instructed to leave all electronic devices at home. These devices include any device that is used for calling, texting, accessing the Internet, or playing games. The school takes no responsibility with any personal electronic device that is lost or stolen.

*The school provides iOS devices for instruction and will allow students to use them when appropriate to their learning.*

## **STUDENT DRESS CODE**

To promote a positive and safe school atmosphere, students are expected to dress appropriately. The administration is the final authority in determining whether or not a student is appropriately dressed and/or groomed. Any type of clothing, accessories, hairstyles or grooming that might prove to be embarrassing to your child or distracting to others is discouraged. The following are prohibited:

- Clothes and/or accessories depicting or encouraging use of illegal drugs, alcohol, violence, sex or gangs.
- Clothes and/or accessories bearing vulgar inappropriate or suggestive text or logos.
- Shorts, pants, skirts, or long shirts with wording printed across the derriere.
- Shoes with cleats or wheels.
- Slippers, sandals, clogs or any other footwear lacking full foot support.
- Baseball caps, visors, or any other hat worn indoors.
- Indiscreet clothing such as crop tops, tube tops, halter tops, see through tops, shirts that reveal the midriff area, clothing with spaghetti straps, swimsuits, miniskirts that fail to reach midway between the knee and the hip, shorts that barely cover the derriere or clothes that fail to cover underwear.

Violating the dress code will result in a call to parents or guardian to bring a change of clothes or a tee shirt will be loaned to the student for the day. Repeated violations will result in progressive disciplinary actions. The dress code will also apply during special events.

## **CAFETERIA**

### **BREAKFAST:**

A daily breakfast is vital to the health and well-being of growing children. Through the breakfast program, each child is offered milk, fruit juice and a variety of breakfast items at a cost of \$1.45. Free and reduced-priced breakfasts are also served to eligible students. Participation in the program provides students with the opportunity to start the day well nourished, alert and ready for class.

### **LUNCH:**

The purpose of the school lunch program is to provide the students with a well- balanced meal. The price for a student lunch is \$1.95. Ice cream and cookies are also available for an additional fee.

Free and reduced-priced lunches are served to eligible students. Information on free and reduced-priced meals is available at the School District Office.

Every Monday morning, students will have the opportunity to pay for the weeks' breakfasts and lunches in advance.

FCS uses a point of sale system called NUTRIKIDS. It is possible to make payments and view the activity on your child's account by logging into [www.myschoolbucks.com](http://www.myschoolbucks.com) and setting up an account using their student id number. You still may send in cash or checks with your child to school. Please make sure their name is in the memo line.

Students are scheduled for a 30 minute lunch time. During this time they should remain seated and raise their hand if they need help. Proper table manners and behavior are expected at all times. Children should be encouraged to eat their entire lunch before snacks and dessert. Since children sit with their classmates, they are allowed to talk quietly. Appropriate language and topics of conversation are expected. If students abide by these rules, they earn the privilege of eating in the lunchroom. No toys or electronic devices are allowed in the cafeteria. Books are permitted. We request that you do not send pop and candy as a part of your child's meal. Also, due to various allergies, food restrictions and the general safety concern of the children, we request that parents not purchase food for any student other than their own.

### **CAFETERIA EXPECTATIONS**

- Make smiles by saying please and thank you.
- Sit properly on the bench.
- Only eat food from your own lunch.
- Be neat when you eat.
- Raise your hand for permission to get out of your seat.
- Use inside voices.
- Sit quietly when the lights go out.
- Place your garbage in the trashcan.
- Save your running for outside.

## **FIELD TRIPS GUIDELINES**

All school field trips are selected to enhance the curriculum and all students are encouraged to participate. Permission forms need to be turned in no later than noon on the day that they are due. No late forms will be accepted after that deadline. Students who choose not to participate in a field trip are still expected to attend school. Work will be provided for that day. Field trips are an extension of the regular classroom; proper behavior is expected at all times.

Parents who are invited to chaperone should wear appropriate attire. Parents should also be prepared to assist the teacher in supervising students for the safety of all children on the field trip. The classroom teacher organizing the trip must approve all chaperones. If you have accepted the invitation to chaperone but find out later that you cannot, contact the teacher so that s/he may find a suitable replacement for you. Parents are not allowed to find chaperone replacements if they cannot attend. Chaperones may not bring guests, nor will they be allowed to bring additional children on any field trip. All children are expected to return to school. Parents may not sign children out at the location of the field trip. All chaperones are expected to ride the school bus to and from the field trip.

For clarification on any of these guidelines, please contact the building principal.

## **HOMEWORK**

Homework assignments are part of the general learning process. The amount will vary from grade to grade. At the beginning of the school year, homework policies will be explained to your child. They will also be reviewed with the parents at conferences.

It is the child and/or parent's responsibility to get his/her homework if absent. Families are discouraged from scheduling family vacations during school time. If a family vacation is scheduled, the child is responsible for making up all missed work in a timely fashion. *Work will be given to the student upon his/her return from vacation at the discretion of each teacher.*

## **LOST AND FOUND**

Please label all articles belonging to your child(ren). This includes personal school supplies, lunch containers, wallets, and articles of clothing. This will help the rightful owners in claiming their property. Found items will be turned in to the main office. The found items will be announced during morning announcements. Items not claimed after a reasonable length of time will be donated to charity or discarded.

Personal electronics or other valuables should not be brought to school and may be subject to confiscation.

## THE DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act (DASA) prohibits harassment and discrimination of students by peers and by school personnel. It covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities. The District has identified at least one employee at every school to serve as the DASA coordinator. The law requires these individuals to be trained to “handle human relations” in the protected areas and sets the expectation that all administrative staff have also been apprised of the intent, purpose and requirements of the Act. An overview of DASA is to be provided on an annual basis to faculty, staff and students. Such training for staff and students is intended to raise awareness, provide strategies for prevention, and offer methods of responding to acts of discrimination and/or harassment.

The Forestville Central School District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (“DASA”).

If you believe you, or someone else, has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use DASA form available on our website (Located under the “**Our Schools**” tab and within the “**For Our Parents**” section) to report all allegations.

School/district personnel witnessing an incident or receiving a report of an incident must complete and submit this written report within two (2) school days.

*NOTE: School/district personnel must also orally notify the principal, superintendent or their designee no later than one school day after witnessing or receiving a report of an incident.*

All complaints will be treated in a confidential manner. Anonymous reports may limit the district’s ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

### **Our DASA coordinators are:**

**Elementary** - Lindsay Marcinelli (716) 965-2742

**High School** - Daniel Grande (716) 965-2711



## **NOTIFICATION OF EDUCATIONAL PRIVACY RIGHTS**

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

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(1)</sup> If you do not want the Forestville CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20<sup>th</sup>. The Forestville CSD has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received

- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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 is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent\*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eighth category of information (\*) was added to the law.

## **ADDITIONAL PROGRAMS OFFERED**

### **Art:**

The Forestville Elementary School Art Program inspires students to develop a positive attitude toward art. The program extends the student's ability to express themselves through art, nurturing creative thought and decision making while encouraging the student to find his or her own personal satisfaction and opportunity for success through art. The students will develop a sense of responsibility, commitment and self-discipline. Students are actively engaged in making works of art, learning new techniques and use of various art materials, and learning to look at and talk about works of art. Art history is included at all grade levels.

### **Library:**

Library is an integral part of our instructional program. Its goal is twofold: to help children become lifetime readers and lifelong learners. Students will learn library skills and to care for books responsibly. All students have regular library classes scheduled and are also able to check out books to take home. Parents are encouraged to read these books with their children. In cases where children can read themselves, parents are encouraged to listen to them read. Library books should be returned on the following library day for your child's classroom. If a child is absent or forgets his/her library book, it should be returned on the next school day.

### **Music:**

Our School music curriculum works toward developing the musical potential of the child in a continuum based on musical self-expression. The student will concentrate on achieving goals in the following areas:

1. A basic knowledge of and an ability to work with at least two instruments.
2. Basic dance forms and independent movement creation.
3. Reflecting on and speaking about all types and styles of music.
4. Reflecting on and speaking about music of different cultures and historical events.
5. The ability to perform in a public forum using any chosen medium, such as voice, dance or instrumental in solo or group situations.

### **Chorus:**

Chorus is available to students in grades 1-6 if they choose to join. Students prepare for winter and spring concert performances as they apply skills learned in music classes.

### **Elementary Instrumental Music:**

Beginning in 4<sup>th</sup> grade, students have the opportunity to play a musical instrument. Students have their choice of playing flute, clarinet, saxophone, trumpet, French horn, trombone or drums. Interested students begin with one class lesson per week. During the second semester of 4<sup>th</sup> grade, all instrumental music students meet once a week for Beginning Band. This is in addition to their lessons in class. This band performs at the Elementary Spring Concert. In 5<sup>th</sup> & 6<sup>th</sup> grades, weekly class lessons continue and band rehearsals increase to two times in a week. Both grades perform in the annual Christmas Concert as well as in the Spring Concert. Band and lessons continue through the middle school and high school with many different opportunities for students to pursue their interests.

**Physical Education:**

The P.E. goal is to develop and foster a healthy body and positive attitude through a developmental progression of skills and activities. Students in grades K-6 participate in co-educational groups for thirty- minute classes, three times a week. They are taught the importance of warm-up exercises and learn all the basic locomotor skills. They play games of low organization (run and tag) and do rhythmic activities. The skills of throwing, catching and kicking are also taught, as is the concept of fair and safe play. In addition to the skills taught above, 5<sup>th</sup> & 6<sup>th</sup> grade students are taught more advanced games. Lead-up games to popular team sports such as soccer, volleyball, basketball and baseball are taught to increase basic skills, to reinforce the concept of teamwork and to introduce healthy competition. Most units are co-educational. Additional activities are taught between units to build trust, solve problems and cooperation.

Students are successful in the program when they enjoy physical activity, have an understanding of the importance of maintaining a healthy body and display good sportsmanship in their daily activities. Students **must** be prepared with sneakers and comfortable clothing. In addition, jewelry and ornamented clothing create an unsafe situation for both the student and classmates. Please help your child refrain from wearing these on physical education days.

**Computer Lab:**

All students have regularly scheduled computer classes. Becoming comfortable in the basic operation of a computer and learning the proper way to treat the computer and its related equipment are goals of this class. Students actively participate in keyboarding, word processing and other grade appropriate programs.

**After-school Enrichment Program:**

Some pupils in grades 3-6 are invited to participate in the enrichment program. The program uses a thematic approach and offers enrichment activities and advanced material with emphasis on problem solving techniques and research skills.

**Special Education:**

Recognizing that regular instruction cannot satisfy the needs of every individual, Forestville Central School provides a Special Education program for students who are identified with a handicapping condition. Services are provided in each school to serve the needs of students who require additional aids. Students whose needs exceed the resources within the district may be placed in an appropriate program outside the district.

**Academic Intervention and Title 1 Services:**

AIS is a New York State mandated service for all students who fail to meet level 3 on any of the ELA, math, science or social studies assessments administered in grades 3-6. Other students may be recommended for AIS through the Child Study Team. These are students who are exhibiting difficulty in the area of listening, problem solving, writing and/or mathematical processes. Your child's teacher will notify you if your child qualifies for this service. Those students who encounter difficulty in developing grade level reading and mathematics skills may receive Title I services. This service is provided in small groups so students receive more concentrated attention.

**Parents or Guardians:**

I have read and discussed the handbook, which describes the rules, policies, and behavioral expectations with my child. I will help to support and reinforce the school's policies throughout the year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student in the Household:**

I have read and understood the handbook, which describes the rules, policies, and behavioral expectations for our school. I will do my personal best to follow the rules and make our school a safe and happy place for everyone.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please remove this page and return it to your student's teacher. Thank you.*