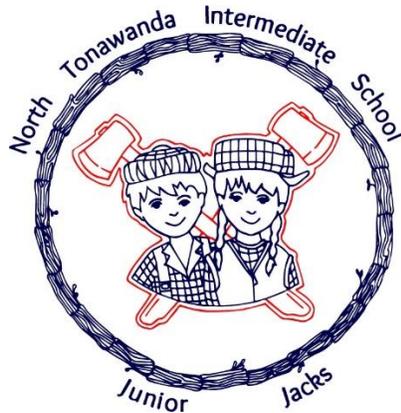


# North Tonawanda Intermediate



## Student-Parent Handbook & Code of Conduct 2019 - 2020

Katie M. Smith  
Principal  
807-3825  
1500 Vanderbilt Ave

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Please sign, detach, and return to school.  
I reviewed the NTI Handbook with my child.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

**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

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North Tonawanda City School District  
**NORTH TONAWANDA INTERMEDIATE**  
1500 Vanderbilt Avenue North Tonawanda, New York 14120-2889  
(716) 807-3825

Gregory Woytila  
Superintendent of Schools

Katie M. Smith  
Principal

Dear Parents/Guardians:

Welcome to North Tonawanda Intermediate! 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.

We are excited to continue on our journey here at NTI! Our dedicated, caring staff will provide for the academic, emotional, and social needs of our children. Friends of NTI, our wonderful parent group, will support our program with their time, dedication, and financial assistance. We look forward to fostering the academic, social, and emotional development of our students.

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 NTI. Working together as a team, we can make your child's intermediate school experience an outstanding one and, indeed, we can grow together.

I know I speak for the entire NTI 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.

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

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



**NORTH TONAWANDA INTERMEDIATE SCHOOL HOURS**

8:10 a.m.	Breakfast Program begins
8:30 a.m.	School doors open
8:40 a.m.	School begins
2:55 p.m.	Dismissal begins

**Please note:**

Children who arrive before 8:30 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 8:30. PLEASE ARRANGE YOUR CHILD'S SCHEDULE SO THAT S/HE DOES NOT ARRIVE BEFORE 8:30 a.m. unless participating in the breakfast program.

**BEFORE/AFTER SCHOOL CHILD CARE**

SACC is offered at North Tonawanda Intermediate from 7:00 a.m. until 8:30 a.m. every school day for students who are pre-registered. This program is run by the YMCA. Please call **874-5051** for more details. The Boys and Girls Club runs the after school program until 6:00 p.m. (807-3758).

**BREAKFAST**

Breakfast is available to all students. Students who participate in the breakfast program may enter the building at **8:10 a.m. via door 10 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 updating **ALL** information requested on the emergency information forms which are sent home in 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 must 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 nurses so the information can be added to his/her 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 requirements for the school year is available at <http://www.health.ny.gov/publications/2370.pdf>. Please contact our Health Office with questions.

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

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

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

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 (this includes inhalers).

## 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 807-3825. 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 main 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 8:30 a.m. and the last bell rings at 8:40 a.m..

## 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.



### VALUABLES & LOST and FOUND

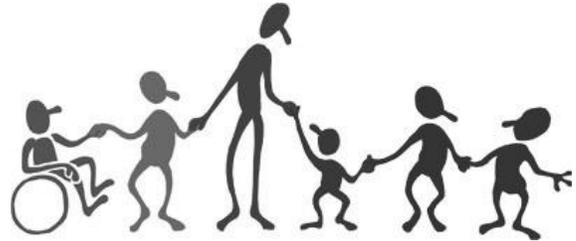
The school is not responsible for any loss of personal property (stolen, lost, or damaged valuables). Personal items are the responsibility of the student and not the teacher, staff members, or school. Please have your child check the school's Lost & Found for any lost articles. Personal belongings should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

### BEHAVIOR & STUDENT DISCIPLINE

The goal of the discipline policy at North Tonawanda Intermediate 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 with dignity and respect
- 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.

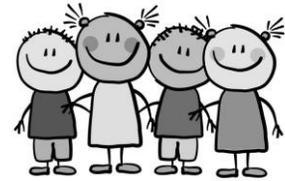
Children who do not follow cafeteria rules or are disrespectful to the cafeteria staff may be removed from their class table or from the cafeteria to eat separately. The following guidelines should be followed to meet the expectations of proper cafeteria behavior:

- 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 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
- walking quietly



## OUTSIDE/RECESS/PLAYGROUND BEHAVIOR

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

- Students will be taught and expected to use all 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 outside/playground/recess privileges.**

## RESTROOMS

- Students must receive permission to exit classroom.
- Students are expected to walk quietly in the halls and proceed directly to their destination.
- Students should respect school property and use the facilities in the manner intended.
- 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.

## 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 notification by teacher
- parent/guardian notification by principal
- parent/teacher/student 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
- in/out of school suspension



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 8:30, unless attending breakfast. 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 8:30.
- Students will promptly leave the building 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 Deerfield 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 Deerfield loop.

### *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.

### LOCKERS, DESKS, OTHER STORAGE SPACES

Lockers, desks, and other storage spaces are the property of North Tonawanda City School District and are provided to students for the storing of school related items and clothing. School lockers, desks, etc are not the property of the students and may be searched by school officials at any time without the consent of the student and parent.

Students are assigned lockers and must use the locker that they are assigned. Students are not permitted to affix stickers or adhesive items to the lockers.

### ELECTRONIC EQUIPMENT, TOYS, GAMES, MONEY, OTHER VALUABLES

Bringing valuables into school is strongly discouraged as they are not needed. The school and district are not responsible for lost or stolen items.

### CELL PHONE & DEVICE USE

In order to preserve the learning environment, while eliminating distractions, we are asking students to leave all cell phones, wearable devices, and other communication devices at home. If devices are brought to school we will expect that they are powered off and remain off until the end of the school day. 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.**

1. No use of personal 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. 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.
5. No unauthorized photographing or videotaping of students or staff may take place at any time on school property with any electronic device.

**\*\*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.\*\***

## SOCIAL MEDIA/TEXTING

Students are responsible for their own behavior when communicating using devices and on social media and will be held accountable for the content of the communications. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Tips for Parents:

- Talk with your child about responsible use and their digital footprint (text/post only what you would want the entire world to see; once it's 'sent' it's there forever (even once removed, screenshots, etc capture it)
- Stay current on apps and social media outlets that your child may be using
- Use parental controls, etc

## DANGEROUS ITEMS ON SCHOOL PROPERTY

The possession of any type of weapon, or object intended to be used as a weapon, is not permitted on any school property. This includes, but is not limited to, the following: pocketknives, BB guns, anything that is sharp and could cause injury, ammunition of any weapon, pepper spray/mace, etc. Additionally, weapon toy lookalikes are not permitted. Any harmful use of an item, including everyday items such as cologne, will result in disciplinary action.

Students possessing weapons or look-alikes will face disciplinary action. All such weapons will be confiscated immediately and the police will be notified if appropriate.

## CONTACTING SCHOOL PERSONNEL

Teachers...

We recommend that you discuss concerns or problems with the teacher **before** contacting the principal or assistant principal. Usually a call to the teacher will clear up any concerns and/or provide 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.

The principal and assistant principal...

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

## HOMEWORK

Homework assignments can be 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. Students should read every night. Parents are encouraged to check over their child's work each night and to provide time and space to study.

## FIELD TRIPS & EXTRA-CURRICULAR ACTIVITIES

Field trips and extra-curricular activities are an extension of the regular classroom and are always planned to support the curriculum. As appropriate behavior is essential in school, during extra-curriculars, and on field trips, any student displaying inappropriate behavior during the school day, or at any school function may become ineligible to participate.

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.

## FRIENDS OF NTI

Our Friends of NTI is a parent group which collaborates with teachers and the principal to add to the school programming and activities. Organizing special events, as well as fundraising all help to support the NTI experience. Please consider joining us at our monthly meetings (on the district calendar). We are always looking for ideas and volunteers!

## 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, etc. Additionally, behavioral/social/emotional considerations are factored into 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. Once class assignments have been made, no changes will be made (unless enrollment fluctuates over the summer).

## 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.

Our report cards are standards-referenced and are completed on a trimester basis. Watch the school calendar for the dates when report cards are issued.



## 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

NTI's Open House is held in the Fall. 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. If you have concerns, please contact the teacher prior to Open House to arrange a phone call or conference.

## 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 may 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. 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	4 - 6
Music	1 per cycle	40	4 - 6
Physical Education	3 per cycle	40	4 - 6
Computer	1 per cycle	40	4 - 6
Technology	10 week course; daily	40	6
	3-4 week unit; daily	40	4-5
Chorus			4 (required) 5 - 6 (optional)
Instrumental Music/Band			4 - 6 (optional)



