

# **MOSES DEWITT ELEMENTARY SCHOOL**

## **FAMILY HANDBOOK**

*The Moses Dewitt Family Handbook has been updated to reflect policy changes and current procedures. Please read it thoroughly and keep it for reference. In the future, it will only be copied for incoming kindergartners and new families until such time as there are major changes. The handbook, including any minor updates will always be available on our website.*

**MOSES DEWITT ELEMENTARY SCHOOL  
201 JAMESVILLE ROAD  
DEWITT, NEW YORK 13214**

Key phone numbers and contacts:

|                                     |                        |
|-------------------------------------|------------------------|
| District office                     | 445-8304 fax: 445-8477 |
|                                     |                        |
| Moses Dewitt Elementary main office | 445-8370 fax: 445-2274 |
| Nurse                               | 445-8202               |
|                                     |                        |
| Jamesville Elementary main office   | 445-8460 fax: 445-8444 |
| Tecumseh main office                | 445-8320 fax: 445-9872 |
| Middle School main office           | 445-8360 fax: 445-8421 |
| High School main office             | 445-8340 fax: 445-8307 |
|                                     |                        |
| Athletic Department                 | 445-8345 fax: 445-8307 |
| Food Service                        | 445-5286 fax: 445-8307 |
| Transportation                      | 445-8388 fax: 445-8311 |

**JAMESVILLE-DEWITT SCHOOL DISTRICT  
MISSION STATEMENT**

The Jamesville-DeWitt Central School District has an uncompromising commitment to excellence in preparing students to achieve and succeed, to respect themselves and others and to practice lifelong learning in an ever-changing, richly diverse society. We take responsibility for providing a challenging educational experience in a safe and nurturing environment. We dedicate ourselves to the academic, artistic, social, emotional and physical development of each student.

**DISTRICT WEBSITE:**

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

**MOSES DEWITT ELEMENTARY WEBSITE:**

[www.jamesvilledewitt.org/mosesdewitt](http://www.jamesvilledewitt.org/mosesdewitt)

The **MDES Blast** is an informational source about our school that arrives via your email. Blasts are sent periodically to help keep you informed of school events that may be of interest to you. Sign up to receive the Blast on the school website.

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## **ARRIVAL and DISMISSAL**

### **1. DRIVING YOUR CHILD TO/FROM SCHOOL**

Parents may drive their child to school. There are a few issues you should be aware of. They are as follows:

- a. Your child should arrive no earlier than 8:35 A.M. as supervision is not available until this time. The only exception is for those students participating in the A.M. Town of Dewitt YES Program.
- b. When bringing your child to school, please say your goodbyes in the lobby. Your child will proceed to their classroom independently.
- c. On days when the school day is delayed due to weather conditions or other emergencies, arrival of all children should be delayed for a corresponding amount of time.
- d. If a bus or buses are already at the school curb when you arrive to drop off your child, please do not allow your child to walk between the buses. A parent drop off loop has been constructed in front of the school for this purpose.
- e. It is illegal to pass a school bus with flashing red lights even on school grounds.

### **2. LATE ARRIVALS**

Students arriving late (after 8:45 A.M.) must be signed in at the office by a parent. A written excuse is required.

### **3. PICKING UP YOUR CHILD AT SCHOOL**

Any student being picked up will need to be **signed out in the main office**.

- a. If you wish to have your child dismissed early from school, it is necessary to send in a written note to your child's teacher. Your child will meet you in the main office.
- b. If you pick up your child at the end of the day, we ask that you do so at 3:20 P.M. so as to minimize the disruption to instructional time. Walkers and students being picked up will be called to the main lobby and dismissed out the front door.
- c. If your child attends an after school child care program, it is your responsibility to notify the center of any change in plans.

### **4. TAKING ANOTHER BUS HOME or DISEMBARKING AT A DIFFERENT STOP**

If you wish to have your child ride a bus OTHER THAN HIS/HER OWN, you must send in a **written** note to your child's teacher, including the address and bus number.

### **5. PLEASE DO NOT TRY TO CATCH THE TEACHER FOR "JUST A MINUTE" DURING ARRIVAL AND DISMISSAL TIMES**

Conversations never take "just a minute" and the teacher's attention is distracted from the students in the class while he or she is trying to talk with an individual parent. If you need to speak with the teacher, please leave a note in the office, call the office to leave a message, or send the teacher an email. Arrival and dismissal times are extremely busy times for teachers and NOT a time for a conference. Thank you for understanding.

**For security reasons, phone calls regarding a change in your child's after school schedule can only be accepted in an emergency situation. A written note in the morning to your child's teacher is the proper and safest procedure.**

## **ATTENDANCE**

Regular attendance and punctuality help insure that your child will maximize his/her school experience. Not only does it help promote a sense of responsibility, it increases the opportunities for significant learning.

SCHOOL TIMES at Moses DeWitt are as follows:

|           |                            |
|-----------|----------------------------|
| 8:35 A.M. | Breakfast Program          |
| 8:45 A.M. | Instruction begins for K-4 |
| 3:20 P.M. | Dismissal for K-4          |

New York State law clearly identifies the legal reasons for a child's absence. They are: personal illness, illness or death in the family, religious observations, and physician/dentist appointments. The law further states that all students, ages 6-16, attend school on a full time basis. Please note that a family vacation is not a legal reason for an absence.

**A WRITTEN EXCUSE IS REQUIRED FROM PARENTS FOR ANY ABSENCE OR TARDINESS.**

The written note should be returned with the child on the day he/she comes back to school. The written excuse must have the following information:

- a. the child's name,
- b. the date or dates of the absence or tardiness,
- c. the reason(s) for the absence or tardiness, and
- d. the parent's signature.

In the event that your child is going to be absent, we request that you call the school nurse at 445-8202 or the school secretary at 445-8370. You may leave a message on either phone at any time. If your child is absent, and we do not receive a call from you, you will receive a phone call from school verifying that your child is at home.

**FOOD / BIRTHDAYS / PARTIES**

Each child has the opportunity to consume a healthy nutritious snack during the school day. Please check with your child's teacher regarding the procedure.

School-wide parties are scheduled on Halloween, December Holidays and Valentine's Day. Frequently special activities like birthdays mean the bringing in of food to school. When choosing food to bring to school please consider the goals of the District Wellness Policy that state, *The District is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity.* Please note that we request that you provide pre-wrapped or packaged foods and only enough food for your child's class.

If you would like to plan a special birthday celebration, please contact your child's teacher. We ask that you limit classroom treats to no more than one food item and one drink. Please send in only enough treats for your child's class. With prior arrangements, ice cream novelties can be ordered through the cafeteria. In school, your child will be required to wear a plastic glove to handle the distribution of these foods. This will help contain the spread of germs and diseases.

Parents are asked not to send invitations for home birthday parties into school with your children. Aside from occasionally getting lost, there is a risk of unintentionally hurting the feelings of those children who have not been invited.

All food brought into the school for celebrations and/or parties must be checked by the school nurse prior to the food being brought into the classroom to insure no allergens are present and is safe for consumption by all students in the class.

**EMERGENCY CARDS / ANNUAL STUDENT INFORMATION FORM**

The Annual Student Information Form is new for the 2014-15 school year and replaces the old Emergency Cards. Beginning June 2015, the Annual Student Information Form will be sent home during the month of June for return prior to the end of the school year. These forms contain emergency contact information. In the event that a phone number changes, please notify the school immediately. It is imperative that contact information be kept up to date!

**EXCUSES FROM PHYSICAL EDUCATION OR RECESS**

1. All children are expected to actively participate in recess daily. If your child is too sick to go outside they should stay home. All children should come dressed appropriately for outdoor recess.
2. All playground and PE excuses should state the reason for exclusion and date of return, and be signed by a physician. Otherwise all children are expected to participate in these activities.

## FIELD TRIPS

Field trips are designed to give children meaningful learning experiences. They are intended to provide students with concrete examples of learning, and make a bridge between the classroom and the world around the school. Parents are required to complete a permission form prior to allowing a child to participate in a field trip. The parent must sign all permission forms, or the child will not be permitted to go on the field trip. Participation is also dependent upon health and safety, as well as disciplinary considerations.

## CHAPERONES

Chaperones are arranged through the classroom teacher and/or room parent, depending on the activity. Chaperones make it possible for our children to have many valuable experiences and their efforts are always appreciated. Chaperones have a significant responsibility and serve as additional supervisors who help insure the safety of the children. Chaperones will receive specific directions from the supervising teacher. For safety purposes, parents are asked not to bring other children on the trip and must ride the bus to and from the field trip destination. Please note that we attempt to select chaperones in a manner that makes it fair for all to participate over the course of the school year, although it may not be possible to accommodate all requests by chaperones.

## GIFTS AND DONATIONS

Donations to the school must be made according to board policy. Please check with the building principal prior to the donation. Gifts to the Parent Teacher Group are welcomed and should be made directly to them.

## LOST AND FOUND

Occasionally children misplace their personal belongings. We have a *Lost & Found* table in the main hall. We ask you to check this table periodically for missing items. We ask you also to **MARK YOUR CHILD'S BELONGINGS AND CLOTHES WITH THEIR NAME**. This will reduce the number of missing items and help us identify to whom each item belongs. All lost & found items not claimed are donated to charity periodically.

## NOTES TO SCHOOL

1. New York State Education Law requires an excuse for all tardiness, absence, and early dismissal.
2. A note is required if your child is going anywhere other than home off the bus from school. If we do not receive a note in the office your child will go to his usual place off the bus.
3. A note is required if your child will be staying at school for an after school activity. One note at the start of the program is sufficient.
4. A note is also required if you are planning to pick up your child early or at the end of the day, or if someone other than a parent is picking up your child. **We will only release your child to someone listed by you on the emergency card if we do not have a note!**

## PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are one of the best ways for communication between the school and home to take place. During the school year, time is allocated for parent-teacher conferences. In addition, it is encouraged that parents and teachers have conferences throughout the year. Telephone calls and letters/notes are practical ways to keep these lines of communication open. Parents are encouraged to contact the teacher and/or request a conference at anytime during the school year.

When you are in a parent-teacher conference, you should expect that the teacher will:

1. review child's progress,
2. identify strengths and weaknesses, including sharing examples, and
3. seek your input.

If concerns are identified, parents will work with teachers to develop an appropriate plan of action to address the concerns.

## **PARENT-TEACHER GROUP -- PTG**

The PTG is an organization of all the parents and staff of the children of Moses DeWitt Elementary School. The PTG provides the children of the school with both physical and moral support. Without an active and committed PTG, many of the cultural and creative activities would not be possible. It is a goal of the PTG to have 100% of the Moses DeWitt families participate. The PTG maintains an informative web site and list-serve. A link to the PTG site is available from the Moses DeWitt School web site page.

## **PARKING**

**ENTRY TO THE LOT IS RESTRICTED TO STAFF AND BUSES ONLY FROM 7:30 A.M.-9:00 A.M. AND AGAIN FROM 2:30 P.M. - 4:00 P.M.** Certain other spaces are also further restricted. If you plan to drop off or pick up your child during these hours please utilize the parent drop off loop in front of the building. Your cooperation is both requested and appreciated. The front loop is a designated fire lane. There is absolutely no parking allowed in the front loop except for dropping off and picking up students. Do not park in the loop when attending assemblies or visiting your child's classroom. Caution should be used if utilizing the driveway for a turnaround.

## **PREPARING FOR SCHOOL**

The best way to prepare a child for school is to see that they are well rested and properly fed. Tired and hungry children are ineffective learners. Please see that they get to bed at a reasonable time.

## **RECESS / PLAYGROUND**

The playground is used for recess and enjoyment. The children are instructed as to the proper use of the equipment, and given specific direction about expected behavior and deportment on the playground. Adult supervision is provided at all times.

Children go out for recess on the playground every day unless it is raining, or the temperature is below zero degrees or there is a wind chill of zero or below. Therefore, parents are asked to make sure their children are appropriately dressed to go outside. Please check the weather and temperature each day. We expect your child will come to school dressed to go outside at recess and may need snow pants, boots, heavy coats, mittens or gloves, and hats.

### **Playground/Gym Equipment Rules:**

For health and safety reasons, the staff will review the rules for playground or indoor recess with the children. You can help by reviewing these with your child.

- |                    |   |
|--------------------|---|
| Slide              | <ul style="list-style-type: none"><li>• walk up the ladder; one person at a time</li><li>• slide down, feet first, as soon as you get to the top</li><li>• move away from the bottom of the slide as soon as you get there</li></ul>  |
| Swing              | <ul style="list-style-type: none"><li>• sit</li><li>• one person only</li><li>• swing backward/forward only</li><li>• wait to the side of the swing for your turn</li><li>• do not walk in front or back of the swing</li><li>• use the wheelchair swing only with permission</li></ul> |
| Climbing Apparatus | <ul style="list-style-type: none"><li>• one at a time</li><li>• be careful of others</li><li>• take your time</li><li>• look before you move</li></ul>  |
| Sledding           | <ul style="list-style-type: none"><li>• slide down center of hill</li><li>• must sit on sled</li><li>• walk back up on side of hill</li><li>• utilize only a school sled</li></ul>  |

## **WOULD YOU HELP US?**

When your children come to play on the school grounds and school is not in session, please make them aware of their responsibilities. The children should be aware of their own safety and the safety of other children on the playground. The children should learn to have a feeling of respect and responsibility for public property.

When on school grounds, please help us teach children that

- the building, the grounds and the equipment should always be used in the proper way.
- they should tell you or someone at school if they have broken or damaged any property.
- they should assume the responsibility of reporting to the school officials any activities which are of a questionable nature.
- they should follow all the safety rules on their way to and from school.
- they should respect other people's property on the way to school.

Please keep your DOG AT HOME when the children come to school. We have had torn and soiled clothing, damaged playground balls and some very frightened children and adults because of dogs being on the school grounds.

## **RECORD TRANSFER**

If you plan on transferring to another school, please contact that school and have a request for records sent to us. We will forward records directly to the new school.

## **REGISTRATION**

Children entering our school for the first time must comply with the registration laws of the State of New York. Parents must:

1. Report to the district office with proof of residency and birth certificate.
2. Complete the district registration forms which may be accessed from the main page of the district web site.
3. Provide a birth certificate or baptismal certificate (Note: We will copy these. Passports may be used. Green Cards may not be used.
4. Provide proof of immunization (Contact the school nurse if you have questions regarding immunization)
  - a. DPT series (3)
  - b. POLIO Series (3)
  - c. MMR
  - d. MEASLES BOOSTER (at age 5)
  - e. HEPATITIS B series (3) if born on or after January 1, 1993
  - f. Varicella if born on or after 1/1/98 (1 dose)
5. A physical examination by a physician upon entering a New York State school, as well as before entering grade levels 2, 4, 7, and 10. Only exams after April 1 on the previous school year will be accepted.
6. The district office will notify Moses Dewitt when a new student has met all registration requirements. Parents will then be required to complete the Building Registration Packet, available at the Moses Dewitt main office.

## **REPORT CARDS**

Parents/legal guardians shall receive an appropriate report of student progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc. Third and fourth grade parents will also receive an Individual Student Report (ISR) regarding their child's performance on the NYS ELA and Math Assessments.

The report card envelope must be signed by the parent/legal guardian and returned to school in a timely manner at the end of quarters 1, 2, and 3.



## **SCHOOL CLOSINGS**

An announcement will be made on the radio and television if school will be closed for inclement weather. Talk to your child and tell them what they are supposed to do in the event of a school closing or early dismissal.

## **SCHOOL RECORDS**

Your child has a permanent record on file in school. If you wish to review it, please call the school in advance for an appointment. The principal or his/her designee will review the folder with you and be available to answer any questions regarding the documents contained in it. We ask that parents who have custody papers for their children bring the papers into school so we can make copies of the court order regarding such custody. These orders must be on file in order for us to comply appropriately.

## **SCHOOL SAFETY**

All outside doors will remain locked except during school opening and dismissal times. During locked hours, all school visitors need to enter through the handicap entrance near the main entrance to be buzzed into the school. All visitors are to report directly to the main office to sign in and obtain a visitor badge. All visitors are required to wear a visitor badge while in the building. Staff members are encouraged to monitor halls, greet visitors without a badge, and direct them to the main office. Prior to departure, visitors should hand in their badge and sign out in the office. Exceptions to these procedures will be worked out as needed for building-wide events. Visitors who are picking up their student at dismissal will wait in the main foyer and will not need to wear a badge.

## **SCHOOL SUPPLIES/MATERIALS**

Your child is expected to come to school prepared to learn. The majority of school supplies your child will need are provided by the school district. Additionally, there is a yearly Supply List that is published. You will receive a copy of this list each year with your child's final report card or upon registration if you are a new family. The Supply List will also be available on the Moses Dewitt website.

## **STUDENT EVALUATION**

### **PLACEMENT**

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/legal guardian and teacher input, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Requests for a specific teacher will not be considered.

### **PROMOTION AND RETENTION**

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy.

### **TESTING PROGRAM**

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest, and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

### **ALTERNATIVE TESTING PROCEDURES**

The use of alternative testing procedures shall be limited to:

- a) Students identified by the Committee on Special Education as having a disability; and
- b) Students whose native language is other than English.

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered. The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner.

## **VOLUNTEERS / VISITATIONS**

Parents are always welcome at our school. Parents interested in volunteering in a classroom should contact their child's teacher directly. Parents interested in general volunteering should contact the Parent Teacher Group. If you wish to visit the school for purposes other than volunteering, please contact the school in advance.

ALL VOLUNTEERS AND VISITORS **MUST SIGN IN** AT THE OFFICE AND **WEAR A VISITOR BADGE**.

### CONFIDENTIALITY (Volunteers/Visitors):

It is important for volunteers and visitors alike to appreciate the value of confidentiality. We expect that you will be prudent and sensitive regarding things you may hear or see while visiting our school.

## **BUS TRANSPORTATION**

The safe and orderly transportation of your child to and from school is an important responsibility. The Transportation Office establishes the routes and pickup/return schedules. If you have questions regarding the location of your child's bus stop, the time when he/she will be picked up or returned, or what bus he/she is riding, you should call the **TRANSPORTATION OFFICE at 445-8388**.

The **Student Transportation Information** form must be completed for each new entrant and thereafter for every student each summer when a student is being transported to or from a location other than the primary residence. This paperwork gives the school secretary the correct busing schedule for your child's teacher prior to the start of school and provides vital information to the Transportation Department as they plan the bus routes. A new form will be included with your child's final report card each year. Please note the date the form should be returned to us.

We ask that you have your child ready and waiting at the bus stop. Make sure that he/she is properly dressed for the weather and has all their belongings.

### **GENERAL INFORMATION ON BUS TRANSPORTATION**

Our students are expected to be courteous and responsible at designated bus stops, respecting other people's property while waiting for their bus. We suggest that students be at the bus stop at least five minutes before bus arrival time. Drivers will be instructed not to wait for students since delays create problems for peak-time traffic.

Bus drivers have complete responsibility and authority when dealing with students entering, riding, and leaving the bus. Students are expected to conduct themselves so as not to distract the driver. The driver has the authority to assign special seats to students who are creating a disturbance. In the event that a student is creating a disturbance, a Student Conduct Report will be completed and forwarded to the transportation supervisor and appropriate building principal. The use of obscene language on the school bus will not be tolerated.

The rules for various occurrences of disciplinary action are as follows:

1. First Report:           Warning
2. Second Report:       Meeting with the Principal and/or written notification sent home
3. Third Report:         Riding privileges may be temporarily or permanently suspended

Our intent is to transport students to school and home in a timely and safe manner. Any object that can be placed on the lap of a student and does not protrude into the aisle is permitted. Live animals, glass containers and large instruments may not be transported on a school bus.

Students, who must cross a road to get on a school bus, must walk ten feet in front of the bus. They must also wait for the driver's signal before crossing. Crossing in back of the bus is dangerous and prohibited.

Students will be let off the bus at the same location as they were picked up on regular routes. If a student wishes to go to a different location, he/she must have a note from a parent or guardian and signed by the building principal or designee. The high school 3:15 P.M. and middle school 4:15 P.M. bus runs will drop off students in a prescribed general area in the neighborhood.

We are asking parents for their full cooperation as we begin each new school year.

Please discuss with your child(ren) the seriousness and importance of the school transportation program. If there are additional questions regarding the school transportation system, please the transportation office at 445-8388.

## **DISTRICT BUS SAFETY RULES**

In order to assure safe transportation of the pupils, the following simple rules should be learned and followed by the riders:

1. At the bus pick-up points, **PLEASE STAND BACK FROM THE ROAD WHILE WAITING FOR THE BUS.**
2. Please **RESPECT OTHER PEOPLE'S PROPERTY** while waiting for a bus. (This is a problem of serious concern to many families. In some instances, youngsters of all ages have gone onto lawns extensively causing unintentional damage while waiting for a bus.)
3. Form a single line when you see a bus coming and be ready to board the bus when it arrives.
4. Leave a space between yourself and your neighbor when boarding a bus so that pushing or crowding does not occur.
5. Wait until the bus has come to a full stop and the driver has opened the door before getting on or leaving the bus.
6. Walk across the road only when the driver has signaled that it is safe to do so. Also, stay far enough in front of the bus so that you can always see the driver.
7. Except for a few exceptional secondary school bus runs, there is sufficient seating for all children. The seats are large enough to accommodate three elementary school children or two secondary school students.
8. When riding in the bus, do not engage in any activities **THAT WILL PREVENT THE BUS DRIVER FROM GIVING HIS FULLEST ATTENTION TO DRIVING.**
9. Always **REMAIN SEATED** when the **BUS IS IN MOTION.**
10. Use the emergency door only in the case of emergency.
11. While it is normal and natural for you to talk on the bus, always be quiet enough to hear any special instructions that a driver might give.
12. When leaving the bus, **MOVE IMMEDIATELY AWAY FROM IT.** However, if you are crossing the street after discharge, **WAIT UNTIL THE DRIVER HAS SIGNALLED THAT IT IS SAFE TO CROSS THE STREET.** (National statistics indicate that most school bus injuries are caused by failure to follow this rule.)
13. Unless it cannot be avoided, never walk between buses or behind a bus.
14. Smoking is not permitted on school owned vehicles.
15. So that buses can be kept clean for all riders, and so that maintenance costs are minimized, students should **NOT EAT FOOD, DRINK SODA, ETC. WHILE RIDING ON A BUS.**

## **CAFETERIA BREAKFAST/LUNCH PROGRAM**

Every day the school offers two nutritious and well-balanced meal opportunities. Each meal is designed to meet the guidelines of the New York State School Program. Meal costs are kept to a minimum through state and federal subsidy programs.

The breakfast program is provided for all children and is served in the cafeteria from 8:35 until 8:50 A.M. Children in grades kindergarten-2<sup>nd</sup> who wish to participate in the breakfast program should check in with their homeroom teacher before going to the cafeteria. Children in 3<sup>rd</sup> – 4<sup>th</sup> grades should go directly to the cafeteria. Children who are eligible for free or reduced lunch costs are also eligible for free and reduced breakfast.

At lunchtime, children may purchase a lunch or choose to bring their own lunch to school. If lunch is purchased, children will have two choices: purchase the entire lunch as stated on the school menu for the day or substitute the main entrée for a sandwich (turkey, tuna, pbj). Please note: we must serve the entire lunch. Children may choose not to eat a portion, but we must serve it. All children may purchase specialty items such as prepackaged cakes/cookies and ice cream. Milk is available for students to purchase.

Meal and individual item prices are available on the monthly menu posted on the district Food Services website.

Jamesville-DeWitt utilizes the *My School Bucks* program, which is a secure online school meal prepayment system. More information is available at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by calling Patti Grogan, Food Service Director, at 445-5286.

Children who are eligible for FREE or REDUCED lunch costs should complete the form provided by the school district in its annual report. If you have not received the form, you may contact the SCHOOL or DISTRICT OFFICE. If you'd like to know if you qualify for these programs, please contact the DISTRICT OFFICE.

# CURRICULUM

The curriculum followed by Moses DeWitt Elementary School is aligned to the Common Core Curriculum, adopted in 2011 by New York State. Each year the staff makes a presentation to parents describing the salient aspects and components of the standards and benchmarks. This is done at the annual *Meet the Teacher Night*. Please refer to the yearly calendar for the specific date and time.

## 1. LANGUAGE ARTS

Language Arts is the combination of reading, writing, spelling and grammar. It includes phonics, literature, composition, and communication skills. Handwriting is a skill that is taught in the context of all subjects, but is commonly associated with Language Arts.

## 2. MATHEMATICS

The NYS Math standards are divided into standards for mathematical content and standards for mathematical practice. Content at all levels includes: counting & cardinality, operations & algebraic thinking, number & operations in base ten, measurement & data, and geometry.

## 3. SCIENCE

Science is the study of the biological and physical nature of our environment. It includes the introduction of the laws of nature, the scientific method of process, and environmental studies. The Science program is integrated and hands-on. Health instruction is taught within the scope of the Science and Physical Education curricula. It emphasizes hygiene, making good healthy decisions, and abstinence from tobacco, alcohol, and drugs.

## 4. SOCIAL STUDIES

Social Studies is the study of history, geography, and sociology. Children learn about their past with the present, and the relationship of their physical world with human actions. Included in Social Studies are topics such as map skills, community, interdependence, culture, society, and diversity. Social Studies is also integrated, especially with Language Arts and Science.

## 5. EXPLORATORY ARTS

The Exploratory Arts, sometimes referred to as *specials*, are Art, Music, Physical Education, and Library. Children have regular classes in each of these subjects every week. Much of these curricula combine the opportunity to learn and use many forms of expression with specific skills. Both individual and cooperative activities are employed. These subjects provide richness and depth to the child's learning and help him/her become well-rounded.

## 6. CHORUS

All fourth grade students participate in chorus. Presentations to the parents/public are regularly scheduled during the year.

## 7. BAND & ORCHESTRA

Instrumental music lessons are offered in fourth grade. The program is voluntary. Lessons are given during the regular school day. Students provide their own instruments, usually through a trial plan offered by local music stores. As students progress in these programs, they will have the opportunity to participate in our elementary ensembles. Rehearsals occur once a week during school hours.

## 8. COMPUTER TECHNOLOGY

Children at Moses DeWitt have access to computers in the classroom as well as the computer lab. All rooms are networked with controlled Internet access, thus expanding the amount of information available throughout the building.

## **HOMEWORK / STUDY HABITS**

Homework is the PRACTICE of WHAT HAS BEEN INTRODUCED. Each teacher decides how much, when, and in what format homework is to be given. We encourage you to read with your child each day. Parent-child discussions about issues and topics of importance to the child stimulate language and thinking development.

As with most educational topics, communication between teachers and parents is crucial. At *Meet the Teacher Night* your child's teacher will inform you of his or her specific homework expectations for the year. At any time throughout the year, please feel free to make the teacher aware of any questions or concerns you have regarding your child's homework.

### **Ten Tips for Parents (what you can do to help your child with their schoolwork)**

1. Set aside both a consistent place and time where your child can do his/her homework. Many children need some "down time" before working, so doing homework right after school is not always the best time. It may also rush your child's work if his/her reward for finishing is playing.
2. Monitor the quality (not quantity) of the work (see number three).
3. Do not set a time limit on homework. Children who have a set time period to study usually end up studying the clock more than their work!
4. Periodically check the work that your son or daughter is doing.
5. Be available for questions.
6. When helping, try to give hints or examples that might elicit the correct answer rather than just supplying the answer.
7. Provide a time for reading. Twenty to thirty minutes each night is recommended.
8. Ask questions about your child's story. We spend time learning the **story elements** of a book. Questions should focus around an understanding of these elements. Sample questions: What is the setting (place and time)? Who is the main character? What problem is there in the story? How does the problem get solved? What happened to the main character(s)?
9. Have your son or daughter use their spelling words in sentences (both orally and on paper). Many children like using the computer to write their sentences.
10. Some teachers offer extra credit work throughout the year. Encourage your child to complete assignments periodically. Book reports (oral and written) are available all year long. Other assignments will be available as we move through the curriculum.

## **HOMEWORK - VACATION**

Sometimes parents request homework for their child before they take them out of school to accompany them on a vacation. We believe this practice is counterproductive. First, children need primary instruction in the content or skill in order to be able to practice it as homework. Secondly, the child often resents traditional forms of homework while on a vacation. This has a residual negative impact on the child's perception of homework. Finally, because teachers have to constantly adjust their plans to address the variations in the rate of children's learning, it is very difficult to project well in advance what the child should do.

We recommend for lengthy absences due to vacations that you:

- a. Have your child maintain a journal or diary. For younger children picture stories or dictated stories are excellent.
- b. Have your child develop a list of new words; of new places or things they have seen.
- c. Have your child make an itinerary of their trip; an outline or chart.
- d. Have your child compute mileage, distances, and trace your routes on road maps.
- e. Have your child take photographs and practice what he/she will say about them to his/her classmates when they return.
- f. Have your child write letters or postcards to relatives or school friends.

Finally, whenever possible, try to have some of these activities become a family or parent-child activity. If you and your child do an activity together, it becomes more meaningful. We encourage your child to share their travel experience.

## **DISCIPLINE AND RESPONSIBILITY**

### **MOSES DEWITT COMMUNITY PLEDGE**

I am a smart, special, and valuable person.  
I respect myself, others, and my environment.  
My words and actions will be kind and honest.  
I will accept only my best in all that I do.  
I am proud to be me and to be a member of the Moses DeWitt Community.

The staff at Moses Dewitt subscribe to the Responsive Classroom® approach. Two of the underlying beliefs of this approach are that the social curriculum is as important as the academic curriculum and that there are specific social skills children should practice in order to help them to be successful. There are five social skills that are given special attention in our school's character education program, referred to by the acronym CARES. This stands for "cooperation, assertion, responsibility, empathy, and self control." (Northeast Foundation for Children, 2007)

As an integral part of our daily curriculum, all teachers and staff are encouraged to model appropriate behaviors, promote social growth and help students learn to resolve conflicts, solve problems, assert themselves in a respectful manner, make appropriate choices, and take responsibility for their own actions.

When problems with student behaviors do occur, teachers and staff do their best to impose logical consequences, which serve to further student growth. There are times however, where more formal and progressive disciplinary measures must be taken and the student may be sent to the principal. Please see the next section for a summary of the district code of conduct and a description of the most common school rules.

Please note that a school district's code of conduct governs students, staff, and visitors. If you have any questions about school rules, please consult your child's teacher or call the principal.



## **CODE OF CONDUCT SUMMARY**

The following is a summary of the Code of Conduct adopted by the Jamesville-DeWitt Board of Education. Copies of the full code are available at each school's main office. In order for Jamesville-DeWitt to provide a safe, healthy, orderly, and civil learning environment, the Jamesville-DeWitt Central School District developed the Code of Conduct with its list of expectations regarding behavior and appearance.

Students, parents, teachers, guidance counselors, administrators, and the Board of Education all have certain responsibilities regarding the education of the pupils in Jamesville-DeWitt. These responsibilities are enumerated in the unabridged Code of Conduct. In general, students are expected to be prepared to learn, and to conduct themselves safely and respectfully. Parents are expected to cooperate with appropriate school personnel regarding their child's education. Teachers are expected to be prepared to teach and to maintain a climate of mutual respect. Guidance counselors are expected to assist students in coping with the pressures of academic and social problems. Administrators are expected to promote a safe, healthy, and stimulating academic environment, conducive to learning and student success.

### **STUDENT ATTENDANCE**

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. School attendance is both a right and a responsibility. Absences, tardiness, and early departures that are unexcused will result in disciplinary action. Consequences may include, but are not limited to, detention, in-school suspension, and denial of participation in interscholastic and extra-curricular activities. Any student who repeatedly fails to comply with attendance requirements shall be subject to further discipline, up to and including out-of-school suspension (see board policy 7110, Comprehensive Student Attendance Policy).

### **DRESS CODE**

All students are expected to dress appropriately and give proper attention to personal cleanliness for all Jamesville-DeWitt programs and classes. Teachers and other school personnel should exemplify and reinforce acceptable appearance in an educational setting. Attire should not disrupt the educational process, nor should it promote hatred, violence, alcohol and tobacco use, or illegal activity. All clothing must be safe in consideration of the environment. School officials will monitor student dress and intervene when there is a violation of the dress code.

### **PROHIBITED STUDENT CONDUCT**

Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent or threatening of violence, unsafe, illegal, or unethical. These rules apply whether in a school building, at a Jamesville-DeWitt function, or while being transported by district provided transportation to either a school building or a Jamesville-DeWitt function. Students who observe violations of these rules of conduct should report the violation to a teacher or other school official.

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex. Any such discrimination and harassment by school employees or students, will not be tolerated on school property or at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

## **DISCIPLINE**

Discipline procedures shall be fair, impartial, and consider the wider circumstances of the event in question. Students are entitled to a measure of due process prior to the more severe penalties. Penalties may range from verbal warnings to suspension and expulsion.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Jamesville-DeWitt Central School District will comply with all state and federal laws when disciplining students with disabilities.

## **REFERRAL TO LAW ENFORCEMENT AND JUDICIAL AUTHORITIES**

School officials will report violations of law to the appropriate law enforcement agencies.

## **VISITOR AND PUBLIC CONDUCT ON SCHOOL PROPERTY**

Visitors and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in the educational setting. No smoking or drinking of alcohol is allowed on Jamesville-DeWitt property. Violence and threats of violence are prohibited. **All visitors must register** in the main office upon entering a school building. Visitors and other members of the public who violate the Code of Conduct are subject to penalties as outlined in the full Code of Conduct.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

All students have the right to:

1. Be treated with courtesy, respect, honesty and fairness
2. Learn in a safe, orderly, supportive environment
3. Receive constructive discipline for the development of good conduct, habits, and character
4. Develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous, or insubordinate
5. Take part in all district activities on an equal basis
6. Have school rules and expectations for behavior available for review and explanation
7. Present their version of the facts and circumstances in any disciplinary matter prior to the imposition of a penalty

All students have the responsibility to:

1. Show respect toward staff, other students, school property, and the personal property of others
2. Obey all school rules and regulations
3. Complete assignments, study, and actively participate in educational activities
4. Attend school and classes regularly and punctually
5. Use appropriate language and to show common courtesy to others during all school related activities
6. Reasonable requests made by teachers and administrators
7. Behave as a representative of the district, maintaining high standards of conduct, sportsmanship, and citizenship during all school related activities

**Please refer to the district website for specific, complete policy information including the JD Code of Conduct.**

## MOSES DEWITT ELEMENTARY STUDENT GUIDE FOR SUCCESS

Just as we believe that all children can learn, we also believe that all children are good. Children however, occasionally make poor decisions or inappropriate choices. When a child makes an unfit choice there are certain ramifications.

1. We believe that everyone is responsible for his/her own actions and decisions.
2. We believe that we need to teach children what is expected, through reinforcement of good decisions, wise choices and consistent applications of rules and consequences.
3. We believe that parents will support and reinforce rules, expectations and consequences.
4. We believe that we need to communicate with parents so they can be supportive and reinforce the rules, expectations and consequences effectively.
5. We believe the ultimate goal is to encourage students to have the highest form of self-control, so that they will be successful in all that they do.

At Jamesville-DeWitt we expect all students to do their best and to behave appropriately at all times. Here are some guidelines and expectations that we believe all students should possess and live up to.

1. Always follow directions.
2. Sit, walk, and play properly.
3. Keep hands and feet to yourselves.
4. Always participate and try to do your best.
5. Wash and dry your hands.
6. Don't loiter (in bathroom, hallway, or other places).
7. Respect yourself and others; as well as your work and others work.
8. Work and play cooperatively.
9. Always walk quietly (in halls, to the bus or anywhere).
10. Respect personal property and school property.
11. Take pride in your school and help keep it great!
12. Talk (use *speaking voice*), never yell or shout.
13. Listen with respect when others are speaking.
14. Be courteous to others.
15. For your safety, when lights are off, stop talking and look at the person in charge immediately.
16. For your safety, don't throw things (like pencils, stones, and other objects).

**If behavioral expectations are not met, a teacher/staff member may do one or more of the following:**

- Provide student with feedback on their behavior - specify the problem with the student's current actions.
- Give a reminder of the rules and expectations.
- Provide the child with an opportunity to practice the expected or desired behaviors.
- Warn against a further occurrence, if necessary.
- Remove the child from the situation.
- Send a note/letter home to parents/guardians.
- Telephone the parent/guardian.
- Assign logical consequences.
- Remove in-class privileges.
- Limit noon hour privileges.
- Call a parent-teacher conference.
- Refer the child to the principal for more formal disciplinary measures

On the next two pages you will find a copy of the Elementary Discipline Report and Elementary Bus Report. You may receive this form home, especially if your child has been sent to the principal. You can expect a call from the teacher who completed the form or the principal so that you may have a more complete description of the events that occurred. Please sign and return one copy to school.

# MOSES DEWITT ELEMENTARY DISCIPLINE REPORT

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teacher/Supervisor: \_\_\_\_\_ Grade: \_\_\_\_\_ Place: \_\_\_\_\_

Please check one:  **For principal's information only**  **Principal action requested**

## Reason for Referral to Principal:

- |   |   |
|---|---|
| <input type="checkbox"/> Repeatedly disruptive to learning                    | <input type="checkbox"/> Inappropriate language         |
| <input type="checkbox"/> Repeatedly disrespectful to teacher / classmate      | <input type="checkbox"/> Inappropriate touch / exposure |
| <input type="checkbox"/> Destroying property                                  | <input type="checkbox"/> Other                          |
| <input type="checkbox"/> Physically aggressive with another student / teacher |   |

**Description of events:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Initial Interventions by teacher / supervisor / principal – Logical Consequences:

- |   |   |
|---|---|
| <input type="checkbox"/> Loss of privilege                | <input type="checkbox"/> Reflection sheet   |
| <input type="checkbox"/> Time out in room                 | <input type="checkbox"/> Removal from group |
| <input type="checkbox"/> Time out in alternative location |   |

## Principal action for this incident:

- Formal warning against further incidence
- Parent phone call: date: \_\_\_\_\_ time: \_\_\_\_\_
- Parent conference: date: \_\_\_\_\_ time: \_\_\_\_\_
- Loss of privilege \_\_\_\_\_
- In-school suspension \_\_\_\_\_ day(s), date(s) \_\_\_\_\_
- Out of school suspension \_\_\_\_\_ day(s), date(s) \_\_\_\_\_
- Other \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Parents, please review this report with your child. We ask that you sign and return the yellow copy to your child's teacher so that we know you have received it. Thank you.*

WHITE – Principal PINK-Parent YELLOW-Teacher GOLDENROD-Other



# Jamesville-Dewitt Elementary BUS Report



Student: \_\_\_\_\_ Date: \_\_\_\_\_ Time: Am / PM

Driver's Name: \_\_\_\_\_ Bus Number: \_\_\_\_\_

### Reason for Referral:

- |   |   |
|---|---|
| <input type="checkbox"/> repeatedly disruptive                      | <input type="checkbox"/> physically aggressive with another student |
| <input type="checkbox"/> repeatedly disrespectful to driver         | <input type="checkbox"/> inappropriate language                     |
| <input type="checkbox"/> repeatedly stands while bus is moving      | <input type="checkbox"/> other                                      |
| <input type="checkbox"/> repeatedly agitates / provokes others      |   |
| <input type="checkbox"/> refusal to follow directions of the driver |   |

### Description of events / additional details:

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### Interventions by driver:

- |  |   |
|--|---|
| <input type="checkbox"/> conversation with parents | <input type="checkbox"/> assigned seat      |
| <input type="checkbox"/> conversation with student | <input type="checkbox"/> removal from group |

### Principal Action for this incident:

- |   |   |
|---|---|
| <input type="checkbox"/> sent report home                         | <input type="checkbox"/> recess detention               |
| <input type="checkbox"/> formal warning against further incidence | <input type="checkbox"/> office time out                |
| <input type="checkbox"/> parent phone call: date: _____           | <input type="checkbox"/> ½ day in-school suspension     |
| time: _____   | <input type="checkbox"/> in-school suspension __ day(s) |
| <input type="checkbox"/> parent conference: date: _____           | <input type="checkbox"/> suspension from bus __ day(s)  |
| time: _____   |   |

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Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Parents, please review this report with your child. We ask that you sign and return the gold copy to your child's teacher so that we know you have received it. Thank you.*

*White: administrator    Yellow: parent    Pink: transportation    Gold: driver*

## **HARASSMENT AND DISCRIMINATION**

It is the policy of Jamesville-DeWitt Schools that harassment and discrimination are unacceptable conduct and will not be tolerated. This is in keeping with efforts to establish an environment in which the dignity and worth of all members of the school community are respected. Our goal is to provide a community in which all students are accepted and supported as individuals. Harassment/discrimination include epithets, comments, gestures, and any other behaviors that demean, intimidate, threaten or offend another based on gender, race, color, religion, cultural background, ethnicity, sexual orientation or physical condition. Behaviors that are prohibited under the harassment/discrimination regulations include, but are not limited to the following: graffiti, hate talk, vandalism, jokes or humor, trash talk, gesture, looks, and stereotypic name calling, epithets or slurs.

If you have a concern, please see your counselor, teacher, advisor or building administrator. It's your right to be treated with respect and your responsibility to treat others with respect.

### **District Regulations & Reporting Procedures for Complaints of Discrimination and Harassment**

- The regulations are adopted to provide for prompt and equitable resolution of complaints concerning discrimination or harassment of students based on race, sex, sexual orientation, age, color, creed, national origin, ethnic background or disability.
- Any student who believes that he or she has been subjected to prohibited discrimination or harassment shall report the incident to the District Compliance Officer. Incident reports made to other district administrators will be forwarded to the District Compliance Officer.
- The Assistant Superintendent serves as the District Compliance Officer for the District's non-discrimination and sexual harassment policies. The District Compliance Officer may be contacted at:

Peter Smith, Assistant Superintendent of Curriculum and Personnel  
P.O. Box 606, Edinger Drive, Dewitt, NY 13214  
315-455-8300

All reports of discrimination and harassment will be investigated in a prompt and impartial manner. Confidentiality will be maintained to the extent feasible.

### **SEXUAL HARASSMENT**

Sexual Harassment is defined as an unwelcome sexual advance, request for a sexual favor, or other verbal or physical conduct of a sexual nature including obscene pictures and lewd comments. School district policy prohibits all forms of sexual harassment. If you believe you have been sexually harassed, tell a teacher, counselor, or administrator. Appropriate disciplinary measures will be taken so the harassment will stop. There are District Regulations and Policies in place to conduct an investigation. Confidentiality will be maintained to the extent feasible.

## HEALTH OFFICE INFORMATION

### **HEALTH HISTORY, IMMUNIZATIONS, BIRTH CERTIFICATES, AND PHYSICAL EXAMS**

1. A copy of your child's birth certificate and immunization record must be on file before school starts in September. All students must have all immunizations needed to attend school prior to entry. Please check with your physician over the summer so your child will be ready.
2. All children in Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grades as well as all transfer students are required to have a physical exam to attend school. Physical exams are acceptable if they are dated no more than twelve months prior to the commencement of the school year in which the examination is required.
3. It is requested that all students in K, 2<sup>nd</sup> and 4<sup>th</sup> grades have a dental check-up during the school year. When completed submit the Dental Health Certificate to the school nurse.
4. Please contact the school nurse if your child has a medical problem.

### **INJURIES & DISEASES**

#### 1. INJURY

If an accident occurs at school, the school nurse will contact you. The school nurse will recommend a course of action which can often be a visit to a physician. Although most of these recommendations are precautionary, we believe it better to be sure rather than sorry. Injury-Accident Reports are completed by the nurse.

#### 2. COMMUNICABLE DISEASES

Common childhood diseases strike most of the children in a school some time during their career. We ask you to keep the school nurse apprised of any such illnesses or afflictions by calling school each day your child is absent. You may try the main line at 445-8370 or the health office at 445-5202. Both lines are accessible day or night. Your child will need a written note when s/he returns to school. If your child has been ill please keep him/her home until s/he is well. S/he should be free from fever, vomiting or diarrhea for 24 hours.

#### 3. EXTENDED ABSENCES

Once in a while children are out of school for an extended time due to a serious illness or injury. As soon as you find out, please let the school know. Home tutoring is available when the child has been out for 10 consecutive school days, and where the physician has written a letter or note to the principal recommending the child receive home tutoring. The physician's letter or note **MUST** include the date when the service is to begin, as well as when it should cease.

#### 4. PEDICULOSIS (HEAD LICE)

It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. **No disease is associated with head lice, and in-school transmission is considered to be rare.** Lice are spread by head-to-head contact. They are much harder to get than a cold, flu, pink eye, or strep throat. **Hairbrushes, pillows, and sheets are common modes of transmission.** Rarely are lice passed by sharing hats and helmets. **Research has shown that school is a VERY RARE source of transmission.** Much more common sources of transmission are family members, overnight guests, and playmates who spend a large amount of time together or spend time at sleep overs together. Hygiene makes absolutely no difference. Lice actually like clean hair more than dirty. **Classroom transmission is EXCEEDINGLY RARE; large-scale screening of classrooms has not been proven effective and wastes valuable teaching time while not preventing spread of lice.** In the event your child has been exposed and/or has an itchy head, the following is recommended:

1. Check your child and all family members (adults included) frequently for nits and lice. Nits are tiny, tear-drop-shaped eggs which attach to the shaft of the hair with a waterproof, cement-like substance. They cannot be easily flicked off the hair shaft the way dandruff particles can. They vary in color from white to yellowish brown. Head lice are elongated, grayish-white insects with dark margins. They do not have wings and cannot fly or jump. They are about the size of a sesame seed. They usually prefer the areas at the nape of the neck, around the ears, and the crown of the head. Lice live only 1 to 2 days off the head.
2. Keep your child's hair clean and well groomed.
3. Tell your child not to exchange combs, brushes, hats, coats, etc. and to not play with each other's hair. Advise parents of playmates if you find lice/nits.
4. If your child is scratching his/her head or complaining of his/her head itching, check immediately for sores, nits or lice. The lice are difficult to see because they crawl quickly and they do not like light.

Pediculi (lice) multiply rapidly, so treatment should be started immediately if lice or nits are found. The school nurse should be notified to help prevent reoccurrence of this condition in your child.

Treatment:

1. Ask your physician or pharmacist for recommended products specifically formulated to kill lice. (Some are prescription and some are over the counter.) Also, tell them of any health problems or allergies your child may have.
2. If there are open sores on the scalp, your child should be seen by your physician before treatment.
3. Follow all directions on package instructions carefully. Some products are applied to wet hair, others to dry hair.

These medicated products should kill the lice and nits, but the nits must still be removed from the hair with a fine-tooth comb until all the nits are gone. (No preparation can guarantee to kill 100% of the nits.) Continue to check for nits and remove any that are found for at least one month after treatment. If your child experiences treatment-failure, contact your child's physician.

All combs, brushes, etc. must be disinfected for the recommended product time. Washable clothing and linens should be washed in hot soapy water and dried using the hot cycle of the dryer. Non-washables should be dry cleaned or wrapped tightly in a plastic bag for 14 days. Carpets and upholstery should be vacuumed. Products are available to assist in this process. Please consult your physician or pharmacist for these products. Family pets do not need to be treated; lice only infest humans.

Your child may return to school the day after using the medicated treatment and nit removal. Your child must have his/her head checked by the school nurse before attending classes and again on the 7th day after treatment. The school nurse will provide privacy for your child during these checks and will be sensitive to the importance of protecting the privacy of your family regarding head lice.

### **MEDICATIONS**

New York State Law is very strict regarding medications in school. These laws apply to PRESCRIPTION and NON-PRESCRIPTION medication or drugs. Parents are requested to follow these regulations when providing medications or treatments for their children. **ALL MEDICATIONS MUST BE DISTRIBUTED by the SCHOOL NURSE or designee.** No child may take any medication without being in the presence of the school nurse or designee. Parents are asked not to direct their child to take any medication unless the child is with the school nurse. **THIS INCLUDES ALL OVER-THE-COUNTER medications.**

If a child requires a PRESCRIPTION OR NON-PRESCRIPTION medication, the child's physician must sign a note to the school nurse that informs the nurse:

1. what the medication is,
2. what the dosage is to be,
3. the frequency of the dosages, and
4. the duration the medication is to be given.

In addition, the parent must provide a written permission for the school nurse to administer the medication. If there are any special treatments, possible side effects, or special administration directions, please contact the nurse. All medication must be brought to school by an adult and be in a properly labeled pharmacy container. If there are any questions regarding the medication, the school nurse will contact you. The school nurse maintains records of the administration of all medications.

### **SCHOOL INSURANCE**

School insurance is a SECONDARY coverage; that is, it is applied after your insurance coverage is engaged.

### **SCREENING**

Vision and hearing screening are done yearly. Scoliosis screening is conducted for all 4<sup>th</sup> graders.

Thank you for your cooperation with all health-related policies and regulations. If you have any questions, please call the school health office at 445-5202.