

**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**

### **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 Common Core 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.

# Ohio Elementary School

625 Ohio Street ♦ North Tonawanda, New York 14120-4097 ♦ (716) 807-3800

August, 2019

Dear Parents/Guardians:

First, and foremost, I would like to express my sincere enthusiasm for this upcoming school year. While the district is under-going changes, I believe Ohio's new configuration will permit for high quality, age appropriate instruction in both academics and character development. We have numerous exciting initiatives already planned to ensure that your child is engaged and connected to the entire school community.

This year, after deep reflection, visits to other neighboring schools, and consultations with local and national Law Enforcement Agencies, I will be making some changes to drop off and pick up procedures. My greatest charge, as your child's principal, is ensure the campus is the safest possible environment. As a parent of school-aged children, myself, I know that our children are our most precious cargo. To that end, I know it is extremely important that the building is secured and procedures are in place to allow all staff to easily identify visitors. This year, I will be asking parents to adhere to the following guidelines to support the security of the building:

## ***Kindergarten and 1<sup>st</sup> Grade Students:***

Parents please drop off and pick up your students at Door #6, at the corner of Abington and Deerfield. For drop off, there will be a staff member to open the door promptly at 9:15. The door will be staffed until 9:25, at which point, it will be secured and students must be dropped off, instead, at the Main Entrance. *To help students find their way to their respective classrooms, parents can walk them into the building and to their classroom door for the first week of school. Beginning on Monday, September 9<sup>th</sup>, parents will drop their students off at the door, not the classroom.* For dismissal, all K/1 teachers will walk their students out of this same door, and hand them off to their parent/guardian.

## ***2<sup>nd</sup> Grade and 3<sup>rd</sup> Grade Students:***

Parents please drop off and pick up your students, at Door #1, the Main Entrance. This door will also be staffed until 9:25, at which point it will be secured and students must use the intercom to enter. *2/3 parents can also walk students to their classroom door for the first week of school. Beginning on Monday, September 9<sup>th</sup>, parents will drop their students off at the main entrance door, not the classroom.* For dismissal, all 2/3 teachers will walk their students out of this same door, and hand them off to their parent/guardian.

## ***Bussers:***

All students who are bussed into school will enter through Door #2 on Ohio Street. This door will also be supervised daily. Both teachers and Safety Patrol will escort students to their busses at dismissal through Door #2, as well.

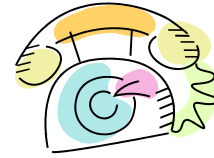
For parents, with students in K/1, I ask that you have your students enter Door #6. The older sibling(s) will join their younger sibling(s) at dismissal and be dismissed out of Door #6, as well.

Certainly, I understand this represents a change, and parents have enjoyed being in the building each morning. I cannot stress enough how important I take the security and well-being of your children. I have taken numerous measures both leading up to this summer, and in the summer, to tighten up the security of the building and ensure the safety of every child and staff member is a top priority.

Please do not hesitate to call me with any concerns you may have, and I look forward to a wonderful 2019-2020 school year!

Sincerely,  
John Steckstor, Principal

## Important Phone Numbers:



Ohio Elementary School	807-3800
Ohio Fax Number	807-3801
Ohio Health Office	807-3802
Ohio Social Worker	807-3806
Ohio Psychologist	807-3800
Administration Building	807-3655
Athletic Director	807-3647
SACC Program	874-5051
Central Registration (Administration Building)	807-3535
Community Education	807-3603
Educational Services	807-3565
Prekindergarten Program	425-1175
Transportation Department	807-3888

## *General Information:*

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

## SCHOOL HOURS

	9:15 a.m.	School doors open
	9:25 a.m.	School begins
<i>approximately</i>	3:40 p.m.	Bus dismissal begins
	3:48 p.m.	“Walkers” dismissed

### Please note:

Children who arrive before 9:15 cannot be supervised by staff unless they are attending the SACC program. PLEASE ARRANGE YOUR CHILD’S SCHEDULE SO THAT SHE/HE DOES NOT ARRIVE BEFORE 9:15 a.m. 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.

## YMCA/BREAKFAST PROGRAMS

*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 registered. This program was formerly known as B.A.S.E. is now being provided by the YMCA and will be known as SACC. Students who attend the morning SACC program may purchase breakfast. Afternoon SACC students receive a snack. Parents are responsible for notifying the teacher if their child will be attending SACC and of any changes in the daily schedule. Applications are available from the school office. For more information about the SACC program, please direct any questions to Emily MacKay at the Ken-Ton YMCA, 874-5051.

**Breakfast** is available to all students. Students who participate in the breakfast program may enter the building at 8:55 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. They are available in the office throughout the school year.

## EMERGENCY SITUATIONS

Parents are responsible for completing **ALL** information requested on the emergency information cards/sheets (sent home each September) AND update any changes annually. **It is also imperative that school be notified of any changes made during the school year.** (Ex. Change in work or home phone number, address, or custody) Parents are responsible for providing transportation home in the event of illness or other emergency.



## EMERGENCY SCHOOL CLOSING

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 as soon as possible. Television stations will be informed when the closing of schools is necessary. Please discuss with your children where they should go and what to do if you are not home in the event of an early dismissal.

In the event of bad weather conditions, tune to local radio or TV stations for closing information. The first calls go to TV channels 2 (WGRZ), 4 (WIVB), and 7 (WKBW) as well as radio station 930 AM (WBEN) followed by the FM radio stations. Parents are responsible for completing ALL information requested on the Emergency Information Cards (sent home in September) AND to update any changes during the year. This may include a parent's change of work, phone number, address, or family situation. Parents must pick up children in the event of illness or emergencies.

## GLOBAL CONNECT

Global Connect is a wide-spread telephone contact program that NT Schools use 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 contact information for this system on file!!

**Please notify the school immediately if there is ever a change in your contact information – including cell, home, or work telephone numbers and/or your home address.**

## DRESS CODE

Appropriate dress contributes to positive student behavior. We appreciate your cooperation in maintaining a serious learning atmosphere by insuring that your child dresses appropriately for school. Clothing or shoes that endanger health or safety or that distract the student or his/her classmates are not permitted. Students' participation in school activities should not be limited by their clothing or footwear.

We encourage our students to dress appropriately for the school day. Students tend to develop a casual attitude about school if they are dressed casually or see other students dressed inappropriately. We appreciate your cooperation in maintaining the serious learning environment of our school.

## LOST AND FOUND

A lost and found box is located outside the cafeteria in the primary hallway. Please have your child check there for any lost articles. If items of real value are found, they are kept separately in the office. Please check with the office staff for these items.

All outer clothing, lunch boxes, wallets, backpacks, etc. should be labeled with your child's full name to facilitate return in case of loss.

## Valuables



Please note that all money, jewelry, and other valuables, including *technological devices*, **are the responsibility of the student** and not the classroom teacher, other staff members, or the school. If you or your child are concerned about possible loss or destruction, the valuable item should be left at home. The school and school district are not responsible for stolen, lost, or damaged items. Additionally, the school will not assume responsibility should a student bring an item to school and choose to lend the item to other students, regardless of permission from an adult.

## Telephone and Cell Phone Use



Telephone use, by the student, during the school day is discouraged. Students should work with their parents to plan ahead to include homework, field trip permission slips, physical education and musical education equipment, within their preparation for each school day in order to build responsibility and organization skills.

Additionally, while students within our schools may possess mobile and digital technology, including but not limited to personal or family cell phones, possession of these items are 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 to do so.
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.

## 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.

## BUS TRANSPORTATION

Bus drivers are responsible for safely transporting students to and from school and on field trips, while enforcing bus rules. Children are responsible for appropriate behavior while riding the bus.

The following rules have been established by the transportation department. Students must:

- remain seated
- sit where directed by the driver or chaperone
- keep all body parts inside the bus
- obey all directions from the driver promptly and courteously
- act respectfully towards others and self
- speak in a respectful tone and volume
- keep hands, feet, and personal objects within your own physical space

It is school policy that bus students must have written permission from their parent/guardian if they are not going to ride the bus.

Consequences for bus misconduct, reported by the driver:

- |                        |   |
|------------------------|---|
| 1 <sup>st</sup> report | driver's report sent to parent, conference with student<br>*Significant misbehavior may result in possible denial of bus privileges |
| 2 <sup>nd</sup> report | above plus conference with parent, possible denial of bus privilege for up to one week  |
| 3 <sup>rd</sup> report | same as above, possible denial of bus privilege for longer period of time   |



## “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 guards.

### 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
- Never talk to strangers while walking to school or at the bus stop
- 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 observations – 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 you 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

## 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.

## CLASS 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 other support services.

During the month of May, Ohio Elementary School staff work together to develop class lists, using the process. A notification will be posted in the April Newsletter for parent requests to be made based on your child's needs and learning styles. **This should not be a request for a specific teacher.** This process involves much effort and consideration by staff members involved. Parental input is **one** of the factors that are taken into consideration as we make decisions that we feel will be the best for your child and for all of our students. Parental input, however, is not a deciding factor for a guarantee of placement. Once class assignments have been made and you have been notified via your child's report card, these placements are considered to be final and no changes will be made.

## STUDENT EVALUATION

Each year, your child is given a variety of tests to help his teachers better evaluate his 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.



## COMMON CORE 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. 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 Response to Intervention Services, provided by their classroom teacher and/or a remedial teacher in that particular subject area.

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 success. A copy of the schedule will be provided. You can always view information related to school-wide testing by visiting [www.nysed.gov](http://www.nysed.gov) and/or [www.engageny.org](http://www.engageny.org).

## REPORT CARDS

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

We believe that parent conferences are the best way to communicate student progress early in the year. There will be a conference sign up sheet at Open House in the fall. Parent-teacher conferences should be held privately and not at Open House. You are always welcome to contact your child's teacher to schedule a conference.



## VISITORS

All visitors are asked to report to the office when they enter the school. Signing the visitors' log, stating the nature of your visit, and receiving a visitor's pass are required **BEFORE YOU MAY GO TO YOUR DESTINATION.**

## *Enrollment Information:*

### CENTRAL REGISTRATION

Arrangements to register a new student can be made by calling the North Tonawanda Administration building (807-3565) and setting up an appointment.

### STUDENT TRANSFERS

If your child is going to transfer to another school or district, parent(s) or guardian(s) should notify the teacher and/or principal as early as possible. All textbooks and library books **MUST** be returned before leaving.

### STUDENT PLACEMENT

Many factors are taken into considerations when developing classroom placements each year. In an effort to create classroom placements that are optimal for all students, our faculty and staff work together to bring this to successful fruition.

In developing class lists, we take into consideration:

- Student learning styles and classroom environments that are conducive to supporting individual strengths/weaknesses
- Current academic achievement levels in the areas of English Language Arts and Math
- Student placements which support positive peer relationships
- Support services the student may be receiving or is under current consideration to receive during the upcoming academic year
- Gender ratios – number of boys/girls per classroom

## *Attendance and Health Information:*

## EARLY DISMISSAL

Written parental permission is required for early dismissals for appointments and other reasons. Notes should be sent to the child's teacher on the morning of the early dismissal. Children must be picked up in the main office at the designated time. **FOR YOUR CHILD'S PROTECTION, CHILDREN ARE NEVER DISMISSED DIRECTLY FROM THE CLASSROOM.** Parents or their designee must come to the main office and sign the child out of school in our log. Children will not be allowed to leave the building before dismissal time unless accompanied by a designated adult. If someone other than the parent is going to pick up your child, please let us know. The person should be prepared to show us photo identification.

## PICKING UP A SICK CHILD

If a student must leave school during school hours, due to illness, she must be picked up at the main office by a parent/guardian or other responsible adult designated by the parent.

## ABSENTEEISM

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 Health Office number is 807-3802.



It is our policy to contact the parent of every child who is absent from school, to insure that your children are safe. If you cannot be reached at home, you will be called at work or the emergency contacts that you have provided will be called. To avoid having us call you, please be sure to phone in your child's absence as indicated above.

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 illegal absences.

## TARDINESS

If your child comes to school late, he must have a signed, written excuse to explain his tardiness. **Children who arrive late should be taken directly to the main office by an adult to insure 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 ensuring that they arrive on time. **Our doors open at 9:15 and the late bell rings at 9:25 AM.**

## 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. The school nurse should not be expected to diagnose illness or to provide care for injuries that were received outside of the school day. 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.

## PHYSICAL EXAMINATIONS

New York State education law requires physical examinations before entry into Kindergarten, second (2<sup>nd</sup>), and fourth (4<sup>th</sup>) grades. Students new to the district are also required to have a physical exam. This should be done by your own doctor or may be completed by the School Physician. If the physical exam is completed by your own physician, your physician needs to complete a form to be submitted to our school nurse. This form can be obtained by contacting the Ohio School nurse.

## IMMUNIZATIONS

New York State requires the following immunizations before registration or transfer into school:

3 doses of DPT vaccine

3 doses of oral polio vaccine or 4 doses IVP (or a combination of the two)

2 doses of measles, mumps, and rubella vaccine (administered after 12 months of age)

3 doses of Hepatitis B vaccine

1 dose Varicella (if born after 1/1/98 or entering kindergarten in September, 2003 or later.

1 dose Tdap entering 6<sup>th</sup> grade over the age of 11

According to New York State education law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting, diarrhea, or any communicable disease must be excluded from school until diagnosed and/or treated.

## MEDICATIONS

Under certain circumstances, when it is necessary for a student to take medication during school hours, the school nurse may administer the medication if the parent or guardian submits a written request accompanied by a written request from a prescribing health care provider indicating the frequency and dosage of the prescription and/or non-prescription medication. The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled container.

Additionally, procedures for taking medications off school grounds or after school hours, while participating in a school-sponsored activity, will be in accordance with the State Education Department Guidelines.

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.



*Parent Information:*

## CUSTODY

Copies of custody papers, restraining orders, or other legal documents which affect your child or his release to individuals should be brought to the main office. Without legal documents, the school is obligated to release children to either parent. A “do not release” note from one parent is **not** sufficient to prevent release to either parent.

## 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 wishes 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 you would like him/her to explain more.
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.



## CONTACTING SCHOOL PERSONNEL

### ***The principal...***

Phone calls and voice mail messages to the principal will always be returned if he is not available when you call. *To be sure that he 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 he/she can return your call. Follow up calls to the principal are always possible.

## HOMEWORK

Homework assignments are a valuable part of the learning process, giving students the opportunity to practice and perfect newly learned skills. It also helps them to develop a sense of responsibility. The

amount of homework assigned will vary by grade level. At the beginning of the school year, homework policies will be explained to your child. 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 for their children to study. If your child is absent, please make arrangements to have work sent home.

## HOW CAN PARENTS HELP?



- Be certain to support and encourage timely attendance on all school days
- Reading with or to your children often is very important!!
- Encourage your children to think about their learning and apply it to their daily lives
- Work to create an environment so that your child(ren) get a good night's sleep and a good breakfast everyday
- Parent and family encouragement of students to give their best effort is critical for students to value their learning
- Maintaining regular communication with teachers and your children about their learning is key to your child's daily success
- Active involvement in our day and evening events
- High expectations for respect and responsibility in all environments
- "Chores" at home help to build responsibility and a sense of community involvement – even at young ages

## General Cafeteria Information

### CAFETERIA

Monthly menus are sent home as well as posted within your child's classroom. Students are scheduled for a twenty-five minute lunch period. During lunch time, they are expected to remain seated and talk quietly to friends seated nearby. Proper table manners and behavior are expected, as are appropriate language and topics of conversation. Students who abide by these rules earn the privilege of eating in the cafeteria.

Children who do not follow cafeteria rules or are disrespectful to the cafeteria aides may be removed from their class's table or from the cafeteria to eat separately.

### FREE AND REDUCED PRICE LUNCH PROGRAM

Applications for the free or reduced price breakfast and lunch program are available in the school office or from the district administration building. Completed forms may be returned to either location as well. 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.

# Program Support Services:

## 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. These classes include Music, Physical Education, Computer, Art and Library.

## SUPPORT SERVICES

### SOCIAL WORKER

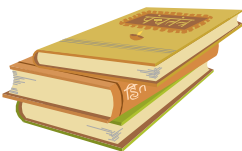
The school social worker is available to meet with children and parents as needed. She is a good source for referrals to outside agencies as well. Among the programs she conducts are Special Friends, Banana Splits, and Bully Awareness. The Special Friends program is a K – 3 early intervention play program for children who are experiencing mild school adjustment problems. Children enter the program through parent, teacher, or self recommendation. Each child meets with his adult special friend once per week.

This play program helps reduce stress and develop better self-esteem. The goal is to improve school adjustment with peers and adult authority figures.

“*Banana Splits*” is a support group for children whose parents are separated or divorced. Children meet in small groups by grade level on a regular basis. Each session is led by the social worker and lasts about a half hour.

### SCHOOL PSYCHOLOGIST

The school psychologist provides services to children within the school community. He/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 testing will be shared with parents and teachers to help determine together the learning style and program that will work best for their child.



## REMEDIAL READING AND MATH PROGRAMS

The purpose of the remedial programs, sometimes called Academic Intervention Services (AIS) or Response to Intervention (RTI) is to provide educational support in reading and math for students who are performing below predetermined criteria. The goal of these programs is to help strengthen classroom performance.

## SPEECH, LANGUAGE, AND HEARING 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:

- 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.

## RESOURCE ROOM

Resource room services are provided to students by a special education teacher. These students receive placement through the Committee on Special Education after a learning disability has been diagnosed. The resource room teacher provides supplemental instruction, support and remediation to students according to their individual needs as defined on an Individualized Education Plan (IEP). The classroom teacher and resource room teacher work together to coordinate each student's program and to make adjustments to the program to meet the child's needs.