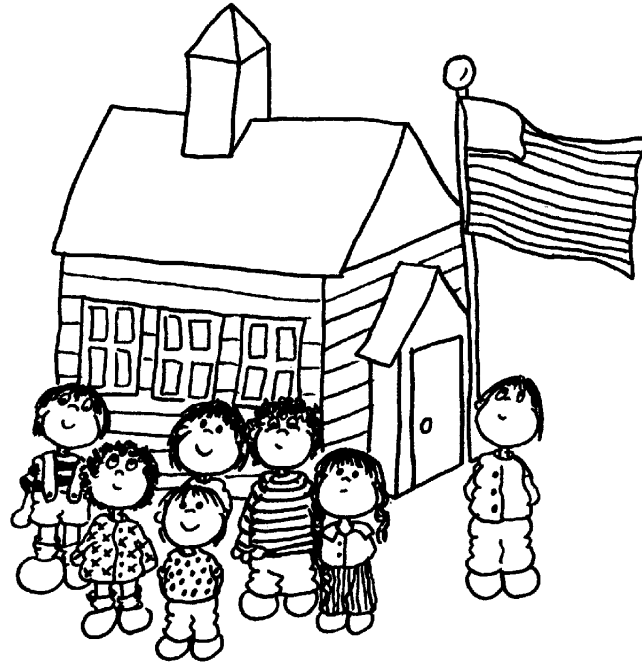


# Jamesville Elementary Family Handbook



*The Jamesville 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/jamesville](http://www.jamesvilledewitt.org/jamesville)**

## **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 life-long 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.

### **J-D SCHOOL DISTRICT WEBSITE:**

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

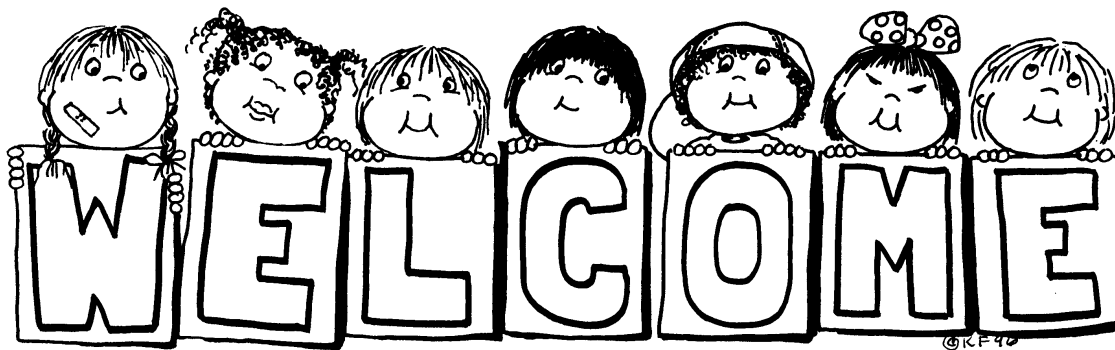
**Join the JES Blast for the latest news and events @:**

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

Under schools, choose Jamesville Elementary

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Jamesville Elementary School  
6409 East Seneca Turnpike  
Jamesville, New York 13078

Dear Families,

Welcome to Jamesville Elementary! As a new school year begins we look forward to an exciting and productive year filled with new learning opportunities, new friendships and new accomplishments.

Each and every one of our students have special talents and abilities. Value those unique talents and always strive to do your best. Learn something new every day! Go home each day proud of what you achieved and share that exciting news with your family and friends.

This handbook contains a wealth of information regarding Jamesville Elementary. Please read it carefully and refer to it throughout the school year regarding all the many processes and procedures that help our school to run smoothly day to day.

Parents/guardians, thank you in advance for supporting your child's education throughout the school year. I look forward to a fun filled year of learning with you and your children. As always, if you have any questions or concerns, please do not hesitate to call and we will do our best to assist you.

Fondly,

Marcy Baker



### **School Contact Information**

Office Hours 8:00-4:00

School Hours 8:45-3:20

Secretary: 315-445-8460

Nurse: 315-445-8462

Transportation: 315-445-8388

## Jamesville Elementary School Parent Teacher Group

Dear Parents,

We would like to welcome all of our Jamesville Elementary families to an exciting and educational year! Our district is very fortunate to have talented and professional teachers, dedicated parents, a supportive community, and of course, amazing children!

### **What makes up the PTG?**

It is comprised of parents who work collaboratively with teachers to provide programs, events, and educational materials that strengthen our children's learning experiences. There are numerous programs sponsored by our PTG, some of which include: the Book Fair(s), a Science Fair, Holiday Magic, grade level celebrations and scholarships for those in need. In addition, the PTG heads up the Box Tops for Education and Recycling Cartridges Fundraisers, our bi-annual Bursting Baskets Fundraiser and more.

### **Why should YOU volunteer?**

When you volunteer in your child's classroom or help out at a JES event, your child *beams with pride* as s/he sees you get involved in his/her school activity. Yes, it is one very strong and easy way to show your child that you value his or her education. Volunteering also demonstrates concrete examples to your child ways to give back to your community, and we all love our Jamesville Community.

### **What does the fundraising support?**

The PTG purchases/donates items to the school that are not able to be funded through the school budget. It would not be possible to purchase these items without the generosity and volunteerism of our parents. In the 2012-13 school years, we purchased risers so the students had safe equipment when showcasing their many talents. We also purchased fans for each classroom in order to keep kids and teachers cool in the warm weather months. In 2013-14, we financed the purchase of new incubators for our Kindergarten chicks, digital cameras for each grade level to be used by teachers to capture special events, and a special printer for the art room, to name a few.

### **How can I hear about all of the PTG events?**

In order to keep printing costs down, we have cut back on sending home lots of flyers and instead send email updates and reminders. To receive these, you need to send an email request titled "JES PTG Yahoo list serve group" to the current PTG presidents.

### **When do we meet?**

Meetings are held the first Wednesday of every month at 7:00 pm in the library, with the exception of the first meeting in September which takes place in the cafeteria. Our principal also attends the meetings to let us know what is happening in the school. If you cannot make the meetings, we post the minutes on the school website under the PTG link.

If you have any questions regarding the PTG, please feel free to contact any one of the Board members whose names will be listed on the website and on materials coming to you in August. Thank you in advance for your dedication and support of the Jamesville Elementary PTG!

Sincerely,

PTG Co-Presidents

**Jamesville Elementary School  
6409 East Seneca Turnpike  
Jamesville, NY 13078**

**Peter Reyes, Principal**  
Secretary: Anne Vieau  
Nurse: Susan Kimber

Key phone numbers and contacts:

<b>District office</b>	<b>315-445-8300</b>	<b>fax: 445-8477</b>
<b>Jamesville Elementary main office</b>	315-445-8460	fax: 445-8444
Nurse	315-445-8282	fax: 445-9872
Transportation	315-445-8388	fax: 445-8311
Food Service	315-445-5286	fax: 445-8307
Tecumseh Elementary main office	315-445-8320	fax: 445-9872
Moses Dewitt Elementary main office	315-445-8370	fax: 445-2274
Middle School main office	315-445-8360	fax: 445-8421
High School main office	315-445-8340	fax: 445-8307
Athletic Department	315-445-8345	fax: 445-8307

**For additional information and staff information, visit our website!**

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

## **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. comply to 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.

## 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 Jamesville Elementary are as follows:

8:35	Arrival and Breakfast Program (Breakfast is not served after 9:00)
8:45	Instructional day begins
3:20	Instructional day ends

New York State law and the JD School District Attendance Policy clearly identifies the legal reasons for a child's absence. They include: personal illness, illness or death in the family, religious observation, and physician/dentist appointments when other times are not available. All other absences are considered unexcused.

A WRITTEN EXCUSE IS REQUIRED FROM PARENTS FOR ANY ABSENCE OR TARDINESS. The written note should be sent to school with the child on the day he/she comes back to school. The written excuse must have the following information:

- a. the child's full 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.

Please note that a family vacation is not a legal reason for an absence.

### 1. PICKING UP YOUR CHILD AT SCHOOL

On the infrequent occasions when you need to take your child out of school prior to the end of the school day, it is necessary to send in a written note. You may then sign your child out in the SCHOOL OFFICE and your child will be called from the classroom to meet you.

If you are picking up your child at the end of the school day, it is necessary to send in a written note. When you arrive at school, please report to the designated "Student Pick-Up" area in the front hallway and sign the sign out sheet. When picking up your child at the end of the day, we ask that you do so at 3:20 (doors open at 3:10) in the front hallway so as to minimize the disruption to our instructional time. Please refrain from arriving unannounced at the end of the day (or during the day) to pick up your child. We ask that if something unexpected should arise during the school day, please call the office by 2:00 to inform us that your child will be parent pick up.

### 2. TAKING ANOTHER BUS HOME

If you wish to have your child ride a bus OTHER THAN HIS/HER OWN, you must send in a written note.



### 3. TAKING THE SAME BUS, DIFFERENT BUS STOP

If you wish to have your child ride his/her own bus, but get off at a stop OTHER THAN HIS/HER REGULAR BUS STOP, you must send in a written note.

### 4. DRIVING YOUR CHILD TO SCHOOL

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

- a. Your child should arrive no earlier than 8:35 a.m. There is no supervision available until that time.
- b. 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.
- c. If buses are already in the bus circle when you arrive to drop off your child, please do not allow your child to walk alone between the buses.
- d. Only buses are allowed in the bus loop between 8:15 – 9:00 and between 3:00 – 3:45.
- e. It is illegal to pass a school bus with flashing red lights even on school grounds.
- f. Doors will be locked and students will be unable to enter the building until 8:30 since there is no supervision.
- g. The handicapped parking spaces at the end of sidewalk should not be used for student drop off.

### 5. LATE ARRIVALS

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

**We recognize that schedules change and emergencies occur. In the event that your child's dismissal plans need to be changed, we respectfully ask that you call the school office prior to 2:00 whenever possible. Dismissal time can be very hectic and the earlier we are aware of changes the more efficiently we can respond. Thank you in advance for your cooperation.**

### **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 will be riding, you should call the TRANSPORTATION OFFICE at 445-8388.

Please see the BUS SAFETY REGULATIONS section of this handbook for general bus and field trip rules.

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 have all of their belongings.

Our students are expected to be courteous and responsible at designated stops, respecting other people's property while waiting for the 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 disturbances.** 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 & Third Report = Recess Detention & Report Sent Home
- 3. Fourth Report = Riding privileges may be temporarily or permanently suspended after consulting with Transportation and Building Administrator

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. bus and the middle school 4:15 p.m. bus runs will drop students in a prescribed general area in the neighborhood.

We are asking parents for their full cooperation as we begin a new school year. Please discuss with your children the seriousness and importance of the school transportation program.

If there are additional questions regarding the school transportation system, please contact the transportation office at 445-8388. Thank you.

**DISTRICT BUS SAFETY RULES**

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

1. At the bus pickup points, **please stand back from the road while waiting for the bus.**
2. Please **respect other people's property** while waiting for the 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 the 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 the 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 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 the bus, do not engage in any activities, **which will prevent the bus driver from giving his/her fullest attention to driving.**
9. Always **remain seated** when the bus is in motion.
10. Use the emergency door only in the case of an 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 signaled 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 a bus.**

**Jamesville-Dewitt Elementary Bus Report  
Transportation Department: 445-8388**

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

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

**Reason for Referral:**

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

**Description of events / additional details:**

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**Interventions by driver:**

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

**Principal Action for this incident:**

- \_\_\_\_\_ sent report home    \_\_\_\_\_ recess detention
- \_\_\_\_\_ formal warning against further incidence    \_\_\_\_\_ office time out
- \_\_\_\_\_ parent phone call: date: \_\_\_\_\_    \_\_\_\_\_ ½ day in-school suspension
- time: \_\_\_\_\_    \_\_\_\_\_ in-school susp. \_\_\_ day(s)
- \_\_\_\_\_ parent conference: date: \_\_\_\_\_    \_\_\_\_\_ susp. 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*

## **CAFETERIA – LUNCH / BREAKFAST PROGRAMS**

Every day the school offers nutritious and well-balanced meals. The meals are designed to meet the guidelines of the New York State School Lunch Program. Lunch costs are kept to a minimum through state and federal subsidy programs. Please see the district website for the most recent school lunch menu and current prices. The cost of a meal includes milk. Jamesville-DeWitt has a computerized point of sale system in all cafeterias, which contains the name of each student. Students will use their 4 digit Lunch Pin Numbers as they come thru the breakfast and lunch lines. Students can pay cash daily or deposit money into their student account. Prepayment is strongly recommended. It makes the lines move quicker and students do not need to carry money each day. You may prepay for any length of time by depositing money into your child's account. 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 Francis Zaryski, Jr., Food Service Director, at 315-445-5286. Checks should be made out to **Jamesville-DeWitt Food Service** and should be sent to the cafeteria staff. With any payment, write your child's full name, grade, and teacher on the check or envelope. This will ensure proper credit is made.

Children may also choose to bring their own lunch to school. Milk is available for them to purchase. An elementary student that wishes to purchase a la carte items must send in a note from the parent ahead of time. Ala carte items cannot be charged.

Children who forget their lunch or their lunch money may obtain credit to purchase their lunch from the cafeteria. This process will be explained to your child. We request that parents repay the borrowed money to the cafeteria the next day.

The BREAKFAST PROGRAM is provided for all children and is served in the cafeteria from 8:35 until 8:50 a.m. Children who wish to participate in the breakfast program should go to the cafeteria immediately upon arriving at school. Children who are eligible for free or reduced lunch are also eligible for free and reduced breakfast.

If you are concerned about a food allergy please notify the cafeteria, in addition to the school nurse, with this information. A warning will appear on the cashier's screen for a review of the items on the student's tray.

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 would like to know if you qualify for these programs, please contact the DISTRICT OFFICE.

## **CHAPERONES**

Occasionally teachers may request volunteer chaperones. Chaperones have a significant responsibility and serve as additional supervisors to help ensure the safety of the students.

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. Not all field trips will require chaperones.

## **CHORUS**

Chorus is part of all fourth grade children's curriculum. All students are expected to participate in this experience.

## **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 a 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 Jamesville-DeWitt in the education of their children and communicate with the appropriate school personnel regarding their children'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, which 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.

## **Discipline**

Discipline procedures shall be fair, impartial, and consider the wide 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. The philosophy of **elementary discipline is one of a progressive nature**, unless the offense is severe.

## **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 an 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.

## **CURRICULUM & ACADEMICS**

The curriculum used by the Jamesville 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 standards and benchmarks. This is done at the annual “Curriculum Night.” Please refer to the calendar for the specific date and time.

### **1. ENGLISH LANGUAGE ARTS (ELA)**

Language Arts is the combination of reading, writing, speaking, listening, 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 K-4 standards are organized in domains: counting and cardinality; operations and algebraic thinking; number and operations in base ten; number and operations – fractions; measurement and data; and geometry. The domains vary by grade-level as appropriate; counting and cardinality is a key domain in kindergarten, while number and operations – fractions are introduced in third grade.

## 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, and environmental studies. The Science program is intended to be integrated and manipulative based. 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 and 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 in other content areas, especially within Language Arts and Science.

## 5. **EXPLORATORY ARTS**

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

## 6. **BAND, ORCHESTRA & CHORUS**

Instrumental music lessons are offered in fourth grade. Band and orchestra programs are 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 school band and orchestra. The band and orchestra rehearse once a week during recess. All fourth grade students participate in chorus. It is regularly scheduled once in a 6-day schedule.



## **DISCIPLINE AND RESPONSIBILITY**

### **DASA- Dignity for All Students Act**

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.

### **JAMESVILLE-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 and inappropriate choices. When a child makes an unfit choice there are certain ramifications.

1. We believe that everyone is responsible for their 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 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 the 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 using your speaking voice, never yell or shout.
13. Listen with respect when others are speaking.
14. Be courteous to others.
15. When lights are off, stop talking and immediately look at the person in charge.
16. Do not throw things, like pencils, stones, or other objects.

The application of consequences for inappropriate choices depends on the severity or intensity of the infraction, and the context in which the infraction occurred.

**A teacher or staff member may do one or more of the following:**

1. Give a warning or reprimand.
2. Give a reminder of the rules and expectations.
3. Provide the child with an opportunity to practice the expected or desired behavior.
4. Remove the child from the situation.
5. Send a note/letter home to parents/guardians.
6. Telephone the parent/guardian.
7. Remove in-class privileges.
8. Limit lunch/recess privileges.
9. Require after-school detention with the teacher.
10. Call a parent-teacher conference.
11. Refer the child to the principal.
12. Refer the child to other appropriate staff.

**The principal may do one or more of the following:**

1. Repeat any of the interventions listed above.
2. Remove school-wide privileges.
3. Require a behavior improvement plan (i.e. contract, agreement).
4. Require a parent meeting.
5. Assign single or multiple lunch, recess and/or after school detentions.
6. Assign time "in the office" out of the classroom
7. Assign out of school suspension.

\*Please refer to the district website for more detailed district/board policies on behavior expectations and disciplinary actions.

JAMESVILLE 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:**

- \_\_\_\_\_ Repeatedly disruptive to learning
- \_\_\_\_\_ Repeatedly disrespectful to teacher / classmate
- \_\_\_\_\_ Destroying property
- \_\_\_\_\_ Physically aggressive with another student / teacher
- \_\_\_\_\_ Inappropriate language
- \_\_\_\_\_ Inappropriate touch /exposure
- \_\_\_\_\_ Other

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

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

- \_\_\_\_\_ Loss of privilege
- \_\_\_\_\_ Time out in room
- \_\_\_\_\_ Time out in alternative location
- \_\_\_\_\_ Reflection sheet
- \_\_\_\_\_ Removal from group

**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 pink copy to your child's teacher so that we know you have received it. Thank you.

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

## **EMERGENCY AND CONTACT INFORMATION**

In the event that a phone number or address changes please notify the school immediately. It is imperative that contact information be kept up to date.

## **FIELD TRIPS**

Field trips are designed to give students meaningful educational experiences. They are intended to provide the student with concrete examples of learning, and make a bridge between the classroom and the world around school. Parents are required to complete a permission form prior to allow 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. Parents who wish to accompany their child on the field trip must arrange this with the child's teacher prior to the trip. (see chaperone section of this handbook) Parent participation in field trips is dependent on space availability and at the discretion of the teacher and/or principal.

## **FOOD / BIRTHDAYS / PARTIES**

School-wide parties are scheduled on Halloween, the December Holidays, Valentine's Day, and at year's end. 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 children's health, well-being, and the ability to learn by fostering healthy eating and physical activity*, as well as any allergens prohibited in the classroom. Store-bought items are preferred. 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.

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 children. Aside from occasionally getting lost, there is a risk of unintentionally hurting the feelings of those children who have not been invited.

## **FUNDRAISING**

Fundraising projects in the Jamesville-DeWitt Elementary Schools may be sponsored by school organizations upon receiving the approval of the Building Principal. Any such fundraising shall have a clearly defined purpose and not conflict with the instructional program.

Elementary students should not be involved in door-to-door sales or other direct solicitation situations. The intent is to help prevent the same child from being continuously involved in fundraising during the year and to keep the same neighbors and relatives from being called for a variety of fundraisers.

**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.

**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, 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 a 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 AND 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.

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**

### **ABSENTEE PROCEDURE**

New York State requires school personnel to verify the whereabouts of students each day. If your child is absent from school for any reason, please call the main office at 445-8460 or the nurse's office at 445-8462 prior to 9:00 a.m. If we have not received notification from you, we will call home to check on your child.

A staff member monitors the unloading and loading of all Jamesville Elementary buses.

### **INJURIES, DISEASES and TREATMENT**

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. If your child has a fever (> 100°), vomiting, or diarrhea, he/she must be free of these symptoms for 24 hours (without fever reducing medication) before returning to school.

#### **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. Examples of communicable diseases are ringworm, pinworm, flu, chickenpox, and head lice. We ask you to keep the school nurse apprised of any such illnesses or afflictions. If the school nurse suspects your child may be infected, we will contact you individually by phone and/or letter.

#### **3. EXTENDED ABSENCES**

Once in a while children are out of school for an extended time due to serious illness or injury. As soon as you know your child will be out, please inform the school. 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, lice are 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-shaped eggs which attach to the shaft of the hair with a water-proof, 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/tan 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 around 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. **Tell your children not to exchange combs, brushes, headbands, barrettes, hats, etc. and to not play with each other's hair. Advise parents of playmates if you find lice/nits.**

#### **TREATMENT:**

1. Ask your **physician** and **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 his/her physician before treatment.
3. **FOLLOW PACKAGE DIRECTIONS EXACTLY.** **Some products are applied to wet hair and others are applied to dry hair.**

These medicated products should kill the live lice, but the nits must still be removed from the hair with a special fine-toothed 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 a 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. 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, which is often an emotionally charged issue for a community.

## **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 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, such as Tylenol, Advil, and cough drops. In the school setting, medications are defined as prescription medications and nonprescription medications. Regardless of whether it is an OTC or prescription medication, the guidelines for school administration are the same.

If a child requires a PRESCRIPTION OR NON-PRESCRIPTION medication during the school day, the child's physician must provide a note informing the school nurse of:

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

In addition, the parent must provide written permission to 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 medications must be brought to the Health Office by a parent or guardian and must come to school in a properly labeled pharmacy container. The pharmacy will provide an additional container appropriately labeled upon request. All medications must be kept in the Health Office and administered under the supervision of the school nurse.

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.

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.

An adult must pick up medications from the Health Office at completion of classes each June.



We hope these guidelines will help us all to comply with the expectations of the NYS Education Department regarding medication administration in school. At any time if you have questions regarding these guidelines, please call the building nurse.

## **MEDICATIONS AND FIELD TRIPS**

When your child will be participating in a field trip or attending a school sponsored after school activity and will require medication administration during that field trip or activity, please contact the School Nurse about the following Jamesville-DeWitt and New York State guidelines/policy:

If a student is “self-directed” in administering his/her own medication, a designated staff member (with approval of and training by school nursing personnel) may assist the student with administering oral, topical and inhalant medication by carrying the dose of medication during the activity/field trip. Other types of medication (such as insulin pumps) may require “self-administration” orders from your child’s licensed prescriber. Students are not allowed to carry their own medication unless they have a signed “self-administration” order by a licensed prescriber on file in Health Office and signed parent permission for “self-administration”.

When a student is not “self-directed” (i.e. fully aware and capable of understanding the need and assuming the responsibility for taking medicine) and is on a field trip, or at an after school activity, then the Jamesville-DeWitt School District will:

- Permit the parent/guardian to attend the activity and administer the medication.
- Permit the parent/guardian to authorize in writing another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity.
- Allow the student’s health care provider to be consulted, and if he/she permits, order the medication time to be adjusted or the dose eliminated.

Please call the School Nurse if your child has an order for an epi-pen so we can plan for emergency medication administration if needed on the field trip or during the after school activity.

If you have any questions, please feel free to call the building School Nurse.

## **SCHOOL PHYSICALS**

All children in Kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> grades, as well as 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. Please request physical forms from the school if your family physician provides your child’s physical.

## **SCREENINGS**

Vision screenings are done yearly in grades K, 1, and 3. Hearing screenings are done yearly in grades K, 1, and 3.

## **HOMEWORK**

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 your child stimulate language and thinking development. If you have any questions regarding your child's assignment, please contact your child's teacher.

If parents schedule a vacation while school is in session, teachers do not supply school work, per district policy.

### **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 of quality (not quantity) of the work (see number 3).
3. Do not set a time limit on homework. Children who have a set time period to student 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 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. Other assignments will be available as we move through the curriculum.

## **VACATION HOMEWORK**

Homework is not provided for family vacations. 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 of all, 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 a 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 experiences.

## **INSTRUMENTAL MUSIC**

Instrumental music lessons are offered in grade 4. Lessons are given during the regular school day, including recess. Students provide their own instruments, usually through a trial plan offered by local music stores. Students are responsible to acquire and complete any missed work.

As students progress, they will have the opportunity to participate in our elementary school band and strings ensemble. These groups rehearse once during the six-day rotation during school hours.

## **INSURANCE**

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

**LOST AND FOUND**

Occasionally children misplace their personal belongings. We have a “Lost & Found” bucket outside of the gym. We ask you to check the bucket periodically for missing items. We also ask you 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 a charity at the end of the school year.

**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 school 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 any time during the school year.

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

- 1. review your 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 Jamesville 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. The PTG meets monthly in our library. Please plan to attend and participate in our school’s quality of life. There are many varied opportunities and ways for you to engage at Jamesville Elementary.

**We aid:**

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

**We sponsor:**

- After-School Programs
- Assemblies
- Book Fairs
- Fall Family Picnic
- Holiday Parties
- Movies
- Olympics
- Roller Skating
- Teacher Recognition

## **PTG MEMBERSHIP-**

All mothers, fathers, guardians and teachers of pupils from kindergarten through fourth grade shall be eligible for membership in the Parent-Teacher Group.

## **PARKING LOT**

Entry to the front circle in front of the school is restricted to BUSES ONLY from 8:15-9:15 and again from 3:00-3:45. If you plan to drop off or pick up your child during these hours, please park in the parking lots away from the front circle. The front circle is a designated fire lane. During other times of the school day there is absolutely no parking allowed in the front loop except for dropping off and picking up students. Your cooperation is appreciated.

## **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 in the most severe weather conditions. The children do, however, go outside when it is snowy and cold. Therefore, parents are asked to make sure their children are appropriately dressed to go outside. Please check the weather temperature each day. We expect your child will come to school dressed to go outside at recess. This means boots, heavy coats, mittens or gloves, and hats. Children must be dressed properly to fully participate.

We require a doctor's note for any student who is to be excused from recess. The note should state how long the child must be out of physical activities.

One way to help ensure the safety of the children on the playground is to have them know how the equipment is supposed to be used. Below are guidelines for the proper use of our playground equipment.

### **PLAYGROUND / GYM EQUIPMENT RULES:**

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

- ✓ Swing
  - Sit
  - One person only at a time
  - Swing backward/forward only

- Wait to the side of the swing for your turn
  - Do not walk in front or back of the swing
- ✓ Slide
    - 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
- ✓ Climbing Apparatus
    - One person only at a time
    - Be careful of others
    - Take your time
    - Look before you move
- ✓ Sledding
    - Slide down center of the hill
    - Sit on sled
    - Walk back up on side of hill
    - Utilize school sleds only

#### PLEASE HELP US!

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

Please help us teach children that the building, the grounds, and the equipment should always be used in the proper way.

Please help us teach children that they should tell you or someone at school if they have broken or damaged any property.

Please help us teach children that they should assume responsibility of reporting to school officials any activities, which are of a questionable nature.

Please keep your dog at home when coming to school to use the playground.

#### **RECORDS TRANSFER**

If you plan on transferring to another school, please let us know. Please contact your child's new 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, student age proof of parental relationship
2. Complete the district registration form which may be accessed from the main page of the district website
3. Provide proof of physical and immunizations as necessary. Please see the website or contact the school nurse for required physical and immunization schedules.
4. The district office will notify Jamesville Elementary when a new student has met all registration requirements. Parents will then be required to complete the building registration packet, available at the Jamesville Elementary Main Office.
5. Your prior school will receive a records request from Jamesville Elementary upon completion of the registration process at the district office.

\*\*For additional information regarding registration, please refer to the district website.\*\*

## **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 are distributed quarterly throughout the year. A report card is an assessment of your child's progress. The card envelope must be signed by the parent/legal guardian and returned to school in a timely manner.

Report cards are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc.

## **SCHOOL CLOSINGS**

An announcement will be made on the radio and television if school will be closed due to inclement weather or other emergency. If you would like to receive a phone call or text 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 child and tell them what you expect them 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, and it will be made available to you. The principal or his/her designee will review the file with you and be available to answer any questions regarding the documents contained in it. Refer to the "Class Placement Process" document on our school website for additional information.

We ask that parents who have custody papers for their children bring the papers into school so that we can make copies of the court order regarding such custody. These orders must be on file in order for school personnel to comply appropriately.

**SCHOOL SUPPLIES / MATERIALS**

Your child is expected to come to school prepared to learn. We will provide the books, workbooks, paper, and many of the supplies your child will need to be a successful learner. From time to time a teacher may request that your child bring additional items. Prior to the start of the school year, your child’s teacher will inform you of any specific supplies your child will need.

**SIX-DAY SCHEDULE**

The Jamesville-DeWitt elementary schools operate on a 6-day cycle. This schedule ensures that students do not miss special area classes. As the name implies, the days rotate through a six-day cycle. The most important aspect to remember is that we never skip a number. For example, if we have a day off or a snow day, the day we are not in school does not count in the cycle.

**SNACK TIME**

Please check with your child’s teacher regarding the procedures within his/her particular classroom. When choosing food for your child’s snack, please consider the goals of the District Wellness Policy that states, *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.*

**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 administrator 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 recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration.

**PROMOTION/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**

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, except that alternative testing procedures for the Regents competency tests in reading and writing may be used only by students who first enter, after grade eight, schools where the predominant language is instruction of 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.

## **SUPPORT SERVICES**

Jamesville Elementary has a full range of support services. If you believe your child needs additional support, please discuss this with your child's teacher to determine the appropriate course of action. If it is determined that your child is eligible for these services, we have speech/language, occupational therapy, physical therapy, special education services, remedial reading and mathematics, and the services of a school psychologist and social worker.

## **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 student safety, lunch visits are not permitted.

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

**CONFIDENTIALITY:** 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 school.

**Large Group Events:** For large group events there will be a sign in procedure and doors will open 15-30 minutes prior to the performance.

Jamesville  
Elementary  
Building Wide Rules  
Help,  
Encourage,  
Respect Others

Be a Jamesville HERO!!!

