



**2023 – 2024**

# **Parent/Guardian Student Handbook**

**Phoenicia Elementary School**

(Located at 11 School Lane in Phoenicia, NY)

PO Box 300

Boiceville, NY 12412

845-688-5580

[www.onteira.k12.ny.us](http://www.onteira.k12.ny.us)

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# We're Going Back To School



**We welcome you to the 2023-2024 school year at  
Phoenicia Elementary School.**

*The Phoenicia Elementary School offers an educational program that strives to help each child develop a positive self-image, an inquiring mind and tolerance and concern for others, as they become responsible members of society.*

*Our program is rich and diverse, providing real life opportunities for students to develop academically, socially, emotionally and physically.*

*We welcome your positive support and involvement throughout  
the school year.*

This Handbook is designed to provide answers to commonly asked questions about school procedures, policies and programs. Please familiarize yourself and your child with the contents of the handbook either printed or on-line.

The faculty, staff and administration of the Phoenicia School have a professional and personal commitment to the social, emotional, physical and academic growth of every child.

We endeavor to provide an atmosphere in which children develop positive attitudes, a sense of caring and responsibility, feelings of success and achievement and a strong desire to learn.

You are a valued member of the school community. We believe that a child's education is a partnership between the home, school and larger community.

If you have any questions, please feel free to call the school office  
at 845-688-5580.

## Phoenicia School Staff

<b>Principal</b>  Elizabeth Fallo	<b>Main Office Staff</b>  Susan Galuska	<b>Kindergarten</b>  Melissa Johnson Heidi LaMonda	<b>First Grade</b>  Elizabeth Furman Alyssa Hackett
<b>Second Grade</b>  Sharon McInerney Allison Mitchell	<b>Third Grade</b>  Robert Hallock Laura Kirn	<b>Special Class</b>  Abbie Gordon (1-3)	<b>Integrated CoTeachers</b>  Samantha Mundy Katrina Quigley
<b>Teaching Assistants</b>  Deborah VanEtten Jessica Kowalsky Nicole Hastie Joseph Forte Karen Cole Angelica Schubert	<b>School Monitors</b>  Leana Nieves Danielle Francese	<b>School Nurse</b>  Nara Scanlon, RN	<b>School Psychologist</b>  Jennifer Simco
<b>School Social Worker</b>  Rosalie Mernin	<b>ESL</b>  Dominique Fields	<b>Math</b>  Hilary Partridge	<b>Reading</b>  Kelly McLean Amy Gustafson
<b>Art</b>  Danielle Payette	<b>Music</b>  Josephine Catalano	<b>Physical Education</b>  Patrick Burkhardt	<b>Library</b>  Shelley Savatgy
	<b>Speech</b>  Ariel McGrath	<b>Occupational Therapist</b>  Nina Reiten	<b>Physical Therapist</b>  Erin Burch
<b>Social Studies Coordinator</b>  Karen Hadley	<b>Food Services</b>  Nancy Albright Judyana Fuentes	<b>Lunch Monitors</b>  Jonathan Verdon Audra North Patricia Christiana	<b>Custodial Staff:</b>  Dillon VanLeuvan Dot Giambrone Heather Albright

## School Mission Statement

The Phoenicia Elementary School is dedicated to providing a learning environment that enables each individual to grow and maximize his or her potential. We provide a positive, purposeful climate that fosters community relationships to support the emotional, social, academic and physical needs of all children. Our students' interests, dreams and diversity are our highest priority.

## School Vision Statement

The Phoenicia education begins where the children are. We foster acceptance, curiosity, mutual respect, self-respect, creative problem solving, individual expression and active engagement with the world. Our school community values and supports its children through collaboration. Students will develop as engaged citizens and lifelong learners with the confidence, self-awareness and skills to reach their maximum potential.

## 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 the web site.

The school day begins at 8:40 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 counts are taken. These are important minutes and we strongly encourage all students to be in attendance by 8:50 am. **Students may not arrive prior to 8:40 am as the school cannot provide supervision.**

Daily schedule for Phoenicia Elementary School is as follows:

8:40-8:45 AM	Buses arrive and students enter the building
8:45-9:00 AM	Breakfast, Attendance; lunch count; unpack in the classroom
9:00 AM	Daily announcements (Students arriving after 9:00 AM are marked tardy)
9:10 AM	Classes begin
12:05-12:35 PM	Lunch Grades K/1 Recess Grades 2/3
12:40-1:10 PM	Recess Grades K/1 Lunch Grades 2/3
3:20-3:30 PM	Early pick-up Pick-up prior to 3:20 PM is considered an early dismissal.
3:30 PM	Classes end and students are walked to the buses and pick up area
3:40 PM	Buses depart

EXCEPT FOR SPECIAL CIRCUMSTANCES...

Please refrain from picking up students prior to 3:20 PM, as classes are still in session.

**ALL CHILDREN ARE TO BE PICKED UP PRIOR TO 3:40 PM**

## Arrival and Dismissal Procedures

We use the following procedure to ensure the safety and well-being of all students at the beginning and end of each day. Please note that when your child is dropped off or picked up daily, or only on occasion, the following procedures must be followed. All doors will be locked throughout the day.

Changes to a child's dismissal plan must be made prior to 3:00 p.m. Written notifications of changes in a dismissal plan should be submitted to the office in the morning.

### **Parking During Arrivals and Departures:**

Please remember to never leave your vehicle idling and to not park directly in front of the building during the hours of 8:30–9:30 AM and 3:00–4:00 pm.

Please also follow the directions of the School Staff in the parking area whose duty it is to direct the flow of traffic to insure the safety of our students.

No parking is allowed in the back of the school. All staff and parents must park on the center median away from the school building.

<b>Drop Off Times</b>	<b>Procedure Summary</b>
8:40-9:00 AM	Location: Flagpole. If you drive your child, please turn left into the parking area closer to Route 214 and use the parking spaces on the center median. Students should be escorted to flagpole where they will be crossed by school staff at the crosswalk.
8:40-9:00 Breakfast	Students having breakfast will pick up a grab and go breakfast at the cafeteria door and either eat in the cafeteria or proceed to their classrooms.
After 9:00	<b>Late arrival.</b> Parents/Guardians should escort their child(ren) to the front door to sign them in.

<b>Pick Up Times</b>	<b>Procedure Summary</b>
Prior to 3:20	Pick up prior to 3:20 PM is considered an early dismissal. Come to the front door and use the bell to contact the Main Office and sign your child out. They will be called to meet you at the front door.  If it is necessary to pick your child up early, a note to his/her teacher on that date will help the teacher and your child to be prepared for the early departure.

3:20- 3:30	<p>Instruction continues in the classrooms until 3:20 PM, with students reviewing their homework assignments and gathering the necessary materials. We ask that you minimize the number of times you pick up children early so that they have appropriate closure to their school day.</p> <p><b>Starting at 3:20</b> you will be asked to sign your child out on the clipboard provided outside the main doors and wait to the left side of the ramp to keep the walkways clear. A teaching assistant will be present to offer assistance.</p> <p><b>EMERGENCIES:</b> Come to the main office and we will help you.</p> <p><b>Note: If you will be picking up your child on the same day every week, you may send in one ongoing note stating which days your child will be picked up and by whom. (Should there be any changes to this dismissal plan, please notify the office as soon as possible.)</b></p>
3:30-3:40	All students dismissed and busses depart.



## 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 afternoon**, buses begin to assemble to take students home. When all the buses have arrived, students are escorted to the buses at the front of the building.

If a child needs to ride a different bus on a regular basis for child care situations, arrangements must be made with the Transportation Department Office at 657-2537 and the office must be notified.

## Walkers

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

## Early Emergency Dismissal

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.).



In the event of an early emergency dismissal, the Onteora Central School District activates 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).

**If you need to make any changes to your child's dismissal plan, please contact the Main Office as soon as possible. Please review emergency procedures with your child frequently.**

### School Closings and Delays

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.)

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). School closings and delays will be posted on the following websites as well:



### Attendance

Attendance will be taken daily at 9:00 AM by the classroom teacher. If your child arrives at school after 9:00 AM, they must be signed in by a parent or guardian. Please ring the bell and wait at the front door for a staff member to sign in your child.

Whenever your child is absent, state law requires a written explanation be sent to the Main Office on the day that they return 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.

**Please email absence notes to the Main Office: [phoeniciaoffice@onteorak12.ny.us](mailto:phoeniciaoffice@onteorak12.ny.us)**

Good attendance is directly related to scholastic success. Parents are responsible for their children's regular attendance and punctuality. Illness of the child, emergency dental and medical appointments, emergency illness in the family, death in the immediate family, religious observance, approved school-sponsored activities and court appearance are considered legal excuses for absence from school.

The Board of Education recognizes the following as legal excuses for student absences:

- Illness of the child
- Emergency illness in the family
- Death in the immediate family
- Emergency dental and medical appointments
- Religious observance
- Approved school-sponsored activities
- Court appearance

An email or written note must be provided by the student's parent or guardian to the Main Office, [phoeniciaoffice@onteorak12.ny.us](mailto:phoeniciaoffice@onteorak12.ny.us), for an absence due to the above reason(s) to be considered legal. No excuse for an absence will be accepted if the excuse is submitted more than 3 days after the date of absence with the exception of a medical note. If your child will be leaving school early on a given day, a note should be submitted to his/her teacher and the Main Office.

*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:

- It is suggested that family vacations be arranged to coincide with scheduled school vacations.
- The classroom teachers should be informed of a pending absence two 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.
- Teachers will furnish assignments as deemed appropriate, when possible.

- Teachers will determine the extent and the manner in which missed work will be completed.
- Teachers may provide an opportunity for test make-ups.

### **Behavior Standards**

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

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

### **Positive Behavioral Intervention and Support (PBIS)**

Phoenicia Elementary is a PBIS school. PBIS emphasizes using functional assessment and positive approaches to encourage good behavior. Listed below are the behavioral expectations for students:  
Be Responsible...Be Caring...Be Honest...Be Respectful

### **Dignity for All Students Act (DASA)**

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property, a school bus and/or a school function.

### **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.

### **Electronic Equipment**

Electronic Devices are not to be brought to school; however, a child **may** bring a device on the bus with the permission of the principal, parent/guardian, bus driver and teacher. Mobile phones, iPod devices, MP3 players, and any other device capable of recording audio, photographic or video content interferes with the academic environment of the school. Considering the potential for distraction and additional problems, all equipment must be turned off and not visible during school hours (8:45-3:30) unless authorized by school personnel. Any student observed with such devices will be referred to the Principal. In the event that a student is observed utilizing an electronic device, it will be confiscated and returned only to the student's parent/guardian by the Principal or designee.

### **Cyber Bullying In The Schools**

Cyber bullying is an attempt to display power and control over someone perceived as weaker. Cyber bullying involving District students may occur off school grounds and may involve student use of the Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in cyber bullying.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs).

Cyber bullying has the effect of:

1. Physically, emotionally or mentally harming a student.
2. Placing a student in fear of physical, emotional or mental harm.
3. Placing a student in reasonable fear of damage to or loss of personal property.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyber bullying that occurs off campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker" standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 392 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

### **District Code of Conduct Summary**

The Ontario 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.onteorak12.ny.us](http://www.onteorak12.ny.us).

## **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:**

- Attend classes, observe school rules, and work for satisfactory achievement.
- Refrain from violence. Notify an adult of the presence of drugs, alcohol, weapons, harassment, and other violent acts or threats of violence.
- 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. See **Attachment E** for specific Dress Code rules.

## Reporting Code Violations

Each individual in the school community has the responsibility to report Code violations that they witness. 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 or a guidance counselor, 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 events. 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. See Attachment G for more details.

**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. See **Attachment H** for more information.

**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. See **Attachment I** for specific policies on disciplining students with disabilities.

**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, as described in **Attachment J**.

## **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 with an appointment. 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, cyberbullying, or other abuse, as defined in **Attachment A**.
- Intimidate, including engaging in actions, 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.

## Food Services



The District is using Infinite Campus system to support the Food Services program in all schools. All positive account balances will be the same when the students return to school in the Fall as they were before summer vacation. Parents/guardians have the option of checking their child's account history online and making deposits to their accounts as well.

You may request account histories to be sent to you, and cash or checks may be sent in to place money on your child's account. The breakfast/lunch menu is distributed to all students each month and can also be found on the district web site.

**The following is the cost of meals and milk for the 2023-24 school year:**

**Breakfast - No Charge**      **Lunch – No Charge**      **Milk - \$0.50**

**The district strives to serve healthy options and our fresh ingredients are purchased locally whenever possible.**

To help expedite the handling of your student's account, we strongly encourage parents/guardians to do the following:

- Pre-pay for your student's a la carte purchases on a weekly, monthly, or yearly basis. Please keep in mind this is a debit account.
- The Meal Charge Policy can be found on our district website. District > Food Service
- **If you had spending limits set on your child's account last year, please contact Christine Downs, Director of Food Services, to re-activate those limits. Otherwise, your child will not have a set spending limit. Also, please contact the District if your child requires special meal accommodations. A detailed diet plan is required by a physician annually, at the start of a new school year, in order for the District to accommodate the request.**

### *Free or Reduced Meals*

We are pleased to inform you that Phoenicia Elementary will be implementing a meal certification option available to school participating in the National School Lunch and School Breakfast Programs for 2023-2024.

All students enrolled at Phoenicia Elementary are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year

### ***School Breakfast Program***

The Food Service Department serves breakfast each day. All students are eligible to participate in this program. A Grab and Go breakfast will be handed to those wishing to participate as they walk into the building each day. Students can get the breakfast bag even if they ate at home and save it for a snack during the day. Please know this is an evolving process and may look different as the year progresses.

### ***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.

### ***Lunch From Home***

Children who choose to bring lunch from home will proceed directly to the lunchroom at the start of their lunch period.

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***

We care about all our students at Phoenicia Elementary School and have become a "peanut aware" school in order to provide a safe environment for students who are allergic to peanuts. We do not want anything to happen to these children, nor do we want other children to witness a trauma. Either situation could be devastating.

The steps we have taken are:

- 1) Instead of peanut butter and jelly sandwich as a cold lunch offering, students may select either a "Sunbutter"(made from sunflower seeds) and jelly, turkey, tuna, ham, cheese sandwich or salad plate. Please see lunch menu for a complete list of options. Cereals and snacks containing peanuts will also be eliminated.
- 2) We have designated "peanut-free" tables in the cafeteria. We request that parents/guardians try to minimize sending in peanut butter on sandwiches. Peanut butter 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" tables. There will be no repercussions or discomfort for your child. We will also require these children to wash their hands after eating. 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 free. Foods containing peanuts 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 principal or our 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**

#### ***Phoenicia Open House***

Please refer to the district calendar for the date and time of our Open House.

Each Fall 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 only; students **should not** attend.

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 during the school 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. You may contact the teacher directly or through the Main Office. Call 688-5580 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 /Guardian Portal*

The Portal is a secure web site that allows parents/guardians to monitor their child's progress in school. As a parent/guardian, 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 on a regular basis.

### *Newsletters/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.

### *District, School, Classroom Websites*

Please refer to the District web site [www.onteora.k12.ny.us](http://www.onteora.k12.ny.us) and the link to the Phoenicia website. There are links on the school website for current information about activities (PTA, classroom, library, etc.).



## **Parties**

### ***Classroom***

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***

You are welcome to send a special snack to school to celebrate your child's birthday. Please contact the school nurse if 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. Also, 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.**

## **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. The parent/guardian must sign the child out with the teacher in charge of the trip.

Parent/guardian chaperones may be asked to assist with field trips. Often, there are limited slots available for parents/guardians 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/guardian chaperones must ride the bus with the class and are also responsible for any fees associated with the trip. (We are not allowed to use District funds to pay for parents/guardians to participate in 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.

- Children must remain inside the fenced areas at all times.
- If equipment goes outside the fence, get an adult to help.
- Fighting, play fighting, wrestling, rough housing, tackle football, dodge ball, throwing stones/woodchips/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.
- Slides are one way. Slide down only. Take turns. One child on slide per time.
- Children must return to the building when directed by staff.
- Parents/guardians may not pick up their children from the playground. School personnel have been directed **NOT** to release children from the playground.
- When using the climbing structures, children should:
  - ~ not crowd each other and they should take turns.
  - ~ use a tight grip on the bars.
  - ~ keep their hands to themselves.
- For snow play, please provide children with appropriate clothing (snow pants, boots, gloves, etc.).
- 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 Phoenicia School community. The following is a list of safety guidelines for protecting both ourselves and the trail while we are on 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

### *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.

### *District Wide Family Nights*

The Phoenicia PTA schedules a yearly district wide family night for the enjoyment of all students and their families. This is a wonderful time to spend with family and friends. The specific event varies each year.

### *PTA Programs*

Our PTA sponsors many activities during the school year that involve both students and their families: Kool Skool, Western Night, Variety Show, Halloween Parade, Earth Day, Invention Convention, to name a few. Please check the Phoenicia web site's calendar for dates and time as well as flyers that come home.

**PLEASE NOTE:** in the event of an early dismissal, ALL after school activities are cancelled and students will follow their regular dismissal plan.



## 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.



### *General Music*

The Elementary Music Department offers students a unique and enriching musical experience. All children have musical potential, and Phoenicia 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. Third grade students participate in chorus.





### *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, through vigorous physical activity, students learn the qualities and attributes essential to individual progression and continued development. Students 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

Safety rules and drills are an integral part of our school safety plan. According to State Law, safety drills are to be held throughout the school year to ensure that children, teachers and staff are familiar with the best possible emergency safety procedures.

### *Fire Drills*

Fire drills are held throughout the year as practice in case of an emergency.

### *Lockdowns*

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 with their teacher, away from the doors and windows.

### *Lockouts*

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.

### *Bus Drills*

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

## Transportation

### *Bus Safety Rules*

**Please review the following bus safety information with your child:**

1. Riders should remain seated while bus is in motion.
2. No eating, smoking, or drinking is allowed on school buses.
3. Keep head, hands and arms inside.

4. Keep bus clean and aisles clear.
5. No pets, animals, glass or sharp objects are allowed on the bus.
6. Be courteous and speak quietly.
7. No throwing objects in the bus or out of windows or doors.
8. If crossing the street in front of the bus, use the following procedures:
  - 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.
9. Arriving and waiting at the 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.
10. Obey all requests of the bus driver.
11. Shoving, pushing, profane and obscene language is prohibited on the bus.

**Violation of the 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 compromised. Your cooperation and support in helping your child review the proper conduct are greatly appreciated.**



### Health Services

The Ontario Central School 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, age appropriate Tdap, and meningococcal vaccines. Proof of immunizations

from a Health Care Provider (HCP) 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 and at any other time deemed necessary.
- ***Hearing*** – hearing screening for all new entrants and students in kindergarten, grades 1, 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 Health Care Provider by September 30, a school physical exam will be scheduled. You will be sent a notice before the exam is 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 student's BMI. The BMI helps the doctor or nurse know if the student's weight is in a healthy 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. Persistent cough

- e. Overtired and generally not feeling well
  - f. Vomiting and/or diarrhea within 24 hours of the start of the school day
  - g. Rash of unknown origin
2. If a child's health is in doubt upon entering school or during the school day, the parents/guardians will be notified to pick up the child.
  3. Parents/guardians should notify the Health Office whenever a child is absent. This is especially true if the 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. A child with a fever cannot return to school until fever free for 24 hours without any fever reducing medications (i.e. Tylenol, Ibuprofen, etc.)
  5. Send in a written note whenever the child returns to school from an absence.
  6. Notify School Nurse as soon as possible if a child has tested positive for COVID-19.
  7. If your child has been evaluated by a health care provider due to an injury please request a note that clears them to return to school and specifies activity restrictions if necessary.
  8. Contact School Nurse if any questions or concerns.

### ***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 HCP 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 by an adult 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\*.
6. If a student is to self-carry medication, it is to be noted on the medication order form, and the Self carry attestation form must be completed as well.

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.

### ***Hand Sanitizers:***

Alcohol based hand sanitizers can be used in school. **If you do NOT want your child to use alcohol-based hand sanitizer, you MUST notify the nurse in writing.**

### ***Physical Education and Sports:***

Medical excuses pertaining to Physical Education must be obtained from the student's Health Care Professional (HCP). The document should be brought to the Health Office as soon as possible, and definitely prior to the start of class. The Health Office will supply the Physical Education teacher with documentation of the HCP note. A student may not participate/return to any Physical Education classes until cleared, in writing, by their HCP. 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.

The clearance note that is needed to return to physical education/sports after a medical exclusion must state the student's name, date cleared to return and "student is cleared to return to all physical activities and sport without restrictions", and signed by the HCP. If there are any continued restrictions to the return, the restrictions must be clearly defined by the HCP.

In order to be cleared for activities after a concussion, the HCP must clear the student to return to activity. If the concussion occurred as a result of a sports injury, the clearance must be signed by a physician, not a Nurse Practitioner or Physician's Assistant. Upon appropriate HCP clearance, the school medical director, will review the form and clear the student to begin the Concussion return to play protocol. Once the student has completed the return to play, they 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 (health appraisal) on file, be registered on Family ID for sport including recent health history (interval health history), which must be completed each season, and be approved by the school's medical director.

### ***General:***

Please notify your School Nurse of any changes in your child's health history throughout the school year. It is important to keep your School Nurse informed of any changes in your child's health. This would include any newly diagnosed allergies, asthma, food sensitivities/preference, new medications, as well as any new illnesses or injuries.

Blank Health Appraisal forms, medication administration forms, dental forms, COVID clearance forms, concussion forms, etc. can all be found on the District website under district forms, then under health forms.

Please contact the health office any time you may have medical related questions or concerns.

## Homework

### *Purpose*

The educators at Phoenicia 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.

### *Nature of Homework*

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

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

Whenever homework exists in our school system, it should supplement, complement (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:**

Kindergarten: 5-15 minutes    Grade Two: 15-20 minutes  
Grade One: 10-20 minutes    Grade Three: 25-35 minutes

**What is Independent Reading:** It can be identified in two ways:

- Free choice (not homework) – when students read for pleasure.
- Academic based reading (homework) – students are reading independently on their "just right" level. Reading focus is aligned with their reading lessons. Reading for an academic purpose.

**Homework on Weekends/Breaks/Holidays:** Homework will not be assigned over school breaks. Teachers will make every effort to avoid assigning homework on holidays and weekends except where it is an extension of an ongoing required assignment or project.

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



## PTA (Parent-Teacher Association)

The Phoenicia PTA is a vital and active part of the Phoenicia School community. Parents/guardians 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 Phoenicia PTA is active in encouraging the students at Phoenicia to pursue the joys found in reading. Two book fairs are offered each year for students and parents.

### *Family Nights*

The Phoenicia 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. Specific PTA events varies each year.

**Check out the PTA Welcome flyer for many more PTA sponsored events!**

## 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/guardian 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/guardian 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/guardians 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 they 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.
- **Put your child's name on clothing and lunch boxes.** The “Lost and Found” is located on the bench by the main office.
- 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.





## PHOENICIA ELEMENTARY SCHOOL

### Handbook Receipt Acknowledgement

The information contained in this Handbook is important and we want to ensure that you and your child read and understand its contents. To acknowledge that you have read the handbook and the information contained in it, please sign and return this page to the classroom teacher.

**I have received a copy of the Phoenicia Elementary Parent/Guardian/Student Handbook and have read and discussed the contents with my child.**

Print Student Name(s): \_\_\_\_\_

Teacher(s): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed page to the school office as soon as possible.  
Thank you!

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