



Court Street Elementary School

91 Court Street
Lancaster, NY 14086
686-3240

Mission Statement

We, the faculty and staff of Court Street School, are here to create a climate, which will enable all students to develop to their fullest potential intellectually, emotionally, and socially, so that each child will become a well-adjusted, contributing member of society.

Mrs. Jacqueline Clinard
Principal

Mrs. Judy Wolanin
Nurse

Mrs. Lori Smith
Administrative Assistant

Mrs. Rosetta Brocato
Attendance Clerk

ATTENDANCE:

New York State Law requires student attendance in school each day that school is in session.

- An absent or tardy student must present a written excuse from the parent when returning to school. Advance notice is helpful for the main office.

When your child is absent, please call your school's Main Office.

- Excessive absences and/or tardiness will result in referral to the Student Support Team and Administration.
- Excessive absences and/or tardiness will result in an attendance letter mailed home and included in the child's guidance folder.
- Student dismissal before the end of the day requires a **written request**. Before 2:00 is helpful for the main office.

No child will be released to an unauthorized adult.

BUS RULES:

1. Students must remain seated at all times.
2. Students are to use "inside" voices.
3. When moving to the front of the bus, walk slowly.
4. Listen to the driver's directions at all times.
5. Respect all other riders.

CHILD CARE:

The YMCA offers a supervised program. Contact 684-2395 for more information.

CODE OF CONDUCT:

At Court Street Elementary, we take great pride in providing our students with an inviting, positive environment. The students' behavior plays an important role in having a positive atmosphere.

At Court Street Elementary students should:

1. Be respectful
2. Demonstrate responsibility by completing work neatly and in a timely manner.
3. Follow classroom, cafeteria, gymnasium, and library media center rules.
4. Walk to and from classes.
5. Take pride in our school by keeping it clean, orderly, and in good condition.
6. Speak politely while using proper manners.
7. Lastly, put forth their best effort in all areas.

The following steps are possible consequences for inappropriate behavior:

- Visit with Building Administrator
- Call placed to parent(s)
- Conference with parent(s)
- Lunch suspension/Bus suspension
- After school behavior workshop
- Suspension (in or out of school)
- Visit with school social worker

For more information about Code of Conduct, see the *LCSD Code of Conduct* under the heading *Student Conduct*.

DRESS CODE:

Students should be appropriately dressed for the school day and weather conditions. A student's dress and appearance shall:

1. Not create a distraction that interferes with the educational process.
2. Be appropriate (no short shorts, low hanging jeans, or no bare midriffs)
3. Include supportive footwear (**sneakers are required** since children play outside and go to the playground regularly). No flip flops
4. Not include headwear in the classroom except for a medical or religious purpose (hats and baseball caps are not allowed unless approved by administration)
5. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage illegal or violent activities.

LUNCH/CAFETERIA SERVICES:

Every month students receive a monthly lunch menu. This lists the items available for the children to buy on a daily basis. Milk is available every day. (Skim, 2%, whole milk, and chocolate milk) Snack items are also available.

A grab-and-go breakfast is also available for students first thing in the morning when children exit the buses.

An electronic Point-of-Sale system for all food purchases has been established. The Point-of-Sale system offers parent/guardians a convenient and easy payment system to prepay for school meals and snack purchases. By choosing this option you do need your child's school ID number. For further information contact the Lancaster Central School District Food Service Department at 686-3246.

CAFETERIA BEHAVIOR GUIDELINES:

At Court Street Elementary students should:

1. Stay in their seats and raise their hand if they need help.
2. Use good table manners, and keep hands and feet to themselves.
3. Make good choices when talking and eating.
4. Be kind to others and help out whenever they can.
5. Remember, there is a class coming into the cafeteria; check the table and floor for garbage.
6. Wait in line quietly and respect others.
7. Always use inside voices.
8. Stop talking immediately when the lights are turned off
9. Most important: Enjoy time with friends.

MEDICATION:

Occasionally, if it is necessary for students to receive prescribed medication during the school day, there are certain legal requirements that must be met:

1. A written request from the family physician, including clear and definitive directions for frequency and dosage.
2. A written request from the parent/guardian.
3. An adequate supply of medication, which will be secured in the nurse's office.

A form is available from your school nurse, and **MUST** be completed and returned to school by the parent/guardian, along with a supply of medication. All requirements **MUST** be met before any medication is administered to a student at school. Whenever possible, it is recommended that medication be administered before and after school hours by the parent.

Inhalers will be kept in the nurse's office to be administered as prescribed by the family physician. Over-the-counter medication should also be accompanied by a doctor's note.

SCHOOL DAY SCHEDULE:

8:50 a.m.	Students enter the building
9:00 a.m.	School day begins
3:20 p.m.	YMCA program, walkers, after-school day care, students being picked up by parent/relative are dismissed.
3:25 p.m.	Students are called to buses

STUDENT SAFETY:

All exterior doors will be locked at 9:00 a.m. All visitors, parents, volunteers and others **must** report to the Main Office to sign in and receive a visitor's badge.

Parents must report to the student pick-up area at dismissal **with picture I.D.** to pick-up their child.

TECHNOLOGY:

CHROMEBOOK DISTRIBUTION

At the start of each school year, students may be issued a device and power supply for use during the school year. There is no cost to receive these items as it is a primary educational tool. It is the responsibility of the student that has been assigned a device, to provide proper care and protection of the device. Devices should only be used by the student to whom they were assigned. As per LCSD Policy #7317, damage and/or loss of the device due to a failure to properly care and maintain the device will result in repair and/or replacement charges being levied to the student. Device malfunctions from normal use will not incur a charge being levied again the student assigned the device.

While striving to provide technology opportunities for all children, it is important to provide acceptable user policies to ensure student safety. This portion of the AUP (Acceptable Use Policy) applies to the technology utilized at the K-3 level. For the complete policy, please refer to the AUP sent home the first week of school. The student AUP is also located on the Lancaster Schools website at www.lancasterschools.org

ACCEPTABLE USE POLICY

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems and the Internet. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic

Devices This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be District property subject to the District's control and inspection. The Information Services Manager may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

Examples of Unacceptable Use:

- a) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- b) Use of obscene or vulgar language.
- c) Harassing, insulting, bullying, threatening or attacking others.
- d) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- e) Using unauthorized software on the DCS.
- f) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Information Services Manager.
- g) Violating copyright law, including the illegal file sharing of music, videos and software.
- h) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- i) Disclosing an individual password to others or using others' passwords.
- j) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- k) Revealing personal information about oneself or of other students including disclosure of home address and/or telephone number, except for college and /or college applications.
- l) Using any LCSD computer or the DCS to pursue that breaking of computer and/or network security also referred to as "hacking".
- m) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
- n) Using the Lancaster name or logo, unless given expressed authorized permission by the Superintendent.