

**Fillmore Central School Elementary Handbook**  
**2016-2017**

**Principal's Message**

Dear Families:

Welcome to the **2016-17** school year at Fillmore Central School.

The PK-4 Elementary School Student/ Family Handbook is designed to provide students and families with information about policies and procedures pertaining to our school.

Please review the handbook and discuss the content with your child. In doing so, I believe students and parents will have a thorough understanding of the expectations of teachers, staff and administrators with regard to our daily instruction and operations.

I believe you will find the handbook helpful as we all work together to provide students a safe, structured and friendly school environment where teaching and learning are the priorities.

In the event you have any questions about the content of the handbook, I encourage you to contact me at 567-4432.

Thank you.

Sincerely,

*Wendy Butler*

Wendy S. Butler Ed.D.  
PK-4 Principal/ Director of Curriculum



### **District Telephone Numbers**

District Office	Dr. Ravo Root III, Superintendent E-Mail: rroot@fillmorecsd.org Mrs. Susan Peet, Secretary	567-2251
Pre-K-4/ Curriculum Office	Dr. Wendy Butler, Principal/ Director of Curriculum Email: wbutler@fillmorecsd.org Mrs. Diana Brown, Secretary	567-4432
5-12 Office	Mr. Michael Dodge, Principal E-Mail: mdodge@fillmorecsd.org Mrs. Michelle Harding, Secretary	567-2289
Business Office	Mr. Thomas Ricketts, Business Mgr. Mrs. Lynette Folts, Secretary Mrs. Brenda Nolan, Secretary	567-2259
Guidance Office	Mr. William Kelley, Guidance Director Mrs. Heidi Rose, Secretary Dr. Kelly LaFever, School Psychologist Ms. Nicole Marinaccio, School Psychologist	567-2270
Special Education	Mrs. Chelsey Aylor, CSE Chairperson	567-2270
Nurse's Office	Mrs. Stacy Parmenter, R.N.	567-8584
Transportation	Mr. Les Rose, Supervisor	567-2276

## Teacher Contact Information

- **PK-4 teachers can be contacted by telephone at 585-567-4432**
- **PK-4 Teacher e-mail addresses are below:**

Mrs. Anderson- Librarian	<a href="mailto:eanderson@fillmorecsd.org">eanderson@fillmorecsd.org</a>
Mrs. Austin- Grade 4	<a href="mailto:jaustin@fillmorecsd.org">jaustin@fillmorecsd.org</a>
Mrs. Beardsley- Special Education	<a href="mailto:kbeardsley@fillmorecsd.org">kbeardsley@fillmorecsd.org</a>
Mr. Beardsley- Physical Education	<a href="mailto:jbeardsely@fillmorecsd.org">jbeardsely@fillmorecsd.org</a>
Mrs. Bentley- Multi-Age	<a href="mailto:sbentley@fillmorecsd.org">sbentley@fillmorecsd.org</a>
Mrs. Bertini- Special Education	<a href="mailto:hbertini@fillmorecsd.org">hbertini@fillmorecsd.org</a>
Miss Buckley- Grade 3	<a href="mailto:cbuckley2@fillmorecsd.org">cbuckley2@fillmorecsd.org</a>
Mrs. Bush- Speech	<a href="mailto:kbush@fillmorecsd.org">kbush@fillmorecsd.org</a>
Mrs. Campbell- Preschool	<a href="mailto:dcampbell@fillmorecsd.org">dcampbell@fillmorecsd.org</a>
Mrs. Chaddock- Multi-Age	<a href="mailto:kchaddock@fillmorecsd.org">kchaddock@fillmorecsd.org</a>
Mrs. Chapman- Music	<a href="mailto:jchapman@fillmorecsd.org">jchapman@fillmorecsd.org</a>
Mrs. Clark- Grade 4	<a href="mailto:wclark@fillmorecsd.org">wclark@fillmorecsd.org</a>
Mrs. Cutting- AIS	<a href="mailto:dcutting@fillmorecsd.org">dcutting@fillmorecsd.org</a>
Mrs. Earley- Art	<a href="mailto:mearley@fillmorecsd.org">mearley@fillmorecsd.org</a>
Mrs. Farrington- Multi-Age	<a href="mailto:cfarrington@fillmorecsd.org">cfarrington@fillmorecsd.org</a>
Mr. Fuller- Multi-Age	<a href="mailto:jfuller@fillmorecsd.org">jfuller@fillmorecsd.org</a>
Mrs. Hamm- Speech	<a href="mailto:jhamm@fillmorecsd.org">jhamm@fillmorecsd.org</a>
Miss Hatch- Grade 2	<a href="mailto:khatch@fillmorecsd.org">khatch@fillmorecsd.org</a>
Mrs. Hint- AIS	<a href="mailto:dhint@fillmorecsd.org">dhint@fillmorecsd.org</a>
Mrs. Mancuso- Physical Education	<a href="mailto:kmancuso@fillmorecsd.org">kmancuso@fillmorecsd.org</a>
Mr. McGeorge- Grade 3	<a href="mailto:smcgeorge@fillmorecsd.org">smcgeorge@fillmorecsd.org</a>
Mrs. Miller- Grade 3	<a href="mailto:dderockmiller@fillmorecsd.org">dderockmiller@fillmorecsd.org</a>
Mr. Parks- Physical Education	<a href="mailto:tparks@fillmorecsd.org">tparks@fillmorecsd.org</a>
Miss Redman- Kindergarten	<a href="mailto:kredman2@fillmorecsd.org">kredman2@fillmorecsd.org</a>
Mrs. Reed- Kindergarten	<a href="mailto:sreed@fillmorecsd.org">sreed@fillmorecsd.org</a>
Mrs. Reed- Grade 1	<a href="mailto:jreed@fillmorecsd.org">jreed@fillmorecsd.org</a>
Mrs. Reding- Music	<a href="mailto:areding@fillmorecsd.org">areding@fillmorecsd.org</a>
Mrs. Swift- Grade 4	<a href="mailto:dswift@fillmorecsd.org">dswift@fillmorecsd.org</a>
Mrs. Tanner- Kindergarten	<a href="mailto:atanner@fillmorecsd.org">atanner@fillmorecsd.org</a>

## **SCHOOL HOURS:**

- 8:00 a.m. Buses arrive - \*\*Walkers should not arrive on the school grounds prior to this time.
- 3:13 p.m. Students are dismissed. No students are to re-enter the building. Students should exit the door as directed by their teacher.

## **STUDENT DROP-OFF TIME:**

Students who are brought to school by family members should be dropped off at 8 a.m. The District does not provide supervision of students until that time of day.

- Students in grades Pre-K-4 will enter the building through the door by the preschool room or by the door by **the student drop off area**.
- All students will go directly to the cafeteria.
- Students will go to their homeroom at 8:00, with announcements to be at 8:10 for Pre-K-4 classrooms.
- Students who eat breakfast at school will need to eat breakfast and leave the cafeteria at 8:15.

No students are allowed in the elementary hallways without adult supervision before 8:00 a.m.

## **THE SCHOOL DAY:**

- All children receive classroom instruction in math, reading, language arts, social studies, health, science, and writing. Children are encouraged to think logically, work independently and assume responsibility in all areas. All students participate in physical education, music, art, technology and library each week.

## **STUDENT BEHAVIOR:**

- Students are expected to follow school (code of conduct), teacher, and classroom rules at all times. Failure to follow rules will result in a disciplinary referral to the Pre-K-4 Principal.

In general, students are expected to:

1. Follow teacher or other adults requests,
2. Use appropriate language with peers and adults,
3. Keep their hands to themselves and their property,
4. Complete classroom assignments as assigned by teachers and adults,
5. Use instructional materials, including technology, as designed, and
6. **Speak appropriately to students and adults at all times.**

Failure to follow student behavioral expectations could result in:

1. Loss of playtime,
  2. Lunch in the office,
  3. Loss of classroom rewards,
  4. Completing classroom work in the office,
  5. Or other disciplinary action that addresses the behavior as decided by the Principal.
- Students, families, teachers, staff, and administrators must work together to create a safe learning environment. Following the identified behavior expectations will help create the desired learning environment for all students.

## ATTENDANCE:

- Your child's regular attendance in school is of great importance to his/her educational success. State law requires that any student absence be accounted for by a written excuse from home.
  - After 10 absences a letter will go home to inform families of the need to improve attendance
  - After 10 tardies a letter will be mailed home to inform families of the need to improve attendance
- Continued excessive absences or tardies could result in a referral to Child Protective Services for educational neglect.
- If your child is tardy or re-entering school after an appointment, he/she must sign in at the PK-4 office. The student will then be issued a pass to be admitted to the classroom.
- If a child is to be excused earlier than the regular dismissal time, a note should be sent to the teacher in the morning. The parent, upon arriving at school, should report to the PK-4 office. The child will report to the office to be picked up by the parent.
- If a change to a student's end of day routine (ex. bus change, being picked up early, being picked up by a different person) is planned, parents/ guardians must call the Pre-K-4 Office before 1:00 p.m. to ensure the message is relayed to the student and homeroom teacher.
- Children will not be dismissed to anyone other than the parent or legal guardian unless the school has been notified in writing by the parent or legal guardian to do so.
- Parents are encouraged to schedule medical appointments, if possible, outside the hours of the school day in an effort to allow for students to have consistent attendance and instruction.
- If a child is sent home for medical reasons, the parent/ guardian must still sign the child out of school in the Pre-K-4 office. In case of an emergency at school, this ensures the office is able to account for all students.

## STUDENT CONDUCT:

**This is a “plain-language” summary of the district’s Code of Conduct, which can be accessed in its entirety on the district website: [www.fillmorecsd.org](http://www.fillmorecsd.org)**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students are expected to treat other students and adults with respect and dignity regardless of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property, riding the bus, or engaged in a school function specific and clear. The rules of

conduct listed below are intended to do that and focus on safety and 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.

Students may be subject to disciplinary action, up to and including suspension from school when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Engaging in any willful act which disrupts the normal operation of the school community.
  - 5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate web site; or any other violation of the district's acceptable use policy.
  - 6. Using cell phones and other communication devices in school during the school day is strictly prohibited.
  - 7. Use of information technology to bully, harass, tease, intimidate, threaten or terrorize another student or staff member is prohibited on and off school property.
  
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
  - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator, school employee, or other person lawfully on school property, or attempting to do so.
  - 2. Possessing a weapon.
  - 3. Possessing prescription or over the counter medication or illegal drugs.
  - 4. Intentionally damaging or destroying school district property.
  - 5. Lying to school personnel.
  - 6. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  - 7. Bullying or harassment that includes a severe action or persistent pattern of actions or statements directed at a group or individual that are perceived to be demeaning, ridiculing, or taunting.
  - 8. Intimidation or threatening actions or statements that put an individual in fear for their safety.

9. Negative or offensive statements or actions toward others based on their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
10. Use of technology or electronic communication (social media, texting, email) to bully or harass other students or staff.

E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting, bullying, or harassment will not be tolerated.

Students are expected to show respect and dignity toward classmates at all times during the school day and at school events. In doing so, appropriate conduct will contribute to the school atmosphere that is expected to be an environment free from discrimination and harassment.

### **BULLYING, HARASSMENT & DISCRIMINATION:**

- Parents are asked to teach their children respect and dignity for themselves and others regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex which will strengthen children's confidence and promote learning and dignity for all students.
- Parents are also asked to provide instruction and close monitoring of their children's responsive and appropriate use of information technology and electronic communication, including social media, on and off of school property. Internet usage presents students with many opportunities for learning and entertainment; however, it also presents many opportunities for misuse by the student that may have unsafe or harmful results for the student and/or others.
- Students and/or parents should contact their child's teacher, the principal or the district's Dignity Act Coordinator to make an oral or written report of bullying, harassment or discrimination. This is important especially if the action was severe or there is a persistent, pervasive pattern of behavior that is ridiculing or demeaning. The district is committed to preventing these actions and to investigating and responding when they do occur.

### **COMMUNICATION PROCEDURES:**

1. Share your concerns directly with the teacher and work toward a mutual resolution.
2. If you are unable to come to a mutual resolution, share your concerns with the PK-4 Principal and attempt to work toward a solution.

### **BICYCLES:**

Anyone who rides a bicycle to school should follow these rules:

1. Bicycles are to be walked on school grounds.
2. Bicycles are to be placed in the racks provided.
3. Bicycles are to be locked at all times.
4. Children are not permitted to borrow or lend bikes.
5. Students, age 14 or under, must wear helmets.

## **HEALTH SERVICES:**

- The health office is staffed by a School Nurse (a NYS registered nurse). The nurse attends to students' health needs, assessing whether problems may be handled at school, or whether students should be sent home or to a doctor for care. The nurse is available in the building whenever school is in session.
- Students are sent home for any of the following conditions:
  - a fever of 100 degrees or more;
  - vomiting and/or diarrhea; or
  - injuries which need immediate attention not provided by the school.
  - Students with contagious conditions (such as rashes, "pink eye", head lice, etc.) are to remain home until the conditions are corrected.
  - Students with a fever should remain home until they are fever free, without medication, for 24 hours.

## **MEDICATIONS:**

- All medication sent to school is to be kept in the health office. Written instructions must accompany the medication. Instructions are to include NAME of the medicine, NAME of the student, how much medicine is to be taken, and when. A parent's signature is necessary to permit the school to oversee the dispensing of specific medicine. New York State law forbids schools to allow students to take medicines, except as regulated above.
- Remembering to take medication is the responsibility of the individual student. The school is not legally obliged to enforce students' taking their prescribed medication.

## **IMMUNIZATIONS:**

- All public school students must have a record of the mandated immunizations on file in the Health Office. Students lacking any of the required immunizations will be notified by the school nurse. Failure to comply following notification will result in suspension from school (New York State Law) unless you have a written medical or religious exemption.

## **NOTICES:**

- Families are encouraged to have your child share and review the contents of his/her backpack and folder in an effort to be aware of occasional communication from teachers. Please encourage your child to deliver them in a readable form. Showing an interest in reading these notices with your child may help to ensure that they are delivered.
- Non-custodial or shared custody families may request copies of communications, notices, and reports by calling the office and providing mailing information as long as there is no existing court order preventing this.

## **PARENT-TEACHER CONFERENCES:**

- The parent-teacher conferences give you an excellent opportunity to become better acquainted with your child's progress. It is important that you and the teacher discuss mutual concerns.
- Scheduled conferences are held in November and March of each school year and it is strongly recommended that you make an appointment to meet with teachers in November. However, parents or teachers may request a conference at any time.



## **CLASSROOM VISITATION:**

The safety and security of our students is extremely important, as is the protection of instructional time. Please remember that all guests are required to sign-in into the office and get a visitors pass before walking through the halls of Fillmore Central School.

- Although families are encouraged to visit the school, a time agreed upon by both teacher and family is preferred. This will avoid disruptions during instructional time.
  - If you need to bring something to school for your child, please bring the item(s) to the office and we will call your child down to get the items.
  - If you need to speak to your child, the office will call your child down to the office and make them available for you.
  - If you need to talk to a teacher or visit a classroom, the office will call the teacher to make sure the visit will not disrupt instruction before you go to the classroom.
  - If you are picking up your child at the end of the day, please stay in the front of the building and wait for your child to come to you. Do not walk to the classroom.
- All guests are required to check in at the PK-4 office before a classroom visit and receive a guest's pass. This enables us to know who is in the building at all times.

## **OPEN HOUSE:**

- All families of our school community are invited to attend the annual Open House. This evening is designed to give students an opportunity to share their classroom with their parents. This event is an annual highlight of the school.
- Open House is not an appropriate time for discussion of children's progress with their teachers. Discussions pertaining to students' academic progress could be made during scheduled Parent/Teacher Conference dates, phone calls and any other scheduled meetings with teachers.

## **SPECIAL EDUCATION:**

- Fillmore Central School provides special education support services to qualifying students who meet New York State definitions of students with disabilities. Each student's needs are identified by the Committee on Special Education to recommend specific, individualized supports needed for a child to be successful in school. Services offered at Fillmore Central include:
  - Consultant teacher
  - Resource room
  - MS/ HS 12:1:3 self-contained classroom
  - Related services
    - Speech Therapy
    - Occupational Therapy
    - Physical Therapy
    - Counseling

Services and supports necessary for each student with a disability are identified and included in an Individual Education Program (IEP), which is reviewed at least annually.

*Definition of Special Education Services:*

- Consultant teacher services shall be for the purpose of providing direct and/or indirect services to students with disabilities enrolled in regular education classes, including career and technical education. Such services shall be recommended by the committee on special education to meet specific needs of such students and shall be included in the student's individualized education program (IEP).

- Resource room programs shall be for the purpose of supplementing the regular or special classroom instruction of students with disabilities who are in need of such supplemental programs.
- 12:1:3 self-contained classroom provides instruction to students whose general needs can not be met in the general education setting.
- Related services shall be recommended by the committee on special education to meet specific needs of a student with a disability as set forth in the individualized education program (IEP).
  - Speech Therapy works with students to produce sounds correctly and/or use language appropriately necessary for school success.
  - Occupational Therapy generally works with students to develop fine motor skills necessary for school success.
  - Physical Therapy generally works with students to develop gross motor skills necessary for school success.
  - Counseling generally works with students to develop pro-social skills, problem-solving skills, and social-emotional education.

### **RESPONSE TO INTERVENTION:**

Fillmore implements services in a Response to Intervention (RTI) model for all students

- to better accommodate in the individual needs of all students,
- to be in compliance with state and federal guidelines, and
- to align with recommended best practice.
  
- RTI is a methodology that encompasses:
  - Curriculum-based assessments of academic progress
  - Quality/ Researched-based interventions matched to student needs
  - Frequent progress monitoring data collection
  - Frequent review of progress monitoring data to inform educational decisions
  
- RTI follows the following core assumptions:
  - that the educational system can effectively teach all children
  - that early intervention is critical to preventing problems from getting out of control
  - that the implementation of a multi-tiered service delivery model is necessary
  - that a problem solving model should be used to make decisions between tiers
  - that research based interventions should be implemented to the extent possible
  - that progress monitoring must be implemented to inform instruction
  - that data should drive decision making.

## **EMERGENCY CLOSINGS:**

If it is necessary to close school or delay the opening of school, announcements will be broadcast between 6:00 and 7:30 a.m. on the local television and radio stations listed below. The District will also contact parents by phone with Power Announcement.

### Buffalo

WKBW TV (Channel 7)  
WGRZ TV (Channel 2)  
WIVB TV (Channel 4)  
WLKK FM (107.7)  
WTSS (102.5)

### Rochester

WHAM TV (Channel 13)

### Olean

WPIG FM (95.7)  
WHDL AM (1450)

### Wellsville

WJQZ FM (103.5)

It is important that an Emergency form be on file in the school office so that we will know where your child is to go in case of an emergency closing **during** the school day.

## **FIRE DRILLS:**

- State Law requires that schools conduct 12 fire drills each year. Instruction related to fire safety as mandated by the State is provided by your schools. Students should remain calm throughout a fire drill.

## **MOVING:**

- If you are moving **WITHIN THE DISTRICT** or **OUT OF THE DISTRICT**, please notify the school of your new address and phone number so we can keep your child's records current.

## **LUNCHES:**

- The first issue of the district newsletter each year contains information concerning the school lunch program. It will include information about free and reduced lunch program and lunch prices.

## **VENDING MACHINE:**

- Pre-K-4 students are only allowed to use the vending machines with adult permission.
- Pre-K-2 students must have a written note from a parent/ guardian to use the vending machine.
- Students may only use the vending after **school**.

## **GENERAL LUNCHTIME RULES:**

- Children are expected to use good manners, be polite, remain calm and respect classmates and lunch monitors.
- Children are to be seated except when purchasing food, returning items to the dishwasher area, or accessing activities.
- Children leave the cafeteria as a group with their teachers.
- When lunch is completed, all papers are to be properly disposed of, trays returned, and tables left clean.
- There is to be no throwing of food at any time.
- Excessive noise is prohibited.
- Generally, the student who fails to follow these simple rules of courtesy and safety is counseled by the monitor and given an opportunity to correct his/her behavior. If the behavior continues, then appropriate action will be taken.

**SCHOOL ATTIRE:**

Administration will determine whether or not clothing is appropriate. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school activities. Families are encouraged to guide their child(ren) to come to school appropriately dressed. All students' dress, grooming and appearance shall:

1. Be safe, appropriate and not interfere with the educational process or negatively affect the general health, safety and welfare of district students and employees.
2. Recognize that garments should be of appropriate length.
3. Include safe footwear to be worn at all times. Footwear that is considered to be a safety hazard will not be allowed.
4. Not include the wearing of hats except for religious or medical purposes.
5. Not be vulgar, obscene or offensive to others.
6. Not promote drugs, violence, alcohol, tobacco or illegal drugs in any way.

**LOST AND FOUND:**

- "Lost and Found" articles may be taken to the Lost/Found area, located in the hallway by the cafeteria, where interested persons may look for lost items.
- Any items not claimed after being displayed at the annual Open House will be donated to the Salvation Army immediately following Open House and at the end of the school year.

**LIBRARY NOTES:**

The Elementary Library contains books at a wide range of reading levels to be used for research projects or for enjoyment.

The objectives of the Elementary Library program are as follows:

1. To promote students' enjoyment of and commitment to reading.
2. To help students find answers to questions, whether posed in the classroom or based on personal interests.
3. To expose students to materials which reflect the rich diversity of our world.
4. To promote awareness and usage of resources available in the library, both in print and electronic form
5. To encourage an appreciation of the valuable resources available in libraries.

Children are expected to return or renew books each week during their scheduled library classes. Students/families will be responsible for the payment of lost or damaged books. Money will be refunded if the book is returned at a later time.

**TEXTBOOKS/WORKBOOKS:**

- Textbooks and workbooks are provided for each child for the entire school year, without charge. However, children are responsible for the condition in which books are returned. A book returned in poor condition due to neglect or carelessness will result in a charge to the student. If a book is lost, the child will be expected to pay the cost of a replacement book.

All textbooks must be covered. Please follow the recommendations from your child's teacher concerning the type of paper, pencils and other supplies needed at the grade level.

**TELEPHONE USE:**

- Cell phone usage is prohibited. In the event of an emergency, the office phone will be made available to a student. Students need to have permission from their teacher before visiting the office to use a phone.

**TRAFFIC:**

PLEASE REFRAIN FROM ENTERING THE FRONT DRIVEWAY BETWEEN 7:50 AND 8:20 A.M. AND BETWEEN 2:50 AND 3:30 P.M. YOUR COOPERATION HERE WILL ASSIST US IN PREVENTING A POSSIBLE ACCIDENT.

FAMILIES DROPPING OFF STUDENTS SHOULD DO SO IN **THE PARENT DROP OFF CIRCLE IN THE FRONT AREA OF THE BUILDING** AND REPORT TO THE CAFETERIA UNTIL 8:00.

**BUS TRANSPORTATION:**

- It would be greatly appreciated if changes in routine dismissal procedures were limited to those really necessary. We are periodically faced with numerous requests for students to ride other than their assigned buses. On occasion a note is lost and it is difficult to contact parents. Therefore, we are sometimes faced with not knowing where the student is to go.
- Any changes to transportation for students must be relayed to the Pre-K-4 Office before **1:00** p.m.

**STUDENT RESPONSIBILITIES:**













- Your child will be expected to accept certain responsibilities in return for the privilege of riding the school bus. Please understand that your child may lose his/her riding privilege if he/she fails to follow bus rules and directions of the bus driver. Your child must be on time at the bus stop which means getting there prior to the arrival of the bus. Please review with your child the following important points:
  1. Always go to the correct bus stop and ride only the bus assigned.
  2. Respect other people's property and stay off lawns and gardens.
  3. Stay safely out of the road while you are waiting.
  4. Line up with other students when the bus arrives.
  5. Be courteous to one another.
  6. Don't crowd or push.
  7. Look out for younger children.
  8. **STUDENTS SHOULD NOT RUN TO OR FROM BUSES AT ANY TIME.**

**RULES FOR BUS PASSENGERS:**

1. Stay seated until bus comes to a full stop.
2. Observe classroom conduct.
3. Unacceptable language is not allowed.
4. Do not eat or drink on the bus.
5. Keep the bus neat and clean.
6. Co-operate with the driver.
7. Do not damage the bus or equipment.
8. Keep head, hands and feet inside the bus.
9. No fighting or quarreling is allowed on the bus.
10. Children may not change seats after they are seated on the bus.
11. Always face forward while riding the bus.
12. The bus driver is in complete charge of students and is authorized to assign seats.

# Library Databases

Research and Learn with Library Databases at <http://www.fillmorecsd.org/domain/9>

 Britannica School Edition	Username: fillelem	Password: eagle 1
 Grolier Online	Username: nystate926	Password: novelhome
 Kids InfoBits	Username: nysl_we_Fillmore	Password: eagles
 BookFLIX Bookflix	Username: fillmorecsd	Password: bookflix
 Pebble Go	Username: fillmore	Password: book
 Capstone Interactive Library	Username: fillmore	Password: book
 Culture Grams	Username: fillmore	Password: eagle
 Gale Opposing Viewpoints	Username: nysl_we_Fillmore	Password: eagles
 Gale Power Search	Username: nysl_we_Fillmore	Password: eagles
 eLibrary	Username: 21- 61063REMOTE	Password: bigchalk
 Science Online	Username: fmcs	Password: fmcs
 World Book Student	Username: fillmore	Password: boces