

NORTH WARREN ELEMENTARY SCHOOL STUDENT HANDBOOK

2018-2019



**6110 STATE ROUTE 8
CHESTERTOWN, NEW YORK 12817
PHONE: (518) 494-3015 EXT. 704
FAX: (518) 494-2611**

Welcome to the 2018-2019 school year. The staff here at North Warren are looking forward to a rewarding and productive year.

The North Warren Elementary Student Handbook contains information about our school and that you and your child will need to be familiar with for a successful school year. In it you will find information pertaining to:

- Elementary Staff
- School Security
- Student Instructional Day
- Home/School Communication
- Report Cards and Parent Conferences
- Attendance Procedure
- Drills & Emergency Early School Closing
- Transportation Information
- Parent Chaperone Guidelines
- Student Conduct for Field Trips
- Student Dress Code
- General Student Conduct
- Bullying
- Cafeteria Rules
- Homework
- Cell Phone & Electronic Games Procedure
- Searches and Interrogations
- School Calendar

If you have any questions or concerns, please feel free to call the elementary office at 494-3015 ext. 704.

We are looking forward to a productive and enjoyable school year.

**PRE K – 6 STAFF DIRECTORY
2018-2019**

PRINCIPAL

Shelley Dupuis

SECRETARY

Holly Palmer

PRE-K

Kathy Bauer

KINDERGARTEN

Billie Jo Brown

Tammy Harvey

FIRST GRADE

Stephanie Geller

Andrea Little

Kelsey Scherer

SECOND GRADE

Holley Bedell

Stacy Miller

THIRD GRADE

Elizabeth Cleveland

Erika McGourty

FOURTH GRADE

Heidi Blanchard

Stacy Cooper

FIFTH GRADE

Lori Korniak

Melissa Pandillo

SIXTH GRADE

Todd Lawson

Stephanie Vlad

Amy Zarczynski

NURSE

Susan Bolton

READING

Ellen Davis

Karen McDermott

Nicole Rushlow

MATH

Deanne Peters

PHYSICAL ED.

Lynn Lewis

Shannon Phelps

LIBRARY

Michelle Lettus

ART

Cathy Kearney

Music

Maria Swartz

GUIDANCE

Deirdre Hill

SOCIAL WORKER

David Parisi

SPECIAL ED.

Sue Kearing - Pre-K CPSE
Chair, K-12 Psychologist

Maggie Hill, Off. Specialist

Valerie DeLuca

Melissa Myers

Shawnee Ross

ESL

Jennifer Shanahan

SPEECH

Kira Studler

Andrea Winchip

OT

Jill Primeau

PT

Denise Putney

TEACHING ASSTS.

Debbie Koraus

Lynn Shaw

Nancy Smith

AIDES

Laura Dygert

Karen Hilton

Kyle Rubado-Judkins

Cindy Smith

SCHOOL SECURITY

The building is accessible to students and the public from 7:30 a.m. to 4:00 p.m. Students are not to enter the building prior to 7:30 a.m. when staff supervision begins. The custodial staff opens the building for special evening events as required.

STUDENT INSTRUCTIONAL DAY

Elementary Student Instructional Day is from 8:05 a.m. – 2:40 p.m.

K-3 Dismissal Bell **2:41 p.m.**

4-6 Dismissal Bell **2:45 p.m.**

Students arriving after 8:05 must report to the nurse's office after their parent signs them in at the front desk with our security monitor.

HOME/SCHOOL COMMUNICATION

Notes are required for absences and tardiness, or **any change in transportation**, other than regular bus (Bus Note). **Telephone (verbal) instructions can only be accepted in a true emergency.**

Please notify the school if your child regularly goes to a babysitter; who the sitter is, address, and phone number.

Please notify the school of any changes in phone number or address throughout the year.

The Elementary Office will send home notices and reminders about early dismissals as a courtesy to parents.

Teachers send home letters on upcoming field trips and special activities going on in the classroom.

Notices are sent home about student participation in concerts, Parent-Teacher Conferences, Open House, school pictures, book fair and monthly menus.

The Elementary section of the North Warren Central School web page www.northwarren.k12.ny.us has monthly calendars with events posted as events are finalized.

ELEMENTARY TELEPHONE EXTENSIONS

518-494-3015

Shelley Dupuis, PK-6 Principal	Extension 704
Holly Palmer, Secretary	Extension 704
Susan Bolton, Nurse	Extension 756
Deirdre Hill, K-8 School Counselor	Extension 766

REPORT CARDS

Report cards will be sent home 3 times a year in **November, March and June.**

Kindergarten Report Card	Checklist with key for language and literacy, kindergarten readiness skills, math, science, social studies and social skills.
First and Second Grade	Checklist with key for reading, writing, listening, math, specials, work habits and social skills.
Third to Sixth Grade	Checklist with numerical grades. 70% and above is passing.

Academic Achievements:	85.0 - 89.9	Merit Roll
	90.0 - 94.9	Honor Roll
	95.0 - 100	High Honor Roll

Parent Teacher Conferences

Parent -Teacher Conferences for the first trimester will be held on:

November 30th and December 3rd

Parent -Teacher Conferences for the second trimester will be held on:

March 22nd

School is dismissed at 11:00 a.m. on conference days to allow time for conferencing. Buses depart at 11:10. Lunch will not be provided.

ATTENDANCE PROCEDURE

All compulsory age children are required by New York State Law to attend school full time. Our teachers are anxious to have all their students benefit from the lessons they have prepared. It is difficult to have students make up work when they are absent frequently.

Parents should only keep children home when they are sick. These absences should be explained with a written note each time. Without the note, each absence is considered illegal.

At 10 absentees and/or 10 tardiness a general letter is sent home to parents as a reminder of the number of occurrences. The Elementary Guidance Counselor follows-up with a telephone call to the parent/guardian after they have received the letter.

At 15 absentees and/or tardiness a general letter is sent home to the parents as a reminder of the number of occurrences. The Elementary Principal follows-up with a telephone call to the parent/guardian after they have received the letter.

After 20 absentees or tardiness (or combination of both) another letter is sent home to the parent. The Elementary Principal follows-up with a telephone call to the parent to set up a meeting time. All involved will meet to discuss ways to change this behavior. If the parent does not show up for the meeting, then a social worker will make a home visit.

Warren County Social Services/Preventive Services can be contacted. A CPS report may be necessary and/or a PINS petition enacted.

Requests for an official doctor's note in some situations can occur, even if written excuses from the parents are submitted.

DRILLS

Fire and Civil defense drills are held in accordance with State regulations. At the beginning of the year, specific instructions are given in each classroom regarding the use of the nearest exit. Directions of "QUIET" and "ABSOLUTELY NO TALKING" are enforced for the sake of safety in order that in an emergency, directions may be heard. In certain drills, different exits are blocked so that some practice in re-routing traffic may be had. All students report to their designated area with their teacher.

Bus Drills are also held regularly, in conformity with State regulations. Students will depart using emergency exits.

EMERGENCY EARLY SCHOOL CLOSING DURING THE SCHOOL DAY

Sometimes it is necessary to close school early because of weather conditions or the lack of water or electricity. It is important to have procedures in place to ensure that the closing goes smoothly. The time frame within which the Superintendent makes the final decision to close and the buses arrive to take students home is less than **one hour**. If the school is closed for an emergency the district will notify parents via robocall.

Parents are encouraged to discuss with their children the plan for what they should do if school is released early unexpectedly.

TRANSPORTATION INFORMATION

Bus Garage
63 Cougar Lane, Chestertown, NY 12817
Robert Hill, Director of Transportation
Helen Miner, Bus Dispatcher
518-494-3727

Parents should contact the bus garage if they have questions about bus routes, and pick-up and drop-off times. Parents are strongly encouraged to work closely with the bus drivers on any issues of concern.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school. Students who do not cooperate with their bus driver and/or follow the rules on the bus will be written up on a Bus Conduct Report, which is sent to the principal for disciplinary action. Copies of these reports and actions taken are then sent to parents. Students who repeatedly create problems on the bus and are a safety concern may be removed from the bus for a period of time.

The District will run **late buses** Monday-Thursday at 4:00 for **all** students who stay after school for an organized event, activity, or extra help. No elementary student can stay after school unless supervised by a staff member. Arrangements for riding the late bus home are made by the classroom teacher through the elementary office and bus garage. Buses will depart promptly at 4:05. Parents please be aware that due to the geographical size of the district and the number of late buses, students should expect to arrive home approximately between 4:15-5:00 PM. All bus rules apply to the late bus.

Please go over these **Bus Rules** with your children. We want ensure your children have a safe and pleasant trip to and from school each day.

1. Riding the school bus is a privilege. This privilege may be revoked.
2. Cooperate with the bus driver.
3. No smoking, fighting, eating, drinking, shoving, pushing, shouting, bullying or use of profane language
4. Keep the bus clean (no littering).
5. The bus driver is authorized to assign seats.
6. Remain seated with the seat belt buckled while the bus is in motion. Seat belts are provided on all district vehicles and should be used at all times.
7. Arms, head and hands must be kept inside the bus at all times.
8. Sit facing forward with no feet in the aisle. Bus aisles must be kept clear at all times.
9. Headphones and student radios may not be used on the bus.
10. After leaving the bus all students are to walk 15 feet in front of the bus and wait for the bus driver to give them the universal signal to cross the road.
11. To insure your child's safety any student going home on a different bus **must have written parental instruction** turned in to the office before the morning Daily Bulletin is printed. Only written instruction can be acted on, this includes high school students.
12. For the safety of your elementary child you **must be at the stop to receive them**. If no one is at the stop, the child will be brought back to North Warren atrium for you to pick up, please refrain from following bus to get your student off.
13. Parents/Adults are not allowed to board the bus for any reason, if you need to speak to the bus driver call the office to make an appointment. This is for the safety of the students.
14. Cameras are installed on the buses for student safety; parents are not allowed to view them due to privacy laws.
15. Cell Phones/devices may be used on the bus, unless deemed a distraction by the driver.

16. Students bringing musical instruments on the bus must be able to fit them on their lap, or strapped into a seat. Please confirm with the transportation department if there is room on your child's route before sending large instruments with them on the bus.
17. If student is not ready and waiting at the bus stop and misses the bus, it is your responsibility to get the student to school, please refrain from calling transportation for a pick up.

With parents, students and staff working together in partnership we can make your child's bus ride to and from school a positive part of their day. Thank you for your assistance.

PARENT CHAPERONE GUIDELINES FOR FIELD TRIPS

To make the field trip more enjoyable for all involved, please read the following Chaperone Guidelines.

- Chaperones need to be on time.
- Chaperones and children must ride the bus to and from the destination unless approved by elementary principal.
- Chaperones are not to dispense food, candy or medications.
- Chaperones may not buy souvenirs for members of their group unless the trip has included souvenir shopping.
- Chaperones may not have other children accompany them on the field trip.
- High School students are not allowed to be chaperones.
- The use of cell phone on field trips is restricted to emergencies only.
- Chaperones are reminded not to leave their vehicles in visitor parking.
- Chaperones will help the children follow the Cougar Code of Conduct and support the teacher as instructed.

STUDENT CONDUCT FOR FIELD TRIPS

- Do not leave your group without permission.
- Cooperate fully with chaperones.
- Listen, learn, and ask questions at the appropriate time. A field trip is a learning experience.
- Be considerate of your classmates. Look out for each other and make sure everyone feels included.
- Represent your school with good manners.

K-6 DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parent/guardian have the primary responsibility for acceptable student dress and appearance. Teachers and other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting.

Students must meet minimum requirements of cleanliness. Face and hands should be clean and clothing reasonably clean. Students should be free of offensive body odor or heavy perfumes.

RULES FOR APPROPRIATE DRESS

Students shall:

- Wear shirts that appropriately cover their upper body. Shoulder straps for tank tops should be three fingers wide. Extremely brief garments such as tube tops, halter tops, spaghetti straps, midriff-revealing apparel, and shirts with plunging necklines are not appropriate and will not be allowed.
- Completely cover all underwear with clothing; no visible underclothing will be permitted.
- Skirts and shorts must be no shorter than the length of your thumb when arms are extended at your side.
- Wear appropriate footwear at all times. Footwear safety regulations for specific classes shall be followed in order to ensure participation.
- Not wear hats, bandanas or other head covers in the school buildings except for those whose medical condition or religious belief dictates otherwise.
- Not wear items that are vulgar, obscene, libelous, gang-related, or that bully or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not wear items that promote, advertise and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not wear chains, spikes, and other potentially dangerous accessories.
- Wear appropriate clothing to safely participate in physical education class or athletic teams, per the guidelines set by the coach or teacher.
- Not wear sunglasses without a doctor's note on file with the nurse.

Protocols for Violations of the Student Dress Code:

If a student is determined to be in violation of the student dress code:

1st offense: The student will receive a warning and be asked to modify their appearance by covering up or replacing the item of clothing that caused the violation. The staff member who gave the warning will send an email to notify the main office and cc: the rest of the teachers that will have the student in class that day.

2nd offense: If a student receives a second offense, either in the same day or on a subsequent day, the student will be sent to the main office to speak with the principal regarding the specifics of the dress code and they shall be required to modify their appearance to come into compliance with the dress code. Compliance may be accomplished by the issuance of a large tee shirt to be worn over the offending clothing. An email will be sent to the main office and a cc: copy to the classroom teachers who have that student.

3rd offense: A student that receives a third offense, either in the same day or subsequent day, will be required to call home and have their parent or guardian bring appropriate clothes to school before continuing with the day. A disciplinary note will be entered into school tool.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including, out of school suspension.

STUDENT CONDUCT INCLUDING PROHIBITED BEHAVIOR AND GENERAL RULES

Prohibited Student Conduct

Any student suspected of engaging in any of the following behaviors will be sent to the principal's office:

- Physical fighting
- Bullying behavior that includes physical threats and/or verbal harassment based on gender, race, religion, physical characteristics or disability.
- Threatening staff verbally or physically.
- Destruction of school property.
- Possessing a weapon in school.
- Possessing tobacco or tobacco products.
- Inappropriately using or sharing prescription and over-the counter drugs.
- Inhaling a substance for the purpose of getting high.
- Possessing alcoholic beverages or illegal substances or being under the influence of either.
- Possessing obscene material

Classroom Rules:

Each year teachers will post a list of classroom rules that their students are expected to follow.

Hall Rules:

- Use soft voices in the hall.
- Walk in a straight line on the right.
- Keep hands and feet to yourself.

Assembly Rules:

- Enter in a calm, quiet and orderly fashion with your class.
- Sit quietly and listen for instructions.
- Show appreciation and enthusiasm by clapping (no rude noises!)
- Raise your hand for audience participation.
- Represent your school with pride and good manners.

Playground Rules:

- Teachers at the younger grade levels will develop a list of playground do's and don'ts appropriate to the age level of their students and teach them to their class starting the first week of school. These may be adjusted throughout the year based on weather conditions, etc.
- Use equipment safely as instructed by teachers.
- Never leave the playground area without permission.
- Report all injuries to the teacher immediately.
- Use appropriate language.
- Do not play any contact sports.
- Never engage in physical fighting, bullying or threatening behavior.
- Report serious disagreements to the teacher for guidance.
- Practice good sportsmanship and fair play in group games.
- Understand that all students have a right to feel they belong; classmates may not exclude other classmates from their play.
- Line up promptly when recess is over.
- Return any borrowed equipment.

DISCIPLINARY PROCEDURES AND CONSEQUENCES

Consequences are a necessary part of learning appropriate behavior and developing good self-discipline. Disciplinary action must be firm, fair and consistent to be effective in changing student behavior. Teachers and the Principal will make every attempt to match the consequence to the inappropriate behavior based on:

- The age of the student.
- The severity of the offense.
- The number of times the behavior has re-occurred.

The following is a list of possible consequences:

- Verbal warning
- Recess taken away
- Parent/guardian contacted
- Sent to the Principal's office
- Lunch detention
- Lunch eaten in an alternate area
- Time out in another classroom
- Letter of apology written
- An act of restitution performed
- Written warning to parents
- Suspension from special activities such as parties, assemblies, and field trips etc.
- After school detention (Parent/guardian permission must be given)
- Loss of bus privileges (verbal notice and written notice to parents/guardians)
- In-school suspension (verbal notice to parents)
- Out-of-school suspension (verbal notice and written notice to parent/guardian)

The principal will be available to meet with parent/guardian and student to discuss disciplinary procedures and individual issues of misconduct.

BULLYING

Student's Rights:

Students have the right to learn in a safe environment.

Students have the right not to be intimidated or harassed.

Bullying Defined:

Bullying is defined as harassing behavior in which someone perceived to be more powerful (the bully) than another (the victim) subjects someone to abusive treatment that may be verbal, emotional and/or physical in nature. These actions are deliberate. They may take place just once, but more often they are repetitive.

Types of bullying behavior include but are not necessarily limited to the following:

- Physical attacks of any type and/or threats of physical attack.
- Verbal assaults such as name-calling, insults, taunting, teasing, etc.
- Starting rumors about someone.
- Deliberately excluding or isolating an individual.
- Forcing someone to relinquish money and/or food.
- Stealing/taking things.
- Sexual harassment, whether physical or verbal.
- Deliberately setting up someone to get him/her in trouble.
- Destruction of property (ie: gym locker, clothing, books, book bags, etc.)

Consequences to Bullying Incidents:

The following tiered procedure is a general guideline to be followed/modified at administrator's discretion.

- First offense-warning. Bully may be required to apologize to the person he/she offended.
- Second offense-disciplinary report, meeting with principal, parent contacted.
- Third offense-disciplinary report, parent conference and counseling.

CAFETERIA RULES

To make lunch time more enjoyable for everyone, the cafeteria/lunchroom staff asks that all students:

- Respect the lunchroom staff by listening and following directions.
- Talk in quiet, conversational voices. Students should refrain from yelling.
- Sit by grade level at designated tables. If noise level is too loud, student may be assigned to sit in assigned seats by individual classes. However, we encourage students to sit by grade level so that friends in different classes may sit together.
- Follow posted rules.
- Refrain from pushing, running, throwing food or banging lunchboxes on the table.
- Take care of your tray and to pick up any papers, etc. that are part of your lunch. When finished eating return trays to the dishwashing window.
- Do not bring items that require being heated up in a microwave.
- Complete eating lunch and clean up area.
- Do not take another student's food or ask to borrow any of their lunch money.
- Remain seated throughout lunch except to return lunch trays. Students should remain seated until dismissed by the aide on cafeteria duty.

HOMEWORK

Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Teachers are cautioned to avoid overloading students with excessively lengthy homework assignments or with overly brief and empty assignments. Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. An assignment important enough to be done must be considered worthy of teacher evaluation.

Homework shall be assigned according to these guidelines:

- Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.
- Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and organizing and integration of knowledge, and an opportunity to remediate learning problems or to extend and refine learning.
- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities and needs of the student. However, if homework is to be graded, the grade for the homework is dependent on the student's performance.
- As a valid, valuable educational tool, homework should be clearly assigned and its product carefully and promptly evaluated.

The North Warren Central School Board of Education believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide conditions that are supportive of their successful completion.

CELL PHONE AND ELECTRONIC GAMES PROCEDURES

Cell phones and electronic games can be a disruption to the learning process at the elementary level. We encourage students not to bring any of the following to school:

- iPods, tablets, laptops, notebooks
- Cell phones
- Headphones or earbuds
- Electronic games
- Cameras

Please be aware that there is no secure place to store these items in an elementary classroom and North Warren Central School is not responsible for lost or stolen items.

SEARCHES AND INTEROGATIONS

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds, in a school building or at a school function by a school district employee only when the school district employee has reasonable suspicion to believe a student is engaging in proscribed activity which is in violation of school rules and/or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- The age of the student
- The student's record and history
- The predominance and seriousness of the problem in the school where the search is directed; and
- The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student possesses a weapon, it is permissible for a school district employee to frisk that student.

Lockers

Lockers are provided by the school for student use and the administration has the right to search lockers, including the use of the police canine unit for searches.

JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

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SEPTEMBER 2018

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OCTOBER 2018

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NOVEMBER 2018

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DECEMBER 2018

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30	31					

North Warren Central
2018-2019
School Calendar



July 4	Independence Day
September 3	Labor Day
September 4	Super. Conference Day
September 5	Classes Begin
October 5	Super. Conference Day
October 8	Columbus Day
November 9	Emergency Release Day
November 12	Veterans' Day Observed
November 21-23	Thanksgiving Recess
December 21	Holiday Recess
January 2	Classes Resume
January 21	Martin Luther King Day
January 22-25	Regents Testing
February 18-22	Mid-Winter Recess
April 19	Good Friday
April 22-26	Spring Recess
May 27	Memorial Day
June 3 & 18-26	Regents Testing
June 26	Regents Rating Days
June 26	Last Day of School

- Classes Not in Session
- Regents Testing Days
- Supt. Conference Day

September	18
October	21
November	18
December	14
January	21
February	15
March	21
April	16
May	22
June	18
Total Number of Pupil Days	184
Supt. Conference Days	2
TOTAL DAYS	186

1/7/18

JANUARY 2019

S	M	T	W	T	F	S
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FEBRUARY 2019

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MARCH 2019

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31						

APRIL 2019

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MAY 2019

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JUNE 2019

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