

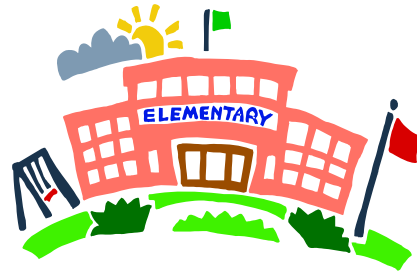
Hoosic Valley Central School

22 Pleasant Avenue
Schaghticoke, NY 12154
518-753-4458

2016-2017

Student & Parent Handbook

K ~ 6



Dear Parents and Students,

Our handbook is written to provide both parents and students information about our day to day procedures in the Elementary building. We urge you to review this handbook carefully, and keep this handbook available during the school year should you have questions.

For more information about our district and Elementary school, you may visit our website at www.hoosicvalley.k12.ny.us. You may reach us by phone at (518) 753-4458 ext. 3507.

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Board of Education

Mr. James Ryan, President
Mr. David Paul, Vice President
Mr. Michael Reilly
Mr. Timothy Salisbury
Mrs. Rebecca VanVorst
Mrs. Michelle Wiegert
Mr. Craig Wilson

Board meetings are held once a month (with exceptions) at 7:00pm in the HS Large Group Instruction Area. A public access time is provided at the beginning of each meeting. Additional meetings are scheduled as needed.

Administration

Mrs. Amy V. Goodell, Superintendent
Mrs. Julie A. Adams, HS Principal
Mr. Mark Foti, ES Principal
Mr. Eric O'Brien, Assistant Principal
Ms. Patti Sawyer, CSE Director
Mr. Anthony Cammarata, Business Administrator
Mr. Andrew Davey, Supt. of Building & Grounds
Mr. Wayne Akin, Transportation Supervisor
Mrs. Kathy Yavaniski, District Data Coordinator

Elementary Staff

Mrs. Debra Ellett, School Nurse
Mrs. Beth McQueeney, Guidance
Mrs. Lisa Waldron, School Psychologist
Mrs. Amy Vautrin, Secretary

Directory

Elementary School Office (K-6)	753-4458, ext. 3507
Jr. /Sr. High School Office (7-12)	753-4458, ext. 2506
Special Education	753-4458, ext. 2509
Business Office	753-4458, ext. 1506
Transportation	753-4458, ext. 1503

Who to Ask

When you have a problem, all organizations have a procedure that allows you to take a problem to a person in authority. Our school system is no exception.

You should start with the person who is closest to the problem. You should contact:

- First** Your child's Teacher
- Second** If you are not satisfied, your child's Principal
- Third** If not satisfied, see the Superintendent
- Fourth** If still not satisfied, see the Board of Education

Elementary Faculty/Staff Directory

	Teachers:		Special Area Teachers:
Pre-K	Miss Gerwin/Mrs. Smallwood		
	Miss Silloway		
K	Mrs. Lee	Art	Mr. Zeger
	Mrs. Neary	Band	TBD
	Mrs. Peterson	Computer Lab	Mrs. Gregg
Grade 1	Miss Dennis	Library	Mrs. Beamish
	Mrs. Hanna	Music	Ms. Cosey
	Mrs. Moss	P.E.	Mr. Brooks
	Mrs. Nazarian	P.E.	Mr. Smith
Grade 2	Mrs. Chapko	OT/PT	Mrs. Sansone
	Ms. Fancher		Mrs. Trynieszewski
	Mrs. Greco	Speech	Mrs. Fremont
	Mrs. Cruz		Mrs. Perry
Grade 3	Mrs. Mastromarchi		Mrs. Badurak
	Mrs. Silverman	Title I	Mrs. Scott
	Mrs. Soden		Miss Chapko
Grade 4	Mrs. DeCuyper	Aides and Assistants:	
	Ms. Halebsky		K. Akin
	Mrs. Pruiksma		S. Akin
Grade 5	Mrs. Bochette		H. Burke
	Mrs. Smith		C. Davis
Grade 6	Mrs. Baranowski		P. Delano
	Ms. LaCourse		M. Dwyer
			D. Hyldelund
			D. LePage

Mrs. McKernon

Special Education:

Miss Blanchard
Mrs. Foley
Ms. Hewitt
Miss Lovell
Mrs. Schiller
Mrs. Tate
Ms. Town

G. Morin
M. Popp
L. Salisbury
J. Simpson

Cafeteria:

M. Corlew
J. Frisino
M. Gillespie
V. Loya
J. Wiley

Custodial:

M. Hough
T. Paulo
L. Salway

SCHOOL HOURS

Daily 8:05am – 2:20pm

Students should not arrive before 8:00am, as there is no supervision. Any student that arrives to school at 8:15am or later is considered tardy, and must be signed into school by a parent/guardian. Student may then walk to their classroom.

Half Day 8:05am – 11:15am

When we have a scheduled half day of school, all students will be dismissed at 11:15am with an announcement.

Extra Help Period 2:20pm – 3:05pm Tuesday, Wednesday, Thursday each week

Arrangements for intramurals, band, chorus and any other extracurricular activities will be made by the faculty member who is responsible. A late bus run for students involved in after school activities departs the Elementary School at 3:20 pm daily. Walkers are dismissed after buses depart.

ATTENDANCE GUIDELINES

Good attendance is absolutely critical to your child’s success in school. Please make school attendance a priority with your child by arranging all vacations, appointments, etc. outside of the school day.

If your child is unable to attend school on a particular day because of illness etc., please call the Nurse to alert the school. It is our policy to contact all parents when a student is absent; if we do not receive notification by phone, we will contact you by phone and email to determine the reason for the child’s absence.

When a student is absent or tardy, the parent/guardian must provide a written notice (excuse) upon the student’s return to school. This is a legal document and will be used to determine whether an absence is **legal** or **illegal**. All absent excuses must be received within 5 days of the student’s return to school, absent excuses received after 5 days will be recorded as illegal regardless of the reason written.

Legal:

- Personal illness
- Illness or death in family
- Religious observation
- Quarantine
- Court appearance

Illegal:

- Truancy
- Vacation/Shopping/Family Visit
- Family Obligation/Confidential reasons
- Car trouble/No ride/Missed bus
- Overslept

- Cooperative work program
- Attendance at an emergency as a member of a rescue organization

Board policy outlines procedures for school interventions in cases of excessive absences. After 10+ days absent/tardy and 20+ days/ absent/tardy, the principal will send a letter to the parents identifying the number of days absent and requesting that the parent call the school so that we can help to address whatever issues may be causing the absences.

Early Dismissal:

If your child is to leave school prior to the regular 2:20pm dismissal time, please send a note with them in the morning, addressed to their teacher. When picking up your child, come directly to the office and sign him/her out, then will be sent to the office at the time indicated on your note.

End of Day Pick up:

If you choose to pick up your child at the end of the day, please come to the office to sign him/her out of school. When they bell rings at 2:20pm, your child will come to the office to meet you. We have class until the end of the day, and it will interrupt class time to call a student to the office. **We will not call students out of class early unless they have a prior written note.**

TRANSPORATION

Students riding on the bus are reminded that from the time they board a bus in the morning until they depart the bus in the afternoon, they are under the care of the school. They are responsible for their conduct on a bus as much as in a classroom. Students should conduct themselves in such a way that allows the driver to give full attention to the road.

Bus rules are posted in the front of each bus and reviewed with all students within the first week of school. We maintain video cameras on all buses to help maintain the safety of our children while riding to/from school. We cannot transport any packages that do not fit on a student’s lap. We will not allow live animals, insects, etc. to be transported on the school bus.

Traffic Regulations:

Do not pass a school bus whose red flashing signal lights are activated. Please note the stop signs, handicapped parking spots, and walkways when visiting. Visitors should not park in the bus loading zones from 7:45am – 8:15am or between 2:00pm – 3:30pm. These rules are to protect our students, and visitors.

Bus Notes:

If you child is going to a different location after school, please send in a note in the morning. **For the safety of our students, we require advanced written notification for all bus changes. We will no longer accept phone calls, faxes, or emails with bus changes.** A note with the following information is required:

1. Student’s first and last name.
2. Name & Address where the child will get off the bus.
3. Route number.
4. Teacher’s name.
5. Parent Signature and Date.

VISITOR PROCEDURES

To protect and ensure the safety of our children, all visitors MUST enter through the front entrance, and report to the main office. You will need to sign in and receive a visitor’s badge. Anyone entering the building should be identifiable with a faculty/staff badge or visitor sticker. Please understand that you will be stopped for not having a badge.

We welcome and encourage parents to attend assembly programs such as Character Counts and awards ceremonies. For some of these activities where we expect a large number of visitors, we may reroute visitors through the Auditorium entrance. Under these circumstances, signs will direct visitors to the appropriate entrance into the building.

PARENT VOLUNTEERS

Many teachers look for parents to assist in classroom activities during the course of the year. If you are interested in volunteering in your child’s class, you should make these arrangements **in advance** with the teacher. The teacher will then give your name to the secretaries in the main office, and they can expect your arrival.

CUSTODY AGREEMENTS

It is of the utmost importance that the office has the most recent Court Order regarding custody and/or visitation. This ensures we are acting accordingly with these orders.

ACCIDENT-INJURY-ILLNESS

Any injuries or accidents which occur at school **must** be reported to the teacher in charge, regardless how minor they might be. The teacher will file a written report to the nurse within 24 hours of any accident. The nurse will call home to report the accident circumstances to parents/guardians. Emergency medical forms will be sent home in September; parents **must** fill this out and return. **It is the responsibility of the parent to notify the school in the event that the emergency information changes.** **An excess-type medical insurance is carried by the school. This means that family insurance must be used first and the remaining balance reported under school insurance.

ACADEMIC INTERVENTION SERVICES

Hoosic Valley Elementary School has developed procedures for the identification of students in need of behavioral or academic support beyond the initial classroom instruction. State Education Department regulations outline requirements for Academic Intervention Services for students not meeting state standards as measured through New York State tests, however, in addition, Hoosic Valley has identified a number of other ways to measure student progress, and the potential need for interventions, such as classroom based assessments, benchmark reading assessments and teacher recommendation. Interventions range from additional after-school help with the classroom teacher, to small group, or one-to-one support. Also, if warranted, referral to the Committee on Special Education may also occur to determine if learning or other disability is present. Processes used to determine how and when support services are recommended are outlined in the district's Academic Intervention Services, (AIS), Plan. Parents can, and should always contact their child's teacher with any concerns about their child's academic progress. The teacher can clarify their understanding of the child's progress and begin the process if necessary of accessing support services.

FOOD SERVICE

Breakfast and lunch are available daily through the school cafeteria. Breakfast is served from 7:50am – 8:15 am and lunch is served from 10:45 am – 12:30 pm. Breakfast and lunch menus are sent home monthly. Breakfast costs \$1.25 per student, and lunch costs \$2.25 per student.

The Nutri-Kids program is now able to offer on-line account management, called My School Bucks. You are able to create an account for your child by following the instructions on www.myschoolbucks.com. For every \$25.00 added to a student's account, a bonus meal will be given to the student to offset the service charge from the system. You can view transactions and add money to multiple student accounts at one time. More information about this system can be found at <http://learnmyschoolbucks.com/Parent/>

Free and reduced breakfast and lunches are available for income qualified applicants. If you would like to fill out an application, they can be found on the website or in the Elementary office. Once complete submit to the Elementary office. Questions can be directed to Anthony Cammarata, Business Administrator at 753-4458 ext. 1509.

Peanut Free:

We have students in our building with a PEANUT/TREE NUT allergy. This allergy can be life threatening, and the only way to keep these student's safe is through avoidance. Their classrooms must be peanut/tree nut free. **Therefore, no food containing PEANUTS or PEANUT PRODUCTS will be allowed in their classroom at any time. This includes food brought in for snacks and parties.** If your child is in such a classroom, you will be notified by separate letter at the start of the school year. Snacks do not have to be store bought or labeled, but should be packed separately from your child's lunch. Your child's lunch does *not* need to be peanut-free, but this should stay in your child's bag and not be taken out in the classroom

We also have a separate table designated in the cafeteria for students with PEANUT/TREE NUT allergies. You play an important part in keeping this child safe. If you have questions please call the Nurse's Office 753-4458 ext. 3509.

HEALTH ASSESSMENTS

A school nurse assists those students who need health care while at school. In the event a child becomes sick and is too ill to stay in school, the nurse will contact the parent, requesting that the parent come to pick up the child.

Emergency Medical Cards- It is important to fill out card and return to the Health Office. A separate card for each child is required. Please inform the nurse immediately of any phone number changes.

Medication- It is understood that certain circumstances require a child to take internal medication during school hours. Parents of students who need to take medication during school hours should make all arrangements with the school nurse. **No student is to take medication without having made prior arrangements with the nurse. All medication will be kept in a locked cabinet.** In order to comply with Education Law governing medication, the procedure listed must be followed and all requirements met:

1. The medication and prescription must be delivered directly to the school nurse by a parent in its original container.
2. The parent must complete a medication card which indicates medication, dosage and time given.
3. The Physician must provide written requests for the school nurse to administer the medication, including frequency and dosage.

Physical Exams and Health Assessments- Physical examinations are required for students in grades K, 2, 4, 7 and 10, and all newly enrolled students. Students in these grade levels and new students without evidence of physical examination by a family physician will be examined by the school physician. The school physician also conducts physical examinations for interscholastic sports. Vision, hearing, height, weight and scoliosis screenings are conducted by the school nurse. Parents are notified when results of testing procedures require follow-through.

Immunizations- New York State Public Health Law 2164 requires all students entering and attending school to be immunized. Children entering Hoosic Valley Elementary school are required to have the following immunizations: OPV, DTP, Hepatitis B, MMR and Varicella. Students who are entering 6th grade and are 11 years old must have a Tdap immunization; those students will be tracked to ensure the immunization is done. In order to avoid interruption of your child's educational process, a period of two weeks will be allowed for you to make arrangements for the proper immunizations.

LOST AND FOUND

Lost items will be set up in the lobby. Items will be kept for two weeks at minimum. If lost items are not claimed within two weeks, the school reserves the right to dispose of items or donate them to charitable organizations. Students seeking lost items should check the main office as soon as items are noted as missing. Parents are requested to check also, since children often do not recognize their own property.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades 6, 7, and 8 are eligible to be inducted into the Hoosic Valley chapter of the National Junior Honor Society. The NJHS was founded in 1929 and promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and community service. To be eligible for induction, students must have an overall average of at least 90% for the first semester of the school year. Students who meet the scholarship eligibility minimum are notified in late March. Students who wish to be considered for selection are asked to submit an application and return it to the National Junior Honor Society advisor by the date specified.

A Faculty Council of five middle school teachers reviews the applications submitted for membership. Students who have submitted applications are evaluated based on community service, leadership, character, and citizenship. Applicants are rated on a point system. Points are earned based on the information from the student's application as well as a student evaluation form given to staff in each building. During the selection process, the points each student earned in the areas of character, leadership, citizenship, and community service are totaled and averaged together. A cut-off point is then selected for each grade, which determines how many students are inducted at each grade level. All students who submitted an application are notified of the Faculty Council's decision by mail. Family members of students selected are invited to attend the induction ceremony, which takes place late in the spring semester.

PARENT TEACHER ORGANIZATION (P.T.O)

The Parent-Teacher Organization has a mission to support academic and enrichment activities throughout the Hoosic Valley School District. Their aim is to support the educational world of our children and they provide many services. Monthly meetings are held the third Wednesday throughout the school year at 6:30pm in the Elementary Library. Come join the interested parents and teachers to show your support for your child's education. New ideas are always welcomed and encouraged. Officers for the 2016-2017 school year are:

Amanda Akin, President
Tammy Morrissey, Vice President
Christa Waryas, Treasurer
Darcy Beaulac, Secretary

REPORT CARDS

Report cards for all students offer extensive information on your child's progress. Dates when these report cards will be sent home are linked to the school district's website under "calendar". Kindergarten report cards are distributed in January and June. Report cards for Grades 1-6 will be distributed four times per school year; November, February, April and June.

STUDENT COUNCIL

The Student Council consists of two students per class from grades 4-6. Each year, the Council is involved in a number of activities to serve the school. The students serve as pages for, Open House and the Graduation Ceremonies, and many other activities throughout the year. Student Council elections are held early in each school year to choose representatives from each class. A Faculty advisor serves as a facilitator for all Student Council activities.

TRANSFERRING OUT OF THE DISTRICT

If a student will be transferring from the district during the school year parents are asked to notify the office. Additionally, parents are asked to return any library books or other materials prior to the student's departure. Student records will be forwarded to the new school upon their written request.

CLASSWORK AT HOME AND AT SCHOOL

At School: Students have the right to learn and teachers have the right to teach. Nothing must interfere with those rights, be it someone or something interrupting the class or failure to provide the proper setting at home or school. Often a student needs more help in certain subjects. Sometimes the student has not done the homework properly, has missed school and needs help, has not understood a new concept when presented in class, or wants more help than received during the day. The period between 2:20 pm and 3:05 pm is used for special help to students on Tuesday, Wednesday, and Thursday. If a parent feels that his/her child would benefit from this extra help, please contact the teacher.

At Home: Homework is assigned regularly at every grade level, except perhaps K & 1st. The following should be considered by parents in order to assist the child in his/her studies:

1. Study at the same time every weekday evening (weekends may vary)
2. Study at the same place-at table or desk.
3. Avoid distractions such as: T.V., visitors, excessive noise, radio, and clutter around study area.
4. If no homework is necessary, the study time should be observed anyway the student may read books, magazines, newspapers; work on hobbies; etc.

STUDENT RIGHTS and RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, specific policies as described in student handbook(s) and rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Take advantage of the academic opportunities offered at school.
6. Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
7. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.

8. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
9. Work to develop mechanisms to control their anger.
10. Ask questions when they do not understand.
11. Seek help in solving problems that might lead to discipline.
12. Dress appropriately as defined in applicable student handbooks for school and school functions.
13. Accept responsibility for their actions.
14. Respect school property.
15. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

ESSENTIAL PARTNERS

A. Parents & Guardians are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Instill in their child a desire to learn. Provide a place conducive for study and ensure the completion of homework assignments.
3. Ensure that their children attend school regularly and on time. Parents will call the school nurse when their child will be absent and follow up with a written excuse the day their child returns to school.
4. Ensure that absences are excused in accordance with state and local guidelines
5. Insist that their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Help their children deal effectively with peer pressure.
10. Inform their child's school counselor, when appropriate, of changes in the home situation that may affect student conduct or performance.
11. Provide a place for study and ensure homework assignments are completed.
12. Exemplify an enthusiastic and supportive attitude toward school and education by becoming acquainted with their child's school, its staff, curriculum and activities, and attending parent-teacher conferences and school functions.

B. Teachers are expected to:

1. Maintain a classroom climate of mutual respect and dignity, which will strengthen students' self concept and promote confidence to learn.
2. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
3. Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
4. Be sensitive to the attitudes of the community.
5. Participate in the development of innovative educational programs that will help to minimize problems of misconduct.
6. Be well informed on procedures and programs directly impacting the student body and work with the administration by providing support toward workable solutions.
7. Be prepared to teach: faculty members are expected to remain knowledgeable about N.Y.S. and Hoosic Valley curriculum requirements.
8. Demonstrate interest in teaching and concern for student achievement.
9. Know school policies and rules, and enforce them in a fair and consistent manner.
10. Communicate to students and parents:
 - i. Course objectives and requirements.
 - ii. Marking/grading procedures.
 - iii. Assignment deadlines.
 - iv. Expectations for students.
 - v. Classroom discipline plan.

11. Communicate regularly with students, parents and other teachers concerning growth and achievement.

C. School Counselors, Social Workers and/or School Psychologists are expected to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Serve as “student advocates” when necessary or when deemed appropriate.
3. Initiate conferences with parents, teachers and students as necessary.
4. Regularly review with students their educational progress and career plans.
5. Conduct psycho educational assessments for individual students as needed.
6. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principal is expected to:

1. Create the best teaching/learning situation possible, exercising all authority assigned by the Superintendent and School Board.
2. Ensure availability for students and staff to have the opportunity to communicate with the principal.
3. Evaluate the program of instruction in the school to achieve a meaningful educational program.
4. Help the staff evaluate their own procedures and attitudes in relation to interactions within their classrooms.
5. Support student participation in appropriate extracurricular activities.
6. Assume responsibility for the dissemination and enforcement of the district’s discipline policy.
7. Utilize all appropriate auxiliary staff and outside agencies to help parents and students identify problems and seek solutions.

E. Superintendent is expected to:

1. Promote a safe and orderly learning environment.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Board of Education is expected to:

1. Support a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt a code of conduct and review it annually for effectiveness and fairness and consistency of implementation.
3. Lead by example by conducting board meeting in a professional, respectful manner.

Each teacher has a discipline plan for his/her classroom which the teacher will send home with the child by the end of the second week of school. There will be consequences for inappropriate behavior and positive behavior will be encouraged and reinforced. The plans of the special area classes are very similar to those of the child’s assigned classroom.

During each step of the disciplinary process, the focus is on helping the student to understand that he/she is responsible for his/her behavior, and that there are consequences for unacceptable actions. Consequences are based on the severity of the infraction and may include, but are not limited to, letters of apology, loss of recess, loss of special events such as assemblies and field trips, after-school detention, and in-school suspension. Occasionally, a severe violation of our code of conduct occurs. Fights, speaking back to faculty/staff and vandalism are examples of severe violations. If your child is included in this type of incident, the Principal has the authority to immediately assign a more serious consequence such as external suspension. Determining what is fair and effective is the goal in choosing a consequence.

SAFETY DRILLS

Hoosic Valley’s District Safety Plan outlines a number of safety drills that are required each year in accordance with NYSED guidelines. These include Fire Drills, Lockdown drills, Duck and Cover drills, Evacuation drills and Shelter in Place drills. In order to make these drills as realistic as possible, and to assure the most focused and serious implementation of safety procedures, drills are not always announced in advance to parents, students or faculty and

staff. We will always inform parents following a lockdown drill and we will always inform parents if a real emergency requires us to implement actions to keep children safe from a real or threatened emergency.

During all safety drills, students should listen carefully to the instructions given to them by the adult supervising them at the times. Disruptive student incidents during safety drills will be handled as disciplinary incidents and consequences may be administered per the District Code of Conduct.

DISCIPLINE

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During each step of the disciplinary process, the focus is on helping the student to understand that he/she is responsible for his/her behavior, and that there are consequences for unacceptable actions. Consequences are based on the severity of the infraction and may include, but are not limited to, letters of apology, loss of recess, loss of special events such as assemblies and field trips, after-school detention, and in-school suspension. Occasionally, a severe violation of our code of conduct occurs. Fights, speaking back to faculty/staff and vandalism are examples of severe violations. If your child is included in this type of incident, the Principal has the authority to immediately assign a more serious consequence such as external suspension. Determining what is fair and effective is the goal in choosing a consequence.

BUILDING RULES

Rules have been developed for the areas of the playground, hallways, buses, and cafeteria and are posted in the appropriate places.

Hall Rules

1. Each class will stay to the right, preferable walking in two lines.
2. Students will remain quiet in the halls so as not to disturb other students who are working.
3. Keep hands and feet to yourself and away from student work or other decorations that may be posted or displayed.

Playground Rules

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.
3. Use playground equipment appropriately and safely.

Cafeteria Rules

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when speaking.
4. Keep your eating area neat by cleaning up after yourself.

Bus Rules

1. Remain in your seat at all times, except when loading or unloading.
2. Keep your hands and feet to yourself.
3. Use a quiet voice when speaking.
4. Behave in a manner that is respectful and courteous towards others, and remember that the bus driver is in charge on the bus.
5. There is no eating or drinking at any time on our buses.

Please note: Electronic devices such as cell phones, pagers, cameras, MP3 players, CD players, radios, laser pointers, or other electronic devices are not allowed to be used in school. Students who bring any of these devices to school must turn

them off upon entry into the school building, and they must remain out of sight for the school day. Trading cards of any kind are also not allowed. Students are not permitted to have cigarettes, e-cigarette's, cigarette lighters, matches, tobacco, any kind of play or real knives, water pistols, any type of play or real guns, and any type of fireworks or explosives, skateboards or stereos in their possession on school property. A violation will warrant severe disciplinary measures by the principal.

Board Of Education Policy 3 1530, 3121, 5310, 5312-5312.3

2016-2017 Student Calendar Grades K – 6

September	5	Labor Day
	6, 7	Superintendent's Conference Day – Faculty only
	8	First day of School
	15	Open House 6:30pm – 8:00pm
October	10	Columbus Day – School/Offices Closed
	21	Superintendent's Conference Day – Faculty only
November	9	Parent/Teacher Conferences – early dismissal at 11:15am
	10	Marking Period 1 ends
	11	Veteran's Day – School/Offices Closed
	15	Parent/Teacher Conferences – early dismissal at 11:15am
	17	Parent/Teacher Conferences – Evening 3:00pm – 6:00pm
	18	Report Cards Issued
	23	Professional Development Day – early dismissal 11:15am
24-25	Thanksgiving Recess – School/Offices Closed	
December	23-30	Holiday Recess
January	2	Holiday Recess – School/Offices Closed
	3	Classes Resume
	16	Martin Luther King Day – School/Offices Closed
	27	Marking Period 2 ends

February	3	Report Cards Issued
	20-24	Mid-Winter Recess
March	17	Superintendent's Conference Day
	28-30	NYS ELA State Exams
April	6	Marking Period 3 ends
	13	Report Cards Issued
	14	Good Friday – School/Offices closed
	17-21	Spring Recess
May	2-4	NYS Math State Exams
	8	Parent Information Night for Incoming Kindergarteners
	9-10	Kindergarten Screening – incoming students Fall of 2017
	11-12	Camp Chingachgook – Grade 6
	24	NYS Science Performance Exam – Grade 4
	29	Memorial Day – School/Offices Closed
June	5	NYS Science Written Exam – Grade 4
	14	Marking Period 4 ends
	19	Zillah Herrington Awards
	20	Kindergarten Graduation 6 th Grade Ceremony
	21	Pre-K Graduation Report Cards Issued
		Last day – dismissal at 11:15am