

SHENENDEHOWA ELEMENTARY SCHOOL

English Art
TECHNOLOGY
SCIENCE
Physical Education

Handbook and Program of **STUDIES**

Grade K-5



Elementary Mission Statement

The Shenendehowa elementary school mission is to provide a high quality educational experience that prepares each child to meet or exceed characteristics described in the Profile of an Elementary Student. The achievement of academic, athletic, artistic and social success of our students is the responsibility of every student, teacher, support staff member and parent.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

Welcome

The elementary Student/Parent Handbook/Program of Studies is to inform parents of the elementary curriculum and instructional programs, practices and procedures. Our goal is to ensure that each school clearly reflects the elementary school Mission and the Profile of an Elementary School Student. The purpose of the handbook is to address many topics and answer most of your questions. Our guidelines and procedures have been developed to maintain a positive learning and safe environment for students, their families and staff members.

District Mission Statement

To work continuously and in partnership with the community to ensure that all students develop and demonstrate the knowledge, skills, abilities and character needed to live useful, productive and rewarding lives.

Elementary School Mission Statement

The Shenendehowa elementary school mission is to provide a high quality educational experience that prepares each child to meet or exceed characteristics described in the Profile of an Elementary Student. The achievement of academic, athletic, artistic and social success of our students is the responsibility of every student, teacher, support staff member and parent.

What's Inside:

Profile of an Elementary Student	Page 2
Communication/Parent Involvement	Page 3
School Safety	Page 6
Health Office	Page 9
Attendance	Page 11
Cafeteria	Page 14
Busing	Page 15
Student Support Services	Page 18
Custodial/Legal Issues	Page 20
Miscellaneous	Page 22

We Believe:

- ★ Consistent academic programs will develop reading, writing, listening, speaking and problem solving skills
- ★ The unique characteristic of each child will be respected, supported and celebrated
- ★ Class size will be reasonable and consistent with Board of Education provisions
- ★ Strong early intervention provisions will take place to fit the needs of the varied student population
- ★ The individual needs and abilities of students will be assessed and supported programmatically
- ★ A safe and encouraging environment will be provided
- ★ Students learn best when their success is recognized.



Profile of an Elementary Student

Responsible Individuals

Who demonstrate good character by practicing such things as respect, honesty, responsibility and caring for others.

Essential skills—Students who

- ★ Treat others as they would like to be treated; respect the opinions and rights of others
- ★ Respect themselves by dressing and presenting themselves appropriately
- ★ Make good choices, avoiding drugs, alcohol and other dangerous behaviors

Self-directed Learners

Who understand, love and seek to learn.

Essential skills—Students who

- ★ Set goals and work to achieve new things
- ★ Identify and follow their interests
- ★ Enjoy learning

Critical and Innovative Thinkers

Who examine issues and find various ways to solve problems.

Essential skills—Students who

- ★ Use problem-solving strategies and techniques to defend and explain their decisions
- ★ Use good judgment by thinking before acting and speaking
- ★ Communicate information in an accurate and understandable manner

Involved Citizens

Who demonstrate the knowledge, skills, attitudes and values necessary to contribute positively to their community.

Essential skills—Students who

- ★ Volunteer for activities and events
- ★ Are the best they can be in all settings
- ★ Accept responsibility for their actions

Effective Communicators

Who understand and express knowledge, thoughts and feelings about themselves and others.

Essential skills—Students who

- ★ Read, write, speak and listen when interacting in school, at home and in the community
- ★ Use a variety of ways to express their ideas s Demonstrate effective presentation skills

Collaborative Participants

Who work with others to accomplish goals and tasks; who work and play together respectfully.

Essential skills—Students who

- ★ Share responsibility for work and learn from others
- ★ Value each member of the group s Take an active role in group activities

Globally Competent Persons

Who value and respect the different creative expression of interests, talents and experiences of fellow students and the larger community.

Essential skills—Students who

- ★ Are open-minded and willing to try new things
- ★ Are aware of different cultures, languages, religions, and lifestyles
- ★ Enjoy different forms of art, plays, and music

Information, Technology and Media Literacy Consumers and Producers

Who exhibit functional and critical thinking skills.

Essential skills—Students who

- ★ Use their knowledge of math, science and technology to help solve problems
- ★ Access, evaluate, use, and manage information
- ★ Understand and use appropriate media tools.



COMMUNICATIONS/PARENTAL INVOLVEMENT

Student Registration/Emergency Cards

Registration/emergency cards are sent home at the beginning of the school year for each student. These cards contain vital information needed in the event of an emergency or early dismissal. Please review the preprinted portions of the card, make any changes necessary, and add new information if necessary. Please be sure that emergency contact information is accurate, up-to-date, and that people know you have included them on your cards. Most important, please be sure to sign your child(ren)'s card. A phone call or a note is required from a parent/legal guardian if anyone other than the parent or guardian is picking up a student, even if the person is listed on the emergency card. Please be prepared to show a photo identification. If any changes occur during the school year, please inform the office so the card can be kept up to date.

Reporting to Parents

- ★ Report Cards/Progress Reports - Students in grades K – 5 receive 4 report cards/progress reports during the school year. Elementary report card dates are listed on the district calendar, occurring during the months of November, January, April and June. The first report card/progress report is usually handed out during the parent/teacher conference. The report card is also available on the parent portal.
- ★ Conferences - Parent/teacher conference days are scheduled to discuss progress at the end of the first quarter. During these days, school is not in session. These conference days are set up so that teachers have the chance to speak with parents one on one. Parents are strongly encouraged to make childcare arrangements as young children can be disruptive to conferences being held throughout the building. CHILDCARE IS NOT PROVIDED AT SCHOOL.
- ★ Parents may request additional meetings at any time during the school year by sending a note to the teacher, or calling the office to leave a message. Parent/teacher conferences which are planned will be of the most benefit to all concerned.
- ★ Gradebook - Parents of students in gr. 3-5 can access an electronic gradebook to view their child's grades.

Open Houses

Open house is held by each elementary school early in the fall during which many aspects of the school year are presented to parents.

Partnership Team

The purpose of the Partnership Team is to improve the educational performance of all students in the school; regardless of such factors as socioeconomic status, race, ethnicity, gender, language background and/or disability. The team consists of representatives from parent, teacher, non-teaching staff and administrative groups. Team members distribute information on school topics to their shareholders, seek input, and report back. Through their participation they share their diverse views and help search for consensus decisions. Team members' efforts help produce better alternatives from broader perspective as well as developing the ownership, commitment and support so essential to successful outcomes.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

Parent Teacher Association (PTA)

The National Congress of Parents and Teachers is an educational organization that seeks to unite the forces of home, school, and community on behalf of children and youth. Its purposes are:

- ★ To promote the welfare of children and youth in home, school, community, and place of worship,
- ★ To raise the standards of home life,
- ★ To secure adequate laws for the care and protection of children and youth,
- ★ To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth, and
- ★ To develop between educators and the general public, such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Children are encouraged to participate in the National PTA-sponsored Reflections program and the Shenendehowa Inventors program. The Cultural Arts Program brings numerous educational programs to each classroom.

Notifications through Social Media

Parents can sign up to receive notifications from the district through [Facebook](#) and [Twitter](#).

Students Success

There's no recipe for creating a successful student. But successful students DO have some things in common:

- ★ Their parents encourage, support and expect their children to work very hard and to be successful.
- ★ Their parents limit and monitor the amount/quality of television they watch.
- ★ Their parents read to and with their children.
- ★ They get enough sleep and exercise.
- ★ Their parents make sure children eat breakfast, healthy foods and limit snacks.
- ★ They attend school everyday and have responsibilities at home.

Tips For Problem Solving

When you think your child is having a problem in school, don't wait, or the problem may get bigger. Take these steps to investigate and work toward a resolution:

- ★ Listen to your child. Pay close attention to your child's comments and ask questions to find out what's going on at school. Keep your mind open as you listen – there are always two sides to every story.
- ★ Never criticize the teacher or the school in front of your child. This may cause more problems – like your child disliking school and being defiant to teachers.
- ★ Decide if you should contact the school. At the end of a long day might not be the best time to talk about strong feelings. Allow a cooling off period before you decide how serious a problem really is.
- ★ Talk directly to the teacher in person or by phone.
- ★ Check out facts before drawing conclusions. Is the teacher aware of your child's difficulty? Has your child misunderstood her/his intentions?
- ★ Explore solutions. Discuss what you, your child and the teacher can do to solve the problem.
- ★ Contact other school personnel if the problem doesn't get solved in this way.
- ★ Approach each step with respect for all persons involved. This will help your child learn to cope constructively with problems throughout his/her life.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

SCHOOL SAFETY

Code of Conduct (Board Policy [4410](#) and [4410A](#))

Board Policy - The Board of Education is committed to providing a school environment that is conducive to learning, safety and order. The District maintains and reviews, a written Code of Conduct for the Maintenance of Order on School Property (The Code of Conduct).

Guidelines for Elementary Students

Your school is a special place where you and your teachers and other adults work together to ensure the happiness, safety, and self-respect of all students and adults. Behavior of this type will also help you in your world outside of school.

Coming to school and going home you are expected to:

- ★ Keep a safe distance from the bus, cars, or trucks
- ★ Walk on sidewalks. Stay out of the way of traffic.
- ★ Walk, not run, to and from the bus.

In school you are expected to:

- ★ Respect the rights and feelings of others by being kind and not hurting others.
- ★ Use appropriate language in all places including school, the playground, and the bus.
- ★ Follow the rules and directions of your teacher and other adults who are in charge.
- ★ Respect the rights of others by being quiet and polite in the hallways.
- ★ Walk in the halls – no running.
- ★ Stay in the classroom until excused or dismissed.
- ★ Keep lunchboxes, pencils, and other items away from walls.
- ★ Take care not to damage or destroy school property such as desks, chairs, walls, books, computers, electronic devices, or any other items.
- ★ Use special care when handling equipment in art, music, library, and physical education classes.

In school, during assemblies, going out for recess, attending field trips, special events, or in emergency situations, you are expected to:

- ★ Sit where you are told.
- ★ Leave the room or area only with permission from an adult.
- ★ Watch and listen quietly to the performance or speakers.
- ★ Clap politely to show appreciation.
- ★ Leave the room or area quietly, following directions of the adults in charge.

In school, during lunch, you are expected to:

- ★ Remember your table manners
- ★ Never throw food or any objects.
- ★ Talk quietly during lunch.
- ★ Listen to and follow directions.
- ★ Clean up after lunch and dispose of your trash properly.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

On the playground, you are expected to:

- ★ Play only in areas chosen by an adult and be sure an adult is with you at all times.
- ★ Never leave the playground area without permission.
- ★ Play only safe games.
- ★ Use playground equipment safely.
- ★ Report injuries to the adult in charge.
- ★ Keep your hands to yourself.
- ★ Use good language.
- ★ Say kind things to other children.
- ★ Be a good sport.

Student Appearance/Dress Guidelines:

Parental guidance and responsibility are necessary to help children make appropriate choices about their school attire. Students are expected to wear clothing that is appropriate for our school environment and all school activities and does not detract from a positive learning environment. Appropriate athletic shoes are required for physical education classes and during recess activities.

Consequences

Students who break the above listed rules will face disciplinary action depending on the facts of the case. This could mean suspension, exclusion from activities, reprimand or warning. Suspension proceedings are conducted according to Section 3214 of the Education Law.

Student Rights and Responsibilities

These, along with definitions, prohibited conduct, infractions and disciplinary procedures, are detailed in the complete Student Code of Conduct available in the annual school calendar or on the website.

Bullying - Board Policy Policy [7555](#)

- ★ The School District is committed to providing its students and staff with an educational and working environment that is safe, secure, promotes respect, dignity, equality and is free from bullying. The School District prohibits bullying on school grounds, school buses, and at all school sponsored activities, programs and events including those taking place off school property.
- ★ Bullying for the purposes of this policy is defined as a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity.
- ★ Incidents of bullying should be reported to the school's Dignity Act Coordinator, who is responsible for investigating reports of bullying, harassment, and discrimination, and for taking appropriate action on the results of the investigation. Procedures for complaints and investigations concerning bullying can be found in Board Policy 7555; Appendix II to the Code contains contact information for the Dignity Act Coordinator for each school. The Dignity Act Coordinators for the elementary schools are the school counselors and building administration.

Emergency or Early Dismissal

In the unlikely event of an early dismissal or other emergency, it may be necessary to send your child home from school by bus during the school day. During periods of bad weather, we expect parents/guardians to monitor the news to keep up to date about possible early dismissals or school closings (see "school closings" below). When you expect to be away from your home during school hours, please arrange to have a relative or friend



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

available to meet your child. Please talk to your child, and make certain that they know where to go if you are not home.

Visitors (Board Policy [3210](#))

Our procedures, described below, are in no way intended to discourage visitors, rather they represent our efforts to maintain a safe, orderly school for all students and the need to know the location of all visitors when in the building. Parents/guardians are expected to adhere to the district's Code of Conduct.

- ★ Visitors and volunteers are required to sign in at the main office and wear a visitor's tag while in school.
- ★ Visitors are welcome as parent volunteers when scheduled, as participants in special activities, and for scheduled appointments.
- ★ Unannounced visits to classrooms prior to the start of the school day or during the school day to speak with staff cannot be accommodated as such visits interfere with instruction and planned meetings/activities. Minor interruptions can have a major impact on instruction.
- ★ Parents are welcome to have lunch with his/her child on special occasions only. Parents are not invited to visit during recess.
- ★ Parents and others may sign in and proceed to a classroom or other area of the school, only when expected by a faculty member, i.e. when asked to volunteer or invited to a special activity.
- ★ Items such as lunch, snacks, homework, musical instruments, etc. may be brought to the main office. We will see that your child receives forgotten items. Please label these items.

Pets visiting schools (Board Policy [4450](#))

Pets are allowed to be brought to school only for occasions approved by the principal and in compliance with any school procedures. The Visiting Pet Permission Slip must be signed by the parent/guardian (found on www.shenet.org) Occasionally, a classroom pet will go home with a student. The teacher shall send the classroom pet permission slip home to the parent/guardian to secure permission and to make arrangements for the pet's visit. Most pets will not be allowed to visit due to the large number of students and staff with allergies.

Fire and Safety Drills (Board Policy [5683](#))

Fire drills will periodically occur throughout the year to ensure that students and staff are familiar with proper evacuation procedures in the event of a real emergency. As part of our "Safe Schools Plan," we practice drills which will involve a complete LOCKDOWN or LOCKOUT of the total school facility.

- ★ When a LOCKDOWN drill occurs, students and staff will be required to remain in their rooms with the doors locked until the drill is over. Visitors are also expected to remain quiet and follow directions.
- ★ During a LOCKOUT drill, visitors will be screened at the door or asked to remain outside the building until the drill is complete.
- ★ DUCK AND COVER drills are also held to prepare for the possibility of severe weather conditions, such as a high wind warning.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

HEALTH OFFICE

The Elementary School health office is responsible for the physical well-being of your child while at school. You will be called by the nurse if your child has a facial, eye, or dental injury, needs stitches, has a broken bone, medium to severe head injury, vomiting, nose bleed lasting 20 to 30 minutes, temperature of 100 or higher, continuous or uncontrollable coughing, and after a second visit to the health office by your child. We rely on parents/guardians to inform the school nurse of any illness or conditions that require awareness by the nurse or other staff to ensure the student's well being during the school day. If an extended absence is anticipated, please notify the school nurse or school principal so that necessary arrangements for tutoring can be made.

School Physicals (Board Policy [7512](#))

School physical examinations are required when children enter kindergarten and again during the 2nd, 4th, 7th, and 10th grade years. All students new to the district must have a physical exam. Physical examinations may be performed within 12 months of the start of the school year. If you do not have a physical examination completed by your own physician, your child will be examined by the school physician during the school year. For your convenience, Shenendehowa School Health Forms can be accessed through the policy link above.

Routine Screenings

The following school-wide screenings are done by the school nurse:

- ★ New students to the district including all kindergarteners receive hearing screenings within six months of admission to school.
- ★ Students in grades 1,3 & 5 as well as at any other time deemed necessary also receive hearing screenings.
- ★ New students to the district including all kindergarteners receive vision screenings, including at a minimum color perception, distance acuity, near vision and hyperopia within six months of admission to the school.
- ★ All students in grades 1,2,3 & 5 as well as at any other time deemed necessary receive far vision screenings.
- ★ Students in grade 5 receive scoliosis screening during physical education class.

Medications (Board Policy [7513](#))

The school nurse cannot legally diagnose, prescribe, or treat health conditions. If it is necessary for a child to receive medication during school hours, parents must follow the procedures below:

- ★ Submit a written statement from your physician specifying diagnosis, medication (possible side effects), dosage, frequency and the time for administering this medication.
- ★ Submit a written request indicating that the school nurse may administer the medication as ordered.
- ★ Provide the medication in the original container that clearly indicates date, name of child and physician, name of medication, dosage and frequency.
- ★ Bring medication to the health office. Please do not send to school via the student riding the bus. It is against state law for any student to carry any medication without a direct physician order.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

Medication for Field Trips

For questions regarding administering of medications during field trips, please call your school's health office.

Excuses from Physical Education Class

The only excuse for not attending and/or participation in physical education (P.E.) is a medical excuse signed by a physician. Students excused from PE must have a note signed by a physician. A parent may request their child be excused one time only during the school year in the case the child is suddenly not well. When your child is excused from physical education class, he/she is excused from playing at recess and is required to sit at the picnic table/bench when they are outside for recess. Any questions or concerns, please contact the health office.

Disease Notification

We appreciate your assistance in controlling the spread of communicable disease in school. We recommend keeping your child home during the time they are experiencing acute symptoms of a cold or other illness (such as, sneezing, coughing, fever). This protects other children and staff from exposure, aids in faster recovery, and protects against complications. Please remember the ALL IMPORTANT 24 hour rule! Keep your child home if they

have vomited/had diarrhea within the last 24 hours, and they should be fever free (below 100 WITHOUT fever reducers) for 24 hours before returning to school. Your child needs to be on antibiotics for 24 hours prior to returning to school if they have been diagnosed with strep throat or conjunctivitis (pink eye). We ask that you notify the school if your child has been diagnosed with a strep infection, chicken pox, conjunctivitis (pink eye), fifth's disease, or head lice. Other diseases, which are uncommon, should also be reported to the school. These include measles, mumps, rubella, meningitis, hepatitis, pinworms, and scabies. When notified, the school nurse will send home a confidential notice informing parents of the health issue in your child's classroom.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

Attendance (Board Policy [7110](#))

Elementary Starting and Dismissal Times

Grades 1-5	Start Time	Dismissal Time
Arongen/Shatekon, Karigon/Orenda, Skano/Tesago	8:05 a.m.	2:15 p.m.
Chango/Okte	9:05 a.m.	3:15 p.m.
AM Kindergarten		
Arongen/Shatekon, Karigon/Orenda, Skano/Tesago	8:05 a.m.	10:40 a.m.
Chango/Okte	9:05 a.m.	11:40 a.m.
PM Kindergarten		
Arongen/Shatekon, Karigon/Orenda, Skano/Tesago	11:45 a.m.	2:15 p.m.
Chango/Okte	12:45 p.m.	3:15 p.m.

Student Drop-off

Children should not be dropped off earlier than 10 minutes prior to the official start time, noted above, at which time adult supervision will be in place. Children are not allowed to walk unattended in the parking lot. Children must be walked to the crosswalks.

Tardiness

Any student arriving after the official start time, noted above, of the school day is considered “tardy”. A note of explanation from the parent will ensure the proper reason for the tardiness is noted in the student’s official attendance record. State law requires strict accounting of student attendance and punctuality, regardless of cause. Each child must be walked and signed into school if tardy. Parents must park in a designated parking place before walking into school.

Reporting Absences

If your child is absent, please notify the attendance clerk of the reason and expected length of absence. Voice mail will record messages before or after school hours. If a parent has notified the school by phone, a written excuse is not required upon the student’s return. If the reason has not been reported by phone, a written note is required immediately upon the student’s return. When a child is absent for a long period of time (2 weeks or longer) due to illness, he/she may qualify for home tutoring. A doctor’s note stating the diagnosed illness and the length of confinement at home must be submitted to the principal, along with a written parental request for home tutoring.

Medical/Dental Appointments

Parents are asked to make routine medical appointments outside of school hours. Doctors and dentists have generally cooperated in order that the student will not lose any valuable instruction time.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

Pupils Excused During School Hours, or at Dismissal

Students are expected to attend all day, each day and not allowed to be dismissed for early pick up except for physician or other appointments. A phone call or a note is expected from a parent/guardian if anyone other than the parent or guardian is picking up a student, even if the person is listed on the emergency card. When a parent/guardian or other “designated adult” plans to sign a student out at the end of the day, rather than allowing the student to ride the bus home, a note requesting this change should be sent to the child’s teacher on the day of this change in routine. Students will not be released to an adult directly from the classroom. The student will be called to the office, where the adult will sign him/her out and will be expected to show photo identification.

Religious Observances (Board Policy [8360](#))

The Shenendehowa Central School District recognizes the diverse religious backgrounds and values represented in the school community and have adopted a regulation that addresses many of the questions related to this issue. The district’s administrative regulations and Board of Education Policies are in the process of review and are posted to Shenet.org once approved. Please note some highlighted sections of the regulation below:

- ★ Religious accommodations cannot include excusing students completely from courses, testing, and/or other activities required by state law for graduation.
- ★ Upon a request from a parent or guardian to have his/her child excused from specific instructional activities that they feel violate their religious beliefs, teachers and principals should consult with each other, and then with the parent to determine alternatives that are of comparable instructional value.
- ★ Students generally are not exempt from lessons that may be inconsistent with their religious beliefs or practices.
- ★ Students who are absent from school or class because of religious observances shall be allowed to make up work, examinations, study or work requirements which he/she missed because of such absence.
- ★ Make-up examination(s) or work shall be provided as long as it does not create an unreasonable burden upon said school, class, students or teacher.
- ★ Students are responsible for making up the work or exams according to an agreed upon schedule.

Family Trips

Absences from school deprive a student of the classroom interactions, practice, and opportunities for additional assistance necessary for academic growth. There is concern regarding the loss of instructional time due to family trips scheduled while school is in session, considered unexcused, are defined as illegal according to State Education Law. In the event of such an absence, teachers are not required to provide work prior to the trip. It is the parent’s responsibility, working with the teacher, to make certain that any assignments and tests be completed in an agreed amount of time. It is extremely important your child be at school on time during New York State testing weeks (see school calendar on website). Should your child miss these tests, your child loses out on the diagnostic value of the assessment and their lack of a score may affect the school’s good standing in terms of state and federal standards. Kindly avoid taking family vacations during testing weeks.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

CAFETERIA

Shenendehowa Food Service – 881-0630

A lunch menu is sent home with students each month. Breakfast is available each day. The breakfast selection can also be found on the menu and is available to all children after being released from their morning bus.

Food Allergies

The district is aware of the need to accommodate students with severe food allergies. Guidelines are available and plans are developed and implemented to meet the individual needs of each student.

Debit System

Shenendehowa uses a computerized debit system that allows parents to deposit money into a child's account at the school to be used as needed in the cafeteria. While cash can also be used, the debit system offers several advantages:

- ★ You do not have to send cash to school with your child.
- ★ You are assured the money is spent on food at school.
- ★ You can put a small amount of money into the account to be sure your child has lunch money if he/she forgets lunch.
- ★ A check gives you a good record of deposits into the account. Students may bring cash or check (made out to School Lunch Fund) to the cashier in the cafeteria.
- ★ The system keeps track of what each student purchases on a daily basis.

Board of Education Meal Policy (Board [5660](#) & [5662](#))

The Board of Education expects all students to be treated with dignity and compassion. Students are expected to pay for meals with cash or by using a debit account.

Recognizing that individual students may occasionally come to school without breakfast or lunch money, the following guidelines have been established:

- ★ A student may charge up to 3 breakfasts and/or lunches at the cash register. The student will be given a notice to take home notifying his or her parent/guardian to send in money for the meals.
- ★ If the student continues to arrive without money for meals, the student will be served but will be directed to speak with the cook/manager. The cook/manager will attempt to call a parent/guardian and /or reminder letters will be mailed requesting payment. If appropriate, a free and reduced application will be sent home.
- ★ After the 6th meal is served without payment, the cook/manager will contact the District Food Service Director. The School Principal or Designee will also be informed in order to remedy the situation.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

BUSING

General Information

The Transportation Office can be reached at 881-0240.

We encourage all students to take a school bus to and from school. Recent research has confirmed that school bus transportation is the safest way for children to travel. Our drivers are required to attend many hours of training each year. Please also take advantage of school busing to help make our bus ports and roadways less busy and safer for pedestrians—children and staff. Transportation is provided to eligible students residing in the district in compliance with all applicable federal and state laws, regulations, and local policies. Families are notified

of stops and pick-up times by mail in late August. Students should plan on being at their stop at least 10 minutes early. Students are expected to board the bus and sit down quickly and quietly. Busing is only provided to and from the same address each day. Each bus has a distinctive and easily identifiable picture posted on a card in the second window from the entrance door. Students should not rely on the painted bus numbers, as the bus on the route may change.

Students may have a different bus stop in the morning and in the afternoon (or mid-day for kindergartners). However in the interest of safety, these pick-up and drop-off stops must be on a set schedule. For example, you may have a child picked up or dropped off at one location on Tuesday and Thursdays and another location on Monday, Wednesday and Fridays. You cannot deviate from the set schedule and it may not be done on a rotating schedule. Both parents must make arrangements necessary to ensure the student's safety prior to pick-up and immediately following drop-off.

Child Care and Related Busing (Board Policy [5720](#))

Alternate Transportation Forms are mailed home to each family in the winter preceding the next school year in order to allow adequate time for requests to be processed and alternate busing to be arranged. Should you need to make different arrangements during the summer or school year, you must obtain a form from the Transportation Department and return it there for processing. Please refer to the following link for all busing related information for the Student [Transportation Handbook](#).

AM Kindergarten Transportation Elementary Half Days

On the elementary half days, AM kindergarten students will ride the same bus home with students in grades 1-5 at the half-day dismissal time.

Lost Items

Articles left on the bus are normally kept on the bus so that the student can reclaim them the next day. If not claimed, articles are returned to the appropriate school, or to the bus garage. Students should label their



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

clothes and other possessions.

Bus Safety

PARENTS/LEGAL GUARDIANS ARE RESPONSIBLE FOR THE BEHAVIOR AND SAFETY OF THEIR STUDENTS AT THE BUS STOP UNTIL THEY ENTER THE BUS AND AFTER THEY DEPART THE BUS.

Bus safety rules are issued from transportation, and distributed to families at the beginning of the year. Several bus drills are held during the school year. Please see the Shenendehowa Code of Conduct at Shenet.org and also available at each school and at the district office.

Coming to/going from school, you are expected to:

- ★ Keep a safe distance from the bus, cars, or trucks.
- ★ Walk on sidewalks. Stay out of the way of traffic.
- ★ Walk, do not run, to and from the bus.

Any time you ride a school bus, you will:

- ★ Behave in an orderly manner at the bus stop/bus port.
- ★ Wait for the driver's hand signal or direction, look both ways if crossing a road, then cross the road.
- ★ Enter and leave the bus in an orderly fashion.
- ★ Stay in your seat, facing forward, in own space.
- ★ Help to keep the bus clean (no eating or drinking).
- ★ Refrain from throwing or shooting anything on the bus.
- ★ Keep head and hands inside the bus.
- ★ Keep track of belongings and check seat before leaving the bus.
- ★ Respect the property of others including the bus.
- ★ Refrain from using language or gestures that are profane, lewd, vulgar or abusive.
- ★ Follow all instructions from the bus driver.
- ★ Respect the rights and feelings of others by only saying kind things to others and by keeping your hands and feet to yourself.
- ★ Remember – Never take a ride from a stranger!!

Bus “Guests”

Students are allowed to get off their assigned bus at a different stop (providing that it is an existing stop) with parental permission. Students riding a bus home that is not their assigned bus--

- ★ Prior to October 1 every year: No student will be allowed to ride a bus home other than their assigned bus.
- ★ After October 1 every year--Students in grade K-5 will only be permitted to ride buses other than their assigned bus for the following reasons (providing that the stop is an existing stop and there is available capacity):
 - Emergency situation (i.e. parent is stuck in traffic and unable to get child off the bus). Notice should be provided as soon as possible.
 - Temporary changes in childcare. The parent must provide written notice seven (7) days in advance. *
 - Existing residential stops for “not for profit” organizational activities held after school. The parent must provide written notice seven (7) days in advance. *



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

**In addition, a confirming note must be sent in on the day the student will change routes.*

Please refer to the following link for all busing related information for the Student [Transportation Handbook](#).

Musical Instruments and Other Items on the Bus

New York State Department of Transportation and federal regulations PROHIBIT bringing large items and musical instruments on school buses. This prevents the blockage of seats and aisles in the event of an accident. In addition to large school projects, the following lists are the items which are allowed or not allowed to be transported on the bus:

Allowable	Non-Allowable	Non-Allowable
Alto Saxophone Bassoon Flute Baritone French Horn Oboe Piccolo Snare Drum Soprano Clarinet Trumpet Viola Violin	Alto Clarinet Baritone Horn Saxophone Bass Clarinet Cello Contra Bass Clarinet Guitar String Bass Tenor Saxophone Trombone Tuba	Aerosol Cans Bicycles Fishing Poles Glass Containers Large School Projects Pets or any live animal Skateboards Skis/ski poles Sleds

Allowable items can be held on the student's lap or placed on the floor between his/her feet while sitting on the bus seat.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

STUDENT SUPPORT SERVICES

Information regarding other District level instructional and support programs is available through the Office of Special Education and at the district website.

Instructional Support Teams

In each of Shenendehowa's elementary schools a team of professionals is available to help support parents, faculty and students. This team meets regularly, using the Response to Intervention (RtI) process to identify specific skill deficits and appropriate interventions to improve student achievement and skills. This team may include the building principal, the school counselor, the school psychologist, teachers and therapists.

Programs

Academic Intervention Services (AIS)

- ★ AIS provide curriculum support to students needing reinforcement of skills.
- ★ Students are identified for AIS through the use of state tests, local exams, and teacher recommendation.
- ★ Frequency of academic support is based on individual student need.

Special Education

Students with possible learning or developmental disabilities are referred to a multidisciplinary team called the Committee on Special Education (CSE). This team evaluates students' strengths and weaknesses with the consent of the parent/guardian. The CSE develops an appropriate Individualized Education Plan (IEP) based on evaluation results. School personnel, members of the CSE, and parents work together to implement an appropriate education for the student in the least restrictive environment. Some of the services provided include: related services, consultant teacher services, integrated co-teaching, resource room and special class. In accordance with state regulation it is the goal of the Shenendehowa Central School District to provide special education services in the regular education setting.

Q.U.E.S.T (Question, Understand, Experiment, Share, Think)

This one day a week, "pull-out" program is for Gifted and Talented students in fourth and fifth grade. Students in Q.U.E.S.T. work on thematic units of instruction designed to supplement and elaborate on the general curriculum. The goal of the program is to provide students with the opportunity to meet and exceed challenging learning standards in an interactive and hands-on classroom environment. All parents in grades 3 and 4 will be notified annually about this offering and informed on the criteria needed to qualify for the program.

Acceleration

There are opportunities for children to accelerate in the area of Math. A parent or legal guardian, a teacher or an administrator may refer such a child for further assessment to determine the child's learning needs. Upon completion of the assessments, a building's Instructional Support Team will review the data and make



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

recommendations for the child. In some cases, acceleration may occur within the child's classroom; in other cases, a child may attend Math class in another grade level. In all instances, the child's progress and development will be monitored. The process for acceleration is posted on the District website under Academic.

Support Service Providers

School Counselor

Shenendehowa's elementary counselors provide a developmental and preventive program that promotes student learning by supporting the positive personal, social and emotional growth of all students. Through individual and group counseling, classroom lessons, consultation and collaboration, the counselors work with students, staff, parents and community resources to promote student adjustment and academic success. Each counselor is the Dignity for All Students (DASA) coordinator.

School Psychologist

The school psychologist assists in recognizing, identifying, and assessing the diverse learning styles of students. Classroom observations are performed for many students to ascertain their typical daily behavior and its impact on their learning. Additionally, cognitive and achievement evaluations are administered to assess a child's specific strengths and weaknesses relative to the learning environment. The school psychologist collaborates with students, parents, teachers and school personnel to enhance the learning of students.

Speech/Language Therapy

The speech therapist may provide services to children who demonstrate a communication disorder that adversely affects their learning. Services may include consultation, evaluation and/or direct therapy. Referrals may be made by the classroom teacher, parent or Instructional Support Team.

Occupational Therapy and Physical Therapy (OT and PT)

- ★ The occupational therapist provides screening and evaluations to determine fine motor deficits including writing, that may interfere with the student's ability to function within the educational setting. Services may include direct therapy or consultation with teaching and support staff. Referrals are made through the committee on special education.
- ★ The physical therapist provides screening and evaluations to determine gross motor deficits including, but not exclusive to jumping and balance that may interfere with the student's ability to function within the educational setting. Services may include direct therapy or consultation with teaching and support staff. Referrals are made through the committee on special education.



CUSTODIAL/LEGAL ISSUES

Our schools are often informed about parenting arrangements, custody issues and related information. The district's guidelines are described below:

Busing

Students may have a different bus stop in the morning than afternoon (or mid-day for kindergartners). However, in the interests of safety, these pick-up and drop-off stops may not vary from day to day. For example, a student will not be dropped off at one location on Tuesdays and Thursdays and another location on Monday, Wednesday and Fridays. Both parents must make arrangements necessary to ensure the student's safety prior to pick-up and immediately following drop-off.

Student Pickup by a Parent/Legal Guardian

Unless a court order or custody agreement has been issued stating that a parent or guardian is not allowed any contact with a student or specifically states a parent is not allowed to pick up the student from school, the district will release a student at the end of or during the school day to either parent/guardian. If a parent/legal guardian who is unknown to school staff requests release of a student, every effort will be made to contact the other parent/guardian before releasing the student. If a parent or former guardian is legally barred from contact, the school must have a current copy of such order to be kept on file by the school principal.

Decision Making

When parents provide conflicting instruction or directions to the school concerning educational matters about which we need parental input, we will (when possible) make reasonable efforts to let parents know there is a conflict so the two parents/guardians can resolve it. However, when that does not result in agreement, the school staff will generally rely on the input of the parent who most regularly communicates decisions about the student's education. Either parent may provide consent for a child to participate in activities that require consent, unless there is a court order that specifically says one parent is not allowed any contact or to make school decisions. In an emergency, we will first try to contact the parent who is identified in the parenting arrangement as the primary contact, but if that parent/guardian cannot be reached we will also try to contact the other parent/guardian. Teachers and other staff are not expected to meet with parents/guardians separately to discuss a student's progress on a particular issue. This allows our teachers and other staff to use limited time wisely, and also helps ensure that both parents/guardians are provided with the same information. The district is not required to hold more than the required number of Committee on Special Education meetings to which both parents/guardians are invited to attend.

Records and Information

Unless there is a court order or custody agreement that specifically says one parent is not allowed to have information about the child, both parents/legal guardian, may request and review the child's record and have copies of records, including report cards.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

School Events

Unless there is a specific court order or custody agreement that prohibits one parent from attending school events, both parents can attend events such as concerts, plays, sports events, and awards ceremonies. If parents are unable to attend without conflict, or their interactions at the event are disruptive, both parents may be asked to leave. We appreciate being informed about information that affects our students and will keep the documents you have provided us on file. The education and safety of all children enrolled in district schools is our primary responsibility, and therefore, we cannot adapt our programs and procedures to conform to every private parenting arrangement about which we are informed.



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

OTHER INFORMATION

School Closings

Please monitor local TV and radio stations for the most up-to-date school closing information. Additional news regarding cancellation of afternoon/evening activities is also available at www.shenet.org, the district's Twitter [@ShenNew](https://twitter.com/ShenNew) or [Shen's Facebook](https://www.facebook.com/ShenNew) page.

Volunteers (Board Policy [3150](#))

We encourage parents/guardians to become involved in the classroom and other school activities. Such involvement really makes a significant difference in our children's success. Please explore the many opportunities available through your child(ren)'s classroom teachers, the principal's office and PTA. A district volunteer form must be completed prior to volunteering. Please also note our visitor procedures under "Visitors". All visitors are expected to adhere to the district's Code of Conduct for the Maintenance of Order on School Property.

Lost and Found

It is suggested that parents label coats, sweaters, boots, hats, lunchboxes and other personal items to ensure prompt return to the owner. Items such as wallets and eyeglasses, if found, will be kept in a safe location. We encourage each child to check each lost and found location if an item is misplaced. Please check with your school about where most lost items are gathered.

Electronic Devices (BYOD - Board Policy [8140](#))

Bring Your Own Device (BYOD)- Shen is committed to providing a 21st century learning environment that includes the integration of technology in the classroom in support of education and/or research and consistent with the goals and purposes of the district.

The district is allowing teachers with principal support/approval to have students use their personally-owned technology during structured, teacher-directed lessons. The devices would connect to the district's secure network. Any such access and use shall be in accordance with school guidelines, the Student Acceptable Use Policy (BOE Policy [7317](#)), the district Code of Conduct (BOE Policy [4410](#)) and the Dignity for All Students Act (BOE Policy [7555](#)).

The school reserves the right to restrict student use of personal technology on school property or at school-sponsored events, at the discretion of the principal. Students and their parents/legal guardians are responsible for the proper care and security of their device, including any costs of repair, replacement, loss of or any upgrades/modifications needed to use the device at school.

Recess - Health and Wellness (Board Policy [5661](#))

- ★ The school physician, recommends that there should be no outdoor activity (either lunch recess or regular recess) if the ambient temperature is 20 degrees or the wind chill factor is 20 degrees or below."



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

- ★ Children must be dressed appropriately to participate in outdoor recess.

School Supplies

Shenendehowa has prepared district-wide supply list guidelines for elementary schools. This is an effort to regulate the amount of supplies that parents have to purchase at the beginning of the year.

- ★ Each grade level of teachers, by building, submit their request for student supplies by May 1 annually to their building principal. The list must be the same for the entire grade level, since teacher assignments are unknown by parents until the end of August. This information allows parents to shop over the summer. Supply lists will be posted by grade level on each school's website by June 1st annually.
- ★ School supply requests for students in grades K-5 may vary from grade level to grade level but should not exceed a \$30 limit (including special areas such as art and music). The \$30 limit does not include backpack or large book bag; sneakers, swimsuit and towel for PE; a recorder for music used in Grades 3-6 (cost approximately \$6.00) and shirt for art.
- ★ A list of acceptable supply requests has been developed by the district (posted on the website). Grade levels for each school may ask for any of these items as long as the total request is less than \$30. The list only includes personal, consumable items.
- ★ All leftover items will be sent home at the end of the year.
- ★ In some instances, brand quality is important. Examples of the brands that may be specifically requested by teachers are listed below.
 - Crayola Crayons, not Rose Art
 - Ticonderoga Pencils (the sharpeners seem to eat the less expensive brands)
 - Ziploc bags (they are sturdier than other bags).
 - Recorders (prefer not First Act brand, dollar store, etc.) Low quality recorders are often off-pitch.
 - The pace at which students use consumable items may vary. With that in mind, a teacher may request that parent/guardian replenish certain supplies for their child (i.e. pencils) throughout the year.
- ★ Non-consumable items (i.e. scissors, rulers, headphones) will be purchased as classroom sets by the district.
- ★ Teachers may request up to \$10 during the course of the year for special projects that will complement the curriculum or for student recognition activities. Grade level activity accounts must be established with the district for deposit and use of these funds.
- ★ Schools may create a "giving tree" for voluntary donations of certain supplies to be used in the classroom throughout the year.
- ★ Each grade level may use the building textbook allocation fund to purchase one magazine/newspaper subscription for each student for the school year.

Y-Time

Y-Time is an after school child care program for school age children Kindergarten through 5th grade. The program is operated by the Southern Saratoga Branch of the Capital district YMCA. Y-Time provides a comfortable, secure atmosphere for children to play, explore, and grow together under the supervision of trained personnel. Registration for Y-Time must be made through the YMCA. For further information, please



Shenendehowa Elementary School Student/Parent Handbook

Elementary Handbook

call 371-2139, ext.15.