

E - Embracing Change
C - Celebrating Success
S - Surpassing Expectations

Ellicottville Central School District
Elementary School

Parent-Student Handbook
2010-2011



Welcome to School!

Ellicottville Central School District
5873 Route 219 South
Ellicottville, New York 14731-9719
Phone: 712-699-2318 Fax: 712-699-5635

Ellicottville Central School
Student Code of Conduct and Discipline Code
(Including “Bill of Student Rights and Responsibilities”)

It is the Board’s belief that each student should be treated as a person who can reasonably be expected to be responsible for their own behavior. The school administration will assist each student in this program of personal respect for the rights and property of others and consistently apply the code in the classrooms and throughout the school.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial.

Teachers will first use all their resources to create a change of behavior in the classroom.

When the teacher has made every effort to bring about positive behavioral changes, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.

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

The District recognizes the need to clearly define the long-standing set of expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct and to ensure that discipline, when necessary, is administered promptly and consistently.

Bill of Student Rights and Responsibilities

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline, observing and adhering to legitimate rules and regulations.

Responsibility is inherent in the exercise of every right and it must be emphasized that **lack of responsibility means a weakening of rights.**

Students Rights and Responsibilities

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Students Responsibilities

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school. Be on time to class and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React positively to direction given by teacher, administrators, and personnel.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Abide by school’s dress code.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

Essential Partners

- A. Parents** – All parents are expected to:
1. Recognize that the education of their child(ren) is a joint responsibility of the parent and the school community.
 2. Send their children to school ready to participate and learn.
 3. Ensure their children attend school regularly and on time.
 4. Insist their children be dressed and groomed in a manner consistent with student dress code.
 5. Be familiar with school rules and help their children to understand them.
 6. Convey to their children a supportive attitude toward education and the district.
 7. Build good relationships with teachers, other parents and their children's friends.
 8. Help their children deal effectively with peer pressure.
 9. Inform school officials of changes in the home situation that may affect student conduct or performance.
 10. Provide a place for study and ensure homework assignments are completed to the best of the student's ability.
- B. Teachers** – All teachers serving the district are expected to:
1. Maintain a climate of mutual respect and learning.
 2. Be prepared to teach.
 3. Demonstrate interest in teaching and concern for student achievement.
 4. Be familiar with procedures and enforce them in a fair, consistent manner.
 5. Communicate with students, parents, and other teachers concerning growth and achievement.
- C. Guidance Counselors**
1. Are student advocates.
 2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
 3. Facilitate student/teacher/counselor conferences as needed.
 4. Review with students their educational progress and career plans.
 5. Provide information to assist students with their career/college planning.
 6. Encourage students to benefit from the curriculum and extracurricular program.
- D. Principals**
1. Promote a safe and orderly school environment conducive to teaching and learning.
 2. Ensure that students and staff have opportunity to communicate regularly with the principal.
 3. Evaluate all instructional programs.
 4. Enforce the code of conduct.
- E. Superintendent**
1. Promote a safe and orderly school environment conducive to teaching and learning.
 2. Review school policies with staff.
 3. Review the code of conduct annually with the Board of Education.
 4. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved.
- F. Board of Education**
1. Lead by example by conducting board meetings in a professional, respectful, and courteous manner.
 2. Review annually the district's code of conduct.

All Employees of Ellicottville Central School are responsible for school discipline.

Board of Education Expectations

The Board of Education expects all students and visitors to conduct themselves in an appropriate and civil manner, with proper regard of the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and the students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board of Education affirms the expectation for appropriate student conduct while on school property or engaged in a school function. The Student Behavior Code is designed to ensure a safe and orderly environment for all students. Violations of the code of conduct may result in disciplinary action.

- A. Classroom management issues, whenever possible, should be handled by the classroom teacher.
- B. When a student is referred to the principal, the teacher must indicate the steps he/she has taken to resolve the problem prior to referral. **Disciplinary action may include, but is not limited to:**
 - 1. Verbal Warning
 - 2. Written Warning
 - 3. Written notification to parents or guardians
 - 4. Probation
 - 5. Reprimand
 - 6. Detention
 - 7. Suspension from transportation
 - 8. Suspension from participation in athletic events
 - 9. Suspension from social or extracurricular activities
 - 10. Suspension from other privileges
 - 11. Exclusion from a particular class
 - 12. In-school suspension
 - 13. Suspension not in excess of five days
 - 14. Suspension in excess of five days (Determined via a Superintendent's Hearing)
 - 15. Full financial restitution of damages to school property
 - 16. Written notification to law enforcement

Please Note: Anytime a student is suspended (either In-School or Out-of-School) he/she is ineligible to participate and/or attend any extra-curricular/athletic activities starting at 3:00 p.m. of the day that he/she is informed of the suspension and continuing through to the start of school on the day he/she may return to school. This may include weekends as follows:

- If the student is notified of the suspension on a Friday
- The student is actually suspended on a Friday
- The suspension starts before and ends after the weekend

A discipline matrix will be revised annually by school administration and printed in student agendas/handbooks for reference purposes.

Elementary Progressive Disciplinary Matrix

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior.

The following student behaviors and consequences are subject to variable circumstance. Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions. In due process, the students have a right to appeal.

Offense/Violation	1 st Disciplinary Action	2 nd Disciplinary Action	3 rd Disciplinary Action
DISORDERLY CONDUCT			
Running in hallways	* Warning	* Principal Conference	* Parent Notification * Parent Conference
Making unreasonable noise	* Warning	* Warning	* Parent Conference
Using language or gestures that are vulgar or lewd	* Warning * Parent Notification	* Parent Notification	* 1 day detention
Engaging in any willful act that disrupts school ex. food fight	* Warning * Parent Notification	* Parent Conference	* 1-5 days OSS
Trespassing	* Warning * Parent Notification	* Parent Notification * Parent Conference	* Police Action
Violation of student technology acceptable use guidelines	* Detention * Strict supervised computer use * Loss of activities/privileges * In-school/Out-of-school suspension * PINS Referral * Superintendent's Hearing	* Detention * Strict supervised computer use * Loss of activities/privileges * In-school/Out-of-school suspension * PINS Referral * Superintendent's Hearing	* Detention * Strict supervised computer use * Loss of activities/privileges * In-school/Out-of-school suspension * PINS Referral * Superintendent's Hearing
Inappropriate clothing	* Warning * Change clothing or turn Inside out/cover up	* Parent Notification	* See administrative insubordination * Parent Conference
Throwing food	* Warning	* Parent Notification	* Loss of cafeteria privileges for 1 week
Horseplay (physical, non-threatening, inappropriate behavior)	* Warning	* Parent Notification	* Parent Conference

Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
DISRUPTIVE MISCONDUCT			
Tardy to class *A fresh start will be given to students at the start of the 3 rd marking period	*Warning	*Warning	*Parent Notification
Truant	*Parent Notification	*Principal Conference	*Continued Excessive Truency-CPS Notification
Skipping class	*Warning	*Parent Conference	* PINS Referral
Leaving a class without permission	*Warning	*Parent Conference	* PINS Referral
Misbehavior for a substitute teacher	*Warning	*Principal Conference *Loss of privileges	*Parent Conference
Intentionally damaging or destroying school property	*1-3 day OSS *Parent Notification *Restitution	*1-5 days OSS *Parent Notification *Restitution	* PINS Referral
INSUBORDINATE MISCONDUCT			
Failure to comply with reasonable direction	*Principal Conference *Parent Notification	*Detention *Loss of privileges	*Detention *ISS
Failing to comply with an Administrative directive	*Principal Conference	*Detention *Loss of privileges	*1-5 days OSS
VIOLENT MISCONDUCT			
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity	*OSS 5 days *Superintendent's Hearing *Police Action	*OSS 5 days *Superintendent's Hearing *Police Action	*OSS 5 days *Superintendent's Hearing *Police Action
Committing an act of violence upon another student or other person lawfully on school property	*OSS 5 days *Principal Conference	*OSS 5 days *Police Action * PINS Referral	
Possessing a weapon	*Administrative Determination of intent prior to disciplinary action *Police Action *OSS 5 days *Superintendent's Hearing		

Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Threatening to use any weapon	*Parent Conference *CPS		
SAFETY/HEALTH/ WELFARE MISCONDUCT			
Lying to school personnel	*Warning	*Principal Conference *Parent Conference	*Parent Conference
Stealing property	*Restitution *Parent Notification *Principal Conference	*Restitution *Parent Conference	*Police Action, if warranted *Restitution *Parent Conference *Detention
Defamation which includes making false statements or derogatory representations about an individual or group	*Warning *Parent Notification	*Parent Conference *Parent Notification	*Parent Conference
Discrimination by race, color, creed, national origin, religion, gender, sexual orientation or disability	*Parent Conference *Warning	*Parent Conference *1-3 days detention	*1-5 days OSS
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	*Warning *Parent Notification	*Parent Conference *Principal Conference *1-3 days detention	*1-5 days OSS
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	*Warning *Parent Notification	*Parent Conference *Principal Conference *1-3 days detention	*1-5 days OSS
Hazing, including any intentional or reckless act against another	*Warning *Parent Notification	*Parent Conference *1-3 days detention	*1-5 days OSS
Selling, using or possessing obscene material	*Warning *Principal Conference *Parent Notification	*1-3 days detention	*1-5 days OSS

Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials or related paraphernalia (ex. matches, lighters, rolling papers.)	*Detention *Parent Conference	*Parent Conference *1-3 days detention	*1-5 days OSS
Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence or being suspected of being under the influence	*Parent Notification *1-3 days OSS	*Parent Notification *1-5 days OSS *CPS Notification	*Superintendent's Hearing
Inappropriately using or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance	*Detention *Parent Notification	*1-3 days detention *Parent Notification *CPS Notification	*CPS Notification *Superintendent's Hearing
Gambling	*Parent Conference	*Parent Conference	*1-5 days OSS
Indecent Exposure, exposure to the sight of private parts of the body in a lewd or indecent manner	*Parent Notification *Warning	*Parent Notification	* ISS
Initiating a report warning of fire or other catastrophic even without valid cause. Misuse of 911 or discharging a fire extinguisher	*3-5 days OSS *Police Action *Superintendent's Hearing		
P.D.A. – inappropriate physical display of affection	*Warning	*Parent Conference	*Parent Conference *Detention
Sexual misconduct	*Warning *Parent Notification	*Principal Conference *Parent Notification	*CPS Notification

Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
TRANSPORTATION MISCONDUCT			
Engaging in misconduct while on a school bus or at a bus stop	*Warning *Parent Conference	*Warning *Principal Conference *ISS	*Suspension of bus privileges
ACADEMIC MISCONDUCT			
Plagiarism/copying/cheating	*At discretion of Elementary Principal	*At discretion of Elementary Principal	*At discretion of Elementary Principal
Altering records	*At discretion of Elementary Principal	*At discretion of Elementary Principal	*At discretion of Elementary Principal
Assisting another student in any of the above	*At discretion of Elementary Principal	*At discretion of Elementary Principal	*At discretion of Elementary Principal

Student Rights – As a student I have a right.....

I have a right to be happy and to be treated with compassion at our school.

This means that no one will deliberately hurt my feelings or laugh at me. I will treat others well.

I have a right to be myself at our school.

This means that no one will treat me unfairly because I am black or white, heavy or thin, tall or short, boy or girl.

I have a right to be safe at our school.

This means that no one will hit me, kick me, push me or hurt me in any way.

I have a right to hear and be heard at our school.

This means no one will scream, shout, make noises or talk when I am talking.

I have a right to learn.

This means that no one will disrupt class by actions such as talking out or noisemaking.

I have a right to a pleasant environment at our school.

This mean that no one will destroy school property, leave papers, gum, food or other garbage on tables, chairs or the floor-nor will anyone disturb my belongings.

I have a right to work at our school.

This means that no one will damage, destroy or take my books or any other learning materials.

I have a right to a drug-and alcohol-free school.

This means that neither I nor my schoolmates will bring, use or distribute any drugs or alcohol in this school.

I have a right to a free public education. It is my choice how I cherish that right.

Bus Safety and Transportation

Please send a written note to school to inform the office of any transportation changes due to the following:

- ✓ Your child needs to take another bus OR needs to get off at a different stop.
- ✓ Your child is excused from school early.
- ✓ Your child will be picked up at dismissal time instead of riding a bus.

(Bus changes or “bus passes” should be limited to child care arrangements. We cannot give bus passes for social events or birthday parties.)

Bus Safety Rules and Regulations

1. Be on time for pickups and drop offs!
2. Do not enter or leave the bus while it is in motion.
3. Always pass in front of the bus and never behind.
4. Occupy the seat assigned by the bus driver.
5. Remain seated until the bus has reached your destination.
6. Head or arms must not be extended from the bus windows.
7. Students will not throw any objects from the bus.
8. Large objects may not be carried on the bus due to DOT regulations.
9. The bus driver is to be obeyed at all times. Riding the bus is a privilege and drivers have been instructed to report students who do not obey the rules.
10. Drinking, eating, cursing, swearing or loud talking is prohibited.
11. Driving in the inner bus loop is prohibited during the hours of 7:45 to 8:05 a.m. and 2:45 to 3:05 p.m. A drop off zone is designated for everyone’s convenience.

Character Education Statues

Starting with an initiative to incorporate the teaching and learning of character traits in our elementary School, Mr. Dave Poulin, a world-renowned bronze sculpture artist from nearby Jamestown, NY worked with our elementary-aged students and staff as an “Artist in Residence” from 2003-2008. Each year, Artist Dave would facilitate an integrated, project-based learning opportunity through the selection of a character trait with the assistance of the fourth grade students and teachers. Every fourth-grader, through the writing process, would develop an essay depicting an “artistic scene” that reflected the essential qualities of the selected character trait. The winning essay was then turned into a bronze sculpture through the help of every elementary student. Mr. Poulin would spend two weeks tailoring appropriate grade level lessons that showed the importance of creativity, imagination, and problem solving skills. The essays from the following students were selected and are now proudly displayed on our school campus.

- ❖ Bethany Loveless- Compassion
- ❖ Amy Westfall – Responsibility
- ❖ Larry Tabak – Citizenship
- ❖ Patrick Snyder – Perseverance
- ❖ Monica Rubeck – Fairness
- ❖ Jordan Stoehr – Respect
- ❖ Hannah Doro – Trustworthiness

Emergency School Closing

In case of severe weather conditions it may be necessary to close or delay the opening of school. On such days, the closing will be broadcast over the following radio and TV stations:

FM	AM
WPIG Olean 95.7	WHDL Olean 1450
WMJC Buffalo 102.5	WGR Buffalo 550
WQRT Salamanca 98.3	
WGR Buffalo 96.1	TV
WBUF Buffalo 92.9	Channels 2, 4, 7

“Global Connect” Computerized Phone System

ECS also utilizes a computerized phone calling system.

All ECS families will receive a phone call from the computer generated calling system in the event of a closing or delay.

Personnel Directory – Telephone and E-mail

Ellicottville Elementary School

Office – 699-2318

Fax – 699-5635

E-mail address for all staff members:

First initial last name@eville.wnyric.org (ex: cpoulin@eville.wnyric.org)

<u>Name</u>	<u>Grade/Position</u>	<u>Extension</u>
Mrs. Connie Poulin	Principal	601
Ms. Cathy Adams	Secretary	600
Mrs. Lisa Schwartz	PreK	222
Mrs. Colleen Bower	Transitional K	162
Mrs. Debra Simpson	Kindergarten	161
Mr. Nick Smith	Kindergarten	160
Ms. Teri Gemza	1 st	163
Mr. Scott Wilson	1 st	165
Mr. Jerry Hintz	2 nd	167
Mrs. Tammy Peters	2 nd	171
Mrs. Marion Polasik	2 nd	164
Mr. James Przybyla	2 nd	168
Mrs. April Donoghue	3 rd	169
Mrs. Kim Woodarek	3 rd	166
Mr. Bill Delity	4 th	225
Mrs. Sandy Tomblin	4 th	226
Mrs. Gay Fitzpatrick	5 th	170
Mrs. Katie Moore	5 th	223
Mrs. Shannon Palmatier	6 th	146
Mrs. Lynette Sexton	6 th	136
Ms. Ann Zerfas	Reading & Math	155
Mrs. Sandy Reed	Reading & Math	156
Ms. Diana Olson	Reading	152
Mrs. Therese Pierce	Special Education	157
Mrs. Robin Robinson	Speech Therapist	224
Mrs. Lillian Lechner	Art	172
Ms. Deb McGowan	Art	172
Mrs. Kelly McMahan	Special Education	154
Mrs. Pam Illig	Librarian	143
Mrs. Kathy Weller	Music	147
Mrs. Pat Waldron	Music	173
Mr. Chris Mendell	Physical Education	151
Mrs. Shawne Hunt	Computer Technology	230
<u>Staff</u>	<u>Position</u>	<u>Extension</u>
Mrs. Diana Golley	School Nurse	604
Mr. Mark Duerr	Building & Grounds Supervisor	404
Mrs. Vicky Williams	Cafeteria Manager	403
Mrs. Jennifer Hasper	Teacher & Nurse Aide	141
Mrs. Carolyn Kooser	Teacher Aide	224
Mrs. MaryJo Stark	Library & Teacher Aide	143
Ms. Karen Morton	Teacher Aide	222
Mr. Dave Pelton	Transportation Supervisor	405

ECS Elementary 2010-2011 Calendar

Please mark your calendar

September	2	First day of classes for students
	6	No School – Labor Day
	16	Open House
	28	Picture Day
October	11	No School – Columbus Day
	12	No school for students-staff development day
November	8	End of 1 st marking period
	10	Noon Dismissal – Parent/Teacher Conferences
	11	No School – Veteran’s Day
	15	Report Cards go home
	23	Noon Dismissal – Parent/Teacher Conferences
	24-26	No School – Thanksgiving Break
December	23	No School until January 3 rd Winter Break
January	17	No School – Martin Luther King Day
	26	End of 2 nd marking period
	28	No School for students – staff development day
February	4	Report Cards go home
	21	No School – Presidents Day
	22	No School for students - staff development day
March	18	Noon Dismissal (K-5) – Parent/Teacher Conferences
April	4-15	No School – Spring Break
	18	End of 3 rd marking period
	22	No School
	27	Report Cards go home
May	30	No School – Memorial Day
June	23	Last Day for Students

The New York State Education Department testing schedule for this school year.

Grades 3, 4, 5, 6, 7, 8 - ELA – May 4, 5, 6

Grades 3, 4, 5, 6, 7, 8 Math – May 11, 12, 13

Grade 4 & 8 Science – May 31, June 1, 2, 6

Student attendance on these test dates is very important. It is also very important that students are well rested and prepared to do their best work. Thank you for your attention to this information.

Daily Student Schedule

7:45 a.m. to 8:00 a.m. Mrs. Jennifer Hasper, one of our caring teacher aides, is available to supervise children in the lobby.

7:45 a.m. to 8:09 a.m. Breakfast is served. Mrs. Kooser and Mrs. Fuller, another pair of our caring teacher aides helps in the cafeteria.

8:15 a.m. Instruction begins and attendance is taken. A student is marked “tardy” for attendance purposes if he/she arrives in the classroom after 8:15 a.m. Only school personnel or visitors authorized by the office may remain in classrooms.

Lunch Schedule

10:50 – 11:20	Delity	11:20 – 11:50	Peters	11:50 – 12:20	Bower
10:55 – 11:25	Tomblin	11:25 – 11:55	Polasik	11:55 – 12:25	Simpson
11:05 – 11:35	Wilson	11:30 – 12:00	Przybyla	12:00 – 6 th Period	Sexton
11:00 – 11:30	Gemza	11:35 – 12:05	Hintz	12-05 – 6 th Period	Palmatier
11:10 – 11:40	Woodarek	11:40 – 12:10	Fitzpatrick	12:10 – 12:40	Smith
11:15 – 11:45	Donoghue	11:45 – 12:15	Moore		

2:45 p.m. Pre-Kindergarten students begin boarding busses followed by each grade in ascending order. Dismissal of students from the elementary school takes place from 2:45 to 3:00 p.m.

Attendance, Punctuality

- ✓ Regular attendance is very important to your child’s academic progress, but keeping an ill child home is also important for the wellness of classmates.
- ✓ In the event that your child misses a day of school, please write an excuse stating the reason for the absence. He/she will give the excuse to his/her teacher.

Example excuse:

Date
Please excuse (child’s first and last names) on (date) due to (briefly explain reason for absence)
Parent’s/Guardian’s Signature

- ✓ In cases of prolonged illness or excessive absenteeism, the principal may request a medical report from the child’s pediatrician.
- ✓ Any student arriving to school after 8:15 a.m. must report to the office before going to his/her classroom.
- ✓ If your child is going to be absent or excessively late, please call the office at 699-2318 prior to 9:00 a.m.

Please don’t bring a dog onto the school property

Dogs are wonderful family pets. As much as we love our furry friends, do not bring dogs to school for drop-off or pick up time. Dogs may be “man’s best friend”, but we never know how dogs might react with children. We would all feel terrible if something unpredictable happened and a child was hurt. Thanks for your understanding!

Bicycles, Skateboards, Heelys, Cell Phones, etc.

- ✓ Due to a lack of storage space as well as safety concerns, students are not permitted to bring roller blades, skateboards, scooters or anything that would have to be stored in the school.
- ✓ Hats cannot be worn in the school during the school day. Heely wheels cannot be used on school property.
- ✓ Cell phones must be turned off during regular school hours. Elementary students are encouraged to drop off cell phones in the office in the morning if they bring one to school.
- ✓ Due to serious safety concern, elementary aged children should not ride their bicycle to school. It is always a good idea though to remind everyone that it is NY State law that all children under the age of 14 wear helmets.

Cafeteria Information

- ✓ Deposits – cash or checks—may be made in any amount to the student’s personal lunch account at the cafeteria. Checks should be made payable to “ECS School Lunch Fund.”
- ✓ Students will then debit purchases from their accounts.
- ✓ Students will still have the option of cash payment on a per-diem basis, but advance payment speeds up the transaction and allows lines to move more quickly.
Free and reduced meal application:
- ✓ Return completed free breakfast and lunch applications to the office. In the event of more than one pupil in school per family, only one form need be submitted. Parents are responsible for paying for their child’s meals until the completed application is returned to the office.
- ✓ Every Friday a notice will be sent home to inform parents of any money owed to the cafeteria.
- ✓ Breakfast Prices – Grades K-4 = \$.70 and Grades 5-12 = \$.85
- ✓ Lunch Prices – Grades K-4 - \$1.15 and Grades 5-12 = \$1.40

Change of Address and/or Telephone Number

Please notify the office if you change your address or telephone number. This is particularly important in case of an emergency when parents need to be reached.

Computers/Technology

Dear Parent/Guardian

Your child has the opportunity at Ellicottville Central School District to use technology. Technology consists of computers, the Internet, software, and parts that provide access to online resources, including libraries, government agencies, public information resources as well as links to millions of people around the world. Using technology enhances the learning process and helps each child become more productive and creative. Technology is a necessity in today’s world where almost every job requires the worker to know how to use a computer.

The Children’s Internet Protection Act requires that the district receive filtered Internet access. This is provided through the Regional Information Center at Erie 1 BOCES. Every reasonable effort will be made to monitor the unauthorized exploration of undesirable materials, keeping in mind that nothing is 100% foolproof. Supervision and education regarding acceptable appropriate use of the Internet will continue to be our primary approach.

If you have any questions about the Internet and your child’s access to it, please call or visit school and speak to either Mrs. Poulin or me about your technology concern.

Sincerely,
Shawne Hunt, Technology Coordinator

Ellicottville Central School
Acceptable Use Policy for DCS (District Computer System)
K through 2nd Grades

Using the computer is a BIG responsibility. Let's all agree to use our computers the right way! Here are some things we need to remember so that we will be great computer users. Remember, you can only use our computers if you remember this list:

- ❖ Use gentle hands when you use the computer.
- ❖ Ask for help when you don't know what to do.
- ❖ Share the computer with your classmates and be helpful if someone needs your help.

When you use the computer to go on the Internet:

- ❖ Tell your parents about the neat things you do on the Internet.
- ❖ Make sure to stay on the Web pages your teacher shows you.
- ❖ Tell your teacher if you see something you don't like on the Internet.

Your Teacher knows how to keep you safe on the Internet, so it's important for you to follow directions. Please understand that there are some things on the Internet that are not meant for children. If you find anything on the Internet that makes you feel uncomfortable, know that it is important to share that with your teacher right away.

Ellicottville Central School
Acceptable Use Policy for DCS (District Computer System)
3rd through 5th Grades

The Internet is a special tool that can help you learn, communicate, and solve problems. Before you can use the Internet at school, there are things that you need to remember to help keep you safe and to make your time on the Internet fun, interesting, and educational. When you use the Internet you need to

- ❖ Act as a representative of your school, showing everyone that you can act responsibly.
- ❖ Tell your teacher or another adult when you see or your group sees something that is inappropriate or makes you feel uncomfortable.
- ❖ Follow all of the instructions your teacher gives and stay only in areas he/she suggests to you.
- ❖ Actively use the information you find on the Internet in your learning (projects, reports, discussions).
- ❖ Use the Internet as a learning tool to help you discover your world. You should know WHY you're using the Internet for a certain task.
- ❖ Share the activities you do on the Internet at home. It's important to let Mom and Dad know what you're doing on the Internet and why you're there.
- ❖ Be aware that there are consequences for choosing not to follow the Internet and Computer rules.

Your Teacher knows how to keep you safe on the Internet, so it's important for you to follow directions. Please understand that there are some things on the Internet that are not meant for children. If you find anything on the Internet that makes you feel uncomfortable, know that it is important to share that with your teacher right away.