

c. Signature of parent or guardian

**Mariaville
Elementary School
Schalmont Central
School District
9210 Mariaville Road
Pattersonville, NY 12137**

**Main Office
Phone: 864-5411
Fax: 864-5522**

Brian Hunt

**Principal
MARIAVILLE
ELEMENTARY
SCHOOL**

“Where great education comes in a small package!”

Student/Parent Handbook

2009- 2010



Dear Students, Parents and Guardians,

NOTES

This handbook is designed to provide a quick reference to information and procedures at our school.

Parents and guardians are very important to the success of children in school. Parents and teachers, working together, are the most powerful influence on the lives of young people. Your participation in your child's education will greatly contribute to your child's educational experience.

We hope you find this booklet helpful.

*Brian Hunt
Principal*

Mariaville Vision Statement

“Mariaville School is a community of learners committed to provide the programs, professionals, and facilities needed to develop and maintain a positive climate for learning where children can grow intellectually, emotionally, physically, and socially, to meet the challenges of the future.”

**Main Office 864-5411
Fax 864-5522
Principal – Brian HUNT**

SCHOOLWIDE BEHAVIOR

1. Respect the rights, feelings and property of others.
2. Illegal or dangerous items are prohibited from school.
3. Act safely in school, on the playground and on the bus.
4. Listen carefully and follow directions the first time they are given.
5. Use appropriate language at all times.
6. Respect school property.
7. Be polite, honest, fair, considerate, and helpful to others.
8. Keep your hands and feet to yourself.
9. Fighting or rough behavior **WILL NOT** be tolerated.



CLASSROOM BEHAVIOR

Each classroom is a place to learn. It is every student's responsibility to put forth his or her best effort. In order to make the classroom an effective place to learn and an enjoyable place for all students to spend the day, students should remember the following things:

1. Follow all the rules established in the classroom.
2. Listen when an adult or another student is speaking.
3. Learn when talking is necessary, appropriate, and allowed, and when it is NOT allowed.
4. Always ask questions if you do not understand something.
5. Respect the values and views of others.
6. Allow others to work without disturbance or interruption.
7. Be kind and helpful to others.
8. Finish all work and tasks to the best of your ability.
9. Accept and learn from your failures as well as your successes.
10. Always ask for permission from the teacher before leaving the room.

BOYS AND GIRLS ROOM BEHAVIOR

The boys and girls rest rooms in the school are for the personal and private use of students. It is important that, while using the bathrooms, every student respects the rights of others and takes care of the facilities. When using the school bathrooms please remember the following:

1. Respect each other's privacy.
2. Be quiet and orderly.
3. Wash your hands before leaving.
4. Avoid wasting paper, soap and water.
5. Take care of your needs quickly and go directly back to your classroom.

ASSEMBLY BEHAVIOR

All students attending assembly programs at school have the right to listen, enjoy, and learn. Please be aware of these basic rules:

1. Enter and exit the auditorium in an orderly manner.
2. Act courteously and appropriately.
3. Listen in a quiet manner.
4. Sit in a quiet, alert way.
5. Applaud performances with respectable hand clapping.

HALL BEHAVIOR

In order to keep our hallways safe and attractive, these guidelines must be followed:

1. Always Walk.
2. Enjoy and respect the work that is displayed in our building.
3. Talking should be in quiet, inside voices.
4. Keep your hands and feet to yourself.
5. Classes passing through the halls should be orderly and quiet so students in their classrooms will not be disturbed.

CAFETERIA BEHAVIOR

The lunch period is a special time in a student's day at school. It is not only a time for eating, but also for socializing. Students should be able to do both under comfortable conditions. In order to ensure these conditions, students should remember the following:

1. Enter the cafeteria quietly with your teacher or aide.
2. Follow directions the first time they are given.
3. Sit at your table and talk quietly.
4. Throwing of food or beverages is not allowed.
5. Clean up your garbage.
6. Ask permission to get out of your seat.
7. Use the bathroom with permission only.

BUS BEHAVIOR



Safety is the main concern on our school busses. For the welfare and safety of all children, it is necessary that these behavior expectations be strictly followed. Bus referral forms will be used when students break rules. Repeated misconduct incidents will result in a suspension of bus privileges.

1. Cross the road carefully when getting on or off the bus. Wait for an adult to give you permission to cross.
2. Keep a safe distance from the bus and all other vehicles.
3. Listen carefully and respectfully to the driver's instructions.
4. Remain seated until the bus stops to let you off.
5. Ride quietly and respect others.
6. Keep hands and feet to yourself.

RECESS/PLAYGROUND BEHAVIOR



1. Follow directions the first time they are given.
2. Play safely to ensure no one gets hurt.
3. Play fairly and follow the rules of the game you are

playing.

4. Always use appropriate language and respect others.
5. Rough play such as games of chase or tackle are not allowed.



BREAKFAST/LUNCH PROGRAM



Breakfast is provided before school each morning. A hot lunch is also provided daily. Application for free and reduced breakfast/lunch are included in the August School District Newsletter. Applications will also be available in the main office. Breakfast may be purchased for \$1.00 and lunch for \$1.50. 20 meal tickets can be purchased for \$18 and \$28 respectively. **Additional entrees can be purchased for \$1.25.**

RECESS

Fresh air and exercise are essential for children's health and for them to function at their highest potential in the classroom. Children are expected to go outside for recess every day, weather permitting. Parents are advised to please be sure your child is dressed for outside play each day.

BIRTHDAY CELEBRATIONS

Birthdays are important events in the lives of children. Please remember that your child's teacher is responsible for the way they are celebrated in your classroom. Refreshments sent in by parents may be distributed at the teacher's discretion. Invitations to parties outside of school may NOT be distributed in school. Should these be sent to school, they will be returned home with the student. A list of student phone numbers for each class is distributed at the beginning of each year to facilitate this process.



ACCIDENTS AND ILLNESSES

The school nurse will make every effort to inform parents, guardians or persons indicated on the Student Health Emergency Information Card of any accident or illness occurring at school that may need care or observance. **Please make sure that the Emergency Information Card is updated to include any changes in parent work phone numbers and any changes in the three emergency numbers.**



VOLUNTEERS AND VISITORS

All volunteers and/or visitors must enter the building and sign in at the office. A visitor's badge is required for any non-staff member. For those picking up a child, you are asked NOT to go to the classroom. Please wait in the office while staff members bring your child to the office. Under no circumstances is instruction in the classroom to be interrupted. Please notify the teacher in advance that you will be picking up your child.

REPORT CARDS AND PARENT TEACHER CONFERENCES

Report cards are distributed every ten (10) weeks. Parent Teacher Conferences are arranged near the end of the first marking period. A sign-up schedule is available for families at Open House. If you have any questions or concerns during the school year regarding your child's education or social progress, please contact your child's classroom teacher.

ACCEPTABLE USE OF COMPUTERS POLICY

Many of our students will be using the Internet. Students to whom such usage pertains will bring home rules on using the Internet and e-mail. Students and parents must sign the Student User and Parent Permission Form agreement in order to



use the Internet.

BICYCLES

We discourage students from riding bikes to school because of the lack of shoulders on local roadways. Parents or guardians who allow their child to ride to school must provide a permission note in order to do this. Students riding bicycles to school must wear helmets as per New York State law. There is no bike rack available to secure bikes.

CODE OF CONDUCT

In accordance with New York State law, Schalmont's Districtwide Code of Conduct has been mailed to all families. If you did not receive a copy, please contact the school's main office and we will be happy to send you a copy.

SCHOOL DISCIPLINE

Our staff anticipates that parents will be concerned and cooperate in dealing with any behavioral problems and resulting consequences that may arise involving their child. It is imperative that this cooperation be made apparent to the student. Our most important behavioral objective is for each child to develop self-discipline.

Students will follow the rules set by our school staff. These 2 principles underlie behavioral expectations:

1. Treat everyone with respect.
2. Be responsible for your own actions.

DRESS STANDARDS

Students are expected to wear appropriate clothing at all times during the school year. Clothing should:

1. Be suitable for the weather conditions each day
2. Never contain inappropriate language or suggestive graphics
3. Be appropriate for a public environment. "Tube tops" or extremely

short shorts, for example, are not acceptable.

SAFETY AND SECURITY

Safety and security are top priorities at Mariaville School. We work with students to help them understand the basics of fire safety, personal safety, and bus safety. We also practice emergency evacuation in the form of fire, evacuation, bus, and lockdown/lockout drills. Parents are urged to discuss safety with their children to reinforce safety concepts.

When visiting school, parents are also asked to help us maintain a secure environment by signing in and out in the main office and wearing a visitors badge during school hours. Also, private vehicles are not allowed in the bus area.

IMPORTANT DATES



PHONE NUMBERS/VOICEMAIL EXTENSIONS

NOTES

ARRIVAL

The school day at Mariaville begins at 8:45 am. Adults are assigned to supervise student arrival beginning at 8:30 am. Instruction begins no later than 9:00 am. **Please do not drop students off prior to the 8:30 am supervised arrival time.**

DISMISSAL

All students will be dismissed at 3:00 pm. Any changes in your child’s regular dismissal schedule routine must be accompanied by a note. This includes bus changes, drop-off point or early pick-up. **Parents who want to pick up their children every day need to provide only one blanket note for the entire year.**

ATTENDANCE

Daily attendance in school is very important to your child’s academic success. Students are faced with the challenges of meeting the requirements of New York State’s higher standards. It is essential that our students be present for the intensive instruction, which will assist them in meeting the standards.

Please try to make non-emergency dental and medical appointments for students after hours, if possible.

1. If your child will be absent or late for school, please call 864-5411, extension 6018. Please tell us your name, your child’s name, their grade and the reason for their absence.
2. In the event you do not call us, our school nurse will be calling you to verify that your child is at home.
3. All children returning from an absence must have a written excuse which includes:
 - a. Reason for absence
 - b. Dates of absence