

HERMON-DEKALB CENTRAL SCHOOL

ELEMENTARY HANDBOOK

2016 - 2017



Challenge Your Mind, Change Your World!

Hermon-DeKalb Central School Elementary Handbook 2016-2017

Letter from Principal

Dear Parents/Guardians:

Hermon-DeKalb Central School would like to strengthen the relationship between the home and school communities. This elementary handbook provides parents with a more comprehensive look at our school from the Pre-K through grade 6 point of view. Please take the time to read this over and discuss it with your child. Please take time to visit the school website at <http://www.hdcsk12.org>. I'm excited to be the principal at Hermon-DeKalb Central School and am looking forward to the upcoming year. As the principal, I am responsible for enforcing the code of conduct and maintaining a safe and positive school environment throughout the school. Working with the students, the staff and community members make this job both exciting and challenging. Please feel free to stop by my office to share your thoughts and concerns or you can reach me by phone at 347-3442 or by email at mfoster@hdcsk12.org.

Sincerely,

Megan Foster
Principal

Philosophy

The major goal of Hermon-DeKalb Elementary School is to provide a safe and orderly learning environment for all students, promoting an atmosphere of mutual respect between staff, students and community. In this environment we will recognize individual differences and abilities allowing each student to recognize his/her full potential.

Mission Statement

The Hermon-DeKalb community strives to instill in all students the knowledge and skills necessary to become caring, conscientious, and creative citizens.

Directory

If you have any questions or concerns, please see the following:

Activity Calendar	Main Office
Announcements	Main Office
Athletics	Athletic Director
Bus Transportation	Bus Garage (347-3672) or Principal's Office
Extra-Curricular Activities	Principal's Office
Free/Reduced Lunches	Cafeteria Manager
Illness	Nurse's Office
Lost and Found Articles	Main Office
Personal Matters	Principal
	Superintendent
Special Education	School Psychologist/Committee on Special Education Chair

Board of Education

Ronald Smith---President
 Richard Hamilton-----Vice President
 Donna Anson ----- District Clerk
 Shawn DeLorme Jr.
 Angela Grant
 Kellie Marcellus
 Michael MacCue
 Eli Tracy
 Anne Williams
 Raeleen Willard

District Office

Mark White-----Superintendent
 Donna Anson-----Secretary
 Janet Boyd----- Business Manager & Treasurer
 Kevin Gilbert-----Student Accounts Clerk

Building Offices

Megan Foster -----Principal
 Donna Anson -----High School Secretary
 Angela Fenlong-----Elementary/Purchasing Secretary
 -----CSE Secretary
 Marlene Parcell -----Guidance Director
 Kathleen Harmer-----Guidance Secretary
 Andrew Gillie-----School Psychologist/Committee on Special Education Chairperson
 Christina Germano-----Elementary School Counselor

Students Rights and Responsibilities:

1. Each student has the responsibility to demonstrate a courteous, polite and respectful attitude toward fellow students, staff and others.
2. Students have the right to attend school without fear of intimidation, bodily harm or endangerment of health or welfare by others.
3. Students have the right to attend school for the purpose of learning without disruption by other students. It is every student's responsibility not to disrupt the learning process in the classroom and to follow appropriate rules of behavior in the hallways, cafeteria, library, on the buses and at school related activities.

Basic Rules

In order to insure a safe and orderly learning environment we have established five basic rules that we are all expected to observe.

1. RESPECT people and their property
2. LISTEN to others
3. Follow DIRECTIONS
4. Be RESPONSIBLE
5. Be HONEST

General Behavior Guidelines

Each student is expected to follow these guidelines of good school behavior:

- Know what your classroom teachers expect of you
- Be aware of school rules
- Obey all staff members in the building
- Respect yourself and others
- Encourage your parents to visit school and come to school activities
- Observe all safety rules such as fire drill procedures and not running in the hallways
- Attend school each day and be on time for all classes
- Be prepared for class and do your very best with your studies
- Accept responsibility for your actions
- Exercise self-control at all times

Disciplinary Procedures

The disciplinary procedures at Hermon-DeKalb are designed to meet the needs of the students. First, the school has the responsibility to educate individual students not only in academic areas but also in behavior. Second, the school has a responsibility to protect the safety and educational atmosphere for all students in the school.

The disciplinary procedures here are suited to these two goals. During the earliest steps the students will be disciplined in such a way that he/she can change his/her behavior, and adapt to the school rules.

Dignity for All Students Act

Effective July 1, 2012, this law amends New York Education Law to prohibit harassment against students in school, including harassment based on real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) and sex, and to prohibit discrimination based on these same characteristics.

Behaviors that are strictly prohibited

- Willful physical injury to any person
- Willful damage to property
- Willful disruption of the orderly conduct of classes
- Willful disruption of any school program or activity
- Entry upon any portion of the school premises for any purpose other than its authorized use
- Willful interference with the lawful and authorized activities of others
- Possession or use of alcohol, tobacco, drugs, drug paraphernalia, or weapons
- Sexual harassment, including sexually threatening or suggestive remarks or actions (See District Policy)
- Disrespect towards staff
- Swearing or profanity
- Bullying

Other Possible Consequences

These consequences can be used in any order or combination as deemed necessary by the appropriate teacher/administrator. Repeated infractions will result in progressively more serious consequences.

- Corrective assignment
- Discipline referral form sent home
- Loss of classroom privileges
- Noon-time detention in the In-School Retention room (ISR)
- Restitution
- Removal from classroom to alternate site with work to be completed
- Exclusion from special events, assemblies, field trips, etc.
- Removal from after school program
- Phone call to parent by student or staff
- Child meets with principal
- Out-of-school suspension
- Parent Conference
- Note in file
- A child protective services referral
- Person in Need of Supervision
- Probation Referral
- Police notification where appropriate

School Hours

The school day begins at 8:05 when the students are to report directly to their homeroom; from there the students may attend breakfast or use their time to organize their day. Classes begin at 8:20 and students are expected to remain in school and under the supervision of their teacher until they are excused at the end of the day at 2:55.

Six-Day Cycle

Our school schedule is designed in a six-day cycle. We will begin the school year on a day 1, the next day is a day 2, etc. When we reach day six in the cycle we begin with day 1 again. This schedule is set at the beginning of the school year and does not change, if school is closed for an emergency when school is reopened the day in the cycle remains as it was scheduled at the beginning of the year. As an example if Monday is a day 3, Tuesday school is cancelled because of snow, when we return on Wednesday the students report to their day 5 classes.

Transportation

Transportation is provided for all district students. Questions about transportation programs should be directed to the Head Bus Driver at 347-3672 or the Supervisor of Transportation at 347-3442. The school district has an obligation to provide students with proper and safe transportation to and from school. Likewise students are responsible for conducting themselves in a manner, which will ensure the safety and comfort of all passengers. Actions such as fighting, yelling, throwing objects, use of abusive language, moving from seat to seat, smoking, or other objectionable behavior may result in the loss of the privilege of riding the bus. The Discipline Consequences as indicated in this handbook applies to bus riders. Video cameras are used on school buses and the contents of the tapes may be used to discipline students.

Bus Rules

The following rules have been established to ensure the safety of all students riding a school bus:

1. Remain seated and facing the front of the bus when the bus is in motion
2. The bus driver may assign seats
3. Talk quietly and use appropriate language
4. Do not talk to the driver when the bus is in motion
5. Keep head, hands, arms, legs, feet and all other body parts inside the bus at all times
6. Do not litter inside the bus
7. Do not throw anything inside, around, into or out of the bus

Attendance

All students are required by New York State Law to regularly attend school. The administration and staff of Hermon-DeKalb School believes that regular attendance promotes good work habits and encourages a more positive attitude in school. It is the desire of the school to establish and maintain effective programs for learning. Therefore if students are to develop a strong base for their education regular attendance is a requirement. If it is necessary for your child to be absent from school for more than two days for any reason, please contact the school nurse. The nurse will then make your child's teacher aware of the situation. Excessive absences from school or classes will be addressed on an individual basis by the administration.

Daily attendance is important to enable your child to make steady growth. However, a child should be kept home if attending school poses a significant risk to themselves or others. Examples of when a child should be kept home include: untreated conjunctivitis, impetigo, strep throat, fever (101+) and chicken pox. If a child becomes ill at school, the school nurse will evaluate the condition and determine whether exclusion is necessary based on the child's presentation.

If a child is not in school during the regular school day, he or she may not attend after school activities.

Excuses

A written excuse must be presented to the classroom teacher on the day your son/daughter returns to school. A child's absence will be considered illegal, regardless of the reason, until the written explanation is brought to the school. The excuse must include:

1. Date of absence(s)
2. Reason for absence(s)
3. Signature of parent or guardian

The following are the only legal reasons for absence from school:

1. Sickness
2. Death in the family
3. Religious observance
4. Doctor or dentist appointment

Emergency Information Cards

Each year, Emergency Information cards are sent home for parents/guardians to fill out and return to school. These cards are used to locate parents when there is an emergency or where to send your child for an early dismissal. Please read carefully and understand the information on these cards.

It is extremely important that these have accurate names and phone numbers. In the event we can't reach you when a child is seriously injured, we send the child, via the rescue squad, to the hospital noted on the card. **Please notify us of any changes, as soon as possible, so our records can be kept up to date.**

After School Program

The after school program is available to students in grades K-8 at Hermon-DeKalb. The program is offered Monday through Wednesday from 3:00 until 5:00, busing home is provided. Students need to have parental permission and must register if they intend to stay. Contact Beth Daley for more information.

At times it may be necessary to cancel the after school program, for example, during bad weather. When this happens, we will follow the information on the emergency cards that you fill out. It is very important that this information be accurate and updated when there are changes.

Dropping Off/Picking Up Students at the Beginning or End of the Day

Parents that choose to transport their children are asked to drop-off and pick-up their students at the end of the parking lot nearest the elementary wing. The turn around is located at the end of the parking lot in front of the buses. Under no circumstance should a vehicle pass a school bus when its red lights are flashing, regardless of where you are located in the parking lot.

Early Arrivals

Students who arrive prior to the opening of school must **remain in the lobby or cafeteria until 8:00**. Students are not allowed in the halls or at their lockers before this time.

Late Arrivals

When a student arrives late to school, **he or she must go directly to the Nurse's Office where the time of their arrival will be noted and their excuse collected.**

Picking up Students During School Hours

Occasionally, students may have to leave school before the end of the school day due to emergency situations (i.e. medical appointments or family emergencies). Students who are to be excused early must present a note at the beginning of the day to the teacher explaining the reason for the dismissal. At dismissal time, the parent/guardian must report to the Main Office where they will meet their child and sign them out. Parents are not to go to the child's classroom to pick them up. The child will be called to the Main Office. The procedures to follow are:

1. Written permission is always required for students to leave school early or enter school late. Students must provide a legal excuse in the form of a parent note as written permission.
2. Written permission must be submitted at the start of the school day to the classroom teacher, who will forward it to the Nurse's Office. No student will be permitted to leave without the proper written permission.
3. Parents of students leaving the building after the beginning of the school day must sign the student out at the Nurse's Office.
4. Students leaving school early must provide a legal excuse. A legal excuse is defined as illness (as determined by the school nurse), a court appearance, family emergency (death in the family or family illness), or attendance at an appointment with a doctor, dentist, or lawyer. Students leaving without a legal excuse will not be readmitted to the building. Any student leaving school early is responsible for completing any missed class work, homework or tests.
5. All students leaving early due to illness may do so only with the approval of the school nurse. Leaving school through the Nurse's Office due to illness does not release the student from any of their academic responsibilities.
6. Students who leave under any conditions other than those described above will be considered truant and will be dealt with according to the Discipline Plan.

Hermon-DeKalb Parents & Visitors Procedures

To ensure the safety of all students at Hermon-DeKalb Central School, the procedure requires that all visitors, including parents, to our building, must stop first at the Main Office to sign in and pick up an identification badge. The sign-in log will let office personnel know where you are in case of phone calls or emergencies. Upon the end of your visit, visitors are required to sign out and return the visitor pass.

Parents are encouraged to visit teachers, counselors, school nurse, school psychologist and other support personnel. Please request appointments in order to discuss any problems or concerns.

Fire Safety

Fire drills are conducted numerous times during the school year. These drills are conducted to acquaint the students and staff with the correct procedure to follow in the event of an actual fire. A map describing the fire drill route is posted in each room. The teacher will review the exit plan with the students.

During fire drills the students must leave the building and walk silently in an orderly fashion. Occasionally a fire exit may not be accessible, in this case the students must follow the directions of the teacher who will have an alternate exit route available. The district has developed an emergency management plan to safeguard the students, staff and property.

Emergency Health Information

New York State law requires that every child admitted to the public school must have evidence of a successful vaccination for Measles, Rubella, Mumps, Polio, Hepatitis B, Varicella and DTP (Diphtheria, Tetanus, Pertussia). School health screenings are conducted by the school physician. In addition the School Nurse screens all students annually for vision, hearing, height, weight, and scoliosis. Referrals are made to the parent/guardian as needed.

School Nurse

It is your responsibility to notify the school nurse of physical ailments such as convulsions, heart defects, use of medications, etc., in a timely manner.

Medications for Students

Students may not bring any medication to school. If it is necessary for your child(ren) to take medication during school hours, NEW YORK STATE LAW REQUIRES:

- A. The parent provides the school nurse with a written prescription from the doctor indicating the medication dosage and the time to administer. This includes pain relievers and cough drops.
- B. The parent must personally bring the medicine to the school nurse.

When the medication is to be taken the student will report to the nurse's office where the nurse will administer the prescription.

Parent-Teacher Communications

Communications between parents and teachers is very important. Parent conferences are tentatively scheduled to be held during the afternoon and evening of November 21st and March 23rd. Parents are encouraged to schedule conferences with their child's teacher at additional times during the year should the child be encountering difficulties. If you desire additional conferences with your child's teacher please contact the school and we will arrange a date and time. You should not expect a teacher to be able to conduct a conference "on the spur of the moment." Our teachers have many obligations and responsibilities during the day, it is impossible to teach a class, supervise the students and conduct a conference at the same time.

Standardized Tests

Students are given standardized tests at all grade levels at various times during the year so that we may measure their progress toward local, state, and national standards. Students in grades 3, 4, 5, 6 will take the New York State examination in ELA and Math. In addition, students in 4th grade will take NYS Exams in Science. Parents will be informed in advance of the test dates.

Promotion and Retention

The Hermon-DeKalb Central School District believes that all students can learn with appropriate instructional modifications designed to meet the needs specific to the child. Decisions regarding promotion and retention are based on a review of the student's academic, physical, social and emotional abilities. Retention will be considered on an individual basis with appropriate evaluation and input from school personnel. The final decision to promote or retain a student is made by the Principal.

Homework

The purpose of homework is to provide the teacher with information concerning the understanding of the concept covered in the classroom and it serves as reinforcement of the work presented. Homework assignments are designed to be completed by the student. It is expected that the student will submit the assignment on time. The amount of homework assigned will vary by grade level but in general students should expect to receive more homework assignments as they enter higher-grade levels.

Specialists

A number of exceptional programs are available for the students at Hermon-DeKalb. Federally Funded Title I Programs offer remediation in the areas of reading, writing, and mathematics. Eligible students are scheduled to meet with the Title I teachers on a regular basis.

We also have a resource room available for students with special needs. In the resource room teachers work closely with classroom teachers to reinforce the material covered in the classroom while allowing the student to learn new material using their personal strengths.

A psychologist is available to conduct testing and provide the faculty and parents with educational evaluations of referred students. Parents that have concerns about their child can contact the psychologist and schedule a consultation.

Accelerated Reader

Students in grades K – 5 are encouraged to participate in the Accelerated Reader Program. This program is designed to encourage students to enjoy leisure reading. Students read books of their choice and then take a test on the book. For each successfully completed test the student accumulates points. When students reach predetermined goals they are eligible for prizes.

School Lunch and Breakfast Programs

A breakfast and lunch program is provided for the students at Hermon-DeKalb Central School. Students have the opportunity to participate in the free and reduced lunch program if they meet economic guidelines prepared by the Federal Government and adopted by the Board of Education. We encourage parents to apply for this program; the applications are available from the cafeteria.

At the start of the school year all students receive a card with a photo ID on it and a bar code, students will use these cards to pay for their meals. Parents may send a check or money to the school and pay in advance for the meals. Students will only be allowed to accumulate two (2) charges in the cafeteria.

It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk. No soft drink containers are allowed in the cafeteria.

Breakfast is available daily for \$1.35. When there is a delay due to weather, etc., breakfast will not be served. However, if a bus arrives late for any reason, those students may get breakfast.

Lunch is available for \$2.10 per day, (subject to change.) Milk is included in this price. If your child brings his/her lunch, he/she may purchase milk for \$.45.

Field Trips

Classroom teachers at times throughout the school year schedule field trips. These trips are designed to supplement classroom instruction and introduce the students to resources available in the community. Parents will receive notice in advance of the date of the trip. A signed permission slip must be returned to the teacher before students can participate.

Birthdays

In the past, we have had many cases of hurt feelings over birthday invitations. Unless the whole class is invited, please do not send birthday invitations to school.

Phones, Toys, Games and other Electronics

Portable music devices, cell phones, electronic games, toys, trading cards and any other types of games are not to be used during school hours. Since a security factor always exists, it would be best if such items were not brought to school. If such items are brought into school, they should remain in the student's locker until dismissal. The school is not responsible for any items that are lost or stolen. When students are caught using any of these types of devices or games during school hours the device will be confiscated until the end of the day, for the first offense. The second infraction of this type will result in confiscation of the device until the end of the year or return of the device to a parent during a parent conference.

Dress Code

Individual students and parents are responsible for student dress and general appearance. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. Clothing that contains degrading pictures, sexual connotations, and/or vulgar language is not considered appropriate attire for the academic environment. Also, clothing of a revealing nature is not considered appropriate for the academic environment. Students found wearing such attire will be asked to change the article of clothing or to return home and change their clothes prior to returning to class. Parents and guardians will be called and the students will be responsible for any academic class presentation, tests, or work missed.

Dances

At times HDCS will host Community Dances. This allows students in grades K-5 to attend dances ONLY if they are accompanied by a parent or an adult 18 years or older.

EMERGENCY SCHOOL CLOSINGS

The following radio and television stations will carry information regarding emergency closings: WFRY, WSLU (FM 89.5) and YES FM for radio stations and WWNY-TV7 for television stations. Early school closing will also be sent out on our calling system. Usually these announcements are made by 7:00 a.m. If no announcement is heard, it can be assumed that school is opening on time.

Hermon-DeKalb Central School	<u>Parent Permission Letter</u> Independent Student Use of Computers and Internet
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We are pleased to offer students of the Hermon-DeKalb Central School District access to our computers and the Internet. To gain access to HDCS computers, each student must obtain parental permission and must sign and return this form to the CRC staff.

Access to the computer system at Hermon-DeKalb and to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. Hermon-DeKalb teachers will review guidelines for Internet use, but ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hermon-DeKalb Central School supports and respects each family's right to decide whether or not to apply for computer access.

District Rules for Computer and Internet Use

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communication apply. Access to our computers and the Internet is provided for students to complete classroom assignments and conduct research. Access to this service is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communication over the networks. Users will comply with district standards and will honor the agreements they have signed. Network storage areas are to be treated like school lockers. Network administrators will periodically review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Users should also understand that computer systems are not always reliable and that access may be unavailable at any time, and that data stored on network file servers may be lost at any time. Hermon-DeKalb Central School District will not be responsible for students' data. Students should therefore plan ahead and keep copies of important files on CDR/RW or flash drives.

Guidelines for Acceptable Use

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite and use appropriate language in all communications. Communications which are slanderous, insulting, threatening or degrading to any individual or organization will not be tolerated.
- b. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses or phone numbers or that of other students or staff members.
- d. Realize that users' electronic communications are not guaranteed to be private. School and system administrators do have access to all such communications. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use any computing resources or any school property in such a way that it could be damaged or could disrupt their use by any other users. This includes, but is not limited to, computers, software, data files and furniture.
- f. Do not access, alter, delete or destroy others' files.

- g. Computer use must be in support of education and research and be consistent with the educational objectives of Hermon-DeKalb Central School. For example, users shall not use school computers to play games, listen to music, maintain blogs, download files for personal use, use Internet Chat or any form of Instant Messaging, or electronic mail (E-Mail) unless expressly assigned and supervised by Hermon-DeKalb faculty.
- h. Do not use others' passwords or share your password with others.
- i. Respect copyright laws, license agreements and intellectual property rights. (eg., as in any type of research, credit should be given to all sources used.)
- j. Do not intentionally waste limited resources. (eg., printer supplies, network storage, bandwidth)
- k. Do not employ the computer networks for commercial purposes.
- l. Report the discovery of inappropriate material (in e-mail, in personal folders or on the Internet) to the teacher in charge or to the system administrator.
- m. Do not download any executable (program) files without express permission from CRC Staff.
- n. Do not modify any school Hardware, Software or Operating Systems (including settings) without express permission from CRC Staff.
- o. All Removable Media (Floppy Disks, CD-R/RW, Zip Disks, Memory Sticks, etc.), originating outside the school, must be scanned for viruses in the CRC Office before being used on/in any school computer.

Sanctions

- a. Violations of the above guidelines will result in loss of access. The system administrators, in conjunction with school administration will deem what is inappropriate use of computing resources, and may request the system administrator to deny, revoke or suspend computer and Internet use to certain individuals.
- b. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c. When applicable, law enforcement agencies may be involved.

User Agreement and Parent Permission Form 2016 - 2017
Each student must have this form filed in the CRC in order to gain
access to Hermon-DeKalb Central School computer resources.

As a user of the Hermon-DeKalb Central School computer network, I hereby agree to comply with the above stated rules – working and communicating over the network and the Internet in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I grant permission for that student to use the computers and the Internet services at Hermon-DeKalb Central School as outlined in this document. I understand that this student will be held liable for violating any of the aforementioned guidelines.

Parent / Guardian Name: (Please Print) _____

Parent / Guardian Signature: _____ Date: _____

Name of Student: (Please Print) _____ Grade: _____

Permission for Student's Name and/or Picture to be used on the HDCS School Web Site.
You will find our web site at: hdcsk12.org

Names may be used for: Honor Roll List, Sports Team Rosters, etc.

Pictures may be used for: Sports Pictures, School Concert Pictures, etc.

My Student's Name may not be used on the HDCS School Web Site.

My Student's Picture may not be used on the HDCS School Web Site.