

LaFayette Intermediate School 2020-2021 Student/Parent Handbook Table of Contents

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ALL INFORMATION PROVIDED IN THIS HANDBOOK IS SUBJECT TO CHANGE AS WE MAKE ADJUSTMENTS BASED UPON RECOMMENDATIONS DUE TO THE COVID-19 PANDEMIC. PLEASE ALSO REFER TO THE WCSD REOPENING PLAN AND THE LAFAYETTE INTERMEDIATE SCHOOL REOPENING PLAN POSTED ON THE DISTRICT WEBSITE.

SCHOOL HOURS

School Day:

- Walkers & Bussers 8:45 a.m. -- 3:30 p.m (arrival 8:35 a.m.)
- *Early Release Every Wednesday* 8:45 a.m.—2.30 p.m.
- Breakfast begins at 8:45 a.m.
- Student Dismissal 3:22 p.m. Pick ups
- 3:30 p.m. Bus Riders
- *Early Release Wednesday* 2:22 p.m. Pick ups
- *Early Release Wednesday* 2:30 p.m. Bus Riders

- Main Office Hours 7:45 a.m. – 3:45 p.m.

Walkers should not arrive at school BEFORE 8:35 a.m. We do not have supervision available. Students MUST BE picked up by 3:22 P.M. (2:22 p.m. on Wednesdays)

Visitors to LaFayette Intermediate School

LaFayette Intermediate School staff members encourage and welcome parents and other district citizens to visit our school and support our teachers in a variety of ways. Since schools are a place of work and learning, it is important limits be established for visits to our school. The building principal and staff are responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to **all** visitors to our school:

1. Anyone who is not a staff member or a registered student in our school shall be considered a visitor.

2. Visitors must report to our office and sign in upon arrival. Each will be issued a visitor's pass which must be worn at all times while in our school or on school grounds.
3. If you have an individual matter to discuss with a teacher, please make an appointment to do it outside of class time.
4. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if necessary.
5. All visitors are expected to abide by the rules for public conduct on school property as described in our district policy.

LaFayette Intermediate Entering/Exiting Safety Procedures



It is very important that you understand and follow our procedures for student arrivals and departures, as well as for visitors entering the school. Please read the information below carefully and call us if you have any questions.

MORNING ARRIVAL

1. The morning bell rings at 8:45 a.m. At that time, all students will enter the building through the designated doors for 3rd, 4th and 5th graders and proceed to their homerooms. Walkers (and students transported by parents) who will be eating breakfast may come into school and proceed directly to the cafeteria at 8:35 a.m.
2. Because mornings are planning and meeting times for our staff, students will not be entering the school unsupervised before 8:40 a.m. (breakfast students only).
 - **Bus Students** –Buses will unload at 8:45 a.m.
 - **Students who are transported by parents** – Students being transported to LaFayette Intermediate School may be left off at the front entrance of the school and enter in through their designated doors.
 - **3rd Grade Door** – **First set of doors as you come in the front loop of school**
 - **4th Grade Door** – **On the end of the building at the side door near cafeteria**
 - **5th Grade Door** – **Front door by the main office.**
 - **Walkers**- We understand that students who walk or ride bicycles to school may not always be able to time their arrival exactly at the start time. We do not want our students waiting outside the building for an extended period of time in the mornings, therefore, we ask you to please be sure your child arrives no earlier than 8:35.

***Please remember that the day begins at 8:45 a.m. Students need to be in their classrooms ON TIME.**

DISMISSAL PROCEDURES:

Afternoon pickup time will be at 3:22 p.m. Walkers and bus dismissal time will be 3:30 p.m. **There will be one dismissal bell at approximately 3:30 for bus students and walkers only.** Parents who plan to pick up their children before dismissal time must send in a written request to ensure they are listed on the pickup list. Students who are being picked up must be signed out in the office. **Students must be signed out by an authorized adult (16 years or older) before being dismissed and authorized adults must wait in the cafeteria.** Students who are signed out at dismissal time will not be allowed to leave the building alone. Once students are:

- a. Signed out in the office, parents are to wait in the cafeteria for safety purposes. Please note you will not be allowed in the cafeteria until 3:15 p.m. as it may be used for instructional purposes.
- b. Parents who want their child(ren) to walk must send a note which includes (date, signature, duration, etc.)

- c. Unless there is an emergency, do **NOT** call ahead and ask for your child(ren) to wait in the office until parent arrives to pick them up. If you cannot make it to school in time to pick up your child, ask someone on your emergency list to pick up your child(ren).

*Please note that students should **be signed out early ONLY IF ABSOLUTELY NECESSARY.** *Our instruction continues right up until **3:15 p.m.***

ID'S & DISMISSAL

You will have two options this school year:

- 1. When picking up students, you can either show your photo ID each time you come in.***
 - 2. Or we can make a copy of your photo and have a pass made up for the school year.***
- **If you choose #2**, there will be staff members who will screen the people coming in to pick up a student at dismissal time. From the photo ID's, we will make passes that will be used during the school year when entering the main office.
 - Anyone having an every-day pass will go right through to the cafeteria, showing the staff member in the hallway their pass. The pass will have a number on it that correlates to the student or students you are allowed to pick up. For example, if a parent/guardian or designated person has permission to pick up more than one student, the pass will have more than one number. The staff member who will be in the hallway checking passes will have a list of all passes and a designated person or parent/guardian will come through to go into the cafeteria. The student's names will be highlighted and then the list will be given to the office for call-down.
 - Anyone who does not have a pass, signs the student out in the waiting area and goes through to the cafeteria. If the staff member in the waiting area does not know if that person is authorized to pick up the student, someone in the main office will check the student's contact list. If the person is not on the pick-up list and they do not have a written note from the legal parent/guardian stating that they can pick them up, a phone call is made to the parent/guardian to verify that it's ok. If the parent/guardian cannot be reached, the student is not allowed to go with that person and is put on the bus.
 - The secretary in the office calls students down to the cafeteria at approximately 3:22 p.m. We are not allowing parents/guardians to go into the cafeteria until 3:15 p.m. at the end of the day while waiting for your students. Please arrive no later than 3:15 to sign your child/children out. The buses leave as soon as everyone is picked up and are called down.

PARKING — Parents/guardians picking up students at the end of the day may park in the 15 minute parking spots in front of the school. If these spaces are full, you may park your car in the side parking lot near the gymnasium, as well as in the back parking lot (also located near the gymnasium). Please refrain from parking across the street on Inslee Street. **DO NOT** park alongside the fence going into the back parking lot.

GENERAL SECURITY

- Only parents/visitors who have made appointments with teachers/staff or are volunteering are allowed in the building before, during or after school. Everyone must show some sort of valid picture ID and sign-in in the main office first! **For safety purposes**, the front office door to the right of the main doors is the only door open. All other outside doors are locked all day. All parents and visitors must enter the main office door. After signing in, visitors are given an identification badge before they enter into the school. Visitors should go directly to the room/area which they indicated on the sign-in log.
- During the day, students may not leave school grounds without parental permission.
- Any parent/guardian taking a child off school grounds during our school day (8:45 – 3:30) must use the “sign-in/out” procedures in our school office. A form designating persons to whom a child may be released will be completed along with the Emergency Forms. If a change is necessary, a parent must come to our office to communicate the change. If you do

plan to pick up your child earlier than dismissal time, a signed note is required listing the date and the reason for early dismissal.

- If your child is absent, please call either the main office at 539-1530 after 8:00 a.m. or the health office at 539-1535 after 8:30 a.m. **Even though you have called in your child being absent, we still will need a follow up written excuse indicating why your child was absent.**
- It is **required by state law** that a written excuse with an authorized signature be sent to the school when your child returns. Unfortunately, an email is not acceptable since we need a signature.

School Safety/Security Procedures

To assure the safety of all students and staff at LaFayette Intermediate School, we have developed the following procedures:

- The Inslee Street office door located up the ramp at the right of the main doors is the **only** public entrance to LaFayette Intermediate School. This door is open from 7:45 a.m. until 3:45 p.m. All visitors entering the building must enter through the office and sign in.
- A minimum of **8 fire drills** and 4 lock down drills are conducted each year.
- District and Building **Emergency Response Plans** have been developed. All staff is trained and the District Office has a copy of the plan. Each staff member also has a plan for his/her classroom to assure the safety of students in the event of an evacuation or in-house emergency. **Emergency response** procedures are practiced at least once a year.
- **During emergencies, the supervision of students is the responsibility of the school staff. When parents become aware of an emergency situation, they should remain at the location indicated on their emergency sheet so they can be easily contacted.**

NOTES/INFORMATION TO PARENTS/GUARDIANS

NOTICES will be sent home from time to time with your child. Please encourage your child to deliver them to you in a readable form. Showing an interest in reading these notices with your child may help to be sure they are delivered. This is our way of communicating school-wide information. Please ask your child to be sure you receive them. We ask that you check your child's student planner **nightly** to be sure you know homework is being done. Establishing this routine will help your child learn to be more responsible as he/she builds organizational skills. A planner is provided for each LaFayette Intermediate School student upon enrollment. Please help your child take care of his/her planner all year.

Automated Phone System

We use an automated telephone system. For various reasons the principal or superintendent will place a call to you to let you know important district or school information. Therefore, we will **NEED** to have your correct primary phone number in order for you to receive calls from the school district. **If you change your phone number at any time, please be sure to let the main office know your correct number.**

EMERGENCY SCHOOL CLOSINGS

If schools are closed because of hazardous driving conditions and/or other emergencies, announcements are made at regular intervals on all local radio stations. Please listen to your radio if you are in doubt. Please do not call radio stations or school offices. (Stations 98.5 FM, 101.7FM, 1240AM, 1180AM) The automated phone system will also call you to inform you of any closings or cancellations.

IF SCHOOL IS DELAYED, BEFORE SCHOOL ACTIVITIES WILL BE CANCELLED.

Emergency Number:

It is important that the school have telephone numbers where parents can be reached during school hours. This is critical if your child becomes ill during the school day. If you do not have a phone, please arrange for a relative or friend to take a message for you. Please notify our secretary at the school office (539-1530) of any change in telephone numbers at home, work, or for an emergency.

Protocol for Communication:

From time to time problems/questions may arise concerning your child's classroom instruction or procedures. We would like to make sure all information is communicated properly and effectively between home and school. Therefore, we ask that you first discuss any concerns directly with the classroom/special area teacher who is in charge. If you feel that the problem is not being resolved, please contact our principal, Mr. Merrill.

Student Information:

We are not able to share student information with anyone other than the child's immediate family. If you have any questions regarding this policy, please contact our school office.

Breakfast and Lunch Program:

Your child can bring a lunch or purchase a lunch in the school cafeteria. Menus will be sent home at the beginning of each month. For safety reasons, please do not send in metal cans, glass containers, or metal silverware. **PLEASE NOTE:** There is no microwave in the cafeteria. Plan your child's lunch accordingly.



Personal Property:

Any electronic items such as IPODS, DS, cell phones, etc. are used at the discretion on the classroom teacher. **The school does not assume liability for lost or damaged items belonging to students.**

Progress Reports:

Parent/teacher conferences are held at the end of the first and second trimester. Report cards are sent home at the end of each trimester. For the benefit of your child's education, please attend your scheduled conference.

Supplies

School supplies for each student will be provided by the Waterloo Central School District and will be distributed to students on the first day of school.

Counseling:

Counseling for students and families is available. Please call Rick Spaulding, our School Counselor.

Money:

This is very important – **Please place all money in a zip lock bag or envelope with your child's name and purpose on the envelope.** We appreciate receiving exact change.

Clothing:

Dress your child in washable, comfortable clothes for work and play. Please label all clothing – especially boots, sweaters, raincoats, lunch boxes and mittens – which at times look just like many others. **Students need appropriate attire for the playground. If a child does not have the proper clothing, the teacher will make the decision as to whether or not the child can participate in outdoor activities. Students must have sneakers for Physical Education. Sandals are not recommended for the playground.**

Damage to Property:

Any pupil who damages school property will be subject to penalties under the District Code of Conduct. This policy includes desks, tables, textbooks, equipment, the playground, bathrooms, etc. Consequences may include cleaning up or paying for what was damaged. PLEASE DISCUSS THIS WITH YOUR CHILD(REN). They need to understand that damage to public or private property is unacceptable!

Health Office:

- A nurse is available to assist a child who becomes ill or injured at school. Once illness is confirmed, the child normally can no longer remain in school. The nurse's office will contact the parent or guardian.
- **PRESCRIPTION MEDICATION CAN BE DISPENSED AT SCHOOL WITH WRITTEN INSTRUCTIONS FROM THE PHYSICIAN. DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD. IT MUST BE BROUGHT TO THE SCHOOL IN THE ORIGINAL PRESCRIPTION CONTAINER BY THE PARENT.**
- **Students in 3rd and 5th grade, as well as new students, are required by State Law to have a physical examination by the school physician or your personal physician. Children in grades K-5 will be given hearing and eye examinations according to the newly revised NYSED Standards. If you wish to have your own physician perform the physical, please contact our health office for necessary forms. If you have any questions, please contact Mrs. Michelle Mateo, Registered Nurse at 539-1535.**

Birthdays: ****For the 2020-21 school year, further guidance will be forthcoming in a separate letter**** Birthdays may be acknowledged. Children whose birthdays occur during the summer months may have a day to celebrate an "unbirthday." Please inform the teacher ahead of time if you are sending in a treat. **We cannot distribute food items made in home kitchens. All food must be sent to school in sealed packages before we can distribute it to our students. We will only permit distribution of invitations to parties off school grounds if they are given to "all" students in the classroom.** We wish to include (not exclude) all students in all activities.

COMPREHENSIVE ATTENDANCE POLICY

Success in the educational programs offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well planned instruction activity under the supervision of a highly qualified teacher is essential to this purpose. Unwarranted, unexcused absences have an adverse effect on the student as well as the entire educational program. Therefore, the School Superintendent, the Board of Education, the administrators, and faculty expect all parents/persons in parental relation to make every effort for their child(ren) to be in attendance at schools as directed by New York State Education Law.

Strategies to Meet this Objective

In order to ensure that all students are attending school consistently, the District will maintain an adequate record of verifying the attendance of all children during instruction. The record of attendance will account to the parents/persons in a parental relation of all children enrolled in the District the whereabouts of such children throughout the day. In addition, pupil attendance recordkeeping will track actual student attendance at all scheduled periods of instruction or other supervised study activities to permit such pupils to succeed at meeting the New York State Learning Standards. Attendance strategies, including incentive and sanctions, are outline in Section 6 of the Attendance Policy.

Pupil Absences

As previously stated, student attendance is essential for the absorption and retention of instructed material. This is so essential that the Compulsory Education Law requires the regular attendance of all children from 6 years old until the last day of session in the school year in which the student becomes 16 years of age. Education Law also allows our District to extend this age to 17 if the student is not employed.

New York State has divided all student absences into two categories: "Excused" and "Unexcused." Examples of excused absences for not attending school are:

- a) Personal illness or health related doctor appointments;
- b) Death in the family;

- c) School sponsored field trip;
- d) Quarantine;
- e) Religious observance (Part 109.2 of the Commissioner's Regulations);
- f) Required court appointments, and other excuses accepted by the Commissioner of Education.

Unexcused absences occur when the parent is aware of the student's whereabouts and the absence is not one of those approved by the State. Examples of unexcused absences are:

- a) Vacation;
- b) Trips;
- c) Hunting;
- d) Personal errands;
- e) Missed the bus;
- f) Overslept;
- g) Needed at home;
- h) Babysitting;

In addition, being truant is an unexcused absence. It is defined as an absence from class or school without the knowledge of the student's parents/persons in parental relation. Parental permission does not override unexcused absences.

Conditions of Tardiness

In grades Pre-K through 8, the student's presence is required in the classroom at the start time for each specific building. Students arriving after that time will be considered tardy. In grades Pre-Kindergarten through fifth (5) attendance will be taken at start time for the building.

The classroom teacher is responsible for taking attendance and reporting any absences, conditions of tardiness, or early departure to the Main Office. The individual school starting/ending times can be found in the District calendar.

All student absence, conditions or tardiness, and early departures must be accounted for. Therefore, it is the parent's/person's in parental relation responsibility to notify the school nurse within at least 24 hours of the absence, tardiness, and/or early departure.

In addition, it is the responsibility of the parent/person in parental relation to provide a written excuse upon the student's return to school.

Incentives and Sanctions to be Used

Each school in the District has developed various incentives for consistent student attendance as well as sanctions to be implemented for absences.

Incentives that encourage attendance may include: a) End of the year recognition at the awards assembly; b) Participation in extracurricular activities; c) Receiving donated gifts; d) Lunch with the teacher/Principal; e) Recognition by the Superintendent; and f) A letter to parents.

Sanctions that may be implemented to discourage unexcused absences, conditions of tardiness, and early departure may include: a) A warning from the classroom teacher; b) Lunch Detention; c) Referral to the Principal; d) Administrative intervention with parent involvement; e) Denying participation in extracurricular activities; f) Filing of a Persons in Need of Supervision (PINS) petition or services (Family Court Act Section 712A, Section 732), and g) Referral to Child Protective Services for educational neglect (Social Services Law Section 413).

Notification to Parents/Persons in Parental Relation

The District will notify a pupil's parent/person in parental relation of absenteeism, conditions of tardiness, or early departure without proper excuse. If corrective action does not improve attendance, the situation will be referred to the building administrator. The building administrator may request a conference with the parent/person in parental relation and/or communicate in writing the District's concerns for the pupil's lack of attendance.

Development Process for Intervention Strategies

In each building in the District, there will be a team of teacher and staff that meets regularly to discuss teacher and staff concerns about their pupils.

A student who has been identified as having a pattern of unexcused absence, conditions of tardiness, or early departures will be discussed with this team. The members of the team will develop a plan of action for the purpose of improving the pupil's attendance.

Intervention strategies to improve school attendance may include: a) Following the absence pattern closely; b) Assessing parental involvement; c) Ruling out school problems; d) Working with the Principal for administrative action; e) Involving the student's pediatrician with the consent of the parent/person in parental relation to the child; f) Involving the school physician; g) Contracting the child's psychiatrist for mental health issues; h) Educating parents; i) Coaching parents of young children how to separate from them; j) Providing social support groups for the anxious child; k) Collaboratively working with the District Mental Health staff; and l) Referring parents to other local service agencies.

Identification of the Person to Review Attendance Records and to Initiate Action

Administration in each building will be responsible for reviewing pupil attendance records and initiating appropriate action to address any unexcused absenteeism, conditions of tardiness, or early departures.

BICYCLES

Students in grades 3, 4, and 5 may ride their bicycles/scooters to school on good weather days. In order to ride, a form available in the main office must be signed by a parent/guardian. When entering on school property, please be sure to have your child walk his/her bicycle to the bicycle rack. Students should park the bicycles or scooters at the bicycle rack in the front of the building. All students should have a bicycle lock and use it. Helmets are to be worn as required by law. This form will be kept on file for the entire year. Students are NOT permitted to ride bicycles/scooters on school grounds. Students without helmets will have their bicycle stored in the school until a helmet is brought in.

RADICAL READER - COMPUTERIZED READING ENRICHMENT PROGRAM

The LaFayette Radical Reader program is a computer program designed to teach children higher-order thinking skills through the reading of quality literature. All LaFayette students are encouraged to participate. Here's how it works.

1. A student selects a book from a list of titles available by checking the reading level and point value.
2. After reading the book, the student plans a time to test on a computer for reading comprehension.
3. The student is given a multiple-choice test on the book. When the test is completed, the computer tells the students which questions were missed, gives the correct answers, and indicates the score and points awarded for the trimester. Points may be redeemed at the "Radical Reader Store," or students may choose to save their points for awards of higher value.

We know that this program has been a great motivator in increasing the amount of reading at LaFayette Intermediate School. Most of the books can be found either in our school library, the Waterloo Public Library, in your child's classroom library, or at home.

Please help us to promote Radical Readers by helping your child decide on a book that would be of interest to him/her, and by letting your child share the contents, or even by reading the book together. Mrs. Verdehem helps to oversee the many aspects of this program as we work toward school-wide goals. If you have any questions, please contact Mrs. Verdehem.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and opportunity to qualifying individuals with disabilities. In order for a student to be eligible for a 504 plan, the student must meet the listed criteria. It must be because of a disability that the student is unable to gain equal access and benefit from school programs.

- A physical or mental impairment substantially limits one or more major life activities. If you believe that your child may be eligible for Section 504 support, please contact the school psychologist at 315-539-1520.

HOMEWORK

Elementary students need time for independent practice of lessons taught during the day. Homework will be directly related to the instruction received during the classroom hours and will serve to increase students' understanding. Student in grades 3-5 can expect to have some homework several evenings a week. Parents are encouraged to assist students where appropriate. Generally, homework should not require more than an hour to complete. Occasionally, longer projects may require some home study over several evenings.

Transportation Procedures

ACCORDING TO SCHOOL POLICY, TRANSPORTATION WILL BE PROVIDED TO AND FROM A STUDENT'S HOME OR BABYSITTER UNDER THE FOLLOWING CONDITIONS:

1. Location is within the district, on a regular route, and there is room on the bus serving that location.
2. Transportation will be provided to Grades K-8 only for babysitters.
3. The transportation is provided on a regular weekly basis. **NO ONE-DAY PASSES WILL BE ISSUED.**
4. Any changes in location or days require **FIVE (5) DAY ADVANCE NOTICE** to the Principal or Transportation Dispatcher submitted on the proper transportation form. Only two changes per school year will be allowed.
5. We cannot accommodate requests for transportation to any other point until a new form has been filled out (at either the school office of your child or at the Transportation Office). **NO NOTES TO THE BUS DRIVER OR SCHOOL OFFICE WILL BE ACCEPTED FOR CHANGES AND NO REQUESTS WILL BE TAKEN OVER THE PHONE.** *This policy is to protect your child and ensure the proper drop off location is recorded on our files in case of any change in the route or the driver.*
6. Please have your child ready/waiting at the bus stop at least 5 minute prior to scheduled pick-up.
7. Please call the bus garage (539-1515) in the morning if your child is sick or is not riding the bus that day. It is extremely important that someone is at home when your child is dropped off in the afternoon. If either you (or someone designated by you) are not at home to receive your child on more than one occasion, we will ask either the Waterloo Police or Child Protective Officials to care for him/her until your return.

Please contact Mr. D'Allah Laffoon, Transportation Supervisor at the Bus Garage (539-1515) throughout the year with any questions regarding transportation changes that you may have.

BUS SAFETY CODE OF CONDUCT

In order to guarantee your child and other children riding the bus the safe transportation they deserve, we EXPECT OUR STUDENTS WILL:

- **Follow directions of driver the first time they are given.**
- **Remain seated at all times, keeping feet and objects out of aisle, and hands to themselves.**
- **Use no abusive or obscene language.**
- **Refrain from eating, drinking, or littering while on the bus.**
- **Not talk loudly.**

Printed rules will be posted on school buses. Building administrators are also responsible for making all students aware of bus transportation behavioral rules.

Notifying students about rules of behavior and consequence of misbehavior:

Drivers will explain rules of behavior and consequences of misbehavior on the first day of bus transportation and repeat as needed thereafter.

Drivers will document misbehavior in the following ways:

- First v** -Warning to student
- Secondv** -Bus driver calls parent(s).
- Thirdv** -Change student's seat; student/bus driver conference; send letter to parent(s).
- Fourthv** -Referral to Principal with conduct report.

**Acts of physical aggression, verbal abuse and/or threats of violence may result in an automatic referral to the Principal.*

The principal will read the conduct report and speak with child and bus driver. If student is found to have misbehaved as indicated on conduct report, the procedures listed below may be followed by the principal. There is the **possibility** of the following consequences for your child if the principal deems necessary.

<u>First Conduct Report:</u>	Suspend bus riding privilege for two days, send letter and call parent.
<u>Second Conduct Report:</u>	Suspend bus riding privilege for three days, send letter and call parent.
<u>Third Conduct Report:</u>	Suspend bus riding privilege for four days, send letter and call parent.
<u>Fourth Conduct Report:</u>	Discuss possible loss of transportation privilege for the remainder of year with Superintendent and follow his/her recommendation.

Our philosophy is that bus transportation is a privilege. We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

Please discuss these transportation procedures with your child to be sure they are understood.

LaFayette Intermediate Students Exhibit the PRIDE Traits Be Respectful, Be Responsible, Be Safe, Be Engaged



- | | |
|--|--|
| <ul style="list-style-type: none">▪ <i>Keep hands and feet to yourself.</i>▪ <i>Be Polite (Use Mr. & Mrs.).</i>▪ <i>Always use "please," "Thank you," and "excuse me" when speaking.</i>▪ <i>Take hats off in the building.</i>▪ <i>Look at the person speaking.</i>▪ <i>Say you're sorry when you've done something wrong.</i> | <ul style="list-style-type: none">▪ <i>Respect each other.</i>▪ <i>Walk in the halls.</i>▪ <i>Travel quietly in the halls.</i>▪ <i>Be quiet when using the bathrooms.</i>▪ <i>Use indoor voices.</i>▪ <i>Raise your hand.</i> |
|--|--|

**Golden Rule:
Be Kind To Yourself And To Others!**

STUDENT BEHAVIOR

In all areas of our building and on our campus, we follow our PRIDE traits.....**Be Respectful, Be Responsible, Be Engaged, and Be Safe.** Signs are posted in areas throughout the school reinforcing appropriate behaviors. In addition, the PRIDE traits are taught multiple times throughout the school year in classrooms.

CAFETERIA MANNERS

Using good manners is especially important in the cafeteria. This includes following rules, respecting classmates and cafeteria staff, eating food properly, and working together to keep the cafeteria neat and clean. We expect the following rules/directions to be practiced consistently by all students:

1. Respect the cafeteria staff by following their directions and posted rules.
2. Talk quietly to your neighbor.
3. Stay in your seat and keep hands and feet to yourself.
4. Raise hands when needing assistance and to empty trays.
5. Use good table manners. Act like ladies and gentlemen.
6. Use the bathroom before or after cafeteria time (unless there is an emergency)

PLAYGROUND MANNERS

1. WALK on and around the playground
2. Sit down and go down feet first when going down slides.
3. One person at a time on the individual swings.
4. Sit on swings at all times.
5. Take turns on all equipment.
6. Do not throw stones or sand.

LaFayette Intermediate School Code of Conduct

Schools against Violence in Education (S.A.V.E.) Legislation went into effect on July 1, 2001. A complete copy of the Waterloo Central School District's plan is available in our office. The following LaFayette Intermediate School code of conduct includes parts of the District Plan which most commonly affects our students. However, LaFayette Intermediate School must comply with every part of the District Code.

Introduction

LaFayette Intermediate School staff is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The Waterloo Central School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The LaFayette School staff recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences, of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. Unless otherwise indicated, this Code of Conduct applies to all students, LaFayette School personnel, parents, and other visitors when on school property or attending a school function.

Definitions

For the purposes of the Lafayette Intermediate School Code of Conduct, the following definitions apply:

- ❖ "Disruptive Student" means an elementary student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

- ❖ “Parent” means parent, guardian, or person in parental relation to a student.
- ❖ “School Property” means in or within the building, playground, parking lot, or land contained within the real property boundary line of LaFayette School or on a school bus.
- ❖ “Violent student” means but not limited to a student under the age of 21 who:
 - Commits an act of violence upon a school employee or attempts to do so.
 - Commits or attempts, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function.
 - Possesses a weapon while on school property or at a school function.
 - Displays what appears to be a weapon while on school property or at a school function.
 - Threatens to use a weapon while on school property or at a school function.
 - Knowingly and intentionally damages or destroys school district property.
 - Knowingly and intentionally damages the personal property of any school employee or any person lawfully on school property or at a school function.

Students Rights and Responsibilities

❖ Student Rights

- LaFayette Intermediate School staff 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, our students have the right to:
 - Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
 - Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.
 - Access school rules, and, when necessary, receive an explanation of those rules from school personnel.

❖ Student Responsibilities

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

Prohibited Student Conduct

LaFayette Intermediate School staff members expect 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 the misbehavior. Staff members who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Our staff recognizes the need to make its expectations specific and clear for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and to 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.

Students may be subject to disciplinary action, up to and including but not limited to suspension from school, when they:

- ❖ **Engage in conduct that is disorderly.** Examples of disorderly conduct include:
 - Running in hallways.
 - Making unreasonable noise.
 - Using language or gestures that are profane, lewd, vulgar or abusive.
 - Obstructing vehicular or pedestrian traffic.
 - Engaging in any willful act which disrupts the normal operation of the school community.
 - 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.
 - Computer/electronic communications misuse, including any unauthorized use of computer, software, or internet/intranet account; accessing inappropriate web sites; or, any other violation of the district's acceptable use policy.
- ❖ **Engage in conduct that is insubordinate.** Examples of insubordinate conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators, staff, or otherwise demonstrating disrespect.
 - Lateness for, missing, or leaving school without permission.
- ❖ **Engage in conduct that is disruptive.** Examples of disruptive conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators, staff or other school personnel in charge of students.
 - Interrupting the instruction in the classroom.
- ❖ **Engage in conduct that is violent.** Examples of violent conduct include:
 - Committing or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee.
 - Committing or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.
 - 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.
 - Displaying what appears to be a weapon.
 - Threatening to use any weapon.
 - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property (includes graffiti and arson).
 - Intentionally damaging or destroying school district property.
- ❖ **Engage in any conduct that endangers the safety, morals, health, or welfare of others.** Examples of such conduct include:
 - Lying to school personnel.
 - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals.
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, gender identity, or disability as a basis for treating another in a negative manner.
 - 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.

- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - Selling, using, or possessing obscene material.
 - Using vulgar or abusive language, cursing, or swearing.
 - Inappropriately using or sharing prescription and over-the-counter drugs.
- ❖ **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.
- ❖ **Engage in any form of academic misconduct.** Examples of academic misconduct include:
- Copying.
 - Cheating.
 - Plagiarism.
 - Assisting another student in any of the above actions.

Disciplinary Penalties, Procedures and Referrals

Penalties – Students who are found to have violated LaFayette’s Code of Conduct may be subject to but not limited to the following penalties, either alone or in combination, depending on the severity of the violation. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s right to due process.

Oral warning – any member of the district staff.

Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teacher assistants, classroom aides, office staff, teachers, principal, superintendent.

Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.

Suspension from transportation – principal, superintendent.

Suspension from athletic participation – coaches, principal, superintendent.

Suspension from social or extracurricular activities – teachers, principal, superintendent.

Suspension of other privileges – principal, superintendent.

In-school suspension – principal, superintendent.

Removal from classroom by teacher – teachers, principal.

Short-term (five days or less) suspension from school – principal, superintendent, Board of Education.

Long-term (more than 5 days) suspension from school – principal, superintendent, Board of Education.

Permanent suspension – superintendent, Board of Education.

Lunch detention and after school detention transportation is to be provided by the parent/guardian.

Procedures – The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Classroom Interventions – All LaFayette teachers have classroom behavioral expectations and use appropriate intervention strategies before any students are given Administrative Conduct Referrals. These include:

- Behavior Chart
- Parent-Teacher Conference
- Problem Solving in Classroom
 - Meeting with Guidance Counselor
 - Consultation with Colleagues for Ideas
 - Student-Teacher Conference
 - Student Study Team
 - Administrative Consultation
 - Peer Support

Administrative Discipline – When classroom interventions have not been effective in deterring inappropriate behavior, the following procedure will take place:

- The student will be sent to the principal with a conduct form.
- The principal will conference with the student.
- The principal will call the parents to explain what has happened.
- One or more of the following consequences will be assigned:
 - ✓ Student Calls Parent(s) “Time Out” for One Class Period
 - ✓ Write and Deliver Letter of Apology
 - ✓ Write Ways to Improve Behavior
 - ✓ Restricted Lunch
 - ✓ After school detention transportation is to be provided by parent/guardian
 - ✓ Student/Teacher/Administrator Conference
 - ✓ Parent/Teacher/Administrator Conference
 - ✓ Problem Solving Conference with Guidance Counselor
 - ✓ Out of School Suspension
 - ✓ In School Suspension (**Time Out Room**)

Out of School Suspension (OSS) can occur at any time at the discretion of the principal.

Students who are given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

Suspension from transportation – if a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. ***In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely.***

Suspension from athletic participation, extra-curricular activities, and other privileges – A student subjected to a suspension from athletic participation, extra-curricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

In-School Suspension – The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning.

As such, the board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in “in-school suspension.” A certified teacher will supply educational materials for the student who is assigned to in-school suspension.

- **Teacher disciplinary removal of disruptive students** – A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
- The teacher will complete a district-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day or explain the circumstances of the removal and to present the removal form.
- Within 24 hours after the student’s removal, the teacher, the principal or another district administrator designated by the principal will notify the student’s parents in writing that the student had been removed from class and why.
- The written notice will be provided for parents/guardians and mailed to the last known address for the parent. Where possible, notice should also be provided by telephone, if the school has been provided with a telephone number(s) for the purpose of contacting parents.

Suspension from school – Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals. Suspension may be: **Short term (5 days or less) suspension from school ; Long-term (more than 5 days) suspension from school.**

Permanent suspension – Permanent suspension is reserved for extraordinary circumstances of other students, school personnel, or any other person lawfully on school property or attending a school function.

Student Searches

Desks, and Other Storage Places – Students have no reasonable expectation of privacy with respect to these areas, and school officials retain authority over them. This means that student desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Searches will be documented by the school official involved.

**See District Code of conduct for detailed information.*

The Dignity Act

No student shall be subjected to harassment by school employees or students on school property or at a school function; nor shall any student be subjected to discrimination or bullying based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or a school function.

LaFayette School 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 acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including jewelry, make-up and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate to be worn in school. **NO** shorts when weather is below 50 degrees.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Be appropriate for safe participation in physical education class on P.E. class days. LaFayette staff will inform all students and their parents of the student dress code at the beginning of the school year and of any revisions to the dress code made during the school year.
9. 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.



Lafayette Intermediate School Consent for use of Photographs/Videos

Throughout the school year photographs or videotapes may be taken of students for use in school and district newspaper publications, videos, web pages, and on social media. If you do **NOT** wish for your child's image to be used, please indicate this in writing to your child's principal.

Waterloo Central School District Statement of Computer/Internet Use Policy

Please refer to the policy on the Waterloo website on the district home page underneath the Technology tab. Then click on parent resources to locate policy.

You must agree to abide by these rules, or you may not use computers at Waterloo Central School District. Violation of these rules will cause you to lose access to computers and/or face disciplinary or legal action at Waterloo Central School District. **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT.**

If you do not agree to abide by these rules, you must send in a written letter to LaFayette Intermediate School. By **NOT** sending in a letter, you are legally bound and indicate that you have read the terms and conditions carefully and understand their significance.