



# **Student-Parent Handbook and Code of Conduct 2009- 2010**

**Jefferson Elementary School  
of the  
Schalmont Central Schools**



**Jefferson Elementary School**  
**of the**  
**Schalmont Central School District**

**Student-Parent Guide**  
**and**  
**Code of Conduct**

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**"BUILDING SUCCESS FOR ALL"**

Schalmont Central School District  
**Jefferson Elementary School**  
 100 Princetown Road  
 Schenectady, NY 12306



Joby Gifford, Principal  
 Jason Thompson, Assistant Principal

Phone: (518) 355-1342  
 Fax: (518) 357-0293

**Names and Numbers****Jefferson Elementary**

Intermediate Office Phone: 355-1342 ext. 5001  
*Mr. Joby Gifford, Principal*  
*Mrs. Linda Lawson, Secretary*  
*Ms. Marcy VonMaucher, Food Service Manager, ext. 5069*

Primary Office Phone: 355-1342 ext. 5080  
*Mr. Jason Thompson, Assistant Principal*  
*Mrs. Denise Koskey, Secretary*  
*Mrs. Cheryl Glindmyer, School Nurse, ext. 5036*

**Other Important Numbers**

Transportation Supervisor, <i>Kevin Mercoglan</i>	355-9201 ext. 4201
Special Education Director, <i>Joanne VanGenderen</i>	355-6110 ext. 4018
District Office	355-9200
Schalmont Teacher's Institute	355-6110 ext. 3123

**MISSION STATEMENT**

The staff and community of the Schalmont Central School District will provide programs, resources, and facilities to foster a positive learning environment. Each individual will be encouraged and assisted to grow emotionally, intellectually, physically, and socially to meet the challenges of the future.

## School Arrival/Dismissal Times

### Arrival

School begins at 8:45 am each morning. Children will enter the building through the main entrance that faces Princetown Road. For safety reasons, **please do not drop off your children prior to 8:45 am, as there is no supervision for them.** Students must enter the building through either the K-2 or 3-5 main entrance. Students are not permitted through any other door.

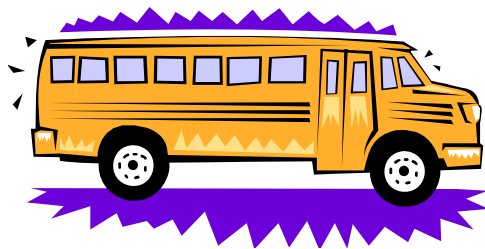
Students who arrive after 9:00 am are legally tardy and **must** report to the Primary Office (accessed through the parking lot adjacent to Ford Avenue). Students will need to be signed in by a parent or guardian. Help your child get off to a good start each school day. Please make every effort to have your child(ren) to school on time.

### Dismissal

Students will board the buses at 3:00 pm. If you wish to pick up your child, please enter through the K-2 primary entrance and pick up your child in the cafeteria at 2:55 pm. **Photo identification will be required whenever children are picked up.**

If you need to pick up your child during the school day, please sign them out using the K-2 Primary Office. **Photo identification will be required whenever children are picked up.**

\*During pick up and drop off times, please do not park along the sidewalk. This is a fire lane and should be kept clear at all times. The front eleven spaces have also been reserved for parent /visitor parking.



## Breakfast/Lunch Programs

Jefferson Elementary offers a nutritionally balanced breakfast program to students in grades K-5. Breakfast is served from 8:35-8:55 am, which includes both hot and cold foods, juice and milk. The cost of breakfast is \$1.00.

Lunch is served to students in grades K-5 from 11:00-1:40 daily. Monthly menu choices are provided on-line at [www.schalmont.org](http://www.schalmont.org) or by request from your child's teacher. Hot, healthy lunches are served daily as well as "grab and go" items such as bagels, snacks, and milk.

Lunch costs are as follows: Lunch \$ 1.75  
Milk \$ .50

Prepaid lunch tickets are also available at \$8.75 for 5 lunches or at a reduced cost of \$35.00 for 21 lunches. When pre-paying for lunches, please make checks payable to "Schalmont School Lunch Fund."

<u>TIME</u>	<u>LUNCH</u>	<u>RECESS</u>
11:00-11:25 11:25-11:50	Grade 1 Grade 2	Grade 2 Grade 1
11:55-12:20 12:20-12:45	Grade K Grade 5	Grade 5 Grade K
12:50-1:15 1:15-1:40	Grade 3 Grade 4	Grade 4 Grade 3



## Homework Guidelines

### Introduction

The Schalmont Central School District and school community believe that homework plays a critical role in teaching and learning. It also provides an excellent opportunity for parents to become aware of their child's daily academic experiences.

The purpose of homework is to strengthen academic skills and reinforce concepts taught by teachers. Appropriately assigned homework not only improves student achievement, it also develops time management skills, self-discipline, independence, personal responsibility, and the ability to follow directions and prioritize.

### Amount of Homework

To promote consistency and fairness, these are guidelines for the amount of time; however, teachers may vary in their beliefs and system for assigning work. For example, some teachers choose not to assign work over the weekend or during holiday periods.

Kindergarten	10 minutes per school weekday
First Grade	20 minutes per school weekday
Second Grade	30 minutes per school weekday
Third Grade	40 minutes per school weekday
Fourth Grade	50 minutes per school weekday
Fifth Grade	60 minutes per school weekday

These timeframes do not include recreational reading. Also, some teachers may assign a specific amount of additional time for reading.

Reading for pleasure in itself is an extremely important pastime that has great impact on a student's success. The research is clear that students who read regularly are more successful in school. It is important for teachers and parents to continually encourage students to read more and often.

### **Student's Role and Responsibilities**

It is the responsibility of the student to record their homework assignments. Students are encouraged to seek clarification about homework assignments they feel are unclear. It is their responsibility to complete homework and return it at the time it is due. Students at all levels who are experiencing difficulty with their homework are encouraged to seek help from their teachers.

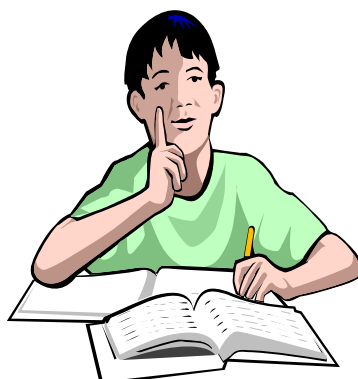
It is incumbent on parents in the early grades and students themselves as they mature to request homework assignments missed based on absences. Students who are ill may take it upon themselves to complete homework while staying home, depending upon the illness.

### **Parent's Role and Responsibilities**

It is the parent's role to reinforce the importance of homework and encourage home completion in a timely manner. Parents need to monitor their child's homework. If parents set rules within their home that define where, when and under what conditions their child needs to complete their work, the task becomes more routine and less cumbersome. It is essential that parents provide guidance for their child, not answers. Parents are encouraged to find out more specifics about individual teachers procedures and requirements when a child is absent.

### **Homework Tips for Parents**

- Express to your child the importance of a good education and the value of doing homework.
- Make sure your child has a quiet, well-lit place to do homework. Make this location a permanent one.
- Watch your child for signs of frustration. Suggest a short break and then return to the task.
- If your child is struggling to complete an assignment, you may need to contact your child's teacher.
- At various times during the school year, positively reinforce how well your child is doing.



## **Nurse's Notes**

The following information should prove helpful as you may have questions or concerns regarding health related matters at Jefferson School. This information may also be accessed on our Schalmont web site at [www.schalmont.org](http://www.schalmont.org). Once on the home page, click on the Jefferson link to find useful information about our school.

If you have any additional questions, please feel free to call our school nurse, Mrs. Cheryl Glindmyer, at 355-1342 Ext. 5036.

### **Students registering to attend Jefferson are required to have the following:**

- a recent physical examination
- immunization record
- 3 doses or more of Diphtheria Toxoid vaccine
- 3 doses or more of Polio vaccine
- 2 doses of the MMR vaccine
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella vaccine  
(if born after January 1, 1998)

All children entering kindergarten, second grade, and fourth grade are required by New York State Law to have a physical examination and a completed dental certificate. Both physical and dental exams are acceptable if administered not more than 12 months prior to the commencement of the school year in which the examination is required.

### **Dispensing of Medication in the School Setting**

In order for the school nurse to give your child medication (prescription or over the counter) during school hours, all of the following requirements must be met:

- Medication must be in its original pharmacy container with the following information:
  1. student's name
  2. name of medication
  3. prescribing doctor
  4. dose and time to be given
- A signed note from the prescribing physician containing all the information above.

- A signed note from the parent giving the school nurse permission to dispense the medication.
- All medication must be hand delivered to the school nurse or principal by a parent or responsible adult. **Students should not carry medications to and from school.**

**To insure the health of our students, school policy regarding sick students is as follows:**

- A minimum of three doses of medication must be administered before returning to school (Strep Throat or Pink Eye).
- Temperature has to be normal (98.6) for 24 hours without medication before returning to school.
- If your child is experiencing diarrhea on the morning of school, they should remain at home for the day.
- Children who are experiencing vomiting should remain at home until they are healthy enough to return to school (preferably 24 hours after the last vomiting episode).

**Reporting an Absent or Tardy Student**

Please call Mrs. Glindmyer at 355-1342 Ext. 5036 to report an absent or tardy student. Call each morning your child will be absent or tardy, before 9:00 AM, so we know he/she is safe at home or will be coming to school late.



## Conference Dates/Report Card Dates

Parent Conferences are an important time for parents and teachers to work together by sharing information, discussing student expectations and setting goals that will help the child grow as a learner and succeed in school. All parents are encouraged to schedule a fall conference date with their child's teacher. First quarter report cards will also be shared at this time. Students will be dismissed at 11:30 am on these dates to allow for afternoon meeting times with parents.

The fall conference dates are: November 3                      November 18  
November 12                      November 30



In addition to the fall conference, Report Cards will be sent home with students (K-5) three other times during the school year.

Second Quarter Report Card	January 27, 2010
Third Quarter Report Card	April 14, 2010
Fourth Quarter Report Card	June 24, 2010

## Assessment/Testing

Teachers continually assess student performance through observation, student conferences and a review of each student's written work or informal assessments. Standardized tests are also used to help students reach higher standards of learning and to focus on basic skills and their application. Currently, standardized statewide tests are given to students in grades 3-5. The following chart shows a breakdown of the standardized tests given to students at the different grade levels.

<u>Grade</u>	<u>Assessment</u>	<u>Date Given</u>
3	NYS English/Language Arts	April 26-28
3	NYS Math	May 5-7
4	NYS English Language Arts	April 26-28
4	NYS Math	May 5-7
4	NYS Science	May 26-June 3, written June 7
5	NYS Social Studies	November 16-17
5	NYS English Language Arts	April 26-28
5	NYS Math	May 5-7

## PART II - CODE OF CONDUCT

### INTRODUCTION

The Schalmont Central School District is committed to providing a safe and orderly school environment where students receive and district personnel deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, or other district personnel, parents and other visitors is essential to achieving this goal.

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

Several key points are listed below, however a complete version of the Code of Conduct is available in the main office upon request.



### ESSENTIAL PARTNERS

#### A. Parents are encouraged to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

## STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance including hair style/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
4. Not include the wearing of hats in school except for a medical or religious reasons.
5. Students are encouraged to wear safe and appropriate footwear, especially during outdoor recess and physical education classes.
6. Not include the wearing of any make-up (i.e. eye shadow, fake nails, etc.)

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

**\*\*Please note that cell phones, electronic devices, battery operated games, etc. are not allowed in school.**



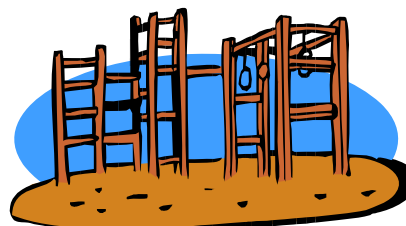
## STUDENT CONDUCT

The District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

Students may be subject to disciplinary action, up to and including suspension from school when they:

- A. Engage in conduct that is disorderly, such as:
  - Using language or gestures that are profane, lewd, vulgar or abusive.
  - Engaging in any willful act which disrupts the normal operation of the school community.
- B. Engage in conduct that is disruptive, such as:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students.
- C. Engage in conduct that is violent, such as:
  - Committing an act of violence (such as hitting, throwing an object, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
  - Committing an act of violence (such as hitting, throwing an object, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
  - Possessing a weapon.
  - Displaying what appears to be a weapon.
  - Threatening to use any weapon.
- D. Engage in any conduct that endangers the safety, morals, health, or welfare of others, such as:
  - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function, or possession of stolen property.

- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis of treating another in a negative manner.



### JEFFERSON PLAYGROUND

The Jefferson Playground is used daily during lunchtime by all students. However, it is a community playground and residents are welcome to use the playground after school hours. To maintain safety, several rules have been listed below.

- Students should respect the rights, feelings, and property of other children and adults.
- Students should avoid any type of rough play that may cause injury.
- Students should obey the monitors at all times.
- Students should use proper language at all times.
- Students should use all playground equipment in an appropriate manner.
- For safety and enjoyment, please help keep our playground clean.
- Sandals or open-toed shoes will not be permitted on the playground due to safety reasons.



### DISCIPLINARY CONSEQUENCES

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial.

- A. Consequences: Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty

are authorized to impose the penalty, consistent with the student's rights to due process.

1. Oral warning - any member of the district staff.
  2. Written warning - bus drivers, teacher aides, hall and lunch monitors, coaches, guidance counselors, teachers, principal and superintendent.
  3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal and superintendent.
  4. Detention - teachers, principal, superintendent.
  5. Suspension from transportation - director of transportation, principal, superintendent.
  6. Suspension from athletic participation - coaches, principal, superintendent.
  7. Suspension from social or extracurricular activities - activity director, principal, superintendent.
  8. Suspension of other privileges - principal, superintendent.
  9. In-school suspension - principal, superintendent.
  10. Alternative placement - principal, superintendent.
  11. Restitution - principal, superintendent.
  
  12. Loss of credit or make-up privilege for issues of academic misconduct - teacher, principal, superintendent.
  13. Removal from classroom by teacher - teacher, principal.
  14. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education and/or BOCES programs.
  15. Long-term (more than five days) suspension from school - principal, superintendent, Board of Education.
  16. Permanent suspension from school - superintendent, Board of Education.
- B. Procedures: The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged

misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

1. Detention.
2. Suspension from transportation.
3. Suspension from athletic participation.
4. In-school suspension.
5. Teacher disciplinary removal of disruptive students.
6. Suspension from school.



## VISITORS TO THE SCHOOL

The District encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office and sign out on the visitor's register before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class

- disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
  6. Any unauthorized person on school property will be reported to the principal or his designee. All unauthorized persons will be asked to leave. The police may be called if the situation warrants. In addition, those persons violating a court order of protection will be reported to the police.
  7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions.

- A. **Prohibited Conduct:** No person, either alone, or with others shall:
1. Intentionally injure any person or threaten to do so.
  2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property, including graffiti or arson.
  3. Disrupt the orderly conduct of classes, school programs or other school activities.
  4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
  5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
  6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
  7. Obstruct the free movement of any person in any place to which this code applies.

8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers, except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this Code of Conduct.



## SCHOOL PLEDGE

As members of this school  
we promise to care  
about each other.

We will help each other  
whenever we can.

We promise to make our school  
a place of joy, discovery,  
peace, and respect.

Above all, we will always try  
to never hurt anyone  
on the inside or the outside.