

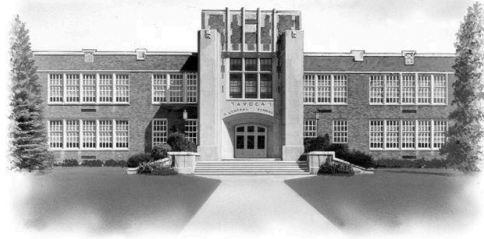


**PreK – 5<sup>th</sup> Grade  
Student/Parent  
Handbook  
2025-2026**

Welcome	2
Introduction	3
Universal Pre-K Program	3
<u>Daily Schedule</u> <ul style="list-style-type: none"> <li>• Arrival/Dismissal Times</li> <li>• Student Pickup at Dismissal</li> <li>• Emergency School Closings</li> <li>• Attendance</li> <li>• Dismissal Changes</li> <li>• Moving</li> <li>• Phone Calls</li> </ul>	4 - 5
<u>Meal Program</u> <ul style="list-style-type: none"> <li>• Breakfast Program</li> <li>• Lunch Program</li> <li>• Debit Accounts</li> <li>• Cafeteria Rules</li> </ul>	5 - 6
<u>Health Information</u> <ul style="list-style-type: none"> <li>• Medication</li> <li>• Emergency Care for Illness or Injury</li> <li>• Physicals</li> </ul>	6
<u>Academic Information</u> <ul style="list-style-type: none"> <li>• Report Cards and Parent Conferences</li> <li>• Promotion and Retention</li> <li>• Homework</li> <li>• Instrumental Music</li> <li>• Field Trips</li> <li>• Birthdays</li> </ul>	7 - 8
<u>Safety</u> <ul style="list-style-type: none"> <li>• Evacuation and Emergency Drills</li> <li>• Safety Plan</li> </ul>	8
<u>Support Staff</u> <ul style="list-style-type: none"> <li>• Child Study Team</li> <li>• Committee on Special Education</li> <li>• Personnel</li> </ul>	8 - 9
Staff Listing	10
Code of Conduct Summary	11 - 14
Cell phone procedures	15
Transportation Code of Conduct	16 - 17

# **WELCOME TO AVOCA CENTRAL SCHOOL**

## **Building Today's Minds for Tomorrow's World**



The mission of Avoca Central School is to prepare each student to be a contributing member of their community and life-long, critical, independent thinkers in the career, college, or military experience of their choosing.

### **BOARD OF EDUCATION**

Mrs. Megan Hubbard, President  
Ms. Elizabeth Peck, Vice President  
Mr. Donald Rodbourn  
Mr. Terry Belanger  
Mr. Shane Slayton  
Ms. Kinsley Dyjak, Student Board Member

### **District Contacts**

<b>Mr. Matthew Pfleegor</b>	Superintendent	(607) 566-3000 x1110
<b>Mrs. Erica Meyers</b>	Pre-K-5 Principal	(607) 566-3000 x1119
<b>Ms. Kristin Williams</b>	Director of Special Education & Curriculum	(607) 566-3000 x1111
<b>Mrs. Paula Pimm</b>	K-5 Guidance Counselor	(607) 566-3000 x1113
<b>Mrs. Heather Hammond</b>	School Nurse	(607) 566-3000 x1124
<b>Mr. Michael Abbott</b>	Transportation Supervisor	(607) 566-3000 x3300
<b>Mr. Cody Delles</b>	6-12 Principal	(607) 566-3000 x1125
<b>Mrs. Theresa Stopka</b>	Business Administrator	(607) 566-3000 x1114
	Director of Facilities & Operations	(607) 566-3000 x1126
<b>Mrs. Stacy Nadjadi</b>	Food Service Manager	(607) 566-3000 x1145

## **Introduction**

In support of the District mission, the mission of Avoca Elementary School is to foster respectful children who possess the social confidence and academic foundation to become problem solvers and creative thinkers on their journey toward independence. We are dedicated to providing a nurturing learning environment where every student can thrive socially, emotionally, and academically.

This handbook provides information that will help families, including the code of conduct, at the end of this document. If you have any questions, please feel free to call the Elementary Office at 566-3000 ext. 1121 for assistance.

## **Universal Pre-K Program/Head Start Program**

The preschool program is a collaborative effort between Pro Action and the Avoca Central School District.

It is the intent of this program to offer a wide range of social and educational experiences for children and their families to help prepare the students for a successful transition into kindergarten. In order for the children to develop fully and to achieve social competence, the preschool children and their families will experience a comprehensive, interdisciplinary approach to services including education, health, nutrition, social services and parent involvement.

The Head Start/UPK classroom focuses on children's individual experiences, developmental needs and learning styles as the basis for curriculum planning. Staff recognizes that routines, schedules, room arrangement and activities must reflect these individual needs.

The classroom environment is set up to accommodate both large and small group activities as well as providing space for children to work independently. Educational centers that reflect the programs' eight domains of early childhood education are the basis for small group work. These centers provide children with the opportunity to explore and develop their skills and knowledge. Centers are equipped with materials reflective of existing skills as well as developing skills. Through observations, teachers identify skill needs and child interest, adapting the centers as needed.

The Avoca Central School Administration and Board of Education are pleased to be offering this opportunity to our preschool aged students and are convinced this will benefit our children's educational future. If you would like further information about the program please call the Pro-Action office at 607-776-2125.

## **Arrival/Dismissal Times**

<b>7:30</b>	Breakfast begins. Support staff are on duty.
<b>7:55</b>	Teachers are on Duty. Students go to their classrooms.
<b>8:03</b>	School day starts at this time. Students will be marked tardy after 8:03 am.
<b>2:47</b>	PreK-5 <sup>th</sup> Grade students are dismissed.
<b>3:00</b>	Buses depart.

## **Student Pick Up at Dismissal**

When picking your child (Kindergarten through 3rd Grades) up from school at the regular dismissal time, enter the building at the cafeteria entrance on East Ave. to gather your child and to sign her/him out. Students will not be permitted to leave with an adult not listed on the Approved Pick-up and Emergency Contact List in the main office. Please have photo identification ready to present to the adults in the cafeteria.

4th and 5th grade students should sign themselves out in the cafeteria before leaving to walk home.

## **Emergency School Closings**

In the event of severe inclement weather or other emergency situations, the school may be closed, may have a starting time delayed, or may have early dismissal. These will be reported to the following TV and radio stations: WKPQ, WLEA, WCKR, WVIN, WARM, WINK, Ch YNN, WHEC, WHAM, WETM, and WENY.

## **Attendance/Excuses**

Regular attendance is a major component of academic success. Attendance records become a part of each student's permanent record. NYS Education Law requires that all children in proper physical and mental condition shall attend school while it is in session. A student will be noted as having an "excused absence" for the following reasons only:

- Sickness
- Religious observance
- Approved school-sponsored trips
- Medical, dental and/or health related treatments
- Impassable roads or weather making travel unsafe
- Death in the family
- Quarantine

When it is necessary for your child to be absent, please notify the Elementary Office at 566-3000 Ext. 1121. As required by law, a written excuse must be provided by the parent upon their child's return to school. This can be done via an email message to [KAbbott@avocacsd.org](mailto:KAbbott@avocacsd.org). Please include the student's name, date of absence and reason for missing school, signed by a parent or guardian.

## **Dismissal Changes**

Notify the Elementary Office, in writing, if your child is to leave school during school hours, has to go to another destination or home with another student, or if your child is to leave school by some other means of transportation than is customary. Without a detailed written request, bus students will be taken to their regular destination. This can be done with a note or email to [KAbbott@avocacsd.org](mailto:KAbbott@avocacsd.org).

**In the case of an emergency that does not permit time to write a note, the district requests that dismissal changes be made by 1:30pm.** Most changes require notifying a variety of people and takes time to activate.

Dismissal change information will only be taken from a parent or legal guardian. We will not accept information from a babysitter, grandparent, step-parent, or any other adult without the consent of the parent or legal guardian.

When picking your child up from school **early**, enter the building at the main entrance to gather your child and to sign her/him out. Students will not be permitted to leave with a relative, boyfriend/girlfriend, or family friend without the expressed permission of their parent or legal guardian.

## **Moving**

If you are planning to move, please notify the elementary office as soon as possible so the child's records can be ready to be transferred and all educational materials may be collected. It will be necessary for you to obtain a copy of your child's health records if you are moving out of state.

## **Phone Calls to School**

Avoca Central School uses an automated phone system. If you wish to contact a teacher during normal school hours you will be directed to their voicemail and your call will be returned at the teacher's earliest convenience. If you wish to contact a student, you may drop off a note, call or email the elementary office and a message will be relayed to the student.

## **Breakfast/Lunch Program**

### **Cafeteria Breakfast Program (free to all students)**

When students enter the building at 7:30 a.m., they will go directly to the cafeteria to eat breakfast.

### **Cafeteria Lunch Program (free to all students)**

A well-balanced lunch is offered free of charge to all of our students; however, ala carte items and second entrees must be purchased.

Breakfast PreK-12: <u>\$0</u>	Second Entrée PreK-8: <u>\$1.50</u>	à La Carte PreK-12: <u>\$.75-1.60</u>
Lunch PreK-12: <u>\$0</u>	Second Entrée 9-12: <u>\$1.65</u>	Second Milk K-12: <u>\$.75</u>
Ice cream: <u>\$1.25-1.50</u>		

### **Debit Accounts**

The use of the debit card system that has been in place in previous years will still be available this year for depositing money on your child's account for ala carte and second entrée purchase. This year money must be deposited to the account before any ala carte or second entrée purchase will

be allowed. The link to put money on your child's account can be found on the school [website](#) and if you need additional information please contact the cafeteria manager.

### **Cafeteria Rules**

Lunchroom management and your fellow students will appreciate your cooperation with the following:

- Remain seated unless returning your tray.
- Return all trays and utensils to the dishwashing area and deposit all lunch litter in the wastebasket. Use the recycle bin when appropriate.
- Leave the table and floor around you in a clean condition for others.
- Do not leave the cafeteria without permission.
- Use good manners and respect others.

## **Health Information**

**Purpose:** To encourage optimal level of health so students may achieve their top levels of educational potential.

### **A. Medication**

Medication may be given at school if necessary. Over-the-counter medication is included in these guidelines. The following requirements must be followed:

- The school nurse must have on file a written request form signed by both the family physician and the parent. This order must be received each year.
- **The medication shall be delivered directly to the school nurse by the parent.** Each individual medication must be delivered in a properly labeled container. Classroom teachers or bus drivers are not allowed to administer medication.
- **Children are not permitted to bring medication to school.**

### **B. Emergency Care for Illness or Injury**

- School authorities are responsible to provide emergency care for illness or injuries, which occur while children are under the jurisdiction of the school. Responsibility for providing medical care beyond basic first aid is strictly the obligation of the parent.
- All pupils are covered by the Pupil Benefits Accident Insurance Plan. This policy is "secondary" coverage while the family's insurance plan is the "primary" coverage. This means your policy will pay first and then the school policy will be used to cover as much of the remaining expenses as the policy limits allow.
- **Parents should plan to assume custody of a sick or injured child at the school and will assume responsibility for the child's transportation. It is important that the school have on record your home phone number, listed or unlisted, and work phone number so that you can be contacted in case of emergency. A back-up emergency phone number must be kept on file as well.**
- Please keep the school informed of any changes in the adult or physician whom you wish to be responsible for your child in case you cannot be reached for an emergency.
- Any student who is medically excused from Physical Education classes must present a doctor's excuse detailing the reasons. In addition, if the child is excused from Physical Education, he/she will not be allowed to participate in recess.

### **C. Physicals**

Physicals and mandated health appraisals are required for any new entrant into the district and students entering Kindergarten, grades 1, 3, 5, 7, 9, & 11; students applying for working papers or students requiring physicals for an athletic team. Physicals may be done by the family physician.

## **Report Cards/Parent Conferences**

Report cards will be issued following each ten-week marking period. In addition, parents may receive interim reports at the five week point of each marking period. Interim reports will indicate academic and/or behavior concerns or progress.

<u>Interim Reports</u> will be sent home on the dates below.	<u>Report Cards</u> will be sent home on the dates below.	<u>Parent Teacher Conferences</u>
10/17/25 1/9/26 3/27/26 5/29/26	11/21/25 2/13/26 5/1/26 6/25/26	11/26/25 2/13/26

### **Final Report Cards**

The district asks that all student balances be current and that all damaged text/library books be paid for by the last day of school. Invoices will be sent home detailing what each student owes.

### **Promotion and Retention**

There are several factors to be considered for promotion or retention. These factors may include, but are not limited to the following: a student's academic progress, ability to meet grade level standards, behavior, attention span, and the ability to follow directions and work independently. If a student's placement for the following year becomes questionable, the above areas will be considered along with the recommendation of the teacher, School Counselor and parent. The final decision rests on the building principal.

### **Homework**

The purpose of homework is to reinforce a student's understanding of the material covered in class and to apply and practice new skills. Consistent completion of homework also helps to develop responsibility, self-discipline, and initiative. Parental support of this aspect of a child's education is appreciated.

## **Instrumental Music**

Instrumental Music classes are first offered in fourth grade. The fourth grade students have the opportunity to learn and play a variety of band instruments. Students are taught basic music reading skills and techniques for practicing and performing with their instrument of choice. We use a common lesson book throughout the year for lessons and for our concert. The concert is usually scheduled for the May/June time frame; however, students are encouraged to perform for their family and friends anytime.

There are expenses associated with instrumental music class, such as instrument rental, instrument supplies, and the lesson book. Expenses vary depending on the instrument. Students will receive a rewarding experience in band if they are willing to work hard, practice and most importantly have fun.



## **Field Trips**

A universal field trip permission form is included with the beginning of the year forms. By signing this form, you are giving your child permission to participate in any school sponsored (and grade appropriate) field trip throughout the year. Prior notification of field trips will be sent home as they occur.

## **Birthdays**

It is customary in elementary school for students to celebrate their birthday in the classroom. If you wish to provide a special snack for your child's birthday, please contact your child's teacher to make any special arrangements. In addition, if your child wishes to pass out party invitations in school, s/he will not be permitted to do so unless there is one for every student in the class. If only a few students from the class are invited, we ask that these invitations be taken care of outside of the school building. Due to confidentiality reasons, teachers are not allowed to provide home addresses or phone numbers of students in their class.

## **Evacuation and Emergency Drills**

Our number one priority is the safety of our students and staff. In order to prepare for unexpected situations, we participate in at least 12 drills per year. Drills are not limited to but may include evacuation, lockout, medical emergency and shelter in place.

## **Safety Plan**

Avoca Central School has an emergency "Go Home" plan for use in any event requiring students to be released earlier than the normally scheduled time. (An example of this is poor weather conditions that develop during the school day.) Make sure your child's emergency contact information is up-to-date at all times. Updates should be made in the Parent Portal.

## **Support Staff**

On occasion it becomes necessary to support our students with the opportunity to receive additional instruction to supplement general curriculum instruction. Below is a list of Academic Intervention Service (AIS) providers that work with students in order to assist them in meeting NYS learning standards.

## **RtI Response to Intervention**

Our district utilizes a multi-disciplinary team approach to help identify students for academic success and develop appropriate interventions to be used in the regular classroom. This team was developed to support students and to reduce the needs for formal referrals to the Committee on Special Education. Over the past years, we have found that this preventive approach has allowed many students to be successful in their present programs.

## **Committee on Special Education (CSE)** - Ms. Kristin Williams, Chairperson

The Committee on Special Education convenes to discuss students identified with disabilities as determined by evaluative criteria and classification as defined by federal and state legislation. The standing members include the CSE chairperson, CSE parent member, School Psychologist, a special education teacher, a general education teacher and the student's parents. Each student identified has in place for him/her an Individualized Educational Plan (IEP). This document helps guide the educational staff in addressing individual student needs. It indicates specific modifications made to a student's program to accommodate the student's area of disability.

**School Nurse** - Mrs. Heather Hammond

- ★ Can provide updated information pertaining to immunizations and/or physicals needed to satisfy state guidelines
- ★ Administers medication during the school day as prescribed by a doctor
- ★ Can provide information regarding common illnesses or issues facing school age children
- ★ Completes annual vision and hearing screenings for all students
- ★ Works with the district screening team to assess incoming kindergarten students' skills

**Speech Language Therapist** Mrs. Shelly O'Rourke

- ★ Provides articulation and language therapy to students in need of support
- ★ Works within classrooms to provide large group language instruction
- ★ Can provide activities for use at home to enhance specific skill areas (e.g. articulation, expressive and receptive language, auditory processing)
- ★ Works with district screening team to assess incoming kindergarten students' skills

**Reading Support Teachers** - Mrs. Karla Yarka, Mrs. Julie Stewart, Mrs. Staci Wightman, TA

- ★ Provide Academic Intervention Services and Response To Intervention (RtI) to students in need of extra support in reading within an individual or small group setting
- ★ Coordinate services with classroom teachers to provide remediation of specific skills

**Math Support Teacher** - Mrs. Sadie Hopkins, Ms. Chelsea Stewart, TA

- ★ Provide Academic Intervention Services and Response to Intervention (RtI) to students in need of extra support in math within an individual or small group setting
- ★ Coordinate services with classroom teachers to provide remediation of specific skills

**Special Education Teachers**

Mrs. Elizabeth Wood (Kindergarten through 3<sup>rd</sup> Grade 12:1+1)

Mrs. Kathy Farley (3<sup>rd</sup> - 5<sup>th</sup> Grade 12:1+1)

Mrs. Anna DiRisio – (Inclusion Support K-4<sup>th</sup> Grades)

Ms. Caitlin Coleman – (Inclusion Support 4<sup>th</sup>-6<sup>th</sup> Grades)

- ★ Provide individual instruction and/or support to students identified with disabilities requiring Special Education services as per their Individual Education Plan (IEP)
- ★ Provide collaborative teaching with general education teachers
- ★ Consult with general education teachers regarding academic or behavioral modifications to be made in the classroom
- ★ Provide testing modifications to students on an individual basis

**School Counselor** - Mrs. Paula Pimm

- ★ Provides counseling for individuals and small groups dealing with a variety of issues including social skills, self-esteem, anger control, divorce (including Banana Splits) and decision making skills.
- ★ Facilitates Career Development in K-6 grades; scheduling presenters for individual classrooms as well as going into the classrooms and facilitating activities related to career development
- ★ Provides consultation with teachers and parents to develop academic and/or behavioral modifications for students and their programs
- ★ Acts as a resource for parents and students on a variety of topics

# **AVOCA CENTRAL SCHOOL**

## **Pre-K-5<sup>th</sup> GRADE STAFF LISTING**

Pre-K-5 Principal.....Mrs. Erica Meyers  
 Pre-K-5/CSE Secretary.....Mrs. Kelliann Abbott  
 Director of Special Education & Curriculum.....Ms. Kristin Williams  
 K-5 Guidance Counselor.....Mrs. Paula Pimm  
 School Nurse.....Mrs. Heather Hammond  
 Kindergarten.....Mrs. Kimberly Crane  
 Kindergarten.....Ms. Hannah Hubbard  
 First Grade.....Mrs. Bobbi Jo Prusha  
 First Grade.....Mrs. Amy Stewart  
 Second Grade.....Mrs. Danielle Hyer  
 Second Grade.....Mrs. Brandi Williams  
 Third Grade.....Mrs. Molly VanDelinder  
 Third Grade.....Mrs. Gwen Wakefield  
 Fourth Grade.....Mrs. Darcy Switzer  
 Fifth Grade.....Mrs. Megan Grillo  
 Fifth Grade.....Mr. Jeremy Wheeler  
 Reading Specialist.....Mrs. Julie Stewart  
 Reading Specialist.....Mrs. Karla Yarka  
 Math Specialist .....Mrs. Sadie Hopkins  
 Special Education K-3 12:1+1.....Mrs. Elizabeth Wood  
 Special Education 3-5 12:1+1.....Mrs. Kathy Farley  
 Special Education K-4 Inclusion.....Mrs. Anna DiRisio  
 Special Education 4-6 Inclusion.....Ms. Caitlin Coleman  
 Speech Therapist.....Mrs. Shelly O'Rourke  
 Art.....Mr. Randy Parker  
 Music.....Mr. Ethan Carr/Mr. Steve Zielinski  
 Librarian/ Digital Literacy.....Mrs. Theresa Keesey  
 Elementary Physical Education.....Ms. Abigail Price/Mr. Kevin Howell  
 Teaching Assistant.....Mrs. Staci Wightman  
 Teaching Assistant.....Mrs. Pat Gardner  
 Teaching Assistant.....Ms. Chelsea Stewart  
 Teacher Aide.....Mrs. Deb Wakefield  
 Teacher Aide.....Mrs. Audra Decker  
 Teacher Aide.....Mrs. Jineen Simone

# Plain Language Summary of the Avoca CSD Code of Conduct

*A full version of the code of conduct is available for review on the school website at [www.avocacsd.org](http://www.avocacsd.org) and in the district office during normal business hours.*

## I. Introduction

The Board of Education wants to make sure that all students have a safe and organized school where they can learn and teachers can teach without interruptions. Everyone, including students, teachers, parents, and visitors, must behave responsibly for this to happen.

The District has clear expectations for behavior on school property and during school events. These expectations are based on respect, citizenship, character, tolerance, honesty, and integrity. The Board of Education knows it's important to clearly define what acceptable behavior is, what happens if someone misbehaves, and to make sure any discipline is fair and quick. This is a simplified, plain language version of the Avoca Central School Code of Conduct. Please refer to the Board of Education approved Code of Conduct for more details.

To maintain a safe and productive school environment where learning can happen, everyone—students, parents, teachers, school staff, and the community—needs to help promote good behavior. This code of conduct applies to all students, school staff, parents, and visitors while on school property or at school events.

## II. Definitions

For this code, here are some important definitions:

- Disruptive student: A student who disrupts learning or interferes with a teacher's authority.
- Harassment and bullying: Creating a hostile environment through actions or threats that:
  - Unreasonably interfere with a student's learning, opportunities, or well-being.
  - Cause a student to fear for their safety.
  - Create a risk of disruption at school, even if it happens off school grounds.
  - Includes, but is not limited to, acts based on race, color, weight, national origin, religion, disability, sexual orientation, gender, or sex.
- Cyberbullying: Bullying that takes place through electronic communication.
- Emotional harm: Damage to a student's emotional well-being caused by bullying or harassment that interferes with their education.
- Parent: A parent, guardian, or anyone in charge of a student.
- School property: Any school building, playground, parking lot, or school bus.
- School function: Any school-sponsored event or activity.
- Violent student: A student who:
  - Commits violence against a school employee or student.
  - Uses or threatens to use a weapon at school.
  - Damages property intentionally.
- Weapon: Includes firearms, knives, and other dangerous items that can cause harm.

### III. Student Rights and Responsibilities

#### A. Student Rights

The district protects the rights of all students. To create a safe and healthy school, students have the right to:

- Participate in all school activities equally, regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
- Share their side of events when facing discipline.
- Access school rules and get explanations when needed.

#### B. Student Responsibilities

Students have the responsibility to:

- Help keep the school safe and respectful.
- Know and follow all school rules.
- Attend school every day and be prepared to learn.
- Do their best in academics and extracurricular activities.
- Respect the directions given by teachers and staff.
- Control their anger and ask for help when needed.
- Dress appropriately for school and accept responsibility for their actions.

Students at Avoca CSD can be responsible for their behavior. Those who do not meet expectations may face discipline.

### IV. Essential Partners

#### Parents

Parents are expected to:

- Share responsibility for their child's education with the school.
- Ensure their children are ready to learn and attend school regularly.
- Help their children understand school rules.
- Support a positive attitude toward education.

#### Teachers

Teachers must:

- Create a respectful learning environment.
- Be prepared to teach and follow NYS Standards.
- Communicate clearly with students and parents about course goals, expectations, and academic progress.

#### Guidance School Counselors

Counselors should:

- Help students navigate personal issues.
- Organize meetings with students, parents, and teachers to resolve problems.
- Review students' progress regularly.

## Principals

Principals are expected to:

- Foster a safe and engaging school environment.
- Ensure open communication with students and staff.
- Enforce the code of conduct fairly.

## Superintendent

The superintendent should:

- Promote a safe school environment.
- Review policies and laws related to school operations.
- Work with administrators to enforce the code of conduct.

## Board of Education

Board members should:

- Work with various groups to create a clear code of conduct.
- Review the code annually for effectiveness and fairness.

## V. Student Dress Code

Students must dress appropriately for school. Parents share responsibility for their child's appearance. All clothing should:

- Be safe and not disrupt learning.
- Cover private areas fully.
- Include shirts, pants, shorts, or skirts, and shoes.

Certain items are not allowed, such as:

- Clothing that promotes illegal activities.
- Costumes that disrupt learning.

Students who break dress code rules must change their appearance. Repeated violations may lead to discipline.

## VI. Prohibited Student Conduct

The Board expects students to act appropriately and respect others. Students may face disciplinary action for:

- Disorderly conduct (e.g., running in hallways, using bad language).
- Insubordinate conduct (e.g., failing to comply with reasonable directions)
- Violent actions (e.g., hitting or using a weapon).
- Engaging in dangerous behavior or harassment (e.g., lying, intimidation, use or possession of illegal substances).
- Academic misconduct (e.g., cheating, copying, use of AI without permission)

## VII. Reporting Violations

Students must report any code violations to a teacher, counselor, or administrator. Staff should respond quickly and fairly to any violations.

## VIII. Restorative/Disciplinary Practices

As often as possible, the use of restorative practices are used to teach, mediate, and resolve student issues. When necessary, discipline should address problems directly and fairly. Possible consequences include:

- Oral or written warnings.
- Detention.
- Suspension from school or activities.

## IX. Alternative Instruction

If a student is removed from class or suspended, the district will provide alternative instruction.

## X. Discipline of Students with Disabilities

Students with disabilities have specific rights when facing discipline. Procedures for discipline will follow legal requirements.

## XI. Corporal Punishment

Corporal punishment is not allowed. Physical force may only be used to protect others or school property.

## XII. Student Searches and Interrogations

School officials may question students about violations without prior warning. Searches may occur if there is a reasonable suspicion.

## XIII. Visitors to the Schools

Visitors must sign in and wear identification. Unauthorized visitors will be reported and asked to leave.

## XIV. Public Conduct on School Property

Everyone on school property must act respectfully. Prohibited behaviors include:

- Hurting others or damaging property.
- Disrupting classes or school activities.
- Using bad language.

## XV. Dissemination and Review

The Board will approve the Code of Conduct in its entirety annually; this is a plain language version provided for convenience. Please refer to the Avoca Central School Website for the full Code of Conduct.

## Cell Phone Procedures

1<sup>st</sup> Offense-The first time a student is found to be in violation of policy #7316, the device will be confiscated and turned into the appropriate office. The student will be permitted to pick up their device at the end of the day and be given a reminder of school rules.

2<sup>nd</sup> Offense-The second time a student is found to be in violation of policy #7316, the device will be confiscated and turned into the appropriate office. The student will be permitted to pick up their device at the end of the day, be given a reminder of school rules, and the appropriate principal will call the student's parent/guardian to make them aware of the situation and the consequences for any further violations.

3<sup>rd</sup> Offense-The third time a student is found to be in violation of policy #7316, the device will be confiscated and turned into the appropriate office. The device will be held until a parent/guardian can pick up the device.

4<sup>th</sup>+ Offense(s)-The fourth and any subsequent times a student is found to be in violation of policy #7316, the device will be confiscated and turned into the appropriate office. The device will be held until a parent/guardian can pick up the device. The appropriate principal will assign the student additional consequences. The exact consequences assigned will depend upon a variety of factors, including (but not limited to) the number of prior offenses the student has had, the circumstances under which the student violated the policy, and the student's disposition while being addressed regarding the violation.

Should a student fail to turn over a device when directed to do so by a staff member, the student will be directed to report to the appropriate office. The student will be directed by the appropriate principal to turn over the device. If the student turns over the device to the principal when directed, the student will be permitted to return to class at the beginning of the next class period (or an equivalent period of time at the elementary level). The offense will otherwise be treated as the equivalent offense listed above. If the student refuses to turn over the device to the principal when directed to do so, the student's parent/guardian will be contacted and required to come to the school to retrieve the device from the student. If the parent/guardian is unable or unwilling to come to the school to retrieve the device, the student will be placed in ISS for the remainder of the school day.



## **TRANSPORTATION CODE OF CONDUCT**

### **I. PHILOSOPHY OF TRANSPORTATION**

The purpose of the transportation system of the Avoca CSD is to provide safe reliable transportation of school age children to and from school on a regular, consistent basis. Riding buses is a privilege and not a right. Students may be denied the privilege of riding the bus for just cause. Students and parents should understand that the responsibility for seeing that students are at school rests with the parents, regardless of whether or not the student may ride the bus. (See New York State Education Law - Transportation 30:16)

The transportation policies and practices of the Avoca CSD shall be consistent with and governed by the rules and regulations set forth by the Avoca Code of Conduct.

Transportation of students for special events, athletics, field trips, other curricular activities may be subject to review on a case-by-case basis by the School Administrator.

### **Expectations for Students:**

#### **Be Safe**

- Board the bus one at a time
- Wait for driver signal to walk in front of the bus
- Respect the danger zone around the bus
- Resolve conflicts in a peaceful manner
- Remain seated until dismissed by the bus driver
- Clear loading/unloading areas as quickly as possible

#### **Be Respectful**

- Use appropriate and positive language
- Respect the property of others
- Speak in conversational tones
- Follow the instructions of the bus driver
- Respect division property (e.g. bus seats, doors, windows)
- Follow the instructions of the bus supervisors

#### **Be Responsible**

- Be on time for the bus
- Keep books and or bags on your lap
- Remain seated in assigned seats
- Keep aisles clear
- Eat or drink before or after the bus ride
- Ask the driver's permission to open a window

#### **Be Positive**

- Help the bus driver do a good job
- Help other students
- Model safe, responsible and respectful behavior

When a student violates a rule, he/she will be dealt with directly by the bus driver and reported to the administrator of his/her school. The administrator will determine whether the violation is Level 1-3 and take the appropriate action based on that determination. Consideration may be given to age, disability status and developmentally appropriate behavior.

The school principal/designee will have authority to suspend the riding privileges of students and/or take other reasonable disciplinary actions for students who exhibit improper behavior on the bus. School Administrators will determine the disciplinary action based on severity and frequency of referrals.

Below you will find a list of violations that are categorized as minor (Level 1), serious (Level 2) or severe (Level 3). Please note that some infractions are included in more than one list. If so, the administrator will determine which category to use in order to apply the consequence for the infraction. In addition, should a violation not be listed in any category the administration shall determine the category to use when applying the consequence. The listed behaviors are examples of behaviors that may be disruptive or compromise safety on the bus and are not intended to be exhaustive. Suspension of bus riding privileges includes all buses to and from school as determined by the School Administrator. In addition, any violation may be shifted from one category to another if the situation warrants as determined by the School Administrator.

### **Level 1**

Failure to follow directions	Excessive noise
Verbal confrontation student to student	Disrespect to peers
Legs in aisle	Showing affection
Pushing and/or shoving	Lying down in the seat
Inappropriate language	Spitting
Littering on bus	Not remaining seated
Mischief (horseplay, etc.)	

### **Level 2**

Body parts outside the bus	Shooting projectiles
Fighting	Opening emergency door/window
Intentionally riding the wrong bus	Bullying
Throwing objects on the bus or outside the bus	Use of pepper spray
Insubordination/Disrespectful to authority	Harassment
Inappropriate actions toward motorists	Vandalism/writing on bus surfaces
Getting off at the wrong stop	Spraying aerosol
Use of laser pointer or reflective device	Possession of tobacco products
Jumping over seats	Possession of matches/lighter
Changing clothes on the bus	Verbally threatening or posturing a student
Abusive language, profanity or obscene gestures	Stealing
Use of electronic flash	Interruption of the normal operation of the bus

### **Level 3**

Assault	Distribution of alcohol or drug paraphernalia
Severe safety violations	Sexual misconduct
Possession of a firearm	Lighting matches/lighter
Possession of drugs and/or drug paraphernalia	Use of alcohol/tobacco products
Use of firecrackers/explosive devices	Lighting flammable sprays, liquids, etc.

### **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education recognizes its responsibility to ensure the safety and welfare of staff and students on school transportation vehicles. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Questions about the school transportation program should be directed to the Transportation Supervisor at (607) 566-2221, ext. 3300.