

ELEMENTARY STUDENT/PARENT HANDBOOK

The handbook addresses many topics and attempts to answer most of your questions. Our guidelines and procedures have been developed to maintain a positive learning and safe environment for students, their families and staff members.

★ DISTRICT MISSION STATEMENT

Students and staff of the Stillwater Central School District with the committed efforts and support of parents and community, accept the responsibility to create and foster a positive, safe and challenging learning environment. Our purpose is to guide and prepare our students academically, socially, emotionally and physically to reach their full potential.

★ BUILDING MISSION STATEMENT

Stillwater Elementary School is committed to providing a safe and supportive learning environment, in which all children are recognized for their unique qualities and individual needs. We strive to provide a foundation of skills to ensure academic success, independence, a desire to be lifelong learners, and responsible citizens of our community.

★ BOARD of EDUCATION

Members: Mr. John Butler, Mrs. Kristina Greene, Mr. Tim Hems,
Mrs. Valerie Masterson, Mr. Brian McNeil, Mr. Jon Mueller,
Mrs. Cheryl Richardson, Mr. Michael Toleman, Ms. Shay Valigorsky
Board Clerk - Mrs. Mary Sgambati

★ ADMINISTRATION

Superintendent - Mrs. Patti Morris	373-6100 ext. 30022
Elementary Interim Principal - Mr. Paul Morcone	373-6100 ext. 31001
Middle School Principal - Mr. Timothy Hulihan	373-6100 ext. 30010
High School Principal - Dr. Michael Johnson	373-6100 ext. 30001
Assistant Principal - MS/HS - Mr. Paul Morcone	373-6100 ext. 30040
Director of Pupil Personnel Services - Mr. Ryan Collins	373-6100 ext. 31180
Director of Transportation - Mr. Chris Nelson	664-5661

★ PUBLIC NOTIFICATION The Stillwater Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX and Section 504 Coordinator

Patti Morris

Superintendent of Schools

Stillwater Central School

Stillwater, NY 12170

Phone: (518) 373-6100 ext. 30022

★ TITLE IX (Sex Discrimination)

GRIEVANCE PROCEDURE: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, color, national origin in violation of this policy may file a written complaint with the compliance administrator:

Patti Morris

Superintendent of Schools

Stillwater Central School

1068 Hudson Avenue

Stillwater, New York 12170

Ph. (518) 373-6100 ext. 30022

The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to each member of the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its' written decision in the matter as expeditiously as possible following completion of the hearing.

A DAY in the LIFE of a STILLWATER ELEMENTARY SCHOOL STUDENT

A day in the life of a Stillwater student.

No two days are ever the same in anyone's life, but the expectations and structure of a day in the life of students attending Stillwater Elementary are fundamentally the same. Upon arrival, students move to their classroom in their grade level quad. Each student has a locker to store coats, backpacks and lunchboxes. Instruction occurs throughout the day with breaks for recess and lunch. Students also have a 40 minute block of special area instruction each day - art, music, physical education or library. They may also visit the computer or science lab at different times. Each part of their day results in learning - whether learning social skills, academic skills or how to be a better person by practicing good character. We believe each day spent here is another block in the foundation of the person each student will become. In the interim, we will celebrate the people that they are!

	RECESS	LUNCH	SPECIALS
K	11:35AM-11:50AM	11:50AM-12:10PM	1:31PM-2:13PM
1	11:10AM-11:25AM	11:25AM-11:45AM	12:46PM-1:28PM
2	10:45AM-11:00AM	11:00AM-11:20AM	12:01pm-12:43PM
5	12:00PM-12:15PM	12:15PM-12:35PM	2:16PM-2:58PM
4	12:25PM-12:40PM	12:40PM-1:00PM	10:49AM-11:31AM
3	12:50PM-1:05PM	1:05PM-1:25PM	10:05AM-10:47AM

STUDENT CODE OF CONDUCT

Unless otherwise indicated, the District Code of Conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

While going to and from school, you are expected to:

- ★ Keep a safe distance from the bus, cars, or trucks.
- ★ Walk on sidewalks. Stay out of the way of traffic.
- ★ Walk to and from the bus.

While in school you are expected to:

- ★ Respect the rights and feelings of others by being kind and not hurting others.
- ★ Use appropriate language in all places including in school, on the playground, and on the bus.
- ★ Follow the rules and directions of your teacher and other adults who are in charge.
- ★ Stay in the classroom until excused or dismissed.
- ★ Take care not to damage school property such as desks, chairs, walls, books, or any other items.
- ★ Use special care when handling equipment in art, music, library, and physical education classes.
- ★ Sit where instructed.
- ★ Watch and listen quietly to the performance or speakers.
- ★ Leave the room, following directions of an authorized adult in charge.
- ★ Refrain from using electronic devices without the permission of the principal. The school will not be responsible for any electronic device that is lost, stolen or damaged at school.
- ★ Respect the guidelines of the Acceptable Use Policy related to computer/internet access.

When outside of your classroom, you are expected to:

- ★ Play only in areas chosen by an adult and be sure an adult is with you at all times.
- ★ Never leave the playground area without permission.
- ★ Use playground equipment safely.
- ★ Report injuries to the adult in charge.
- ★ Keep your hands to yourself.
- ★ Use good language.
- ★ Show good sportsmanship.
- ★ Remember your table manners.
- ★ Never throw food or objects.
- ★ Talk quietly during lunch.
- ★ Clean up after lunch and dispose of your trash properly.
- ★ Respect the rights of others by walking and being quiet and polite in the hallways.

Consequences - Students who break the above listed rules will face disciplinary action depending on the facts of the case. This could mean a warning, reprimand, exclusion from activities, detention or suspension. Suspension proceedings are conducted according to Section 3214 of the Education Law.

★ Student Appearance/Dress Guidelines:

Parental guidance and responsibility are necessary to help children make appropriate choices about their school attire. Students are expected to wear clothing that is appropriate for our school environment and all school activities while not detracting from a positive learning environment. Students should wear footwear with backs, while avoiding flip flops, open toes sandals, and athletic shoes with wheels. Failure to abide by footwear guidelines may result in missed PE and recess opportunities.

★ Dignity for all Students Act:

Stillwater Elementary School has high expectations for all students and staff with regard to how we treat each other. We believe in and follow the golden rule. We have an expectation that we will treat each other in a respectful manner at all times. By doing this, we will avoid situations of bullying and/or harassment in our school. There may be times, however, that individuals may make poor decisions and harassment becomes a concern. These cases will be addressed by staff members and taken seriously. Mr. Powell will serve as the DASA coordinator for Stillwater Elementary School and any concerns can be brought to him by students, staff, and parents. Mr. Powell will also utilize the counseling department to provide support for students to ensure that they are comfortable sharing their concerns.



SCHOOL SAFETY

Visitors

Our procedures, described below, are in no way intended to discourage visitors; rather they represent our efforts to maintain a safe, orderly school for all students and the need to know the location of all visitors when in the building. Parents/guardians are expected to adhere to the District's Code of Conduct for the Maintenance of order on School Property.

- ★ Visitors and volunteers are required to sign in at the reception desk and wear a visitor's tag while in school.
- ★ Visitors are welcome as parent volunteers when scheduled, as participants in special activities, and for scheduled appointments.
- ★ Unannounced visits to classrooms prior to the start of the school day or during the school day to speak with staff cannot be accommodated as such visits interfere with instruction and planned meetings/activities. Minor interruptions can have a major impact on instruction.
- ★ Parents and others may sign in and proceed to a classroom or other area of the school, only when expected by a faculty member, i.e. when asked to volunteer or invited to a special activity.
- ★ Items such as lunch, snacks, homework, musical instruments, etc. may be brought to the reception desk. We will see that your child receives forgotten items. Please label these items.

Emergency or Early Dismissal

- ★ In the unlikely event of an early dismissal or other emergency, it may be necessary to send your child home from school by bus during the school day. During the periods of bad weather, we expect parents/guardians to monitor the news to keep up to date about possible early dismissals or school closings (see "school closing" below). When you expect to be away from your home during school hours, please arrange to have a relative or friend available to meet your child. Please talk to your child, and make certain that they know where to go if you are not home.

Pets Visiting School

- ★ Pets are allowed to be brought to school only for occasions approved by the teacher and principal and in compliance with any school procedures.

Fire and Safety Drills

Fire drills will periodically occur throughout the year to ensure that students and staff are familiar with proper evacuation procedures in the event of a real emergency.

As part of our "School Safety Plan" we practice drills which will involve a complete LOCKDOWN OR LOCKOUT of the total school facility.

- ★ When a LOCKDOWN drill occurs, students and staff will be required to remain in their rooms with the doors locked until the drill is over. Visitors are also expected to remain quiet and follow directions.
- ★ Visitors will not be allowed into the building until the drill is complete.
- ★ DUCK and COVER drills are also held to prepare for the possibility of severe weather conditions, such as a high wind warning.
- ★ Lockdown and lockout are just two of the drills practiced each year. We appreciate the cooperation of those who find themselves present during any drills.

OTHER INFORMATION

SCHOOL CLOSINGS

Please monitor local TV and radio stations for the most up-to-date school closing information:

- ★ Additional news regarding cancellation of afternoon/evening activities is also available at www.scsd.org.

VOLUNTEERS

We encourage parents/guardians to become involved in the classroom and other school activities. Such involvement really makes a significant difference in our children's success. Please explore the many opportunities available through your child(ren)'s classroom teachers, the principal's office and PTA. Please also note our visitor procedures under "Visitors". All visitors are expected to adhere to the district's Code of Conduct for the Maintenance of Order on School Property.

LOST and FOUND

It is suggested that parents label coats, sweaters, books, hats, lunch boxes and other personal items to ensure a prompt return to the owner. Items such as wallets and eyeglasses, if found, will be kept in a safe location. We encourage each child to check each lost and found location if an item is misplaced. Please check with your school about where most lost items are gathered.

TOYS/ELECTRONIC DEVICES

The school/district is not responsible for lost items. All electronic devices, including hand-held games, CD players, MP3 Players and cell phones are not allowed to be used during the school day and will be taken to the main office. Students should not bring such devices to school. All other toys should only be brought to school with the permission of the teacher.

CUSTODIAL/LEGAL ISSUES

Our school is often informed about parenting arrangements, custody issues and related information. The district's guidelines are described below.

Student Pickup by a Parent/Guardian

★ Unless a court order or custody agreement has been issued stating that a parent or guardian is not allowed any contact with a student or specifically states a parent is not allowed to pick up the student from school, the district will release a student at the end of or during the school day to either parent/guardian. If a parent/guardian who is unknown to school staff requests release of a student, every effort will be made to contact the other parent/guardian before releasing the student. If a parent or former guardian is legally barred from contact, the school must have a current copy of such order to be kept on file by the school principal.

School Events

★ Unless there is a specific court order or custody agreement that prohibits one parent from attending school events, both parents can attend events such as concerts, plays, sports events and awards ceremonies. If parents are unable to attend without conflict, or their interactions at the events are disruptive, both parents may be asked to leave. We appreciate being informed about information that affects our students and will keep the documents you have provided us on file. The education and safety of all children enrolled in district schools is our primary responsibility, and therefore, we cannot adapt our programs and procedures to conform to every private parenting arrangement about which we are informed.

Decision Making

★ When parents provide conflicting instruction or directions to the school concerning educational matters about which we need parental input, we will (when possible) make reasonable efforts to let parents know there is a conflict so the two parents/guardians can resolve it. However, when that does not result in agreement, the school staff will generally rely on the input of the parent who most regularly communicates decisions about the student's education.

Either parent may provide consent for a child to participate in activities that require consent, unless there is a court order that specifically says one parent is not allowed any contact or to make school decisions.

In an emergency, we will first try to contact the parent who is identified in the parenting arrangement as the primary contact, but if that parent/guardian cannot be reached we will also try to contact the other parent/guardian.

Teachers and other staff are not expected to meet with parents/guardians separately to discuss a student's progress on a particular issue. This allows our teachers and other staff to use limited time wisely, and also helps ensure that both parents/guardians are provided with the same information.

Committee on Special Education

The district is not required to hold more than the required number of Committee on Special Education meeting to which both parents/guardians are invited to attend.

Records and Information

Unless there is a court order or custody agreement that specifically says one parent is not allowed to have information about the child, both parents, may request and review the child's record and have copies of records, including report cards.

INSTRUCTIONAL PROGRAMS

The School Day

★ The school day at the elementary school begins at 8:45AM and ends at 3:00PM. Students may enter classrooms at 8:30AM. Parents should be aware that there is no supervision of students provided prior to 8:30AM; therefore, parents should not drop off students before that time. Students entering school after 8:45AM will be marked tardy. The elementary school offers a breakfast program between 8:45AM-9:05AM. Students eligible for free/reduced lunch are also eligible for free/reduced breakfast. The lunch program and recess in the elementary building is scheduled between 10:45AM and 1:30PM. When weather permits, students have recess outside. Boots, coats, hats, snow pants and mittens are all good ideas for cold and snowy days. Please remember that all students go outside for recess. They should be dressed for the weather.

Classroom Assignments

★ Students at Stillwater Elementary School are placed in classroom assignments after careful and exhaustive consideration.

All classrooms at each grade level are regular education classrooms. That being the case, each classroom contains students of a heterogeneous mix of high, average, and low average abilities; balances in numbers of boys and girls; and similar numbers assigned to each section at a grade level, whenever possible.

Some regular education classrooms may include students who require the additional support of special educational services to meet with success in school. These classrooms may be assigned a special education teacher, either on a full time, or consulting basis. Students identified as being in need of additional support are granted by Federal legislation the right to receive that additional support in the least restrictive environment possible. At Stillwater Elementary that environment is generally the regular education classroom.

It is important that parents understand that the school assigns students to classrooms. Requests from parents for a particular class and/or teacher for their child are not solicited by the school, and due to the large number of students, are unable to be honored. Classroom assignments are finalized over the summer and students receive their teacher assignments by mail in mid July. Parents who wish to provide information regarding their child's specific learning needs should submit the information in writing to the principal no later than June 1st.

Morning Program/Character Education

★ The Morning Program is scheduled throughout the year for students in Grades K-5. A guiding principle is highlighted each month. On Morning Program Mondays,

from 8:55am-9:15am, students meet in the gym either as a half or whole building for Morning Program. Morning Program includes the Pledge of Allegiance, singing songs, presenting student awards, acknowledging birthdays, etc. Classes have the opportunity to present plays and performances at Morning Program. Each Monday we stress our particular guiding principle of the month, to reinforce our District's Character Education Initiative. Parents are always welcome to attend.

Student Support Services

Academic Intervention Services

The Stillwater Central School offers remedial assistance to those students who require additional support in grades K through 5. Academic Intervention teachers collaborate with classroom teachers to team teach, lead small groups, and provide assistance to students.

Students qualifying for AIS are determined by:

- ★ **Standardized achievement test scores below the 25th percentile in Reading or Math.**
- ★ **State assessment scores below the proficiency benchmarks.**
- ★ **Teacher recommendations.**

Academic Intervention Services are required by the State of New York and Federal "No Child Left Behind" legislation and as such parents **may not** opt out of AIS Services for their child.

SECTION 504 (Handicapped Discrimination)

GRIEVANCE PROCEDURE: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of handicap, race, color, national origin in violation of this policy may file a written complaint with the compliance administrator:

Patti Morris
Superintendent of Schools
Stillwater Central School
1068 Hudson Avenue
Stillwater, New York 12170
Ph. (518) 373-6100 ext. 30022

The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education indicating with particularity the nature of disagreement

with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its' next regularly scheduled Board meeting following receipt of the response.

The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its' written decision in the matter as expeditiously as possible following completion of the hearing.

Special Education

★ The general education instructional programs of the Stillwater Central School District are designed to support each student toward mastery of the New York State Learning Standards. In addition to classroom instruction, the District provides a variety of Educationally Related Support Services as part of the general education program to promote student success. A small proportion of students require more intensive support to succeed than is available through the general education program. For students determined by the Committee on Special Education to demonstrate disability *that adversely affects the student's mastery of the Learning Standards*, the District provides a continuum of special education services. A determination of an educational disability is made by the Committee on Special Education. A recommendation for a referral to the Committee on Special Education is made by the building level student services team. Before a recommendation for a referral is made, the building level team determines that all available supports have either been provided or are not appropriate. Although State Education regulations allow for a direct referral to the Committee on Special Education by the parent, experience has shown that more positive outcomes for students are achieved when the student's needs are first considered by the building level student services team. Once a referral is made, parent consent is requested for evaluation. When evaluations are complete, the Committee on Special Education meets (the Committee includes the active participation of the student's parents) to review the evaluation results, to make a disability determination, and prescribe special education services as appropriate. The recommendation of the Committee on Special Education is then presented to the Board of Education for approval. Please contact the Elementary Principal or the Director of Special Education with questions or concerns related to referrals to the Committee on Special Education or the special education

services provided by the Stillwater Central School District.

ADMINISTRATIVE

Enrollment of New Students

★ Parents of any child entering the Stillwater Central School District for the first time must present an original, or a certified copy, of a birth certificate, a physical record, an immunization record, and 2 proofs of residency. New York State requires that the immunization record include the dates that the following immunizations were administered:

DPT (series of three), Polio (series of three), HepB (series of three), measles, mumps and rubella after one year of age, a second measles and the varicella/varivax (chicken pox) before entering Kindergarten. Kindergarten students must be five (5) years of age on or before December 1 to be eligible to attend Kindergarten.

Student Information Sheets

★ Information sheets are sent home at the beginning of the school year for each student. These cards contain vital information needed in the event of an emergency or early dismissal. Please review the preprinted portions of the sheet, make any changes necessary, and add new information if necessary. Please be sure that emergency contact information is accurate, up-to-date, and that people know you have included them on your sheet. Most important: Please be sure to sign your child(ren)'s sheet. A phone call or a note is required from a parent/guardian if anyone other than the parent or guardian is picking up a student, even if the person is listed on the emergency sheet. Please be prepared to show photo identification. If any changes occur during the school year, please inform the office so the card can be kept up to date.

Reporting to Parents

★ Report Cards/Progress Reports - Students in Grades Pre-K through Grade 5 receive 3 report cards during the school year. Elementary report cards dates are listed on the district calendar, occurring during the months of December, March and June. The first report card/progress report is usually handed out during the parent/teacher conference.

★ Conferences - Parent/Teacher conference days are scheduled during the months of December and March. During these days, there is a $\frac{1}{2}$ day of school for students with dismissal beginning at 11:50am. These conference days are set up so that teachers have the chance to speak with parents one on one. Parents are strongly encouraged to have alternative childcare arrangements as young children can be disruptive to conferences being held throughout the building.

★ Parents may request additional meetings at any time during the school year by sending a note to the teacher, or calling the reception desk to leave a message. Parent/teacher conferences which are planned will be of the most benefit to all concerned.

Back to School Night (Open House)

★ Open House is held early in the fall during which many aspects of the school year are presented to parents.

Field Trips

★ Field trips may be an enhancement to education and the curriculum. They are usually organized and scheduled by grade level teachers. Parents are encouraged to volunteer to chaperone trips to insure the safety and success of the program. A permission slip is signed by a parent or guardian for each field trip. When a trip is scheduled, parents will be informed in writing of the date and destination of the trip as well as any additional information needed. Students with chronic medical concerns will usually need to be accompanied by a parent on field trips.

ATTENDANCE

Elementary Starting and Dismissal Times

Grades K-5: 8:30am-3:20pm

Parent Pick-up: **3:10pm**

Pre-Kindergarten

AM: **9:00am - 11:30am**

PM: **12:15pm - 2:45pm**

Attendance Policy

★ At Stillwater Elementary School, if a student is absent from school for 15 days for the full year, unexcused, they may not qualify for advancement to the next grade level. In addition, if a student has 15 or more unexcused absences in a school year the case will be referred to Child Protective Services and the Saratoga County District Attorney's office.

Student Drop-Off

★ Children should not be dropped off prior to the official start time, noted above, at which time adult supervision will be in place. Children are not allowed to walk unattended in the parking lot. Do not leave your vehicle unattended in the travel lane.

Tardiness

★ Any student arriving after the official start time, noted above, of the school day is considered "tardy". A note of explanation from the parent will ensure the proper reason for the tardiness is noted in the student's official attendance record. State law requires strict accounting of student attendance and punctuality, regardless of cause. Each child must be walked and signed into school if tardy.

Parents must park in a designated parking place before walking into school.

Reporting Absences

★ If your child is absent, please notify the attendance clerk of the reason and expected length of absence. Voice mail will record messages before or after school hours. A written excuse is required upon the student's return. This note must be submitted to the attendance office within three days of the student's absence from school. Notes will not be accepted after three days. When an absence occurs for three consecutive days due to illness, a physician's note will be required. **Students who demonstrate a pattern of absences (more than five total for the year), in which sickness is reported by a parent are required to submit a doctor's note to excuse additional "sick" absences beyond the threshold of five.**

Medical/Dental Appointments

★ Parents are asked to make routine medical appointments outside of school hours. Doctors and dentists have generally cooperated in order that the student will not lose any valuable instruction time.

Pupils Excused During School Hours

★ A phone call or a note is expected from a parent/guardian if anyone other than the parent or guardian is picking up a student, even if the person is officially listed as an emergency contact. When a parent/guardian or other "designated adult" plans to sign a student out at the end of the day, rather than allowing the student to ride the bus home, a note requesting this change should be sent to the child's teacher on the day of this change in routine. The student will not be released to the adult directly from the classroom. The student will be called to the reception desk, where the adult will sign him/her out and will be expected to show photo identification.

Parent Pick-Up at Dismissal

★ Parents picking students up at dismissal need to follow the procedure outlined below:

★ Parents must send a note to school to indicate a child will be picked up rather than transported home on the bus. For students who are picked up regularly, a note stating such should be presented to school on the first day of pick-up. This note will be kept on file for the year.

★ Parent Pick-up: In an emergency parent may also call the school directly to request a parent pick-up. Calls received after 2:30pm may not be accommodated. Parents picking students up will need to park at the rear of the building(near cafeteria). This door will be opened at **3:10PM**. All students for parent pick-up will be called to the Cafeteria. Parents will sign their children out at this point.

Religious Observances

★ The Stillwater Central School District recognizes the diverse religious backgrounds and values represented in the school community and have adopted a regulation that

addresses many of the questions related to this issue. The complete policy and regulations are available at the district office. Please note some highlighted sections of our regulation below:

- ★ Religious accommodations cannot include excusing students completely from courses, testing, and/or other activities required by state law for graduation.

- ★ Upon a request from a parent or guardian to have his/her child excused from specific instructional activities that they feel violate their religious beliefs, teachers and principals should consult with each other, and then with the parent to determine alternatives that are of comparable instructional value.

- ★ Students generally are not exempt from lessons that may be inconsistent with their religious beliefs or practices.

- ★ Students who are absent from school or class because of religious observances shall be allowed to make up work, examinations, study or work requirements which he/she missed because of such absence.

- ★ Make-up examination(s) or work shall be provided as long as it does not create an unreasonable burden upon said school, class, students or teacher.

- ★ Students are responsible for making up the work or exams according to an agreed upon schedule.

Family Trips

- ★ Absences from school deprive a student of the classroom interactions, practice, and opportunities for additional assistance necessary for academic growth. There is concern regarding the loss of instructional time due to family trips scheduled while school is in session. These are considered unexcused and are defined as illegal according to State Education Law. In the event of such an absence, teachers are not required to provide work prior to the trip. It is the parent's responsibility, working with the teacher, to make certain that any assignments and tests be completed in an agreed amount of time. It is extremely important your child be at school on time during New York State testing weeks (see school calendar). Should your child miss these tests, your child loses out on the diagnostic value of the assessment and their lack of a score may affect the school's good standing in terms of state and federal standards. Kindly avoid taking family vacations during testing weeks.

CAFETERIA

Stillwater Food Service

Director: John MacDonald 373-6100 x30513

- ★ The services of the school cafeteria are available to all students. A lunch menu is sent home with students weekly in the Newsflash and available on our website, @ www.scsd.org.

Board of Education Lunch Policy

- ★ The Board of Education expects all students to be treated with dignity and compassion. Students are expected to pay for meals with cash or by using the prepay system, Nutrikids. Recognizing that individual students may occasionally come to school without breakfast or lunch money, the following guidelines have been established:

- ★ A student may charge up to 3 lunches at the cash register. The student will be given a notice to take home notifying his or her parent/guardian to send in money for the meals.

- ★ After the 3rd meal is served without payment, the cook will contact the District Food Service Director. The School Principal or Designee will also be informed in order to remedy the situation.

Free and Reduced Lunch Program

- ★ School children from families whose income is within the pre-set income scales set by the State are eligible for Free or Reduced Meals and one Free or Reduced half-pint of milk each day. To apply for a Free or Reduced Price meal for children, parents should complete the Free or Reduced Price meal application, which is sent home each year with the August District Newsletter. If you do not receive the newsletter, please call the school for an application. During lunch periods, students remain in the cafeteria. Upon finishing their lunches, students are expected to leave their area as found before returning to class.

Food Allergies

- ★ The district is aware of the need to accommodate students with severe food allergies. Guidelines are available and plans are developed and implemented to meet the individual needs of each student.

Prepay System (Nutrikids)

- ★ Stillwater School uses a computerized debit system that allows parents to deposit money into a child's account at the school to be used as needed in the cafeteria. While cash can also be used, the debit system offers several advantages:

- ★ You do not have to send cash to school with your child.

- ★ You are assured the money is spent on food at school.

- ★ You can put a small amount of money into the account to be sure your child has lunch money if he/she forgets lunch.

- ★ A check gives you a good record of deposits into the account. Students may bring cash or check (made out to school) to the cashier in the cafeteria.

- ★ The system keeps track of what each student purchases on a daily basis.

HEALTH OFFICE

The Elementary School health office is responsible for the physical well-being of your child while at school. At times it is difficult to locate parents in case of illness or accident.

Please be sure that the school has an alternate local telephone number of a friend, relative, or neighbor who will be available in case you are not at home during an emergency. In this situation some students become easily upset when a parent or guardian cannot be reached. It is very important to keep the school informed of all phone number changes, i.e. home, work, and people available in an emergency. Students with illnesses and injuries who may not participate in Gym classes may not attend outside recess. This is strictly adhered to for the safety of all children. Any student with illness or injury, requiring a cast, brace, or appliance, must submit a note to the Nurse from the doctor excusing them from activity. This note must be dated with start and stop dates. If no stop date is indicated initially, a note must be obtained when the student is released from the Doctor saying he/she can resume all activity. A child returning to school with any restrictions should bring a doctor note on the first day back to school. A child should always report to the Nurse when these situations occur.

Disease Notification

★ We appreciate your assistance in controlling the spread of communicable disease in school. We recommend keeping your child home during the time they are experiencing acute symptoms of a cold or other illness (such as, sneezing, coughing, fever). This protects other children and staff from exposure, aids in faster recovery, and protects against complications. Please remember the **ALL IMPORTANT** 24 hour rule! Keep your child home if they have vomited/had diarrhea within the last 24 hours, and they should be fever free (below 100 WITHOUT fever reducers) for 24 hours before returning to school. Your child needs to be on antibiotics for 24 hours prior to returning to school if they have been diagnosed with strep throat or conjunctivitis (pink eye).

★ We ask that you notify the school if your child has been diagnosed with a strep infection, chicken pox, conjunctivitis (pink eye), fifth's disease, or head lice. Other diseases, which are uncommon, should also be reported to the school. These include but are not limited to measles, mumps, rubella, meningitis, hepatitis, pinworms, and scabies.

★ Head Lice (Pediculosis): Students who are found to have head lice and/or nits (eggs) are sent home and not permitted to return to school until the lice and nits have been treated. The school nurse will check the child upon returning. When a case is discovered in a classroom, other children in the classroom may be checked and notification is sent to all parents.

IF YOUR CHILD DOES HAVE HEAD LICE, PLEASE KEEP YOUR CHILD HOME UNTIL FREE OF LICE! CONSULT YOUR FAMILY PHYSICIAN FOR TREATMENT.

When notified, the school nurse will send home a confidential notice informing parents of the health issue in your child's classroom.

School Physicals

★ The school physician gives physical examinations to entering 2nd and 4th grade students who have not had one completed by their family physician. Please notify the school nurse if you wish to have your child examined by your family physician. A statement of physical exam must be submitted from your own medical doctor for school records. After Grade 5, a scoliosis check must be noted on the exam record. **Anyone who does not have a physical form completed at the time the school physician does physicals, a physical will be done by the school physician.** The school physician also serves in an advisory capacity on general problems of health and periodically visits the school to consult with personnel on health matters.

Routine Screenings

★ The following school-wide screenings are done by the school nurse:

★ Vision and hearing screenings are administered each year. These tests are not fine tests, but are used for gross screening. You will be notified if any areas of concern are found. A follow-up examination can be performed by your physician for diagnosis and treatment as necessary.

★ A scoliosis screening is completed annually from Grades 5 through 9. You will be notified if any further examination is requested.

Medication Policy

If a child is to take any medication during the school day, an **adult must bring** the medication to the school nurse. Medications include, but are not limited to, prescription drugs, over the counter medications, cough drops, pain relievers and vitamins. If a student needs to take medicine, either during school hours, or in case of an emergency for a known physical problem, the medication may be left with the school nurse. No medication will be accepted at school or administered unless accompanied by a letter from the physician, which must include the following:

- ★ Name of medication, dosage, and route of administration.
- ★ Necessity for student to receive medication at a designated time.
- ★ Permission for the school nurse to dispense the medication.
- ★ Additional measures, if any, to be taken after student has taken medication.
- ★ Name, address, and phone number of physician.

★Physician's signature and date. There must be a signed parent permission letter accompanying the physician's letter. Any medication kept in school must be in a **pharmacy labeled container** with the following information on the label:

- ★Name of student.
- ★Name of medication, dosage, and route of administration.
- ★When medication is to be given.
- ★Name of physician prescribing medication.
- ★Date prescription was filled.

The responsibility of getting medications to and from school lies with the parent or guardian of the student. All medications will be kept locked in the Health Office.

Elementary students are never to keep medications of any kind on their person, in purses, lunch boxes, desks, etc., and are not allowed to transport them on the bus.

It would be very helpful if parents would advise the school nurse of any medications being taken at home which could possibly affect the child's performance or behavior at school.

First Aid at School

★The school nurse is not allowed, by law, to give any treatment beyond emergency first aid care, as prescribed by the school physician. Further care and diagnosis must be obtained from your family physician.

Excuses from Physical Education Class

★ The only excuse for not attending and/or participation in physical education (P.E.) is a medical excuse signed by a physician. A student may not be excused from more than one P.E. class without a medical excuse signed by a physician. When your child is excused from physical education class, he/she is excused from playing at recess and is required to sit at a bench when they are outside for recess. Any questions or concerns, please contact the Principal.

BUSING

Director of Transportation - Chris Nelson

The Bus Garage can be reached at 664-5661.

The primary concern of our transportation department is to transport all our children safely to and from school and school sponsored events. Drivers have been instructed that they may not permit any unsafe behavior by anyone while on the school buses. They have also been instructed when to issue "Bus Conduct Reports" which will be submitted to the Director of Transportation. These may be used to remove a student from the bus. Bus Conduct Reports are forwarded to the school for informational purposes. It is important that students on the bus:

- ★Observe the same conduct as in the classroom. Loud and distracting noise interferes with the driver's concentration.
- ★Be courteous and refrain from inappropriate language.
- ★Food and drink will not be consumed on the bus unless specific permission is given.
- ★Throwing articles while inside the bus is prohibited, help keep the bus clean.
- ★Board or leave a bus only after it has come to a complete stop.
- ★The use of tobacco, drugs, or alcohol is forbidden.
- ★Students will be held responsible for any damage they do to the bus or its equipment.
- ★Remain seated while the bus is in motion.
- ★No part of the body will be extended outside the bus window.
- ★The driver is authorized to assign seats; cooperation with the driver is required at all times.
- ★Articles that are determined by school officials to be potentially dangerous will not be allowed on the bus.
- ★Quarreling, fighting or rough play will not be tolerated.

School Bus Conduct

★Students are under the authority of the driver of the school bus while being transported to and from school. The lives of the students and driver are at stake, and misconduct that jeopardizes safe travel to and from school will not be tolerated. Any serious infraction of rules must be reported by the driver to the Director of Transportation, Chris Nelson, at 664-5661.

Consequences for Misbehavior on the Bus

- ★Verbal warning/conference with driver on bus after other students exit.
- ★Written referral to the Transportation Director. Bus driver may assign seat at this point. Referral sent home to parent.
- ★Upon a third warning, suspension from riding the bus, by the Principal.
- ★IN SEVERE CASES, Immediate Suspension of bus privileges-i.e. throwing objects on the bus, endangering safety of others.

Transportation Procedure for Elementary Students

★Stillwater Central School will provide transportation for all children who attend the Elementary School, in a manner that is safest for the children, keeping in mind consistency and efficiency. Transportation will only be provided to, or from, home, a babysitter or day care, and only within the school district. In order for the school to schedule transportation from childcare provider, the information needs to be given to the Transportation Department by July 15; this will allow us the time to make the necessary adjustments to the bus runs. Any changes during the school year should be done using a bus pass. **If the bus**

passes are not used we may not be able to provide the transportation as requested. Passes are available at the elementary school. All permanent changes, or any questions, should be directed to the transportation department at 664-5661.

Kindergarten Students

★Transportation will be provided from home, babysitter or day care, as long as the arrangements are consistent. The pickup and drop off points have to be the same morning and afternoon, as well as everyday of the week. Parents or a responsible adult will be expected at the bus stop, in the morning and the afternoon. If at all possible do not bring younger siblings to the bus stop. However, if the need arises please make sure the younger siblings stay well away from the bus and hang on tight to your child. For safety reasons, in the afternoon, the drivers have been instructed not to drop off a kindergarten child unless the parent is at the stop. Please reinforce with your child the need to follow the drivers' instructions at all times.

First and Second Grade Students

★Transportation will be provided from home, babysitter or day care, as long as the arrangements are consistent. We will pick up and drop off at a different location, under the following conditions. The pickup needs to be the same place every day of the week. The drop off can be a different place, but that also needs to be the same everyday of the week. Even though the children are a little older, we still prefer to have a parent or responsible adult at the stop.

Third through Fifth Grade Students

★Transportation will be provided from home, babysitter or day care. The pickup and drop off points may be different; however, consistency is still very important. The bus passes should be utilized; if not, we may not be able to honor your request. Your cooperation in this matter is very important for the safe transportation of your child, as well as other children.

PARENT INVOLVEMENT

Parent Teacher Association (PTA)

★PTA (Parent Teacher Association) is a volunteer organization promoting the education and welfare of all children and youth. Through the PTA, parents, teachers,

administrators and community members build a partnership to bring into closer relationship the home and school, so that we may all cooperate intelligently in the education of children. Our PTA unit draws upon the vast resources and experience of our state and national organization. Membership dues are \$7.00, a portion of which is forwarded to both the state and national PTA's. We hope you will join us!

Tips for Parents

Problem Solving

When you think your child is having a problem in school, don't wait, or the problem may get bigger. Take these steps to investigate and work toward a resolution:

★ Listen to your child. Pay close attention to your child's comments and ask questions to find out what's going on at school. Keep your mind open as you listen - there are always two sides to every story.

★ Never criticize the teacher or the school in front of your child. This may cause more problems - like your child disliking school and being defiant to teachers.

★ Decide if you should contact the school. Right after school, at the end of a long day might not be the best time to talk about strong feelings. Allow a cooling off period before you decide how serious a problem really is.

★ Talk directly to the teacher in person or by phone.

★ Check out facts before drawing conclusions. Is the teacher aware of your child's difficulty? Has your child misunderstood her/his intentions?

★ Explore solutions. Discuss what you, your child and the teacher can do to solve the problem.

★ Contact other school personnel if the problem doesn't get solved in this way.

★ Approach each step with respect for all persons involved. This will help your child learn to cope constructively with problems throughout his/her life.

Students Success

There's no recipe for creating a successful student. But successful students DO seem to have some things in common:

★ Their parents encourage and support them.

★ Their parents limit and monitor the amount and quality of television they watch.

★ Their parents read to and with their children.

★ They get enough sleep and exercise.

★ They eat healthy foods and limit snacks.

★ Their parents make sure children eat breakfast before they come to school.

★ Parents expect their children to work very hard and to be successful.

★ They attend school everyday.

★ They have responsibilities at home.

★ Respect adults and others.

**STILLWATER ELEMENTARY FACULTY and STAFF
2016-2017**

UNIVERSAL PRE-K	SPECIAL EDUCATION
SAULPAUGH, Jessica	BARBER, Laura (PIC)
	KILMARTIN, Katie (IIC)
KINDERGARTEN	BIZAN, Jenn (LC/K-5)
DAUS, Katherine	KOZLOWSKI, Nicole (K-1)
GUPTILL, Valerie	COOGAN, Gene (3-4)
HOUGH, Tracy	HANLEY, Rebekah (2&5)
TALBOT, Diane	
FIRST GRADE	
MYLOTT, Kelly	
O'MALLEY, Sue	ACADEMIC INTERVENTION
POWERS, Jodi	ASHDOWN, Wayne
RAMNES, Madison	BARCLAY, Serena
	LANZONE, Savana
SECOND GRADE	PESEZ, Amelia
DENNISON, Lurana	TOMA, Dawn
HILT, Susan	
WICKES, Edie	SPECIAL AREAS
WEBER, Nichole	HAMM, Leeann
	LeMOYNE, Matthew
THIRD GRADE	NEVINS, Karen
COFFEY, Amy	O'NEILL, Rachael
HOWES, Margaret	SALMON, Sue
TALBOT, Kelly	
WANTUCH, Karey	
FOURTH GRADE	RELATED SERVICES
BRINSKO, Lara	BECKER, Mari
JOHNSTON, Wendy	BENAMATI, Mikal
RINALDI, Tara	DROSKY, Ceil
SCHUETTE, Vicki	POWELL, Darcy
	SARGENT, Deanna
FIFTH GRADE	
HEFNER, Amy	
PEACOCK, Shannon	
TOLEMAN, Rebecca	
WERNER, Alicia	
TEACHERS' ASSISTANT	
DeVITO, Marissa	
KEELER, Dana UPK	
REED, Courtney	

STILLWATER ELEMENTARY SCHOOL
STILLWATER, NY 12170

September, 2016

Dear Parent/Guardian,

Having received and reviewed your copy of the Parent/Student Handbook please complete and return this form to your child's teacher today.

Thank you.

Sincerely,
Paul Morcone

P. Morcone
Elementary Interim Principal

PARENT/GUARDIAN ACKNOWLEDGMENT SHEET

I, _____, parent/guardian
(Please Print: **Your Name**)

of _____ hereby affirm that I have received and reviewed
(Please Print: **Student's Name**)

the Stillwater Elementary School's Parent/Student Handbook for the School Year 2016-2017.

Parent's or Guardian's Signature

Today's Date