



**MAPLE WEST ELEMENTARY**  
*Encouraging · Nurturing · Challenging*

# WELCOME TO MAPLE WEST

## 2023 – 2024 FAMILY HANDBOOK

Welcome to Maple West Elementary School! This handbook has been prepared to acquaint you with our school. You will probably have occasions to refer to the information during the year, so please keep it as a handy reference.

Maple West is characterized as a school that loves children. Our mission statement reflects our belief in the capacity of children to grow as learners, friends, performers, and citizens.

We welcome you as an integral part of our school family. Our PTA and school community provides many opportunities for your involvement. We urge you to join us in this most important partnership for your child.

***“Life affords no greater responsibility, no greater privilege, than the raising of the next generation”.***

*C. Everett Koop-Former Surgeon General*

Sincerely,  
Mr. Jason Smith  
Principal

**Maple West Elementary School  
851 Maple Road, Williamsville, New York 14221  
(716) 626-8840  
Principal : Jason Smith  
Assistant Principal : Lindsey Kubera  
Office Staff: Rosalie Chamberland  
School Nurse: Michelle Hillebrand  
Main Office Hours: 8:00 am – 4:00 pm  
(716) 626-8850-Health Office / (716) 626-8836 –Report an Absence**

## **MISSION STATEMENT**

*The faculty, staff and parents of Maple West Elementary School, who are committed to high standards and appreciation of the arts, dedicate themselves to developing the special talents of all students to think creatively and critically, to accept responsibility for learning and growth in order to become confident learners and productive citizens in our school and community.*

*Adopted by the faculty and staff, PTA and Shared Decision Making Team, May 1997*

## **Character Education Policy**

The Board of Education defines character education as the conscious effect of families, school and community groups to teach, advocate and model ethical behavior. The Board of Education affirms that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. High standards of conduct are closely related to high levels of academic achievement for effective participation in a democratic society.

Our schools strive to develop behavior, which reflects widely held community values including but not limited to: honesty, respect, responsibility, compassion, self-discipline, perseverance, and giving to others. In accepting the responsibility to help all students develop their unique potential and character, the district is not usurping the role of families or other institutes in the community but seeking to work in partnership with them.

## **Code of Character**

We will treat others the way we like to be treated,

*So everyone feels respected.*

We will walk quietly in the halls,

*To show we care about other's learning and safety.*

We will keep our hands to ourselves,

*So that everyone can be safe.*

We will speak softly and politely,

*So that others will want to listen.*

## **I Can Get Along**

### ***Student Pledge***

I can be responsible for my words and actions.

I can *stop* and *think* before I speak or act.

I can cooperate and negotiate.

I can treat others the way I like to be treated.

I can appreciate differences.

I can be a good friend.

I can agree to disagree.

I can make good choices.

I can keep my hands to myself.

I can help to resolve conflicts.

**I can get along with others!**

\*A Leader's Guide to We Can Get Along, copyright @ 1977 by  
Lauren Murphy Payne and Claudia Rolling.

## **School Information**

### **School Hours**

8:35 am Doors Open for Children

8:45 am Bus Arrival

9:00 -3:00 pm Instructional Day

3:00 pm Dismissal for Bikers, Walkers,  
Pick-up

3:00 pm Bus Dismissal

### **Please Note:**

***Children should be not dropped off for school until 8:35 am when supervision is provided. Please arrange your child's schedule so that she/he arrives after 8:35 am.***

### **Attendance**

Punctual and regular attendance is very important in order for your child to achieve his/her best in school. Should your child be absent, a written excuse is necessary upon return to school. This could pertain to personal illness as well as other absences such as religious holidays or family emergencies. Daily attendance is used by the New York State Education Department in determining state aide assistance for schools.

District policy mandates that a time span of five days be given to bring in an excuse. After this time, if we have not received the excuse, your child will be marked unexcused. After 9 days of absence or excessive tardiness a letter will be sent to alert you and included in your child's file.

## Absences

Please call the **ATTENDANCE NUMBER (626-8836)** to notify the school of your child's absence. It is the parent's responsibility to send a written note on the first day back after an absence. Our attendance aide will call parents of children not in school on their first day of absence unless the office has been notified.

**Homework** is not required when children are ill. We want them to rest and recover. Parents may request to pick up assignments after the second day of illness.

## Homework

At Maple West, we believe that homework is for the benefit of the child. Its purposes include:

- fostering a love of learning
- learning organizational skills and good study habits
- building responsibility and independence
- practicing skills
- learning to use resources
- extending and/or reinforcing classroom learning

### General Time Allotments per School Day

Grades K- 1	20 minutes
Grade 2	30 minutes
Grades 3- 4	45 minutes

## Vacations

Parents receive a calendar listing official school holidays. State education law requires that students attend school every day it is in session unless they are excused. It is considered an unexcused absence when children are taken out of school for vacation during the regular school session. Please understand that we cannot provide extra work or makeup work that will prepare your child in the same way that class work does. **Homework: All classroom work that is missed will be given to students when they return to school.**

## Tardiness

When a student is late for school, the parent is required to sign the student in at the attendance office **before** the child proceeds to class. Parents **must** accompany children into the school.

## Dismissal During the School

### Day/Special Requests

Children who need to be released early from school must have a note from the parent stating the time and name of the person who will pick up the child. We will call the child to the office once the parent/designee has signed the child out. Please allow appropriate time for this procedure.

### Dismissal at the End of the School

#### Day

Students who are picked up, walk, or ride bikes are dismissed from school at 3:00 pm. Students riding the bus are dismissed at 3:00 pm.

Parents meeting children for pick-up must wait outside Door #16. **You must send a note to your child's teacher the morning of the pick-up stating who will pick up the child at dismissal.**

### Drop Off of Students

We have designated children drop-off areas at the West end of the school. All cars should route themselves through the West parking lot. **PLEASE DRIVE SLOWLY!!!**

### Emergency Information Sheets

Parents are responsible for completing all information requested on the Emergency Information Sheet (this is done in September at open house) **AND** to update any changes during the year. Example: parent changes place of work, phone number, address or change of family situation. Parents are responsible for providing transportation home in the event of illness or other emergency.

### Emergency School Closing

If the school needed to be closed during the day we would likely transport children to another school site from which they would continue until the regular dismissal time. On the rare occasion when children would be transported home, radio stations would be informed. It is essential that children know where they should go if parents are not at home. **Remember, your child's safety is always our most important concern.** **Bad Weather:** Radio stations are notified when school closing is necessary. Please listen to the major agencies.

## **Emergency School Closings**

### **Just For Kids**

**In the event that District schools are closed in the morning for the full day the *Just for Kids* program will also be closed.**

**On days where the District cancels after school activities the Just for Kids (JFK) program will close early and requests that parents pick-up their children before 4:30 PM at school. The JFK program will work with the District to hold all enrolled students at schools when after school activities are cancelled. Students will not be placed on a bus to home.**

**PARENTS MUST SIGN ON TO THE E-ALERT SYSTEM.**

### **Childcare before and after school**

On rare occasions it may be necessary to close Maple West Elementary school during the school day due to loss of power, loss of water or other emergency situations. Procedures are in place to transport students to an alternative location, if necessary. Students and staff would remain at this alternate site until the regular dismissal time.

There are times when inclement weather or other emergency situation would require the closing of all district schools. In these situations, information will be communicated via radio and television broadcast. Notification is also available through the E-Alert system [described below] for those that have registered for the service. It is essential that your child know what plans your family has in place if school is dismissed due to an emergency. Please make sure your son or daughter knows what they should do in the event school is closed in the middle of the day. Please discuss with your child where to go and what to do if you are not home. Remember, your child's safety is always of utmost concern.

### **Subscribe to Emergency – E Alerts**

The Williamsville Central School District has made available on its website a feature that will allow parents, students, staff members and community members to sign up to receive e-mails and/or text messages about emergency alerts and school closings.

Simply click on the “E - Alerts” icon located on the top left corner of homepage at [www.williamsvillek12.org](http://www.williamsvillek12.org) and you will land on the sign-up page. The new messaging system is an opt-in service for residents. You will be able select the schools that are of interest to you **including JFK** and you will automatically receive information about emergency notices, such as school closings, to your selected e-mail address or cell phone.

Also, users may change their information or opt-out of the E-Alerts at any time. Watch the district website for the official launching of the new E-Alert system and sign up for important e-mail or text message announcements concerning our schools.

## **Safety and Security**

### **1. Emergency Plan**

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

### **2. Safety Drills**

From time to time during the school year, the children and staff will practice a variety of routines, which will prepare them for emergency situations such as fire, evacuation, or intruder. We do this with seriousness but in a non-threatening way.

### **3. District Security**

The Williamsville District Security Alert Plan is found on the district website. Parents may access the site to check the alert status and activities tied to them.

### **4. Security Door**

The school doors are locked during the school day. Entry is through the front door only using a bell which signals the office. Entrants to the school may be asked to provide credentials or identification. All entrants must sign in and wear a badge while they are in the school.

### **5. Defibrillator**

Two defibrillator units are located in the school for use by those trained in CPR/AED. The units are wired directly to 911 for backup support. Look for the signs noting their locations.

### **Use of Telephone**

Children are allowed to use the office telephones when deemed an emergency or essential. Permission should be given by teachers or office staff. **Cell phones, smart watches, and personal electronics are not allowed in school as per District Policy 7317.**

### **Transfer to other Schools**

Please notify the office as soon as possible if your child will no longer attend Maple West. When transferring to another school, the child's records will be sent as soon as the form to release the records is signed by the parent.

### **Assemblies**

Assemblies are scheduled throughout for the purpose of sharing our learning experiences as a school body.

### **Field Trips**

Field trips enhance the instructional program and are carefully planned by teachers. Permission slips explaining each trip will be sent home. Parental permission is needed for each trip, except intra-district visits (i.e. Planetarium). Parents will be informed of such trips.

### **Student Directory**

The PTA annually produces a directory of students by classroom. Permission of the parents to publish information is required.

### **Lost and Found**

Articles are kept in our cupboard located in the main office. Please have your child check for any lost articles. At parent conferences we display the articles on tables in the hallway for you to check.

### **Student Belongings/Valuables/Toys**

All outerwear, lunch boxes, backpacks, etc., **should be labeled with child's name to**

**facilitate return in case of loss.** Valuable items should not be brought to school. We cannot guarantee their safety. Toys should not be brought to school for the same reason.

Please help your child have a special place for his backpack and school belongings. Help to establish a routine of having things such as library books, pencils and lunch money ready the night before. This prevents the morning rush and gives the child a feeling of being prepared.

### **Forgetting Belongings**

Since we believe it is important for children to assume responsibility for bringing their belongings and homework to school and back, we discourage after school entry into classrooms.

### **Parties**

Holiday parties are arranged by PTA Room Parents, who may contact you for assistance.

Invitations for outside (Home) parties should not be brought to school. Your child will not be permitted to hand them out because this contributes to hurt feelings of uninvited children. You can use the PTA student directory for mailing.

### **Pets**

Other than scheduled presentations, we are unable to allow personal pets to visit school since we wish to protect those with allergies.

### **Health Information**

#### **Physical Examinations**

All new entrants, kindergarten, first and third *grades are required by* New York State law to have a physical examination, and provide a copy to school.

**Vision and Hearing Screening:** Students will be screened at school based on New York State guidelines.

#### **Immunizations**

The New York State Health Department issued new immunization requirements for school entrance/attendance for the 2021-2022 school year. Please work with your child's health care provider and school nurse to determine what immunizations are needed

to comply with the new vaccine requirements. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases.

Vaccines	Kindergarten through Grade 4
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP/DTP/Tdap)	5 doses or 4 doses if the 4th dose was given at 4 years of age or older or 3 doses if series was started at age 7 or older
Polio Vaccine (IPV/OPV)	4 doses or 3 doses if the 3rd dose was given at 4 years of age or older
Measles, Mumps and Rubella (MMR)	2 doses
Hepatitis B	3 doses
Varicella (Chickenpox)	2 doses

For further information and a detailed list of immunization requirements with vaccine specific footnotes, please visit:

<http://goo.gl/qXZEpl>

### **When Your Child is Ill**

Children are most vulnerable to contracting illness while in school because of the close contact they maintain. While we cannot prevent this from occurring, with your help we can implement some simple guidelines to help promote a healthy environment.

1. Teach your child the importance of correct hand washing as a means of preventing the spread of germs.
2. Proper disposal of tissues, and teaching your child to cough or sneeze into their elbow can help prevent germs from circulating coughing also prevents germs from circulating.
3. If your child is coughing excessively, keep him/her home to prevent exposing other children.
4. A child should be fever free for 24 hours without fever reducing medicine such as Tylenol before returning to school.

Temperature may indicate the onset of an illness.

5. A child should remain at home if he/she has vomited or experienced diarrhea within a 24-hour period.
6. Communication is a two-way street. Please report any contagious diseases your child has been diagnosed to have (e.g., strep throat, chicken pox, pink eye, etc.). The more we know the better prepared we are to keep your child on the road to good health.

### **Picking Up a Sick Child**

If a student must leave the school during school hours due to illness, parents or guardians will be contacted by the nurse's office. Students should be picked up and signed out at the nurse's office.

### **Medications**

If your child is to be given medication in school, **all medication must be brought to the health office by the parent (not the child), with written directions from the physician, which indicate the frequency and dosage of the prescribed medication.** Also mentioned should be the condition for which the child is being treated. The medication must be in the original container prepared by the pharmacist.

### **Emergencies**

A school nurse is on duty during the school day. Students who become ill at school will report to the office, and parents will be contacted. **It is critical that we have current home, work, and emergency numbers on file.**

If an accident with injury occurs in school, the school nurse and/or health aide will administer first aid and emergency treatment, notify the parent, and call Emergency Services if necessary.

### **Communicable Diseases**

If your child is diagnosed as having a communicable disease, please inform the school nurse.

Any child with an unidentified or suspicious rash, temperature of 100.4°, vomiting, or diarrhea should be kept home until diagnosed and/or treated.

## **Cafeteria**

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Menus are sent home monthly, and also on the school website.

## **Student Conduct**

Your child's cooperation will be appreciated in the following:

- Eating quietly and using good table manners
- Cleaning the area, leaving all food in the lunch room
- Remaining seated
- Respecting cafeteria staff and volunteers

## **Free and Reduced Price Lunch Program**

Free and reduced-price meal applications can be obtained from the office. Income guidelines are listed on the application.

Eligibility will be verified and parents will be informed by letter. Parents must apply each year.

## **Volunteers**

A parent volunteer program is coordinated through the PTA. Parents assist children with lunchroom needs. Volunteers are also needed for the Recess Program.

## **Visitors to the Lunch Room**

Occasionally parents wish to visit or eat lunch with their children. **We ask parents not to drop in** without letting teachers know because of security issues. Please make previous arrangements with the classroom teacher at least one day in advance so our lunch monitors can make necessary arrangements. Please sign-in at the office before proceeding to the cafeteria.

## **Lunch/Breakfast Charges**

2023-2024 School Year

Breakfast \$1.40      Lunch \$2.30

## **Transportation**

### **Bus Transportation and Conduct**

Bus transportation is a service provided to all students. Bus drivers report bus safety or discipline violations. **First report**, the

principal/designee speaks with the student and notifies the parent in writing. **Second incident** the child is again counseled and direct communication by phone or in person is made with the parent. **Third violation** the student is again counseled, the parent is communicated with directly, and the child may be suspended from the bus for up to a one-week period.

### **Children must:**

- Remain seated
- Sit where directed by the driver
- Keep all portions of the body inside the bus and out of the aisles
- Obey all directions of the driver promptly and courteously.
- Keep voices low, avoid yelling.
- Bring no pets
- Refrain from throwing objects.

## **Special Transportation**

Special transportation to a private baby sitter's residence located within the Maple West attendance area is available by applying through the Business Office.

Parents need to apply/reapply every year. Special transportation must be on a five-day per week basis only.

## **Bus Permission**

It is school policy that bus students have written permission from a parent or guardian **not** to take the bus.

It is school policy that bus students are not allowed to ride any bus other than their assigned bus for any reason (e.g. going home with a friend). Bus drivers **will not** accept notes from parents making bus change requests.

Articles lost on a STA bus are located at 850 Aero Dr., 276-9683.

## **Bicycle and Pedestrian Safety**

If you wish your child to walk or ride a bike to school you must provide written permission. The note can be of a general nature covering the full school year, and we will assume that you and your child will decide what procedure you will use on any given day. Without such a note, teachers do make the assumption that children will ride the bus. Please stress safe conduct with

our child including crossing with the guards in front of the school. Bicycles must be walked on school grounds. Bicycles must be parked in the racks provided. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

### **Driving**

If you drive your child to and from school please follow our drop off and pick up procedures noted under dismissal.

## **Parent – Teacher**

### **Open House**

Open House Purpose Statement – Approved by SDM 6/03

Held early in the school year, Open House will:

- Offer parents and teachers an opportunity to become acquainted
- Provide parents with specific information regarding curriculum, policy and classroom routines
- Communicate the sharing of expectations for students
- Present ways in which parents can become further involved in their children’s education, and
- Foster a spirit of partnership between parents and teachers as they strive toward the common goal of school success!

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held in November/December; there will be afternoon and evening conferences scheduled. Dismissal will be at 10:30 a.m. on these days. We encourage you to attend these conferences so that your children’s work and progress can be shared.

You are always welcome to make appointments with the teachers or the principal at any time to discuss a particular problem or concern. Call the office and leave a message.

### **Progress Reports**

Communication with parents is important to us. Progress Reports and Parent/Teacher Conferences provide meaningful information regarding your child’s progress in school.

Progress reports will be given at the November Parent Teacher Conferences. They will be posted to WITS in March and June. Reports will include Special Subject Area information.

### **Retention of Students**

District policy regarding retention of students is guided by consideration of the best interests of individual students, the resources of the district and research concerning the best educational practices.

Students must be placed in the best possible learning levels for successful educational experiences. Retention shall be limited to those situations where in the best interests of the child a successful learning experience is reasonably assured. Diligent effort shall be made to use all available resources to determine the child’s appropriate placement.

### **Calls to Teachers**

Please discuss concerns or problems with the teacher prior to contacting the principal. Usually a call to the teacher will clear up information regarding classroom events. Follow-up calls may be made to the principal.

Since we do not interrupt instruction, please leave a message for the teacher to return your call.

### **Kindergarten Registration**

Children who have reached five years of age by December 1<sup>st</sup> of the school year may be registered for kindergarten.

A birth certificate and immunization record signed by a physician are required for admittance to school. Children will also visit their classrooms prior to the opening day of school.

### **Visiting School**

Pre-scheduled visits to classrooms are allowed. Cafeteria volunteers are also allowed, the PTA coordinates volunteers.

### **PTA**

The Parent Teacher Association meets monthly. It is a strong partner with the school providing



information, activities, and funding for special projects. Volunteers are always welcomed.

### **Shared Decision Making**

The SDM Team is made up of teachers, parents, administrator, and support staff representatives. Its primary focus is to oversee the School Improvement Plan for student's achievement. It meets regularly throughout the school year.

### **Curriculum**

*Overviews for all grade levels, special subject areas and support services are available on the Maple West Website. Call the office if you wish an additional copy.*

### **Special Subject Areas**

All children will have a regular rotation of Art, Music, (Vocal), and Physical Education taught by specialists. We believe these are critically important to the development of the whole child.

### **Physical Education**

**K-4** -Sneakers are required for all children. All students will participate in a minimum of 15 minutes of vigorous activity each class period as part of our health-related physical fitness curriculum.

### **Preparedness**

An ever-increasing dilemma is the frequently unprepared child. In order to maintain a quality program, your child's participation is essential. Consequently, reminders may be sent home regarding any patterns of consistent unpreparedness.

### **Physical Education Excuses**

All physical education excuses should be presented to the Health Office by 9:00 each morning. Excuses of more than a week's duration should be accompanied by a physician's note.

### **Intramural**

During the course of the year, morning intramurals are offered to third and fourth graders.

### **Gifted Programming**

Programming which encourages children's critical and creative skills as well as extending

areas of interest or abilities is available in a variety of ways.

Other large and small groupings occur through the services of a full time specialist in Gifted Programming, who offers more individualized services based on children's needs.

All kindergartners and children new to the school are screened for potential giftedness according to New York State law.

### **Special Music**

All children receive vocal music classes. In the 3<sup>rd</sup> grade children will also learn to play the recorder.

Fourth graders who choose to take instrumental lessons, lessons are offered in both band and string instruments taught by specialists.

Band, Orchestra, and Chorus are offered to fourth graders.

### **Library/Media Center**

A fully automated library / media center is available to all children during the school day for book selection, and research. Kindergarten and first graders have regular instructional periods. Classes and individuals may access the services at any time.

### **Clubs**

Are available in grades 3 and 4. More information will follow.

### **Technology and Computers**

All classrooms are equipped with chromebook carts. Both the ways of appropriately using computers and using computers for instructional purposes are taught.

The Internet is available in classrooms and the library/media center. The district has a very clear policy on its use for the protection of children.

### **Internet Acceptable Use Policy – Maple West Elementary School**

The Internet is a vast, global network, linking computers at universities, schools, science labs and other sites. Through the Internet, one can communicate with people all

over the world through a number of forums including electronic mail. In addition, there is much educational information, which can be downloaded from the Internet potential is boundless. It is possible to exchange information with famous scientists, authors, political leaders, and friends at other schools, to get up-to-date resources, access primary information sources for curriculum-related topics. It is the purpose of these guidelines to make sure that all who uses the Internet, both students and staff, understand and use this valuable resource in an appropriate manner.

The effective use of telecommunications is a necessary skill for the twenty-first century. Because of the size and scope of the Internet, many kinds of materials find their way on the system. Should a teacher happen to find materials, which may be deemed inappropriate while using the Internet, he or she will refrain from downloading this material or sharing or using the material.

**At Maple West, students will not have access to the Internet by themselves at any time. Our procedure is for teachers to review the sites and the information ahead of time and store them under a bookmark, which can then be accessed by children. This is one way for us to "preview" materials to be used by children. They will have the responsibility to search, preview and save appropriate materials for later access by children.**

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose.

The district reserves the right to examine all data stored in the computers on the Internet to make sure that all users are in compliance with these regulations.

Students or staff shall not use the Internet to perform any act that may be construed as illegal or unethical. The Williamsville Schools strongly condemn the illegal distribution of software, otherwise known as pirating. Software piracy is a federal offense.

All users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As

such, all users must behave in an ethical and legal manner.

### **Cultural Diversity/Religion**

Our district policy is aimed at creating an environment where students of various cultural and religious backgrounds feel comfortable and accepted in our schools. We discuss holidays and religions as they relate to our curriculum although we do not celebrate them. Frequently parents come in to share their customs.

### **Support Services**

#### **Professional Staff**

A number of professionals are available to serve the needs of children. They include: Reading Specialist, Math Specialist, Special Education Teachers, Speech Therapist, Learning Support teacher, School Psychologist, Social Worker and the School Nurse.

Services are delivered in small groups to children in need of extra help determined through assessment, teacher recommendation and parent input.

Full descriptions of each professional's services are provided in the Diverse Resources Curriculum Guide.

#### **Child Support Team**

The forenamed professionals comprise the CST. This team accepts referrals of children who may be experiencing academic or social concerns in the classroom. This team is a first level support for finding possible solutions to the perceived problems. Occasionally, specialized assessments (psycho-educational evaluation) are deemed to be necessary to help determine the child's needs. These assets are always shared with the parents who are fully involved in decisions for further steps such as referral for Special Ed services.

In some cases, when children have been determined by the Committee on Special Education to have special learning needs, they are eligible to receive the services of special educators or classrooms. These teachers work closely with classroom teachers to provide an Individualized Education Plan for the child.

## **Reading Recovery**

A tutorial program for high need 1<sup>st</sup> graders is provided by trained reading specialists based on assessments completed by teachers, and reading specialists.

## **Reading Center**

Children are scheduled by classrooms to work in small groups in the Center on Math or English Language Arts activities, which support their classroom programs.

## **Special Education**

In some cases, when children have been determined by the Committee on Special Education to have special learning needs, they are eligible to receive the services of special educators or classrooms. These teachers work closely with classroom teachers to provide an Individualized Education Plan for the child.

## **English as a New Language – ENL**

Students who qualify receive direct instruction from a certified ESOL teacher. All screening and testing is completed by the ESOL teacher.

### **District Information**

#### **Student Dress Code**

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education will regulate a student's dress to insure that students attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process.

For example clothing and jewelry that presents a threat to the student's or another student's health or safety will be banned. Clothing or materials that are obscene, lewd, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program will not be allowed. Also, specific dress requirements may be established for students participating in activities in which clothing and jewelry may be a safety or health concern, such as science laboratories, physical education, Industrial Arts classes, and interscholastic athletics.

We join you in taking pride in the appearance of the children. We support the right of parents to

exercise their responsibility in determining proper dress and grooming for their child.

School clothing should be appropriate for the weather and activity and not interfere with a child's safety or distract from his/her or other's learning. Hats are not allowed.

#### **Student Conduct on School Bus**

It is crucial for students to behave appropriately while riding on school buses, to insure their safety, that of other passengers and to minimize distractions for bus drivers. Since the school bus may be regarded as an extension of the classroom, children 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. Also, it is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

Only after a child boards the bus does he/she become the responsibility of the district. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day. The parent or guardian is responsible for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

#### **Civil Rights Policy**

The Williamsville Central School District does not discriminate on the basis of sex, age, race, color, national origin, or handicapping condition in its educational programs, activities, or employment practices. It is the policy of the Board of Education to comply with the regulations listed in Title IX of the 1972 Educational Requirements and Section 504 of the Rehabilitation Act of 1973. Any member of the Williamsville Central District staff or parent believing himself or herself aggrieved because of discrimination based on sex, age, race, color, national origin or handicapping condition should be in contact with the office of the Superintendent of Schools.

#### **Sexual Harassment**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students

an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District Policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students and members of the public.

### **Corporal Punishment**

Defined as any act of physical force upon a student for the purpose of punishing that student corporal punishment of any student by any district employee is strictly forbidden. However, in certain situations, reasonable physical force may be used to protect oneself or someone else from physical injury when alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the same purposes.

### **Discipline of Students with Disabilities**

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education.

### **Public Conduct on School Property**

The purpose of this provision is to maintain public order and prevent abuse of the rights of others while on school property. The Board of Education recognizes that the primary purpose of the district is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect is in violation of this policy. The Board will seek restitution from and prosecution of any person or persons who willfully damage school/district property.

Public conduct not permitted on school property or at school functions include possessing, consuming, selling distributing or exchanging alcohol, illegal or controlled substances, or being under the influence of any such substance; possessing or using firearms or any other weapons (except law enforcement); loitering; gambling; or smoking.

### **Reporting Weapons or Substance Abuse Violations**

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function shall report this information immediately to the building principal. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

The building principal will notify the appropriate local law enforcement agency of those code violations that may constitute a crime, violation of the Penal Law, or substantially affect the order or security of a school.

### **Student Searches and Interrogations**

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or of the code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent(s) before questioning the student.

School officials are authorized to conduct searches of students and their possessions for an illegal matter or a matter that threatens the health, safety, welfare or morals of the students attending our schools. Such searches shall not be conducted unless founded upon reasonable suspicion. In authorizing searches, the Board of Education acknowledges both state and federal constitutional rights that are applicable to personal searches.

School lockers are not private (student) property, rather they are the property of the district and as such, may be opened and inspected from by school officials without a student's consent.

*In accordance with the law, summary of the code of conduct will be provided to all students at the beginning of each school year. All current staff and new employees will be given a copy of the complete code of conduct and copies of the code are available for review in each school, the district office on the district web site.*

*The code of conduct was developed by the district's Youth Wellness Committee, comprised of parents, teachers, students, administrators and community members.*

### **Important Information**

The following person is designated to coordinate Section 504 Compliance activities: Mr. Anthony

Scanzuso, Assistant Superintendent for Exceptional Education and Student Services. Telephone: 716-626-8061



### **Title IX compliance Activities**

*Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, gender, sexual orientation, military/veteran status, or disability. The following person is designated to coordinate Title IX compliance activities: Dr. John McKenna, Assistant Superintendent for Human Resources, Telephone: 716-626-8051*

### **Dignity for All Students Act Information Notification of DASA Coordinator 2022-2023**

The Dignity for All Students Act (DASA) was signed into law on September 13, 2010 and takes effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. It covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities. Districts will be responsible for identifying at least one employee at every school to serve as the DASA coordinator. This individual must be thoroughly trained to “handle human relations” in the protected areas. All schools in the District have named two Coordinators. The Coordinators for Maple West are: Mr. Jason Smith and Mrs. Lindsey Kubera. They can be reached at 626-8840 or via email, [jsmith@williamsvillek12.org](mailto:jsmith@williamsvillek12.org) or [lkubera@williamsvillek12.org](mailto:lkubera@williamsvillek12.org). Please contact either one of them should you have any concerns or wish to report an incident at Maple West.