

# Drake Elementary School



## Student-Parent Handbook & Code of Conduct 2016 - 2017



Katie M. Smith  
Principal  
807-3725  
380 Drake Drive

**North Tonawanda City School District  
Elementary School Code of Conduct**

**Dear Parents and Guardians,**

The Board and I are pleased to welcome you and your children to a new school year. It is our belief that every student in North Tonawanda deserves an equal opportunity to the quality instructional programming provided by the district. The North Tonawanda Board of Education and I are committed to providing a safe and orderly school environment in which students receive, and district personnel deliver, quality educational services without disruption or interference. This requires responsible behavior by students, parents/guardians, district personnel, and visitors to achieve this goal. Therefore, the district's expectations for conduct on school property and at school functions are based upon the principles of civility, mutual respect, citizenship, character, tolerance, and integrity.

The following Code of Conduct outlines actions which violate school and bus rules as well the age appropriate disciplinary consequences. It is each student's responsibility to know and follow these rules and to do his or her part to maintain a safe learning environment in the school.

The Board and I recognize the need to define these expectations for acceptable conduct on school property and/or at school sponsored events, identify possible consequences of unacceptable conduct, and ensure that discipline, when it is warranted, is administered promptly and fairly. To this end, the Board adopts the Code of Conduct, which unless otherwise indicated, applies to all students, parents, district personnel, and visitors when on school property and/or attending school functions.

To help us provide a positive learning environment for each and every child, please discuss these rules as a family and contact your school principal if you have any questions or concerns. Working together, we can ensure a successful, positive school year for all!

Sincerely,  
Gregory J. Woytila  
Superintendent

-----  
*(Please detach and return this section to your child's school)*

**I/we have read the Drake Handbook and Elementary School Code of Conduct 2016-2017, discussed it with my/our child(ren), and will support the school's effort for a safe and disciplined learning environment.**

---

<b>Child's Name</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
---------------------	----------------------------------	-------------



North Tonawanda City School District  
**DRAKE ELEMENTARY SCHOOL**  
380 Drake Drive North Tonawanda, New York 14120-2889  
(716) 807-3725  
“Together We Grow”



Gregory Woytila  
Superintendent of Schools

Katie M. Smith  
Principal

Dear Parents/Guardians:

Welcome to Drake Elementary School! We are a neighborhood school with a strong sense of community. It is my pleasure to welcome you to our family and to invite you to be an active member. In this handbook, you will find information that we hope will be useful to you. The complete Code of Conduct is available on the district’s website and in the district calendar.

Drake School has many strengths. Our dedicated, caring staff provides for the academic, emotional, and social needs of our children. Friends of Drake support our program with their time, dedication, and financial assistance. Our students come to school prepared to learn and excited about participating in the total school experience.

Where do you fit into this picture? We look to you for support in getting your children to school on time and ready for the day’s work. We encourage you to conference regularly with your child’s teacher and to remain aware of your child’s progress. We rely on you to read information that is sent home from school and to contact us with your questions and concerns. We encourage you to become an active participant in your child’s education at Drake School.

Our school motto is “Together We Grow”. Working together as a team, we can make your child’s elementary school experience an outstanding one and, indeed, we *can* grow together. Our school community is made up of students, parents, teachers and staff who believe in the Drake Way.

**We are...**

- Dedicated to learning
- Respectful, responsible, and believe in the right to learn
- Achieving academically
- Knowledgeable
- Expected to put forth our best effort
- Willing to do the right thing
- Always striving for success
- Yearning to be lifelong learners

I know I speak for the entire Drake School staff when I say that we look forward to working with you and your child.

Sincerely,  
Katie Smith  
Principal

### **Mission and Beliefs:**

The North Tonawanda City School District is committed to helping all children achieve their highest potential in a safe, nurturing environment where goal setting, striving for excellence, and displaying respect for others are high priorities. **It is the purpose of all North Tonawanda Elementary Schools to:**

- ensure the safety and welfare of students and staff in an enjoyable learning environment
- encourage students to take responsibility and to be accountable for their learning and their actions
- foster a climate of kindness, friendship, and inclusiveness among the entire student body
- strive to develop competent students who are able to make meaningful contributions to their community and to society
- provide staff members who are trained, equipped, and prepared to intervene appropriately in the event of behavioral misconduct
- provide quality academic programs in keeping with the New York State Standards for Learning

We further believe that this can be accomplished through a collaborative effort of home, school, and community. Therefore, **we ask that parents and guardians:**

- ensure that students attend school regularly
- support students in their efforts to achieve academic and behavioral standards
- ensure that their child(ren) arrive to school on time after having had adequate sleep and breakfast
- ensure that students are dressed appropriately for school, including consideration for the weather
- provide students with an appropriate lunch and/or snack
- contact the school with updates to emergency information
- pick up and drop off students in a timely fashion in the designated safe areas

### **Roles of Teachers, Administrators, Other Personnel, Parents**

Teachers, administrators, other personnel, and parents/guardians are to be positive role models on school property. It is the responsibility of everyone to enforce this Code of Conduct and report violators to the administration.

### **Security and Safety of Students and School Personnel**

District and building safety teams will annually audit and review the safety and security of each building. Safety and security concerns will be addressed by the building principal.

- School personnel will receive staff development and safety training yearly.
- Students will learn about the Code of Conduct each year.

## TABLE OF CONTENTS

<u>Topic</u>	<u>Page #</u>
Phone Numbers	6
School Hours	6
SACC	6
Breakfast	6
Free & Reduced Lunch	7
Emergency Situations	7
Blackboard	7
Visitors	7
Early Dismissal	7
Picking Up Ill Child	8
Custody	8
Health Information	8
Medication	8
Central Registration/Transfers	9
Attendance	9
Dressing for Success	9-10
Valuables and Lost & Found	10
Behavior and Student Discipline	10
Cafeteria Behavior	10
Hallway Behavior	11
Playground/Recess Behavior	11
Restrooms	11
Assembly Behavior	11
Consequences & Interventions	12
Transportation	12-13
Walkers	13-14
Bicycles, Scooters, etc	14
Cell Phone & Device Use	14
Contacting School Personnel	15
Homework	15
Field Trips	15
Party Invitations	15
Student Placement	15
Student Evaluations	16
Report Cards	16
Parent-Teacher Conferences	16
Open House	16
NYS Testing Program	16-17
Six Day Cycle	17
Special Subject Areas	17
Student Services	18-19

**PHONE NUMBERS**  
**North Tonawanda City School District**

Administration Building	807-3655
SACC Program	874-5051
Drake School	807-3725
Meadow School	807-3825
Ohio School	807-3800
Spruce	807-3850
N. T. Middle School	807-3700
N.T. Senior High School	807-3600
Transportation	807-3888



**DRAKE ELEMENTARY SCHOOL HOURS**

9:15 a.m.	School doors open
9:25 a.m.	School begins
3:40 p.m.	Bus dismissal begins
3:45 p.m.	“Walkers” dismissed

Please note:

Children who arrive before 9:15 a.m. cannot be supervised by staff unless they are attending the SACC program. Staff is involved in planning and preparation for teaching before that time. Children who arrive earlier will remain outside and unsupervised until the first bell rings at 9:15. PLEASE ARRANGE YOUR CHILD’S SCHEDULE SO THAT S/HE DOES NOT ARRIVE BEFORE 9:15 a.m.

**\*\* Of special note – There is no supervision provided on the Drake playground before or after school. Students must have adult supervision to play on the playground before and/or afterschool. \*\***

**SACC (School Age Child Care)**

SACC is offered at North Tonawanda elementary schools from 7:00 a.m. to 6:00 p.m. every school day for students who are pre-registered. This program is run by the YMCA. Please call **874-5051** for more details.

**BREAKFAST**

Breakfast is available to all students. Students who participate in the breakfast program may enter the building at 8:30 a.m. via the **main door only**. Children who are eligible for free or reduced price lunch are also eligible for free or reduced price breakfast. Applications for the free/reduced price program will be sent home to everyone on the first day of school.



### FREE & REDUCED LUNCH PROGRAM

Applications for the free or reduced price breakfast and lunch program are available in the school office or on the district website. Eligibility will be verified and parents will be informed by letter. **A NEW APPLICATION MUST BE COMPLETED EVERY YEAR.**

During the first days of school, children who received free or reduced price lunch during the previous school year will continue to receive the same benefits until new applications are processed at the administration building.

### EMERGENCY SITUATIONS (Illness/Injury)

Parents are responsible for completing **ALL** information requested on the emergency information cards which are sent home each September. It is also imperative that school be notified immediately of any changes made during the school year. (Ex. Change in work or home phone number, address, or custody).

**It is very important that we have your most recent, up-to-date contact information on file.**

### BLACKBOARD

Blackboard is the telephone contact program that North Tonawanda Schools will use if there is ever an emergency situation or district-wide information that needs to get to parents quickly. Please be sure that we have your current contact information.



### VISITORS ON SCHOOL PROPERTY

Any building, structure, athletic playing field, playground, parking lot, or driveway contained within the real property boundary line of the district's elementary schools, including in or on a school bus, is considered school property. **Visitors to any school property or school-sponsored function, event, or activity MUST follow the Code of Conduct at all times and report to the office upon his/her arrival.** Signing the visitors' log, stating the nature of your visit, and receiving a visitor's pass is required **BEFORE YOU MAY GO TO YOUR DESTINATION.**

As a means of maintaining security, we ask for your understanding if, at anytime during your visit, any of our personnel approach you and ask if you have signed the visitors' log and possess a pass. Keeping our school safe is of prime importance to our staff.

### EARLY DISMISSAL

**Written permission is required for any release** during the school day. Notes should be sent to the child's teacher on the morning of the early dismissal. Children **must be picked up and signed out in the main office** at the designated time. **Photo identification** is required for early dismissals. If someone other than the parent is going to pick up your child, please let us know in writing. Any person picking up a student should be prepared to show us photo identification.

### PICKING UP ILL CHILD

If a student must leave school during school hours, due to illness, s/he must be picked up in the nurse's office by a parent/guardian, or other responsible adult designated by the parent on the emergency form.



### CUSTODY

Copies of custody agreements, restraining orders, and any other legal documents pertaining to your child and his/her release to individuals should be brought to the main office to be kept on file. Without legal documents, the school is obligated to release children to either parent/guardian.

### HEALTH INFORMATION

Changes in your child's health status should be reported to our school nurse so the information can be added to his permanent health record. If an injury at school requires medical attention, you will be informed of the condition as soon as possible so that the medical care of your choice may be provided. It is vital that we have a way to reach you or your designee at all times, in case of emergency. Children who show symptoms of illness in the morning should not be sent to school.

A chart summarizing the new requirements for the 2016-2017 school year is available at <http://www.health.ny.gov/publications/2370.pdf>. Please contact the nurse with questions.

#### A child must be excluded from school for:

1. An elevated temperature of 100 degrees or higher
2. Possible infectious disease
3. Head Lice
4. Unexplained rash
5. Diarrhea

The school nurse must also determine that the child is self-directed.



### MEDICATIONS

New York State health education law states that any medication to be administered in school must be brought to the school **BY AN ADULT** in the bottle or container in which the medication was purchased or prescribed. Written permission from **both** the doctor and the parent is required before any medication can be given. The note must include:

- ~ permission for school personnel to administer the drug
- ~ a statement of the reason, drug name, dose and time to be given

Administration of medication two or three times a day can usually be scheduled at home. Verbal and/or telephone requests to administer medications cannot be honored. Students are only permitted to carry medications themselves if they have written permission from both their doctor and their parent.



## CENTRAL REGISTRATION/TRANSFERS

Arrangements to register a new student can be made by calling the North Tonawanda Administration Building (807-3535) and setting up an appointment. If your child is going to transfer to another school or district, parents/guardians should notify the school as soon as possible. School property must be returned before leaving.

### **School Matters!**



**Attend Today, Achieve Tomorrow**

## ATTENDANCE (Absenteeism & Tardiness)

If your child is going to be absent, please call the school nurse to notify her. This can be done 24 hours a day, 7 days a week, by leaving a message on her voice mail. The school number is 807-3725. Please listen to the options, which are different during the school day than they are before and after school.

New York State law requires a written excuse, signed by the parent or guardian, for every absence even though you have phoned in the information. Excuses should be sent in on the day your child returns to school. Absences for family vacations are considered unexcused absences.

If your child comes to school late, s/he must have a signed, written excuse to explain his/her tardiness. **Children who arrive late should be taken directly to the nurse's office by an adult to ensure their safe arrival.**

The opening activities of the day are important because they set the objectives and work expectations for the children. Children who arrive late are playing "catch up" all day long. Please help to make your child's day more successful by being sure that s/he arrives on time. Our doors open at 9:15 and the last bell rings at 9:25.

## DRESSING FOR SUCCESS

All students should be dressed in clothes that are best for work, as school is your child's "workplace". Dress affects your child's behavior, attitude and school performance.

- Clothes and shoes will not present a safety hazard.
- Clothing will not be distracting to the learning environment, nor promote inappropriate messages and/or the use of alcohol, drugs, or tobacco.
- Shirts must cover chest, back, shoulders, and midriff.
  - A good rule of thumb for warm weather dressing:
    - Shoulder straps should be as wide as three fingers.
    - Shorts should be long enough that your finger tips touch the bottom.
- Hats and caps will be removed upon entering the building.
- Some types of clogs and sandals are not safe footwear for school floors. It is recommended that students wear sneakers or closed shoes (no open backs). Wheeled (heely) shoes and flip-flop sandals are not permitted.

Sending your child to school clean, well-groomed and having had breakfast ensures s/he will then be ready to meet the varied learning experiences that Drake School offers.



### VALUABLES & LOST and FOUND

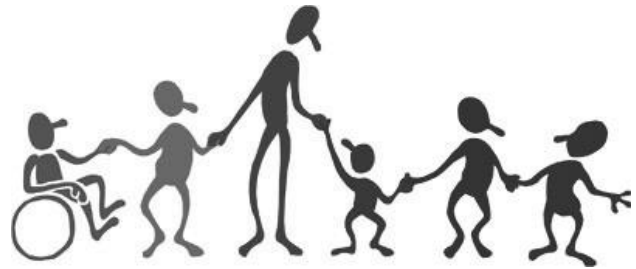
The school is not responsible for any loss of personal property (stolen, lost, or damaged valuables). Personal items are the responsibility of the student and not the teacher, staff members, or school. Please have your child check the school's Lost & Found for any lost articles. Personal belongings should be clearly marked with the student's name.

### BEHAVIOR & STUDENT DISCIPLINE

The goal of the discipline policy at Drake School is to establish a positive learning environment for all students, which will help to strengthen respect and understanding for all persons. Discipline is a cooperative effort between parent, teacher and child. Children are responsible for their own behavior regardless of the situation. Our goal is to help children learn from mistakes and make better decisions in the future.

All students have the right to learn in a safe environment, and anything that interferes with this will not be allowed. The following behaviors foster this positive learning environment:

- Treating others courteously
- Using appropriate school language
- Respecting all adults and peers
- Being prepared for classes
- Completing assigned work
- Walking quietly in hallways
- Keeping hands to yourself
- Respecting property of others



In addition, teachers will provide specific rules for their own classrooms.

### CAFETERIA BEHAVIOR

Students are expected to remain seated and talk quietly. Proper table manners and behavior are expected, as are appropriate language and topics of conversation.

Children who do not follow cafeteria rules or are disrespectful to the cafeteria aides may be removed from their class table or from the cafeteria to eat separately. The following guidelines should be followed to meet the expectations of proper cafeteria behavior:

- Students will walk in the cafeteria.
- Those in the buying line will conduct themselves properly; no pushing or shoving.
- While seated, students will speak softly; shouting is unacceptable behavior.
- Students are to receive permission from an adult to leave the table.
- Each student will clean up his/her own space.
- Students will use appropriate school language.
- Students will immediately quiet down when prompted by an adult.

## HALLWAY BEHAVIOR

Orderly travel in the hallway should involve:

- keeping to the right
- walking single or double file
- keeping hands and objects off the walls and any items hanging there
- keeping hands and objects to oneself
- refraining from talking



## PLAYGROUND/RECESS BEHAVIOR

To ensure the safety of students while on the playground/ during recess, the following rules will be followed:

- Students will be taught and expected to use the equipment safely.
- No pushing or fighting on the playground and school grounds.
- Students may not leave the playground without the teacher's permission.
- Students will promptly and respectfully follow a teacher's directive.

**\*Significant misbehavior may result in loss of playground/recess privileges.**

**\*\*Students are NOT allowed on the playground before/after school without parental /adult supervision.**

## RESTROOMS

1. Students must receive permission to exit classroom.
2. Students are expected to walk quietly in the halls and proceed directly to their destination.
3. Students should respect school property and use the facilities in the manner intended.
4. Students should use the facilities and return to the classroom in a timely fashion.

Consequences will be given, as appropriate, when these expectations are not met.

## ASSEMBLY BEHAVIOR

Assembly programs are an extension of regular classroom instruction and are planned to support the curriculum. With the help of the school district and the Friends of Drake, various educational programs are presented during the school year. There are also the annual chorus and band concerts. Misbehavior or failure to follow a directive given by an adult may result in the removal of a child from the assembly. The following guidelines should be followed to ensure that assemblies are an enjoyable experience for all students:

- Students will enter the assembly area quietly and go to their designated seating area.
- Students will be attentive, courteous, and respectful during an assembly. Clapping to show appreciation for the program is acceptable at the proper time.
- Whistling and/or booing are unacceptable forms of behavior. Students should not shout out or wave to friends in other classes.
- Students will remain properly seated during the entire performance.
- Students are to receive permission from an adult to leave the performance. Students will wait with their class to be dismissed from the assembly.

## CONSEQUENCES & INTERVENTIONS

### Action Taken for Minor Infractions:

Minor infractions include breaking any of the outlined expectations or behavior guidelines found within the Code of Conduct. These include, but are not limited to: being unkind to classmates; being disrespectful to an adult; being continually unprepared for class; or being continually disruptive in class, the cafeteria, the hallway, or on the playground. Such infractions may result in any of the following:

- time out
- loss of recess
- lunch detention
- completion of a Student Behavior Reflection Form
- parent/guardian and/or principal notification
- parent/teacher/student/principal conference



### Action Taken for Major Infractions:

Major infractions will be dealt with immediately. These behaviors include, but are not limited to: fighting; violence; endangering other students or staff; deliberate destruction or defacing of property; use of unacceptable language including swearing, vulgar, threatening, or otherwise inappropriate language orally or in writing; threats of any nature; theft; possession of any dangerous substance, including weapons or illegal substances; possession of inappropriate material; and harassment, intimidation, menacing, or bullying of any kind. Such infractions may result in any of the following:

- notification of parent(s)/guardian(s)
- notification of principal
- timeout in office
- out of school suspension
- parent/teacher/student/principal conference
- removal from school property
- referral for counseling services, SST (Student Support Team), CSE (Committee on Special Education), social services agencies (Child Protection Services, Family Court, PINS petition), and/or to Police or Law Enforcement.

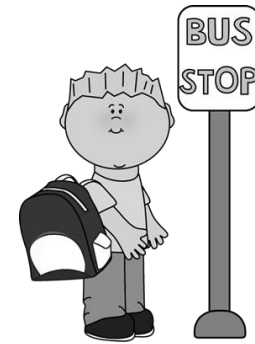
## TRANSPORTATION

Bus drivers are responsible for safely transporting students and enforcing bus rules. Students are responsible for reasonable and acceptable behavior while riding the bus. The following rules have been established by the transportation department:

- remain quiet in the bus line in school
- walk in single file on the sidewalk to and from the bus
- enter the bus without crowding, shoving, or pushing
- sit where directed by the bus driver or chaperone
- remain seated
- obey all directions of bus drive promptly and respectful
- keep all portions of the body inside the bus
- keep hands and feet to self (no fighting)
- use quiet, speaking voices (no yelling, shouting)



- use appropriate language
- no throwing items



**Possible Consequences for Bus Misconduct:**

- conference with the student
- bus referral sent home to parent/guardian
- parent/guardian phone contact/conference
- possible denial of bus privilege for up to one week
- possible denial of transportation for increasing lengths of time

It is school policy that bus students must have written permission from their parent/ guardian if they are not going to ride the bus. Students/Parents cannot request transportation home on another bus. Bus routes are specifically designed for student safety. If taking a bus, students must stay on their assigned bus.



“WALKERS”

Children who do not ride the bus are considered to be “walkers” even if they are driven to and from school. They are expected to arrive at school on time, cross streets at the proper corners, and obey directions given by the crossing guard.

It is recommended that children, who walk home, should walk with a partner.

Students who walk to school must remain outside until the first bell at 9:15. When the bell rings, all children will enter the building in an orderly fashion and go directly to their classroom.

- Students who attend the breakfast program are to remain in the cafeteria until they are dismissed at 9:15.
- Students will promptly leave the building at 3:45 and are expected to go directly home or to a pre-arranged place. If students are waiting to walk home with friends, they must wait outside the main door of the building (the drop off loop).

To relieve congestion in our hall at arrival and dismissal time, parent(s) or guardian(s) should drop off and pick up students at the Main door.

**Safety Suggestions for Student Walkers:**

- Encourage or arrange for your children to walk with a buddy rather than alone, whenever possible.
- Emphasize to your children to be aware of their surroundings when walking.
- Never accept rides from strangers.
- If a vehicle pulls up to a child to ask a question, maintain a distance from the vehicle.
- Talk with your children often about their days, experiences and observation – so that you can be aware of any potential safety concerns.
- Teach your children to report anything that is “out of the ordinary” to a responsible adult.
- Tell your children that if they are ever approached by anyone, for any reason, they should

report the incident to a responsible adult.

- Make sure you are aware of where your children are and where they should be if they are not going home after school.
- Teach your children to be alert and aware of their surroundings and/or if they are being followed.
- Teach your children to listen to their “insides”-if they are uncomfortable with a safety issue, they should pay attention to that discomfort and move themselves to a safer environment or talk to someone they can trust.
- Above all, remain calm as you review and discuss safety procedures with your children.



### BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER BLADES

Racks are provided for parking and locking bicycles during the school day. Bicycles may not be secured to trees, poles, or anything other than the racks. Students are expected to walk their bicycles, scooters, etc. while on school grounds. This will help make arrival and dismissal time safer. Please keep in mind the law is that students to age 14 must wear helmets. The school is not responsible for stolen, lost or damaged equipment even if it is properly chained to the bicycle racks.



### CELL PHONE & DEVICE USE

Telephone use by students during the school day is discouraged. Students should work with their parents/guardians to plan ahead in order to build responsibility and organizational skills (homework, field trip permission slips, physical education and music education equipment). **Children should also make arrangements for after school activities prior to arriving at school.**

Students may possess mobile and digital technology devices, such as cell phones and personal digital assistants, but their use is subject to the following rules:

1. No use of mobile or digital devices is permitted on school grounds.
2. Students possessing these devices may NOT turn these devices on while on school grounds until the end of the official instructional day, unless during an emergency situation AND with adult permission.
3. These devices are to be stored in the student’s book bag during school hours. (NO electronic devices of any kind should be on a student during school hours.)
4. The school and/or school district is NOT responsible for lost, stolen, or damaged equipment.
5. Should a cell phone or other device be seen or heard during the school day, these possessions may, in part or in whole, be removed by the teacher or adult in charge and held until parent pick-up can be arranged.

**\*\*Students who use their devices to intimidate, threaten, harass, or embarrass others may be subject to long-term suspension, counselor intervention, possible Superintendent’s hearing, and law enforcement notification if deemed necessary.\*\***

## CONTACTING SCHOOL PERSONNEL

The principal...

Phone calls and voice mail messages to the principal will always be returned if she is not available when you call. To be sure that she is available to meet with you in person, please call ahead to schedule an appointment, whenever possible.

Teachers...

We recommend that you discuss concerns or problems with the teacher **before** contacting the principal. Usually a call to the teacher will clear up any concerns or information regarding special classroom events. Since we do not interrupt instructional time, please leave a voice mail message for the teacher so s/he can return your call.

## HOMEWORK

Homework assignments are a valuable part of the learning process, giving students the opportunity to practice and apply newly learned skills. It also helps them to develop a sense of responsibility. The amount of homework assigned will vary by grade level. If there is no written assignment, your child is expected to spend some time studying spelling words or math facts, reading or writing. Parents are encouraged to check over their child's work each night and to provide time and space to study.

## FIELD TRIPS

Field trips are an extension of the regular classroom and are always planned to support the curriculum. Parental permission slips are required for each bus trip. They must be fully filled out so that your child may participate. If all information is not provided, children cannot be permitted to attend. Children who are not members of the class are not permitted to attend field trips.

## PARTY INVITATIONS

As we are concerned about hurting the feelings of children who are not invited or who may not be able to reciprocate, we will permit invitations to be distributed in class, but all students must be invited. In the event it is boys only/girls only, then all boys/girls in the respective class must be invited. Please do not ask us to violate this policy.

## STUDENT PLACEMENT

Our class placement process includes a variety of factors as we match teaching and learning styles, student abilities, and consideration of special needs. We examine each student's strengths and needs and look at achievement levels. We also consider special services such as remedial programs, resource room, speech, and gifted programming.

During the month of May, Drake School staff work together to develop class lists. Parental input regarding placement is welcomed at the beginning of the process. The February-March newsletter will outline the procedure to follow if you wish to provide information that should be considered in the decision of where to place your child. Your input is important. It is **one** of the factors that we consider as we make decisions that we feel will be the best for your child and for all of our students. Once class assignments have been made and you have been notified via your child's report card, no changes will be made.

## STUDENT EVALUATION

Each year, your child is given a variety of assessments to help his/her teachers better evaluate his/her educational growth. Tests are one source of data that the teacher uses throughout the year. Class participation, assignments, and projects are considered, along with test and quiz grades, to determine report card grades.

### REPORT CARDS

Communication with parents is important to us. Report cards and conferences provide meaningful information regarding your child's progress in school. All students receive three report cards each year. Watch the school calendar for the dates when report cards are issued. Dates vary by grade level.



### PARENT-TEACHER CONFERENCES

Conferences are scheduled during early dismissal days and in the evenings in the fall and spring of each year. Parents are encouraged to meet with their child's teacher to share information and to be sure they are aware of their child's progress. If you or your child's teacher wish to have a conference at other times of the year, you can always call to schedule an appointment.

#### **Suggestions for achieving a successful conference:**

1. Write yourself a few notes about things you would like to ask the teacher. Let your child have some input.
2. Conferences should be productive work sessions ~ not just a "listen and agree" session.
3. Ask questions about anything you do not understand. Sometimes educational jargon is unfamiliar and not easily understood. Let the teacher know.
4. Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
5. If you are unable to attend a scheduled conference, please call or send a note to reschedule.



### OPEN HOUSE

Drake's Open House is held in September or October each year. This visit will afford you the opportunity to meet with the faculty and staff and become familiar with the school facilities. With the number of parents and children in school at Open House, please do not try to have a conference with the teacher that night. Opportunities will be available for you to sign up for a conference with the teacher later in the year.

### NEW YORK STATE TESTING PROGRAM

Third through sixth grade students throughout New York State are required to complete tests in English Language Arts (ELA) and Math. Fourth graders also take a NY State Science test. School faculty use the results from these assessments, and others, to analyze skill gaps and plan for



programming and instruction. Results of NYS tests are reported to parents as soon as they are returned to the school. Students who score below the state’s minimum competency levels will receive Academic Intervention Services (AIS).

**How can parents help?**

Attendance at school on testing days, a good night’s sleep, a good breakfast and encouraging best effort are ways parents can contribute to their child’s performance on tests. New York State tests cover skills that have been taught and learned over a number of years.

**SIX DAY CYCLE**

North Tonawanda City Schools operate on a cycle based on six days rather than the five day Monday to Friday calendar cycle. Each school day is assigned a cycle number, beginning with Day 1 on the first day of school. The days are marked on the district calendar and on the Drake newsletter calendar. In the event of an unscheduled day off, such as a snow day, the six day cycle is not interrupted.



**SPECIAL SUBJECT AREAS**

In addition to regular classroom instruction in academics, students participate in classes taught by teachers who are specially trained and certified in their specialty areas.

Subject	Frequency	Minutes	Grades
Art	1 per cycle	40	2 - 6
Library	1 per cycle	40	K - 3
Music	1 per cycle	40	K-6
Physical Education	3 per cycle	40	K-6
Computer	1 per cycle	40	K-6
Chorus	2 per cycle 2 per cycle	40 40	4 5-6 (optional)
Music (Instrumental)	1 per cycle (band) lesson	40	5-6 (optional)



## STUDENT SERVICES

### Student Support Team (SST)

The SST is comprised of the principal, teachers, and support personnel. The team meets on a regular basis to review students who are experiencing academic and/or behavioral difficulties. The team works together to develop a plan to address these difficulties. Parents/guardians are notified, via phone or note, of a student's referral to SST and of any recommendations made by the team.

### Social Worker

The school social worker is available to meet with children and parents as needed. She is a good source for referrals to outside agencies as well. A variety of programs and groups are planned for based on students' needs. The Special Friends program is a K - 3 early intervention play program for children who would benefit from additional support. Children enter the program through parent, teacher, or self recommendation. Each child meets with his adult special friend once per week. The social worker is a good source for referrals to outside agencies as well.

### Counselor

The school counselor is available to meet with students as needed. He is also teaching social/emotional skills and strategies to each class through the continuation of the RULER program. 2016-2017 marks the second year of the program. Additional information about the program is available by visiting <http://www.ntschoools.org/Page/5685>.

### School Psychologist

The school psychologist provides services to children within the school community. She may administer tests to help determine learning style, ability level, and program adjustments necessary to help each child reach his/her potential. Results of his/her testing will be shared with parents and teachers to help determine together the learning style and program that will work best for each child.

### Remedial Reading & Math Programs

The purpose of the remedial programs is to provide educational support in reading and math for students who are struggling and/or performing below grade level. The goal of these programs is to help strengthen classroom performance and student confidence.

### Academic Intervention Services (AIS)

The purpose of this service is to provide support in reading and/or math for students who are performing below pre-determined criteria. Children are selected based on their performance on the NYS assessments and other performance data.



### **Speech & Language**

The speech and language specialist screens, assesses, and develops goals, objectives and therapy strategies for a variety of speech/language disorders. These may include:

- ~ delayed/disordered language development
- ~ delayed/disordered auditory perceptual development
- ~ delayed/disordered phonological development
- ~ delayed/disordered articulation development
- ~ stuttering/disfluency
- ~ voice disorders
- ~ hearing impairment

If you have any concerns about your child's speech, language, or hearing development, contact the speech/language specialist.

### **Special Education**

Programs, accommodations, and modifications are delivered in accordance with student IEPs.

