

# Clinton Elementary School

## Student Handbook

### **PHILOSOPHY**

It is the philosophy of the staff and administration that the whole child is educated at Clinton Elementary School. We feel it is necessary to develop each child's academic, emotional, social and physical skills. Our goal is for all children to reach his/her full potential.

Our mission is to successfully teach all students. Each student is given the opportunity to benefit from excellent instruction in a friendly and positive learning environment. We expect individual excellence in mind, body and spirit.

We work diligently to meet the individual needs of all students. Our faculty and staff are constantly seeking new methods to educate your child. You are your child's first educator(s). Since your role does not end with the onset of kindergarten, we welcome and strongly encourage parent support, communication and input. Growth is greatly enhanced when there is a strong partnership between home, school and student.

### **BOARD OF EDUCATION**

Ted Chmielewski, President  
Michael A. Lewis, Vice President  
Ferris J. Betrus, Jr  
Glenn Coin

Jerry Dawes  
Timothy Elgren  
William Gibson

### **ADMINISTRATION**

**Dr. Marie Wiles**  
**Mrs. Pat Dawes**  
**Mr. Steven Marcus**  
**Mrs. Cynthia Higgins**

Superintendent  
K-12 Academic Principal for Curriculum and Instruction  
Building Principal  
Committee on Special Education Director

**Elementary Office Telephone**  
557-2255 or 557-2256

**E-mail:**  
[smarcus@ccs.edu](mailto:smarcus@ccs.edu)

**Fax Number:**  
557-2331

## SCHOOL DAY

1. **School hours:** At 8:50 a.m. students are permitted to enter the building. Students should not arrive at school before 8:50 a.m. because there is no formal supervision. Bus riders are dismissed from their buses at approximately 8:50 a.m. to enter the building. The late bell rings at 9:00 a.m.

Bus riders are released from school at 3:00. Walkers are dismissed at approximately 3:10, following the departure of our buses. Students remaining after 3:10 need to be with a teacher, parent, or adult leader for supervision purposes.

2. Students who are arriving late to school must first report to the **main office** with a parent or guardian. This allows us to know that the child has arrived safely and the parent is aware of the tardy. A secretary will issue a late pass and the student will independently walk to his/her classroom. **If any child arrives late three or more days during one marking period, he or she may receive consequences.** Students are excused for being late if there is an emergency, such as a road closure or flood, family emergency, illness, or doctor's appointment. Other excuses may apply and should be discussed with the principal, nurse, or social worker.

3. Procedures for signing out students at the end of the school day. These rules have been designed to enhance our ability to protect all children and the learning environment.
  - a. Children must bring a note to school on the morning of an early dismissal, stating the time and reason for the early dismissal and the person who will pick up your child.
  - b. Parents or the designated person must come into the office to sign out the child for early or a different dismissal. Unless there is an emergency or doctor's appointment, children will not be called out of class. This disturbs the entire class and reduces the opportunity for learning.
  - c. Children without a note or excuse for being dismissed early will be released at their regular time with directions to follow their typical dismissal procedure.
  - d. Once a child is on his/her bus the driver must be contacted by office staff prior to the child being allowed off the bus with an adult. Please do not try to remove your child from the bus prior to office notification. Parents and other community members are not permitted to board a bus without permission from the driver or school staff.
  - e. If you meet your child prior to their entry onto their bus, please complete the sign-out procedure. This helps us know the whereabouts of your child and avoids a "possible abduction" phone call to law enforcement officials.

## ATTENDANCE

The importance of regular attendance at school cannot be over-stressed. However, a child should not be in school if he/she is ill.

**Please call the elementary school office between 8:15 a.m. and 9:00 a.m. if your child is going to be out of school. This will promote our efficiency and your child's safety. If your child is not at school and we did not receive a call, one of our secretaries or nurse will contact you at home, work, or emergency contact. While we try hard to not make phone calls in error, it happens. We are sorry for the stress caused by an unnecessary call to you and appreciate your understanding.**

In New York State, there are seven reasons for an "excused absence" from school for any child between the ages of 7 and 17. They are:

1. Illness of pupil
2. Illness or death in family
3. Quarantine
5. Severe weather conditions
6. Remedial health treatment
7. Required to be in court

#### 4. Religious observance

All other reasons are “unexcused” and have to be marked as such in school registers (New York State Law). All absences are reflected in the amount of state aid received by the school and often adversely affect the student’s school performance.

You should inform the school if you will be out of town and your child(ren) will be with a childcare provider. The name of the childcare provider and phone number, if different from home, should be given. Please notify your child’s teacher and our office of a new address, phone number, or living arrangement.

If you must take your child(ren) out of school for a family trip, you are encouraged to engage your child in activities related to the trip, for example, reading books, keeping a journal, practicing computational and applied mathematics, taking photographs and drawing pictures, relating science and social studies, following maps, etc. There is a direct link between instruction and schoolwork. It is difficult for teachers to provide assignments prior to a vacation. Upon the student’s return to school make-up work will be assigned. In order to complete schoolwork, the student may need to remain in class during recess or after school. In order for there to be an accurate reflection of your child’s performance on the report card, students are responsible for completing all assigned work prior to the end of each marking period.

According to New York State Law, the school authorities cannot excuse anyone from school. If parents find it necessary to take a child out of school during school hours, the parent must come to the main or nurse’s office before taking the child.

**Written excuses signed by the parent/guardian are required, by school policy and State Law, for every absence and tardy. Please submit a note to your child’s teacher when your child returns to school. Please include the date(s) of absence(s) and reason.**

In the event that an absence has been necessary because of a communicable disease (listed below), please keep your child home until he/she is fully recovered and no longer infectious. When your child returns to school, he/she will be assessed by the school nurse who reserves the right to send him/her home if your child has not fully recovered. Sometimes it is best for you to consult with your doctor. You may also contact our school nurse at 557-2258. **Let’s make sure all children are often washing their hands with soap and water, sneezing into the elbow section of their arm, and keeping some distance from others.**

The following are diseases referred to above:

- |                   |                   |             |              |
|-------------------|-------------------|-------------|--------------|
| a. Chicken Pox    | d. Mumps          | g. Impetigo | j. Scabies   |
| b. Measles        | e. Whooping Cough | h. Pink Eye | k. Swine Flu |
| c. German Measles | f. Strep Throat   | i. Ringworm |              |

In order to minimize the spread of lice, all students found to have lice must be checked by the school nurse prior to re-entering his/her classroom. This school will follow a “no nits” policy.

#### **STUDENT CODE OF CONDUCT**

Please review our conduct expectations with your child. The formal policy is reviewed with students by teachers. In essence, our rules are designed to promote a positive learning environment for all students. We expect all students to display respectful and responsible behaviors. No form of profanity, disrespect, or physical aggression will be tolerated. Weapons, electronic devices (such as cd’s, Mp3’s, and cell phones), hand-held games (e.g. Gameboys and DS’s), or recording devices are not permitted. If a student has a personal item confiscated, it will either be returned to the student, parent or law enforcement official. If at anytime you would like a copy of the complete Clinton School District Code of Conduct Policy, please go to the ccs.edu website and click on menu for School Board Policies or contact the office for a paper copy.

#### **SEXUAL HARASSMENT**

The United States Supreme Court has determined that sexual harassment constitutes prohibited sex discrimination. Sexual harassment means, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal, physical conduct or communication of a sexual nature. If you have any questions regarding this policy, please contact the school administration. We will enforce this and all policies with all students in grades K-12.

### **HEALTH OFFICE**

1. During the school day, our nurse provides assistance to ill or injured children and gives minor medical assistance as required. If it is necessary for your child to take medication during the school day, the parent must bring the medication in its original container, and a note to the Health Office, with the doctor's order. The nurse will administer the medication as prescribed by the doctor and parents. If needed, forms are available from the nurse. Regular note paper may be used.
2. Parents should report any changes in their child's health (e.g., broken bone, allergies, chronic illness, etc.) to the school nurse so it can be noted and properly addressed. Please update health forms.
3. Parents should submit alternate or emergency numbers if they are working outside the home or are out of their home a great deal. Parents with cell phone numbers are encouraged to leave this number with us in the office. E-mail addresses are also useful for communication.
4. Please submit a current copy of your child's immunization record. All students are required to have up-to-date immunizations in order to attend school, unless formally exempt. The school nurse and principal will notify you of any deficiencies.
5. Students in Kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> grades are required to have a physical, given free of charge by the school medical staff or by your physician at your own expense. Please inform the elementary school nurse if you are taking your child to your private physician.

### **BUSES**

1. It is expected that the students will be respectful of all rules, fellow students, the bus driver, and school property. If a child is not going to ride the assigned bus home, a parent or guardian must send a note to school stating the bus change. **No** child will be allowed on any bus other than their assigned bus without a bus pass, which is issued from the teacher or staff, after receipt of a note signed by a parent or guardian. If a bus is filled to capacity or a safety issue is created by adding the student, the request for special busing will be denied. The specific address must be included in your note.
2. **Bus Safety:**
  - A. Assigned seating may be used on buses at any time. This will allow the bus driver to know where students are seated at a quick glance and help maintain control.
  - B. Bus drivers will review bus safety rules on an ongoing basis to ensure students understand the rules and the consequences for unsafe behavior.
  - C. Cameras are placed on several buses each day to record behaviors.
  - D. Typically, the discipline plan for significant bus problems is as follows:

**first offense** – A warning and/or a Bus Conduct Report will be sent to the principal. Consequences may be assigned depending upon the infraction.

**second offense** - A second Bus Conduct Report will be sent to the principal and appropriate consequences will be assigned.

**third offense** – A third Bus Conduct Report will be sent to the principal. Appropriate consequences will be assigned with a possible parent conference by phone or in person.

Depending upon the infraction, a bus suspension may be one of the consequences for unsafe and unacceptable behavior.

In all cases, we anticipate that between family intervention and student counseling, safe and respectful behaviors will be displayed.

- E. During the school year students will be provided with a bus safety orientation by two of our drivers. As required by law, we will conduct safe bus evacuation drills.
- F. Please review and practice the following bus safety procedures with your child:
  - 1. When outside the bus, stop where you can see the bus driver's face and wait for the driver's signal to cross, which is typically a hand motion then cross in front of the bus.
  - 2. Cross with care. Always check for traffic in both directions before crossing the other lane.

**NOTE: If the bus driver blows the horn when you are crossing, stop and return to the side of the road. There may be a vehicle illegally passing the bus.**

- G. It is illegal for any motor vehicle to pass any part of a stopped bus with flashing red lights on, including in the front of the school, parking lots, and roads.

### **LUNCH/RECESS**

- 1. **Lunch:** The cost of lunch is \$2.00. Milk is \$.50 and ice cream is \$.50. Free and reduced lunch is available to those who qualify. Prior to receiving a free or reduced lunch you must first complete a form and receive approval. Please feel free to call the elementary office if you need more information. All children are expected to follow all rules of good citizenship and cleanliness in the cafeteria.
- 1. **Lunchroom Charge Policy:** When students forget their lunch money, we will allow a "charge" or borrow. Our K-5 policy will be as follows:
  - If a child forgets her/his lunch or money, the cashier in the cafeteria will allow up to three charges with an expectation for repayment on the next school day following the first charge.
  - A child needing to charge again prior to repaying the three charges will be sent to the office to either borrow money from a secretary or principal. Repayment is expected on the next school day.
  - The cafeteria or office staff will give students notes to remind parents that money is owed.
  - If you prepay for lunches, the cashiers will send a note home reminding parents of when the prepay ends. Prepayment is strongly suggested and very convenient.
  - Cashiers will have a stamp and safety pins that students can use to stamp their hand or wear the pin to remember their lunch money. This is voluntary and only done if the student makes that choice.

You may prepay for lunches in any denomination by submitting cash or a check to CCS Lunch Program or CCS. There is no prepayment for snacks.

- 3. **Recess:** Children usually have recess during their lunch hour unless they are scheduled for our enhanced physical education program for grades K-3, which is mandatory and will be every other day for 10 minutes per period. They will go outside every day except when it is very wet or the temperature with wind-chill factor is below 20°. The children are expected to follow the playground rules and be respectful of the playground monitors and volunteers. **Children should dress appropriately for the weather conditions.** This includes snow boots, pants and jacket for cold conditions, and protection from the sun when necessary. Children are not permitted to remain in the school during recess unless there is adult supervision or a doctor's note. Children must remain in the designated playground area and follow the monitors' directions. **At no time is a child permitted to go around the fence towards the creek.**

#### 4. **Playground/Recess Safety: Outside days:**

- a. Students must use playground equipment safely and as designed.
- b. If an injury occurs on the playground, the noon-hour school monitor will provide basic care for extremely minor injuries (band aid), send the child to the nurse, or call for the nurse to the playground. Please instruct your child to report injuries to a monitor, teacher, or nurse.
- c. All playground equipment will be thoroughly checked in the early fall and spring to ensure that proper maintenance is completed. The principal, building & grounds supervisor and head custodian will be responsible for evaluating the playground. Monitors and volunteers should also report safety hazards to the principal. Daily checks will be done by monitors.
- d. We remind parents to alert us if their child is allergic to bee stings or have any confirmed allergy. Parents must provide our nurse with necessary medication, which will be stored in our health office. A doctor's note must be included with the parent note and medication.

#### 5. **Inside Recess Days:**

- a. The children will use an available gym on inside days, which are necessary due to inclement weather. They will be allowed to play board games, other inside games, dance, read, and chat. This will allow supervision at all times. **Feel free to donate games from home.**
- b. Children wishing to be in a quieter environment in order to read or complete assignments will be accommodated on a limited basis.

### **SAFETY & MISCELLANEOUS**

1. **Safety:** All visitors are required by State Law and school policy to report to the office upon entering the building. Once you are buzzed into the building, report directly to the office. A visitor's pass will be issued to you if you have an appointment or are an approved volunteer. The front door near the art room and the cafeteria doors will have the buzzer system for entry. Cameras will record activity at our entrance areas, front circle, and playground. Parents may not wait in hallways for children and may not casually visit a teacher or classroom. Sorry!
2. **Emergency Evacuation:** During an emergency evacuation the administration and/or emergency personnel will determine when children can be dismissed. Teachers must maintain control during any and all emergencies. Parent cooperation is essential for the safety and welfare of everyone. Your cooperation in the event of an emergency is greatly appreciated.
3. **Drills:** As required, we will conduct fire drills and emergency response drills. We can (typically) evacuate the entire building in approximately two minutes and our response to a possible intruder in the building is also excellent.
4. **Parking:** The traffic circle in front of the building is closed to traffic (except busses) from 7:30 a.m. – 8:00 a.m., 8:40 a.m. – 9:00 a.m., 2:00 p.m. – 2:30 p.m., and 2:45 - 3:15 p.m. Please drop off your children in the school parking lot in the morning by entering on Kirkland Ave. (near private home) and exiting onto Chenango Ave. (near Agway). The pattern of traffic will be organized. Children may be picked up after school in front of the school only after the buses have left the circle, at approximately 3:15. Do not enter the bus circle while buses are loading. Often there will be a late bus entering at 3:00 p.m. or so. You may enter when buses pull away from the school. For the safety of students and adults, please follow these rules. Also note that you should not park on Chenango Ave. or in the Agway lot. **Please pull to the curb when you are picking-up your child. Stopping on the school roadway poses a significant safety hazard.**

## **5. Change of Address, Phone, e-mail, etc.:**

6. Parents must notify the office immediately when there is a change of address, phone number, etc. This will allow us to keep our records up to date, especially in the event of an emergency. If you move out of the district and would like your child to continue attending Clinton Elementary, please speak with the principal. **You are also encouraged to submit an e-mail address, which we may begin to use for communication and to reduce the use of paper.**
7. **Agendas:** All 2<sup>nd</sup>-8<sup>th</sup> graders will receive student planners known as the Agenda. Please review the Agenda with your child on a regular basis. It is excellent for organization and communication. It includes helpful educational tips for improving achievement. Our Character Education is also included in the Agenda.
8. **Walkers:** Parents should try to arrange for their child to walk to and from school in a group rather than alone. Safe exercise is great.
9. **Lost and Found:** Please label, with your child's name, hats, gloves, boots, coats, sweatshirts, backpacks, lunchboxes, etc. Names should be placed on the inside of these items. This will prevent loss while promoting personal safety. A lost and found is maintained. Parents and children are encouraged to check it often for lost articles. It is amazing to see the amount of unclaimed clothing. Due to the amount of unclaimed articles, we will donate the lost and found three or four times per year.
10. **Skating:** Teachers will keep an annual list of students that attend after school skating on Thursdays. This will provide us with a reference for where students are going.
11. **Parties:** Each class will have a limited number of celebrations. They will relate to the school curriculum in one form or another. Children may celebrate their birthdays by bringing in a healthy treat, but please be mindful of peanut and other allergies. Contact with the teacher, asking for the appropriate time, is necessary. Refrigeration is almost non-existent. Class lists with telephone numbers and addresses cannot be given out due to confidentiality, unless parents agree to publication in advance. Also, invitations for home birthday parties cannot be handed out in the classroom unless the entire class is being invited. It is hurtful to invite only a few close friends while others look on and hear about all the excitement.
12. **Phone calls home:** On occasion it is necessary for a student to call home because something has been forgotten. We try to keep these calls to a minimum and allow calls on an emergency basis. In order to assist students with their responsibility, phone calls home for a forgotten instrument will be extremely limited.
13. **Emergency School Closing:** During the school year it sometimes becomes necessary to close school due to inclement weather. On days when it is necessary to close school, the local radio and TV stations will be making the announcements. Please listen to your local station on days when the weather appears questionable. You will also need to notify the school of emergency go home procedures in the event of an unanticipated early school closing or evacuation. Include the location and phone number of the alternate location where your child should be dropped off in the event of an early unanticipated dismissal.

## **SCHOOL VOLUNTEERS**

Volunteers have helped teachers by working with individuals and small groups of students, assisting in the library, facilitating projects and during our lunch/recess. Parents have also assisted teachers with clerical chores, such as duplicating materials, collating and stapling papers. If you wish to volunteer on a regular basis, please contact the office for an interview time. The PTA will also recruit volunteers.

## **PARENT/TEACHER CONFERENCES**

By working together, the school and the home can help children attain their maximum potential. The teachers, principals and specialists welcome conferences with parents. It is best to communicate directly with faculty and staff prior to contacting administration. A conference by appointment saves time and avoids conflicts. Formal parent-teacher conferences will be held during the fall. Parents may sign up for a mutually convenient date and time in their child's

classroom during the school Open House, which is on Thursday, September 17 from 6:00-7:00 for grades K-2 and 6:40-7:40 for grades 3-5. We will have two 11:30, early dismissals, for Parent-Teacher Conferences, on November 13 and November 17. Other mutually agreeable times will also be available.

### **PEST MANAGEMENT**

Our district uses current Integrated Pest Management practices to reduce the use of pesticides in our buildings and on our grounds. It may be necessary to use pesticides periodically during the year. New York State law requires that schools maintain a list of staff and parents who wish to receive written notice forty-eight hours prior to a pesticide application at their school facility. If you wish to be included on this notification list or for further information on the district's pesticides program, contact Tony Acee, Building and Maintenance Supervisor, at 557-2390.

### **POLICY REGARDING STUDENTS WITH DISABILITIES**

Section 504 is a federal civil rights statute that prohibits discrimination against persons with disabilities in programs receiving financial assistance. The Act protects individuals with a disability who:

1. have a physical or mental impairment which substantially limits at least one major life activity. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. have a documented record of such impairment; or
3. are regarded as having such an impairment

The Clinton Central School does not discriminate against persons with disabilities and provides access to all of its activities and programs.

The Act also obligates school districts to identify, evaluate, and to extend to every qualified student with a disability residing in the district, a free appropriate public education, including modifications, accommodations, specialized instruction or related aids as deemed necessary to meet their educational needs as adequately as the needs of the non-disabled students are met. If you believe your child may have a disability that requires modifications or accommodations to his or her educational program, please contact Cindy Higgins, (315)557-2229, Section 504 Coordinator.

### **ACADEMIC INTERVENTION SERVICES (AIS)**

Students may be identified as needing Academic Intervention Services (AIS) due to significantly low performance on standardized tests or in some cases, extremely weak performance on teacher assigned tasks and tests, including the Developmental reading Assessment (DRA) and Dynamic Indicators of Basic Early Literacy Skills (DIBELS). AIS may include additional intervention implemented by a teacher, teaching assistant, or aide. The criteria below is our guideline for including students in AIS:

<b><u>Grade</u></b>	<b><u>Criteria</u></b>
Entering 1 <sup>st</sup>	Below 70% on 1 <sup>st</sup> grade screening of letters, sounds, and high frequency words from Kindergarten
Entering 2 <sup>nd</sup> & 3 <sup>rd</sup>	Below the 23 <sup>rd</sup> National percentile on the Terra Nova/CAT
Entering 4 <sup>th</sup> & 5 <sup>th</sup>	Below the State Standard on New York State Achievement Tests (level 1 or 2)

Please contact your child's teacher, principal, or Title I coordinator if you have any questions regarding AIS. The New York State Education Department has established the following website to address complaint procedures relating to No Child Left Behind (NCLB) programs – <http://www.emsc.nysed.gov/funding/cladcep/ca0809/complaintsappeals.htm>

### **STANDARDIZED TESTING**

The following forms of standardized evaluations are administered to students at Clinton Elementary School:

**New York State Standards Testing Program:**

Grade 5 Social Studies	November 16 & 17
Grade 5 Social Studies Makeup dates –	November 17-19
Grade 3, 4 & 5 English Language Arts (ELA) –	April 26-28
Grade 3 English Language Arts (ELA) Makeup dates –	April 27-May 5
Grade 3 English Language Arts (ELA) Field Test –	Date TBD
Grade 3, 4 & 5 Math-	May 5-7
Math Make up dates –	May 6-14
Grade 4 Science Performance Test –	May 24-26
Grade 4 Science Written Test – June 7	
Terra Nova/California Achievement Test (CAT)–Gr. 1&2 –	May 19 &20
NYSESLAT Speaking –	April 14-May 25
NYSESLAT (L,R,W,) –	May 17-25

**SCOTT-FORESMAN CLASSROOM TESTING**

**Teachers will implement formal periodic classroom assessments in reading, writing, listening and mathematics. These include Selection, Benchmark, DIBELS and Unit Tests.**