

SCHOHARIE ELEMENTARY SCHOOL



**PARENT
HANDBOOK
2009-2010**

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A Message From the Principal

Together with the faculty and staff, it is my pleasure to welcome you to Schoharie Elementary School. Our goal is to encourage each of our students to grow and develop to their fullest potential. Your child's day will be filled with opportunities to develop their academic talents, physical well-being and social abilities.

The Parent Handbook has been developed to serve as a guide and a resource for you. The handbook addresses our school procedures, programs, services available to our students and families, and behavioral expectations. On the last page, you will find a listing of school personnel and how to contact us. We hope that you find this guide helpful and informative.

We are always striving to improve communication between parents, the local community and the school community. Please contact us with any suggestions or information you may have which will help us improve the effectiveness of the home and school communication.

Parents are the child's first and most important teacher. The teachers, staff and administration of Schoharie strive to support you in your role as a parent. We invite you to become an active member of our school community. We look forward to working with you in the creation of a learning environment which is caring, nurturing and supportive of your child's hopes and dreams.

Maryellen Gillis
Elementary Principal

INFORMATION AND PROCEDURES

School Closings and Delays

In the event that school is cancelled due to inclement weather or other emergency situations, the following radio and television stations will be notified:

- Radio- WGY (810 AM); FLY 92.3FM; B 95.5FM; RIVER 99.5FM
- Television- Channels 6, 10, 13

In general, if school is closed during the day, all afternoon and evening functions are also cancelled. Please check our website, www.schoharieschools.org for the latest information and updates.

Emergency Dismissal

The safety of our students is our top priority. Please be sure to have an Emergency Care Plan established for your child, in the event that school closes early, due to weather or other emergency situations.

The Emergency Care Plan is found on the back of the student information card sent home on the first day of school. Please complete this card and return it to your child's teacher as soon as possible. Also, should your plan change at any time throughout the school year, please notify the elementary office staff and we will update your plan.

Please Keep Us Informed

Please be sure to update any changes to the Student Information Card throughout the school year. It is important for your child's safety that we have accurate information on file. This information includes:

- Current home address and telephone numbers
- Parent(s) work phone numbers
- Emergency contact person(s)/phone number(s)
- Custody arrangements (**please be aware that court documents must be on file with us to be honored**)
- Emergency Care Plan

Early Release for Medical or Dental Appointments

Whenever possible, please schedule medical and dental appointments after school hours. Understanding that this is not always possible, please follow this procedure:

- Send a note to school with your child designating the time and the reason that you will be picking your child up from school.
- When you arrive, please come to the elementary office and sign your child out.
- We will call your child from the classroom.
- Before leaving, please be sure that your child has both the in-class assignments and the homework assignments for that day.
- If your child returns to school later that day, please return to the office and sign him/her back in to the school.

Absences

In the event your child is absent from school, please send in a written note of excuse with him/her on the day he/she returns to school, as required by NYS law. Please include in the note the date of absence/tardiness and the reason for the absence. It is school policy that if an excuse is not received within three days of the absence, it will be recorded as an illegal absence.

Daily Schedule

- 7:55 - Building opens, Breakfast served
- 8:10 - Homeroom Begins
- 8:20 - Instruction Begins
- 2:37 - Students dismissed, Activity period begins, 4H Afterschool Program begins
- 3:30 - Activity period ends, late bus run (Tues, Wed, Thurs)
- 5:40 - 4H Afterschool program ends (parent pick-up)

Lunch Recess Schedule (2009-2010)

	<u>Lunch</u>	<u>Recess</u>
Kindergarten	10:30 – 11:00	12:20 – 12:40
First Grade	11:00 – 11:30	10:40 – 11:00
Second Grade	11:30 – 12:00	12:00 – 12:20
Third Grade	11:35 – 12:05	11:15 – 11:35
Fourth Grade	11:05 – 11:35	11:35 – 11:55
Fifth Grade	12:10 – 12:40	12:40 – 12:55
Sixth Grade	12:40 – 1:10	1:10 – 1:25

Specials Schedule (by grade level)

Kindergarten	-	1:21 – 2:01
First Grade	-	11:55 – 12:35
Second Grade	-	12:38 – 1:18
Third Grade	-	10:29 – 11:09
Fourth Grade	-	9:46 – 10:26
Fifth Grade	-	8:20 – 9:00
Sixth Grade	-	9:03 – 9:43

FOR YOUR CHILD'S SAFETY

Visitor's Policy

All visitors are required to report to the elementary office to sign in and receive a visitor's pass. All visitors are required to wear this pass while in the building; the pass will be removed when the visitor signs out of the building.

In order to ensure only authorized persons are in the building, all staff members will ask visitors not wearing a pass to report to the office to sign in and receive one.

We thank you for your cooperation.

Sign-Out Policy

In order to safeguard your child's safety, we have established the following procedure:

- Persons authorized to remove your child from the school building will report to the office to sign the student out of school. We will then call your child out of the classroom. If your child will not be returning to class that day, please be sure he/she has both the in-class assignments for that day and the homework assignments.
- If you have chosen to transport your child to and from school each day, please complete the "Intent to Transport" form available in the elementary office. Your child(ren) will be dismissed at the end of the kindergarten hallway. Please park in the bus parking area and meet your child outside of the kindergarten classrooms at 2:40 pm.

To support our efforts, please:

- Alert your child to the possibility of being approached by an unauthorized adult. Discuss with them specific instructions with your child as to how to handle this situation (seek help from school-related personnel, do not go anywhere without permission from school-related personnel). If there is a question of guardianship or custody in your family, be sure your child(ren) know what the arrangements are and what is expected of them.
- Alert school personnel to potential problems. If we are aware of a potential difficulty, homeroom teachers, playground and cafeteria supervisors, bus drivers, and office personnel will be alerted and together we can protect your child's well-being.

After-school Programs

Schoharie Elementary School offers a variety of after-school activities including academic assistance, intramurals, clubs, and special art and music projects. These activities are all supervised by staff members or adult volunteers. Participation in these activities require written parental permission. Bus transportation is available at 3:30 for students engaged in supervised activities. **Please be aware that written permission to remain after-school to play on the school grounds will not be accepted. Students are not allowed to remain after-school unsupervised.**

After-school Transportation

The late bus run transportation for elementary students does not include door-to-door delivery of students. Please instruct your child to tell the driver where he/she is to be dropped off on the route. Late buses leave school at 3:30 pm on Tuesday, Wednesday and Thursday afternoons.

Only students involved in school sponsored activities are allowed to ride the late bus. Students may not stay after school unsupervised for any reason and only the supervised students will be allowed on the late buses. It is not permissible for a student to stay after unless they are supervised by a school staff member.

Please be aware that there are two buses which provide the late bus transportation. The routes may be lengthy and the bus ride will be longer than the bus ride your child experiences during the regular dismissal at 2:37 pm. Students may be dropped off at designated stops, not necessarily their usual bus stop. This will depend on where the greatest number of students live who are riding the bus on that particular day.

If you have any questions please contact the bus garage (295-6600 - Option 3).

Please instruct your child to inform his teacher that he/she has a note for a bus pass. The bus pass will be issued from the elementary office. Students will not be allowed to ride a different bus unless they have written permission from a parent or guardian.

Transportation Changes in Case of an Emergency

In the event of an emergency, please call the elementary office to change the transportation arrangements for your child. **Please be aware that only a parent/guardian may call to request that a child be transported to another location other than their normal bus stop. For your child's safety, only permission from a custodial parent or guardian will be honored.** Please do not ask another family member or a neighbor to call.

We strongly advise that telephone changes only be made in emergency situations as these changes may be very upsetting to a young child.

Phone Calls to and From Home

Phone Calls from Parents to School- Please refrain from calling school with a message for your child unless it is an emergency. A learning environment free from interruptions is optimum. With over 500 students in the elementary school, interrupting classrooms and students for messages during the school day is disruptive to the learning process.

Phone Calls from Students to Parents- Teaching students to be responsible is an integral part of the educational process at Schoharie Elementary. Therefore, we discourage students from making phone calls home because they forgot lunch money, homework assignments, books, and personal items.

It is our desire that the student, parents and staff will work together to promote responsible behaviors in our students. We encourage students to organize their belongings the evening before, for the following school day. Included in these needs:

- Books, homework assignments
- Lunch or lunch money
- Permission slips and money for field trips or special events

WHAT KIDS SHOULD KNOW ABOUT SCHOOL BUS SAFETY

Students riding a school bus should always:

- Arrive at the bus stop five minutes early.
- Stand at least 5 giant steps (10 feet) away from the edge of the road.
- Wait until the bus stops, the door opens, DON'T PUSH.
- School buses now have seat belts, be sure to learn to use the seat belt correctly.
- Stay in your seat and sit quietly so that the driver is not distracted.
- Be careful that clothing with drawstrings and book bags with straps or dangling objects do not get caught in the handrail or door when exiting the bus.
- Check both ways for cars before stepping off the bus, DON'T PUSH.

Crossing students should:

- Walk in front of the bus; never walk behind the bus.
- Walk on the sidewalk or along the side of the road to a point at least 10 giant steps ahead of the bus.
- Be sure the bus driver can see them, and they can see the bus driver.
- **Wait for the driver's signal to cross.**
- The bus driver and others cannot see you if you are standing closer than 10 feet to the bus. Stay out of the danger zone!
- If something falls under or near the bus, tell the driver. NEVER try to pick it up yourself!
- While waiting for the bus, stay in a safe place away from the street. Headphones and walkmans can keep you from hearing the instructions and warnings from the driver, take them off when entering or leaving the bus.
- When you get on or off the bus, look for the bus safety lights and make sure they are flashing.
- **Be alert to traffic. When you get on or off the bus, look left, right, left before you enter or cross the street.**
- When it is safe to cross the street, wait for the drivers signal, always CROSS IN FRONT of the bus.
- Oversized items: Please use a plastic shopping bag as a guide for determining if an item can be safely carried on the bus. Only musical instruments of a reasonable size may be carried on the bus.
- Animal specimens are not allowed on the buses and must be brought to and from school by parents/guardians.

Video Cameras on Buses

Video cameras are used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action, in accordance with the District's Code of Conduct.

“CODE 4R”

Be Respectful

- of Self
- of Others
- of the Environment
- of Learning

Mission Statement

The community of Schoharie Elementary is dedicated to creating and sustaining a learning environment which supports and values individual growth and accomplishment in an environment which is collaborative and nurturing. The core values of honesty, fairness, perseverance, responsibility and patience are actively discussed, modeled, encouraged and recognized daily.

We are committed to the continual social, emotional, physical and academic development of our students. We strive to ensure the dignity of each individual as we grow and learn together.

Program Development

“Code 4R” is a program developed through a collaborative effort of the parents, teachers, teaching support staff, bus drivers, and administrators of the Schoharie Elementary School. The program is rooted in the belief that “it takes a village to raise a child”.

The program outlines behavior expectations in a positive manner. It is the intent of the program to actively teach responsible and respectful behaviors as an integral part of the school day. Emphasis will be placed upon the quality of the interactions between all members of the school community.

Components of the Program

A matrix of expected behaviors provides the framework for instruction and a baseline for measuring the quality of the interactions between students and adults and students and their peers.

Instruction in the four areas of respect will be provided both formally and informally. Formal instruction include lessons from two programs written specifically for school districts : “Step to Respect” and “Don’t Laugh at Me”. The students are also involved in lessons, presentations and assemblies focused on character development, positive peer interactions, and safe decision making values. Literature based units are integrated into classroom literacy instruction.

Opportunities to develop and practice positive behaviors are available throughout the year. They include :

- Community service projects
- Participation in mentor programs
- School improvement/service programs
- Classroom “jobs” and responsibilities
- Color guard
- “Student of the Week” program
- “Caught Being Good” program
- Thank you Thursdays

Discipline Procedures

Behaviors that are hurtful and/or dangerous are outlined specifically in the Discipline Code. Behaviors are divided into three levels and the corresponding consequences for each level of offense are stated.

The Schoharie Elementary learning community believes that all children are entitled to be treated fairly and with dignity. Discipline issues are initially addressed at the classroom, bus, cafeteria or playground level. Unresolved or ongoing issues and more serious offenses are referred to the elementary office for administrative action.

Discipline is a shared responsibility between home and school. Parental notification of disciplinary action may be written (discipline referral form) or verbal (telephone call). If deemed necessary, the development of an Individual Behavioral Plan (IBP) will be a collaborative effort involving the parent, student, supervising adult (teacher, bus driver, teaching assistant), counselor(s) and the principal.

All disciplinary procedures taken are in accordance with Schoharie Board of Education policies and NYS Education statutes and regulations.

The goal of the positive behavior discipline program is to promote pro-social student discipline program is to promote pro-social student behaviors and reduce hurtful or dangerous behaviors. As such, activities which raise student awareness of the impact of their actions have on others is an integral part of the disciplinary program. In addition to the traditional consequences, students may be involved in mediation, individual counseling and group counseling designed to raise students' awareness of the rights and feelings of others.

Implementation and Evaluation

The Schoharie Elementary Positive Behavior Program, "Code 4R", is an ongoing, community-based program. As such, a Leadership Team will be responsible for the implementation and evaluation of the program.

Members of this team include :

- Building administration
- Three teacher representatives
- Two parent representatives
- Transportation representatives
- Recess/Cafeteria representatives
- Teaching Assistant representatives

The Leadership Team will meet three times per year (December, March, June) to monitor and evaluate the program as it is implemented.

Parents interested in serving on the Leadership Team are asked to contact the elementary office (295-6600 – Option 1).

Student's Rights and Responsibilities

IT IS THE STUDENT'S RIGHT TO:

Attend school in the district in which his/her parents or legal guardian resides.....

Express his/her opinion.....

Dress in such a way as to express his/her personality.....

Expect that the school will be an orderly place for all students to gain an education.....

Be fairly disciplined according to the Code of Conduct.....

Receive information about solving personal problems and to have a chance to receive help to solve problems that cannot be solved alone.....

Be treated equally and fairly.....

Be respected as an individual.....

IT IS THE STUDENT'S RESPONSIBILITY TO:

Attend school daily, except when ill, and arrive on time.

Express opinions and ideas in a respectful manner so as not to offend, slander, or disrupt the rights of others.

Dress so as not to endanger physical health or safety, to limit participation in school activities, to be offensive, distracting.

To know all rules and expectations and to behave accordingly.

Be willing to give information in disciplinary cases.

Be aware of the information and services available and to ask for help when needed. Learn about serious and dangerous wrongdoings and to try to get help to solve problems.

Treat others equally and fairly.

Respect the rights of others.

<i>Matrix of School-wide Expectations</i>	BE RESPECTFUL OF SELF	BE RESPECTFUL OF OTHERS	BE RESPECTFUL OF OUR ENVIRONMENT	BE RESPECTFUL OF LEARNING
Bus	Remain seated. Once on the bus, remain on the bus. Keep head, hands and feet inside the bus.	Use inside voices. Use appropriate language. Follow all directions given by the driver.	Keep aisles clear and clean. Leave the bus as, or better than, you found it.	Model appropriate language and actions
Entering and Exiting the Building	Walk	Walk Use inside voices. Use appropriate language. Keep your body parts and objects to yourself. Be patient.	Stay on sidewalk. Stay in your spot in line. Upon entering, remove your hat.	Model appropriate language and actions. Be prepared for coming to school and for going home.
Hallways	Walk.	Use quiet voices if needed. Patience.	Keep to the right. Stay in your spot in line. Pick up trash when you see it.	Keep the bulletin boards and work in the halls in good shape. Be prompt.
Bathroom	Walk. Wash your hands.	Be patient. Go to and from bathroom promptly. Let other people use the bathroom peacefully.	Leave the bathroom clean and ready for others.	Follow classroom procedures for leaving and returning to room.
Office (Main and Nurse)	Walk. When speaking use a quiet/inside voice.	Introduce yourself and say what you need or why you are there. Say “please”, “thank you”, “no thank you”, “excuse me”. Be patient. Speak to adults kindly.	Be patient and wait your turn.	Remember that people are working in the office and that you should allow them to work.

<i>Matrix of School-wide Expectations</i>	BE RESPECTFUL OF SELF	BE RESPECTFUL OF OTHERS	BE RESPECTFUL OF OUR ENVIRONMENT	BE RESPECTFUL OF LEARNING
Playground	<p>Keep your body parts and objects to yourselves.</p> <p>Stay within the boundaries.</p>	<p>Use appropriate language.</p> <p>Include others in a positive way.</p> <p>Be patient.</p> <p>Wait your turn.</p>	<p>Use equipment in safe ways.</p> <p>Leave the playground as or better than you found it.</p> <p>Follow safety rules.</p>	<p>Follow rules of the games.</p> <p>Model fairness and sportsmanship.</p>
Cafeteria	<p>Walk.</p> <p>Eat your food appropriately.</p>	<p>Use inside voices.</p> <p>Say “please”, “thank you”, “no thank you”, “excuse me”.</p> <p>Speak to adults kindly.</p> <p>Wait your turn.</p>	<p>Listen and follow directions.</p> <p>Stay in your seat while you are eating.</p> <p>Throw away all trash.</p> <p>Use appropriate school language.</p> <p>Help keep cafeteria clean.</p>	<p>Be prepared.</p> <p>Use time appropriately</p>
Classroom	<p>Be prepared.</p> <p>Bring pencils, paper, materials, books to class.</p> <p>Try</p> <p>Ask questions.</p> <p>Listen</p> <p>Be patient</p>	<p>Wait your turn.</p> <p>Listen.</p> <p>Give compliments freely.</p> <p>Be patient.</p>	<p>Follow classroom expectations.</p> <p>Use materials and equipment safely and appropriately.</p> <p>Listen.</p> <p>Be patient.</p> <p>Share</p> <p>Use manners – thank you, please, no thank you.</p> <p>Include others.</p> <p>Keep community space neat and clean.</p>	<p>Be prepared.</p> <p>Listen.</p> <p>Be patient.</p> <p>Mistakes are part of Learning.</p> <p>Try new experiences.</p> <p>Ask questions.</p> <p>Share your thoughts and ideas with others</p>

Code of Conduct
Behaviors and Consequences

Level 1 Behaviors

Pushing/kicking/hitting
Gossiping/spreading rumors
Embarrassing or making someone look foolish
Mocking/mimicking/taunting
Name-calling
Teasing about clothing/possessions
Threatening to reveal personal information
Daring to engage in unsafe behavior
Defacing property or clothing/Graffiti
Playing a mean trick
Tardiness
Littering
Unacceptable language
Engaging in unsafe behaviors
Spitting
Inappropriate Dress*
Improper use of Electronic Devices*
Improper Behavior on the bus

Level 1 Consequences

Any one of the following consequences:

Making amends
Class meeting n topic
Loss of privileges
Parent/Guardian notified
In-house suspension
(student assigned for part or all of the day
to another classroom with work to do)
Mediation/Counseling
Confiscation of Electronic Device

*Pattern of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services

*** Inappropriate Dress:**

Students are expected to dress in a manner which demonstrates self-respect and respect for others. Clothing that advertises and/or promotes drug, alcohol and/or tobacco use, violence or anti-social behavior is prohibited. Shirts must be long enough to meet the tops of pants. Shirts and pants must be worn in a manner which covers all undergarments. Skirts and shorts should be an appropriate length. Clothing should not limit participation in school activities, be distracting or offensive and should not endanger the health or safety of the student wearing the clothes or other students.

Students in violation of these guidelines will be asked to turn T-shirts inside out, change their clothing, wear additional clothing and/or parents will be contacted and asked to bring in alternative clothing.

*** Electronics:**

The use of electronic devices during the school day is prohibited. This includes, but is not limited to, cell phones, disc players, pagers, i-pods, and electronic games.

Electronic devices used by students during the school day are subject to confiscation. The SCS will not be responsible for the loss or damage of electronic devices brought to school by students.

Should an emergency arise during the day, please contact the elementary office at 295-6600 (Option 1). Students are permitted to use the school phones (in the case of emergencies).

*** Bus Conduct:**

When reviewing these behavioral expectations with your child, please emphasize to him/her that riding on a school bus is a privilege. Safety is our top priority. Students are expected to:

- Show respect for all persons in authority
- Be reasonably quiet and orderly
- Demonstrate consideration for people and property at the bus stop and on the bus
- Enter and leave the bus only when it is motionless
- Remain in their seats while the bus is moving
- Keep all body part and other objects inside the bus window
- Behave in a manner which protects the safety of all of the other passengers. Fighting, threatening others, use of abusive or offensive language/actions and smoking are not permitted and are subject to disciplinary action.
- Refrain from eating on the bus.
- Oversized items: Please use a plastic shopping bag as a guide for determining if an item can be safely carried on the bus. Only musical instruments of a reasonable size may be carried on the bus.
- Animal specimens are not allowed on the busses and must be brought to and from school by parents/guardians.

*This policy includes an outline of consequences should a student violate one or more of these expectations. Any consequence for misbehavior will be implemented by the building principal and will be consistent with the severity of the infraction.

Code of Conduct
Behaviors and Consequences

Level 2 Behaviors

Spitting towards a person
Damaging property
Stealing
Demeaning physical acts that are not harmful
Locking in a closed or confined space
Ethnic slurs
Setting another up to take the blame
Dishonesty
Humiliating another publicly
Excluding another from group
Testing another about appearance
Taking possessions (lunch, clothing, toys)
Extortion
Sexual or racial taunting
Not reporting to class
Leaving school grounds without permission
Disruptive/uncooperative behaviors
Disrespectful/rude behaviors
Leaving instructional areas without permission
Cheating
Falsifying signatures/notes

Level 2 Consequences

Parent contacted and any one of the following consequences:
Loss of privileges (progressively more severe than Level 1)
Making amends:

- Repairing, cleaning, or replacing item (natural consequence)
- Writing a report on the topic (race, theft, defacing property)
- School or community service
- Monetary retribution

In-house suspension
Referral to one-on-one or small-group intervention sessions
Short-term out of school suspension
Mediation

*Pattern of Level 2 offenses may result in consequences for Level 3 offenses

Code of Conduct
Behaviors and Consequences

Level 3 Behaviors

Physical violence/inflicting bodily harm
Threatening with a weapon
Maliciously excluding/group rejection of an individual
Malicious spreading of rumors
Threatening with total isolation
Verbal threats of aggression against property or possessions
Verbal threats of using coercion against family or friends
Coercion
Showing private body parts
Inappropriate touching
Pulling fire alarms
Making bomb threats

Level 3 Consequences

Required parent conference with teacher and principal and any of the following consequences:

Loss of privileges
Student behavior plan (for example, contract, functional behavioral analysis)
Referral to one-on-one or small-group intervention sessions

Cafeteria

School Breakfast- Breakfast is offered to all students who wish to take advantage of it. Breakfast is served from 7:55 am to 8:20 each day. Students eating breakfast will be allowed to leave their buses prior to 8:10 am.

School Lunches- The daily lunch menu is sent home with the elementary students during the last week of each month. It is also posted on the Schoharie CSD website (www.schoharieschools.org). The school lunch program uses a Point of Sale cash register system and every student has an account, accessed by their student I.D. number and/or a bar coded photo I.D. card provided by the school and maintained in the cafeteria. Elementary students are not responsible for their I.D. cards; they are kept by the cashiers. Any amount of money can be deposited on a student's account in the form of check or cash for purchasing breakfast, lunch and/or milk (to go with bag lunch). Money can be added to a student's account in the cafeteria any day of the week prior to 10:00 am. A student will debit their account each time they purchase a meal and they must pay cash for snacks (chips & ice cream). Please remember that whenever you send money to school with your child, send it in a sealed envelope and labeled with your child's name, grade, the amount enclosed and what the money is for. Pre-printed envelopes are available to send in payments for students' accounts. A new envelope will be sent home with a receipt for payments. Envelopes can be picked up at the elementary cafeteria.

Snack Milk - Snack milk (consumed at snack time in the classroom) can be purchased through the cafeteria. Send payment to the cafeteria in an envelope, labeled with child's name, teacher and amount. The classroom teacher will send a list to the cafeteria each day of the students receiving snack milk, and keep track of the number of days snack milk is paid for. Please note that bottled water and juice are also available for lunch and/or snack time.

Meal Charging- In the event that a student loses or forgets their lunch money, a school lunch will be provided for them. The student will receive a receipt from the cashier showing the negative (or debit balance) amount on their account to bring home. The debited amount can be paid the next day. If a student accumulates more than 5 charges, parents will be notified by a phone call and/or letter sent home. Students with negative balances of \$9.00 or more will be served a peanut butter sandwich and carton of milk. The purchase of snacks is not allowed when a student has a negative balance in their account, and the money will be credited to their outstanding balance. Please emphasize to your child that charging is a privilege and every effort should be made to be responsible with their lunch money.

Courteous Behavior: Please discuss with your child the following behaviors expected when they are in the cafeteria:

- Use your manners and be kind.
- Follow all directions from the staff.
- Keep your place in line.
- Have your money ready for the cashier.
- Keep your voice low, talking with the people at your table.

Free or Reduced Breakfast and Lunch- Forms are available from the nurse’s office for children who are entitled to a free or reduced breakfast/lunch. All applications and information is kept in strict confidence. We encourage you to contact our school nurse if you believe that your family may qualify for this benefit. We hope that all families who qualify will take advantage of this program, as it benefits both the families and the school district.

Please note: Families that qualify for the previous school year must re-apply by October 1st of the new school year to continue their benefits.

Elementary Cafeteria Prices

<u>Full Meals</u>	<u>a la carte Items</u>	
Student Breakfast.....\$1.00	Hot dish.....\$1.65	Cereal.... .50
Adult Breakfast..... 1.90 (tax included)	Soup..... .75	Toast..... .50
5 Day Breakfast Ticket 5.00	Sandwich..... 1.65	Milk..... .45
Student Lunch..... 1.75	Fruit..... .50	Juice.... .45
Adult Lunch 3.25 (tax included)	Dish of vegetables .50	Chips... .60
5 Day Lunch Ticket 8.25	Ice Cream..... .60	
	Bottled water 8 oz .25	
	16 oz .50	

HOMEWORK POLICIES

Homework is an important part of your child’s school experience. It provides practice for the children to reinforce skills taught in the classroom, to review for tests and to provide enrichment activities. Schoharie Elementary School’s homework policy aims to support students in the forming of routine homework habits and strong study skills.

Please check with your child’s teacher for the specific supplies needed by your child for this school year. The level of responsibility increases as your child progresses through the grades.

- *Kindergarten:* Students in kindergarten will carry a folder between home and school. Kindergarten students will be responsible for one weekly homework assignment.
- *First grade:* Students in first grade will carry a homework folder between home and school each day.
- *Second through Sixth grade:* Students in grades 2-6 are expected to carry a homework folder and an assignment pad. These materials should be kept in a 1-inch binder. The purpose of the folder is to store materials, such as handouts needed for homework. The assignment pad is used to record assignments. The binder, folder and assignment pad are to be carried to and from home and school daily.

Parents play a vital role in homework support. Parents are asked to check the assignment pad daily. In the second and third grades, parents will be asked to sign the assignment pads daily to ensure the students develop and practice productive homework habits. All parents should make arrangements for students who are absent to complete any assignments missed during their child’s absence.

Homework Requests

Homework may be requested for your child in the event of his/her absence from school. If you would like to request the classroom assignments and/or homework for the day, **please call the elementary office between 7:45am and 8:30am.**

We will contact the teacher with your request. The assignments will be available to you in the office at the end of the day. If a call is received later in the day, there may not be enough time to gather the materials together and therefore, we cannot guarantee that we will be able to honor your request on that same day.

Reporting to Parents

Reporting your child's progress in the elementary school is accomplished through interim progress reports and report cards. Parent conferences are also used, as appropriate, to reinforce the progress reports and report cards. Parent conferences may be arranged at the request of either the parent or teacher. Please feel free to contact your teacher with any concerns you may have regarding your child's progress.

Parents will be notified as soon as possible regarding difficulties and/or lack of expected progress your child may be experiencing. It is our goal to work together with you to support your child's learning and provide opportunities for success.

Interim (mid-marking period) progress reports and trimester/quarterly report cards will be sent home to update parents on their child's progress. Parents will be asked to sign a portion of the report card or the report card envelope and return it to the homeroom teacher. A copy of the report card is filed in your child's cumulative report card.

Non-custodial parents may request a copy of their child's report card. Please contact the elementary office for information.

Kindergarten-Grade 4

Interim Reports

- Oct. 23
- Jan. 29
- May 7

Report Cards

- Dec. 11
- Mar. 18

Grade 5 – 6

Interim Reports

- Oct. 7
- Dec. 16
- May 19

Report Cards

- Nov. 12
- Feb. 2

ATTENDANCE

It is very important that your child attend school. Frequent absences disrupt the learning process for your child and decrease your child's ability to be successful. At the end of the school year, a special perfect attendance certificate will be presented to those students who have had perfect attendance for the year. Please be aware that a student must be in attendance for at least one hour of instruction in order to be considered in attendance for that day. Students in school less than one hour will be marked absent.

In the event your child is absent from school, please be sure to write a note which includes the date and reason for the absence. Please send this note in with your child on the day he/she returns to school.

According to NYS law, legal absences include:

- Student sickness
- Death in the family
- Doctor's appointments

According to NYS law, illegal absences include:

- Oversleeping
- Visiting
- Going on vacation
- Missing the bus

Attendance Policy

The following procedures have been established for unexcused absences:

- 1) After being absent or tardy 10 times:
 - a) Written notification will be sent home
 - b) A conference with the student, principal and school nurse may be held
- 2) After being absent or tardy 15 times:
 - a) A conference with the student, parent, principal, school nurse and social worker will be held
 - b) An agreement is to be made at this time between the parent, student and school personnel regarding the student's attendance
 - c) The parent will call the school nurse each subsequent time the student is absent or tardy
- 3) After being absent or tardy 20 times:
 - a) A conference with the administration, school nurse, and guidance counselor or social worker in order to decide upon a course of action, which could include filing a PINS (Person in Need of Supervision) petition with Family Court

Each case will be determined on an individual basis according to the existing circumstances. Legitimate absences because of illness will not be considered as an attendance problem.

HEALTH SERVICES

Physical Examinations: **New York State mandates physical examinations.** Physicals will be held during the school year for all students in Kindergarten, grades 2, 4, and all students new to our district who do not have a physical on file. All children in Kindergarten through grade 6 will receive hearing and vision screenings **each year**. Children in grades 5 and 6 are also screened for scoliosis each year.

Immunizations: (the minimal acceptable immunization is not recommended) To be admitted or allowed to attend school, a certified copy of immunizations is necessary. Certified means signed by a doctor or clinic who administered the shots. NYS requires the following immunizations:

- 3 doses of diphtheria, pertusis, and tetanus
- 3 doses of hepatitis B

- 1 mumps injection
- 1 Rubella injection
- 1 Varicella injection
- 3 OPV or 4 IPV
- 2 measles injections

Students attaining 11 years of age are required to have a Tdap (pertusis) booster to remain in school.

Medications: New York State Education Law prohibits the giving of internal medicine in school without both a **written doctor's order** for the medication and a **written parental request** to give the medication. This law includes both prescription and over-the-counter medications (including cold medicines, aspirin, Tylenol, cough drops, etc). Medications should be hand delivered to our school nurse in the original container and with the original prescription label attached. This enables the school nurse to seek further information from the parents if needed and/or provides information to the nurse in order to protect against loss or misuse of the medication. Medication will not be administered unless all of these conditions are met.

Physical Education Class/Recess: **If a student is unable to participate in physical education class due to an injury, he/she is also unable to participate in recess. This is a school policy designed to protect your child from any further injury.**

Guidelines for Sending Students Home from School Due to Illness :

The following guidelines have been developed by school officials in consultation with the school physician. The conditions which warrant sending a child home include:

- Temperature of 99.4 or above
- Diarrhea/vomiting
- Persistent headache
- Persistent upset stomach
- Head lice
- Rash (undiagnosed)
- Conjunctivitis (pink eye) or any discharge or crusting near the eyes
- Any condition based upon the school nurse's evaluation which she feels warrants medical attention and/or the need to isolate a sick child from the other students

Guidelines for Children Returning to School After an Illness:

Below please find guidelines for determining whether a child is ready to return to school following an illness.

- *Fever*- fever has been absent for 24 hours and the child is not receiving aspirin, Tylenol or Motrin
- *Conjunctivitis (pink eye)*- medicated for at least 24 hr or after four treatments with a note from the doctor
- *Vomiting and Diarrhea*- symptoms have stopped and child is able to hold down fluids and food
- *Chicken Pox*- six days from the beginning of the outbreak and no new lesions have appeared-all lesions must have formed scabs- children are only contagious the two days prior to the outbreak of the rash
- *Head lice*- after receiving a treatment for lice
- *Scabies*- after medicated treatment
- *Strep throat*-after 24 hour treatment or four doses of medicine

We appreciate the cooperation of all parents and staff members in following these guidelines. We also appreciate the understanding of both parents and staff members that difficult decisions may, at times, need to be made. Those responsible for the health of the entire elementary student body place great importance on the welfare of each individual child.

Lost and Found

We ask parents to encourage their child to check the Lost and Found Department (located outside of the 52 Gym). Each year many articles go unclaimed. It would be helpful if your child's name was placed inside their belongings. Those items misplaced will be returned to your child quickly and accurately.

Lost items on the Bus

Please contact the bus garage (295-6684) to check for lost items.

Lost/Damaged Textbooks

Textbooks are a valuable learning tool provided to your child by the school district. Students are expected to be responsible and take good care of them. Books will be issued at the beginning of the school year and returned by your student at the end of the school year. If they are damaged or lost, the student is responsible for their replacement.

Toys from Home

Children are discouraged from bringing toys, games, trading cards and electronic devices from home unless they are specifically requested by a teacher. The school cannot assume responsibility for loss or damage to the item. Balls (footballs, basketball, soccer) brought in to school should be placed in a plastic shopping bag. No baseballs (hardballs) are allowed on the playground.

SPECIAL PROGRAM OFFERINGS

Music

Schoharie is proud to offer a variety of musical programs for our students. These programs are in addition to regular classroom instruction.

Choir: The elementary music program includes three groups, one choir for each the third and fourth graders and one choir for the fifth and sixth graders. Both choirs perform in two concerts throughout the year, a holiday concert and a spring concert. The fifth and sixth grade choir also may have the opportunity to perform, as a group, in the NYSSMA Music Festival, and exceptional students participate in the All-Star Festival.

Band: Our instrumental music program begins in the fifth grade. Fifth and sixth graders who are interested in learning to play a musical instrument are encouraged to speak with Mrs. Gould (295-6600 – Option 2). We encourage you to speak with your child regarding the responsibility involved in learning to play an instrument and the commitment one makes when joining a band or chorus.

Band members will participate in the holiday concert, the spring concert, a band trip and parades on Memorial Day.

Choir and band practices are scheduled on alternating days to provide the opportunity for students to participate in both activities if they so choose.

Library

Students are allowed to sign out library books and magazines for a two-week period. Most materials may be renewed if the student has not completed reading them at the end of the two-week period. Reference books are available on an overnight loan basis only.

- Kindergarten and first grade students are allowed to borrow one book at a time.
- Second graders through sixth graders are allowed to borrow the number of library materials (books and magazines) which corresponds with their grade level (i.e.. third graders may borrow three books)
- Books may be exchanged every day at the teacher's discretion.

With the teacher's permission and a pass, students may stop in at the library from 8:20 a.m. until 2:30 p.m. Fines are not assessed for books returned past their due date, however, students are strongly encouraged to be responsible and renew materials they may not be finished reading yet. Parents are asked to help their children keep library materials in good condition. Please keep them away from pets and small children who often tear or write on the pages. Your cooperation and support in protecting our library materials and returning them on time is greatly appreciated.

Video Taping

If you would like to request a particular school function video-taped, please send in a "new", unwrapped video tape with your name, telephone number and your child's name on it.

School Store

Our elementary school store is operated by our students, under the supervision of our staff. It is located in the third grade wing and is open every morning from 8:10 am to 8:25 am. Prices range from 5 cents to \$2.00. Among the stock items in our store are pens, pencils, paper and notebooks.

Our store provides a hands-on school to work experience for our students. They are responsible for the inventory, ordering, financial transactions and customer service.

Parent Involvement

Parents play a vital role in the education of children. Children excel when their parents are actively involved in the educational process and emphasize the importance of learning to their children. This involvement may take many different forms, from reading to your child each evening to becoming a parent volunteer during the school day. We invite you to find a level of involvement that you are comfortable with and one that fits into your schedule. We would love to have you involved!

EPTSO

FIELD TRIPS

ROLLER SKATING

ASSEMBLIES

MOTHER-SON-BREAKFAST

FATHER-DAUGHTER DANCE

STAFF RECOGNITION DINNER

CLASS EVENTS

BOOK SWAP

TOOLS FOR SCHOOLS

FUND RAISING

BOX TOPS FOR EDUCATION

The Elementary Parent-Teacher-Student Organization is an exciting way to get involved in your child's educational experience. If you would like to get to know other parents and teachers who help organize and volunteer at these enriching events throughout the year, come to an EPTSO meeting. Our annual fundraiser raises several thousand dollars each year which goes toward many educational experiences for your child like the ones mentioned above.

We meet once a month in the elementary cafeteria. New members are always welcome! Information about the organization can be found on the Schoharie Central School District Website, in the elementary office, or from any EPTSO officer. Meeting dates are advertised in the district newsletter, on the student menu and on the website.

Bringing together school, home and community is a goal of the district and joining the EPTSO is a great way to help achieve this goal. We care about the quality of each student's daily educational experience. Help us make Schoharie Elementary the best it can be!

For more information, please contact the Elementary Office.

SCHOHARIE CENTRAL SCHOOL
Board of Education

F. Christian Spies	President
Mark Quandt	Vice President
	Edythe Schultz
	Carol Ann Wilber
	Linda Isles
	Pamela Newell
	Barbara Monsees

Rose Wilber, District Clerk

ADMINISTRATION

Brian Sherman	Superintendent of Schools
Robert Bonaker	Business Administrator
Stacey A. Adams	High School Principal
Maryellen Gillis	Elementary School Principal
Linda Nevulis	Special Education Director
	Dir. Of Curriculum/Pupil Personnel Services

ELEMENTARY STAFF

Elementary Principal	Maryellen Gillis
Secretaries:	
Special Education	Karen Gannon
Elem. School Secretaries	Rose Wilber
	Nilani DeSilva
Psychologist	Kelly Fagnani
Social Workers	Christine Quandt
	Melanie Largeteau
	(Home Run Program)
Speech Pathologists	Lori Johnson
	Michelle Borst
School Nurse	Sherry Roy
Kindergarten	Suzanne Herzog-Davies
	Heather O'Brien
	Pamela Seamans
	Darcene Stoddard
	Kim Hileman

ELEMENTARY STAFF
(continued)

Grade One	Jan Baptiste Eric Calvino Natalie Hallenbeck Maryanne Hammond
Grade Two	Melanie Bachanas Kelly Blain Kim McCarthy Holly Rutland
Grade Three	Ellen Bogardus Randy Gunther Donna Ruland Colleen Schlicht
Grade Four	Debra Schaffer Amy Smith Karen Yager
Grade Five	Deborah Castle Lauren Reinhart Mary Sherman
Grade Six	David Peek Nancy Thompson Stephen Usher
Special Education	Ellen Langwig Rebecca Coughtry Barbara Stowell Nancy McGee
Teaching Assistants/Aides	
Teresa Schoenecker	Terri-Ann Jeffrey
Donna Corey	Roberta Kennedy
Judy Ehrlich	Diana Largeteau
Ruth Bowersox	Denise LaBadia
Terry Manchester	Colleen Aanensen
Donna Castle	Bonnie Lewis
Lisette Helmstadt	Jean Luniewski

ELEMENTARY STAFF
(continued)

Librarian	Wendy Molle
Music	Lori Langan, Jessica Gould, Paul Lomax
Art	Jean Scofield
Physical Education	Barbara Almy, Shane Barton, Angela Jackson
Remedial Math	Susan Sacket
Remedial Reading	Terri Blum, Adrienne Bush, Doreen Buzon
Occupational Therapist	Terri Geunther
Technology Coordinator	David Holmes
Supervisor –School Meals Program	Josie Ennist
Supervisor - Transportation	Cliff Haslun
Supervisor – Buildings & Grounds	Shawn Gathen

ELEMENTARY SUPPORT STAFF

Cafeteria/Lunch-Recess Staff:

Bonnie Cummings	Carol Misener	Joy Beninati
Carol LaForest	Linda VanDeusen	Charlene Diamond
Nancy Lamont	Debi Benak	Barb Ardito
Lois Cook	Shawn VanGasbeck	

Custodial/Maintenance Staff:

Floyd Lamont Jr.	Don Briggs	Craig Shaver
Patrick Lamont	Keith Cross	Chuck Schrom
Stephen Bouck	Joe Balfe	Albert Wilber
Jeremy Karker		

BUSES

<u>BUS DRIVER</u>	<u>BUS #</u>
Eric Johnson	152 (am)
Albert Wilber	153 (pm)
Steve Boggs	154
Manny Sousa	155
Amy Crewell	158
Debra Pelepzuck	161
Belinda Liddle	162
Cory Briggs	164
Novilla Shepard	165
Tim Grady	166
Mike Warner	168
Chris Hubbard	169
Carol Johnson	174
Ernie Anderson	175
Bryan Deffer	177
Myrtle Bellinger	178
Cheryl Price	179

* *Bus numbers are subject to change*

2008-2009 School Calendar
(Insert)

How to Contact Us

School Name:	Schoharie Elementary School
Address:	126 Academy Drive Schoharie, New York 12157
Phone Numbers:	295-6600 Elementary Office (Option 1) 295-6600 Special Education (Option 5) 295-6600 Bus Garage (Option 3) 295-9506 Fax #
Principal:	Maryellen Gillis
Secretaries:	Rose Wilber Nilani deSilva
School Nurse:	Sherry Roy
Social Worker	Christine Quandt
Building Opens for Children:	7:55am
School Begins:	8:10am
Lunch Served:	10:30 am - 1:10 pm
Dismissal	Approx. 2:37pm - K — 6
School Vacations:	
Nov. 26 – Nov. 27	Thanksgiving
Dec. 24 – Jan. 02	Christmas
Feb. 15 – Feb. 19	Winter Recess
Apr. 5 – Apr.9	Spring Recess
June 24	Summer Recess Begins
District Website:	www.schoharieschools.org

