



F.P. Donnelly



Elementary

2024-2025

Name _____



Student Handbook

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Susquehanna Valley Blueprint for Excellence

Successful organizations clearly define their purpose, what they need to become to fulfill their purpose and how they operate or behave. These are commonly known as their mission, their vision, and their core values.

Through the Blueprint Planning Process, the school community defined why we exist, what happens in the organization when we are working towards the mission and what behaviors should be evident from individuals and the organization as a whole.

Mission:

Educate, prepare and empower

Vision Statement:

We strive to be leaders in providing high quality experiences, fostering personal growth, and developing positive relationships that make Susquehanna Valley a great place to live and learn.

Core Values:

We believe that we can achieve our vision and accomplish our mission if in all of our work we:

- Focus on meeting the needs of each and every student to foster growth
- Model inclusivity and promote dignity for all students
- Act with openness, integrity and commit to being collaborative
- Foster perseverance and develop a strong work ethic in our students to encourage a passion for lifelong learning.





2024-2025 SCHOOL CALENDAR

Approved by the Board of Education 2/21/24

SCHOOL DAYS	
180	Students
4	Conference
2	Rating Days
186	Total

SEPTEMBER 2024 (18) + 2						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024 (22)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024 (17)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025 (20) + 1						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025 (16)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025 (19)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Priority of Make-up Days
February 14
May 23
April 25

School not in session:
Labor Day – 9/2/24
Columbus Day – 10/14/24
Veterans Day – 11/11/24
Thanksgiving Break – 11/27–11/29/24
Winter Recess – 12/23/24 – 1/3/25
Martin Luther King, Jr. Day– 1/20/25
Asian Lunar New Year – 1/29/25
President's Day – 2/14 – 2/17/25
Spring Recess – 4/18 – 4/25/25
Memorial Day – 5/23 – 5/26/25
Juneteenth – 6/19/25

LEGEND	
	Conference Days 9/3, 9/4, 10/11, 3/14
	Schools Closed
	Regents Exams
	Early Release Day 10/10 & 6/16 11:30 MS/HS, 12:30 Elem.
	Parent Conferences Elementary ½ Days – 12/6, 12/13
	Two Hour Delays (Teacher Professional Development) 11/12, 1/30, 4/7
	June 26 & 27 Regent Rating Day

Important Information



School Address: 1168 Conklin Road
Conklin, NY 13748

Phone Number: 607-775-0176

9:05 a.m. – 3:20 p.m.
(No arrival prior to 8:55. The late bell is at 9:05.)

School Holidays: October 14 - Columbus Day
November 11 - Veteran's Day
November 27-29 - Thanksgiving Break
December 23 - January 3 - Winter Recess
January 20 - Dr. Martin Luther King, Jr. Day
January 29 - Asian Lunar New Year
February 14-17 - President's Day weekend
March 14 - School Closed
April 18-25 - Spring Recess
May 23-26 - Memorial Day
June 19 – Juneteenth

Two Hour Delays: November 12, January 30, April 7

Early Dismissals: October 10 and June 16 (12:30 Dismissal)

Parent Conferences: December 6 and December 13
(12:30 Dismissal)

**Superintendent's
Conference Days:** September 3, 4
October 11
March 14

Donnelly Staff



Principal:	Dr. Jill Rich
PreKindergarten:	Mrs. Nicole Malinovsky, Mrs. Amy Thompson
Kindergarten:	Mrs. Heather Benning, Mrs. Marjorie DePersis
First Grade:	Mrs. Molly Goosman, Mrs. Sharon Wahl
Second Grade:	Mrs. Alexia Miller, Mrs. Laura Pilotti
Third Grade:	Mrs. Bobbi Jo Hatton, Mrs. Colleen Selby
Fourth Grade:	Mr. Matthew Steflik, Mrs. Monique Wilson
Fifth Grade:	Mr. Jodie Bell, Mr. James Guth
Academic Interventionists:	Mr. Steve Haskell, Mrs. Shannon Hogan, Mr. Michael Vavra
Special Content Areas:	Art: Mrs. Christine Sumner, Mrs. Bridget Ray Music: Mrs. Wendy Stafford, Mr. Robert Johnson Physical Education: Mr. Evan Ligeikis, Mrs. Courtney Kerrick
Special Education:	Mrs. Brooke Allen, Mrs. Melissa Decker, Ms. Megan Howland
Speech Therapist:	Mrs. Kaitlin Buckley
Library Clerk:	Mrs. Tammy Dennison
School Nurse:	Mrs. Rebecca Flanders

School Resource Officer (SRO):	Officer Tony Wood
Psychologist:	TBD
Social Worker:	Mrs. Stacey Stilloe
Occupational Therapist:	Mr. Chris Gnad
Physical Therapist:	Ms. Beth Parks
Office Staff:	Ms. Shelly Callan, Secretary Mrs. Danielle Barnett, Receptionist
Support Staff:	Ms. Kelli Bunker, Mrs. Melinda Cooper, Mrs. Kate Desimone, Mrs. Milissa Long, Mr. Jamey Parslow, Mrs. Rachel Stanton, Mrs. Betty Woodruff
Head Custodian:	Mrs. Brenda Brown
Night Foreman:	Mr. Gus Ingrasciotta
Custodial Staff:	Mr. Tim Marks, Mr. Glenn Tyler
Cafeteria Staff:	Mrs. Adrienne Weaver, Mrs. Amy Chen, Mr. Dustin Bailey, Mrs. Joanne Huntley

P.T.A. OFFICERS

2024 - 2025

The Parent Teacher Association is a school-based organization with a mission to make the school a better place for children to learn. Parents of students and teachers work together to support the school's efforts and provide our students with additional activities in, and after, school.

President: Heather Benning - hbenning@svsabers.org

Vice-President: Meagan Parslow - meg012786@yahoo.com

Secretary: Jessica Freda - _jessicaleigh534@gmail.com

Treasurer: Ashley Salisbury - ashleysalisbury86@icloud.com

First meeting of the 2024-2025 school year will be
September 12th at 4:00 p.m. via Zoom.

All meetings will be held the first Thursday
of each month unless otherwise announced.



New York State
PTA
everychild, one voice.

Why PTA?

What we have done

- PTA advocacy brought Kindergarten to public schools
- PTA passed and strengthened child labor laws
- PTA successfully advocated for a separate juvenile justice system
- PTA successfully advocated for a federal school lunch program
- PTA helped ban corporal punishment
- PTA helped pass the Family and Medical Leave Act
- PTA helped to ensure that every child has a seat on the school bus

What we are doing

- NYS PTA fiercely advocates for resources and support for heroin and opioid treatment and prevention
- NYS PTA members from across the state are working with educators to review education standards for our students
- The PTA Reflections Program supports student expression through literature, visual and performing arts
- NYS PTA's Pick a Reading Partner Program cements the bond between home and school to encourage our children's love of reading

How to join FP Donnelly's PTA:

Log on to the NYS PTA webpage at: www.nyspta.org

Click on "Join" and enter our zip code 13748. Use the drop down box to select zip code and click "search"

Select "Register" next to FP Donnelly and follow the directions

#WhyPTA | #DoGoodThings4Kids | #NYSPTAAwesome
www.nyspta.org | Facebook: NYSPTA | Twitter: @NYSPTA

Harnessing the Power of Volunteers

Shrinking budgets. Increasing class sizes. Government mandates. The challenges of delivering quality education are daunting. There is help. It's the PTA.

It doesn't take much time to get a Parent Teacher Association started either. Find just one parent in your school to take the lead, and before you know it, there will be a group of dedicated parents doing what PTA does best: providing resources and programs to all families.

PTAs Benefit Everyone

PTA addresses issues that are important to parents and public school administrators. We fight for full funding, quality teachers, and capabilities for schools to thrive. If your school or district does not have a PTA, now is the time. Membership is open to everyone. Your PTA is autonomous but supported by a national structure. It sets its own dues.

Some of PTA's Benefits

- **Leverage Volunteer Power**
PTA organizes hard-working, dedicated volunteers. Parents are ready to help implement school improvement programs.
- **Improve Communication**
PTAs frequently coordinate production of a school newsletter and information fliers, keeping the entire school community informed of current events, issues, and accomplishments. Regular meetings allow PTAs to share information with members.
- **See Measurable Results**
More than 85 research studies conducted over the past 30 years prove that kids do better when parents are involved. Grades are higher. Test scores improve. Attendance increases.
- **Discover More Dollars**
Local PTAs are self-funding. By inviting the entire school's parent community to join, they generate membership fees to pay for programs. Local PTA fundraisers support school programs, building improvements, and educational events.
- **Tap into Proven Programs**
Local PTAs have access to ready-made, easy-to-use programs with proven success records. From health and safety topics, to collaborating with teachers and community members, to fundraising, the programs get results.
- **Boost Children's Well-Being**
PTAs focus on what students need to be successful in their learning, including nutrition, health, school safety, physical fitness and general well-being. PTA works with schools to ensure that children succeed.
- **Enjoy Informed Parents**
Involved parents understand the challenges schools face and become part of the solution. By developing a closer relationship with parents, student achievement improves, and the school develops a positive reputation in the community.
- **Fulfill ESSA Obligations**
Finally, PTAs can help schools fulfill the parent involvement requirement of the Every Student Succeeds Act (ESSA). PTA understands the needs behind ESSA. In fact, it's National PTA's definition of parent involvement that is used in ESSA.

STUDENT ATTENDANCE

The Board of Education, working with Administrators, Supervisors, and other staff members of the school district, shall encourage and motivate students to develop good attendance patterns while enrolled in the schools at Susquehanna Valley.

ABSENT: Student is not present for instruction.

TARDY: Student arrives after instruction is designated to begin.

EARLY DEPARTURE: Student leaves prior to the end of the scheduled instruction, or prior to an approved instruction or supervised activity scheduled during the school day.

EXCUSED: Any absence, tardiness, or early departure for which the student has a valid school approved excuse.

UNEXCUSED: Any absence, tardiness, or early departure for which the student has no valid school approved excuse.

Good attendance allows for students to receive all the advantages that a quality school program has to offer.

Regular attendance at school and being on time for classes are habits which should be established early. The Education Law of New York State considers the following reasons as being legal absences from school:

- Sickness
- Sickness or death in the family
- Impassable roads
- Quarantine
- Religious observance

Absences for vacation are considered illegal and are highly discouraged.

Any missed work must be made up upon return to school. Please notify the school by telephone or note if your child is absent. All children must bring a signed note from the parent or guardian stating the reason for the absence or tardiness.

When the parent wishes to have a child excused from class, a written request signed by the parent or guardian must be presented before the child may leave the building. This note should include who will pick up the child, at what time, and for what reason. As a reminder, all adults picking up a child from school must provide proper identification before any student will be released to them.

NUTRITION PROGRAM

To help our children achieve in school, our Board of Education provides a nutritional food service program for our students. Depending on family income, students pay full or reduced price for the meals or may receive meals at no cost.

Application forms for free/reduced meals for the current year may be picked up at the school your child attends. You may file an application any time during the school year.

The program provides proper nutrition for students at relatively low cost and we encourage all to participate.

For more information: Contact Mrs. Annie Hudock, Food Service Coordinator, at 775-9154.

Breakfast at Donnelly:	Student price - no cost	Reduced - no cost
Lunch at Donnelly:	Student price - no cost	Reduced - no cost

BUS RULES AND REGULATIONS

Riding the bus is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth by the district.

The Board of Education, the Superintendent and or his/her designee has the authority to suspend the transportation privileges of students who are disorderly and/or insubordinate on buses.

BIRTHDAYS

Many students bring in treats to share with the class on their birthday. If you plan on providing a birthday snack, please make sure it is **pre-packaged and labeled with ingredients**. We have several students with varying allergies and need to be able to determine all ingredients in shared snacks. Please coordinate with the classroom teacher in advance. Classroom teachers will notify parents if there are any food allergy concerns in the classroom.

INVITATIONS: Students and/or parents are **NOT ALLOWED** to distribute invitation for parties in class, unless they are being distributed to **ALL** the students in the class. Please contact the teacher in advance.

DESKS & PE LOCKERS

Each student is assigned a desk. Students in grades 4 & 5 may be assigned a PE locker. Desks and lockers are the property of the School District. Therefore, all desks and lockers are subject to being opened and inspected by school district administrators and staff at any time. Students should not have any expectation of privacy regarding the content of their desks and lockers. The school may randomly search desks and lockers. Periodic inspections may be made to see that desks and lockers are kept clean and orderly.

Students should use only their assigned PE locker, making sure it is locked at all times. Students should not give other students the combination to their locker or allow other students to use their locker. Students should not tamper with another locker. All articles left in the school lockers are the sole responsibility of that student. A locker use schedule maybe in effect and will be announced.

CELL PHONES

The use of cell phones and other personal electronic devices during the instructional day is not permitted. These items must remain off and in backpacks at all times. The recording of audio or video of others without permission is prohibited.

ELECTRONIC DEVICES

Electronics are a distraction to the learning environment and will not be permitted unless instructed by the classroom teacher.

Including but not limited to electronic games, DVD players, MP3 players, CD players, tablets, and IPODS are not permitted unless instructed by the district or teacher for educational purposes.

*****The school is not responsible for lost or stolen property as toys, electronic devices/ games and music players are not permitted*****

PROCEDURES

Emergency Information:

An emergency information card is to be completed for each child by the parent or guardian and returned to the school. Emergency information should be kept current. Children who become sick during the school day will require a parent or an approved emergency contact on file to pick them up at school and take them home. We will use the numbers you have given us where you or an emergency contact may be reached. The school district is not responsible for the transportation of ill students.

Check the district website or listen to the radio or TV for emergency school closings or delays.

SCHEDULE

Donnelly runs on a 6-day (1-6) rotational schedule. This allows students to get all of their scheduled Expressive Academics no matter what interruptions take place.

Unexpected Early Dismissal:

Occasionally, unexpected emergencies or conditions arise that may cause the school to close early. You need to have an emergency family plan in place, so your child(ren) know where to go in this event should it differ from usual.

School delays or cancellations are broadcast on the district website and local radio and television stations.

SAFETY

ANYONE entering school should:

1. Ring the bell at the main entrance.
2. Identify yourself and state the reason for your visit.
3. Enter through the main doors. You will be greeted by office staff at the vestibule window.
4. All visitors must show identification upon arrival.
5. Sign-in.
6. Obtain permission/badge to visit a classroom or other location.
7. Wait in the main office until the person you're visiting, or their representative, comes to meet you.

Volunteers are required to sign in at the main office and will wear a badge. These procedures are designed to prevent unauthorized people from entering the building and to help staff and students recognize our visitors and keep our school safe.

STUDENT DROP-OFF

All students will need to enter through the main entrance upon their arrival to school. There is no supervision for children prior to 8:55 a.m. (unless they are attending a scheduled meeting or rehearsal). After 9:05 a.m. students are considered tardy and parents must accompany them to the main office to sign them in.

DISMISSAL

In order to limit movement and large gatherings, students being picked up will remain in the classrooms. Once you arrive, your student will be called to join you at the walker door. Parents need to sign their student out there, NOT in the main office. Parents need to wait at the sign-out area for their child to arrive. If someone other than the student's legal guardian will be picking them up, please provide the main office with a written note indicating who will be coming. Also, please remind the person picking up your child to bring their identification.

Parents who occasionally have to pick up their child(ren) early in the day for an appointment must send a note with the child(ren) in the morning. When picking up your child(ren), go to the main office and sign them out. The secretary will have your child(ren) sent to the main office.

For their safety, children will not be released from the building to go to cars parked in the driveway or parking lot. We must have an authorized adult with appropriate identification signing for their release.

****ALL adults picking up students will be required to show proper identification (NYS driver's license).****

****NO STUDENT WILL BE RELEASED TO ANY ADULT WITHOUT PROPER IDENTIFICATION.****

HEALTH OFFICE

ADMINISTRATION OF MEDICATION

Under certain circumstances, when it is necessary for a student to take medication (prescription and non-prescription) during school hours, the school's registered professional nurse may administer the medication if the parent or person in parental relation submits a written request accompanied by a written request from a physician indicating the frequency and dosage of prescribed medication. The parent or person in parental relation must assume responsibility to have the medication delivered directly to the Health Office in a properly labeled original container. All medication orders (prescription and non-prescription) must be reviewed annually or when there is a change in dosage.

Procedures for receipt, storage and disposal of medications as well as procedures for taking medications off school grounds or after school hours while participating in a school-sponsored activity will be in accordance with State Education Department Guidelines.

EMERGENCY MEDICATION

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed. Any school staff member would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

USE OF INHALERS IN SCHOOL

In accordance with law, the School District must permit students who have been diagnosed by a physician or other duly authorized health care provider as having a severe asthmatic condition to carry and use a prescribed inhaler during the school day. Prior to permitting such use, the School Health Office must receive the written permission of the prescribing physician or other duly authorized health care provider, and parental consent, based on such physician's or provider's determination that the student is subject to sudden asthmatic attacks severe enough to debilitate that student. In addition, upon the written request of a parent or person in parental relation, the Board shall allow such pupils to maintain an extra inhaler in the care and custody of the school's registered professional nurse employed by the District. However, the law does not require the District to retain a school nurse solely for the purpose of taking custody of a spare inhaler, or require that a school nurse be available at all times in a school building for such purpose.

Inhalers, continued

A record of such physician or health care provider/parental permission shall be maintained in the School Health Office.

Health Office personnel will maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the Health Office on a periodic basis as determined by Health Office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization, under any circumstances, will be referred for counseling by school nursing personnel. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may also be involved in determining the proper resolution of such student behavior.

BLOOD GLUCOSE MONITORING

Children with diabetes have the right to care for their diabetes at school in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Children must receive assistance if needed with the procedure.

The school nurse shall oversee any arrangements that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

ALCOHOL-BASED HAND SANITIZERS

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the United States Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus (MRSA) in schools, the New York State Education Department (NYSED) has allowed a medical exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-based hand sanitizers.

Sanitizers, continued

The School Medical Director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

DISPOSAL OF UNUSED MEDICATION

Any unused medication (including, but not limited to expired prescription and nonprescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, then the School Nurse or designated School Health Office personnel must document that the medication was abandoned and dispose of the unused medication.

PLAIN LANGUAGE CODE OF CONDUCT

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SUBJECT: SCHOOL CONDUCT AND DISCIPLINE

I. CODE OF CONDUCT

It is the School District's belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. Students who cannot accept the responsibility and violate school rules will be required to accept the penalties and may require additional supervision.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

II. DIGNITY ACT COORDINATORS

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. Dignity Act Coordinators will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying.

DIGNITY ACT COORDINATORS	
Name	Building
Heather Fitzgerald, Sydelle Steward	High School
Daniel Kosick, Laura Karlson	Middle School
Anita Barry, Jessica Bowerman	Brookside Elementary
Stacey Martin-Stilloe, Jill Rich	Donnelly Elementary

III. STUDENT RIGHTS AND RESPONSIBILITIES

Pursuant to Section 100.2 (1) (i) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established.

A. Student Bill of Rights

The district is committed to safeguarding the rights given to all students under state and federal law and to provide students with a safe school climate focuses on positive behavior. In addition, to promote a safe, health, 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, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
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 receive an explanation of those rules in an age appropriate manner on at least an annual basis from school personnel.

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

4. Be suspended from instruction only after their rights pursuant to Education Law 4312 have been observed.
5. To take part in student activities unless properly suspended from participation pursuant.
6. To address the Board of Education on the same terms as any citizen.

B. Student Responsibilities. All students have the responsibility to:

1. Contribute to maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary consequences.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Report infractions of the Code of Conduct, including, but not limited to, instances of discrimination or harassment.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. To make constructive contributions to his/her school and to report honestly the circumstances of school-related issues.

IV. ESSENTIAL PARTNERS

A. Parents

1. Recognize that the education of their child(ren) is a joint responsibility of the parents 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. Ensure absences are excused.

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressures.
11. Report infractions of the Code of Conduct, including, but not limited to, instances of discrimination or harassment.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.

V. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility to acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, shall be safe, appropriate, and not disrupt or interfere with the educational process.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. PROHIBITED STUDENT CONDUCT

The rules of conduct listed below focus on safety respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

PLAIN LANGUAGE CODE OF CONDUCT

2024

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SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

- A. Engage in conduct that is disorderly. Examples of disorderly conduct could include but not limited to:
1. running in hallways
 2. making unreasonable noise
 3. using language or gestures that are profane
 4. lewd, vulgar or abusive language
 5. obstructing vehicular or pedestrian traffic
 6. trespassing on school ground
 7. computer electronic communications misuse including any authorized use of computer software or internet account
 8. accessing inappropriate web sites or any violation of the District Acceptable Use Policy
 9. harassment, bullying, or intimidating students or school personnel
- B. Engage in conduct that is insubordinate. Insubordination could include but not limited to:
1. failing to comply with reasonable directions of a teacher, school administrator, or other school employee
 2. lateness for, or missing, or leaving school without permission
 3. skipping detention
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but is not limited to:
1. failing to comply with reasonable directions of a teacher, school administrator, or other school employee in charge of students
- D. Engage in conduct that is violent. Examples of violent conduct include but not limited to:
1. committing an act of violence such as hitting, kicking, punching, scratching upon a teacher, administrator, or other school employee, or threatening or attempting to do so
 2. possessing a weapon
 3. displaying what appears to be a weapon
 4. threatening to use any weapon
 5. intentionally damaging or destroying the personal property of a student, teacher, administrator, or employee
- E. Engage in conduct that endangers the safety, morals, health or welfare of others. Some examples of such conduct would include, but not be limited to:
1. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 2. bullying
 3. cyber-bullying
 4. sexting

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

5. lying to school personnel
 6. stealing the property of other students
 7. defamation which includes making false or unprivileged statements or representations about an individual
 8. discrimination which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or a disability as a basis for treating another in a negative manner
 9. harassment
 10. intimidation
 11. hazing
 12. selling, using or possessing obscene material
 13. using vulgar or abusive language, cursing or swearing
 14. smoking a cigarette, cigar, pipe or using chewing tobacco or smokeless tobacco
 15. possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence, or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri
 16. gambling
 17. indecent exposure to the sight or private parts of the body in a lewd or indecent manner
 18. initiating or report warning of fire or other catastrophe without valid cause
 19. misuse of 911
 20. discharging a fire extinguisher
- F. Vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district.
- G. Misuse of school information technology or other school property.
- H. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately when riding on district buses to ensure their safety and that of other passengers to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
- I. Engage in a form of academic misconduct. Examples may include, but not be limited to:
1. plagiarism
 2. cheating
 3. copying
 4. altering records
 5. or assisting any student in any of the above actions

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

- J. Off campus & non-school day misconduct. Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include, but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Permissible Penalties:

The range of penalties and/or consequences which may be imposed for violations of the student disciplinary code include the following:

1. verbal warning
2. written warning
3. written notification to parents
4. in-house counseling
5. probation
6. reprimand
7. detention
8. suspension from transportation
9. suspension from athletic participation
10. suspension from social or extra-curricular activities
11. exclusion of other privileges
12. exclusion from a particular class
13. in-house suspension
14. short-term – 5 days or less – suspension from school (principals, superintendent, or Board of Education)
15. long-term – more than 5 days – suspension from school (principals, superintendent, or Board of Education)
16. permanent suspension from school (superintendent or Board of Education)
17. restitution for property damage

VII. REPORTING VIOLATIONS

Any teacher, administrator, board member, parent or other person may report a violation of the student disciplinary code to the building principal or his/her designee.

All students are expected to promptly report instances of bullying (verbal, physical, cyber-bullying), harassment discrimination or hazing on school property or at a school function immediately to proper school personnel. School employees who witness or receive a report (oral or written) of harassment, bullying and/or discrimination must orally notify the building principal, or their designee no later than one (1) school day after witnessing or receiving a report of such incident. The employee must then file a written report within two (2) school days after making the oral report.

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

A. Remedial Consequences

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

B. Minimum Periods of Suspension for Possession of Weapons, Commission of Violent Acts and Students who are Repeatedly Substantially Disruptive

Students who bring a weapon to school.

In accordance with the Gun Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law Section 3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by the school district will be subject to a penalty of at least a one year suspension from school. Under the Act, a firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; and a firearm muffler or silencer; or any destructive device. The term does not include antique firearms as also defined under 18 USC Section 921.

School premises is considered to be any school building or school bus or the school grounds.

VIII. SEARCHES AND INTERROGATIONS

In recognition of presence of contraband which may be brought into school, the Board of Education authorizes the Superintendent of Schools or his/her designee to conduct searches of pupils and their possessions for illegal matter or matter which otherwise constitutes a threat to the health, safety, welfare or morals of pupils attending our schools.

Students have no reasonable expectation of privacy with respect to student lockers, storage spaces, or desks, and school officials retain complete control over them. This means that student lockers, storage spaces and desks may be subject to search at any time by school officials, without prior notice to students and without their consent.

IX. VISITORS TO THE SCHOOL

Since schools are a place of work and learning, certain limits must be set for visits. For these reasons, the following rules apply to visitors to the schools

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to visit a classroom while school is in session are required to arrange such visits in advance at the discretion of administration with the classroom teacher(s) so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

X. PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school programs.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence or either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by the code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

Revised and adopted 8/21/24
Reference School Policy 7310

**C.U.B.S. Word/SEL Concept of the Month
2024-2025**

<u>Month</u>	<u>Character Trait</u>	<u>SEL Concept</u>
September	Respect / Responsibility	Self-Regulation
October	Courage	Diversity & Acceptance
November	Gratitude	Mindfulness
December	Kindness	Kindness
January	Integrity/ Honesty	Self-Awareness/Honesty
February	Friendship	Friendship & Coping
March	Resiliency	Growth Mindset
April	Perseverance	Social Problem Solving
May	Empathy	Self-Control
June	Self-Control	

What are the Next Generation Learning Standards?

The Next Generation Learning Standards are the educational goals for all of New York State's students from prekindergarten through grade 12 in English Language Arts and Mathematics.

Why were the standards revised?

The standards were revised to ensure they are appropriate for students' grade levels and reflect what students should know and be able to do in math and ELA.

When will the Next Generation Standards be implemented?

Full implementation of the NYS Next Generation Learning Standards begins during the 2022-2023 school year for prekindergarten through grade 8. The [implementation timeline](http://www.nysed.gov/curriculum-instruction/next-generation-learning-standards-and-assessment-implementation-timeline) can be found at <http://www.nysed.gov/curriculum-instruction/next-generation-learning-standards-and-assessment-implementation-timeline>.

How will the standards be assessed?

While teachers assess standards daily in their classrooms, students will also be assessed on the Next Generation Learning Standards beginning in spring of 2023 on the Grades 3-8 New York State ELA and Mathematics Assessments.

How can I learn more?

You can learn more about the [Next Generation ELA and Mathematics Learning Standards](#) by talking to your child's teacher or visiting www.nysed.gov/next-generation-learning-standards.

Parent Resources

Supporting Learning at Home



A Parent's Guide to the New York State Next Generation ELA & Math Learning Standards



[Next Generation Learning Standards in English Language Arts & Mathematics](#)

www.nysed.gov/next-generation-learning-standards

[New York State Parent Teacher Association \(PTA\) Parent Resources](#)
nyspta.org/home/parent-resources/

[Resources for Parents of Students with Disabilities](#)

www.p12.nysed.gov/special-ed/quality/parents.htm

[Multilingual Learner/English Language Learner Parent Resources](#)

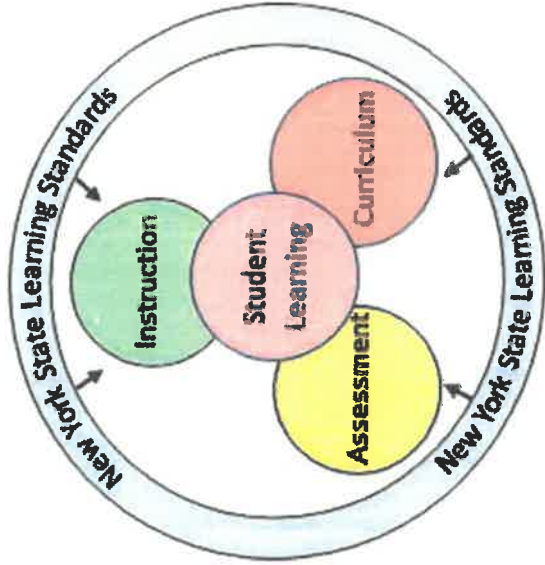
www.nysed.gov/bilingual-ed/english-language-learner/multilingual-learner-parent-resources

[New York State Education Department Office of Curriculum & Instruction](#)

www.nysed.gov/curriculum-instruction
Email: EMSCURRIC@nysed.gov
Phone: (518) 474-5922

Standards and My Child's Classroom Learning

Student learning is best supported when goals are well defined. The model below shows how key parts of learning work together. The central focus, student learning, depends on curriculum, instruction, and assessment. The learning standards represent the overall knowledge and skills students need to learn by the end of each school year.



Standards <i>"What do we need to learn?"</i>	Standards are: <ul style="list-style-type: none"> goals for New York State students organized by subjects and grade levels the learning intended to be accomplished by the end of a specific school year approved by the New York State Board of Regents <i>Example of a Kindergarten Math Standard: Duplicate and extend simple patterns using concrete objects. Ex: Colored blocks or tiles.</i>
Curriculum <i>"What are we learning?"</i>	Curriculum is: <ul style="list-style-type: none"> the content, concepts, and skills students will learn to enable them to meet the standards determined by individual school districts <i>Example: locally developed units of study, such as a unit on poetry or multiplication of two-digit numbers.</i>
Instruction <i>"How are we learning?"</i>	Instruction is: <ul style="list-style-type: none"> the approaches and strategies an educator chooses to teach the curriculum based on the needs of students determined by classroom teachers and districts <i>Example: small group instruction or cooperative learning</i>
Assessment <i>"What have we learned?"</i> <i>"What should we do next?"</i>	Assessments: <ul style="list-style-type: none"> are processes used to learn about student progress guide and inform teaching are determined by local districts and/or teachers, as well as New York State <ul style="list-style-type: none"> New York State administrators: <ul style="list-style-type: none"> ELA and Mathematics Assessments in Grades 3-8 Science Assessments in Grades 4 & 8 Regents Examinations English as a Second Language Achievement Test (NYSESLAT) Alternate Assessment (NYSAA) <i>Example: classroom observation of a student recognizing patterns or analyzing a student's classroom writing sample</i>

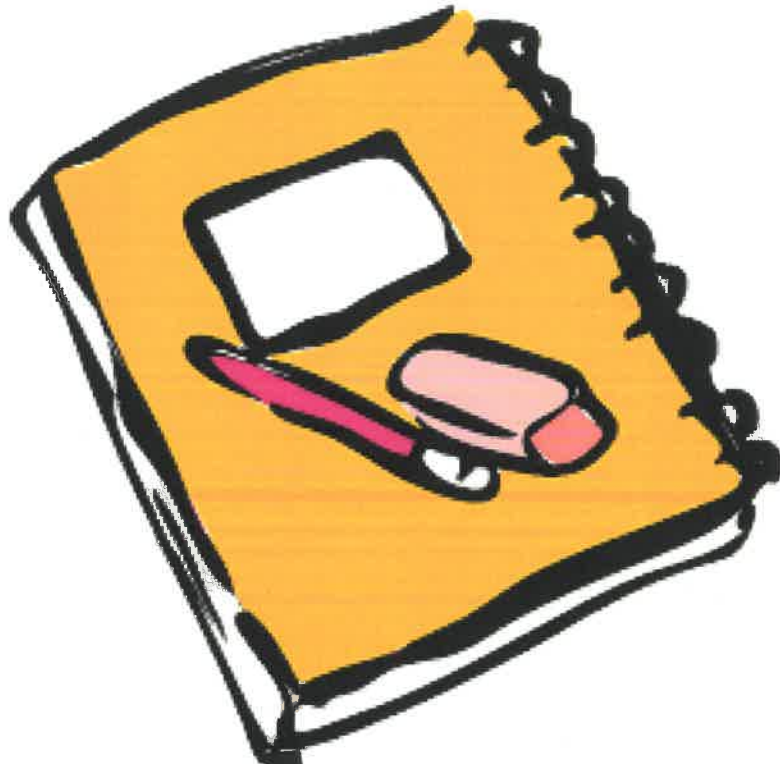
NYS ASSESSMENT

DATES FOR

GRADES 3 - 5

ALL NYS testing will be computer based	ELA	Math	Science
Grade 3	April 8-9	May 6-7	N/A
Grade 4	April 8-9	May 6-7	N/A
Grade 5	April 10-11	April 30-May 1	May 13

FORMS



**please
complete and
return to
school**

September 2024

SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT
F.P. DONNELLY ELEMENTARY SCHOOL

EARLY DISMISSAL PLAN

It is possible, due to such things as snow storms or unscheduled school closings, which your child will be sent home earlier than normal, and you may not know it ahead of time. It is very important for everyone's peace of mind that your child knows what to do in a case such as this.

We ask that you please review your emergency plan with your child, write it here, and send it back to school tomorrow. This plan is essential, assuming during an emergency no phone lines are available, and the building has to be closed. Please keep in mind, that there is a wide variety of potential emergencies that could lead to an unscheduled early dismissal. Responses of "call home", "call first", or "call mom or dad", are NOT acceptable plans. Also, if your plans or phone numbers change during the school year, please be sure to inform us of those changes.

Thank you.

STUDENT'S NAME: _____

TEACHER'S NAME: _____

YOUR PLAN FOR AN UNSCHEDULED EARLY DISMISSAL:
(please check one box):

☐ MY CHILD SHOULD GO WHERE HE/SHE USUALLY GOES AFTER SCHOOL

☐ MY CHILD SHOULD DO THE FOLLOWING INSTEAD:

Parent's Signature: _____

Date: _____



PLEASE RETURN THIS FORM TO DONNELLY SCHOOL BY SEPTEMBER 13, 2024.
THANK YOU!



Susquehanna Valley

Central School District

Publicity/Public Information

OPT OUT Form

2024-2025 School Year

Please **ONLY** sign and return this form to your child's school if you **DO NOT** want your child to be photographed/recorded for the district website or other publicity/public information purposes.

I **DECLINE** permission to the Susquehanna Valley CSD to photograph or obtain video and/or audio recordings of my child(ren) for public information/publicity purposes, including (but not limited to) the district website, Facebook page, news releases, multi-media presentations, newspaper, radio or television news stories or advertisements.

Please print your name clearly: _____

Please print your child(ren)'s name(s) clearly and what school(s) they attend:

Signature

Date



Susquehanna Valley Central School District
P.O. Box 200
1040 Conklin Road
Conklin, NY 13748

**DONNELLY SCHOOL STUDENT HANDBOOK
PARENT/GUARDIAN SIGNATURE FORM**

FALL 2024

Please read over this Student Handbook with your child. Sign and return this sheet to your child's teacher. (If you have more than one child, please include each child's name on this form.)

I have read this booklet and reviewed it with my son/daughter.

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Teacher

Date