

**Siwanoy School ...**  
Where Every  
Child Matters

Student Handbook

Siwanoy School  
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My teacher's name is \_\_\_\_\_

My name is \_\_\_\_\_

If this book is lost, please return it to Siwanoy School  
at the address listed above.

**Students' Rights**

*All Siwanoy students have the right to:*

- A safe and secure learning environment
- Be treated fairly and with respect
- Be valued and feel a sense of belonging
- Learn to the best of their ability

### **Siwanoy Student Constitution**

Written by the Siwanoy Student Governments 2003/2004 & 2004/2005  
With input from all their constituents  
Teacher facilitators: Mrs.Sider,  
Ms. Diano, Mrs.Carlson

### **Siwanoy Vision**

At Siwanoy School everyone feels safe, welcome and respected. We develop the intellectual, social, emotional, physical, and creative growth of each student. We ensure our students have the skills and competencies needed to apply learning to new and ever-changing challenges. Our students become life-long learners and engaged citizens. *All* members of our school community share in creating a joyful, compassionate, and responsive environment where the whole child matters.

### **Code of Behavior**

At Siwanoy School, the principal, teachers, staff, parents and students work together to create a community where everyone takes pride in learning. We know the importance of striving for academic success and accepting responsibility for our

words and actions. Our Code of Behavior will help all members of the school community achieve their personal best, become life-long learners and responsible citizens ready to meet the challenges of our ever-changing world.

On the following pages you will find expectations and procedures for being **respectful**, **responsible**, and **safe** at school.

### **Arrival Expectations and Procedures**

#### **Respectful during arrival:**

- Respect others' personal space; keep hands and feet to self
- Use quiet voice
- Respond appropriately to adult directions

#### **Responsible during arrival:**

- Arrive at school on time (between 8:15 am – 8:20 am)
- Come to school with what you need for the day; LABEL all your belongings with your name and class
- Wait in your designated area
- When the bell rings, grades 4-5 enter the building, K-3 line up according to the arrival plan
- Toys, electronic devices (iPods, Gameboys, etc) and trading cards should stay at home unless brought in for sharing. They should remain in backpacks during the rest of the school day
- Cell phones brought to school with adult permission must remain off and in backpacks during the school day

#### **Safe during arrival:**

- Arrive at school no earlier than 8:15 am
- Cross the streets with the crossing guards
- Stay on school grounds once you have arrived
- Bicycles may be ridden to school with adult supervision or independently in grades 3-5 with parent permission.
- Bikes or scooters must be dismounted on school property
- Fold scooters
- Ball playing is not allowed

### **Lunchroom Expectations and Procedures**

#### **Respectful in the lunchroom:**

- Wait your turn in the lunch line

- Use an inside voice
- Respond to the lunch supervisor's directions
- Respect others' personal space
- Clean up after eating; check the floor and table

**Responsible in the lunchroom:**

- Know your ID number (grades 4-5) or bring your card with you
- Focus on eating first
- Use appropriate table manners, i.e. remain seated, eat over the table, talk to those next to you and across from you
- When finished, pick up all trash, raise hand and wait for teacher's permission to throw trash away
- Put trash into the wastebasket carefully
- Recycle empty water bottles
- Wait to be dismissed by a lunch supervisor
- Set a positive example for others around you

**Safe in the lunchroom:**

- Hands, feet & objects to self
- Raise hand for permission to leave the lunchroom
- Walk
- Remain seated whenever possible

## **Playground Expectations**

**Respectful at recess:**

- Respect school property
- Share equipment
- Take turns
- Play fair and be a good sport
- Include others

**Responsible at recess:**

- On outdoor recess days, do not exit the building until your teacher makes sure there is a lunch supervisor present; on inclement days, report to your assigned indoor recess location
- Place your lunchbox neatly and carefully in the designated area
- No eating on the playground unless you have permission
- Put equipment away when finished
- Line up when the whistle blows
- Walk to the line
- Listen for instructions
- Be responsible for jackets and other belongings

**Safe at recess:**

- Follow playground procedures\*
- Remain on school grounds
- Follow game rules
- Inform adult of unsafe behavior or incidents
- Wear safe footwear for outdoor recess and equipment
- No toy guns or weapons of any kind
- Cartwheels and other gymnastics are not allowed

## **Playground Procedures\***

### **Playground Structures and squishy area**

- No equipment on the squishy areas
- Get off equipment carefully
- Monkey bars should be crossed using hands only
- One person on monkey bars at a time
- Hands and feet to yourself
- Go up the ladder, then down the slide on your bottom, one at a time
- No climbing on top of the monkey bars or other high places
- No chasing games in this area

### **Equipment-balls, jump ropes, chalk, etc.**

- Take care of all equipment
- Use equipment properly
- Return equipment to cart when finished
- Let teachers know when balls go over the fence

### **Upper and lower playground**

- When playing a game, explain the rules before you begin playing and remember to follow them.
- Welcome newcomers to your game
- Only adults can retrieve a ball that goes over the fence
- Dodge Ball and games that exclude and/or hurt others are not allowed
- Jump ropes are for jumping rope only (No jump ropes in kindergarten area)
- Games that involve wrestling, tackling or pulling on clothing are not allowed
- Go into the building with adult permission
- If hurt, tell the adult on duty
- Stay out of leaf piles
- Leaves, acorns, snow, rocks, stones, etc. must not be thrown
- No toy guns. No weapons of any kind
- Use appropriate language at all times
- Trees, fences, walls, and the fire escape are not for climbing
- When the whistle blows, collect all your belongings and line up

### **QUIET AREA**

- No equipment in the quiet area
- The quiet area is for quiet games

## **Hallway Expectations**

**Respectful in the hallway:**

- Respect others' personal space
- Walk quietly
- Walk on the right side in the hallways and on the stairs
- Walk in a single line
- Follow your teacher's directions when with your class

**Responsible in the hallway:**

- Stay with your class
- Have permission to be out of the classroom
- Go directly to your destination

**Safe in the hallway:**

- Walk
- Hands, feet and objects to self

**Bathroom Expectations**

**Respectful in the restroom:**

- Observe personal space
- Lock stalls when entering and unlock when leaving
- Respect privacy
- Use a soft voice

**Responsible in the bathroom:**

- Flush toilet after use
- Wash your hands then turn off the water by turning knobs tightly
- Use water, soap and paper towels sparingly
- Keep the bathrooms clean; make sure your paper towel is in the wastebasket not on the floor
- Return directly to class or designated area when finished
- Tell an adult if bathroom needs attention

**Safe in the bathroom:**

- Use the facility appropriately
- Leave the lights on
- Keep water in the sink
- Walk

**Town Meeting and Assembly Expectations and Procedures**

**Respectful at town meetings and assemblies**

- Be a polite member of the audience



- Do not call out or speak to those around you
- Be courteous to all performers and presenters
- Raise your hand if you have a question

### **Responsible at town meetings and assemblies**

- Follow your teacher's directions
- Make smart choices about who to sit next to
- Save the bathroom for emergencies and only with teacher permission

### **Safe at town meetings and assemblies**

- Walk into the gym quietly, sit down in your row and wait patiently for the program to begin
- Sit on your bottom
- Follow exit directions

## **Fire Drills and Evacuation Drill Expectations and Procedures**

### **Respectful, responsible, and safe during drills**

- Follow classroom rules for leaving the building
- Remain with your class
- Leave the building silently and as quickly as possible
- Walk silently coming back into the building
- If in a bathroom or hallway, leave the building by the nearest exit and report to the nearest adult for instructions

## **Dismissal Expectations and Procedures**

### **Respectful during dismissal:**

- Keep hands, feet, and objects to self
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions
- K-3 students are dismissed to a parent or caregiver
- 4-5 students may walk home with adult permission

**Responsible during dismissal:**

- Be packed and ready to go
- Remember all homework, clothes, notices, backpack, etc.
- Keep materials in backpack until arrival at home

**Safe during dismissal:**

- Walk with teacher when dismissal bell rings
- Walk to designated dismissal area
- Follow hallway expectations
- K-3 students let your teacher know when you see the adult who is picking you up

**The Dignity for All Students Act**

**The Dignity for All Students Act (DASA) explicitly prohibits discrimination and harassment in schools as follows: No student shall be subjected to harassment by employees or students on**

**school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function.**

**DASA defines harassment as: The creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his for her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**

**All reports concerning bullying and other violations of The Dignity for All Students Act should be reported immediately to Dr. Paul Farrell, School Psychologist and Dignity for All Students Coordinator and Mrs. Susan Gilbert, Principal. These reports will initiate a full investigation following our district protocols.**

All Pelham elementary students are taught the following protocol. Learn it, practice it, and use it. You can prevent many situations and get the help you need.

## **What to do When Someone is Bothering You**

1. Ignore the person and walk away...
2. Tell the person in a strong voice, "**Stop it!**"...then walk away.
3. Say in a louder voice, "**STOP IT!**" Then warn the person that you will tell an adult if it happens again...then walk away.
4. Tell an adult that you need help.

**If you or your property are hurt go directly to Step 4.**

## **Partnership Agreement**

*At Siwanoy School, we the students, principal, teachers, staff, and parents commit to fostering a bully free and non discriminatory environment through a proactive partnership to foster a safe and accepting school environment.*

**We pledge the following:**

- To follow the Siwanoy School Constitution, Siwanoy Code of Behavior, and class rules
- To be respectful, responsible, and safe in all areas and at all times
- To create and foster a school community where everyone takes pride in learning, and can achieve to the best of their ability
- To treat every person in our school with fairness, kindness, and respect
- To help maintain a clean and attractive learning environment
- To help all feel important and a sense of belonging
- To resolve our problems with words and not use physical force
- To strive to learn to the best of our ability

We understand that when things go wrong the following progressive actions will be taken, and adults will help us to meet the goals as stated in the pledge above:

- Verbal warnings
- Student written or verbal restatement of the problem and how they will correct the behavior
- Notification of parents
- Time Out with student telling, writing, or drawing a plan of correction
- Suspension from school activities
- In-school suspension
- Suspension out of school
- Superintendent's hearing

We acknowledge that we have read and reviewed the contents of the Student Handbook. We acknowledge our responsibility to follow the guidelines of the Code of Behavior.

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

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