



**Woodstock Elementary School  
2019-2020  
Parent/Guardian/Student Handbook**

Peace



Be Safe

**Love**



**Be Respectful**

**Learning**



**Be Responsible**

**Woodstock Elementary School  
8 West Hurley Road  
Woodstock, NY 12498  
845-679-2316  
[www.onteorak12.ny.us](http://www.onteorak12.ny.us)**

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**Woodstock Elementary School**



Welcome to the Woodstock Elementary School! Whether you are new to the Woodstock Elementary School or a returning family, we are happy that you joined us. You have made the right choice for your child's education. Woodstock Elementary School offers a dedicated and collegial staff that will care for your children and hold them to high expectations. Relationships, rigor and relevance are driving principles at the Woodstock Elementary School. Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student in every classroom every day.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's time at Woodstock Elementary School is exciting and rewarding.

This handbook is intended to provide a brief, concise and understandable overview of some of the most important opportunities and expectations that anchor our program. Please review this handbook with your child and feel free to call me at (845) 679-2316 if you have any questions about our programs, rules, or district policies.

Sincerely,

Scott Richards

Principal

**Principal**

Scott Richards

***Classroom Teachers***

**Kindergarten**

Tammy Sorbellini  
Elohim Pacheco

**First Grade**

Cassandra Kothe  
Lauryn Tervenski

**Second Grade**

Elisa Parness  
Erica Parisian

**Third Grade**

Phyllis Evans  
Rachel Lim

**Co-Teachers**

Lisa Haller  
Melissa Thongs  
Nicole Ryan

**OT/PT Therapists**

Michelle Darling  
Paula Wade

**Speech**

Jackie Hanzl

**Social Worker**

Courtney Blake

**Psychologist**

Diana Johnson

**Reading Teachers**

Andrew Vail  
Nicole Polacco

**Math AIS**

Christine Groom  
Melissa Thongs

**School Nurse**

Heather Kight

**Parent/Peer Trainer**

Louise Guglielmetti

**Secretary**

Beckie Evans

**Art**

Teresa Pelligrini  
Roberta Ziemba

**Physical Education**

Chris Kasprzyk  
Sonja Rothe

**Music**

Paul Schubert

**Library**

Shelley Savatgy

**Our Mission Statement**

The faculty, staff, and administration of the Woodstock Elementary School have a professional and personal commitment to the social, emotional, physical and academic growth of every child within the bounds of our school.

We endeavor to provide an atmosphere in which the child will develop attitudes of caring, responsibility, a feeling of success, achievement and a strong desire to learn.

Parental presence and involvement in the school, especially vital in the early years, is welcomed.

### **Daily Schedule**

The Ontario School District provides each student with a district calendar noting planned conference days, school holidays and scheduled events. Please refer to this calendar to determine when school will be in session. The district calendar is also on our website.

Daily schedule for Woodstock Elementary School is as follows:

The school day begins at 8:45 am. The additional 15 minutes each morning allows children to unpack personal belongings, organize themselves for the day and spend time socializing with friends prior to the start of school. This is also when attendance and lunch count are taken. These are important minutes and we strongly encourage **all** students to be in attendance at 8:45 am.

Students may not arrive prior to 8:40 a.m., as the school cannot provide supervision.

8:40 a.m. - Buses begin to arrive.

8:45 a.m. - Class begins.

9:00 a.m. - Attendance taken.

Students are marked tardy if they arrive after 9:00 a.m.

9:00 a.m. - Daily announcements

12:05 a.m. - 1:10 p.m.            Grade K & 1 Lunch/ Recess

12:05 a.m. - 1:10 p.m.            Grade 2 & 3 Recess/Lunch

3:25 p.m. - 3:30 p.m.            Early Pick-up  
(Pick-up prior to 3:15 PM is considered an early dismissal)

3:35 p. m.                            All grades dismissed

3:40-3:45                            Buses depart; Walkers are dismissed; Supervision ends.

### **EXCEPT FOR SPECIAL REASONS...**

**Please refrain from picking up students prior to 3:25 PM, as classes are still in session.**

### **Arrival and Dismissal Procedures**

The safety of our students is a primary concern here at Woodstock Elementary School. At pick-up and drop-off times we have many adults and students entering and exiting the building. To help us remain proactive in keeping our students safe during these times, please be reminded of the following pick-up and drop-off guidelines.

<b>Drop-Off</b>	<b>Pick-up</b>
<p>Time: 8:40 to 9:00 – Students <b>cannot</b> be dropped off before 8:40. There is no supervision before breakfast begins at 8:40.</p> <p>Location: Please drop off students at the designated location in the back parking lot. The staff on duty will assist students exiting the car in quick and safe manner.</p> <p>Drop-off at the back of the building ends promptly at 9:00.</p>	<p>Time: Please arrive at 3:25 at the back of the building near the gym. A staff member will be present outside to help you sign out your child.</p> <p>If you arrive between 3:05-3:25 <b>please do not</b> come to the main office to pick-up your child.</p> <p><b>EMERGENCIES:</b> Come to the main office and we will help you.</p>
<p><b>Adults entering the building:</b> If family members need to enter the building, please park your car in the back parking lot. Then enter the building through the front doors and wait at the office window for someone to help you. We do not permit family members to access other areas of the school unless they gain permission from the main office.</p>	
<p><b>Transportation changes:</b> All transportation changes should be provided <b>in writing</b> no later than the morning of the transportation change. We have seen an increase in the number of phone calls coming into the office during and near dismissal time. With advance notice we will be able to better ensure your child goes to the intended location. If you have an emergency please call and let us know of any transportation changes due to the emergency.</p>	

Thank you for your cooperation. Our teamwork helps everything run smoothly and safely.



**Buses**

Bus schedules are published annually during the month of August. If you have any questions regarding your child's bus schedule, please contact the **Transportation Department Office at 657-2537.**

In the morning, buses begin to arrive at approximately 8:40 a.m. Children participating in the breakfast program will be unloaded directly in front of the school and proceed to the cafeteria. All other children will remain on the bus until all buses have arrived and the blocker bus is in place (preventing any vehicles from entering the parking area). At 8:45 a.m., all remaining students will unload and proceed directly to their classrooms. In the afternoon, buses begin to assemble to take students home at 3:20 p.m. When all the buses have arrived and the blocker bus is in place, students are escorted to the buses at the front of the building.

Bus transfers may be issued to a student by the Main Office, upon written request from a parent/guardian. A transfer pass only allows a student to change the stop where he/she is let off the bus. Transfers to a different bus are not permitted except in the cases of extreme emergency. If a child needs to ride a different bus on a regular basis (i.e. for child care situations), arrangements must be made with the **Transportation Department Office at 657-2537.**

**Walkers**

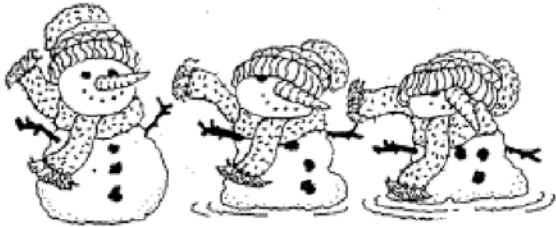
Students identified as walkers by the Transportation Department are released after the buses have departed.

**Early Emergency Dismissal/ School & Snow Closings and Delays/Shout Point Messages**

During the course of the school year we face the possibility of early emergency dismissal. Although early dismissals are most often caused by weather, there may be other reasons for an early dismissal (heating problems, water problems, etc.)

School Closings and Delays

School closings and delays are announced on the following local radio and television stations:

KRGB-TV RNN-TV (62) WBPM (94.3) WBWZ-FM (93.3) WCZX-FM (97.7) WDST-FM (100.1) WEOK-AM (1340) WGHQ (920) WGNA-AM (1460) WGNA-FM (107.7) WGY-AM (810)	WGY-FM WHAZ WHUD-FM (100.7) WHVW-AM (950) WKIP-FM (1450) WKNY-AM (1490) WPDH-FM (101.5) WQBK WRGB-TV (6) WRWD-FM (107.3) WSPK	 <p>Also: Shout Point automated calling system &amp; <a href="http://www.cancellations.com">www.cancellations.com</a></p>
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For your convenience, the Onteora School District posts all delayed openings and closings at [www.cancellations.com](http://www.cancellations.com), on the district website at [onteora.schoolwires.com](http://onteora.schoolwires.com) and uses **Shout Point, the automated calling system**. To keep you informed should there be an early emergency dismissal, the Onteora Central School District makes use of the **Shout Point Messenger** program. This program has the capability to contact the entire District within minutes of an announcement of an early dismissal. Parents/Guardians will be contacted at the phone numbers that are entered in Infinite Campus (our student management system).

## **Attendance**

Attendance will be taken daily at 9:00 a.m. by the homeroom teacher. If your child arrives at school after 9:00 a.m., he/she must be signed in by a parent or guardian in the Main Office and obtain a tardy pass before going to the classroom.

Whenever your child is absent, state law requires a written explanation be sent to the Main Office on the day that he/she returns to school. Good attendance is directly related to scholastic success. Parents are responsible for their children's regular attendance and punctuality. Illness of the child, emergency illness in the family, death in the immediate family, religious observance, and court appearance are considered excused reasons for absence from school.

If your child will be leaving school early on a given day, a note should be submitted to his/her teacher.

*Additional Attendance Information:* New York State Education Department has now mandated that all children be in attendance for 90% of the school year. Chronic absence from school, which is defined as missing at least ten percent of enrolled school days, warrants our urgent attention because it diminishes successful student outcomes and undermines learning. Please know that our computer system will be set to notify you if your child misses 10% of school, which includes excused absences and late entry to school. Resources including posters, parent fliers, and examples of successful intervention strategies and programs to reduce chronic absence can be found at <http://www.everystudentpresent.org/>.

## **Student Absences Due to Family Vacations**

The Onteora Central School District strongly supports attendance in school of all students on days when classes are scheduled. The nature of the curriculum and the teaching-learning process itself requires regular student attendance. Missed instruction in school cannot always be easily made up or duplicated. Days students are absent from school due to family vacations, by law, must be recorded as unexcused absences.

Accordingly, the following information is provided to parents:

1. It is suggested that family vacations be arranged to coincide with scheduled school vacations
2. The classroom teachers should be informed of a pending absence two (2) weeks prior to the absence. The teacher will inform parents of any possible implications of the proposed absence and of any expectations or responsibilities a student will have to meet upon his/her return.
3. Teachers will furnish assignments as deemed appropriate, when possible.
4. Teachers will determine the extent and the manner in which missed work will be completed.
5. Teachers may provide an opportunity for test make-ups.



## Food Services

### School Lunch Program

The Food Service Department serves a hot and cold lunch daily. These lunches are available to all students. The lunch order is taken daily for the next day. The lunch menu is distributed monthly to all students.

We have a computerized system in our lunchroom. Each student has an “account.” This is a debit account (not a credit amount). This means money is deposited into the account, and then the student can purchase items using that account. Each student has a PIN (personal ID number/student ID number). At mealtime, students will enter his/her PIN on the PIN pad, and the computer will access his/her account. If there is money in the account, the purchases are deducted. If the student is eligible for free/reduced meal program, the computer knows the status automatically and charges nothing or the reduced amount, as if the student had money in the account. If there is no money in the account (and the student is not eligible for free meals), the purchase can be paid for with cash, or it is charged and the student now has a negative account balance, which must be paid the next day.



### School Breakfast Program

The Food Service Department serves breakfast each day. All students are eligible to participate in this program. Breakfast includes a choice of both hot and cold items. The breakfast menu is distributed monthly to all students. Teaching Assistants are assigned to supervise the breakfast program. Students arriving by bus are dropped off immediately in order to participate in this program. **If there is a two-hour delay, breakfast will not be served.**

### Snacks

Snacks are made available daily for children to purchase during their scheduled classroom snack times. Children may also bring snacks from home. Healthy snacks are encouraged.

### Free or Reduced Price Meals

Children from households that meet Federal Income Guidelines are eligible for free meals or reduced price meals. To apply for free or reduced price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance or contact the Health Office for an application. Applications are sent home to all students at the beginning of each year, only one application per family is needed.

## **Lunch from Home**

Children who choose to bring lunch from home will proceed directly to the lunchroom at the start of their lunch period. A station will be available where they may purchase a beverage if they have not brought one from home.

Beverages brought from home should be in appropriate (leak proof, reusable) containers. Under no circumstances should beverages be sent in glass containers.

There are no microwaves. Students must bring lunches that are ready to eat or purchase school lunch.

If there is an occasional day when a parent brings lunch to a child, it must be brought to the office and office staff will deliver it to your child. Doing this on a daily basis is disruptive to the class.



## **Peanut/Tree Nut Procedures**

The Woodstock Elementary School is a "peanut/nut aware" school. We do this in order to provide a safe environment for our students who are allergic to peanuts/nuts. We do not want anything to happen to these children, nor do we want other children to witness the possible effects of such an allergic reaction.

The steps we have taken are:

1. Instead of peanut butter and jelly as a cold lunch offering, students may select a turkey, tuna, ham, cheese or jelly sandwich. Cereals and snacks containing peanuts will also be eliminated.
2. We have designated "peanut/nut-free" tables in the cafeteria, which are cleaned with different cleaning supplies. We request that parents try to minimize sending in peanut butter on sandwiches. Peanut butter/tree nuts will be allowed; however, your child will have to sit with other classmates on the opposite side of the cafeteria away from the "no peanut/nut" tables. There will be no repercussions or discomfort

for your child. If a nut/peanut allergic child touches something after someone who has touched these products, a severe reaction could occur.

3. All classrooms and common rooms (i.e. library, gym, music, art) will be peanut/nut free. Foods containing peanuts/nuts will not be allowed. If students bring in items with peanuts, we will have to replace them with alternate snacks that day. We recognize that nuts are good and healthy snacks for most children. We also know that students are in school only 6 hours each day and that there are other snacks that are just as healthy and will help others in our school community.

4. Research and materials on this condition, and how other schools approach the same situation, are continually reviewed.

We invite anyone who anticipates having difficulties with the elimination/minimization of peanuts in school to please call the school nurse. We will gladly work with you to help find a solution.

### **Healthy Eating**

We encourage you to send healthy food to school with your child. Teachers will not give candy as rewards/incentives, in an effort to support healthy choices.

#### **Cafeteria Rules:**

- a) Sit in a safe and acceptable manner.
- b) Use acceptable table manners.
- c) Use appropriate language.
- d) Speak in conversational tones.
- e) Cooperate with peers and adults.
- f) Respect the rights and property of others.
- g) Remain seated until called upon by teaching assistant.
- h) Raise your hand and wait for permission before leaving your seat.
- i) Don't leave the cafeteria without a pass/permission.
- j) When an adult raises his/her hand or claps, quiet down immediately.



## **Communication**

### **Woodstock Open House**

Please refer to the district calendar for the date and time our Open House will take place.

Each September we host an Open House to allow parents/guardians the opportunity to visit their child's classroom and meet his/her teacher. This night is designed for the teachers to speak with all parents/guardians about the curriculum for the year, daily schedules, classroom rules and expectations, and any special activities that will be occurring during the year. This is a time for parents/guardians; students should not attend the Open House.

Please note that Open House is not an appropriate time to discuss personal concerns. These topics are best handled during a private conference. Do not hesitate to schedule a conference to discuss these matters.

### **Conferences**

Within the Onteora School District, many programs are available to encourage all students to succeed. If you have any questions or concerns regarding your child, please do not hesitate to schedule a conference with his/her teacher or the principal.

Parent/Guardian-teacher conferences are planned two times per year. The dates for these conferences can be found in the School District Calendar. It is the teacher's goal to invite each child's parents/guardian at least once per year. If you have a concern, please contact the Main Office to schedule a time.

Parents/Guardians are welcomed and encouraged to come to school to talk with your child's teachers during the school year. Appointments must be made to coincide with the teachers' schedules. This should be done through the Main Office. Call 679-2316 to set up the conference.

### **Five-Week Reports**

Reports are issued in the middle of each quarter indicating that your child is having difficulty in a particular area or if work assignments have not been completed. You may want to contact your child's teacher to discuss what can be done to help your child.

### **Parent Portal**

The Portal is a secure web site that allows parents to monitor their child's progress in school. As a parent, you can monitor your child's daily attendance and grades as well as having access to your child's lunch account, health records and assessments. It is designed to increase the communication between parent/guardian, school and teacher, which will be used to communicate with you.

### **Newsletters**

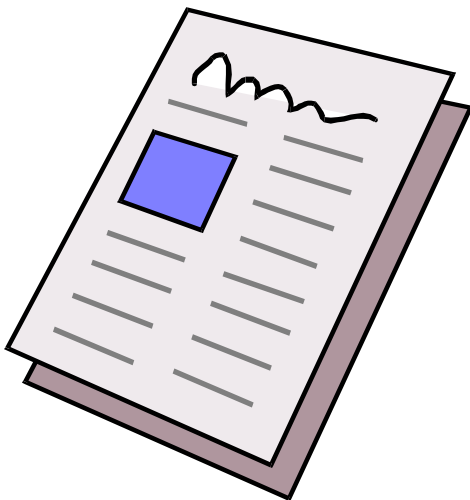
The Woodstock Elementary School, in cooperation with the Woodstock PTA, publishes a newsletter. The newsletter covers upcoming events, classroom news, district events, school board information, etc. Please read this information thoroughly as it will keep you informed of upcoming events.

## District, School and Classroom Websites

Please refer to the district web site, [www.onteorak12.ny.us](http://www.onteorak12.ny.us) select Woodstock Elementary from the drop down list which will direct you to the school page where you will be able to select links for current information and activities available.

### Flyers

Many flyers are sent home during the school year to announce upcoming events, field trips, classroom activities, etc. Remember to check your child's backpack.



## **Parties**

### **Classroom Parties**

The planning of individual class parties will be under the control of the classroom teacher. Teachers are urged to be aware of student religious beliefs in this regard and to make arrangements in advance to place students who do not wish to participate.

### **Birthday Parties**

You are welcome to send a special snack to school to celebrate your child's birthday. Please contact the school nurse if you are interested in healthy snack ideas. Please contact the classroom teacher prior to the date to ensure that the celebration will fit into the class schedule for that day. Please check with the teacher for classmate food allergies.

*By law, the school district is not allowed to supply addresses and phone numbers to parents/guardians.*

### **Field Trips**

Field trips are an important part of the educational process. Field trips are designed to enhance the curriculum and to give students an opportunity to visit locations that they might otherwise not have the opportunity to explore.

The District provides bus transportation for field trips. By law, children must report to school on the morning of the field trip and ride the bus to the destination in order to be marked as in attendance and be part of the class trip. If a parent/guardian transports a child directly to the field trip location, the child will be marked absent (and will not be covered by the school's insurance for the day).

If a parent/guardian wishes to take their child directly from the field trip location, a note must be sent to school stating this, prior to the field trip.

Parent chaperones are asked to assist with many field trips. Often, there are limited slots available for parents to attend (either due to limited space on the bus or limited seating at the destination). Teachers make every attempt to assign chaperone slots equitably. Parent chaperones must ride the bus with the class (unless other arrangements have been approved by the principal) and are also responsible for any fees associated with the trip. (We are not allowed to use District funds to pay for parents/guardians participation of a field trip.)

## Playground Rules

Students must follow the rules listed below to assure their own safety and the safety of others. This information will be reviewed with the children by the physical education teacher, the classroom teacher, and the teaching assistants on duty.

1. Children must remain within the boundaries of the play area.
2. Children must return to the building when directed by staff.
3. Fighting, play fighting, wrestling, rough-housing, tackle football, dodge ball, throwing stones/snowballs, or any activity, which is dangerous or annoying to other children, is not acceptable. If a child feels that she/he is going to be hurt or that someone else may be hurt she/he should tell an adult. Everyone should have the opportunity to play fairly.
4. Children must obtain a pass/sign clipboard from an adult on duty before entering the building from the playground during recess.
5. Parents/guardians may not pick up their children from the playground. School personnel have been directed **NOT** to release children from the playground.
6. When using the climbing structures:
  - ~Children should not crowd each other and they should take turns.
  - ~Children should use a tight grip on the bars.
  - ~Children should keep their hands to themselves.
7. When using the slides:
  - ~Children should take turns.
  - ~One child per time on the slide.
8. Appropriate clothing for snow play (snow pants, boots, gloves, etc.)
9. Toys from home are not allowed on the playground. We encourage children to leave their personal toys at home.
10. Sneakers are recommended for recess and required for Physical Education class.

## Safety Guidelines for Nature Trail

This trail has been created for the use and enjoyment of the Woodstock School community. Hours of hard work by students, parents, school staff and other volunteers have created the paths, cleaned up the stream, removed brush, built the kiosk and bridge, planted trees and flowers, and more. This is our nature trail, but we share it with the plants and animals that live here. Please show respect for them and their homes by not doing anything to harm them.

The following is a list of safety guidelines for protecting both ourselves and the nature park while we are in it:

- Stay on the trail (unless you are involved in a specific activity and a teacher has instructed you to do otherwise).
- Please do not throw rocks or sticks.
- Please do not pick the flowers or hurt any of the other plants.
- Please do not litter.
- If you look under a rock or log to see what lives there, when you are done looking put the rock or log back where it was so that it can still be a home for a creature
- Please do not run on the nature trail.

## **Extracurricular Activities**

### **PTA Sponsored Family Nights**

The Woodstock PTA schedules monthly Family Nights for the enjoyment of all students and their families. These nights are a wonderful time to spend with family and friends. The specific family nights vary each year.

### **Assembly Programs**

Students always look forward to the wide variety of assembly programs that are presented throughout the year. Enriching programs are offered through Artist in Residency Programs. The school PTA also plans assemblies. Students enjoy several assemblies each year that are performed by fellow students in the band, orchestra and chorus.

### **Kidstock**

#### **Woodstock After-School Enrichment Program**

Kidstock, the Woodstock after school program, is offered several times throughout the year. During this after school program, students can participate in a myriad of activities. In the past we have had workshops in songwriting, poetry, nature, art, and science. Information is sent to you during the school year.

### **Peer Mediation**

The goal of Peer Mediation is to facilitate an opportunity in a safe and private setting for students to work out conflicts constructively. Through the process, students also learn new ways of handling conflict and develop communication skills that may help them resolve or avoid future conflicts.

An important aspect of Peer Mediation is allowing students to tell their unique stories in a way they feel they have been heard and understood. Peer Mediation is **not** about finding out who is right or wrong.

Instead, students are encouraged to move beyond the immediate conflict and learn to get along with each other, an important life skill. If agreements are reached, the co-mediators will help put them in writing, taking care that such agreements are fair, mutually acceptable and workable. Peer mediation is not appropriate for all conflict situations, and screening for appropriateness of the mediation process is always the first step.

## **Specials**

### **Art**

The main goal of the elementary art curriculum is to use the materials and processes of the visual arts as a means of expression, communication, and exploration. Students will be introduced to art history, and exposed to a variety of artists and art forms. Students will be provided with opportunities to learn about art within their own community, and to meet local artists. Art may be integrated with other areas of the curriculum. Students will see that art is connected to all aspects of our lives. Students will be acquainted with the role of art in our culture and from other cultures, past and present. In today's world there are new definitions of Art, and the possibilities for creating art are limitless. As one of Woodstock' students stated, "I learned that art can be made from anything." With this in mind, students will be encouraged to take risks, and develop their ideas and imaginations.



## **General Music**

The Elementary Music Department offers students a unique and enriching musical experience. All children have musical potential, and Woodstock students are encouraged to actively participate in music in a variety of ways. General music meets once a week for every child. In general music, students actively participate by singing, performing on instruments, improvising, composing, listening, analyzing, researching, evaluating, and reading music. Many methodologies and approaches to teaching music are incorporated.

## **Physical Education**

Physical education is an integral part of the total education growth and development process of the students. The Physical Education Program offers a graduated and graded program in which all activities are selected to provide progression in the acquisition of skills plus the opportunity for increased knowledge, strategies, and fitness. In physical education class students, through vigorous physical activity, learn the qualities and attributes essential to individual progression and continued development and are required to be dressed appropriately for class on the scheduled days (i.e. sneakers).

## **Library Media Center**

The Library Media Center maintains a holistic and child-oriented focus. The program's goal is to promote the direct and practical application of library skills into a child's own life experience. Normal weekly class visits are supplemented throughout the school day with guidance, book exchanges and information searches. An open-door policy is maintained and every effort is made to provide a nurturing environment for creative thought and intellectual exploration.

## **Safety Drills**

According to state law, safety drills are held throughout the school year to ensure that children, teacher and staff are familiar with the best possible emergency safety procedures. **Fire drills are held throughout the year as practiced in case of an emergency.**

The safety drills also include multiple *lockdown and a lockout drills*. A lockout is implemented when an incident outside the school building requires us to provide for the safety of all inside the building. All doors are locked and there is no entry until we get an "all clear" from the local authority. The school day within the building continues as usual. The lockdown procedure is implemented when there is an incident in the school building. The doors throughout the building are locked and students must stay in their classrooms, away from the doors and windows.

Bus drills are held at the beginning of the year to prepare children in case of an emergency while on the school bus.

Safety rules and drills are an integral part of our school safety plan.



### **Transportation Bus Safety Rules**

**Please review this information with your child.**

1. Arriving and waiting at bus stop:
  - a. Be ready when bus arrives – be orderly.
  - b. Wait six feet from the bus until the bus door opens.
  - c. Enter with care – use the handrail.
2. If crossing the street, cross in front of the bus, use the following procedure:
  - a. Stand ten feet from the front bumper and make eye contact with the driver.
  - b. Await a signal from the driver.
  - c. Look both ways before crossing.
  - d. Continue looking while crossing.
  - e. Never go back but continue completely across the roadway.
3. Riders should remain seated while bus is in motion.
4. No eating, smoking, or drinking is allowed on school buses.
5. Keep head, hands and arms inside.
6. Keep bus clean and aisles clear.
7. No pets, animals, glass or sharp objects are allowed on the bus.
8. Be courteous and speak quietly.
9. No throwing objects in the bus or out of windows or doors.
10. Obey all requests of the bus driver.
11. Shoving, pushing, profane and obscene language is prohibited on the bus.

**Violation of Bus Safety Rules or misbehavior will result in a referral to the Principal. Consequences usually are progressive in nature. Efforts are made to avoid suspension, but safety cannot be comprised.**

Your cooperation and support in helping your child review the proper conduct is greatly appreciated.

## Health Services

The district's School Health Services program supports your student's academic success by promoting health in the school setting. One way that we provide care for your student is by performing the health screenings as mandated by the State of New York.

Each building has a Health Office with a School Nurse.

### Immunizations:

All entering students (kindergarten and new to the district) are required by New York State Education Law to be immunized against diphtheria, poliomyelitis, measles, mumps, rubella (German measles), varicella, and Hepatitis B. Proof of immunizations by a physician or previous school record is required as acceptable documentation of the immunization status.

During the school year, the following screenings are required:

- Vision – distance and near acuity for all newly entering students and students in kindergarten, grades 1, 2, 3, 5, 7, & 11.
- Hearing – hearing screening for all new entrants and students in kindergarten, grades 1, 2, 3, 5, 7, & 11.
- Scoliosis - scoliosis (spinal curvature) screening for all girls grades 5 and 7, and all boys grade 9.
- Health Appraisals - a physical exam, including Body Mass Index (BMI) and Weight Status Category is required for all new entrants and students in kindergarten, grades 1, 3, 5, 7, 9, & 11. If we do not receive a physical by your primary care physician by September 30, a school physical exam will be scheduled.
- Body Mass Index Reporting (BMI) – as part of a required school health exam, a student is to have his height and weight measured. The results are then used to compute the students BMI. The BMI helps the doctor or nurse know if the students weight is in a health range, too low, or too high. Periodically schools are requested to report to New York State Department of Health (NYSDOH) information about our students' weight status groups. **Only summary information is sent, no student names or identifying information.** However, you may choose to have your child's information excluded from this survey report. **IF you do not wish to have your child's weight status group information included as part of the Health Departments survey, please SEND WRITTEN notice to the school nurse.**  
The information sent to the NYSDOH will help health officials develop programs that make it easier for children to be healthier.
- Dental Certificates – a dental certificate is requested for all new entrants and students in kindergarten, grades 1, 3, 5, 7, 9 & 11.

A letter will be sent home if there are any findings on the screenings done at school that would cause concern or need medical follow-up. Please call the school's health office if you have any questions or concerns.

### First Aid:

In cases of accidents or illness, the school district is responsible for immediate first aid care. Parents will be notified. The subsequent treatment and transportation of the ill or injured student becomes parental responsibility. All injuries incurred in school must be reported to the teacher, supervisor, or bus driver in charge, and the student must report to the health office. The health office must receive a report of injury since

the appropriate recording and insurance follow-up is very important and must be completed promptly. *If students become ill or injured during school hours they must report to the health office.*

### Basic Health Rules:

1. Keep your child home if he/she has any of the following condition:
  - a. Fever (temperature of 100 degrees or more)
  - b. Fever during the previous 24 hours
  - c. Heavy nasal discharge
  - d. Constant cough
  - e. Symptoms of a possible communicable disease
  - f. Overtired and generally not feeling well
  - g. Vomited within the previous 8 hours
2. If a child's health is in doubt upon entering school or during the school day, the parents/guardians will be notified
3. Parents/guardians should notify the health Office whenever a child has been exposed or diagnosed with a contagious disease (chicken pox, mono, strep throat, etc), even if they have been home for several days.
4. Send in a written note whenever the child returns to school from an absence.

### Medication Administration:

If it becomes necessary for a student to take any form of medication at school, the following steps must be followed:

1. A written order from the medical provider must be obtained which includes the student's name, medication, dosage, and time to be given at school
2. Permission must be given in writing by the parent/guardian, in order for the medication to be given at school.
3. The medication must be delivered to the school in its original container, properly identified with the student's name, date prescribed, name of medication, dosage, and instructions for administering (if prescription medication, original pharmacy container-recommend ask pharmacy at time of filling prescription for a second labeled bottle, so one can be kept at home and one sent to school).
4. The medication must be kept in the health office in a locked cabinet (see below for exceptions\*).
5. At no time should a student have prescription or non-prescription medication/drugs on them\*.

School personnel may not dispense any medications including over the counter medications unless the above conditions have been met.

\*Some conditions may necessitate that a child carry and self-administer their medication. Examples would be an inhaler for severe asthma or an Epi-pen for serious bee sting allergies. The school should have knowledge of these medications prior to a student bringing them to school. They require all of the above written permissions and an attestation form completed by parent and medical provider to self-carry, self-administer. Ritalin, anti-seizure drugs and antibiotics are examples of non-emergency medications, and must be administered through the health office. If you believe your child has a potential emergency health need, please consult with the school nurse to develop an emergency care plan. Students may not possess, consume, or distribute any type of medication without the approval of the school's administration and/or the health office.

These policies and procedures are necessary to insure the health and safety of the entire student body. We appreciate your cooperation and compliance.

## Physical Education and Sports:

Medical excuses pertaining to Physical Education must be obtained from the student's health provider. The document should be brought to the Health Office prior to the start of class. The Health Office will supply the Physical Education teacher with documentation of doctor's note. A student may not participate in any Physical Education classes until cleared, in writing, by their medical doctor. If a student is expected to be out of physical education class for any extended time, there is a form that will be sent to the doctor to determine if any adaptive measures can allow student to participate.

In order to be cleared for activities after a concussion, a physician must clear the student to return to activity. Upon private physician clearance, the school medical director, will clear the student to begin the return to play protocol. Once the student has completed the return to play, he/she will be able to participate in all activities.

Before a student is allowed to participate in any interscholastic athletic activity, the student must have a current physical exam on file, be registered on Family ID for sport including recent health history (each season), and be approved by the school's medical director.

## Homework

The educators at Woodstock Elementary value meaningful homework because it provides an opportunity for students to practice and reinforce skills and concepts that are taught in class. Reading and writing reflection each night promotes

learning in all subject areas. Math homework helps students develop necessary foundational skills. Homework helps to foster strong work habits and student independence.

What is homework? It is a planned part of curriculum, extending and reinforcing the learning experience of the school. In addition, homework is:

1. Additional practice to strengthen new skills introduced in the classroom;
2. Work on projects of short-term or long-term nature;
3. Participation in research activities in locating facts and data;
4. Extended reading/writing assignments.

Whenever homework exists in our school system, it should supplement, compliment (through differentiation), and reinforce classroom teaching and learning.

Parental Role: It is crucial that parents support and have an active role in their child's academic life. Student growth will be ensured when parents and teacher work together in a combined effort to support and encourage student learning; this includes homework.

Independent Reading (Readers Workshop)- Readers Workshop requires that students read independently in their "just right" book that correlates with the current Unit of Study, which is included in the minutes below.

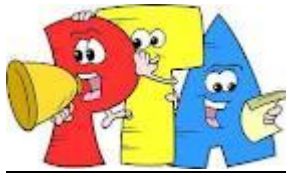
Time Guidelines for Homework: These guidelines specify approximate range spent on homework assignments:

- K-- (5-15)

- 1 – (10-20)
- 2 – (15-25)
- 3 – (25-35)

Homework will not be assigned over school breaks. Every effort will be made to keep homework to keep to a minimum on weekends. Homework may be assigned five nights per week. Assignments given weekly may need to be completed by students on weekends if that is how a student chooses to manage his or her time.

Homework should be a topic of communication between parents and teachers. These procedures recognize and allow for exceptions and extenuating circumstances.



**PTA**

The Woodstock PTA is a vital and active part of the Woodstock School Community. Parents are encouraged to participate. Meetings are held monthly. Check the district calendar for dates and times. If you are unable to attend the meetings but would like to volunteer, please contact one of the PTA officers. We seek your involvement and participation as we work together to create an exceptional school for our children.

### **Book Fairs**

The Woodstock PTA is active in encouraging the students at Woodstock to pursue the joys found in reading. Two book fairs are offered each year for students and parents.

### **Family Nights**

The Woodstock PTA schedules Family Nights for the enjoyment of all students and their families. These nights are a wonderful time to spend with family and friends. The specific family nights vary each year.

## Home-School Partnership

A child's parents/guardians and the school share the responsibility for establishing an educational climate that will encourage each child's maximum growth. As the parent looks to the school to provide the facilities and the personnel, which are essential to the child's proper development, the school looks to the parent to assume certain obligations, which cannot be delegated to others.

A school can be effective in teaching the commonly accepted virtues of honesty, respect for authority, consideration for the rights and property of others, and adequate standards or personal integrity when the basic principles have been established and are held in sufficiently high regard in the home.

When parents have confidence in the school and cooperate with its programs and they show respect for the sincerity and integrity of its teachers, this is quite likely to be reflected in wholesome attitudes on the part of their child(ren).

- ❖ Take an interest in your child's work and encourage maximum effort.
- ❖ Become acquainted with the school, its programs, and its staff through scheduled teacher conferences, attendance at Parent Night programs, and participation in PTA affairs.
- ❖ Provide adequate supervision over study habits, instrument practicing, the meeting of school obligations, health habits, and recreational activities.
- ❖ Cooperate with supporting teachers who find it necessary to contact you regarding your child's progress or problems he/she may be having in school.
- ❖ When possible, time your vacations to coincide with school vacations.
- ❖ Help your child understand that school is his/her work, and that regular and punctual attendance is expected, as is appropriate dress.
- ❖ If there is something troubling your child, please contact his/her teacher. If you need more assistance, please contact the principal.
- ❖ Parents/guardians are not allowed in the lunchroom without permission from the principal.
- ❖ **Please put your child's name on clothing and lunch boxes.**
- ❖ In order to avoid the problem of lost favorite toys, mementos and electronics, we urge you to not let your child bring them to school. They are so easily misplaced and the heart-break of losing a cherished and valued item can be very upsetting to the child as well as the staff.

## **Behavior Standards**

All members of the Woodstock Elementary School Community will respect and be kind to each other. This means:

1. We care for each other and respect each other's belongings.
2. We are polite to our classmates, teachers, administrators, and other visiting adults and children who may be in our school.
3. We walk and talk quietly in the hallways.
4. We respect everyone's personal space.
5. We don't tease one another or call each other names.
6. We solve our problems with one another by talking, not fighting.
7. We ask a teacher, another adult, or peer mediators for help if we have a problem we cannot solve on our own.
8. We are proud of our school and ourselves and we do not do anything to harm either.
9. We tell the whole truth.
10. We follow the rules whether or not an adult is present.



## **The Code of Conduct can be found on the Onteora CSD website.**

Dear Students, Parents, and Guardians,

The Onteora Board of Education hopes that our students will become passionate learners who are empowered to achieve their dreams and act as good citizens of the world and of their community at large.

To achieve this goal, the Board strives to provide safe schools for all students and to ensure that all members of the school community assume personal responsibility and behave with a sense of mutual respect. The Board recognizes that to maintain such an environment, we must all live within certain boundaries and that inappropriate action by one person can infringe upon the rights of another. When conflicts arise, we are committed to nonviolent resolutions that encourage personal growth, responsibility, and recovery and that treat each individual with respect and dignity.

This Code of Conduct describes the behavior that the Board expects from all members of the school community, identifies consequences if those standards are not met, and establishes procedures to ensure that discipline, when necessary, is prompt, fair, progressive, and effective.

A full copy of the Code of Conduct may be found on the District website, [www.onteora.k12.ny.us](http://www.onteora.k12.ny.us). See Attachment A of the full Code for a definition of terms used in this document.

### **Student Rights and Responsibilities**

#### **Students have a right to:**

- A free, appropriate public education that will prepare them for active citizenship in a democracy.
- A safe and secure environment that promotes academic and social/emotional learning.
- Speak and be heard.
- Take part in any school activity on an equal basis.
- Be treated with courtesy and respect.
- Freedom from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- Academic and emotional support.
- Express themselves through their choices in clothing and appearance.
- Communicate thoughts and beliefs that do not interfere with the rights of others or school operations.
- Assemble peacefully.
- Learn strategies that develop cooperation, tolerance, and conflict resolution.
- Be informed of school policies and rules.

#### **Students have the responsibility to:**

- Refrain from violence. Notify an adult of the presence of drugs, alcohol, weapons, harassment, and other violent acts or threats of violence.

- Attend classes, observe school rules, and work for satisfactory achievement.
- Listen to others.
- Participate and support others in school events.
- Be courteous and respectful.
- Speak up about and refrain from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- Ask for help when it is needed and offer help to peers when needed.
- Adhere to the school Dress Code.
- Show consideration for people whose beliefs differ from their own.
- Get permission from appropriate school personnel before assembling.
- Use cooperative solutions.
- Abide by the Code of Conduct.

### **Expected Behavior**

All members of the school community should respect the rights and welfare of others, act ethically, and care for school facilities and equipment. The Board expects respectful behavior and civil conduct on all school property, including buses, and at all school functions, whether on or off school property. The Board will not tolerate:

- Threats of violence in school.
- Possession or use of weapons or illegal materials.
- Possession, distribution, use, or being under the influence of alcohol or illegal substances (including synthetic drugs).
- Behaviors that infringe on the physical, social, mental, or emotional well-being of others, or that disrupt the safety and support of the educational environment.
- Bullying, harassment, or discrimination on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, or for any other reason.
- Academic misconduct (e.g., plagiarism, cheating, copying, altering records, forging documents such as passes, notes, etc., assisting another student in any of these actions).
- Damage to school property, including buses, or the property of others.
- The physical or electronic dissemination, posting, or sharing of materials that are obscene, advocate illegal action, or appear libelous to students or faculty.
- The posting of materials without the consent of the building administrator.
- Entering or remaining on school property without authorization.
- Violation of any federal, State or local law, or Board policy.

### **Dignity for All Students Act**

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing, and intimidation. The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct that is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on 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 school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events that can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline. (See District Policy 3420.)

### **Dress Code**

All students and staff should show healthy and respectful attention to their personal cleanliness and clothing. Adults should model and reinforce acceptable dress for students. Please refer to the Code of Conduct, Attachment E for additional information related to the District dress code expectations.

### **Reporting Code Violations**

Each individual in the school community has the responsibility to report Code violations that he or she witnesses. Violations involving weapons, alcohol, bullying, harassment and intimidation, or illegal substances (including synthetic drugs such as synthetic cannabinoids) must be reported immediately. Students should report violations to the building principal, social worker, teacher, or any adult they trust. Adults should report violations in accordance with District policies. When Code violations break not only school policy but also the law, the school principal or designee may consult with the Superintendent of Schools to determine if law enforcement notification/involvement is warranted. Building/District administrators reserve the right to notify law enforcement agencies at their discretion.

### **Discipline**

The Board believes that the best discipline is that which is self-imposed. Adults should model self-discipline and help students accept responsibility for their actions.

Disciplinary action should be used only when necessary and in accordance with applicable contracts, laws, regulations, and policies. Such actions should not just punish, but also encourage personal growth and individual responsibility. Staff members authorized to impose discipline should act in a prompt, fair, progressive and problem-solving manner. School personnel administering student discipline should consider:

- The student's age, learning style, and prior disciplinary record.
- The nature and circumstances of the offense.
- The effectiveness of any prior discipline.
- Information from parents/guardians, teachers, or others, as appropriate.
- Other extenuating circumstances.

**Consequences.** For students, these can range from an oral warning to permanent school suspension. Disciplinary action against staff will conform to law and applicable contracts. Visitors will be asked to leave the building. See Attachment D for a more detailed description of possible consequences.

**Procedures.** All disciplinary actions should adhere to District contracts, regulations, and policies.

Students accused of misconduct should be told by authorized personnel of the nature of the accusation. If necessary, authorized school staff should investigate the facts surrounding the alleged misconduct. Students will have an opportunity to tell their version of the event

Students subject to penalties other than an oral or written warning or a written notification to their parents/guardians are entitled to additional rights before the consequence is imposed. See Attachment F for more information.

**Minimum suspensions.** A student who brings a weapon to school will be suspended for at least one calendar year, unless the Superintendent modifies the penalty based upon the student's age, grade, prior disciplinary record, the belief that other forms of discipline may be more effective, other relevant information from parent(s), teacher(s), or others, or other extenuating circumstances. A student who commits any other violent act or who repeatedly and substantially disrupts the educational process could be suspended for at least five days, unless the Superintendent modifies the consequence.

**Alternative instruction for disciplined students.** The District will provide alternative instruction within a reasonable amount of time to students removed from classes by teachers or suspended from school.

**Referrals.** Students may be referred for counseling, in-house District programs (e.g., Prime for Life, Peer Mediation, etc.), a Person in Need of Supervision petition through Family Court, or juvenile delinquency proceedings.

**Disciplining students with disabilities.** Students with known or suspected disabilities who are determined to have committed an act of misconduct will be referred to the District's Committee on Special Education (CSE). A student will not be punished if the CSE determines that the conduct stems from the student's disability. But when the CSE determines that discipline is warranted, the resulting disciplinary action will conform to the federal and State laws and regulations that govern the discipline of students with disabilities. Such students will not receive harsher punishments than students who are not disabled.

**Use of physical force by staff.** Corporal, or physical, punishment by District employees is strictly forbidden.

However, reasonable physical force may be used to:

Protect yourself or others from physical injury.

Protect school or personal property.

Restrain or remove a disruptive or violent student who refuses to refrain from disruptive or violent acts. If a therapeutic restraint is necessary, only trained staff members may perform the restraint.

Each school building will maintain and disseminate to all staff a current list of staff members trained in

Therapeutic Crisis Intervention (TCI).

The District Superintendent or designee will file reports on incidents of the use of physical force with the Commissioner of Education in accordance with Commissioner's Regulations. The building principal or designee is responsible for enforcing these rules.

### **Student Searches and Interrogations**

Searches. Police, as well as the Superintendent and District/building administrators, may search students and their possessions if there is reasonable suspicion.

By bringing a personal electronic device (including, but not limited to, cellular phones, smart phones, tablets, and laptops) to school, the student consents to a search of the device when school officials have reasonable suspicion that such a search will reveal a violation of the District Code of Conduct. The scope of the search will be limited to the violation the student is accused of. Content or images that violate State or federal laws will be referred to law enforcement. The school district will cooperate with law enforcement officials as appropriate.

School computers, desks, lockers, and storage spaces are school property and may be opened and inspected by school officials without prior notice or student consent. Video surveillance footage may be accessed as part of a search process, consistent with District policies.

### **Questioning**

School officials may question students about possible violations of school rules. The student's parents/guardians may be contacted, depending upon the circumstances. The police may enter the schools if a crime has been committed on school property, they have an arrest or search warrant, or if they have been invited by school officials. Prior to questioning students, police must read them their "Miranda rights," and school administrators or police must diligently try to notify the students' parents/guardians and give them the opportunity to be present.

Child Protective Services may interview students on school property without notification to the parents/guardians regarding allegations of suspected child abuse, maltreatment, or neglect (including educational neglect).

### **School Visitors**

The Board encourages parents/guardians and other community members to visit our schools. All visitors must first sign in and obtain authorization for being on school premises during the instructional day. The building principal or his or her designees are responsible for all persons in the building and on the grounds.

### **Public Conduct on School Property**

The District is committed to providing an orderly, respectful, and safe environment that is conducive to learning. All persons on school property or attending a school function, whether on or off school property shall conduct themselves in a respectful and orderly manner. No person, either alone or with others, while on school property or attending a school function, shall:

- Intentionally injure or threaten to injure any person.
- Intentionally damage or destroy school property or the property of others, or remove or use such property without authorization.
- Disrupt the orderly conduct of classes, school programs, and activities.
- Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sexual orientation, or disability or any other discriminatory reason.
- Harass, including creating a hostile environment by conduct or by threats, intimidation, bullying, cyber bullying, or other abuse, as defined in Attachment A.
- Statements or threats that put an individual in fear of bodily harm.
- Enter any school property without authorization or remain in any school premises after it is closed.
- Obstruct the free movement of any person.
- Violate traffic laws, parking regulations, or other vehicle restrictions.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco, or controlled substances (including synthetic drugs such as synthetic cannabinoids), or be under the influence of any of the above.
- Possess or use weapons (unless specifically authorized by the District).
- Loiter, gamble, litter, spit, or urinate in public.
- Refuse to comply with reasonable directives of school officials while they are performing their duty.
- Willfully incite others to commit any acts prohibited by the Code of Conduct.
- Violate any federal or State law, local ordinance, or Board policy.

**At a regularly scheduled Board meeting, the Board or the Code of Conduct Committee will present any Code revisions for review.**

Updated 9/2/19