

GENERAL INFORMATION

Mission Statement

The North Collins Central School District is a safe and supportive learning environment that strives to maximize educational opportunities for all students, faculty, staff and community members. We nurture responsibility, creativity, energy, and open-mindedness to empower successful contributors to a global society.

Vision Statement

Members of the North Collins Central School District will work together to help students achieve their maximum potential through the collaborative efforts of faculty, staff, parents and community within a safe environment. Through open communication, we can work as a team to help each student become a self-motivated life-long learner with a commitment towards citizenship and service.

Code of Conduct

The District has expectations for conduct on school property and at school functions (including but not limited to: classrooms, cafetorium, field trips and buses). These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

We believe that responsible behavior results in privileges. This code of conduct is meant to stop problems before they start; if students misbehave they must accept the consequences, penalties or loss of privileges.

The following Right and Responsibilities relate to all elementary level students and staff:

Rights

1. To be respected and treated fairly, regardless of differences, by teachers, students and other adults.
2. To be provided with necessary materials and equipment.
3. To be safe in the school setting.
4. Not to be bullied by others either with actions or words (spoken or written).
5. To attend a safe and clean building.

Responsibilities

1. To treat others fairly and respectfully, regardless of differences.
2. To properly use and care for materials and equipment.

3. To behave in a way that does not affect the safety of themselves and/or others.
4. To be kind, considerate and caring to others through actions and words.
5. To show proper use and care of building facility and grounds.

Behavioral System

All classrooms in grades PK-6 have adopted the same 3 school rules that are in place throughout the building:

1. Respect yourself, others and the property of others.
2. Accept responsibility for your work and your choices.
3. Follow directions the FIRST time.

Each homeroom will have a pocket chart with a set of cards, one for each student. Everyday a student's card will start off at green, indicating a *great day*. The first time a student makes a poor choice, a verbal warning will be given. Each successive 'poor choice' will result in a card flipped in the following order:

- Green - Great Day!
- Yellow - Level 1 classroom consequence determined by the teacher.
- Blue - Level 2 consequence, may include out-of-classroom or lunchroom time.
- Red - Referred to principal with a Misconduct Report.

Some infractions will rise immediately to the Red level due to the severity of the infraction. These include but are not limited to:

- Severe disruption of the class
- Drug or weapon possession
- Fighting

Each time a child's card is flipped, they will be responsible for filling out a brief behavior report form. A copy of the form will be sent home for their parent to sign and return to school the following day.

As a way to reinforce and recognize positive behaviors, special "green reward days" occur throughout the year. These days are randomly chosen and include such activities as Pajama Day and a picnic lunch.

Attendance

Attendance is fundamental to a student's academic success. At 8:00 am, attendance is taken. Any student not in his/her seat at that time is considered absent or late unless special permission has been granted.

Daily School Schedule

- 7:40 am Bell - The earliest students may enter the building.
- 8:00 am - Daily announcements
Students who enter the building after this bell are considered late and must be signed in at the main office.
- 2:25 pm - Dismissal announcements
Students who have been signed out are called to report to the cafeteria for immediate dismissal.
- 2:40 pm Bell - Dismissal

Attendance Policy

Report Student Absence

All elementary schools must notify a parent within three (3) hours of the start of school if a child is absent or late.

Please follow the procedure listed below to avoid being called:

- CALL 337-0166, EXTENSION 2101 BEFORE 8:45 AM. This is the direct line to the clinic and is available 24 hours a day.
- If leaving a message, the caller is to state their name, the student's full name, his/her teacher and the reason for being absent. If a parent/guardian knows that their child will be out for more than one day, this information should be included in the message.
- A parent's voice must be heard if a message is left. A child may NOT report him/herself absent.

Mrs. Habermehl will make a final check of her voicemail between 8:15am and 8:45am. If a child is absent and his/her parent or guardian has not called in, an automated phone call will be sent at 9:15am.

Absentee Excuse

It is essential that a parent or guardian provide a timely written excuse for each absence. An excuse should contain the reason and the date of the absence and be presented to the classroom teacher as soon as the student returns.

Student Health Services

The school nurse, Mrs. Wendy Habermehl, is available to give first aid to children who are injured or become ill at school. When necessary, parents are contacted to continue health care of students.

The nurse cannot give any over-the-counter medications and students are not to bring them to

school. If a prescription medication must be given during the day, contact the nurse for the proper procedure to follow.

Students are to report to the nurse any injuries that occur during the school day.

Required Physicals

New York State Education Law requires that all entering students provide an updated immunization record that has been signed or stamped by their health care provider. The law also requires all entering students and all students in Grades 2, 4, 7 and 10 receive a physical examination. An annual examination is required for pupils receiving Special Education Services. Ideally, this should be done by your family's health care provider. However, if this is not done, your child will receive a physical at school by the school physician at no cost. These will be given at the school as soon as the school physician is available.

Dress Code

A student's clothing should reflect the respect he/she has for him/herself, others, and the learning environment. Clothing choices should be made responsibly and with care by parents and students. Any apparel that the school determines unsafe or disruptive to the learning environment should not be worn during school hours or to school events.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary, replacing it with an acceptable item. Any student who refuses to abide by these guidelines shall be considered insubordinate and is subject to disciplinary consequences.

Student Devices

The use of cell phones in school during school hours is strictly prohibited at all times. Devices brought to school by students are expected to be turned off and must be kept in backpacks during the entire school day. Exceptions are only given for students with legitimate, documented medical needs.

- First offense will result in student warning
- Second offense will result in phone confiscation by the supervising adult until the end of the school day. The device is then returned to the student.
- Third offense will result in device being turned over to the Principal who will contact parents to pick up the device.
- Further offenses could result in disciplinary consequences.

Lunch Charge Policy

- Students will be allowed to charge breakfast or lunch or milk through the cafeteria service line.
- Students will **NOT** be allowed to charge ice cream or snack foods (separate from a full lunch or breakfast)
- Students are expected to repay lunch charges within five (5) school days of the charge.
- There will be no charges after Friday in the week when June 10 occurs.
- When a student charges three (3) times and has not paid back any or all of the charges, the Principal will be notified and a letter to the parent or guardian will be sent. The student will be allowed to continue to charge a full lunch. The expectation is that the students' charges will be paid in full within five (5) days of the receipt of the letter.
- When charges are still outstanding after 10 days, a letter will be sent home from the Business Office and/or Superintendent.

Visitors To The School

The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report in and register in the Main Office. There they will be required to sign the visitor's register and will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. The visitor must sign out upon leaving.
- Visitors attending school functions that are open to the public, such as Parent Teacher Association meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the principal and classroom teacher(s) so that class disruption is kept to a minimum.
- Visitors are expected not to take class time to discuss individual matters with teachers.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave.
- All visitors are expected to abide by the rules for public conduct on school property.

School Volunteers

The Board of Education recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular

activities. The purpose of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction;
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District office for evaluation. The building principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Parent Teacher Association

The school district recognizes that the goal of the PTA is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join the Parent Teacher Association and to participate actively in its programs. For more information, go to www.northcollins.com and check out the PTA webpage.

Parent/Teacher Conferences

Parent/Teacher Conferences are an important element in reporting student progress. Conferences will be held for all parents in November and, as needed, in April.

Dismissal Procedure

Daily Dismissal – Students will be dismissed from classes at 2:30 pm.

- To ensure the safety of all students, only persons authorized in writing by a parent or guardian may pick up a student. They must also be prepared to show proper identification in the office.
- From 2:15 pm, the person picking up a student must sign-out that child in the band room, room 313.
- All names of students on the sign-out sheet will be announced at 2:25 pm. These students are to report to the band room for immediate dismissal.
- Students will be sent to the bus if a parent/guardian is not in the band room by 2:35pm.
- *At no time will a student be allowed to go out to the parking lot to meet the person picking up him/her. In addition, no one will be allowed to go directly to the classroom to pick up a child. **ALL STUDENTS WILL BE PICKED UP IN THE OFFICE OR BAND ROOM ONLY.***

Daily Student Pick Up Form

If a parent or guardian wishes to pick up his/her child at dismissal every day, a form letter is available that will eliminate a daily sign out. The parent or guardian will still have to meet his/her child by the band room, but will not be required to sign out him/her every day.

Early Dismissal

A parent or guardian who picks up a student for early dismissal should go to the office to have the student called out of class. The parent or guardian will meet his/her child in the main office to sign out him/her.

Emergency Closings/Delays

When possible, emergency school closings will be announced on local radio and television stations prior to the closing of school. Delayed starting times will be announced in the same manner. If no report is heard, school will be open at its regular time.

In addition, if you are on the automated phone call or text message system, you will receive personalized telephone messages in the event of an emergency situation, such as school closing. Information for joining these systems can be found on the District's website.

Bus Statement

Guidelines have been established in an effort to ensure the safety of all children while riding the school bus to and from North Collins Elementary School. Riding the bus is a privilege, not a right. It is imperative that the students' behaviors not prohibit the bus driver from providing a safe and secure bus ride. Any actions that result in the destruction of property or directly threaten the safety of other children or the bus driver shall result in an immediate suspension.

There are only three rules for the bus that students must choose to follow:

- Stay in their seat
- Keep hands and feet to themselves
- Follow all directions from the bus driver

Students who choose not to follow these three simple rules may lose their privilege to ride.

Your cooperation and support will ensure a strong home/school connection and guarantee the safety of all our children.

Homework

Homework is an important part of a child's education and is an extension of the lessons learned in school. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-discipline on the part of the student.

Parents and the school share the responsibility for student learning. Parents can assist their child with homework by:

- Providing a study area free of distractions and with good lighting
- Asking questions about the content of student homework
- Giving requested assistance, but letting the student do his/her own work
- Avoiding undue pressure
- Helping create a 'homework habit' at the same time each night
- Making sure that he/she comes prepared for all classes

North Collins Elementary School believes that parental involvement in students' homework is essential to making homework an integral part of the

educational program. Parents should encourage and monitor homework assignments.

Grading

Grading will be based, in part, upon student improvement, achievement and participation in classroom discussions and activities. Classroom participation, and thus student attendance, is an important factor in earning high grades.

Promotion/Retention

Students will be placed in the best possible learning levels for successful educational experiences. Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured. All available resources will be used to determine the child's appropriate placement, including classroom achievement, standardized test scores and staff/teacher observations and recommendations.

Resolving Conflicts In School

If your child has a problem in school, please follow these steps:

- Begin by first bringing it to the attention of the teacher (by phone call, note, or email) who was present when the problem occurred. If you would like to speak to the teacher in person, please call ahead to arrange for a mutually convenient time to meet to insure a productive discussion.
- If, after speaking with the teacher the problem is not resolved, please contact the principal. He will then look into the matter more extensively with the hope of resolving the matter conclusively.
- Lastly, if after consulting the teacher and the principal and you are still not satisfied with the outcome, please contact the district superintendent.

CONTACT INFORMATION

Elementary Office 337-0166
Mr. Cataldo, Principal 337-0166, ext. 2150
(jcataldo@northcollinscsd.org)

Ms. Laing, Secretary 337-0166, ext. 2151
(alaing@northcollinscsd.org)
Mrs. Jinelle Burger, Director of Student Services
(jburger@northcollinscsd.org) 337-0166, ext. 2153
Mrs. LoBianco, CSE Secretary 337-0166, ext. 2154
(dlobianco@northcollinscsd.org)
Mrs. Habermehl, Nurse 337-0166, ext. 2101
(whabermehl@northcollinscsd.org)
Al Durrett, Head Bus Driver 337-0166, ext. 2200
(adurrett@northcollinscsd.org)
Cafeteria Manager 337-0166, ext. 2316

Sexual Harassment

The school District has developed a well-delineated policy regarding sexual harassment. It reads in part: "The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. There, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students and non-employees which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises".

Equal Opportunity

North Collins Elementary School will provide every student with equal educational opportunity regardless of race, color, creed sex, national origin, religion, age, economic status or disability.

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), enacted in 1974, protect the privacy of student education records as confidential documents. The Act defines education records as all records that schools or educational agencies maintain about students, and it applies to all public and private schools that accept federal funds. The act seeks to ensure that information can be released only for specific and legally defined purposes.

NORTH COLLINS ELEMENTARY SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2018-2019

Please complete form and return to your child's teacher.

Student Name (please print)

Grade/Teacher

Our signatures indicate that we have received, read and understand the 2018-2019 Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date