

# Tonawanda City School District

*Working Together to Achieve Success*

**Creative Leaders**



**Innovative Learners**



**Community Members**



**Pull-Out Section**  
District Events and  
Contact Information!

2021-22 District Directory of Events & Parent Information Packet

## Message from the Superintendent

Dear Parents, Guardians and Community Members,

Our district continues to overcome the challenges of providing a safe, meaningful, and rigorous educational program that meets the needs of all students in a pandemic period. We are proud of our response, programming, and supports provided as our students continued to learn, grow, and experience our curriculum and associated opportunities in a caring and positive environment.



This year, we will strive to move forward and to further enhance our programs and services that many of our students and families expect from our district. The continued and changing COVID-19 mandates and protocols require the district to take actions that may not be preferred by every constituent. However, our efforts and actions to follow these mandates and requirements are in the best effort to keep our students in school five days per week, keep our programs fully operational, minimize the potential number of infections and subsequent lengthy quarantines, and to provide the safest learning environment for all our students to achieve gains. We continue to create, collaborate, communicate, and care for our school community. Together, we will succeed in supporting our students to reach their educational goals and experience academic gains.

Our community continues to support our district and value our goals. The relationships that we share with our students, staff, families, and community members makes Tonawanda a great place to raise children. Your trust in our staff allows us to set high expectations and then support each student in exceeding them. Your continued support of our district is most recognizable through the Warrior Pride shared by all.

Our staff works extremely hard to provide opportunities for all students to achieve, reach their goals, and be accepted in Warrior Nation. We pledge to serve our students and support their families so that every student grows academically, socially, emotionally, and as a citizen in our community. All of this is accomplished by our defined way of doing business, which is putting kids first.

Additionally, our building, facilities and operations staff have done incredible work during the school year to support our students and staff. Most recently, these staff members have been an incredibly valuable component of the TONA2020 capital project transitions from the closing of Fletcher School to the transitions of the fourth and fifth grade classrooms to our other buildings. We anticipate opening the new building at the Fletcher School campus in the fall of 2023.

There is no question that the Tonawanda City School District employs dedicated staff members in every aspect of the organization. They are appreciated and recognized.

I offer my best wishes for a successful 2021-2022 school year to all constituents. We all are striving to offer the best educational opportunities for all of our students in a safe and secure environment.

Sincerely,



Dr. Timothy A. Oldenburg  
Superintendent of Schools

## What to do in case of an EMERGENCY situation at your child's school



The Tonawanda City School District takes great pride in its commitment to providing a safe and healthy environment for all students and staff. Emergency planning takes place under Project SAVE (School Districts Against Violence in Education). This program requires school districts to prepare plans and response actions that are site-specific and address specific emergencies. Administrators are expected to be fluid in their thinking, making decisions based on the situation. They are required to use all resources available to them at the time. Together with city officials – including the mayor, police, fire, emergency medical services and the department of public works – collaboration and cooperation exists that assure the school district of rapid response should the need arise. Parents/guardians will be contacted via phone, text and/or e-mail using the Apptegy Thrillshare communication platform as to the nature of the emergency and any further instructions.

### What can parents do to help prepare?

- 1) Provide accurate and up-to-date emergency contact information when requested by the district whenever your personal information changes, such as a change in address, e-mail address or personal/work telephone number(s). Ensuring your contact information at your child's school is up-to-date means you will be kept updated with important messages.
- 2) Have the district website ([www.tonawandacsd.org](http://www.tonawandacsd.org)) bookmarked on your web browser for quick access.
- 3) Download the Tonawanda City School District mobile app on Google Play or the Apple App Store.

### What should parents do if an emergency occurs?

- 1) **Do not drive to the school.** The district has established methods of immediately contacting all parents. Wait to be contacted by the school at one of the contact numbers you have provided the district by keeping these numbers open during this time;
- 2) Listen for information sent via phone from the district;
- 3) Check your e-mail and text messages regularly (make sure your contact information at your child's school is up-to-date ahead of time);
- 4) Visit the district website ([www.tonawandacsd.org](http://www.tonawandacsd.org)) or mobile app for updates; and,
- 5) Listen to AM Radio Station 1670. This station is owned and operated by Tonawanda City School District and will provide frequent updates.



## Points of Pride

### Creative Leaders

Students are given a strong foundation in science, technology, engineering, art and math through our top-of-the-line, year-round STEAM initiative. STEAM coaches guide our teachers in developing lesson plans through a STEAM lens, incorporating the vital lessons and tools of today into their class curriculum. Staff development for our faculty becomes a gateway for our teachers to continue improving and to teach their classes with the best educational practices in mind.

### Innovative Learners

During the 2020-21 school year, our students went above and beyond adapting to both in-person and remote learning as a result of the COVID-19 pandemic. Around 95% of our 2021 graduates went on to either college, vocational training, the armed services or the workforce.

### Community Members

Students in our district not only broaden their knowledge in the classroom, they also build character by learning to be responsible citizens in the community they are growing up in. Field trips, community service programs and public events teach our students to be lifelong learners.

## Stay Connected

### Update Your Contact Info With Us

The Tonawanda City School District uses the Aptegey Thrillshare communication platform to make parents/guardians aware of any important news. Parents/guardians can be contacted by phone, text or e-mail. To ensure you receive these notifications, please keep your contact information up-to-date at your child's school.

### Follow Us on Twitter

@TonawandaCSD

### Download the App

Search "Tonawanda City School District" on Google Play or the Apple App Store.



## How do I locate my children if the building is evacuated?

**Do not drive to the school.** Each school has an established procedure to communicate with parents should the children be evacuated to another site. This is accomplished via telephone, radio, website and e-mail. The district will contact you and provide you with information on where to go to pick up your children.

## Emergency school closings

When adverse weather conditions occur, or other emergency conditions develop and result in the closing of schools, the primary communication method for district notifications will be an automated phone messaging system with the pertinent announcement. Please be sure your contact information at your child's school is up-to-date so you can receive important messages.

The following radio and TV stations will carry the announcements:

WBEN 930 AM	WYRK 106.5	Channel 2	Spectrum News
WBLK 93.7 FM	STAR 102.5 FM	Channel 4	
WJYE 96.1 FM	KISS 98.5 FM	Channel 7	

TONAWANDA CITY SCHOOL DISTRICT AM RADIO STATION 1670

The phone and media announcements normally are made between 6-6:30 a.m. and thereafter, depending on station policy. Absence of an announcement by 7 a.m. usually indicates that Tonawanda City Schools are open. Do not call the school or radio stations to inquire as to the closing. Listen to the radio stations and watch the scroll of districts closed on the television. The fact that nearby districts close does not mean that Tonawanda will necessarily close. Conditions of roads can vary greatly from one district to another. There will be no use of school buildings on snow days.

If closed, the following will be automatically cancelled: Sports practices and games, interscholastic contests, recreation department activities and student events such as plays, musicals, dances and meetings. All before and after school activities, including Boys & Girls Club programs, will be cancelled.

## How closely do police and fire agencies work with the school district?

As part of a Crisis Planning Grant sponsored by the U.S. Department of Education, the Tonawanda City School District and the Tonawanda Police and Fire Departments have formed a close relationship. Any closings or emergencies are reported directly to the police and fire departments.

[www.tonawandacsd.org](http://www.tonawandacsd.org)

# District Information



## STUDENT REGISTRATION

To be eligible for admission to kindergarten, a child must be five years of age on or before December 1 of the year of entrance. To be eligible for admission to universal pre-kindergarten, a child must be four years of age on or before December 1 of the year of entrance. All local and state health requirements must be met within 14 days of the opening day of school or the first day of attendance. New entrants must register with the district registrar at 100 Hinds St., Door #11 across from the tennis courts. Call 694-7690 x 1000 for an appointment.

## BUSING INFORMATION

Bus transportation is provided to and from school for students in grades K-5 who live greater than half (0.5) of a mile, grades 6-8 who live greater than one (1.0) mile and grades 9-12 who live greater than one and a half (1.5) miles from school.

## ALTERNATE TRANSPORTATION REQUESTS

Alternate transportation will be provided to NYS licensed childcare locations within the district's boundaries. Alternate transportation forms submitted by the deadline of July 16, 2021 have been reviewed and/or processed. Forms submitted after July 16, 2021 will be reviewed beginning Sept. 14, 2021. Applications are available at all school offices and on the district website under "Transportation."

Please visit the website for any changes during the COVID-19 pandemic.

## MEAL PLAN

The district participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and has qualified for the Community Eligibility Provision (CEP) for grades K-12. This CEP provision provides FREE meals to all students for the entire school year. The programs are self-supporting with additional federal and state subsidies. A la carte items are also available for purchase. Menus are sent home with elementary students and posted in the middle and high school cafeterias. They are also available at [www.tonawandacsd.org](http://www.tonawandacsd.org).

All students in grades K-12 will receive meals at no cost through the CEP. Please note that a CEP application for the next eligibility period will be sent home and also available online. CEP applications should be turned in as soon as possible to either your child(ren) homeroom or to the District Office, 100 Hinds St., Door #11 across from the tennis courts no later than Sept. 24, 2021.

Please visit the district website for any changes during the COVID-19 pandemic.

## MYSCHOOLBUCKS.COM

A la carte items can be purchased via MySchoolBucks. This cashless option can be utilized by going to [www.tonawandacsd.org/myschoolbucks](http://www.tonawandacsd.org/myschoolbucks). To set up an account, you will need an email address and your child's school ID number (which can be found on his/her report card). To contact MySchoolBucks Support, call 1-855-832-5226 between 7 a.m. and 7 p.m., or email [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com).

## MIDDLE AND HIGH SCHOOL ID CARDS

All students in grades 6-12 will be issued a photo ID card. The cafeteria uses finger scanning for students. Those students who opt out of scanning must have their ID card to scan.

## ABSENCES AND TARDINESS

All students who are absent for any reason must have a written, dated and signed excuse from their parent on the day they return from being absent. Please call the attendance "call-in" number for the child's school to report his/her absence for that day. An attempt to contact parents of children whose absence has not been reported will be made during the school day. Students who are tardy for school must report to the school office. A written excuse is required for tardiness.

## PHYSICAL EDUCATION

All students have regularly scheduled physical education classes. Unless a student has a pre-existing medical disability, which precludes participation in physical activity, they are required to attend courses in physical education instruction. At the primary level, the emphasis is based on a variety of movement experiences. The intermediate grades begin to incorporate these movement patterns into sport and skill related games and activities and are exposed to the concepts of health-related fitness. Students will also be introduced to the aquatics curriculum, which incorporates learning the basic strokes, survival swimming skills and basic water safety. The middle school program builds on the intermediate program and offers students experiences in individual and team sports, fitness and wellness principles. The high school students will begin to concentrate on lifelong fitness programs to emphasize the need to become healthy contributors to society upon graduation.

## INTRAMURAL PROGRAM

Students from intermediate grades and up are encouraged to participate in intramural and extramural programs. These programs are offered as an extension of the basic physical education program.

## MEDICAL EXCUSE FROM PHYSICAL EDUCATION

If a child is unable to participate in physical education, a parental excuse will be honored on a daily basis for a period of one week. After one week, a medical excuse from a physician will be required. If a student has physical limitations and/or requires adaptive equipment, a physician's note is required to specify this.



# District Information



## HOME INSTRUCTION

Students who are not able to attend school because of illness, accident or other medical conditions may be eligible for home instruction if the student will be out of school at least 10 consecutive school days. Parents must make a request, in writing, to the building principal and provide a physician's certificate with the reason and expected length of absence. Elementary students (grades K-6) receive five hours per week of home instruction and secondary students (grades 7-12) receive 10 hours per week of home instruction. An updated medical excuse must be provided every 30 days no matter the reason. Home instruction must take place within the Tonawanda City School District boundaries.

## SPECIAL EDUCATION SERVICES

New York State Law requires all school districts to provide appropriate programs and services to students with an educational disability. To meet this requirement, the Tonawanda Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE) reviews the needs of each child referred and makes a recommendation to the board of education as to whether the child qualifies for special education. If the board approves a recommendation for special education, the child will receive the recommended services.

When a student qualifies for special education, the programs and services follow the continuum of services as outlined in the Part 200 regulations. An attempt is always made to have the programs and services administered in the district. When the district cannot meet the student's unique needs, the student will be educated outside of the district in a program that is closest to the child's home as possible. All programs and services are provided to students as Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).



The district has a responsibility of Child Find. If you as a parent believe your child has a disability, you have the right to seek a referral and evaluation to the CSE or CPSE. School personnel may also request a referral to CSE or CPSE.

Referrals should be sent to the following:

Pupil Personnel Office  
Tonawanda City School District  
100 Hinds St.  
Tonawanda, NY 14150

The following information must be included in the parental, written referral: the child's name, address, telephone number, birth date, school attending (if any), a brief statement describing the child's difficulty and original signature(s). When a referral is submitted, parents/guardians will receive complete information about the procedures and due process rights assured under New York State and Federal Law and will be asked to sign a consent form and complete a social history. Parents may also access the NYSED website relating to a Parent's Guide to Special Education in NY for Children ages 3-21 at [www.p12.nysed.gov/specialed/publications/policy/parentguide.htm](http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm).

If you have any questions, please call the special education office at (CSE) 694-7684 or (CPSE) 213-4601.



# Health Information



## PHYSICAL EXAMINATIONS

Physical examinations are required of all interscholastic athletes; newly entering students; students seeking working papers; students referred by appropriate school personnel; and all students in pre-kindergarten or kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grade. Written evidence of a family's physician's physical must be provided to the school nurse. If a family cannot obtain a physical from the child's physician, the school physician will conduct a physical without parental consent.

## ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

It is recommended that, whenever possible, medication be administered before or after school under the direction of a parent/guardian. Occasionally, it is necessary for a child to receive medication during the school day. To comply with New York State Education Law, there are certain requirements which must be met before medication can be given to a student during school hours. These are:

- A written request from the child's licensed prescriber and co-signed by the parent/guardian must be submitted annually, dated July 1 or later.
- Clear and definite directions by the licensed prescriber for diagnosis, dosage, route, time and frequency of the prescribed medication must be submitted.
- An adequate supply of medication in the pharmacy-labeled original bottle must be brought directly to the school by the parent. Do **NOT** send medication to school with a child nor leave it with the door monitor or security guard.
- Any student who requires an EPI-PEN or Inhaler must also fulfill the above medical documentation in order for him/her to carry the medication (grades 6-12) on his/her person during school hours and/or any extracurricular activity. The same must be adhered to for students in grades UPK to 5 (medications must remain in the nurse's office).
- If a student is attending an overnight field trip, the family must supply the script (adhering to the above script guidelines) and the medication. This pertains to all prescribed and over-the-counter medication, whether taken at home or at school.

The medication will be kept secure in the health office in a locked cabinet. A form is available from the school nurse and must be completed and returned to the school by the parent/guardian, along with a supply of medication and an original prescription before the medication can be administered in school.

## MEDICAL RECORDS

During the school year, students will be weighed and measured. Students in grades pre-K or K, 1, 3, 5, 7 and 11 will receive vision screenings for distance and near-vision acuity and hearing. Female students in grades 5 and 7 and male students in grade 9 will receive screening for scoliosis or curvature of the spine. If proof of a required physical exam by a student's primary care provider is not received by the school, the

school physician will conduct a physical exam for the student. This exam is limited and is not intended to take the place of a regular exam by the family physician. Should there be any concerns noted as a result of the above screenings, the parent/guardian will be notified. The school nurse can assist in seeking proper help in addressing any concerns, but the parent/guardian is responsible for making appointments with physicians, dentist, etc. Please check with your physician to make sure your child is up to date with new immunization requirements. These are listed on the district website at [www.tonawandacsd.org/health](http://www.tonawandacsd.org/health)

## ILLNESS OR INJURY

A school nurse is assigned to each building. When necessary, first aid is administered for minor injuries and illnesses. Careful records are kept in the health office. Parents/guardians are notified immediately of serious illness or injury. As it is vital that the school be able to contact a parent/guardian, please forward any phone number changes, both for work or home/cell, to the main office at your child's school. The parent/guardian is responsible for transporting the child when he/she is released due to illness/injury.

The school nurse must have contacted a parent/guardian or a designee before the ill or injured student can be released from school.

- Anyone displaying a fever, COVID-19 or other flu-like symptoms is required to "stay home" to minimize exposure to others and reduce other health complications until the individual is fever/vomit free for 24 hours.
- It is important to note that fever-reducing medications can mask the intensity of the fever while medication is still present in one's system.
- The district nursing staff will be sending students home if they have COVID-19 or Influenza-Like-Illnesses (ILI), especially a temperature of 100 degrees or higher, or vomiting.

## ACADEMIC INTERVENTION SERVICES (AIS/RTI)

Student achievement is a high priority in the Tonawanda City School District. To ensure that all students are successful, Academic Intervention Services (AIS) and Response to Intervention (RTI) are provided for students who are having difficulty making progress. Performance in class, tests and state assessments are used to evaluate whether a student needs AIS/RTI. Depending on the recommendation, students may receive extra help during the regular school day with their classroom teacher or an AIS/RTI teacher. AIS/RTI Services may include academic, social, emotional and physical supports. Parents who are concerned about their child's progress should talk to their child's teacher, counselor or to the principal.

Health forms are available on our website:  
[www.tonawandacsd.org/health](http://www.tonawandacsd.org/health)



**Pull-Out  
Section**

# Tonawanda City School District Calendar of Events



## Board of Education



**Heather Sternin**  
*President*  
445-3081  
742 Fletcher St.  
hsternin  
@tonacsd.org  
Term 2015 - 2024



**Danielle Opalinski**  
*Vice President*  
692-7220  
219 Syracuse St.  
dopalinski  
@tonacsd.org  
Term 2013 - 2022



**Daniel Calabrese**  
*Trustee*  
692-0648  
51 Alliger Dr.  
dcalabrese  
@tonacsd.org  
Term 2016 - 2022



**Elizabeth Koch**  
*Trustee*  
692-3070  
431 Adam St.  
ekoch  
@tonacsd.org  
Term 2016 - 2022



**Alicia O'Donnell**  
*Trustee*  
474-1174  
220 Grove St.  
aodonnell@  
tonacsd.org  
Term 2021 - 2024



**Kristin Schmutzler**  
*Trustee*  
207-2912  
68 Mosher Drive  
kschmutzler  
@tonacsd.org  
Term 2017 - 2023



**Jeff Thorp**  
*Trustee*  
807-1102  
41 Plymouth Dr.  
jthorp  
@tonacsd.org  
Term 2020 - 2023

**Jillian Reynolds**  
*District Clerk*  
694-7784  
Fax 695-8738  
100 Hinds St.  
Tonawanda, NY  
14150  
E-mail:  
jreynolds  
@tonacsd.org

## Board of Education Meetings

**General Location:** High School Library Media Center  
**General Schedule:** 6:30 p.m. on the second Tuesday of the month  
(subject to modification)

July 6, 2021 Reorganizational Meeting / Regular Meeting (6 p.m.)	October 12, 2021 Regular Monthly Meeting	March 8, 2022 Regular Monthly Meeting
July 20, 2021 Special Meeting (6 p.m.)	November 16, 2021 Regular Monthly Meeting	April 12, 2022 Tentative Budget Adoption
August 11, 2021 Special Meeting (6 p.m.)	December 21, 2021 Regular Monthly Meeting	April 19, 2022 BOCES Vote
August 24, 2021 Regular Monthly Meeting (6 p.m.)	January 11, 2022 Regular Monthly Meeting	May 10, 2022 Budget Hearing Meeting
September 14, 2021 Regular Monthly Meeting	February 8, 2022 Regular Monthly Meeting	May 17, 2022 Budget Vote
		June 21, 2022 Regular Monthly Meeting/ End of Year Meeting (6 p.m.; High School Auditorium)



# Secondary Schools

## Tonawanda Middle/High School

Grades 5-12  
600 Fletcher St.  
694-7670 (HS)  
694-7660 (MS)  
Fax: 743-8839

Guidance Office: 694-7673

Michael Brown, High School Principal  
Lyndsey Todaro, HS Assistant Principal  
David Sellan, Middle School Principal  
Renee Smith, MS Dean of Students

Tammy Charrois, Secretary  
Kelly Harszłak, Secretary

Nadine Hammersmith, RN  
Meredith Edholm, LPN  
694-7678

Nurse Fax: 694-5172

### Hours:

Grades 9-12: 7:50 a.m. - 2:36 p.m.  
Grades 5-8: 7:50 a.m. - 2:36 p.m.  
Early Dismissal: 11 a.m.

## Athletic Schedules



For the most up-to-date schedules and locations, please visit the district website at [www.tonawandacsd.org](http://www.tonawandacsd.org)

## High School and Middle School Dates\*



### August

30-31 Superintendent's Conference Days – No School

### September

1 **First Day for Students**  
Start of First Marking Period  
3-6 **Labor Day Recess – No School**  
9 HS Curriculum Information Night, 6-8 p.m.  
9-10 MS/HS Pictures During P.E. Classes  
16 MS Curriculum Information Night, 6-8 p.m.  
23 HS Financial Aid Night, 6 p.m.

### October

1 Emergency Drill/Early Dismissal  
11 **Columbus Day – No School**  
13 PSAT Exam  
18-22 T-NT/Spirit Week  
22 T-NT Game (Home)  
28 MS/HS Picture Retakes

### November

2 **Superintendent's Conference Day – No School**  
4 National Honor Society Induction Ceremony, 6 p.m.  
5 End of First Marking Period  
6 SAT Exam  
8 Start of Second Marking Period  
10 National Junior Honor Society Induction Ceremony, 6 p.m.  
11 **Veterans Day – No School**  
16 Secondary Parent Teacher Conferences, 6-8 p.m.  
17 ASVAB Test (Gr. 10)  
Parent Teacher Conferences (Early Release Gr. 6-12)  
24-26 **Thanksgiving Recess – No School**  
30 MS Honor Roll Breakfast, 7 a.m.

### December

8 MS Chorus/Instrumental Concert  
15 HS Chorus/Instrumental Concert, 6 p.m.  
18 Christmas for Kids  
24-31 **Winter Recess – No School**

### January

17 **Martin Luther King Jr. Day – No School**  
25-28 Regents Week  
27 HS Parent Information Night, 6 p.m.  
28 End of Second Marking Period  
31 Start of Third Marking Period

### February

15 MS Honor Roll Breakfast, 7 a.m.  
21-25 **Mid-Winter Recess – No School**

### March

18 **Superintendent's Conference Day – No School**  
29-31 NYS Gr. 3-8 ELA Assessment Window

### April

1-5 NYS Gr. 3-8 ELA Assessment Window  
11-18 **Spring Recess – No School**  
22 End of Third Marking Period  
25 Start of Fourth Marking Period  
26-29 NYS Gr. 3-8 Math Assessment Window

### May

2-4 NYS Gr. 3-8 Math Assessment Window  
6 HS Senior Luncheon (Half Day Gr. 9-12)  
7 SAT Exam  
10 MS Honor Roll Breakfast, 7 a.m.  
20 Gr. 5 Orientation (Half Day Gr. 6-8)  
24-26 Gr. 8 Trip to Washington, DC  
24-31 Gr. 8 Science Performance Exam Window  
27 Possible Day Off for Students (Dependent on Number of Snow Days)  
30 **Memorial Day – No School**

### June

1 Regents Exam  
MS Chorus/Instrumental Concert  
1-3 Gr. 8 Science Performance Exam Window  
2 HS Awards Night, 6 p.m.  
6 Gr. 8 Science Written Exam  
8 HS Chorus/Instrumental Concert, 6 p.m.  
14 HS Senior Class Picnic  
HS Last Student Day  
15-23 Regents Exams  
16 MS Last Student Day  
17 Gr. 8 Moving Up Ceremony/Dance  
17-23 MS Final Exams  
20 **Juneteenth Observance – No School**  
23 End of Fourth Marking Period  
Graduation, 6 p.m.  
24 Rating Day/Closing Day

\*PLEASE NOTE: Events are subject to change based on the developing COVID-19 situation.



# Elementary Schools

## Mullen School

Grades K to 4  
130 Syracuse St.  
694-6805  
Fax: 694-5897

Robert Ross, Principal  
Melissa Kossow, Secretary  
Karen Ammerman, RN  
Nurse Fax: 694-5897

**Hours:**  
8:50 a.m. - 3:25 p.m.

**Early Dismissal:**  
12:15 p.m.

## Riverview School

Grades Pre-K to 4  
55 Taylor Dr.  
694-7697  
Fax: 694-7172

Claudia Panaro, Principal  
Gail Taggart, Secretary  
Janine Barone, RN  
Nurse Fax: 213-5000

**Hours:**  
8:50 a.m. - 3:25 p.m.

**Early Dismissal:**  
12:15 p.m.

## Fletcher School

\*\*NOTE: Fletcher Elementary is temporarily closed for renovations. The school will reopen in 2023.

# Elementary School Dates\*



## August

30-31 Superintendent's Conference Days – No School

## September

1 **First Day for Students**  
First Elementary Trimester Starts  
3-6 **Labor Day Recess – No School**  
22 Mullen Curriculum Information Night, 6-8 p.m.  
23 Riverview Curriculum Information Night, 6-8 p.m.

## October

1 Emergency Drill/Early Dismissal  
7 Mullen/Riverview Fall Picture Day  
11 **Columbus Day – No School**  
7 Mullen/Riverview Fall Picture Day  
29 Mullen Halloween Parade, 1 p.m.  
Riverview Halloween Parade, 1:30 p.m.

## November

2 **Superintendent's Conference Day – No School**  
3 Mullen Turkey Trot  
4 Riverview Turkey Trot  
11 **Veterans Day – No School**  
24-26 **Thanksgiving Recess – No School**  
30 First Elementary Trimester Ends

## December

1 Second Elementary Trimester Starts  
14 Elementary Parent Teacher Conferences, 6-8 p.m.  
15 Parent Teacher Conferences  
(No School for Students Gr. K-5)  
15 Report Cards Sent Home  
18 Christmas for Kids  
24-31 **Winter Recess – No School**

## January

17 **Martin Luther King Jr. Day – No School**

## February

21-25 **Mid-Winter Recess – No School**

## March

4 Second Elementary Trimester Ends  
7 Third Elementary Trimester Starts  
18 **Superintendent's Conference Day – No School**  
21 Report Cards Sent Home

## April

6 Mullen/Riverview Spring Picture Day  
11-18 **Spring Recess – No School**

## May

19 Gr. 5 Parent Orientation, 6 p.m.  
20 Gr. 5 Orientation (Half Day Gr. 6-8)  
27 Possible Day Off for Students  
(Dependent on Number of Snow Days)  
30 **Memorial Day – No School**

## June

7 Third Elementary Trimester Ends  
14 Mullen/Riverview Flag Day Celebration  
17 Mullen/Riverview Field Day  
20 **Juneteenth – No School**  
23 Last Day for Elementary Students  
23 Report Cards Sent Home  
14 Mullen/Riverview Flag Day Celebration  
17 Mullen/Riverview Field Day



\*PLEASE NOTE: Events are subject to change based on the developing COVID-19 situation.

Check Building Newsletters for Updated Information.

# Quick Reference Telephone Directory



## Community Numbers

### Boys and Girls Club

325 Franklin St.  
693-2307

### Kohler Youth Center/Recreation Office

291 Kohler St.  
695-8658  
Sports Info. Line 695-8659

### Tonawanda Public Library

333 Main St.  
693-5043

## District Contact Information

### Superintendent of Schools

Dr. Timothy A. Oldenburg . . . . . 694-7784  
Jillian Reynolds, Secretary/District Clerk . . . . . 694-7784

### Director of Business/Finance

Donna L. Hill . . . . . 694-7680  
Crystal Kipa, Secretary . . . . . 694-7680  
Fax . . . . . 694-9467

### Assistant Superintendent for Curriculum and Instruction

Mary Beth Scullion . . . . . 694-7688  
Annette Torrey, Secretary . . . . . 213-4602  
Fax . . . . . 694-6153

### Educational Technology Coordinator

Jessi Donner . . . . . 694-7685

### Director of Pupil Personnel Services

Amy Edgerton . . . . . 694-7684  
Ashley Digati, Assistant Director . . . . . 694-7687  
Keisha Clarke, Secretary . . . . . 213-4601  
Fax . . . . . 695-5504

## Athletic Office

Renee Smith (TOSA), Director of Athletics,  
Health & PE/Dean of Students . . . . . 694-7670 x 2271  
Rebecca Harmon, Secretary . . . . . 694-7675 x 2251  
Fax . . . . . 213-4608

## Director of Facilities and Operations

Ronald Wasik . . . . . 694-8855  
Rebecca Harmon, Secretary . . . . . 694-7670 x 2263  
Fax . . . . . 213-4608

## Support Personnel

Marie Burger, Social Worker - MU . . . . . 694-6805 x 1745  
Amy Feldmann, Behavior Specialist - MU, RV . . . . . 694-6805 x 1730  
Kate Fenske, Mental Health/K-5 Career Counselor - District . . . . . 213-4601  
TBD, Social Worker - MS . . . . . 694-7670 x 2026  
Joelle Labert, Social Worker - HS . . . . . 694-7660 x 2013  
Mark Mucci, Psychologist - K-4 . . . . . 694-7670 x 1744  
Doug Peita, Psychologist - 5-12 . . . . . 694-7660 x 2028  
Mary Rose Wittman, Social Worker - RV, MS . . . . . 694-7697 x 1235

## District Office Personnel

### Payroll/Benefits Office

Christine Donaldson, Personnel Specialist . . . . . 694-7173  
Shelley Hazelet, Payroll Clerk . . . . . 694-7682

### Accounting

Zachary Kinnaird, District Treasurer . . . . . 213-4911  
Carrie Foster, Accounts Payable/Receivable Clerk . . . . . 694-7683

### District Information/Transportation

Maria Butera, Secretary . . . . . 694-7690 x 1000  
Transpo Bus Co. . . . . 264-4090

### District Registrar

Sarah Infante . . . . . 694-7690



# Code of Conduct



## SUMMARY: CODE OF CONDUCT

The Tonawanda Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. The Tonawanda City School District Code of Conduct is an expression of the responsible behaviors expected by students, teachers, other district personnel, parents and other visitors. Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on school property or attending a school function.

### STUDENT RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

It is the student's right:	It is the student's responsibility:
To attend school in the district in which one's parent or legal guardian resides.	To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
To be respected as an individual.	To respect one another and to treat others in the manner that one would want to be treated.
To express one's opinions verbally or in writing.	To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
To dress in such a way as to express one's personality.	To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
To be afforded equal and appropriate educational opportunities.	To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.	To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.

It is the student's right:	It is the student's responsibility:
To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.	To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
To be protected from bullying, cyber bullying, intimidation, harassment, and/or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of bullying, cyber bullying, intimidation, harassment and/or discrimination.

### DISSEMINATION AND REVIEW OF THE CODE OF CONDUCT

A committee of representative stakeholders reviews the Code of Conduct every year and updates it as necessary. Copies are available to all community members and will be provided to all students and staff members. The complete version is available from the office of instruction and online at [tonawandacsd.org/codeofconduct](http://tonawandacsd.org/codeofconduct).





# Annual Notifications



## ASBESTOS NOTIFICATION

In compliance with the requirements of AHERA (Asbestos Hazard Emergency Response Act), a management plan and supportive data prepared in accordance with the requirements of the law are on file in each school and at the district office. Every six months, the district conducts surveillances of the asbestos areas to detect any changes in its condition. The district also carries out a complete re-inspection of all asbestos areas every three years.

## SCHOOL PESTICIDE NOTIFICATION

Integrated Pest Management (IPM) is a systematic approach to managing pests focusing on long-term prevention or suppression with minimal impact on human health, the environment and nontarget organisms. Our strategies for managing pest populations will be based upon the pest species and whether that species poses a threat to our students, staff, property or the environment.

If you desire, we will place your name on the list of individuals who wish to receive 48 hour prior notification of a pesticide application. Contact Ronald Wasik at 694-8855 to have your name placed on this list.

Additional information may be obtained by calling the National Pesticide Telecommunications Network Information at 1-800-858-7378 or the New York State Department of Health Center for Environment Health Information at 1-800-458-1158.

## STUDENT PRIVACY (TCSD Policy 7250)

This notice informs parents/guardians and eligible students of their rights regarding conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These rights are spelled out in the Protection of Pupil Rights Amendment (PPRA) which governs the administration to students of a survey, analysis or evaluation that concerns one or more of the following eight protected areas: Political affiliations or beliefs of the student or the student's parent/guardian; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent/guardian; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). PPRA also concerns marketing surveys and other areas of student privacy, parental access to information and the administration of certain physical examinations to minors. Parents/guardians and eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington D.C. 20202-4605.





# Annual Notifications



## ACCESS TO STUDENT RECORDS: FERPA (TCSD POLICY 7240)

Notification of Rights Under 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 date the school receives a request for access. Parents or eligible students should submit to the building principal 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 or misleading. Parents or eligible students may ask the school to amend a record that they believe inaccurate or misleading. They should write the building principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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" includes an instructional, supervisory, administrative or ancillary employee employed by or under contract with the district; a board member; a parent or student serving on an official committee or assisting another school official in performing school tasks; an agent of the district, including but not limited to, a person employed by or under contract with the district to perform a special task, such as an attorney, auditor, medical consultant or therapist/counselor. A "legitimate educational interest" is the school official's need to know in order to fulfill his or her professional responsibility. Another exception is the school's transmittal of education records to officials of another school district or college post-secondary institution in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

## DATA PROTECTION (TCSD POLICY 5676)

The district is committed to maintaining the privacy and security of student data and teacher and principal data. Per Education Law Section 2-d, the district follows all applicable laws and regulations for the handling and storage of this data and when disclosing or releasing it to others, including, but not limited to, third-party contractors. Data privacy and security practices have been aligned with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Parents, eligible students (students who are at least 18 years of age or attending a postsecondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data. The form can be found on the district website, or you may contact Jessi Donner, data protection officer, at [jdonner@tonacsd.org](mailto:jdonner@tonacsd.org).





# Annual Notifications



## DIRECTORY INFORMATION NOTICE (TCSD POLICY 7241)

The Family Educational Rights and Privacy Act (FERPA) defines student directory information as any of the following: Name; address; telephone listing; date and place of birth; major field of study; grade level; participation in officially-recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student. The district will release only the following defined directory information: Name, participation in officially-recognized activities and sports, honors, degrees and awards received. A parent or eligible student may refuse to allow the district to release any or all of the above-mentioned types of information about the student as directory information by notifying the district in writing of the objection to the release no later than October 1, 2021. If you have any questions regarding this notification, please call your school's principal.

## APPR NOTICE (TCSD POLICY 6130)

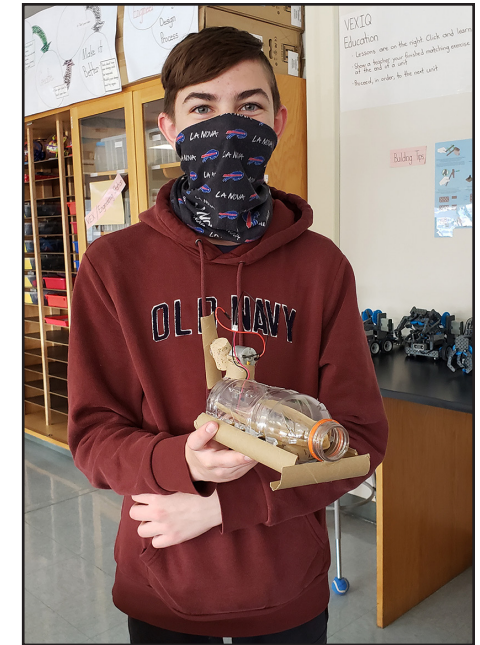
In accordance with New York Education Law Section 3012-c(10), parents and legal guardians may request in writing the final quality rating and composite effectiveness score for each of the teachers and for the principal of the school building to which their student(s) is assigned for the current school year. The district will also provide parents and legal guardians with an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings, and an opportunity to understand such scores in the context of teacher evaluation and student performance.

## CHILD FIND NOTICE (TCSD POLICY 7650)

If your child is disabled or you suspect he/she may be disabled, he/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 Amy Edgerton at 694-7684 or aedgerton@tonacsd.org.

## PROMOTION AND PLACEMENT (TCSD POLICY 7210)

According to New York Education Law, "School districts are required to annually notify the parents and persons in parental relation to the students attending this district of the district's grade promotion and placement policy along with an explanation of how such policy was developed." The Tonawanda City School District is sensitive to concerns regarding the criteria used for making student grade promotion and placement decisions. In light of these concerns, and in compliance with relevant provisions of the Education Law and Regulations of the Commissioner of Education, the district has adopted Policy #7210, Student Evaluation. As with each of the policies governing the operation of the Tonawanda City School District, Policy #7210 has been reviewed by the Tonawanda Board of Education and adopted at an open meeting of the board of education.



# Dignity for All

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, an environment free of discrimination and harassment is of paramount importance. Students must exhibit behavior that promotes positive educational practices, allows appropriate social and academic growth, and encourages healthy dialogue in respectful ways.

All forms of discrimination and harassment of students and staff 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 is hereby strictly prohibited. In addition, any act of discrimination 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.

Students in grades pre-kindergarten through 12 and parents shall strive to learn and teach civility, citizenship and character education. Students must exhibit the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes. Character education is the deliberate effort to help students understand, care about and act upon core ethical values. Such education must begin at each home.

Character education shall include: Honesty; tolerance; personal responsibility; respect for others; awareness and sensitivity to discrimination and/or harassment as defined in the Dignity for All Students Act (DASA); civility in relation to people of different races, weights, national origins, ethnic groups, religions, religious practices, physical or mental abilities, sexual orientations, genders or sexes; observance of laws and rules; courtesy; and dignity, and other traits which will enhance the quality of students' experiences in, and contributions to, the community.

Rules against discrimination and harassment are included in the Code of Conduct, publicized district-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

The district will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the district finds that the policy has been violated, corrective action will be taken in accordance with district policies and regulations, the Code of Conduct and all appropriate federal or state laws.



Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The district prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment. Dignity Act coordinators are the principals at each building and Mary Beth Scullion, Assistant Superintendent for Curriculum and Instruction, at the district level.

## Parent's Right to Know

As a parent of a student attending the Tonawanda City School District you have the right to receive, upon request to the district, certain information as authorized by federal law regarding the professional qualifications of the children's classroom teachers. Parents have the right to request the following information:

- Whether the teacher has met New York State Education Department qualifications and licensing criteria for the grade levels and subject areas he/she teaches;
- Whether the teacher is teaching under emergency or other provisional status through which New York State Education Department qualifications or licensing criteria have been waived due to special circumstances;
- The teacher's college major (undergraduate level); whether the teacher has any graduate certifications or degrees and, if so, the field of discipline of the certification or degree;
- Whether your child is provided services by any teaching assistants and, if so, their qualifications.

If you wish to receive this information, please contact your child's school principal.

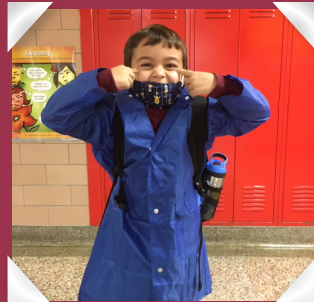




Board of Education  
Tonawanda City School District  
100 Hinds St.  
Tonawanda, New York 14150-1815  
[www.tonawandacsd.org](http://www.tonawandacsd.org)

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RESIDENT



The Tonawanda City School District believes that we exist to serve the needs of our community of learners. Each student is unique and comes to us a learner. The district's mission is to provide instruction, programs, strategies and challenges in a caring, positive learning environment.

Each student will become a critical thinker, a lifelong learner and a responsible, contributing citizen in a changing global society. The board of education, staff, parents, students and community share a commitment to this mission.