K. C. Heffernan Elementary School

Marcellus Central School District

Parent – Student Handbook

2024-2025

“We keep moving forward, opening new doors, and doing new things, because we’re curious and curiosity keeps leading us down new paths.” - Walt Disney

A Message from Principal Massa:

Welcome to KCH Elementary!

As we embark on another exciting school year, I'm thrilled to have you and your family as part of our community. This handbook is a valuable resource, and I encourage you to take some time to review it and keep it handy for future reference.

At KCH, our commitment to nurturing every child's intellectual growth, academic skills, and social development remains unwavering. Our goal is to prepare our students to thrive in a world that's constantly evolving. We strive to make learning a positive and rewarding journey, fostering a love of inquiry that will stay with our students throughout their lives.

Please don't hesitate to reach out if you have any questions or need further assistance. You can reach the main office at 315-673-6100, or feel free to email me directly at lmassa@marcellusschools.org. Our office hours during the school year are from 7:45 am to 4:00 pm.

Thank you for being a vital part of our KCH family. Let's make this school year one of growth, learning, and success!

Respectfully,

Mrs. Massa
Principal
K. C. Heffernan Elementary School

SCHOOL CONTACT INFORMATION

KCH Main Office	**315-673-6100**
Principal, *Lauren Massa*	**315-673-6100**
Secretaries, *Lindsay Congdon & Sue Bivens*	**315-673-6100**
KCH SRO, *David Kimball*	**315-673-6119**
School Psychologist, *Jessie Buecheler*	**315-673-6115**
School Social Worker, *Bethany Woods*	**315-673-6109**
Kitchen (Cook Manager),	**315-673-6119**
Health Office (Nurse), *Melissa Zacholl*	**315-673-6105**
Attendance Line	**315-673-6104**
Main Office Fax	**315-673-0227**
Transportation	**315-673-6415**
MCS District Office	**315-673-6000**

DISTRICT MISSION STATEMENT

The mission of the Marcellus Central School District is to connect, empower, and ignite. The responsibility for this mission lies with the entire community including students, staff, parents and community members.

We are committed to high expectations for all by…

- Ensuring an environment that is physically, emotionally and socially safe
- Cultivating relationships in which everyone is valued and connected
- Inspiring adventurous learners to view failure and success as opportunities for growth
- Collaborating with local and global partners to explore, develop and share interests
- Igniting passions through learning-by-doing

SCHOOL DAY

The school day for students in grades Universal Pre-Kindergarten(UPK) through 3rd begins at 8:50 am and ends at 3:20 pm. A student is considered late if he or she is not in the classroom at 9:00 am. Supervision for students does not begin until 8:50 am. Please keep this in mind if you are dropping off your child or if your child walks to school.

DROP OFF - PICK UP PROCEDURE

Students may be dropped off starting at 8:50 am daily as of September 3, 2024. Please use the drop off/pick up lane located in the front parking lot. Students should arrive by 8:55 am each morning. Pick up begins at 3:15 pm. All students should be picked up by 3:30 pm.

ATTENDANCE-TARDINESS

Attendance is taken in all classrooms at 9:00 am. Any student not present at that time is marked absent. Any student entering school after 9:00 am is considered tardy, and will need a note to be admitted to class. If you are bringing your child in late to school, please come directly to the main office lobby. The lobby does have pink late notes for you to fill out if you do not already have a note stating the reason for the tardiness.

ATTENDANCE-ABSENCE

Student absence, as mandated by State Education Department Regulations, is classified as either legal or illegal. A legal excuse, for example, would be student illness, family death or a visit to the doctor. An illegal excuse, for example, might be a family trip. In either case, parents/guardians should send a written note or Parent Square message to the KCH Main Office, stating the child's full name, date(s) of absence and reason for the student's absence. This note or Parent Square message should be sent to the Main Office on the first day the student returns to school.

When a student is going to be absent for part of the day (i.e., doctor or dentist appointment) a written note or Parent Square message should be sent to school that day. Please include: child's full name, reason for early dismissal, estimated time of pick up and the date.
If you know that your child will be absent or late on a particular day, **please call the school attendance line at 315-673-6104 (or 315-673-6105)** before 9:15 am., or send a Parent Square message to the KCH Main Office. You can also leave a voice message if you call before 8:15 am (or after 4:00pm on the previous day). Please tell us the full name of the child, your name, the date and the reason for the absence. **If we do not hear from you by 9:15 am, you will receive an automated call mid-morning about your child's absence.**

Occasionally a student is accidently marked absent or there is a misunderstanding about an absence. The automated system is set up to contact you if the student is marked absent and we didn't correct the error. In these cases, you can call the office and we will verify that your child is in school by double checking with the classroom teacher.

Please realize that daily attendance in school is extremely important. Being on time and regularly attending school is a desirable habit to develop with young children.
Each marking period we take time to review your child's attendance report. If his or her rate of attendance falls below 85%, a letter will be sent to parents notifying them about their child's attendance. We would ask parents to keep in close contact with the school regarding any issues that may have an effect on their child's attendance. We believe it is important to the learning process that children are in school. We will work with you to achieve this.

COMMUNICATION WITH SCHOOL

We encourage communication between school and home as often as needed. There are several ways in which you can get in touch with your child's teacher, the office or the principal. If you need to just get a quick message to the teacher, you can simply write a note. Each teacher has a district email address which serves as another convenient way to get a message to your child's teacher. Please note that if the information is time sensitive, such as a change in transportation for that day, do not email or fax the school. We may not receive that information in time. Any time sensitive communication should be done through a note or a phone call to the office on that day.

NOTES

If you need to communicate with the school, you can send a Parent Square message to the Main Office, call the office in the morning, or send in a note. If the information is sensitive or needs immediate attention, please call and speak with a secretary directly. In most cases, a note will be sufficient. Please include on the note your child's full first and last name (we have numerous Kyles, Jacobs, etc) and be specific as possible with the information.

Please note that if you are picking up your child for an appointment at a certain time, we will let the teacher know ahead of time. **However, we will wait for your arrival before calling the child down to the office.**

EMAIL

In general, most teachers check their email each day. You may expect to get a response to your question within two days. Please note that if you do not get a timely response, it may be due to a system error, absences of the staff member you are contacting, or the time the communication is sent. Some staff members have preparation periods first thing each morning. These staff members may not have another opportunity to check email until the next day. Please call the Main Office at 315-673-6100 if you need assistance.

In most cases, the email address for any faculty member is their first name initial followed by their last name followed by @marcellusschools.org. So, for example, the principal's email is lmassa@marcellusschools.org

PHONE

There are times when a direct conversation is the best method for contacting a teacher. During school hours (8:45am-3:30pm) we will not transfer calls directly into classrooms as we do not want to interrupt the learning process. However, before or after school if you call, we can quickly contact the teacher and transfer your call into his or her classroom.

TRANSPORTATION

Transportation Director: Jaclyn Pearce

You can reach the Transportation Department at 315-673-6415

Transportation is provided to and from school for all eligible district students. Requests for different pick up or drop off locations must be on a normal bus route in the Marcellus School District and must be renewed each year. **Last year's requests are no longer valid.** Please take the time well before the school year begins to communicate with the transportation department about where you expect your child will be picked up or dropped off (i.e. home, babysitters, etc.). A form is available from the school or on the district's website. Bus routes are developed in the summer, so having the information by **August 15th is important.**

Each student will have one default location where he or she will go every day after school. Bus passes to different locations will not be issued. If you have a childcare issue, contact the transportation department or main office of the school your child attends. When a change is necessary, whether for one day or long term, we must have clear, written instructions from parents/guardians. If you are planning on picking your child up at the end of the day, please send a note stating so. They will be in the pick up loop in the main parking lot.

If you would like your child to be listed as a "walker" for the entire year, please write a note to the office letting us know. Students who are "walkers" will be dismissed by the classroom teacher **at 3:15pm**. If you would like your child to walk home on a specific day, you would need to send a note to school that morning. The child should inform their teacher and a special pass will be given for that day only.

If there is a change on any day to the one default location where the child goes at the end of the day, a note must be written for <u>each</u> of those days.

If your plans suddenly change and you need to pick up your child at the last minute at school, please <u>do not</u> go directly to the bus to get your child. The bus driver will not release a child unless instructed by the transportation supervisor. You can call or come directly to the main office and we will work to get your child for you.

VISITING SCHOOL

If you need to drop off an item, please label the item with your child's first and last name and leave it in the designated area in the lobby. A staff member will make sure the item is delivered to the classroom.

Parents/guardians are welcome in our school. We respectfully ask that you follow the guidelines for visiting our school.

***Between 9:00 am-3:25 pm, parents/guardians and visitors must enter the school through the main entrance and ring the call system. A staff member will authorize entrance into the Main Office and will gladly assist visitors.**

*If you would like to meet or speak with a teacher, please call the school (315-673-6100) to set up a meeting

If you want to speak or visit with the teacher, the secretary will get a message to the teacher when he or she is available. If the teacher is available to meet with you at this time we will sign you into the building and give you a pass to wear. Please make sure the visitor pass is visible at all times while you are in the building. We sign visitors in using the Raptor Visitor Management System. For first time visitors, we will need to scan your license to run a screening check against the sex offender registry. After the initial visit, we will not need your license, but will simply enter your name into the system when visiting the school.

*Please note that our goal is to preserve and be protective of instructional time during the day. Classroom teachers may not be able to speak or meet with you immediately when they are teaching. In this case, an appointment should be set up through the secretary.

*If you are volunteering in a classroom, the library or another room you will need to sign in at the office each time you arrive and wear a visitor pass at all times while in the building. You are asked to stay in the area that you are volunteering, otherwise your presence may be disruptive to classroom activities.

*If you are picking up your child for an appointment, let the secretary know and they will call your child to the office. You will need to sign your child out of the building on the appropriate sheet in the lobby.

*If you are coming in to pick up your child who is sick in the health office, you will sign your child out in the lobby on the sheet and the nurse will walk your child to you in the lobby.

*If you would like to visit in your child's class, please speak with the teacher and/or principal ahead of time to arrange this.

Three School Resource Officers (SRO) are on campus during school hours. The principal or other staff may contact them at any time regarding safety matters.

Although office staff or the child's teacher may recognize you and know who you are, all staff and children may not know immediately who you are. That is why all staff, including substitutes and volunteers are required to wear a visible ID or pass while in the building. Please understand this is done for the safety of your child as well as all others.

EMERGENCY INFORMATION / EMERGENCY CLOSING

At the beginning of the school year a student information verification sheet will be sent home. It contains information that we need to have on file including current phone numbers, emails and emergency information. We ask you to include the name of at least one other adult we can call in case of emergency and we are unable to get in touch with you.

Remember to update any of the information if it changes during the school year. You can do this by sending a note to school, emailing the secretary (lcongdon@marcellusschools.org or sbivens@marcellusschools.org) or calling the school.

On certain rare occasions, emergency conditions (i.e. watermain break, impending severe storm) may necessitate dismissal of students before regular school closing time. In such events, efforts will be made to have the emergency announced on local television and radio stations. A form was sent in August stating that if you need your child to go to a location that is different from their normal dismissal place (under these emergency situations), please fill in the name and address on the form and sign it. This drop off point must be located within the regular boundaries of the school district. We would only use this information in case of an emergency early closing.

DISTRICT WIDE SCHOOL COMMUNICATION SERVICES

Marcellus Central School District utilizes ***ParentSquare*** service to contact parents/guardians in case of an emergency. This system is activated by the district and sends out a call, text or email to alert families and parents/guardians of situations. For example, if the school is closing earlier than normal dismissal time due to a snowstorm, a message would be sent out from the district office. It is a quick and efficient way to notify all parents/guardians in a short amount of time. Any questions or problems, please contact the main office at 315-673-6100.

STUDENT DRESS

Parents/guardians should be aware that students play vigorously in gym class and on the playground. They also paint in art class and may engage in classroom activities that may soil their clothing.

We ask that parents/guardians consider safety and comfort in making choices about clothes. Students will have an opportunity to go outside for recess even during the winter months. Please see additional policies regarding dress code in the *District Code of Conduct on the website*.

PARKING

Parking for parents and other visitors is available in the main lot. There are four (4) *Visitor Parking* spots available in the KCH lot right in front of the gymnasium. These spots are reserved for visitors and parents who will be at the school for a short period of time (i.e. picking up a sick child).

There are three (3) handicapped parking spaces located in front of the gymnasium closest to the main entrance.

Fire zones are marked with white lines or stripes throughout the campus. There is **no parking or standing** at any time in these areas. Do not park or stand your car in these areas even for a short amount of time.

ARRIVAL - BEGINNING OF THE DAY PROCEDURES

School begins at 8:50 am for all students. Students are marked late if they do not arrive in class by 9:00 am. They will need a note after that time to be admitted to class. Students eating breakfast at school can enter at 8:40 am. Buses generally arrive on campus between 8:40 am and 8:55 am. The district encourages families to utilize the bus for transportation to and from school. If a child is being dropped off or if she/he is walking, they should arrive no earlier than 8:50am (unless they are eating breakfast at school). Supervision begins at 8:50am. At 8:50am parents can drop students off at the end of the parking lot by the flower pots. A staff member is here to supervise students and see that children get into the school. It is best if you pull up to this area, stop and allow your child to exit the car. He or she can immediately step onto the sidewalk. You can then pull away and continue to exit the parking lot allowing the next parent to safely drop off their child as well. **Please do not pull over or park in the fire lane at any time.** Students arriving before 8:50 am. (and not attending our breakfast program) can wait (unsupervised) near the front steps of the school. At 8:50am, all students including those on a bus will be released to enter the building.

Please note: Learning's Landing between KCH and DMS will be blocked by buses between 8:40 am-9:00 am in the morning. And, between 2:10 pm-2:30 pm in the afternoon.

DISMISSAL – END OF DAY PROCEDURES

Students riding a bus will be dismissed at 3:20 pm. Our goal is for all students to be on their bus by 3:25 pm for departure. YMCA and Walkers(those students leaving campus) will be released at 3:15 pm. Students being picked up in the pick up line will be moved to the appropriate dismissal location, and pick up will begin at 3:15 pm. If you need to pick up your child prior to 3:15 p.m. we ask that you do so by 2:45 p.m. This time is the latest time that we can be certain that you will not be caught in dismissal traffic.

If it is close to dismissal time and you decide to pick up your child, you must still sign him/her out in the office. If you are planning to pick your child up instead of having them ride the bus, please **DO NOT** meet him/her at the bus. You should come into the office prior to 3:15 pm and speak to the secretary. We will call them down to the office and inform their teacher.

If you are running late and it is after 3:15 pm, you would still need to come into the office to sign out your child. We will call transportation and get your child from the bus (if they have already boarded) and have them meet you in the office. The bus driver will not release a student once they are on the bus

Please note: Learners Landing between KCH and DMS will be blocked by buses between 3:10 pm-3:30 pm in the afternoon for K-6 dismissal.

Dismissal - ½ Day Procedures

Occasionally, we have a ½ day of school and send students home for the afternoon. These days are generally for parent-teacher conferences. All dates can be found on the school

calendar. When this occurs, dismissal is at 11:20 am. No lunch is served on those days. Please be sure you have made arrangements for someone to be home when your child arrives or make alternate plans for child care. Any change from the student's normal routine needs a signed note from the parent or guardian telling us where to send your child after school. Please send this note to the main office that morning.

CALENDAR

A school calendar is printed in August and contains a great deal of information for parents. This is mailed out in late August/early September. If you do not receive one, copies are available from the school secretaries. Major events are listed for all buildings within the calendar. Additionally, it is recommended that families check the school district website for updates on events and other important dates. Throughout the year the PTO and principal will use ParentSquare to announce activities for families.

SCHOOL SPIRIT DAY

One day each month we designate a "School Spirit Day." We encourage students to wear green (as well as red) to show their school spirit. Some students wear their Marcellus shirts and sweatshirts. The PTO usually has a clothing sale every year to provide an opportunity for this purpose.

CHARACTER EDUCATION

KCH participates in the Positivity Project. This is a character education program designed to help students build strong relationships. More information will be sent home regarding this program. If you would like additional information please click on the link https://posproject.org/

CODE OF CONDUCT

The Marcellus Board of Education has adopted a Code of Conduct which outlines expectations for students, staff, visitors and anyone connected with the school district. The full Code of Conduct is available online at http://www.marcellusschools.org. From our website there is a link on the left side of the page ("District Code of Conduct"). A printed copy will be sent home upon request. We ask all parents to read the Code of Conduct and speak with their children about the expectations for behavior. Also, please review the Rules of Internet Safety (found within this parent handbook).

Due to the potential danger of any object that could cause physical harm to others, district policy requires that a student in possession of an object of this nature be suspended and a Superintendent's hearing be held. Parental contact is required on all situations of this nature. Items include but are not limited to: guns, knives, shell casings, bullets, arrows. **Please note that imitation, fake or toy weapons or weapon "look-a-likes" should NOT be brought to school and could be treated as a dangerous object as per our code of conduct, even if no harm was intended.**

Policy#3411

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or the Superintendent, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition shall include, but not be limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge; and any object that could be considered a reasonable facsimile of a weapon.

Our Code of Conduct states that our Board of Education is committed to providing a safe and orderly learning environment where students may receive and staff may deliver quality educational services without disruption or interference. Further, the Code of Conduct goes on to clearly define the expectations for conduct while on school property or at school functions. The Code of Conduct applies to students, school personnel, parents, BOE members and visitors.

NEW YORK STATE DIGNITY FOR ALL STUDENTS ACT

The **New York State Dignity for All Students Act** (Dignity Act or DASA) went into effect on July 1, 2012. No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

Further, specific to the areas of bullying and/or harassment, a Dignity Act Coordinator will be identified and named at our school (and every school building) in New York State and appointed by the BOE. This person will work directly with the teachers and principal to ensure the standards of the act are being put into place. The Dignity Act Coordinator for KCH is **Bethany Woods**. If you have any questions regarding the Dignity Act, please contact the building principal (Robert Montgomery) or the Dignity Act Coordinator (Bethany Woods).

SCHOOL DISCIPLINE & CONSEQUENCES

Students who break school rules and/or are in violation of the Code of Conduct may receive logical consequences. These may include but are not limited to:

*Verbal warning
*Time out
*Missed activity (part or all)
*Time in main office
*Phone call to parent (from teacher or principal)
*Bus suspension
*In-school suspension
*Out-of-school suspension

Staff will base any consequence on specific actions of students and the circumstance. Students' overall records and prior incidents may be taken into consideration. Consequences may be used with the goal of improved behavior for the future. We believe in being consistent with children and in working closely with parents/guardians to help children make positive choices. If violation of school rules and the Code of Conduct continue, the school or parents/guardians should consider setting a parent – teacher meeting. The building principal is available to meet with parents/guardians and teachers for requested meetings. In some cases, it may be appropriate for the student to be a part of this meeting.

BEHAVIOR DOCUMENTATION

The district uses a combination of an electronic discipline referral system and a paper-based (available to transportation and cafeteria staff) called a Behavior Documentation Form to document student behavior. In general, the staff member who is first made aware of the action by a student will follow the protocol for addressing the behavior. The teacher, principal or other staff member will look into the incident and resolve the incident including appropriate consequences. Additionally, the teacher and/or principal may call the parents regarding the incident. If a parent is not called, he or she may contact the school with any questions. Some minor behaviors may be resolved without formal documentation or a call home.

EMERGENCY DRILLS

Each year, the school is required to perform emergency drills. In a real emergency, people are expected to do what has been practiced. Therefore, these drills are very important and taken very seriously. Fire drills and Lockdown Drills are mandated by New York State. Procedures are reviewed with staff and students each school year. Drills vary in length and can last as long as 20 minutes depending on the nature of the drill. Please call the school if you would like more information on how the drills are conducted.

LOST & FOUND

If your child is missing their lunch box, coat, sweatshirt, mittens, boots…the list goes on and on…please check the Lost and Found Cabinet in the Cafeteria after school hours. The Lost and Found Cabinet is cleared at the end of each month. Unclaimed items are donated.

Parent/Guardian-Teacher Conferences

Both formal and informal parent-teacher conferences are encouraged between teachers and parents during the course of the year. In late October or early November, two days have been set up so that classroom teachers can meet individually with every child's parents or guardians. Please look for a sign-up time from your child's teacher. We feel that this time of year is a good time to conduct these conferences because the teacher has had the opportunity to get to know your child and mark their first quarter report card, yet there is still a great majority of the year left. In addition to this conference, we highly encourage communication via notes, email and phone calls between parents and teachers. This can be initiated by the parent or the teacher. Staff at school try to respond to phone messages or emails within a couple of days. At some point, a teacher or parent may ask to have a face-to-face conference to discuss an issue that

goes beyond an email or phone call. These informal conferences can be set at a time that is mutually agreeable to everyone involved. Further, if a teacher or parent would like the principal to be invited, please let us know and that will be arranged.

INTERNET SAFETY RULES for Kids

#1 Tell a trusted adult if anything on the internet ever makes you feel sad, confused or uncomfortable
#2 Never give out your personal information (name, address, phone number, school)
#3 Never meet anyone face to face from the internet
#4 Use good “netiquette” (manners) when talking online
#5 Ask an adult before downloading anything from the internet

BUS SAFETY

Students are expected to follow bus rules and instructions from the driver and aides at all times. Kindergarten students will be taught the proper way to cross the street by his/her bus driver at the beginning of the year. When the bus is moving, all students are to remain seated. Students may be assigned seats temporarily or long term on the bus. The driver may contact parents/caregivers or building administration with ongoing issues with students. Parents/caregivers should contact the building principal (315-673-6100) with issues related to student behavior and discipline. Parents/caregivers and students may be called in to meet with the building principal regarding bus rules.

Parents/caregivers should contact the bus transportation center (315-673-0211) with issues related to timing of pick up or drop off, bus safety, changes in location, etc. We will work with parents, drivers, aides and students to help create a place where students feel safe and are free from bullying and/or harassment on their way to and from school.

HEALTH OFFICE

KCH maintains a health office in the building. It is generally staffed by a nurse during school hours. On occasion, the school is covered by a nurse from one of the other buildings or other designated staff members. Students who become sick or are not feeling well may ask or may be sent to the health office. The school nurse will not call parents regarding every visit to the office. Parents will be contacted by the office when necessary (temperature of 100 or greater, significant injury, or various other reasons). A minor cut or similar occurrence may result in simple first aid and the child returning to class. Parents may contact the nurse regarding any medical concerns. The health office maintains and documents your child’s health records. The health office is not intended to replace your child’s physician or regular visits to the doctor.

FOOD ALLERGIES

Board Policy 7000 (Students with Life Threatening Allergies) requires students, parents, school personnel and health care providers to work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience. Precautions have been put in place in an effort to minimize

the potential danger to students with food allergies. Our cafeteria has designated “Peanut-Free” tables for students with food allergies. Friends may sit with these students once their lunch has been checked by an adult. Special treats for birthdays and parties must be store bought and include the list of ingredients. Please inform the school nurse and your child’s classroom teacher if your child has specific food allergies that may pose a threat here at school. Be sure your child knows not to share food with anyone at school. Please contact the school nurse to discuss your child’s particular needs and work with her to develop an individual healthcare plan if necessary. All medications, including an EPI-pen must be provided with a doctor’s note regarding use.

STUDENT MEDICATION

All medications for students must be brought directly to the health office. All medications need to be properly labeled and be accompanied by a note from a doctor. Parents should be in contact with the school nurse regarding medication.

BIRTHDAYS

Teachers do small acknowledgements/celebrations of a child’s special day. A parent/guardian should seek information from their child’s teacher. **As per our food sharing guidelines: any food items a child brings in with the intention of sharing with classmates needs to be prepared in a commercial kitchen (i.e. cupcakes from a grocery store).**

FIELD TRIPS

Field trips are aligned by grade level with the appropriate curriculum. The KCH PTO continues to sponsor a portion of the cost of buses. When students are scheduled to go on a field trip off campus, a permission slip will be sent home with the relevant information and a place for your signature. There may be additional costs associated with some of the field trips and parents may be asked to help with these costs. If assistance in part or full is ever needed by a parent, please feel free to contact the teacher or principal and we will be happy to work with you to cover any outstanding costs. We want every child to be able to participate in all school activities.

There are times that a show, performance or experience at DMS (Driver Middle School) or SHS (Senior High School) may serve an educational purpose. When we have students attend these events, ParentSquare will be used to notify families of the event in advance.

CUSTODY DOCUMENTS

Under New York State education law, parents have joint custody of a child, unless there is a court ordered signed document stating different. It is the parents’ responsibility to provide the school with any documented court order. The school will default to the provisions set forth in the most recently updated version of a court document. Custody documents should be brought to the principal’s attention.

DUAL MAILINGS
A parent who has legal right to student information (but not physical custody), may apply for a dual mailing for student information. Such information would include: attendance record, report cards and other school based documents. Parents should contact the building secretary to obtain the correct form.

RECESS
A recess is provided each day for children. Teachers have an assigned recess time and will supervise children during this time. Students may be on the playground or other areas of the school campus. In case of inclement weather, children will remain inside. This may be due to rain, snow or a combined temperature and windchill. Parents/guardians should dress students appropriately for the weather. With young children and more severe weather, the staff will make decisions on whether they are able to go outside.

AFTER-SCHOOL ACTIVITIES
Occasionally throughout the year, the school or PTO offers some type of after-school activities. Please check your child's folder or ParentSquare for information pertaining to these events.

ACADEMIC SCREENING
Academic screening is important to watch for the growth of each child. Teachers use in class assessments to determine how students in their class are progressing. Additionally, all children in the building are screened three times each year (September, January, May/June) in the areas of ELA and math. Teachers use the information gained to help target instruction. For our screening purposes we currently use AIMSweb Plus for K-3 students.

KCH PARENT-TEACHER ORGANIZATION (PTO)
The KCH PTO is a very active group of parents/guardians who work together to support the climate and culture of the school. This partnership has a long tradition of working closely with the school to provide additional opportunities for all students. All of the KCH community members are encouraged to join and/or attend meetings. Their email address is: kchpto@gmail.com

OPEN HOUSE NIGHT
Every year the building hosts an Open House. Teachers and other staff members are in attendance to greet students and meet parents/guardians and other family members. It is a chance to see the school, meet the staff and visit all the places where your child spends his/her days. Open House is not intended to be a time for private parent-teacher conferences. Our staff will be happy to schedule a time for a private meeting.