

The Malta Avenue Student and Family Handbook 2026-2027 School Year



Welcome to Malta Avenue Elementary School

Welcome to Malta Avenue! Malta Avenue is a community of learners including students, caretakers, and staff who are dedicated to creating an academically rigorous, culturally caring, and inclusive learning environment. At Malta Avenue, we work as a collaborative team to foster a school culture that:

- 1) Supports learning and improvement for our students and staff, ensuring that all students receive an excellent education.
- 2) Ensures student and staff wellness.
- 3) Fosters a sense of community and belonging for students, staff, and families.

At Malta Avenue, our core values are community and excellence. You will see these values operationalized in all that we do. Here are just a few ways you will see our values in action at Malta Ave:

Excellence

- Implementation of research-based, quality curriculum for ALL students in all content areas
- Malta Avenue was named a Blue Ribbon School in the fall of 2021
- Quality band, orchestra, and chorus programs

Community

- Active and vibrant PTA
- Community events, such as: Welcome Back Ice Cream Social, movie nights, To Malta and Beyond
- The Pick a Reading Partner Program (PARP)
- 5th Grade SPAC Dance Residency

A bit about Malta Avenue

Malta Avenue Elementary School is located in the heart of Ballston Spa, NY, built in 1915. Our building is the cornerstone of education in the community. It is a true community school, where many students still reside within walking distance. The school's location, which is immersed in the historic neighborhood, makes it a constant visible presence.

Malta has always provided community learning experiences that not only connect students of different grade levels but also engage the broader community. Examples of this include partnerships with The Ballston Spa Education Foundation, Brookside Museum, Global Foundries, Saratoga Battlefield, Saratoga Performing Art Center, and other local businesses.

Family involvement has always been a priority at Malta Avenue. Malta Avenue staff members work collaboratively with Malta Avenue families and caretakers to enhance and increase family involvement. When there are extracurricular events like our annual Back to School Ice Cream Social, To Malta and Beyond, and Pick a Reading Partners (PARP), the neighborhood proximity makes it easy for parents to bring younger siblings and walk to the events, which results in greater attendance.

We hope you find this handbook helpful! It includes information about staff, policies, and procedures, as well as information about what it means to follow The Malta Way!

2026-2027 Malta Avenue Staff

<u>Kindergarten</u> Andrew Bolling Christine Darmofal Julia Greco Jen Petar	<u>Grade 1</u> Jeanine Coons Emily Micheller Erika Richards	<u>Grade 2</u> Tracy Manning Amy Sheft Jodi Townsend	<u>Grade 3</u> Sarah Burr Monica Critser	<u>Grade 4</u> Brannigan Bryant Tisa DeGregorio Theresa Tombari	<u>Grade 5</u> Anna Baker Sarah Johnson Matthew Nafus
<u>Special Education</u> Jen Barber Olivia Eggleston Jenna Russell Chris Schroeder		<u>AIS Reading</u> Brian Burr Anne Ferrand		<u>AIS Math</u> Jen Lewis	
<u>School Nurse</u> Erin Hartman		<u>Speech Therapist</u> Brittany Bryant Emily O'Connor		<u>Art</u> Sarah Docherty	
<u>Library Media Specialist</u> Maureen Rudolph		<u>Music Teacher</u> Samantha Marshall		<u>Band/Chorus Teacher</u> Samantha Marshall <u>Orchestra Teacher</u> Kevin Norris	
<u>Physical Education</u> Tyler Williamson		<u>School Counselor</u> Michelle Palmer		<u>Psychologist</u> Jessica Skillings	
<u>Teaching Assistants</u> Cathy Cassidy Jessica Gurwitz Nyrelle Horton Ann Oddy		<u>Teaching Assistants</u> Rebecca Coseglia Cindy DuBrey Deb Miklitsch		<u>ENL Teacher</u> Molly Madison <u>Young Scholars</u> Angelo D'Annibale	
<u>Administrative Aide</u> Jenny Bottisti <u>School Aides</u> Reem Abdalla, Jennifer Boni, April Bunt, Christine Bush, Betsy Cull, Mackenzie Doyle, Jackie Hughes, Vincent Tucceri		<u>Special Education Aides</u> Jason Andolina Paige James Amy Jenkins Kimberly Lewis Melissa Tucceri		<u>Cafeteria Staff</u> Mindy Cooper <u>Day Cleaner</u> Al Gould (custodian) Tom Guy <u>Night Cleaners</u> Tim Downey Michele Willetts	
<u>Principal</u> Sarah Johnson		<u>Principal's Secretary/Main Office</u> Bonnie Murtlow <u>Receptionist</u> Felicia Myers		<u>Social Worker</u> Robyn Roemer	

Malta Avenue Contact Information

Each school and department in the Ballston Spa Central School District can be reached directly. In case of an emergency, parents can call the school requesting that messages be delivered to students.

Students are allowed to go to the main office to make calls for important reasons only (e.g. forgot lunch, need permission slip, etc.). Students are not allowed to use their cell phones or smart watches at any time during the school day. Please know that our policy for student cellular devices, which includes smart watches, is that these devices are to be off and away during the school day. If you have specific issues in your classroom or grade levels, please contact your principal.

You can reach Malta Avenue Elementary School using **518-884-7250**. There is a menu to choose from when you call or you can use the following extensions.

Main Office/Principal - 1351
Attendance - 1345
Nurse - 1381
Administrative Aide - 1380
School Counselor - 1384
Psychologist - 1349
Social Worker - 1419



FAX Machine – Malta Avenue Main Office 518-884-7258
Fax Machine – Malta Avenue Nurse's Office 518-884-2914

Central Registration: 518-602-0256
Transportation: 518-884-7140

Daily Schedule

8:55	Breakfast students released from buses
9:00	Arrival begins
9:10	Start of school day
10:45	Lunches begin
1:45	Lunches end
3:15	Dismissal: BACC, Walkers, Pick Ups
3:20	Dismissal: Buses



Information from the Health Office

The school health office makes every attempt to identify conditions, which might hinder a child's maximum educational development. Working closely with our health office benefits your child's health and the general well being of the entire school population. A full time registered nurse cares for student illness and accidents that may occur in school.

Health and Wellness Policy

Classroom Parties/Celebrations- The BSCSD encourages and prefers the use of non-food items at classroom parties and celebrations. If food is going to be served at classroom parties and celebrations, items must come from the approved food list developed by the District Health and Wellness Committee. Additionally, food items must be store bought and prepackaged and include an FDA approved label with all ingredients listed. The list of approved foods are below and also can be found in your child's purple folder.

Food Options:	
Fruit Tray	Veggie Tray with Dip
Cool Whip	Fruit Snacks
Rice Krispie Treats	Pretzels
Goldfish	Pudding Cups
Freeze Pops	Fudge Pops
Individually Prepackaged Chips	Low Fat Yogurt Squeezers
Popcorn	Whole Grain Crackers
Cheese Sticks	Rice Cakes
Hummus	Dried Fruit (no added sugar)
Fruit Cups in 100% Juice	Mini Bagels and Cream Cheese
Graham Crackers	Nut Butter Substitute
Granola Bars	Cereal Bars
Applesauce	
Drink Options:	
Juice Boxes (100% Juice)	Seltzer
Milk	Cider

Communicable Disease

Students who have a communicable disease such as chicken pox, impetigo, scabies, or a suspicious rash must be excluded from school. If you are aware of such problems, please contact your child's doctor. To reduce the likelihood of sharing communicable diseases, we stress:

- Respiratory etiquette- We encourage everyone to cover their cough and sneezes with their arm.
- Handwashing- Please encourage your child to wash his/her hands after bathroom use and before eating. Frequent handwashing is encouraged.

PE Excuses

If due to an accident or illness, you feel that your child is unable to participate in physical education, you must request in writing that the child be excused from PE. A physician's excuse is required if the child is to be excused for more than one week. If a student is not able to participate in PE, he/she will need written permission from the parent if the child can sit outside at the picnic table for recess or need to be in the main office.

Medications

If your child needs to take medication during school hours, it is necessary that both the physician and the parent provide written permission. This must include the name of the drug, dose and time to be given. The medication must be in the original labeled container and brought into school by the parent. Children are not allowed to transport medication to and from school due to the danger of loss or accidental overdose by your child or another. NO medication will be administered unless the correct procedure is followed. These regulations apply to all drugs, including non-prescription drugs. Please do not send cough drops, ointments, or other over the counter products to school.

Thank you for your cooperation and support. Please do not hesitate to call if questions or problems should arise.

Erin Hartman, RN
Malta Avenue Elementary School
518-884-7250 Ext. 1381



Attendance



Attending school regularly helps children feel better about themselves! Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10%, or about 2 days each month over the course of the year can make learning challenging.

That being said, there will be days when your child is sick or has an appointment. When your child is absent or late for school, please call or email Mrs. Myers (fmyers@bscsd.org) and give the reason. New York State Law requires a verbal or written excuse for all pupils who are absent or tardy. If you did not call or email, a written excuse must be sent in with your child when they return. The written excuse should include the date and a reason for the absence and be signed by the parent/guardian.

When deciding whether or not to send your child to school, the following guidelines may be helpful. Please keep your child home if:

- A fever (over 100) is present or has been in the past 24 hours.
- The child has a cold with heavy nasal discharge and/or a persistent cough.
- The child has a sore throat, vomits before school, has an unidentified rash or is tired and generally not well.

Late Arrival Procedures

If you need to bring your child into school late, please walk your child into Mrs. Myers office and sign your child in at the receptionist's desk. Any student arriving after 9:10am is considered late.

Early Release

If you need to pick up your child from school during school hours the following procedure should be followed:

1. Send a note with your child to let the teacher know you will be picking your child up. Or, email Mrs. Myers at fmyers@bscsd.org. **Include time and the reason the student is getting picked up.**
2. **When you arrive at school, go to the receptionist's desk to sign your child out** - include child's name, date, time, your name and reason. Please remember to bring a photo ID. We cannot release your child to you or anyone you authorize to pick up without **photo identification**.
3. The **office personnel will call your child's room** and have your child sent to you.
4. Children **cannot** be released during the school day without a parent signing him/her out. We cannot honor requests to have your student walk home or to an appointment during the school day.

Curriculum and Daily Schedule

District Curriculum

- Foundations, Grades K-2
- Heggerty, Grades K-1
- Bookworms, Grades K-5
- Eureka Math Modules
- Carolina/PLTW, Grades K-5

Humanities Classes

Library

The library is a critical element in each student's intellectual development, promoting the love of learning and reading and conveying the importance of using and evaluating information and ideas throughout life. Students at Malta Avenue are encouraged to be active users of the school library and its many resources. In addition, all students are expected to be responsible library users, returning all borrowed materials in a timely fashion and in good condition. Damage to library materials beyond reasonable wear and all lost materials shall be paid for by the families. Should you have any questions please contact **Maureen Rudolph** at mrudolph@bscsd.org

Art

At Malta Avenue Elementary School, all students will enjoy their art learning experience and are taught by a New York State certified Visual Arts Teacher in a fun and creative art studio setting. Students in our elementary art classes receive 45 minutes of instruction based on the New York State Standards and can look forward to exciting projects in drawing, painting, printmaking, mixed media, sculpture and ceramics. Should you have any questions please contact **Sarah Docherty** at sdocherty@bscsd.org.

Music

Music activities, including singing, creating, dancing, listening, and playing a variety of classroom instruments, are provided for all children. Students study the recorder in third grade and the ukulele in fourth and fifth grades. Chorus takes place after school and is open to students in grades 3-5. The instrumental music program is open to all fourth and fifth grade students. Instruction is offered for both orchestra instruments (violin, viola, cello, string bass) and band instruments (primarily flute, clarinet, saxophone, trumpet, trombone). Strong parental support is necessary for students to have a successful experience in band or orchestra. Should you have any questions please contact **Samantha Marshall** at smarshall@bscsd.org.

Physical Education

In grades K-5 students are required to wear appropriate clothing for physical education classes. All children must wear sneakers when participating in any activity in the gymnasium. The wearing of proper apparel for PE activities protects the children from injury and enables them to participate with more success and enjoyment. Our PE program emphasizes the importance of a healthy and active lifestyle; empowering students to promote physical activity for life. The PE program is aligned with the National and NYS Standards for Health and Physical Education. Should you have any questions please contact **Tyler Williamson** at twilliamson@bscsd.org.

Recess

Students will have 25 minutes of outside recess (weather permitting) each day. Students need to be dressed appropriately and have proper shoes to participate and/or use equipment. During the winter months, students will go outside as long as the “feel like” temperature is above 20 degrees. During the warmer months, students will be outside as long as the “feel like” temperature does not exceed 96 degrees.

Clubs and Activities

This year, we will offer the following clubs and activities for students:

- Student Council (4th & 5th Grade)
- Intramurals (4th & 5th Grade)
- Drama Club (3rd, 4th & 5th Grade)
- Chorus (3rd, 4th & 5th Grade)
- Band/Orchestra (4th & 5th Grade)
- Homework Club (3rd, 4th & 5th Grade)
- Odyssey of the Mind (all grades)
- The Malta Way Club (grade 5)

Student Supports

Teaching and Learning Support Team (TLST)

There may be a time when your child is referred to the Teaching and Learning Support Team (TLST). The TLST identifies academic, social, and behavioral strategies to support the teacher(s) in helping the student achieve success in the general education classroom. The TLST team identifies resources and strategies that provide instructional and behavioral continuity and complement existing curricula. The TLST is composed of classroom teachers, interventionists, the social worker/psychologist, school counselor, administrative aide and school principal. A follow-up meeting is arranged to discuss progress. For further information regarding TLST meetings, please contact Sarah Johnson at 518-884-7250 extension 1351.

Academic Intervention Services (AIS)

AIS services are provided for students in need of support in the areas of ELA and Math. The level of services and frequency is determined on an individual basis. Services may be push-in during class time or pull-out. Questions concerning the AIS programs can be directed to the main office.

Special Education Services

Special Education services are provided to students who require such a program as validated by the district's Committee on Special Education. Services are provided according to each child's Individualized Education Program (IEP). Malta Avenue School offers a continuum of services as set by New York State.

Speech and Language Services

Speech and language services are provided to students with Individualized Education Plans (IEP) that require speech and/or language as a related service. Speech improvement services are provided on a priority basis, to children who would benefit from these services. The speech and language pathologist screens, evaluates, implements therapy, and provides input on areas of speech and language development. If you have any concerns about your child's speech and language development or program, please call the main office.

School Counselor/Psychologist/School Social Worker

We have the services of a school counselor, a school psychologist, and school social worker available to our staff and school community. Services provided include parent consultation, consultation with community service agencies, mandated student counseling, and direct pupil contacts. If you have any questions or concerns please feel free to reach out.

Michelle Palmer, School Counselor, extension 1384

Jessica Skillings, School Psychologist, extension 1349

Robyn Roemer, School Social Worker, extension 1419

Arrival and Dismissal Information

Arrival and Dismissal Procedures

Due to safety concerns, we ask that students do not use the playground before school starts or during dismissal time.

Arrival by Bus

Students riding the bus will be dropped off on Grove Street or Pine Street. Staff will be available to assist students. Buses will begin to unload at 9:00 AM (8:55 for students getting breakfast).

Walkers

- School opens for student arrival at 9:00am. There is limited supervision before that time.
- If you need to leave a message or drop something off, please go to the receptionist desk and speak to Mrs. Myers. The office staff will make sure the teachers receive your message.
- Students arriving after 9:10 am will be considered late and will need to be signed in by a parent or guardian.
- Walkers will be dismissed at 3:15pm.
- Students will exit the building and immediately leave school property. There are no staff to monitor children who hang around.

Arrival Drop-Off

- School opens for student arrival at 9:00am.
- Parent drop-off during arrival will take place on Malta Avenue.
- School staff will assist students in getting to the correct entrance and their classroom.
- When you arrive in front of Malta Avenue, please stop your car on the playground-side of Malta Avenue (Southeast side of the street, heading north).
- **Please remain in your car and say goodbye to your child in the car.** It is important that we keep the car line moving. If you need assistance, please pull around to Chapman Street.
- Students will walk directly into the building with guidance from staff.
- Students arriving after 9:10 am will be considered late and will need to be signed in by a parent or guardian.

Dismissal by Student Pick-Up

- **For safety reasons, please do not pull up to Malta Ave for pick-up prior to 3:00PM.** If you arrive before 3:00, you will be asked to move.
- Families that have indicated (on the Google Form at the beginning of the school year) they will be picking up their child(ren) will receive a placard during the first week of school. Placards should be displayed in the passenger window for pick up. If you do not display the colored placard, you will need to show your license to a staff member.

- When you arrive in front of Malta Avenue, please stop your car on the playground-side of Malta Avenue (Southeast side of the street, headed north). **Please DO NOT get out of your vehicle.**
- Pick-up students will be dismissed starting at 3:15pm. All students should be picked up by 3:30pm.
- It is important to keep the car line moving. Once your child(ren) are in your vehicle, please safely leave the car line.
- There is no parking on Malta Ave during dismissal. If you need to enter the building or want to stay to play on the playground after school hours, please find alternate parking.

General Information

Emergency Closing

Parents and students can learn of a school delay or closing on the bscsd.org website and/or the school messenger system. In inclement weather or due to an emergency situation (example — power outage), school may be forced to close early. In this event you will be notified via the Parentsquare. Please check the Ballston Spa School District Website, Twitter (X), and the local radio and TV channels for information. **It is imperative that we have updated contact information to reach you in the event of an emergency situation.**

There will be no breakfast available if school is delayed.

Safety Drills

New York State requires all public schools to conduct eight fire drills with staff and students throughout the school year and four lock down drills. Families will be notified within 1 week of the school conducting a lock down drill.

Parent Teacher Association (PTA)

Malta Avenue is fortunate to have wonderful parents/guardians who do many things for the students and staff. Some of the activities sponsored by the PTA are the Malta Ave Drive In Movie, book fairs, glow parties, visiting author, Drama Club, and the list keeps growing!

President: Courtney Ellis
Vice President: TBD
Secretary: Katie Clark
Treasurer: Jared Iacolucci

To join the PTA, please go the following website: <https://maltaaveelementary.givebacks.com/store>

You can follow the PTA on Twitter @maltaave_pta or on Facebook at maltaAvepta.

You can contact the Malta Ave PTA by sending an email to: maltaaveptabscsd@gmail.com.

Report Cards

Progress reports are issued three times a year. The first one is always at parent/teacher conferences in November followed by March and then finally the last day of school. If a problem or question arises about your child, we urge you to contact his/her teacher and not wait until conference time.

Homework Guidelines

Homework for students in grades K through 2 is at the discretion of the teacher. Students in Grades 3, 4, and 5 spend approximately 30 minutes in third grade, progressing up to a maximum of 60 minutes in fifth grade on homework. This homework could include, for example, daily reading, math and writing assignments, preparation for tests, research and long-range project work.

Supplies

Students are expected to bring their own materials from a list supplied by the teacher. If this is a hardship, please contact the school counselor, Michelle Palmer at 518-884-7250, ext. 1384.

Home-School Connection

The families and staff at the Malta Avenue Elementary School have high expectations for themselves and the children. In an effort to provide quality instruction we agree to strengthen commitment and communication between the school and home. We all recognize how important it is to mutually support both the community and its families and the school community. Our roles as families and staff should be centered on success for all children by working together.

Confidentiality

All student/parent contact information is confidential and will not be given out by the office to other families. This includes situations when a family may want to contact another family for a play date or for party situations. Please also note, that due to time constraints during the day and to avoid conflicts in the classroom, students are not allowed to bring in party invitations to hand out to other students.

Visitations/Classroom Volunteers

Arrangements must be made through your child's teacher and/or the principal. A volunteer form **must be completed at least 2 weeks prior to your visit to the classroom**. When arrangements have been made, please first sign in at the receptionist desk and wear a visitor's badge. Small children should not be brought in for these visits. Picture ID is REQUIRED upon entering the building and visiting classrooms. Please keep in mind that due to our limited space, there are large school activities such as field day and assemblies that require us to limit the number of volunteers. Contact your child's teacher if you have any questions.

Cafeteria

The Ballston Spa School District is fortunate to have a free breakfast and lunch program this year. Menus are available on the District Website and include the food items available and the alternate items available. *It is requested that soft drinks (carbonated beverages) not be brought by students in their lunches.* For questions about the lunch program, please call the Food Director at 518-884-7290, extension 3328.

Lost and Found

Lost articles are sometimes returned. Students can check the Lost and Found, located in the cafeteria for items that they are missing. Please label all items that your child uses at school.

The Malta Way

In keeping with the Ballston Spa Central School District's mission to provide an excellent education that maximizes the potential of each student, we continue to work diligently to help our students become responsible and well-rounded citizens. Additionally, at Malta Ave, we continue to prioritize student and staff wellness and safety. Through our programs, curriculum, and initiatives, we provide opportunities to bring this goal and mission to fruition. We know that our students are successful only when we help them grow academically, socially, and emotionally. For this to happen, it is important that we provide a safe environment that is supportive and conducive to growth.

At Malta Avenue, we teach students to follow "The Malta Way"- being proud of who you are on the inside and how you show it on the outside. Our students learn to follow The Malta Way by asking themselves the following three questions:

Am I being the best for myself?
Am I being the best for my school?
Am I being the best for my family?

How we teach the Malta Way

1. **Character education:** Each month, our students are introduced to the character education word of the month. Our students learn about the word of the month through morning announcements, schoolwide assemblies, and classroom discussions. We encourage students to work hard each month to embody the character education word of the month. At the end of each month, we ask staff members to nominate one student from each class who is designated that character education award winner of the month. These students are then celebrated and honored for that accomplishment. Character education words of the month are as follows:

September: Citizenship
October: Fairness
November: Responsibility
December: Generosity
January: Respect
February: Empathy
March: Perseverance
April: Trustworthiness
May: Friendship

2. **Social Emotional Learning curriculum:** Another valuable tool that we utilize to teach students The Malta Way and to support our goal of student wellness, is the implementation of Second Step, our Social Emotional Learning curriculum. The purpose of this program is to explicitly teach the social and emotional skills that can help them in school, at work, and in life, such as listening, focusing attention, making friends, and problem-solving. The curriculum is explicitly taught by the School Counselor in each grade level. One lesson is taught weekly and reinforced throughout the week by the classroom teacher. The four units (Skills for Learning, Empathy, Emotion Management, and Problem Solving) are delivered sequentially and are developmentally appropriate for each grade level.

3. **Schoolwide Expectations:** Our students are explicitly taught the schoolwide behavioral expectations beginning the first day of school. These lessons highlight specific behavioral expectations in each area of the school, including: instructional areas, hallways, cafeteria, recess, assemblies, bathrooms, and buses. Students are acknowledged for following these behavioral expectations with the use of praise and other positive reinforcement systems. By setting clear social and behavioral expectations, it is our goal to enhance our school environment and provide our students with predictability, which will allow them to focus on learning and promote wellness.

Student Recognition Plan

Each year we aim to recognize, reinforce and monitor positive student behavior.

Verbal/Non-verbal Praise

Non-verbal gestures (e.g. thumbs up) and specific verbal praise are powerful tools in recognizing and positively reinforcing appropriate student behavior. Verbal praise can range from general to specific. Typically, the more specific the praise, the more effective (i.e. “great job” versus “Great job using a level 0 Voice”).

Classroom-Level Behavior Reinforcement Systems

Classroom and humanities teachers may develop their own systems to positively reinforce student behavior in their settings.

Schoolwide Recognition Plan

In effort to teach and support students who demonstrate The Malta Way behaviors and/or embody character education traits at the school building level, there will be several opportunities to build community and recognize positive behavior by classes and individual students. This may include:

- **Schoolwide meetings:** These meetings will look to integrate our character education word of the month and schoolwide behavioral expectations in an interactive and fun manner.
 - We will hold schoolwide assemblies throughout the year, along with other all-school events such as concerts, drama club, etc.
 - Each month we nominate students for embodying character education traits. Students who are nominated will receive a certificate, bumper sticker, pencil, and have their picture posted to our Character Ed bulletin board, and have their picture shared via Twitter/webpage. Criteria for nomination include:
 - Students go above and beyond and follow The Malta Way. In short, these are students who embody the Malta Ave character education word of the month.
 - These should be used to truly highlight above and beyond actions, behaviors, and/or growth.
 - Students will be recognized each month at our schoolwide meeting.
- **More School Wide Recognition Opportunities**
 - Golden Spoon
 - During lunch, each class has the opportunity to earn a stamp for the day if they follow the expectations of the cafeteria. At the end of the month, the class with the most stamps will earn lunch in the classroom with Principal Johnson.
 - Golden Whistle

- Recess monitors will choose one class to earn the golden whistle. They chose a class that followed the rules and expectations of the playground. That class will receive an extra recess during that month.
- Golden Dust Pan
 - Our custodians will choose one classroom that helps keep their classroom clean throughout the month. That class will receive an extra recess during that month.

Malta Avenue Student Expectations and Responsibilities

Malta Avenue's code of conduct is listed below. It is in conjunction with the District Code of Conduct; found on the district website at www.bscsd.org, located at the **Parent Resources** section under **Code of Conduct and was sent home to you in the purple folder the first week of school**. Please review this with your child.

We, at Malta Avenue School, believe that the faculty and staff must work together with the students and parents to ensure a safe school community. The best learning environment is provided when all individuals involved in a child's learning work together cooperatively.

FOLLOW THE MALTA WAY

Areas in the school such as the cafeteria, library, auditorium, gym, art and music have their own additions to the Code of Conduct. These will be explained to the students when they go to each area.

Malta Avenue students are expected to follow the "Malta Way"

- Treat teachers, staff, and other students with respect and consideration, in school, in the community, and with the use of technology
- Follow the directions of teachers and staff
- Have respect for personal property, school property, and the property of others
- Be responsible for each other's safety (i.e. no tripping, pushing, shoving, fighting, or throwing objects)
- Keep the building and grounds free of litter and graffiti
- Walk, not run unless in PE class or at recess
- Generally stay to the right while passing through halls
- Speak at level 1 or level 2
- Follow all rules of good behavior during assemblies, PTA functions, class trips, extracurricular activities, fire drills, and other uses of technology
- Turn all "found" items into the "lost and found" in the cafeteria

STUDENT RESPONSIBILITIES

- Attend school regularly
- Be active in learning
- Follow school rules
- Follow staff directions
- Be courteous and kind to others
- Cooperate and work with others
- Complete homework everyday and hand in on time
- Develop good study habits
- Speak positively about classmates and teachers
- Students will not be permitted to use cell phones during the school day. If a student needs to make a call home, they may use the phone in the main office. If a cell phone is brought to school, it must be stored in the child's backpack and turned off. We are unable to reimburse students for missing cell phones or any electronic devices. If a student is caught using their cell phone or smart watch, it will be taken and held in the main office until the end of the day.

Classroom expectations

- Follow the directions of all staff and substitute personnel
- Arrive to class on time
- Listen carefully to all school announcements
- Arrive prepared with all necessary materials needed for that class
- Refrain from disturbing or distracting others as they work
- Refrain from bringing all electronic items to school

Cafeteria expectations

All staff members understand lunch is a time that allows students to discuss the day's events and visit with each other. Due to space and time constraints, we have a series of expectations in order to feed many students and keep order in the cafeteria. Please review the following rules with your child at the beginning of the school year and at intervals throughout the year:

- Voices should be at a level 2.
- When students hear the bell, that is a reminder that the voice level is getting too loud and it should be lowered.
- When students are going through the lunch line their voices should be at a level 1 (whisper).
- Once seated, students will remain seated. If something is needed, students should raise their hand and ask politely for help.
- If a student needs to use the bathroom, they should raise their hand and ask for permission. Students will then take a bathroom pass if leaving to use the restrooms.
- Other than for emergencies, students may not leave the cafeteria unless permission has been granted.
- Students are to sit with their class.
- Students should not share food and drink due to the possibility of illness or food allergy.
- Students should finish food in the cafeteria. Students should not eat in the hallway or in line.
- Running, fighting, throwing food will not be tolerated at any time.
- Students are requested to pick up any litter left at their table or on the floor at the conclusion of their lunchtime.

Bus expectations

- Follow directions given by the bus driver and/or the bus aide.
- Avoid eating or drinking on the bus.
- Be a good example for younger children by being careful and kind.
- Remain in seats.
- Keep hands and objects away from windows and out of the aisles.
- Talk quietly and not cause any distractions.
- Follow the rules of General Behavior as previously stated and follow the Ballston Spa School District Code of Conduct.

****** Please Note ******

Students are not allowed to ride a different bus home unless a note or call is made to the school. Visiting a friends' home, parties, sleepovers etc. are not permissible reasons. Bus passes can be issued if there is a valid and/or emergency reason. Please contact Mrs. Myers 518-884-7250 ext. 1345 for information.

Recess Expectations

Outside Recess

- No toys or games from home should be brought outside to recess.
- No food, drinks, gum or candy at recess.
- No playing tag of any kind.
- No football/tackle.
- No "war" or "gun" games.
- Students are to always keep their hands to themselves.
- Chalk should be used only on the sidewalks. Not on the school walls or pillars.
- Use equipment as designed (i.e. go down slide not up, no throwing balls at windows, no jumping off equipment).

- No jumping off swings.
- Go only as high as you are supposed to go – do not climb on top of or over equipment.
- Gym shoes are required on equipment.
- Refrain from muddy areas.
- No student goes through exterior doors without a staff member radioing to Mrs. Gallo first.
- Students need to let an adult know if they need to enter the building to use the bathroom or see the nurse.

Outside Recess (in the winter)

Along with the rules above, please also note the following:

- School rule is if the “feel-like” temperature is below 20 degrees, students will be inside.
- If students want to play in the snow, they must have appropriate attire, including snow boots. This is for all grades, including 5th.
- No throwing snow or making snowballs.
- Avoid any icy areas.
- If the playground is too icy, classes will only be allowed on the sidewalks.

Inside Recess

- Students should use inside voices. There are classrooms and staff working around you.
- Students return the classroom to pre-recess condition once recess is over.
- Students should stay with their class, no switching classes.
- Toys from home are allowed, but no electronics of any sort.
- No food or drinks during recess.
- No outside toys i.e. balls.
- Coloring pictures need to be age and school appropriate; nothing that resembles fighting or weapons.

STUDENT DRESS

The purpose of a dress code is to ensure student safety and to maintain a focus on the educational process. A student’s dress, grooming and appearance should:

- Include clothing that specifically covers the torso and is of appropriate in-seam length.
- Ensure that underwear is completely covered with outer clothing.
- Include safe footwear at all times.
- Not include sunglasses or hats in the school, except for medical or religious purposes. For safety purposes, teachers and staff should be able to see students' eyes and face.
- Not include items that are vulgar, obscene, or denigrate actual or perceived race, color, religion, religious practice, national origin, gender, sexual orientation, sex, weight or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal or violent activities.
- Not denote or represent gang affiliation.

Consequences

Consequences will be firm, fair, and consistent with the goal of teaching students to be responsible, respectful, and safe. Consequences will be based on the situation, the student’s age, and special circumstances.

Student Cellular Devices

Student cellular devices and their usage during the school day have become an area of concern for some grade levels and schools. Please know that our policy for student cellular devices, which includes smart watches, is that these devices are to be off and away during the school day. If you have specific issues in your classroom or grade levels, please contact your principal.

THE MALTA AVENUE SCHOOL SONG

Words by Malta Avenue Students

Music by Mim Sciangalepore

We learn, doing our best, the spirit of work before us.

Learning for life, it's here in Malta's halls.

Our teachers, the best. The teamwork, and all the rest,

The friendships we share make Malta the place to love.

Let's go Malta! Set your goals.

Responsibility, always caring, and pride in yourself

Come together in all we do...

Malta Avenue!!



Malta Avenue Elementary School 2026-2027 Acknowledgement

**** Please remove this from the handbook and return to your teacher. ****

I acknowledge that I have read and I understand the Malta Avenue Elementary School Student/Parent Handbook and all of its contents and I agree to do my best to follow the Malta Way.

Print Student Name

Signature of Student

Student Grade: _____

Teacher: _____

Print Parent Name

Signature of Parent

Date

