



2023-24

Parent/Guardian Student Handbook

Memorial Park Elementary School
145 East Bacon Street
Waterville, NY 13480
(315) 841-3700
Fax (315) 841-3718

Principal
Karen Hinderling

K-12 Assistant Principal
Lindsay Owens

Director of Special Programs
Kathleen Hansen

Superintendent of Schools
Dr. Jennifer Spring

Board of Education

Daniel Nichols, *President*
Stephen Stanton, *Vice President*
Justin Barth
Ken Boone
Peter Casatelli
Linda Hughes-Kelly
Tim Jones

Dear Students and Parents/Guardians,

Welcome to Memorial Park Elementary School! The teachers, staff and I are looking forward to an ADVENTUROUS school year! Educational success for all students cannot be achieved without an effective partnership with parents/guardians. Your input and involvement is appreciated as we work to accomplish our school goals.

This handbook serves as a guideline for students at Memorial Park Elementary and does not supersede the policy manual set forth by the Board of Education of the Waterville Central School District. I encourage you to review and familiarize yourself with this handbook.

Please complete the Handbook sign-off in PARENT SQUARE, which acknowledges that you have read and fully understand the 2023-24 Memorial Park Elementary School Parent/Guardian Student Handbook by Friday, September 15.

If you have any questions, please feel free to contact your child's teacher and/or the main office at 315-841-3700.

I look forward to a successful year! Waterville Strong!

Sincerely,
Ms. Karen Hinderling
Elementary School Principal



Student Calendar

Sept. 7 First Day Of School

Sept. 28 11:10 a.m. Early Dismissal

Oct. 6 NO SCHOOL - Superintendent's Conference Day

Oct. 9 NO SCHOOL - Columbus Day

Nov. 10 NO SCHOOL - Veterans Day (Observed)

Nov. 21 Oneida County *"Go Home Early"* Drill (2:30 p.m. Dismissal)

Nov. 22-24 NO SCHOOL - Thanksgiving Recess

Dec. 5 ½ Day (Dismissal @ 11:10 a.m.) Parent/Teacher Conferences

Dec. 7 ½ Day (Dismissal @ 11:10 a.m.) Parent/Teacher Conferences

Dec. 22-Jan. 1 NO SCHOOL - Christmas Recess

Jan. 15 NO SCHOOL - Martin Luther King Day

Feb. 1 11:10 am Early Dismissal

Feb. 19-23 NO SCHOOL - Winter Recess

March 15 NO SCHOOL - Superintendent's Conference Day

March 29 NO SCHOOL - Good Friday

April 22-26 NO SCHOOL - Spring Recess

May 16 11:10 a.m. Early Dismissal

May 27 NO SCHOOL - Memorial Day

June 19 NO SCHOOL - Juneteenth

June 22 1:30 p.m. Early Dismissal

June 26 LAST DAY OF SCHOOL Dismissal at 11:10 AM

Please check the District website for the most up-to-date information.



Principal

Ms. Hinderling

K-12 Assistant Principal

Mrs. Owens

MPS Office Staff

Mrs. Blunt

Mrs. Evans

Director of Special Programs

Ms. Hansen

Secretary of Spec Programs

Mrs. Bruno

Kindergarten

Ms. Curtis

Mrs. Lemery

Mrs. Olmstead

First Grade

Mrs. Cognetti

Mrs. Morris

Mrs. Zalewski

Second Grade

Mrs. Meddaugh

Mrs. Pumilia

Mrs. Sturr

Third Grade

Mrs. Denton

Mrs. Ferrucci

Mr. Perrone

Fourth Grade

Mrs. Mayne

Mrs. St. Peter

Ms. Storey

Fifth Grade

Mrs. Kilts

Mr. Lenard

Ms. Steward

Sixth Grade

Mrs. Dahlin

Mr. Jerzak

Mr. Sentz

Academic Support

Mrs. Hildreth

Ms. Lamont

Special Education

Ms. Bogan

Ms. Neidhart

Mrs. Scranton

Ms. Thomas

Ms. Ward

Special Area

Mrs. Carbone, PE

Mrs. Christensen, Art

Mrs. Goux, Instrumental Music

Mr. Greene, PE

Mrs. Hagerty-Powles, Vocal Music

TBD, Spanish

Ms. Stiles, Library

Social Worker

Mrs. Jones

Custodial

Mr. Wright

Ms. Ford

Ms. Finn

Nurse

Mrs. Mathias

Teacher Aides

Mrs. Brouillette

Mrs. Fox

Mrs. Jones

Mrs. Olmstead

Ms. Satterlee

Mrs. Woodhouse

Teaching Assistants

Mrs. Clark

Mrs. Ireland

Ms. J. Nell

Ms. H. O'Brien

Mrs. Roys

Ms. Wilcox

Monitors

Mrs. Gallagher

Ms. Sturdevant

TBD

Cafeteria Manager

Mr. Crandall

Transportation

Mr. Ostrander, Supervisor

Ms. Iles, Office Staff

Universal Pre-K

Mrs. Misiaszek

Mrs. Rauch

Head Start

Ms. Neff

BOCES

Mr. Rubino, School

Psychologist

Mrs. Hull, Speech

Ms. Taylor, Social Worker

Mr. Scalzo, Social Worker

Mrs. Sperl, OT

Mrs. F.Brennan, PT

Ms. Hammond, Speech

BOCES Teaching Staff

Mrs. McLean

Mrs. Roberts

Mrs. Simmons

Mrs. Wright



Communication Chart

Questions about....	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Classroom Teacher	Social Worker	Principal	Superintendent
Attendance	Attendance Clerk	Nurse	Assistant Principal	Principal
Building Use Request	Office Secretary	Principal	Business Official	Superintendent
Behavioral Concerns	Classroom Teacher	Social Worker	Principal	N/A
Classroom Issues	Classroom Teacher	Principal	Superintendent	N/A
Discipline Issues	Classroom Teacher	Principal	Superintendent	N/A
Medical Concerns	Building Nurse	School Based Health Center	N/A	N/A
Social Emotional Conflict	Classroom Teacher	Social Worker	Principal	Superintendent
Special Education Concerns	Special Education Teachers	Director of Special Programs	Principal	Superintendent
Transportation	Transportation Supervisor	Assistant Principal	Business Official	Superintendent
Community Support	School Based Health Center	Connected Community Schools		

Communications

This handbook is a valuable communications tool. Many of our policies, important dates, and vital information pertaining to school can be found here.

Throughout the year, be looking for communications from the principal, faculty, and the district. It is a good idea to check your child's backpack daily. In addition we utilize something called PARENT SQUARE. This is where you will receive the most up-to-date information. We highly recommend that you download the app.

ParentSquare sign in: <https://www.parentsquare.com/signin>

District Communications

The district yearly calendar is mailed out in August. If for any reason you do not receive these mailings contact the Business Office at (315) 841-3915.

Visit watervillecsd.org for the most up-to-date information.



School Day

MPS Instructional day begins at 7:45 a.m. and ends at 2:45 p.m.

Student Drop-Off

Parents/guardians should drop students off between 7:35 and 7:45 am. Students will not be allowed to enter the building prior to 7:35 am. Bus riders will be dismissed from their buses at approximately 7:35 am to enter the building. Breakfast is "Grab and Go" so students should report directly to their classroom after receiving their breakfast.

Any student arriving after 7:50 am will be considered tardy and will need to be signed in at the main office.

Student Pick-Up

Dismissal is a very busy time of the day, especially for the office. If you plan to pick up your child instead of having them ride the bus, a note/email (k6busing@watervillecsd.org) MUST be sent in with your child on that morning. If an emergency arises that requires you to change your child's busing/pickup plans at dismissal, please notify the Main Office by email no later than 2:00 pm. If you email after 2:00 PM, we cannot guarantee that we will be able to honor your request.

Students will be dismissed at 2:45 p.m.

- If you are signing out your student(s), please arrive by 2:35 pm. Your student(s) will be dismissed at either Door 4 or 5 (based on their last name). Door 4 are last names beginning with A through J, and Door 5 are K through Z.
- If your student(s) is leaving before the end of the school day, they must either bring a note or email to k6busing@watervillecsd.org, in the morning stating the time, reason, and the full name of the person who will pick up your student(s).
- Parents/guardians, or designated persons must first come into the Main Office to sign out the student(s) for an early dismissal. Unless there is an emergency or doctor's appointment, children will not be called out of class, as this disturbs the entire class and reduces the opportunity for learning.
- Children without a note or excuse for being dismissed early will be released at their regular time with directions to follow their typical dismissal procedure.
- Once on their bus, the driver must contact the Main Office staff prior to the child(ren) being allowed off the bus with an adult. Please do not try to remove your child(ren) from the bus prior to Main Office notification. Parents and other community members are not permitted to board a bus without permission from the driver or school staff.
- If you meet your child(ren) prior to their entry onto their bus, please complete the sign out procedure. This helps us know the whereabouts of your student(s) and avoids a possible abduction phone call to law enforcement officials.

Absences

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Please remember that learning takes place right up until dismissal, so if it is at all possible, try to avoid taking your student(s) out of school before 2:45 pm.

If your student(s) will be out of school, please call the Main Office at (315) 841-3783 by 8:30 am on each day they are absent or email k6busing@watervillecsd.org

Please provide the following information:

Child's full name

Teacher's name

Reason for absence

If you would like your child's homework gathered for pick-up, please contact your child's teacher via ParentSquare to make this request first thing in the morning.

Calls regarding medical concerns should be directed to the School Nurse at (315) 841-3743. It is important for the School Nurse to be informed of contagious illness. For a list of contagious illnesses, refer to the Health Services Information page.

Students who have been absent must bring a written excuse, email (k6busing@watervillecsd.org), or a response to ParentSquare Attendance from their parent/guardian. Excuses should contain the following:

Child's full name

Teacher's name

Date (s) of absence

Reason for absence

Appointments

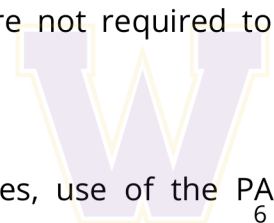
Dental, medical or other appointments should be scheduled after school hours. However, if during school, a note/email must be sent in advance. Your child is responsible to make up for any missed work.

Illegal Absences

If children are out of school on family vacations, when school is in session, it is recorded as an unexcused absence. Under our homework policy, teachers are not required to prepare materials in advance for students who will be on vacation.

ANNOUNCEMENTS

Except for morning announcements, required drills and emergencies, use of the PA system will be minimized during the school day.



Celebrations

If your student would like to celebrate a birthday in school, please contact the teacher ahead of time to make arrangements. In a continued effort to ensure the safety and well-being of all students, store-bought, nut-free food items only. You may also send in items such as pencils, stickers, etc. as a birthday token.

Invitations

Please refrain from sending your student to school with birthday invitations unless there is an invitation for every student in the class. Doing so, makes every student feel included and avoids any hurt feelings. Thank you for your cooperation.

Building Safety and Security

The following procedures were designed to improve security and safety of our children while on school property. Please read them carefully and review them with your student.

Locked Doors

For security reasons, all doors to the school are locked. All visitors must enter through the Main Office front door and sign in at the Main Office.

Cafeteria

General Rules ~ Please review the following information with your student.

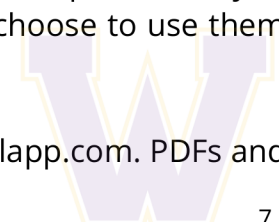
- Be respectful
- Be responsible
- Be safe

Menus are sent home monthly with your child. Help your child be aware of what choices they can make. The monthly menu is also available on the district website.

While complete breakfast and lunch meals are FREE, single items like milk will still be charged to student accounts. Milk this year will be \$0.75. Other a la carte items such as frozen yogurt, baked chips, and whole grain cookies will be available for purchase most days in the school cafeteria. Prices on those items range from \$0.75-\$2.00. There is no charging of a la carte items; meaning students must have a positive account balance, or cash in hand in order to purchase.

Please sign up for an ezschoolpay.com account! This is an excellent way to monitor your childrens' meals and a la carte purchases. These accounts are free to set up and use; you can even set up email reminders for when a balance gets low! If you choose to use them for prepayment, a small fee is incurred with each transaction.

Please be sure to fill out the income collection form available at ezmealapp.com. PDFs and hard copies are also available upon request.



Tips for Packing Lunches and Snacks

- Consider sending one-half sandwich rather than a whole sandwich.
- Consider sending fruit slices rather than a large, whole piece of fruit.
- Stress the importance of eating the most nutritious items first; i.e. foods from the food pyramid: fruit, vegetables, dairy products, grains and meats.
- Keep morning snack light and nutritious; that is, small portions of fruit, crackers, cheese, raw vegetables, etc.
- Remember children have approximately 20 minutes to eat their lunch.
- Please clean out any food, wrappers, etc. from lunch boxes and bookbags daily.

Dress Code

A student's clothing, jewelry, grooming and appearance should be safe, appropriate, and not interfere with the educational process. Students are expected to avoid clothing that presents health or safety problems, or that is considered to be profane, lewd or distracting. The following items may not be worn during the school day: hats, hoods, or headgear. Any student whose choice of clothing is questionable will be referred to an administrator. Parents/Guardians of the student may be called to provide more appropriate clothing. If they cannot be reached, a student may be asked to "cover up" with borrowed clothing.

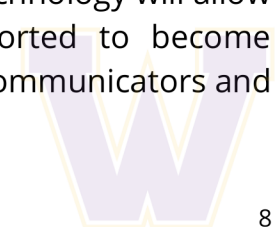
Procedure regarding flip-flops/sliders

Students may wear flip flops/sliders during school, except during Physical Education class and Outside Recess. For safety reasons students will be required to bring a change of shoes/sneakers that are appropriate for PE and outside recess EVERYDAY.

1:1 Chromebook initiative

The goal of the Waterville School District 1:1 Chromebook initiative (one electronic device for each student) is to ensure that District students in grades K - 12 have regular, equitable access to the digital tools and resources that allow them to be successful 21st-century learners. To reach this goal, the District will provide students with digital devices that allow for the expansion of learning opportunities beyond the walls of the District.

As we believe in Future-Ready Knowledge and Skills, providing every student with a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in today's digital world. These connections enhanced by the use of technology will allow students to be prepared for post-secondary success and supported to become intellectually curious and creative critical thinkers who are effective communicators and collaborators.



C-H-R-O-M-E was developed as an easy guide for students to follow and remember, and to underscore key daily-use expectations.

C

Charged chromebook with charger at hand

Chromebooks should be fully charged prior to the school day; the charger should be brought to school each day (and kept in a locker/backpack) and brought home each afternoon.

The chromebook's battery is designed to last the entire school day if fully charged and used appropriately (i.e. for educational purposes). However, to ensure uninterrupted class time, you will need access to your own charger during the school day.

H

Handle with Care

You are expected to handle your chromebook according to the procedures described in the general procedures and carrying and storing. You will risk being charged for damages incurred due to lack of care.

R

Ready to Use

Chromebooks will be charged in classrooms in a cart.

O

One User

The Chromebook is assigned for your use only. You may not allow others to use your Chromebook. Damage that occurs by another user will be your responsibility.

M

Maintain the appearance and integrity of your Chromebook

Chromebooks should not be personalized with stickers, writing or coloring, or anything that changes the appearance or functionality of the device. Missing or broken pieces should be reported to the main office within 24 hours.

E

Expect History Checks

The Chromebook and your Google account are school issued resources. Therefore, they should be used appropriately in accordance with the WCSD Acceptable Use Policy (AUP)



Chromebook Repair Costs

If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:

- Software issues = No cost
- An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of the device.
- Minimum of \$50 for first incident; \$75 for second incident; \$100 for third incident; \$150 for fourth incident and beyond. For example, water spills, missing keys, screen damage, or cracked cases.
- If damage to the device is beyond repair, students may be responsible for the replacement value as stated in WCSD Chromebook User and Procedure Guide Regulation on the WCSD website.

EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School and District administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School and District personnel shall

For the entire WCSD Chromebook User and Procedure Guide Regulation, visit the district website. Student expectations are detailed in the regulation and all students must follow the regulation.



HEALTH

Good health in our children equals academic excellence. Proper nutrition and health practices, such as regular physical exams, exercise, good hygiene, and proper sleep is a step towards success in school and life.

A yearly physical exam for your child or children is recommended. State regulations mandate physical exams for students entering Kindergarten. The Kindergarten physical exam must be completed prior to the start of the school year. Physicals are also mandated for students in grades 1,3,5,7,9 and 11, and for students playing sports. Physical exams can be obtained by the Primary Care Provider or at school by the School Physician or their designated Health Care Provider.

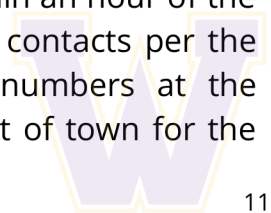
State regulations mandate screening for vision, hearing and scoliosis. Vision screening is mandated in grades Kindergarten, 1,3,5,7,9 and 11. Hearing screening is mandated in Kindergarten, 1,3,5,7,9 and 11. Scoliosis screening is mandated for girls in grades 5 and 7, and boys in grade 9. Minimum requirements for heights and weights are that they should be done with health appraisals. Heights and weights are done yearly at the elementary school. Body mass index is computed if indicated. Referrals are sent to parents/guardians of abnormal results for any screening done. Please follow up with the indicated Health Care Provider regarding the referral and send the completed referral into the Health Office. It is recommended that each child receive an eye examination by an Oculist, since eye conditions can be corrected before the child enters school or during his early school life.

State regulations mandate minimum requirements for immunizations to enter school.

Each child MUST have the minimum required vaccines to enter school which include three doses of DPT [Diphtheria, Pertussis, Tetanus], Polio, HiB, PCV, Hepatitis B series, and two doses of MMR [Measles, Mumps, Rubella] and varicella. Booster immunizations are required at age 5.

Schools will not permit children to attend unless they have a certificate of proof of immunization for the required immunizations.

When a child becomes sick in school, the parent/guardians are contacted with the expectation that arrangements will be made to pick the child up within an hour of the call. A child can only be released to those identified as emergency contacts per the parent/guardians. Please maintain updated emergency contact numbers at the school. Please notify the school your child attends if you will be out of town for the day or longer, and who to contact in the event of an emergency.



HEALTH (continued)

Physical education is mandated by the State. Students are expected to participate in physical education class unless an excuse signed by the Primary Care Provider and/or Specialist is received by the School Nurse.

Consideration is given to any note signed by the parent/guardian asking for permission to have a child excused for an illness or injury. If the excuse is for more than one (1) class then a physician note will be required. All physical education excuses should be turned into the School Nurse.

Medication During The School Day

School Policies regarding the administration of medications are consistent with procedures established by the State Education Law.

The following procedures **MUST** be followed and renewed each year for a student to receive medication [prescription or non-prescribed medications, including cough drops and other "over the counter" drugs] during the school day.

The parent/guardian or legal guardian must submit a signed medication permission slip [available in the Health Office] and a signed prescription from their Primary Care Provider. Each prescription must include: name of student, name of medication, dose, frequency, route of administration, and date prescribed.

The medication must be brought to the school by a responsible adult in the original container labeled with the students name, medication, dose, and current date.

Medication may **NOT** be brought to and from the school. Please supply only what is needed during the hours of school and keep the rest at home.

Students may **NOT** carry medication on themselves with the exception of inhalers used for asthma. Special permission forms are available in the Health Office for the Primary Care Provider and parent/guardian to fill out if a student has permission to carry their inhaler during the school day. This also depends on the child's maturity and understanding of the use of the medication. This must be demonstrated to the Nurse before a child is cleared to carry an inhaler.

Unless all procedures are followed, medication **CANNOT** be administered at school.



COVID GUIDELINES

Please see the District website for the latest updates issued by federal, state, or local agencies including but not limited to the CDC, NYSDOH, the NYS Education Department, and Oneida County Department of Health. We strongly encourage all who are eligible for a COVID-19 vaccination to get one. We will continue to coordinate vaccination clinics this school year. Hand hygiene, and daily cleaning and disinfecting protocols will continue to be practiced to ensure a safe and healthy environment.

HOMEWORK

Homework Requests

If your child has been legally absent for more than one (1) day, please contact your child's teacher via ParentSquare for the missed assignments. Please do this first thing in the morning (by 8 a.m.) so the teacher will have time to prepare the packet for pick-up by the end of school.

Homework Guidelines

The purpose of homework is to extend and reinforce what has been taught in class and to develop a sense of self-discipline, personal responsibility and independent thinking.

At MPS we encourage parent/guardians to:

- Show a positive interest in their child's homework, as well as their school work.
- Cooperate with the teacher to make homework more effective.
- Provide children with a suitable place to complete homework, away from TV, electronic devices, or other distractions.
- Serve as a consultant for your child's assignments, but do not do the assignment for your child.
- See that assignments are completed neatly.
- Encourage, but not pressure, children to complete their homework assignments.

Please feel free to consult your child's teacher whenever there is a question about homework. We want homework to be a help and not a punishment.

INTERRUPTION FREE POLICY

The staff and students at Memorial Park Elementary School value uninterrupted instructional time. The interruption-free school day policy and procedures promote the safety of our students and staff and the security of the building.



INCLEMENT WEATHER PLAN

The Waterville Central School District has established weather-related protocols regarding school closure, delays, early dismissals, remote learning, or the cancellation of after school and evening activities. The district uses several methods to communicate this information with parents and community members. In the event that the district must activate its inclement weather plan, parents and community members will be notified through the following:

- ParentSquare email and text alerts. Parents are automatically connected to ParentSquare (PS). If you are not receiving district communications through PS, please contact Mrs. Blunt at mblunt@watervillecsd.org. This method is only available to district families.
- The district website at www.watervillecsd.org
- Local media stations and websites: WKTV, Spectrum News, WFRG 104.3, WIBX 950 AM, WLZW Oldies 96 District Protocols School Closure If it appears that students cannot be transported safely to school or back home at the end of the day, the Waterville CSD will not open. The district will make every attempt to the greatest extent possible to announce a delay or a school closure by 6 a.m.

Delayed Start: When conditions warrant, the district may utilize a two-hour delay to the start of the school day. When there is a two-hour delay, the bus will arrive 2 hours later than the usual pickup time. On these days, there will be no morning BOCES and breakfast will not be served. When a two-hour delay is called, the district retains the option to close school for the full day.

Early Dismissal: The district will do its best to avoid early dismissals as we realize this is a hardship for parents/caregivers. However, If weather conditions are expected to deteriorate and warrant an early dismissal, the district will notify parents through the listed channels and as early in the day as possible. If an early dismissal is called, UPK students will follow their normal dismissal schedule.

Remote Learning: This will not be the preferred option this school year, unless emergency days have been exhausted. In that case, students would be instructed to bring home their Chromebooks on a daily basis and K-1 would be issued devices. The decision to utilize remote learning days instead of taking back vacation days will be made later in the season if necessary.

Cancellation of Afterschool and/or Evening Activities: When conditions warrant, the district may need to cancel afternoon and/or evening activities. Decisions about after school and evening activities will be made by 1:30 p.m. and be communicated through the listed channels. The Athletic Director will also inform parents of athletes through ParentSquare.

INCLEMENT WEATHER (continued)

Wind Chills and Cold Temperatures: Wind chills and cold temperatures may dip into extreme ranges which can impact student safety. If negative wind chills are predicted, the district may be placed on a cold weather alert and outside recess will be canceled. Persistent wind chills of -25 or greater may delay or close school, consistent with guidance from the New York Statewide School Health Services Center. Additionally, as we approach the colder weather, please make sure that all children, including teenagers, have appropriate outerwear every day. Warm jackets, hats, scarves, boots and an extra pair of gloves will protect them. If your child is in need of any of these items, please contact Connected Community Schools at mirandas@connectedcs.org.

MPS PTA

Memorial Park School Parent/Guardian Teacher Association is a vital part of our school community. Volunteers provide our children with the opportunities for enriching experiences that only parent/guardian volunteers can provide. The PTA supports and provides many activities during the school year. The cost of PTA sponsored events comes completely from funds that are raised through an annual fundraising event. These funds also purchase classroom materials, such as books, music programs, and equipment that otherwise could not be purchased. To learn more, visit the Waterville Central School District website. MPS-PTA strongly encourages each family to become members at the beginning of each school year. The small family membership fee helps to enhance the education of all the children at MPS.

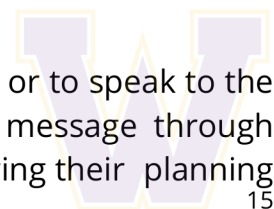
PTA Membership: Visit <https://www.watervillecsd.org/mpspta> for more information

PARENT/GUARDIAN-TEACHER CONFERENCES

The home and school have joint responsibility for a child's development. What happens to them in either place affects their total behavior. In order to help them become a well-balanced student, the home and the school must cooperate in working out suitable programs of activities and experiences. Individual parent/guardian-teacher conferences are one of the most satisfactory means of making this cooperative planning possible.

You will be notified well in advance of conference dates so that you may make the necessary plans to attend (NOTE: the dates are on the District Calendar mailed in August each year and the District Website Calendar.).

If at any time during the school year you wish to attend a conference or to speak to the teacher, please call the Main Office at (315) 841-3700 or send a message through Parent Square. The teacher will usually be able to return your call during their planning time or after school.



POSITIVITY PROJECT (P2)

Waterville Central School implements the Positivity Project PK - 12 grade. This program empowers students to build positive relationships and become their best selves. For more information about the program, visit <https://posproject.org/>

LEGENDS

Legends is our after-school P2 "Student Leadership" service group made up of students in third through sixth grade. In the past they have made hygiene bags for Rise Above The Streets, kangaroo carriers for Australian Wildlife Foundation, decorated the front doors with character strengths/motivational sayings, Kindness Coins, worked with the Brothertown Optimist Club, wrote Letters of Hope notes to nursing homes, and much more.

PARKING

For the safety of all our children, there will be NO PARKING IN THE FRONT PARKING AREA. Visitors should use the side parking lots when visiting school during school hours.

PERSONAL BELONGINGS

Students are expected to bring appropriate school materials (e.g. pens, pencils, paper, or other supplies as outlined by the teacher), sneakers, and homework to school each day and are responsible for them. A supply list for your child can be found on our website.

Students may bring only legal and safe objects to school. Any weapon brought to school will result in disciplinary action. All objects that bear any resemblance to a weapon, or could be misconstrued as a weapon, must be cleared by the principal before being used as an instructional aid in the classroom or as part of a presentation.

Please follow the guidelines below:

- Do not allow your student to bring large sums of money to school.
- Expensive playthings, clothing, or "trendy items" should be left at home, unless they are going to be used in an educational activity.
- Be sure to mark all items such as jackets, lunchboxes, book bags, etc., with your child's full name.
- If your student comes home with something of value that does not belong to them, ask where, and from whom, they obtained it. Contact the parent/guardians of the owner or the school to determine if, indeed, the item should be kept.

During lunch and recess, students are responsible for the safe-keeping of all personal belongings.

Dangerous And Distracting Articles

The following are NOT permitted in school: Guns, knives, water guns, laser pointers, alcohol, tobacco products, vapes, e-cigarettes, toys including stuffed animals, Rollerblades, Heelies, Skateboards, Scooters, Electronic Games, Trading/Game Cards of any kind (ie: Pokemon cards, etc), iPads, Kindles, Nooks, and other items deemed inappropriate by Administration.

If your child has any of the items listed above they will be taken away and a parent/guardian must come to school to pick them up. Under certain circumstances the above items may be permitted by a teacher. Such circumstances will be communicated directly to parents/guardians.

Cell Phones and other electronic devices that receive cell services such as Apple watches

Students are not permitted to carry any device with cell service during the school day. Cell phones and any device with cell service are required to be "off and away" until the end of the day. If your child is found to have a cellphone with them throughout the day, it will be taken away and a parent/guardian will be contacted to come to school to pick it up.

Lost And Found

The lost and found is located in the cafeteria. Any items not claimed at the end of the school year are donated to charity. Contact the bus garage for items left on school buses. Putting your child's name on all items helps in retrieving them when lost.

Pets

No animals are permitted in the school building without the permission of the principal.



GUIDELINES FOR SAFE FUN ON THE PLAYGROUND

1. Respect and obey the adults on duty.
2. Play safely.
3. Be kind to others: Take turns, include everyone, and keep hands and feet to yourself.
4. Take care of the equipment: be responsible for returning balls, jump ropes, etc.
5. Stay in your assigned area: ask permission to go anywhere and always go with a buddy.
6. Keep away from stray animals: no animals are allowed on school property.

Outside Play

Please make sure your children are properly dressed for winter weather. They look forward to this break in their day, and they need the freedom to use their large muscles. We ask your help in outfitting them appropriately for outdoor play throughout the year. Boots and snow pants are required for kindergarten through third grade when there is snow cover on the playground. Check the radio or TV weather forecast to determine how to dress your child for the day's weather. Children will play outdoors except when it is raining or on days when the temperature with the wind chill factor is below 20 degrees.

STUDENT BEHAVIOR

Code of Conduct

Our efforts to model, encourage, and teach respect and dignity for all is at the heart of our educational program. These simple values are part of our culture and are critical to every aspect of our daily instruction.

Be Respectful.

Be Responsible.

Be Safe.

Be Yourself.



Age Appropriate Restatement of Waterville CSD Code of Conduct

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex. You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages. For more information regarding the WCSD Code of Conduct visit the district website.

Harassment, Intimidation, Hazing Or Bullying

The Waterville Central School District Board of Education prohibits harassment, intimidation, hazing or bullying among and between students and/or between staff and students. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, hazing or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be conscious of demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy is established according to provisions set forth by the Dignity for All Students Act (DASA).

The prohibition of harassment/bullying and/or discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or other legally protected status.



Responding to Reports of Possible Harassment or Discrimination

The Waterville CSD provides a procedure for responding to reports of possible harassment/bullying and/or discrimination against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

The District has also designated a Dignity Act Coordinator (DAC) for each school. The Dignity Act Coordinator for MPS is Ms. Karen Hinderling, MPS Principal.

For questions/concerns regarding the Dignity for All Students Act, please contact Ms. Karen Hinderling, MPS Principal/Dignity Act Coordinator via email (khinderling@watervillecsd.org) or phone (315) 841-3782.

TRANSPORTATION

Children may only have one stop for AM pick-up and one PM drop-off address. These must be the same Monday-Friday. If your child is bused to a daycare facility, the daycare facility must be located within the school district boundaries.

Students may not take the bus other than their home route or their pre-assigned child care route. Bus transfers will not be allowed for large groups (i.e.: Boy Scouts, Girl Scouts, 4-H, birthday parties, etc.), going to a friend's house, or more than one child care site. We will not drop students off for appointments.

Any changes made in your child's regular daily bus schedule must be done by receipt of a written note sent with each child the change affects or through an email to k6busing@watervillecsd.org. Please send these notes/emails with your child(ren) first thing in the morning. The note is to first be given to the teacher and then forward to the MPS office. This will help ensure correct and safe transportation. We cannot accept changes after 2 PM. This note must contain the following information:

DATE THE CHANGE IS FOR

STUDENT'S FULL NAME

TEACHER'S NAME

BUS # THE STUDENT IS COMING OFF

NAME and PHONE # OF WHO WILL BE PICKING UP YOUR CHILD

PARENT/GUARDIAN SIGNATURE

We will not accept a change in transportation over the phone.



TRANSPORTATION (continued)

If daycare needs change throughout the school year, applications must be re-filed with the MPS Main Office to ensure that we are able to maintain accurate data. We will need five (5) working days to implement the daycare arrangements. These request forms are available at the MPS Main Office.

Daycare transportation is complex to arrange, and requires that schedules be shared with drivers and teachers notifying them of what days students will or will not be riding the bus. Therefore, please note that it is your responsibility to inform your school of daycare arrangements. Your cooperation in the timely return of this form will help to ensure the proper transportation of your child or children to/from their daycare provider.

MPS and the Transportation Department work together to provide your child with the utmost safety to and from school. If you have any questions/ concerns regarding these procedures, please contact the Transportation Department at (315) 841-3787 or visit www.watervillecsd.org and choose menu item Transportation.

Bus Safety

The Waterville Central School District has a bus safety program. This consists of safety training for all MPS classes covering such topics as the "danger zone", safe crossing, winter behavior, spring behavior and emergency evacuation. The program is presented by bus drivers and uses discussion, demonstration and role-playing as instructional tools.

Biking/Scooters

If your child rides their bike/scooter to school, just a reminder that the New York State Law requires riders and passengers under the age of 14 to wear approved safety helmets. Reinforce with your child that riding in the parking lot or on the sidewalk, is not permitted. For more information regarding Bicycle Safety and Guidelines please visit: https://www.dot.ny.gov/display/programs/bicycle/safety_laws/safety-tips

VISITORS

When arriving at school, you must park in the side parking lot and enter through the Main Entrance. All visitors are required to sign in at the Main Office, accurately note where they are going, and obtain a Visitor's pass before proceeding to other parts of the building. In the event of an emergency, it is essential that the Main Office know the whereabouts of all visitors in the building. (NOTE: Signing in as a visitor is not necessary when picking up a child at dismissal or leaving the building immediately.) Sign-out on the Visitor's Log at the Main Office window when leaving the building.

FAMILY RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementation regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

To Parents/Guardian(s), Eligible Students:

This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) Pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or current behavior patterns.

A parent of a child under 18 years of age, or a student 18 years of age or older, shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received. Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without written consent of such parents or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts.