

# North Rose-Wolcott Elementary School



## 2018-19

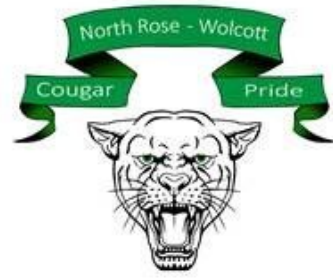
## Student/Parent Handbook

10456 Salter Road  
North Rose, NY 14516  
Phone (315) 594-3141  
Fax (315) 587-2432

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

Like us on Facebook - North Rose Wolcott Elementary  
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10456 Salter Road  
North Rose, NY 14516  
(315) 594-3141



**MISSION:**  
**TO PREPARE EACH STUDENT FOR A SUCCESSFUL FUTURE**

Dear NRWE families,

It is an exciting time to head back to school! We welcome you to a brand new year, full of possibilities and opportunities. There are many new staff members joining us at NRWE this fall, please take the time to welcome them to our school! This handbook is intended to give you all of the information you will need as an important member of our learning community. If you have any questions, please do not hesitate to call the main office at (315) 594-3141.

At NRWE, the staff and I aim to provide a strong educational experience for all of our students. In order to accomplish this, we - students, parents and staff - must work together. **Our mission is to create a safe and enriching learning environment that will prepare our students to make positive and meaningful contributions to society.** In this community, our schools aim to foster creativity, academic risk-taking and extend extracurricular opportunities to engage students and help them reach their fullest potential. Our purpose as a school is to help students become well-rounded individuals who achieve socially, emotionally, physically and academically. By working together, all of our children can attain these lofty, but worthwhile goals.

Thank you for your ongoing support and cooperation. Each of us plays a critical part of making North Rose-Wolcott Elementary a wonderful place for our students to learn and grow.

Sincerely,

*Mrs. Melissa Pietricola*  
Principal

The **Mission** of the North Rose-Wolcott Central School District and North Rose-Wolcott Elementary is to create a safe and enriching learning environment that will prepare our students to make positive and meaningful contributions to society.



### **North Rose-Wolcott Vision Statement**

The educational community of the North Rose-Wolcott Central School District and North Rose-Wolcott Elementary School believes that our students will learn and achieve at or above commencement level and have the tools necessary to fulfill their own personal goals and dreams.

It is the goal of this school district to provide a thorough education for all students, regardless of background or ability; to provide a variety of experiences which meet the needs and interests of students; and to allow each child to progress to the maximum of his or her abilities.

The basis for the success of any depends on excellence in curricula, a competent staff, and programs to meet individual differences and needs of students, and the support of the community. We are confident in our ability to deliver these needs.

This handbook provides policies and general information and guidelines for the North Rose-Wolcott School District and the North Rose-Wolcott Elementary School. Please be cognizant of its contents and procedures throughout the school year.

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## **Board of Education**

Ms. Lucinda Collier - President  
Mr. Edward Magin - Vice President  
Mr. John Boogaard  
Mrs. Linda Eygnor  
Mr. Danny Snyder  
Ms. Izetta Younglove  
Student Board Member

## **District Administration**

Stephen Vigliotti, Sr.	Superintendent
Robert Magin	School Business Administrator
Megan Paliotti	Director of Special Education
June Muto	Director of Grants
Richard Walker	Treasurer
Tina Fuller	District Clerk
Brian Read	High School Principal
Matt Wendel	High School Assistant Principal
Mark Matthews	Middle School Principal
Kristin DeFeo	Middle School Assistant Principal
Melissa Pietricola	Elementary School Principal
Kellie Marciano	Elementary School Assistant Principal
Robyn Roberts-Grant	Director of Health, Physical Education and Athletics

### **Trimester Dates for 2018-19**

<b>Marking Period</b>	<b>Beginning</b>	<b>Ending</b>	<b>Report Cards</b>
<b>1</b>	<b>September 4</b>	<b>December 4</b>	<b>December 6 &amp; 7</b>
<b>2</b>	<b>December 7</b>	<b>March 21</b>	<b>March 21 &amp; 22</b>
<b>3</b>	<b>March 25</b>	<b>June 22</b>	<b>June 22</b>

## **Main Office**

Principal	Melissa Pietricola
Asst. Principal	Kellie Marciano
Secretary	Christie Bradford
Secretary	Patti Davenport
Psychologist	Danielle DiMora
Social Worker	Cathy Grasso
Counselor	Nichole Clement
School Nurse	Ashley Krul

## **Universal Pre-Kindergarten**

Nicole Groth	ngroth@nrwcs.org
Kathy Gushue	kgushue@nrwcs.org
_____	Teacher Assistant
Lydia Green	Teacher Assistant

## **Kindergarten**

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Alison Maloney	amaloney@nrwcs.org
Sarah Mobilio	smobilio@nrwcs.org
Joanna Samar	jsamar@nrwcs.org
Jennifer Deutsch	jdeutsch@nrwcs.org

## **Grade 1**

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Christine Chapman	cchapman@nrwcs.org
Sarah Patterson	spatterson@nrwcs.org
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Patti Weber	pweber@nrwcs.org

## **Grade 2**

Audrey Buechel	abuechel@nrwcs.org
Brenda Mitchell	bmittchell@nrwcs.org
Jen Marriott	jmarriott@nrwcs.org
Julie Norris	jnorris@nrwcs.org
David Hahn	dhahn@nrwcs.org

## **Grade 3**

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Jessica Hoffend	jhoffend@nrwcs.org

## **Grade 4**

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Samantha Bruehl	sbruehl@nrwcs.org
Dawn McIntyre	dmcintyre@nrwcs.org
Bradley LeFevre	blefevre@nrwcs.org

## **Special Education/Service Providers**

Matt Akerley	makerley@nrwcs.org
Laura Brown	lbrown@nrwcs.org
Amanda Jorgenson	ajorgenson@nrwcs.org
Melissa Nuwer	mnuwer@nrwcs.org
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Stevanie Hilfiker	shilfiker@nrwcs.org
Colleen Anthony	canthony@nrwcs.org
Teresa Matteson	tmatteson@nrwcs.org

## **Special Areas**

Tara Daly	Art
Kathryn Nash	Music
Darcy Barber	Librarian
Angelic Durham	Computers/Technology
Scott Baker	Physical Education
Kristi King	Physical Education
Sarah Demaray	STEAM

## **Interventionists**

Katie Sargent	ksargent@nrwcs.org
Tessa Nicholson	tnicholson@nrwcs.org
Jaclyn Barker	jbarker@nrwcs.org
Stacy Denisi	sdenisi@nrwcs.org
Meagan Pentycofe	mpentycofe@nrwcs.org
Haley Hutter	hhutter@nrwcs.org
Adam Bishop	abishop@nrwcs.org

## **Parents are our Support for Success!**

Research shows that parents have a major influence on a child's achievement. When parents are involved, regardless of their family's income or background, children earn higher grades, achieve better test scores, attend school regularly, demonstrate better school behavior and proceed on to postsecondary education.

### *How can parents get involved?*

Parents are invited to join our Positive Behavioral Interventions and Supports Team (PBIS). PBIS sets up consistent standards for behaviors and expectations within school community. We also plan celebrations, school-wide lessons, assemblies, and look to see where our students need support. This is the perfect opportunity for parents and staff to share ideas and plan for our students, together.

Parents are also needed as volunteers. Some opportunities aside from the classroom include PBIS celebrations, cafeteria and recess, open house, curriculum night and roller skating parties. Volunteers must be BOE approved prior to serving in the building or accompanying their child's class on a field trip.

If you are interested in volunteering, or would like more information, please call the main office at (315) 594-3141. Volunteer applications are always available in the office or off of our website. These can be filled in and returned with your child to school.

## **Trimester System**

NRWE utilizes a trimester standards-based grade reporting system. This system is used to

align with the Common Core Learning Standards.

*4 - Exceeding the standard*

*3- Meeting the standard*

*2- Approaching the standard*

*1- Not meeting the standard*

The report card is akin to riding a bike; it doesn't matter how many times you fall off the bike while you are learning, as long as you achieve the goal in the end. Students' grades are less of an average, and more of an overall assessment of their progress towards the learning goal. Early scores of 1 or 2 would not prevent a child from reaching a 3 or 4, but rather indicate that they have more work to do on a particular standard.

Benchmark assessments are typical ways of assessing student progress towards a learning goal. These assessments allow instructors to monitor students from the beginning of the year starting point, to the middle of the year progress, and then evaluate end-of-year achievement. Trimester report cards align well to this cycle of building-wide evaluation of our students' progress. Families are given the most up-to-date assessment information through this report card system.

Families will note a multi-page report card that is similar for all grades, but lists specific criteria for achieving each levels' standards. Parents are invited to schedule parent-teacher conferences at the start of December and again in March. As always, parents are able to schedule meetings with staff whenever needed. Third trimester report cards will be sent home with students on the last day of school.

## **PBIS- Positive Behavior Interventions & Supports**

Success in school is a combination of academics, values and attitudes that are combined with positive interaction between students, staff and families. It is our purpose to teach and reinforce positive values through a variety of activities that support our students in feeling a sense of belonging and allowing them to know that they count.

### *Core Values*

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be a Learner

### *What is PBIS?*

PBIS is a proactive systems approach to prevention and responding to school and classroom discipline problems. It involves developing a school-wide system that supports staff to teach and promote positive behavior in all students.

By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

### *Why does NRWE use PBIS?*

Teaching and learning occur in environments where schools are positive, orderly, courteous and safe.

### *What are the benefits of PBIS?*

- Increase consistent use of positive teaching and reinforcement strategies

for behavior among teachers and other school staff.

- Reduces discipline referrals, suspensions and expulsions while increasing academic performance.
- Increase data-based decision making about behaviors and academic skills to be consistently taught and reinforced across all school settings.
- Implement effective behavior and/or academic change plans for students with specific needs not being addressed by school-wide systems through problem-solving teams.
- Implement effective comprehensive supports/services/interventions for students with the most intensive needs through wraparound plans that address home, school and community.
- Identify students in need of mental health services and facilitate access to a range of flexibly designed and effectively provided mental health services.
- Increase family and student voice and participation in implementing positive behavior, academic and mental health systems and practices at the primary, secondary and tertiary levels.

### *PBIS Behavior Matrix*

A behavior matrix allows for staff consistency when discussing behavioral expectations with our students. You will note that the matrix identifies locations explicitly, such as cafeteria and classroom. Students are reminded how to behave safely in each location, how to be kind to their peers, behaviors that demonstrate respect and ways to practice responsibility.



## **Student Discipline**

Understanding that students attend school to *learn*, we expect that children will make mistakes and fail to adhere at times to the behaviors described in the matrix. When choices are made that violate our Code of Conduct or expectations, we take the opportunity to instruct students and help them change their behavior.

### *Penalties*

Students who are found to have violated the North Rose-Wolcott Elementary School's expectations matrix or the Code of Conduct may be subject to the following consequences, either alone or in combination, depending on the severity of the violation.

- Oral warning
- Written/oral notification to parent(s)
- Reflection time
- Loss of recess
- Restrict lunch
- Detention (lunch/before school)
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social/extra-curricular activities
- Suspension of other privileges (ie. assemblies/special events)
- In-school suspension
- Time out of Class
- Removal from classroom by the teacher
- Short-term suspension from school (five or fewer days)
- Long-term suspension (five days or greater)
- Permanent suspension from school

### *Procedures*

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have the opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the penalty.

### *Classroom Interventions*

All North Rose-Wolcott Elementary teachers have classroom behavioral expectations and use appropriate intervention strategies before any students are given Disciplinary Referrals. These include:

- Behavior chart
- Parent-teacher conferences
- Problem solving within the classroom
- Meeting with the school mental health staff
- Consultation with colleagues for support
- Student-teacher conferences
- Student Support Team consultation
- Administrative consultation

### *Administrative Discipline*

When classroom interventions have not been effective in deterring inappropriate behavior, the following procedure will take place:

- Assistant Principal/Principal will conference with the student
- Assistant Principal/Principal will call parent/guardian to explain what has happened at school
- Consequence(s) will be assigned

The following consequences may result:

- Timeout for a class period (student responsible for missed work/working independently)
- Apology of action
- Reflection and problem-solving worksheet
- Restricted lunch
- student/teacher/administrator conference
- Parent/teacher/administrator conference
- Student Support Team consultation
- Morning detention
- Lunch detention
- Enrolment in morning behavioral intervention class
- In-school suspension
- Out of school suspension
- Other
- Use of support room

### *Support Room*

Occasionally at school there are circumstances when a child is unable to make safe choices and maintain safe behavior. We do provide a support room for these students. The support room is an empty room with reduced lighting and a beanbag chair where a student is able to be given supervised emotional support by a trained staff member. This allows the child to calm down and to make safe choices, while keep themselves and others in the school safe. Parents of students with support room intervention on their individualized Crisis Management Plan (ICMP) or on their Individualized Education Plan (IEP) are invited to come and visit the support room Parents are always notified of the use of the support room intervention.

<p style="text-align: center;"><b>Morning Detention</b> 7:20 AM-8:20 AM in Main Office When assigned, student will take early bus.</p>
<p style="text-align: center;"><b>Lunch Detention</b> Student will eat during typically assigned lunch period in the Main Office.</p>
<p style="text-align: center;"><b>Early Morning Behavior Intervention Class</b> 7:20AM-8:20AM, students will take early bus</p> <ul style="list-style-type: none"><li>● Automatic enrollment after third referral to administration.</li><li>● Participation in class will review PBIS expectations for behavior.</li><li>● Failure to attend will result in child completing the lessons during the school day assigned to in-school suspension .</li></ul>

### *Parental Rights*

Students who are given penalties other than oral warning and written warning, their parents are entitled notification and possible additional rights before these penalties are imposed.

#### *Suspension from transportation:*

If a student does not conduct him/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent, or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.

#### *Suspension from athletic participation, extracurricular activities, and other privileges*

A student subjected to a suspension from

athletic participation, extracurricular activities, and other privileges is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with reasonable opportunity for an informal conference with the district's official imposing the suspension to discuss the conduct and the penalty involved.

***In-School Suspension***- The school recognizes the balance between the need for a student to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board of Education authorizes principals and the superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension". A certified teacher will provide educational materials for the student who is assigned to in-school suspension.

***Suspension from school***- Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals. Suspensions may be:

- Short term (5 days or less) suspension from school.
- Long-term (more than 5 days) suspension from school.
- Permanent suspension- Permanent suspension from school is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function

### ***Personal Property Guidelines***

Expensive items such as iPods, DS and other video game players, and cell phones are **not** allowed to be used during school hours. If a child brings in such an item, it is to **be turned off and stored in the child's backpack**. The school does

not assume liability for items belonging to students.

### ***Cell Phones and Electronic Devices***

- 1<sup>st</sup> offense: warning and reminder of the rules (turned off and in book bag during the school day)
- 2<sup>nd</sup> offense: Item is taken and kept in our office until the end of the school day

### ***Damage to Property***

Any pupil who chooses to deface a desk/table or other District property will be responsible for cleaning it up or paying for damages, and will be subject to penalties under the District Code of Conduct. This policy also applies to textbooks, equipment, playground, bathrooms, etc. **It is essential that parents and guardians discuss this responsibility with their student.** They need to understand that damage to public or private property is unacceptable.

### ***Dignity for All Students (DASA)***

New York State Legislation expands protection against Bullying and Cyberbullying In New York Public Schools. On July 9, 2012, Governor Cuomo signed legislation to protect students from bullying and cyberbullying in public schools. The legislation expands the provisions of the Dignity for All Students Act ("DASA").

DASA protects public school students from discrimination and harassment that occurs on school property or at school functions, based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or sex. The legislation adds "bullying" and "cyberbullying" as prohibited conduct. Under the amendments to DASA, "harassment" and "bullying" are defined as the creation of a hostile

environment by conduct or by threats, intimidation, or abuse (including cyber bullying) that

- has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional, or physical well-being;
- reasonably causes a student to fear for his/her physical safety;
- reasonably causes physical injury or emotional harm to a student; or
- occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protection. Our designated contact for North Rose-Wolcott Elementary is Kellie Marciano.

### **Expectations for Dress**

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

A student's dress, grooming and appearance, including jewelry and make-up and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate to be worn in school.
3. Ensure that underwear is completely covered by outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard is not allowed. ***No flip flops are allowed on the playground.***
5. Not including the wearing of hats in school, except for medical, religious, or a special event designated by the principal.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Be appropriate for safe participation in physical education class on PE class days. North Rose – Wolcott Elementary staff will inform all students and parent of the dress expectations at the beginning of the year and of any revisions to the dress code made during the school year.

Students who violate these expectations shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary actions.

### **Student Searches**

Student Lockers, Desks, and Other Storage Places

Students have no reasonable expectation of privacy with respect to these areas, and school officials retain authority over them. This means that student lockers, desks, and other school storage place may be subject to search at any time by school officials without prior notice to students and without their consent. Searches will be documented by the school official involved.

## **Celebrations and Incentives**

### *Cubby Club*

Every month one student from each homeroom is selected to receive the student of the month award. A student can be selected for being safe, responsible, respectful, or being a learner.

*Parent Attendance at Student of the Month Program* - Parents and other guests of Student of the Month/Cubby Club events sign in upon arrival. Once you have signed in, you should proceed immediately to the gymnasium. The section of chairs in the middle are reserved for parents. All other gymnasium seating is for our students & staff. \*Academic classes begin immediately following our Student of the Month program. ***Parents or other guests are not allowed to accompany children to their classrooms.***

### *Positive Referrals*

Any student that improves their behavior or increases their academic achievement can be selected for a Positive Referral.

### *Celebrations*

All children attend centered around safety, respect, responsibility and/or kindness.

### *Gotcha Stickers*

Students at NRWE may earn Gotcha Stickers for being kind, respectful and responsible. Gotcha stickers can be earned on the bus and in school.

**\*\*Please check your monthly calendars for these events. We are ALWAYS looking for volunteers to help us with these events. Please call the Main Office if you can help. \*\***

## **Safety & Security**

To ensure the safety of all students and staff at North Rose-Wolcott Elementary School, we have developed the following procedures:

- The Entrance by playground is the only public entrance to the building. These doors are open from 7:30 am until 4:30pm. All visitors entering the building must pass through these doors, and sign in.
- A minimum of 12 fire and emergency drills are conducted each year. 8 must be completed by December 31, and four must be lock down drills conducted at various times in the school day.
- District and Building Emergency Response Plans have been developed. All staff is trained and the District Office has a copy of the plan. Each staff member also has a plan for his/her classroom to ensure the safety of students in the event of an evacuation or in-house emergency. Emergency response procedures are practiced at least once a year.
- During emergencies, the supervision of students is the responsibility of school staff. When parents become aware of an emergency situation, they should remain at the location indicated on their emergency card so they can be easily contacted.

### *Visitors to NRWE*

North Rose - Wolcott Elementary School staff members encourage and welcome parents and other district citizens to visit our school, to help in classrooms, and to support our teachers in a variety of ways. Since schools are a place of work and learning, it is important that limits must be established for visits to our school. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to our school:

1. Anyone who is not a regular staff member or a registered student in our school shall be considered a visitor.
2. All visitors must report to our secure entry and sign in upon arrival. Please be prepared to show your state issued driver's license or state issued identification card. You will be asked to present it. Each will be issued a visitor's pass which must be worn at all times while in our school or on the grounds. Passes must be returned to our office when visitors sign out upon leaving the building.
3. Parents or citizens who wish to observe a classroom while school is in session must arrange the visit in advance with the classroom teacher so that class disruption is kept to a minimum.
4. Teachers will not take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if necessary.
6. All visitors are expected to abide by the rules for public conduct on school property as described in our district policy.

## **Entering/Exiting/Safety Procedures**

No child is to be released to parents or anyone else without permission from the Main Office. The child will meet the parent in the Main Office when called. When dropped off in the morning, the parent will sign child in and the office will send the child to their room, with the exception of Kindergarten the 1<sup>st</sup> day. In the event the student is on the playground, the Main Office will present the parent with a pass releasing the student from the classroom.

It is very important that parents and guardians understand and follow our procedures for student arrivals and departures, as well as for visitors entering the school. Please read the information below carefully and call us if you have any questions. The building principal will also be available at open house to discuss these procedures in more detail if you have any questions.

*Morning Arrival-* Buses begin arriving for the regular school day at 8:20 a.m. At that time students entering the building proceed to their homerooms or to eat breakfast in the cafeteria.

Parents are encouraged to park in the parking lot towards the right facing the school. In addition, they may use this lot to drop off and pick up their children. **Students may not be dropped off in the bus loop, even if there are no busses in the loop at this time.** Students being transported to North Rose-Wolcott Elementary School must walk to the secure entry and enter through the doors. Please refrain from parking in the reserved spots.

Please **do not park and/or leave** your car in the bus loop. It causes congestion and unsafe situations.

**There is no drop off prior to 8:20a.m.** NRWE does not have the staff to monitor outside or inside before 8:20 a.m. If you wish to enter the building and supervise your own child prior to 8:20, you may do so in the Main Lobby.

*Early Morning Activities-* Students enrolled in an early morning activity such as chorus will be allowed into the building at 7:20 a.m. This is the arrival time for the early morning bus. There will no supervision available prior to this time. If you arrive before 7:20 a.m., please be prepared to wait outside with your child until 7:20 a.m. Students arriving at 7:20 will enter through the bus loop doors and sign-in with the adult providing supervision at that time.

*Walkers-* It is understood that students who walk or ride bicycles to school may not always be able to time their arrival exactly at 8:20 a.m. It is not ideal for students to be waiting outside of the building for an extended period of time in the mornings. Therefore, students who are not being supervised by an adult will be allowed to wait in the Main Lobby until 8:20 a.m. (Students who eat breakfast at school will be allowed to go to the cafeteria at this time.) Because our staff participates in team meetings, faculty meetings, and staff development upon their arrival, we ask you to **please be sure your child arrives no earlier than 8:20 a.m.**

*Volunteers-* Volunteers and visitors are allowed to homerooms at 8:40 a.m., only after they have signed in at the office. Volunteers must be approved by the Board of Education prior to participating in a supervisory role with students.

**\*\*Please remember that the day begins at 8:40 a.m.** Students are given morning work as soon as they arrive. They need to be in their classrooms on time. **\*\***

\*Dismissal is gradual to allow for safe exit from the building. The 1<sup>st</sup> announcements will begin at 3:06 when students being picked up are called to the Main Office with afternoon announcements. Remaining students are dismissed to after school programs and the buses at approximately 3:10 p.m.

*General - pick-up, etc.*

1. During the school day, students may not leave school grounds without parental permission.
2. Any parent/guardian taking a child off school grounds during the school day (8:20-3:10) must use the "sign-in/out" procedures in our school office. A form designating persons to whom a child may be released will be completed on the Emergency Form. If a change is necessary, a parent must come to our office to communicate the change. Remember that our classes run until 3:05 p.m. If at all possible, please allow your child to remain in school until that time. If you do plan to pick up your child earlier than dismissal time, a note is required listing the date and the reason for early dismissal. A note is also required when a student is tardy.

*Parking-* Parents and visitors are welcome to park in the parking lot or in the few spots available in front of the building on Salter Road.

*Photos* – From time to time throughout the year, photos will be taken in school. Some of the photos will be sent to the newspaper or posted on the Internet for publication. Please let the school know if you do not want your child's photograph to be published within 10 days of your child starting school. Parents must contact the school principal in writing to ensure their

student is not photographed at school. Volunteers and parents participating in school events are highly encouraged to only photograph their own child. Please do not share photos of other students on social media outlets without parental permission.

### **Parent/Guardian Contact Information**

It is important that the school have numbers where the parents can be reached during school hours. This is critical if sickness arises while your child is at school. If you do not have a phone, please arrange for a relative or friend to take a message for you. Please notify our secretaries, Mrs. Bradford and Mrs. Davenport, at the school office (315-594-3141) of any change of telephone number at home, work, or for an emergency.

### **Birthdays**

Students' birthdays may be acknowledged. Children whose birthdays occur during the summer months may have a day to celebrate an "unbirthday". Please inform the teacher ahead of time if you are sending in a treat. We cannot distribute food items made in home kitchens. All food must be sent to school in sealed packages before we can distribute it to our students. We only permit the distribution of invitations to birthday parties on school grounds if they are given to all students in the classroom. We wish to include (not exclude) students in all learning and all activities.

### **Physical Education**

Children can participate in our program more safely with rubber-soled shoes. Therefore, we request that students bring or wear sneakers on the days that they have physical education classes. Students are not to wear "Heeleys" in

school during PE or any other time as they pose safety concerns.

### **Student Council**

The NRWE Student Council serves as our student government. The purpose of the Student Council is to give students a voice in our school community and to promote pride in our school. Student Council representatives make decisions about special events and projects and provide a student point of view on various topics. They also learn the fundamentals of student government while building leadership and citizenship skills.

In September, Student Council representatives are elected from each 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade classroom. (Representatives will report to K and 1<sup>st</sup> grade classrooms about Student Council activities.) Student Council representatives are expected to be excellent role models of our Cougar Pride behavior guidelines: Be Respectful, Be Responsible, Be Safe, and Be a Learner.

The NRWE Student Council will meet once a month at 7:50 a.m. Miss Camp and Miss Samar are the NRWE Student Council advisors.

### **Bicycles & Skateboards**

Skateboarding, unless supervised as part of a Physical Education class, is not allowed on school property. Parents must write a signed permission slip for students to ride their bikes to and from school.

### **Homework**

Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction.



Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative. Teachers are cautioned to avoid overloading students with excessively lengthy homework assignments or with overly brief and empty assignments. Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. An assignment important enough to be done must be considered worthy of teacher evaluation. Parents are highly encouraged to look over their child's homework assignments and to utilize them as a starting point for discussions about school content and experiences.

### **School Pictures**

A professional photographer takes school pictures twice a year. Parents will need to purchase the Fall Pictures in advance. In the spring, pictures are taken, proofs are sent home to examine and you may choose the package you would like to purchase. Information is sent home well in advance concerning prices and the date of the pictures. If your child misses fall pictures, there is a scheduled make-up date. There is no makeup date for the spring pictures.

### **Health Office**

#### *Immunizations*

Children entering Kindergarten are required by New York State law to show proof of immunizations. The following vaccines are required for children to attend school:

- 3 doses of Hepatitis B
- 3 doses of DTP (diphtheria)
- 3 doses of IPV (polio vaccine)
- 2 doses of Measles vaccine
- 1 dose of Mumps and Rubella vaccine

1 dose of Varicella (chicken pox) vaccine or M.D. documentation of disease

Please see your doctor about your child's immunization record and to get the second measles shot. Children not immunized properly will be excluded from school.

#### *Physical Examinations*

A physical examination is required for each student as they enter Kindergarten in September. Physicals are acceptable if administered not more than 12 months prior to the beginning of the school year in which the examination is required. The Health Office does screenings regularly on eyes, ears, height and weight. If any problems are discovered, parents will be notified for a follow-up. New York State law requires schools to have physicals on file for students in Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grades.

#### *Birth Certificate*

A copy of the original birth certificate must be on file with the Health Office.

#### *Medications*

The school nurse may give your child prescribed or non-prescribed medicine in school only if both of the following conditions are in place:

1. The medicine is accompanied by a Doctor's note, which states the dose, time of day it is to be given and the length of dosage.
2. The parent writes a note to give the nurse permission to administer the medication. Policy #7513 and Regulations 7512R & 7513R.2

A permission slip regarding over the counter

medications will be sent home the first week of school. The parent/guardian and doctor must sign the slip for any kind of medication that you wish dispensed to your child. It must be returned to the school nurse. Over the counter medications include cough drops, creams and sunscreen.

***Schedule for Wayne County Public Health Clinics***

Children’s Immunization Clinic: 3rd Wednesday of each month from 2-5 p.m. by appointment. Phone (315) 946-5749. \*Parents and guardians are encouraged to bring a copy of the child’s immunization record and must accompany the child.

Well Child Clinic: 1st Thursday of each month, but appointment only. Phone (315) 946-5749. \*Parents and guardians are encouraged to bring a copy of the child’s immunization record and must accompany the child.

**Unexpected Early Dismissals/Delays/School Closings**

Occasionally school may be cancelled, closed early, or delayed, due to inclement weather. The school needs to know where your child is to go if this occurs. At the beginning of the school year, an emergency card is sent home which needs to be filled out completely and returned. In the event of an early dismissal and your child needs to go to another location other than what is stated on the emergency card, please notify the Main Office in writing. Additionally, make sure your child understands what he/she is to do. Please have an alternate plan in place. If school is delayed or closed in the morning, parents will be notified via the Connect Ed Parent Notification System. Additionally, an announcement will be made on the following

stations:

Television	Radio
<u>WSTM-TV (Channel 3)</u> <u>WTVH-TV (Channel 5)</u> <u>WROC-TV (Channel 8)</u> <u>WIXT-TV (Channel 9)</u> <u>WHEC-TV (Channel 10)</u> <u>R News Cable Channel 12</u> <u>WORK-TV (Channel 13)</u>	<u>WSYR – 570AM, WHEN – 620AM,</u> <u>WHAM - 118AM, WACK – 1420AM</u> <u>WBEE - 92.5FM, WZNE – 94.1FM,</u> <u>WCMF – 96.5FM, WPXY – 97.9FM,</u> <u>WYYY – 94.5FM, WTKW – 99.5FM</u> <u>WKRL – 100.9FM, WBBS – 104.7FM</u>

NRWE kindly asks that family members do not try to call school officials at home or work as the telephone lines must remain open for contacting area emergency agencies and employees.

**Custody Papers**

We often receive requests from parents/guardians stating who can or cannot pick the child up at school. The school needs to have a copy of the Court Order on file to comply with the court’s ruling. Anyone involved in such situations needs to see that the Main Office receives the appropriate documentation. A simple verbal request or note without this legal documentation will not be sufficient. This information will remain confidential and shared with District staff on a need-to-know basis.

**Change of Address/ Withdrawals**

It is very important that maintains accurate records of home address parental workplace. Please notify the Main Office immediately if any of this information changes during the school year. Please make sure your child returns library books and/or textbooks to the classroom teacher prior to their departure. Likewise, student any outstanding financial obligations must be resolved.

**Attendance**

School hours are **8:40 a.m. to 3:10 p.m.** One of the greatest indicators for success in school is good attendance. New York State Education Department defines chronic absenteeism as missing 10% of school days for any reason, *excused or unexcused.*

Our school day begins promptly at 8:40 a.m. Please be sure that students arrive at school between 8:20 a.m. – 8:40 a.m. Students who arrive late miss important classroom instruction.

Students are expected to attend all classes and school functions unless they are ill. Should your child show signs of fever or illness in the morning, *please* keep him or her home that day to protect your child, as well as teachers and other students. Parents must pick up ill children and take them home.

Whenever students are absent or late for school, they must bring a written excuse signed by their parent or guardian that gives the reason for their absence. If this documentation is not supplied, the absence will be noted as unexcused. Even when a parent notifies us by phone, a note must be sent so that we have it on file. New York State Education law requires that the school keep these excuses on file.

We believe it is necessary for students to attend school regularly. The principal and teachers expect students to attend school on a daily basis. Action may be taken in the case of excessive absences.

Level	% Absent	Intervention
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1	5%	Member of school team will contact parent/guardian
2	8%	Letter sent home including attendance ladder & current student record
3	10%	Action plan will be completed with student and attendance team, parent contact, home visit may occur
4	15%	Meeting with parent/guardian & attendance team to review guidelines and possible referrals to outside agencies including CPS
5	20%	Possible referral to county agencies, including CPS, PINS or FACT for assistance

MONTH	5%	8%	10%	15%	20%	TOTAL Number of days in school
9/19	1	2	2	3	4	19
10/20	2	3	4	6	8	39
11/18	3	5	6	9	11	57
12/16	4	6	7	11	15	73
1/20	5	7	9	14	19	93
2/15	5	9	11	16	22	108
3/20	6	10	13	19	26	128
4/16	7	12	14	22	29	144
5/22	8	13	17	25	33	166
6/15	9	14	18	27	36	181

### Student Placement

North Rose-Wolcott Elementary staff and administration works together as a team in order to determine individual student needs for classroom assignments. A number of variables

are taken into consideration such as academic needs, social development, combinations of students, past student disciplinary referrals, and formal and informal testing results. A tremendous amount of effort and thought goes into this process. Parent requests will be taken into consideration but are not guaranteed. Requests by parents to alter a classroom assignment are a serious matter as they may not meet the educational needs of the child. If a particular request is made, the principal will meet with the parent, confer and share concerns with the teacher to develop a plan to address the concerns of the parent, and the principal will make a final decision after sharing the plan with the parents. All parties involved will be consulted.

## **Transportation**

### *Bus Routes*

Bus Routes are planned to safely and economically accommodate the greatest number of students. The transportation director considers walking distances to pick up points, time en route, and road conditions, turn around places, and the age of the children. Routing problems may be discussed with the Director of Transportation. Route changes need to be approved by the Board of Education.

### **Bus Garage Contact Information:**

**Phone 315-587-2905 & FAX: 315-587-2906**

### *Childcare Transportation*

The North Rose-Wolcott Central School District recognizes the need to accommodate transportation requests for students to be transported to and/or from an address other than their home. These requests should be necessitated by a working parent's need to provide for child care service before and/or after normal school hours. Childcare

transportation requests will be approved if they meet the following criteria:

1. Childcare transportation will be available to students in grade K-8.
2. A child must be eligible for transportation according to the transportation eligibility policy in order to be transported to or from a childcare provider.
3. The childcare provider must be located within the North Rose-Wolcott Central School District and on an already existing bus route. Door-to-door bus service will not necessarily be provided. New bus routes will not be created and already established bus routes will not be altered.
4. Transportation must be consistent week to week. A child's daily schedule for pick-up and drop-off may be different each day of the week with a maximum of two pickup and two drop off points for the week. For example, a child may go to daycare Monday, Wednesday and Friday and home the other two days. The schedule must remain the same every week for the entire school year.
5. Students should have a primary and secondary drop off address. The only bus notes accepted at school are for students that will be picked up early and who are not riding the bus. All other changes and notes should be brought to the transportation department by the parent and cannot be approved by the school or bus drivers.

### *Bus Rules*

New York State regulation states that the driver of a school bus has the same authority with the children, as does a parent. The driver is given the responsibility of enforcing District safety rules. It is essential that parents/guardians

review the following expectations with their child:

1. Students are required to practice the same kind of conduct that is expected in the classroom. Cooperate with your driver and do not distract him/her.
2. Keep your head and hands inside the bus. Aisles must be clear and students are to remain seated at all times while the bus is in motion.
3. Students are expected to be courteous to one another and to the driver.
4. Profanity will not be tolerated.
5. Violence or threats of violence will not be tolerated. Pushing and/or fighting is forbidden.
6. Drinking and eating on the bus is not allowed except with the permission of the driver or teacher supervisor.
7. Smoking and alcoholic beverages are not allowed.
8. Flammable materials may not be brought on the bus.
9. The driver may administer assigned seats at any time.
10. Secondary students can only ride the 2<sup>nd</sup> trip (morning) three times. The driver can refuse to transport the student to school after the 3<sup>rd</sup> time.
11. Students are expected to keep the bus clean at all times.
12. Animals may not be brought onto the bus at any time.
13. Any act, which endangers, impairs, and/or impedes the health, safety, or welfare of others on the bus, will not be tolerated.

### *Penalties for Infraction*

The violation of some of the preceding rules is more serious than others. Penalties may range from a reprimand by the bus driver or a Report of Student Misconduct to suspension from school and/or total loss of bus riding privileges

for a specific time period.

If a student is suspended from riding the bus, that student loses the opportunity to ride any other bus including activity runs, field trips, athletic events, etc. for the same period of time.

The building principal or the superintendent will determine the appropriate penalty in each situation and they may consult with the bus driver and review the student's disciplinary history both on the bus and in school before making a determination. Offenders are entitled to minimal due process procedures.

Some offenses are more serious than others. Accordingly, some penalties must be more severe. Some offenses will result in almost automatic loss of bus privileges and/or suspension from school; less serious infractions will result in one of several penalties available. Any act that is in violation of public statutes may result in one of several penalties available. Any act that is in violation of public statutes may result in legal action as well as school penalties.

### **Cafeteria Program**

#### *Breakfast/Lunch*

When students arrive at school they may participate in the breakfast program. If your child purchases a breakfast the cost is \$1.70. Students will have 30 minutes for lunch. Full lunch price is \$2.20; students may also bring a lunch and buy milk for \$.60. Menus are sent home monthly and are also available on the school's website [www.nrwcs.org](http://www.nrwcs.org). Ice cream (\$.80) will be available all week, unless our supply has been temporarily depleted.

Each student has an account in the cafeteria.

Parents may send in cash or check, payable to North Rose-Wolcott Cafeteria or use the online pre-payment system which you can find a link to on the district webpage. All money will be deposited into their child's account. If you send the money or check in an envelope clearly marked with your **child's name, teacher's name and "lunch money"** written across it. Students are permitted to charge one lunch and one breakfast meal. Students who have depleted their account will receive an alternate meal of peanut butter and jelly sandwich and milk, or cereal and milk for breakfast until money is added back on their account. If your child receives the alternate meal, the District has the right to bill you for that meal. Please contact the school so we can work together to solve the problem. If you do not want your child to buy snacks with his/her account money, please contact the School Lunch Manager at 315-594-1751, or send a note to the Cook Manager at your child's school, a notice will be put on your child's account. Otherwise, your child will be permitted to purchase such items.

Parents may check their child's lunch account on the internet by signing up online using the link to [MySchoolBucks.com](http://MySchoolBucks.com) on the district webpage. You will need your child's student ID number in order to access the account. Please contact the School Lunch Manager at 315-594-1751. She will assist you with any questions you may have regarding your child's account.

### *Free and Reduced Lunch*

Applications for free and reduced priced lunch are mailed each summer in the District newsletter. Additional applications are

available in the Main Office, are attached to this handbook, or may be printed off the District webpage. Families applying for free or reduced meals must complete the request form and return it to the building office as soon as possible. A new form needs to be completed each year, even if you were eligible the prior year.

**North Rose-Wolcott Elementary School**

**Elementary Student and Parent Handbook Contract**

Each one of us would like to provide the best possible educational advantages for the youth of our community. We want all of our students to be successful. School personnel, parents and students must all try to fulfill their responsibilities for that success to happen. This handbook is intended to be a contract between school, parent and student to ensure that we are all doing our part for the wellbeing of our youth.

My child and I have reviewed and understand this handbook.

I certify that I \_\_\_\_\_ have reviewed this handbook with  
(Please print Parent or guardian name)

with my child, \_\_\_\_\_.  
(Please print student name)

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_