

ANNUAL DISTRICT NOTIFICATIONS

**CASSADAGA VALLEY
CENTRAL SCHOOL**

Directory and General District Information

Office Telephone Directory

District/Business Offices	962-5155
Middle/High School	962-8581
Sinclairville Elementary School	962-5195
Special Education Office	962-8581
Transportation Department	962-5185
Tax Collector: Marci Hadley	962-5155

Administration

Chuck Leichner, Superintendent	962-5155
Ronald Tonelli, M/HS Principal	962-8581
Kelly Sedlak, Assistant M/HS Principal	962-8581
Julie Ziobro, Sinclairville Elementary Principal	962-5195
Marcy Sweetman, Director of Curric. & Instruction	962-8581
Rebecca Donnelly, Director of Special Education	962-8581
Joelle Woodward, Business Administrator	962-5155

Board of Education

Jeanne Oag, President
Marcus Clark, Vice President
William Carlson
Diane Ellsworth
Aaron Richner

Board meeting agendas and minutes can be found at:

<https://go.boarddocs.com/ny/cass/Board.nsf/vpublic?open>



Transportation

962-5185

Athletic Schedules

<https://www.arbiterlive.com/Teams?entityId=3454entityId=3454>

Buildings & Grounds/Maintenance

962-8581

Todd Ames, Director of Facilities, ext. 1140

Computers/Technology

Philip Bens, Instr. Support Specialist ext. 1784 962-8581

Student Support Services

Middle/High School: 962-8581

Heather Nocero, Counselor

Catherine DeVore, Psychologist

Emily Pleszewski, Social Worker

Sinclairville Elementary School:

962-5195

Amy Raynor, Counselor

Amanda Myles, Psychologist

Ryan Smith, Social Worker

Health Services:

Jenna Walker, M/HS School Nurse 962-8581

Samantha Smith, SES School Nurse 962-5195

Tariq Kahn, M.D., School Physician

Speech Services:

Danyal Dahl, Therapist 962-5195

General Information for Parents and Students

ACCIDENTAL INJURIES: STUDENT ACCIDENT INSURANCE

It is important that all incidents of injury occurring during school-sponsored activities be reported to the teacher, school nurse, or other school authority at the time the injury is sustained. It is also important that the school is notified at once when the pupil receives medical treatment.

The school district provides a limited insurance policy through NAHGA Claim Services (NCS), which automatically covers all students enrolled at the Cassadaga Valley Central School while they participate in school-sponsored and school-supervised activities. This policy is only in excess of those benefits payable under family and/or employer policies. Travel directly to and uninterrupted to and from a school-sponsored and school-supervised activity is also covered. Students are not covered while at home or while they participate in activities that are not school-sponsored and supervised.

This insurance is secondary to all other valid and collectible insurance covering the student. In instances when the student has no other insurance coverage, the student accident program becomes his or her primary coverage.

When there is other insurance coverage in place to protect the student, the program can be used as a supplement, offering reimbursement for deductibles, coinsurance or other expenses which are not covered by the primary insurance coverage.

Claim forms and instructions will be mailed to parents immediately upon notification of an accident requiring medical treatment. Questions may be directed to the District Office at 962-5155.

ANNUAL PROFESSIONAL PERFORMANCE REVIEW PARENTAL REQUEST

New York State Education Law allows parents and legal guardians of a student to request the composite effectiveness scores and final ratings of teachers and principals to whom the student is assigned for the current school year. This information may be released only to parents or legal guardians, and the district must verify the identity of the requestor. Additionally, the information is to be provided only to the requesting parent(s), or legal guardians. It is not to be shared with any other person.

Requests for this information must be made in writing by mail or in person to the Superintendent's Office, Cassadaga Valley Central School, PO Box 540, 5935 Route 60, Sinclairville, NY 14782.

ANNUAL SCHOOL FIRE INSPECTION REPORTS

New York State Education Law 807-A requires that school facility fire inspections be conducted annually. The Cassadaga Valley Central School District conducts annual Fire Safety Inspections for all its buildings. Copies of these reports can be obtained by contacting the District Office.

ASBESTOS NOTIFICATION

The Cassadaga Valley Central School District has available, upon request, asbestos management plans, any current or planned asbestos inspections, response actions, and post-response actions. If you wish to view this information, please contact the District Office.

BOARD OF EDUCATION

The Board of Education meets the second Monday of each month, unless otherwise designated and/or announced in the local newspaper and/or the district website and social media pages. Meetings begin at 7:00 PM and residents of the district are encouraged to attend. The monthly meetings are held at the Middle/High School building, in the Multi-Purpose Room, unless otherwise announced. Correspondence to the Board may be directed to the District Clerk at the Administration Office.

General Information for Parents and Students

ATTENDANCE POLICY

The purpose of the comprehensive attendance policy shall be to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law sections 3205 and 3210. The Board of Education recognizes that regular attendance is a prerequisite for satisfactory academic performance, and that school should be a setting where the student learns punctuality and reliable attendance. The policy was adopted after a public hearing that provided for the participation of school personnel, parents, students, and other interested parties. A complete copy is available from our website, www.cvcougars.org. Click on "Menu" then scroll down to Board of Education – District Policies. The Attendance Policy is #7110. The following is a summary:

Grades K-5 - Students may not be absent (excused or unexcused) more than 28 days (15%) during the school year. (Total of excused or unexcused.)

Grades 6-8 - Students may not be absent (excused or unexcused) from a 40-week course more than 28 days (15%) and from a 20-week course more than 14 days (15%).

Elementary and middle school students who exceed 28 days (15%) will be considered for retention.

Grades 9-12 - Secondary students who exceed 28 days (15%) in any full year class could potentially be denied credit for the course. Secondary students who exceed 14 days (15%) in a semester course could potentially be denied credit for the course.

BOCES Programs - Students enrolled in a full-time program provided through BOCES shall comply with the comprehensive attendance policy adopted by Erie 2/Chautauqua/Cattaraugus BOCES Board of Education. Career and Technology Education (CTE) students enrolled in certified programs must meet the number of hours required for certification and/or course credit. Students who are not maintaining acceptable attendance in CTE programs may be withdrawn from the programs and returned to Cassadaga Valley at the high school principal's request.

Excused Absence

Personal illness
Illness or death in family
Medical or dental appt.
Military obligations

Quarantine
Required court appearance
Pre-approved college visits
Emergency situation as approved by the principal or superintendent

Religious Observance
Weather or impassable roads
Approved educational trips

Unexcused Absence

Visiting
Vacation
Employment
Overslept

Hunting or fishing
Trip with or without parents
Haircut
Truancy (with or without parental permission)

Needed at home
Babysitting
Obtain learner's permit



Tardiness - A student is tardy if he/she is not in homeroom, classroom, or study hall at the scheduled school time. Tardiness will be handled directly by the school building principal.

Written Excuse for Absence - All excuses for absences must be written by parents or legal guardians stating the reason for absence and must be signed by them. Students are not authorized to write or sign excuses even with the parent's knowledge.

Continued...

General Information for Parents and Students

ATTENDANCE POLICY cont'd

Return of Excuse (Time Period) — Excuses shall be returned the day following the absence. If the excuse is not brought in within three (3) school days following the absence, the absence will be considered illegal.

Makeup Work — Upon the return to school, the student is required to make up written assignments and is responsible for material covered during a particular excused and/or unexcused absence. It is the responsibility of the student to make the proper arrangements with his/her homeroom teacher and/or classroom teacher(s) for the completion of all makeup work.

Attendance officers — The elementary school nurse will serve as the attendance officer for grades K-5 and the Middle/High School nurse will serve as the attendance officer for grades 6-12. It will be their responsibility to communicate with parents regarding attendance problems and to make recommendations to the school administration as to the resolution of an attendance problem. A physician's statement may be required when the student is absent five or more consecutive days for an illness.

Parent Notification — Parents will be notified throughout the year at appropriate times when absence appears to be excessive. If a student exceeds the number of allowable absences, the parents will be notified that the student may not receive credit for the course. At that time the parents may request a hearing from the appropriate principal (appeal). A student who is identified as having a handicapping condition and who has not met the attendance requirement will be referred to the Committee on Special Education according to the regulations governing procedural due process.

Appeal Process and District Hearing — Parent/guardian may request a review of their child's attendance record with the building principal at any time. When a student exceeds twenty-eight (28) days of excused and/or unexcused absences, a hearing may be held by the building level principal with the student and his/her parents and/or legal guardians to determine whether the student has complied with the School Board Policy and Administrative Regulations for school attendance. A copy of the hearing decision will be sent to the student's parents and/or legal guardians and to the Superintendent of Schools. Students and parents will be afforded procedural due process and may appeal the decision to the Superintendent of Schools within ten (10) school days.

Within thirty (30) calendar days the decision of the Superintendent may be appealed to the Board of Education, whose decision shall be considered final and binding.

CENSUS INFORMATION

The District continually updates its school census information. It is very important that we keep an up-to-date record of all children from birth to age 18 who reside in the district. It is our responsibility to ensure that all school-age children in our district are receiving approved instruction in a public, private or parochial school, or are home taught. Census information is also necessary to generate accurate enrollment projections. **You must contact the school if:**

- You have children and are new to the school district
- You have recently had a baby or adopted a child
- Your children attend another school district or are home taught
- You have recently moved within the district or your phone number has changed.

Information shall be reported to Mrs. Nicole Warsitz, Census Enumerator, at Cassadaga Valley CSD, P.O. Box 540, Sinclairville, NY 14782-0540; (716) 962-8581, ext. 1158, or via email at nwarsitz@cvcougars.org.



General Information for Parents and Students

CHILD FIND

Child Find is a legal requirement that schools find all children who have disabilities and who may be entitled to special education services, from birth through age 21. Each school district in New York State is required by law to establish a Committee on Special Education (CSE) which, comprised of parents and professional school personnel, reviews the needs of each child referred and determines if she/he is educationally disabled. Appropriate services or programs for identified children are then recommended by the Committee to the Board of Education. These programs take the form of part-time services and full-time special classes. Special classes, resource rooms and consultant teachers are available at each school.

When the Committee on Special Education has determined that students with special education needs cannot be provided for in the District schools, appropriate out-of-district instructional programs are arranged at the District's expense.

The school district is also responsible for the placement of preschool children, ages 3 and 4, who have been identified by the Committee on Preschool Special Education as educationally disabled. This Committee is made up of district personnel, a parent, a representative of Chautauqua County, a representative of a preschool education agency and regular and special education teachers.

Contact the Special Education Office at (716) 962-8581 or your building principal if you feel your child may require special educational services.

A NYS Parent's Guide to Special Education for Children Ages 5-21 is available upon request.

If your child is disabled or you suspect he/she may be disabled, he or she may be entitled to special education and/or related services without cost to you. A child with a disability is entitled to a Free Appropriate Public Education (FAPE). If you have questions or wish to refer your child, please contact the Special Education Office at (716) 962-8581.

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)

The Committee on Preschool Special Education (CPSE) determines special education eligibility for children 3 to 5 years of age. An evaluation can begin at age 2 years 6 months. Children are identified as a Preschool Student with a Disability by meeting eligibility criteria as outlined by the New York State Education Department. Eligibility is determined by an individual evaluation administered by a multidisciplinary team. If eligible, special education services are provided within a continuum of services with consideration for the least restrictive environment. An Individualized Education Plan (IEP) is developed for each child meeting the eligibility criteria. The child's program is reviewed at least once a year. Eligibility for summer services is determined by the CPSE. Not all children are eligible to attend the summer session.

Referral to the CPSE

Referrals are made in writing by parents, professionals, caregivers, program providers, or other individuals who are concerned about a child's development. A referral can also be initiated by calling the Special Education office. Children transitioning from the Department of Health's Early Intervention Program that serves infants and toddlers, birth through age two (2) may be referred to the CPSE by the early intervention services coordinator, upon parent consent.

Evaluation Components

Written parent consent is obtained before any evaluation is conducted. An evaluation must include the first four (4) components listed below.

- Social History

- Psychological Evaluation

- Education Evaluation, including an observation within the child's preschool or day care setting

- Medical History

Supplemental Evaluations

Depending upon the concerns for the child, these may include a speech-language evaluation, occupational therapy evaluation, physical therapy evaluation, or a Functional Behavioral Assessment. A child may receive one (1) or several of these evaluations.

General Information for Parents and Students

COMMITTEE ON SPECIAL EDUCATION (CSE)

The Committee on Special Education (CSE) is a multidisciplinary team of school professionals and parents whose membership is appointed by the Board of Education and they are responsible for the identification and recommendation of appropriate programs for all students, ages 4-21, who qualify for special education services. If a parent is interested in a referral to the CSE or has concerns that may warrant assessment of student progress, they are encouraged to first discuss concerns with their building principal and school psychologist.

Committee on Special Education Membership:

- School District representative who is qualified to provide or supervise special education and is knowledgeable about the general curriculum and the availability of resources of the school district. (This person may also be the special education teacher/provider or school psychologist)
- Parent(s) of the student and anyone they wish to invite
- The student, if appropriate
- The school physician, if requested by the parent or the district
- A school psychologist
- Regular education teacher of the student whenever the student is or may be participating in the regular education environment
- Special education teacher of the student and/or, if appropriate, special education provider(s) of the student
- A parent representative who has a child with an educational disability, unless the parent requests the parent member not be present in writing
- An individual who understands and can address evaluation results and how these results affect instruction (this person may also be the special education teacher/provider, regular education teacher, school psychologist, school district representative or someone that the school district determines has knowledge or special expertise regarding the student)
- Any other people that have knowledge or special expertise regarding the student, including related services personnel as appropriate (as requested by the parent or school district)

SECTION 504

Section 504 of the Rehabilitation Act allows for the provision of reasonable modifications and accommodations for those students who demonstrate a life impairing disability which substantially limits a major life function, but who do not meet eligibility requirements for special education services by the Committee of Special Education. However, ineligibility through CSE does not automatically equate to eligibility through Section 504. Students found eligible for a Section 504 Accommodation Plan are monitored by a case manager through the Student Services Office, and the student's School Counselor.

For more information about 504 Plans and the referral process, please see one of our School Psychologists, School Counselors or call Rebecca Donnelly in the Office of Special Education and Student Support Services, at (716) 962-8581 ext. 1115.



General Information for Parents and Students

DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct, which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinators

At least one employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board-Appointed District's Dignity Act Coordinators are:

Sinclairville Elementary School – Ryan Smith rsmith@cvcougars.org 716-962-5195
Middle/High School – Heather Nocero hnocero@cvcougars.org 716-962-8581

DISTRICT POLICIES

Policy is defined as a basic plan of action. It establishes limits within which freedom of judgment can be exercised. Policy is a governing principle of management. It is a statement that has an effect on the interests of those who come under its jurisdiction. In addition to the adopted policies, the operation of the School District is governed by and subject to all applicable Laws, Regulations of the Commissioner of Education, Civil Service requirements, Board of Education Resolutions, School Administrative Regulations and Contracts of Agreement.

The Cassadaga Valley Central School District Policies can be accessed through the district's website, www.cvcougars.org. Click on "Menu" at the top of the screen, then scroll to "Board of Education" section. When you click on "District Policies," you will be taken to BoardDocs, where the policies can be found by clicking on "Policies" at the top of the page. You can also go directly to BoardDocs using this link: <https://go.boarddocs.com/ny/cass/Board.nsf/Public>.

BOCES Policy Services updates the District on any necessary/recommended changes or additions to our district policies, and conducts Policy Audits throughout the year to ensure the District is up to date with required policies.

Any questions on any policy of the district can be directed to the District Clerk, Wendy Heslink, at wheslink@cvcougars.org.

General Information for Parents and Students

EMERGENCY CLOSINGS, DELAYED OPENING, OR EARLY DISMISSALS

There may be times, usually due to severe weather conditions, when it will be necessary to close the schools, delay opening, or dismiss early. The following radio/television stations will carry these announcements: WDOE, WBKX, WJTN, SE-93, WKSX, WHUG, WKBW-TV (Ch. 7), WIVB-TV (Ch. 4), and WGRZ-TV (Ch. 2). In most cases, the automated telephone messaging system will also be used to notify parents and staff of school closings, delays, or early dismissals, and the notice will be placed on the district's website and social media pages. Calls will be made as early as 5:45 am when school will be closed or delayed. If you change your phone number, please be sure to contact your child's school office to have it changed on our records for the automated calls.

Also note that it may become necessary to shorten scheduled breaks in the calendar due to an excess number of emergency closing days. Whenever possible, advanced notice will be given to all parents if this should take place.

EMERGENCY EVACUATION DRILL

An emergency evacuation (go-home early) drill will be held each year in early October. On this day, 15 minutes prior to normal dismissal, all students in all buildings are evacuated to a planned evacuation site and are transported home.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

General Information for Parents and Students

FOOD SERVICES

Cassadaga Valley Central School District will continue to offer free breakfast and lunch for all enrolled students. If any student has a food allergy, please contact Heidi Ottaway, Food Service Director, (hottaway@cvcougars.org) to accommodate necessary dietary restrictions. Daily menus will be posted on the district's website. Monthly menus will be sent home with all elementary students.

HEALTH SERVICES

Medications - Please do not send medication to school with your child for any reason. If your child is well enough to be in school and is on a prescribed medication that has to be given in school, the following procedures must be followed:

You will need a request, in writing, that the medication be given to your child.

It will be necessary for you to bring the medication to school personally. Do not send

A written request from the physician must be obtained, to be kept on file at the school, indicating the frequency and dosage of the drug, and any other information which the school nurse should know about your child's condition.

State Law requires we follow this procedure, and we appreciate your full cooperation.

Body Mass Index - As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or "BMI." The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes to the New York State Education law require that BMI and weight status group be included as part of the student's school health examination. Summary information will be sent to the New York State Health Department. No names and no information about individual students are sent. However, parents may choose to have their child's information excluded from this survey report by notifying the school nurse in writing.

Vision Screening – NY State Education Law requires that students receive vision screening as part of the school health services provided by each public school district. The purpose of this requirement is to detect the presence of vision problems likely to impede a student's learning. We will be conducting vision screening by grade throughout the school year. If the results of the screening indicate that your child requires further follow-up, you will receive written notification.

School Nurse Contact Information:

Sinclairville Elementary

School Nurse—Samantha Smith

ssmith@cvcougars.org

962-5195 ext. 2308

Middle/High School

School Nurse—Jenna Walker

jwalker@cvcougars.org

962-8581 ext. 1147



HONOR/MERIT ROLL

Students in grades 6 through 12 who carry a grade average of 90 and above will be listed on the honor roll at the end of each quarter. Those with a grade average of 85-89 will be listed on the merit roll. These lists will be published quarterly in the local newspapers, as well as available on our district website and/or social media pages.

General Information for Parents and Students

INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, specific guidelines, as outlined in District Policy #8271, accessible from the District website. Questions can be directed to Mr. Phil Bens, Director of Technology, at 962-8581 ext. 1784.

PARENT'S RIGHT TO KNOW – NON-HIGHLY QUALIFIED TEACHERS

In accordance with the No Child Left Behind legislation (ESEA Section 1111(h)(6)), parents have the right-to-know the qualifications of their child's classroom teacher and/or paraprofessional (teaching assistant) and may request information regarding the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

At Cassadaga Valley Central School, all teachers are Highly Qualified and satisfy the requirements set forth in the NCLB legislation, such as New York State teacher certification and/or licensing criteria for the grade levels and subject areas in which s/he provides instruction and/or services.

In addition, the NYS Education Department requires the District to notify you anytime your child has been taught for four or more consecutive weeks by a teacher who is not highly qualified. It is important that you know, the District does not assign substitute teachers on a long-term leave replacement basis unless they are both NYS certified.

If you have questions, please feel free to contact the Superintendent of Schools. As required by federal law, your request must be made in writing.

General Information for Parents and Students

INTEGRATED PEST MANAGEMENT

The Cassadaga Valley Central School District has adopted an Integrated Pest Management Plan (IPM) as an effective and environmentally sensitive approach to pest management. IPM policies use common sense practices to control pests by taking advantage of various pest management options including the judicious use of pesticides. New York State Education law requires school districts to inform staff and persons in parental relations of pesticide use in district buildings and on district grounds.

The Cassadaga Valley Central School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- when a school remains unoccupied for a continuous 72 hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use paste, foam, or gel insecticides in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated bio-pesticides;
- the application of EPA designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets

In the event of an emergency application to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you have not yet registered for the 2021-2022 school year and wish to receive hour prior notification of pesticide applications that are scheduled to occur in your school, please send the following information to Todd Ames at PO Box 540, Sinclairville, NY 14782, fax to 962-5788, or email tames@cvcougars.org:

- Your name
- Student's name
- Mailing address
- Phone contact information
- School building

Please feel free to contact Todd Ames for further information on these requirements, including information on the products that have been applied in this school.

NOTICE OF NON-DISCRIMINATION

The Cassadaga Valley Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation or disability in admissions, participation or employment.



General Information for Parents and Students

PARENT BILL OF RIGHTS REGARDING STUDENT DATA PRIVACY AND PROTECTION

Parents (includes legal guardians or persons in parental relationships) and Eligible Students (student 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purpose. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by NYSED is available at <http://www.nysed.gov/data-privacy-security/student-data-inventory> and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Complaints may be submitted to NYSED at <http://www.nysed.gov/data-privacy-security/report-improper-disclosure>, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474-0937.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) — (1) Political affiliations or beliefs of the student or student's parents; (2) Mental or psychological problems of the student or student's family; (3) Sex behavior or attitudes; (4) Illegal, anti-social, self-incriminating, or demeaning behavior; (5) Critical appraisals of others with whom respondents have close family relationships; (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; (7) Religious practices, affiliations, or beliefs of the student or parents; or (8) Income, other than as required by law to determine program eligibility.

Continued ...

General Information for Parents and Students

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) cont'd

- Receive notice and an opportunity to opt a student out of — (1) Any other protected information survey, regardless of funding; (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use — (1) Protected information surveys of students; (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and (3) instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.



General Information for Parents and Students

PUBLIC ACCESS TO RECORDS

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 87 and 89. At Cassadaga Valley Central School, the Records Access Officer, appointed by the Board of Education, shall be the Superintendent, who shall have the duty of coordinating the School District's response to public request for access to records.

The District shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so regardless of burden, volume or cost of the request. Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.

Requests for Records via Email—If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. This information shall be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is the practice of providing high-quality instruction and interventions matched to student needs, monitoring progress frequently to make changes in instruction or goals, and applying child response data to important educational decisions. RTI ensures that all students receive appropriate instruction in reading, mathematics, and behavioral support before the District initiates a referral to the Committee on Special Education for students suspected of having a disability.

Response to Intervention has three essential components:

1. Providing high-quality, research-based instruction/intervention matched to student needs
2. Using learning rate over time and level of performance;
3. Making educational decisions based upon student's response to instruction/ intervention.

The RTI Model that Cassadaga Valley Central School has adopted encompasses academic support services into the three tiers of interventions. The first tier involves screening for all students in grades K-8 in reading and mathematics to identify those who are not making academic progress as expected. The second tier addresses those students identified as being at risk and requires supplemental small group instruction. The third tier provides intensive services for those students who are not making the necessary progress at the second tier. Although within Cassadaga Valley's model there is no formalized fourth tier, RTI allows for those students who continue to lack progress to be referred for an evaluation by the Committee on Special Education. The intensity and duration of academic support services may vary, but will be designed to respond to student needs as indicated through an analysis of district resources.

All students are eligible for support services including those with disabilities and/or limited English proficiency if they fail to meet the designated State performance standards or District-approved assessment criteria. Support services must be provided to students with disabilities on the same basis as non-disabled students. Support services will not be reflected in a student's Individual Education Program (IEP). Additionally, Limited English Proficient (LEP)/English Language Learner (ELL) students who do not achieve the annual designated performance standards as stipulated in CR Part 154 are eligible for the same level of support.

General Information for Parents and Students

SPECIAL EDUCATION SERVICES

Students with disabilities at Cassadaga Valley Central School participate in general education classes to the maximum extent possible. The Committee on Special Education (CSE) classifies students and develops a comprehensive Individual Education Plan (IEP) based on the individual needs of each student.

Related services, such as Speech/Language Therapy, Occupational Therapy, Physical Therapy, and Counseling services are provided to students with disabilities, as identified on their IEP, and are available services as part of the Least Restrictive Environment (LRE) approach. Related service providers may implement services in individualized, small group, general education, or special education settings.

Resource Room Special Education teachers generally provide a daily period of support to students who have been identified as Students with Disabilities through the district's Committee on Special Education. Students who receive resource room services are enrolled in general education academic classes, and are provided pre-teaching and re-teaching of essential information as part of the resource room model. These students meet the same performance standards as their non-disabled peers. Students who receive resource room services at the high school are enrolled in Regents classes. Students work individually or in small groups to develop and strengthen skills in specific areas identified in their IEP. Students participating in this program are working toward a Regents diploma. Consultant Teacher Programs Special Education teachers are available to support students either directly or indirectly, through consultation with general education teachers, throughout the school day or when prescribed by their IEP.

Students requiring consultant teacher support do not necessarily need direct academic intervention on a daily basis. Functional Inclusion Program, the 12:1:2 programs, are available at the elementary, middle and high school levels. Students are included in general education classes on a daily basis to the extent appropriate given individual needs. Additionally, the students may participate in community-based instruction or vocational experiences outside of the school. In each setting, either inclusion or community-based, teachers and aides work with students individually or in small groups to develop and strengthen skills in specific areas identified in the IEP. The components of this program may focus on academic, physical, social, emotional, and/or management needs.

Special Education teachers also work on transition planning with all inclusion students. Students participating in this program are generally assessed using the New York State Alternate Assessment and are working toward a Skills and Achievement Commencement Credential. The Committee on Special Education determines all special education placements.

Members of the CSE, in conjunction with parents and teachers, help create Individual Education Plans (IEP's) for each school-age child with a disability on an annual basis. The IEP includes information about the unique learning needs of the student, such as learning rate, levels of social and physical development as well as management needs. The IEP document also includes annual services and/or placement to address academic, social and other areas of the student's educational development. Additionally, there is a focus on long-term planning and post-secondary outcomes as students turn 14 years of age.

For more information about 504 Plans and the referral process, please see one of our School Psychologists, School Counselors, or call Rebecca Donnelly in the Office of Special Education and Student Support Services, at (716) 962-8581 ext. 1115.

General Information for Parents and Students

STUDENT DIRECTORY INFORMATION

The release of student directory information is not to be confused with the release of names, addresses and telephone listings of eligible students (i.e., a student 17 years of age or older or in the eleventh grade (or its equivalent) or higher) to Military Recruiters. In compliance with the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB), and the National Defense Authorization Act, the district hereby is notifying parents that by law we routinely release this information to Military Recruiters upon request subject to a parents' or eligible students' request not to disclose such information with written parental verification of such request.

Annually, a letter from the high school office is sent to parents of all juniors and seniors, notifying the parents of the option to not have their child's information released. If parents do not want their child's name released to colleges, universities, and military recruiters, they must complete a form in the high school office annually by October 31.

STUDENT SUPPORT SERVICES

The Cassadaga Valley Central School District offers an array of support services for students and families. School Social Workers are a liaison to families and community agencies, and facilitate many programs to meet the diverse needs of Cassadaga Valley students. The School Psychologists conduct a variety of assessments and develop educational recommendations, intervention and behavior management programs. The School Counselors assist all children in the school community, run counseling groups, provide individual counseling and support educational programs for students at the Elementary, Middle School and High School.

If you feel your child is having difficulty or has special needs, please first contact your building principal. For further inquiries regarding Student Support Services, please call Rebecca Donnelly in the Office of Special Education and Student Support Services, (716) 962-8581 ext. 1115.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The following information is part of Board Policy #7315, Student Use of Computerized Information Resources (Acceptable Use Policy), which can be found on the District's website. Click on "Menu," then under Board of Education, select District Policies.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Cassadaga Valley Central School. I also agree to adhere to any changes or additions as adopted by the District.

- All uses of the Network and Internet must be in support of education and consistent with the goals of the Cassadaga Valley Central School.
- Network accounts are to be used ONLY by the authorized owner of the account. Sharing of passwords is prohibited.
- Any violations of the use of the Network and Internet should be reported to the teacher in charge.
- Any downloading of inappropriate materials to files is prohibited. The user must also assure their disk is virus free. Legal and/or financial charges can be placed against the user should he/she be responsible for introducing viruses into the Network.
- Personal information about oneself should not be shared on the Internet.
- Network users identifying a security problem on the District system must notify the teacher in charge.
- Network users may download materials to their own disks. They may not download material to any computer hard drive. Copyrighted materials must be used in accordance with District policy and applicable law. The person in charge must approve of user's personal disks.
- Vandalism of any type could result in disciplinary actions and possible legal and/or financial charges. Any anti-social behavior such as hate-mail, derogatory comments, or harassment is prohibited.
- Student data files and other electronic storage areas shall be considered school district property subject to control and inspection. The system administrator may access all files and communications to ensure system integrity and to ensure that users are complying with this policy.

General Information for Parents and Students

TRANSPORTATION REGULATIONS

A student may be refused transportation for violations of the regulations or for unacceptable conduct. A serious offense, that may endanger lives of other passengers, will be sufficient grounds for immediate suspension of transportation privileges until a suitable resolution is made. These regulations apply to all extracurricular bus transportation as well as daily transportation to and from school.

- The BUS DRIVER has complete authority on the bus and the duty to enforce all regulations.
- Sit three in a seat, facing forward, and be careful not to block the aisles. Standing is not allowed. Seats cannot be saved for a friend.
- The BUS DRIVER, at his/her discretion, may assign seats to individuals or to the complete bus load. Keep the assigned seat unless you have permission to move.
- Students will keep heads, arms and hands inside the bus (windows) at all times.
- Profanity, quarreling, fighting, rough play, or unusual loudness is a violation.
- Nothing shall be thrown inside the bus or out of the windows. Do not throw items of any kind at the bus (snowballs, stones, etc.).
- NOT PERMITTED ON BUS: Animals (including snakes, mice, bugs or pets), radios, tape/cd players, ipods, glass objects of any kind, or any object of the size that the student cannot reasonably hold on his/her lap. Eating or drinking is prohibited on the bus. Containers of any kind near the face can become extremely dangerous in the case of a sudden stop.
- Aisles and emergency exits must be kept clear at all times. Personal belongings must be kept in the seat with the student.
- Tampering with bus equipment (emergency door, emergency windows, fire extinguisher, seats, etc.) is a violation. Students and parents will be assessed for any damage.
- Students living on the opposite side of the road from the bus stopping point must cross at least ten feet in front of the bus. Students should look both ways before crossing. While waiting for the bus, stand back away from the bus stopping point a sufficient distance to avoid danger of being struck by a stopping bus.
- Students are not permitted to transfer to a different bus or get off at a different stop other than the pickup point without written permission from the school principal. No group (more than three) will be allowed to go home with another student.
- After a student has been given three (3) bus conduct reports, he/she will be suspended from riding the bus for up to three (3) days.
- Special Education Students at Non-District Sites — When Cassadaga Valley Schools are closed due to inclement weather, in-service days, or extra vacation days in the spring that are not on our original calendar, **we will not transport** to any non-district sites.

Grounds for Immediate Suspension of Transportation Privileges:

- Refusal to comply with the reasonable order or direction of the BUS DRIVER
- Use of, or carrying of, alcoholic beverages or drugs of any kind
- Use of tobacco (smoking or chewing)
- Having in your possession any type of firearm or concealed weapons of any kind
- Bringing on, or being involved with the use of, on the bus - snowballs, water balloons, water pistols, fireworks, or any such object used for the purpose of so-called "practical jokes"
- Involvement in any act(s) of vandalism such as cutting seats or defacing the interior of the bus
- Fighting

Transportation is a service — Lives depend on the driver watching the road! Students should be at their bus stop at least five (5) minutes prior to their designated pick-up time and it is also important that they are dressed appropriately for the weather conditions. Questions regarding bus schedules may be directed to the Transportation Department at 962-5185.

General Information for Parents and Students

SINCLAIRVILLE ELEMENTARY SCHOOL TRANSPORTATION PROCEDURES

This year, like last year, we will not be able to accommodate any changes to transportation. Drop off and pick up for students being driven to school or picked up from school will be the same as last year; along the sidewalk beside the parking lot. There will be a staff member helping our student's getting in and out of your vehicle. Please DO NOT drive around the cars in the line if your student has already been picked up or dropped off. This is a safety concern for our students.

Students driven by bus to or from school will be dropped off and picked up in the bus loop, as we have done for years now. If you have specific requests or questions regarding these procedures, please contact SES Principal, Josh Gilevski, at 962-5195 or via email at jgilevski@cvcougars.org.

NOTES

CASSADAGA VALLEY CENTRAL SCHOOL DISTRICT

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