

MOSES DEWITT 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:

www.jamesvilledewitt.org/mosesdewitt

July 2018

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

Key phone numbers and contacts:

District office	315-445-8300 fax: 315-445-8477
Moses Dewitt Elementary main office	315-445-8370 fax: 315-445-2274
Nurse	315-445-8202
Jamesville Elementary main office	315-445-8460 fax: 315-445-8444
Tecumseh Elementary main office	315-445-8320 fax: 315-445-9872
Middle School main office	315-445-8360 fax: 315-445-8421
High School main office	315-445-8340 fax: 315-445-8307
Athletic Department	315-445-8345 fax: 315-445-8307
Food Service	315-445-5286 fax: 315-445-8307
Transportation	315-445-8388 fax: 315-445-8311

**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

MOSES DEWITT ELEMENTARY WEBSITE:

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 using the link on the main page of Moses DeWitt's website.

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ARRIVAL and DISMISSAL

1. DRIVING YOUR STUDENT TO/FROM SCHOOL

Should you elect to drive your student to school, there are a few items to note. They are as follows:

- a. Your student should arrive no earlier than 8:35 A.M. as school doors are locked and supervision is not available. The only exception is for those students participating in the A.M. Town of Dewitt YES Program.
- b. When bringing your student to school, your student 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 students should be delayed for a corresponding amount of time.
- d. Use the loop in front of the school when dropping off your student.
- 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 STUDENT AT SCHOOL

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

- a. If you wish to have your student dismissed early from school, it is necessary to send in a written note to your student's teacher. Your student will meet you in the main office.
- b. If you pick up your student 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 student attends an after school student 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 student ride a bus OTHER THAN HIS/HER OWN, you must send in a **written** note to your student's teacher, including the address and bus number.

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

ATTENDANCE

Regular attendance and punctuality help insure that your student 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 student'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 sent to school with the student on the day he/she comes back to school. The written excuse must have the following information:

- a. the student'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 student is going to be absent, we request that you call the school nurse at 315-445-5202 or the school secretary at 315-445-8370. You may leave a message on either phone at any time. If your student is absent, and we do not receive a call from you, you will receive a phone call from school verifying your student is at home.

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, especially in the event of an emergency!

EXCUSES FROM PHYSICAL EDUCATION OR RECESS

1. All students are expected to actively participate in recess daily. If your student is too sick to go outside they should stay home. All students 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 students are expected to participate in these activities.

FIELD TRIPS

Field trips are designed to give students 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 student to participate in a field trip. The parent must sign all permission forms, or the student will not be permitted to go on the field trip. Participation is also dependent upon health and safety, as well as disciplinary considerations.

CHAPERONES

Occasionally, teachers may request volunteer chaperones. Chaperones have a significant responsibility and serve as additional supervisors to help insure the safety of the student. Chaperones will receive specific directions from the supervising teacher. For safety purposes, chaperones may not bring other children on the field trip and must ride the bus to and from the field trip destination. Not all field trips require chaperones.

FOOD / BIRTHDAYS / PARTIES

Each student has the opportunity to consume a healthy nutritious **snack** during the school day. Please check with your student's teacher regarding the procedure and be aware of any special considerations regarding students with allergies.

Classroom parties are scheduled for Halloween, December Holidays, Valentine's Day and the year-end school picnic. The PTG will plan for these parties in consultation with the classroom teacher. When parties involve food it is imperative to choose food that takes into consideration the goals of the District Wellness Policy that state, *The District is committed to providing a school environment that promotes and protects students' health, well-being, and the ability to learn by fostering healthy*

eating and physical activity, as well as any allergens prohibited in the classroom. Please note that store-bought food items are preferred and only enough food for your student's class. In school, it is required to wear a plastic glove to handle the distribution of these foods. This safety precaution helps contain the spread of germs and diseases.

Student **birthdays** will be celebrated with non-food activities and will be arranged at the discretion of the classroom teacher.

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

Any food brought into the school to be consumed in a classroom 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.

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 students 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 STUDENT'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 student is going anywhere other than home off the bus from school. If we do not receive a note in the office your student will go to his usual place off the bus.
3. A note is required if your student 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 student early or at the end of the day, or if someone other than a parent is picking up your student. **We will only release your student to someone listed by you on the emergency form 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 student's progress,
2. identify strengths and weaknesses, including sharing examples, and
3. seek your input.

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

PARENT-TEACHER GROUP -- PTG

The PTG is an organization of all Moses DeWitt Elementary School parents and staff. The PTG provides the student 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. The PTG meets regularly throughout the school year. Please plan to attend meetings and participate in our school's quality of life. There are many varied opportunities and ways for you to engage at Moses Dewitt. 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.

We aid:

- The School
- The Administration
- The Teachers
- The Community

We sponsor:

- After School Programs
- Assemblies
- Book Fairs
- Holiday Parties
- Ice Cream Social
- Movies
- End of Year Picnic
- Roller Skating
- Teacher Recognition
- Fun Night

PARKING

ENTRY TO THE MAIN PARKING 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 student 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. Caution should be used if utilizing the driveway for a turnaround.

PREPARING FOR SCHOOL

The best way to prepare a student for school is to see that they are well rested and properly fed. Tired and hungry students 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 students 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.

Students 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 student is appropriately dressed to go outside. Please check the weather and temperature each day. We expect students 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 students. You can help by reviewing these with your student.

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

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 the new school and have a Request for Records sent to us. We will forward records directly to the new school.

REGISTRATION

Students 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, student age, and parental relationship.
2. Complete the district registration forms which may be accessed from the main page of the district web site.
3. Provide proof of immunizations and physical examination. Please see our website or contact the school nurse if you have questions concerning required immunizations.
4. 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.
5. The school will request records from the last school of attendance upon completion of the registration process at the District Office.

For additional information regarding registration, please refer to the district web site.

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) indicating their student'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.

If you would like to receive text or phone notification of school closings, initiate a text from your cell phone to the number 67587 and send a "Y" in the message box. You should get an immediate response that you are signed on.

Talk to your student and tell them what they are supposed to do in the event of a school closing or early dismissal.

SCHOOL RECORDS

Your student 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 student 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 building doors will remain locked except during school opening and dismissal times. During locked hours, all school visitors must 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 inform the secretary of the purpose of the visit. If proceeding into the school for any reason, all visitors are required to wear a visitor badge. Staff members will meet visitors in the office to escort them to their destination. When visitors are granted access to the school, it is expected that they will report only to the area of stated business. Prior to departure, staff members and visitors will return to the main office where the visitor will sign out. Visitors who are picking up their student at dismissal will wait in the main foyer and will not need to wear a badge.

When large group events occur, visitors will enter the building as stated above, sign in and obtain a visitor badge. Visitors should arrive no earlier than thirty minutes prior to the event. Additional information will be provided on the flyer sent home to families prior to the event.

SCHOOL SUPPLIES/MATERIALS

Your student is expected to come to school prepared to learn. The majority of school supplies your student 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 student'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. Refer to the "Class Placement Process" document on our school website for additional information.

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

Teachers will contact parents in the event that a volunteering opportunity arises. Teachers will provide the main office with a pre-arranged volunteer list. If you are not on this list when you arrive to volunteer, the main office will contact the classroom to verify your volunteer status.

Parents interested in general volunteering should contact the Parent Teacher Group.

For the safety of all students, lunch visits are not permitted.

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 student 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 student'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 315-445-8388**.

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 student'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 student's final report card each year. Please note the date the form should be returned to us.

We ask that you have your student 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 student the seriousness and importance of the school transportation program. If there are additional questions regarding the school transportation system, please the transportation office at 315-445-8388.

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 students. The seats are large enough to accommodate three elementary school students 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 Healthy Hungry Free Kids Act of 2010. Meal costs are kept to a minimum through state and federal subsidy programs. See the District Food Service Department website for the most recent school lunch menu and current prices.

Students will use their 4-digit pin numbers when making a purchase in the cafeteria.

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

At lunchtime, students may purchase a lunch or choose to bring their own lunch to school. If lunch is purchased, students may purchase the daily lunch or a la carte options. Second meals will also be available for students to purchase. All items, including meals, may be purchased using cash or My *School Bucks* account. The district does not allow charging of meals or a la carte items.

Students with special dietary needs must submit a note signed by their physician. Please send this note to the school nurse and the nurse will give a copy to the cafeteria manager.

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.

Families that wish to apply for FREE or REDUCED breakfast and 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 the Food Service Department. If you'd like to know if you qualify for these programs, please contact the Food Service Department.

For any questions or additional information pertaining to the cafeteria program, please see the District Food Service website or call Francis Zaryski, Food Service Director, at 315-445-5286.

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. Students 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. Students 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 student's learning and help him/her become well-rounded.

6. CHORUS

All fourth grade students participate in chorus. It is regularly scheduled once in a six-day schedule.

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 in a six-day schedule during recess.

8. COMPUTER TECHNOLOGY

Students 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 student 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 student'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 student's homework.

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

1. Set aside both a consistent place and time where your student can do his/her homework. Many students need some "down time" before working, so doing homework right after school is not always the best time. It may also rush your student'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. Students 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 student'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 students like using the computer to write their sentences.
10. Some teachers offer extra credit work throughout the year. Encourage your student 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

Homework is not provided for family vacations. Sometimes parents request homework for their student before they take them out of school to accompany them on a vacation. Students need primary instruction in the content or skill in order to be able to practice it as homework. The student often resents traditional forms of homework while on a vacation. This has a residual negative impact on the student's perception of homework. Finally, because teachers have to constantly adjust their plans to address the variations in the rate of students' learning, it is very difficult to project well in advance what the student should do.

We recommend for lengthy absences due to vacations that you:

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

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

The DASA Coordinator for Moses DeWitt is Mrs. Sylvester, the principal. Her number is (315) 445-8370.

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 students can learn, we also believe that all students are good. Students however, occasionally make poor decisions or inappropriate choices. When a student 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 students 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 student with an opportunity to practice the expected or desired behaviors.
- Warn against a further occurrence, if necessary.
- Remove the student 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 student 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 student 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"/> Refusal to follow directions of an adult |
| <input type="checkbox"/> Repeatedly disrespectful to teacher | <input type="checkbox"/> Inappropriate language |
| <input type="checkbox"/> Repeatedly disrespectful to classmate | <input type="checkbox"/> Destroying or stealing property |
| <input type="checkbox"/> Physically aggressive with a teacher | <input type="checkbox"/> Inappropriate touch / exposure |
| <input type="checkbox"/> Physically aggressive with another student | Other _____ |

Description of events: _____

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 _____
- Recess Detention
- Office time out
- 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 YELLOW – Parent PINK – Teacher GOLDENROD – Other



Jamesville-Dewitt Elementary BUS Report



Student: _____ Date: _____ Time: Am / PM

Driver's Name: _____ Bus Number: _____

Reason for Referral:

- repeatedly disruptive
- repeatedly disrespectful to driver
- repeatedly stands while bus is moving
- repeatedly agitates / provokes others
- refusal to follow directions of the driver
- physically aggressive with another student
- inappropriate language
- other

Description of events / additional details:

Interventions by driver:

- conversation with parents
- conversation with student
- assigned seat
- removal from group

Principal Action for this incident:

- sent report home
- formal warning against further incidence
- parent phone call: date: _____
time: _____
- parent conference: date: _____
time: _____
- recess detention
- office time out
- 1/2 day in-school suspension
- in-school suspension __ day(s)
- suspension from bus __ day(s)

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 student'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 student will be ready.
2. All students in Kindergarten, 1st and 3rd grades as well as all students new to the district are required to have a physical exam completed within 12 months prior to the start of the current school year. Dental appraisals are requested at the same time.
3. Please contact the school nurse if your student has a medical problem.

MEDICATIONS

Occasionally it may be necessary for a student to take medication (prescription or non-prescription) during the school day. Every effort should be made to administer medications at home, before and after school hours. However, this may not always be realistic or practical. School nurses are responsible for the management and supervision of medication administration to students per guidelines set forth by the NYS Education Department.

Prescription medications are defined as drugs requiring a written order for dispensing signed by a licensed prescriber. Nonprescription drugs are medications purchased over the counter (OTC) without a prescription. In the school setting, medications are defined as prescription and non-prescription medications. **Regardless of whether it is an OTC or prescription medication, the guidelines for school administration are the same.**

Parents are responsible for complying with the following NYS Education Department guidelines which enables the school nurse to administer medications to students:

1. Provide a written request signed by the physician, including medication dose, route, frequency and time of medication. It must also include the reason for the medication and any possible side effects.
2. Provide written permission from the parent to administer medication at school.
3. All medications must be brought to the Health Office by a parent or guardian in the original, labeled pharmacy container.
4. Each medication and any change in medication must be accompanied with a new authorization from the licensed prescriber and parent/guardian.
5. Medications must be left in the school Health Office and administered under the supervision of the school nurse.
6. A special authorization form from the licensed prescriber and parent/guardian is required for any student who needs to carry and self-administer a medication such as an inhaler or an epi-pen.
7. Authorization forms can be obtained from the school nurse.
8. An adult must pick up medications from the Health Office at completion of classes each June.
9. All of the above must be renewed each year.

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.

GUIDELINES FOR KEEPING YOUR STUDENT HOME

If your child becomes ill at school, we will contact you or your child's designated emergency contact. We will ask you to pick your child up and take him/her home. The following symptoms warrant keeping a student home, according to the J-D Physician:

- **Fever** of 100.0 or greater, including a fever that requires control with medication, such as Tylenol or Motrin. Students must be fever free for at least 24 hours before returning to school.
- **Vomiting and/or diarrhea** – students should be symptom free for at least 24 hours and able to eat or drink before returning to school.

- **Conjunctivitis** or suspected pink eye - confirmed case of bacterial conjunctivitis must be treated with antibiotics with 24 hours before the student may return to school.
- A **severe sore throat** – confirmed cases of **strep throat** must be treated with antibiotics for a full 24 hours before the student may return to school.
- Honey-crusted **sores around mouth or nose** – confirmed cases of Impetigo must be treated with antibiotics for 24 hours before student can return to school
- Severe **headache, ear pain or drainage from the ear**
- Deep or uncontrollable **cough**, even without a fever

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 students 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 student is absent. You may try the main line at 315-445-8370 or the Health Office at 315-445-5202. Both lines are accessible day or night. Your student will need a written note when s/he returns to school. If your student 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 students 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 student has been out for 10 consecutive school days, and where the physician has written a letter or note to the principal recommending the student 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 sleepovers 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 student 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 package directions exactly. 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.

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 4th 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 315-445-5202.