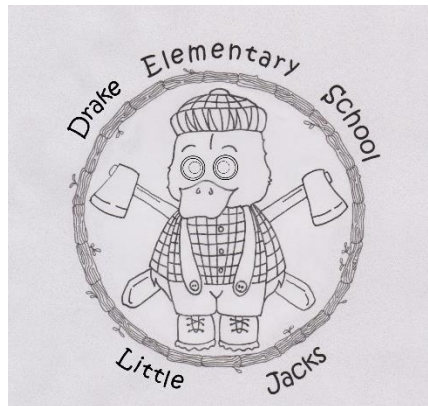


DRAKE ELEMENTARY SCHOOL



STUDENT-PARENT HANDBOOK AND CODE OF CONDUCT

2019-20

JANET MATYEVICH
PRINCIPAL
807-3725

**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 this 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 Elementary School Code of Conduct 2019-2020, discussed it with my/our child(ren), and will support the school's effort for a safe and disciplined learning environment.

Parent/Guardian Signature/Date

Student name: _____

Dear Parents/Guardians and Students:

Attached you will find some of the basic information concerning Drake School. When you have a few spare minutes, please read this handbook to learn about our procedures and policies. I hope that both new and returning families will find the information useful!

I look forward to seeing you throughout the course of the year. Please don't hesitate to contact me if you have questions or concerns at any time. I know that we are going to have a truly spectacular school year!

Janet Matyevich
Principal

Important Phone Numbers:

Drake Phone Information:

Main Office	807-3725
Drake Fax	807-3726
Health Office	807-3824

District Phone Information:

Administration Building 807-3500

Athletic Director 807-3647

S.A.C.C. Program 874-5051

Central Registration 807-3535

(Ad. Building)

Drake School 807-3725

Transportation 807-3876

For more information about NTCSD or Drake Elementary School, please visit our school website at:

<http://www.ntschoools.org>

School Hours:

Grades K-3

Doors open: 9:15 a.m.

School starts: 9:25 a.m.

Start calling busses: 3:40 p.m.

Walkers dismissed: 3:50 p.m.

Half day dismissal: 12:10 p.m.

6-Day Schedule:

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. In the event of an unscheduled day off (such as a snow day) the six day cycle is not interrupted.

Arrival:

Children DO NOT have access to the building before 9:15 A.M. and will remain outdoors if they arrive early. There is NO supervision of children before 9:15 A.M.

PLEASE ARRANGE YOUR CHILD'S SCHEDULE SO THAT HE/SHE DOES NOT ARRIVE BEFORE 9:15 a.m.

Attendance:

Absenteeism:

It is the responsibility of the parent to notify the school on the day your child is absent for whatever reason. New York State law requires that when your child returns to school after an absence, parents/guardians must send a signed excuse with him/her. All absences must be verified in writing and parents/guardians have up to **2 days** to provide the documentation, otherwise the absence will be considered illegal. Children taken out of school for a vacation, during school time, are considered illegally absent.

Tardiness:

If your child comes to school late, he/she must have a signed, written excuse to explain his/her tardiness. Your child should report to the main

office with his/her excuse and then he/she will report to class. Parents/guardians have up to **10 days** to provide this documentation; otherwise the tardiness will be considered illegal.

Before and After School Child Care:

Y.M.C.A School Age Child Care Program: (SACC):

Before and after school, an enrichment program will be offered at Drake School from 7:00A.M. to 9:15 A.M. and from 3:50 p.m. to 6:00 p.m. This program is called School-Age Child Care (SACC) and is provided by the YMCA. For more information about the SACC Program concerning registration and fees, call the Ken-Ton YMCA office, **874-5051** or **consult their website**. **Parents must notify the teacher, in writing, if their child will be attending SACC on any given day and of any changes in the student's schedule.**

Boys and Girls Club-Spruce Club:

The **Boys & Girls Club** of the Northtowns has a club at Spruce Elementary. It runs every day AFTER SCHOOL from 3:50 P.M. until 6:00P.M. A variety of activities and programs are planned, including **Homework Club**. For more information, contact 693-2307. The application can be found online at **www.bgcnt.net**. Due to the generosity of a local grant, the tuition for this program is **free** for Drake students. **You MUST file a daycare transportation form to have your child bussed to Spruce for this program, so please give 7-10 days for both the application and the transportation form to take effect.**

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 sidewalks. 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.

Breakfast & Lunch Program:

Breakfast is served each morning from 8:50 a.m. – 9:15 a.m. The main entrance will be open for breakfast students at 8:50 a.m. Any bus students that would like to eat breakfast at school can get off the bus upon its arrival at Drake. If your child qualifies for free or reduced lunches, this also carries over to free and reduced breakfast.

All of the NT school buildings take part in free and reduced priced meals for our students. This program is coordinated from the Administration Building. Applications may be obtained in the school office, or on the district web page at www.ntschoools.org. Parents should forward the completed form to the Administration Building or return the form to school and we will forward them. Eligibility will be verified and a letter will inform parents.

PARENTS MUST APPLY EACH SCHOOL YEAR. During the first few days of school, children who received Free or Reduced Breakfast/Lunch last year will continue to receive the same benefit until the new applications are processed.

Cafeteria Conduct:

Students are responsible for their behavior in the cafeteria during breakfast and lunch.

Rules:

1. Be Polite
 2. Stay in your seat.
 3. Keep hands/feet to yourself.
 4. Use a quiet voice.
 5. Stop talking after “quiet signal.”
 6. Only eat YOUR food (no sharing).
 7. Welcome all classmates to sit at your table- no excluding!
 8. Leave a clean table/environment.
- NO.....FIGHTING!
NO.....THROWING OF FOOD!

Parents may visit for lunch any day. Parents should notify the office in writing prior to the visitation and must sign in at the office UPON arrival. Adult prices will be in effect.

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.

Custody:

Copies of custody papers, restraining orders, or other legal documents which affect your child or 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. A “do not release” note from a parent is NOT sufficient to prevent release to either parent.

Discipline:

The goal of the discipline policy at Drake School is to establish a positive and safe learning environment for all students, which will help to strengthen respect and understanding for all persons. Discipline is a cooperative effort between parents, teacher and child.

Children are responsible for their own behavior and should demonstrate self-control at all times. All students have the right to learn and anything that interferes with this will not be tolerated. The following behaviors are NOT ACCEPTABLE in school or on school property and will subject to **disciplinary action**:

1. Dangerous behavior of any kind such as pushing, shoving, fighting.
2. Verbal and non-verbal disrespect or offensive language.
3. Unkind treatment of others.
4. Defacing or destroying school property or the property of others.

Teachers will provide specific rules for their own classrooms. These rules will include an understanding of specific rights, responsibilities and consequences that may include discipline by the principal.

Dismissal:

Regular Time: When the 3:50 p.m. bell rings, teachers will walk all non-bus students to the exits and dismiss them for the day. If you are picking up your child, please wait outside the building until the students are exiting.

Early Dismissal: Written permission must be provided for any release during the school day. Parents must sign the log before their child is released. A child will be released to an adult other than the parent ONLY if WRITTEN permission is provided. In the event of unusual circumstances,

when any other adult requests the release of a student, the parent will be called to verify.

Photo identification will be necessary.

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. The more suitable your child's clothing, the more academic success they will achieve.

- Clothes and shoes should not present a safety hazard.
- 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.

Emergency School Closings:

Parents should make sure their children know what they should do in the event school is closed in the middle of the day. Any decision to send students home will be made by 11:00 A.M. Listen to the radio or T.V. or a district –wide Blackboard call for any school closing. PLEASE DISCUSS WITH YOUR CHILD WHERE TO GO AND WHAT TO DO IF YOU ARE NOT HOME IN THE EVENT OF AN EARLY DISMISSAL.

Emergency Situations (Illness/Injury):

Parents are responsible for completing all information requested on the Emergency sheet (sent home in September or when you enter Drake during the school year) AND to update any changes during the year. EXAMPLE: Parent changes place of work, a change in phone number, a change of address, or a change of family situation. Parents are

responsible for providing transportation home in the event of illness/injury or other emergencies.

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.

Foster Grandparent Program:

Governed by the Foster Grandparent Association, we are lucky to have various 'grandparents' working with our classrooms alongside our teaching staff in order to provide additional support to our students.

Global Connect/Blackboard:

Blackboard is a massive telephone contact program that NT Schools uses if there is ever an emergency situation or district-wide information that needs to get to parents quickly. IT IS IMPERATIVE THAT WE HAVE YOUR MOST RECENT, UP-TO-DATE CONTACT INFORMATION ONFILE!!!

Lost & Found/Valuables:

A box is in the main foyer. Please have your child check for any lost articles. Please do not bring valuables to school. **The school is not responsible for lost or stolen possessions.**

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.

Nursing Services:

A child must be excluded from school for:

1. An elevated temperature of 100 degrees or higher
2. Possible infectious disease
3. An active case of head lice
4. Unexplained rash
5. Diarrhea

Parent Tips:

Calls to the Principal/Teacher:

Please discuss concerns or problems with the classroom teacher before contacting the principal. Usually a call to the teacher will better clear up any concerns or information regarding special classroom events. A conference with the principal/teacher should be scheduled by appointment. Your concerns are important and all calls will be returned in a timely manner.

Parent-Teacher Conferences:

North Tonawanda Elementary Schools schedule conferences 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. Be ready to listen to the teacher. She may be able to clarify any questions or concerns you have. 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.

Pets:

Pets are **NOT** permitted in the building without previous arrangements being made with the principal and classroom teacher. Keep in mind that some of our children have allergies or might be frightened of certain animals.

If you have your pet with you when picking up your child, please stay on the public sidewalk while waiting.

Playground Rules:

No students are to be on the playground before or after school without adult supervision.

1. No rough games such as tackle football, tag or chasing games.
2. Any game that requires catching and rough handling of an opponent is prohibited.
3. Do not kick or throw playground covering.
4. No one is to leave the playground borders without teachers' permission.
5. No gymnastics such as backflips or front flips.
6. Rough or dangerous use of any of the playground equipment will not be permitted.
7. Proper footwear will be necessary for students to participate on the playground.

Report Cards:

Communicating to parents is important to us. Report cards provide meaningful information regarding your child's progress in school. Please be sure to sign the report card envelope and return to your child's teacher in November and March.

Safer Child/Safer Adult Training:

All school staff, student teachers, program volunteers, or other volunteers MUST be trained in safer Child/Safer Adult Awareness Training. This program is coordinated through our School Social Worker and the district.

Safety and Awareness Suggestions for 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
- Talk with your children often about their days, experiences and observations– so that you can be aware of any potential safety concerns
- Tell your children that if they are ever approached by anyone, for any reason, they should report the incident to a responsible adult
- 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

Special Subjects:

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
Art	1 per cycle	40
Library	1 per cycle	40
Music (vocal)	1 per cycle	40
Physical Education	3 per cycle	40
Computer	1 per cycle	40

Student Evaluation

Each year, your child is given a variety of tests to help the teachers better evaluate educational growth and confirm existing knowledge. 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.

NEW YORK STATE TESTING PROGRAM

Third grade students throughout New York State are required to complete tests in English Language Arts (ELA) and Math. Results of these 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, provided by their classroom teacher and/or a teacher specialist in that particular subject area.

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 information that has been taught over a number of years. They are not tests that students can study for at home. Teachers will help prepare our students for these tests by familiarizing them with the test format.

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 and speech/language therapy.

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. 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. Changes are not made once class lists are created unless the school program changes.

Support Services:

Reading and Math Programs (Title 1 Program) and Academic Intervention Services:

The purpose of these programs is to provide educational support in reading and math for students who are performing below predetermined criteria. Students and teachers have experiences in reading and math, which help to strengthen classroom performance. Children are

selected according to their performance on the NYS assessments and other performance data.

Student Support Team (SST):

The Student Support Team is made up of the principal, teachers and support personnel. The team meets on a regular basis throughout the school year to review individual students who are experiencing significant academic and/or behavioral difficulties. The team works together to develop a plan to address these difficulties. Parents/guardian are notified, usually through a phone message or a note, of a student's referral to the SST and of any recommendations made by the team.

Speech and Language Services:

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

1. delayed/disordered language development
2. delayed/disordered auditory perceptual development
3. delayed/disordered phonological development
4. delayed/disordered articulation development
5. stuttering/disfluency
6. voice disorders
7. hearing impairment

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

Special Education Classes:

Provisions are made for students with special educational needs. Programs are designed for each child individually. Individualized Education Programs (IEP) are designed for each child at a meeting of the Committee on Special Education. (CSE)

Counseling:

A part-time guidance counselor is available for all students who are in crisis, in need of counseling or family support. The counselor also provides a variety of classroom instructions focused on improving student's self-awareness.

Social Worker:

The part-time school social worker is a good source for referrals to outside agencies. Among the programs she conducts are Special Friends, counseling assessment, individual and group IEP counseling.

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 potential. Testing results will be shared with parents and teachers to help determine together the learning style and program that will work best for each child.

Student Transfers:

If your child is going to transfer to another school, parents/guardians should notify the teacher and the school office as far in advance as possible. Textbooks and library books must be returned before leaving. Any new address must be reported to the administration building.

Telephone and Cell Phone Use:

Telephone use by students during the school day is discouraged. Students should work with their parent/guardian to plan ahead to include homework, field trip permission slips, lunches, etc. **Children should also make arrangements for after school activities from home.**

Students may possess cell phones, Smart watches, etc., but their use is subject to the following rules:

1. Students possessing these devices may NOT turn these devices on while on school grounds until the end of the official instructional day.
2. 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.)
3. The school and/or school district is NOT responsible for lost, stolen, or damaged equipment.
4. 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.**

Transportation:

Bus Conduct:

Bus drivers are responsible for safely transporting students to and from school and enforcing bus rules. Children are responsible for reasonable and acceptable behavior while riding the bus. The following rules have been established by the Transportation Department:

1. Walk in a single file on sidewalk to and from the bus.
2. Enter the bus without crowding, shoving or pushing.
3. Sit where directed by the bus driver or aide.
4. Remain seated.

5. Obey all directions of the driver or aide promptly and courteously.
 6. Keep all portions of the body inside the bus and do not throw items.
 7. Keep hands and feet to self – NO FIGHTING.
 8. No excessive noise.
 9. While entering or exiting the bus, watch the driver for confirmation before crossing a street.
- It is school policy that bus students must have written permission from a parent or guardian for each instance they do not take the bus. Please send a note if your child will not be taking the bus on any given day. Otherwise, we will be placing all bus students on their busses.
 - Students are NOT permitted to ride ANY bus other than the one to which they are assigned.
 - All Kindergarten students who ride a bus **must have a parent/guardian present at the bus stop.**
 - For all other grade levels, we strongly encourage parents to meet their child at the bus stop.

Consequences for Bus Misconduct:

Possible consequences for bus misconduct are:

- Conference with student.
- Report 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.

Visitor's Log:

All visitors must buzz in for admittance to Drake School. Please have photo ID handy. You will then report to the office upon entering the school. Signing the visitor's log and stating the nature of your visit

is required BEFORE YOU MAY GO TO YOUR DESTINATION. A visitor or volunteer tag will then be given for you to wear.

Keeping our school safe is of prime importance to our staff. As a means of maintaining security, we ask your understanding if, at any time during your visit, any of our personnel approach you and ask if you have signed the Visitor's Log. We treat this issue with the highest security because we care about your child and the safety of our students.