

St. Joseph's Elementary School
99 Elm Street
Malone, New York 12953



Telephone (518) 483-7806
Fax (518) 483-9567

Keely Dunshee
Principal

STUDENT HANDBOOK 2014 - 2015

MALONE CENTRAL SCHOOL DISTRICT DIRECTORY

District Offices 518-483-7800
Malone Middle School 518-483-7801
Davis Elementary 518-483-7802
Flanders Elementary 518-483-7803
Bus Garage 518-483-7805
Franklin Academy 518-483-7807

This Agenda Belongs To:

NAME _____
ADDRESS _____
VILLAGE/TOWN _____ ZIP CODE _____
PHONE NUMBER _____

Emergency Contact Information:

PARENT(S)/GUARDIAN(S) _____
WORK NUMBER(S) 1. _____ 2. _____
EMERGENCY CONTACT(S) 1. _____ 2. _____
PHONE NUMBER(S) 1. _____ 2. _____



MESSAGE FROM THE PRINCIPAL

Welcome to St. Joseph's Elementary School! We are happy you are here. We are looking forward to an exciting year full of wonderful learning opportunities and new experiences for all of our school community. Parents and families play an important role in the success of our students at St. Joseph's. Therefore we appreciate and encourage their involvement. During the school year we will do our best to keep our students and their families informed of upcoming events and important dates to remember. We ask that you feel free to contact us should you have any questions or concerns.

Please look over the next several pages of our agenda for information about the day to day operation of St. Joseph's. It will serve as a valuable resource during the year as questions arise. The remainder of the agenda will be used by your child to create and develop good study habits as he/she records daily information and assignments to be completed at home.

ST. JOSEPH'S IS A COMMUNITY.

Good citizenship is an important function of our school community. The behaviors that all citizens of our school should demonstrate on a daily basis are:

1. Come to school on time, and be prepared each day.
2. Work hard, and do your best.
3. Show respectful, responsible and safe behaviors toward one another.

PBIS (Positive Behavioral Interventions and Supports)

- ☺ Encourage positive behaviors
- ☺ Support common and consistent behavioral expectations from school/home/community
- ☺ Be Bucket Fillers rather than Bucket Dippers!

BEING A GOOD FRIEND

School is a place for growing and learning both academically and socially. At St. Joseph's we treat our children as the special individuals they are while embracing their unique qualities and talents. We work with our students to instill in them the importance of being polite and respectful of everyone. This is what makes St. Joseph's such a wonderful school!



ARRIVAL/DISMISSAL

- * Students that walk to school or are dropped off need to arrive by 7:45 AM.
- * **A note must be sent in with a student or received by FAX prior to 1:00 PM on full days of school and by 10:00 AM on half days** to let us know any time there is a request for a change in a student's usual transportation home (pickup, bus, walking). If a student is to ride home with another student, notes from the parent/ guardian of **each child** are required within the same time frame as stated above.
- * We have staff members located in the entrance area of our school to assist during dismissal time. **Parents picking up their children are asked to meet them in the area near our flagpole. Our goal is to minimize the congestion in our lobby area at this time and to focus on the safe and orderly release of our students.** Thank you in advance for your cooperation.
- * **We ask that if you are picking your child up from school, you pick them up at dismissal time unless they have a legal appointment.**

RECESS/LUNCH

- It is important that students dress appropriately at all times but particularly when playing outside during recess in the winter. (hats, coats, mittens and boots)
- Parents may also utilize the link to myschoolbucks.com on the Malone Central School District's website to deposit money into their child's meal account or to view their child's account balance online.
- If your child qualifies for free or reduced lunch, please remember to return the application to school by September 4th.

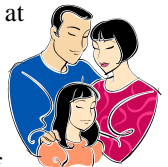


ABSENCE/TARDY

Excellent school attendance is the cornerstone to a successful educational experience. Therefore we value its importance and encourage exemplary attendance on the part of our students. When a student is absent from school, it is important that an absence excuse be brought in on the day of his/her return to school for our attendance records. The excuse should state the date and the reason of absence. Additionally, when a student is tardy to school, an excuse is needed at the time of arrival with the stated reason.

ST. JOSEPH'S PTO

- ☑ Parent involvement is very important to us at St. Joseph's School. Parents are invited to join our PTO at St. Joseph's which is an organization made up of parents, faculty, and staff. The group's mission is to work together for the benefit of the students of St. Joseph's. Interested parents can call our school at 483-7806 or attend a meeting.
- ☑ Meetings are held in the Library Media Center. More specific information can be found in our newsletter and on our website.



VISITORS

In an effort to ensure the safety of our students and staff, all visitors are to report to the main office to sign in when entering the building. Visitors wishing to stop by a classroom should make this request in the main office.

CHANGE OF ADDRESS

If you have a change of address and/or phone number during the course of the school year, please contact the main office or send a note to school with your child so we may update his/her school records for emergency contact information.

HEALTH OFFICE



If a student must take a medication while in school, either prescription or "over the counter", it must be brought to the nurse's office by an adult in the original container, along with the instructions signed by the prescribing physician and parent. All medications,

even "over the counter" medications, must be prescribed by a physician.

If your child is unable to participate in gym, they will be excused for one day without a physician's note.

It is very important at the start of each school year to send phone numbers and names of those people that you wish to pick up your child in case of an emergency or if your child is ill.

HOMEWORK



Homework is a practice that can enhance the development of skills and reinforce knowledge gained within the classroom when it is used effectively and appropriately. It is a natural extension of the curricular program because it is an integral component of instruction. It can

also serve as a vital link between the school and family. Homework will be limited to 10 minutes per day for each year of a child's grade. For example students in 3rd grade should have no more than 30 minutes of homework per day, 40 minutes per day in 4th grade, etc. Parents are also encouraged to set aside time to read to their child, provide their child opportunities to write, and practice math concepts with their child on a regular basis.

RULES AND DISCIPLINE

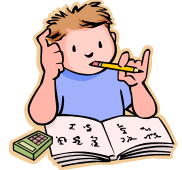
Rules are made for everyone's safety and well-being. Your child will be responsible for following many rules while he/she is at St. Joseph's Elementary School. There are individual classroom, school-wide, cafeteria, hallway, and bus line rules. Please review as a family any rules that are sent home. It is important that your child realizes his/her role in making St. Joseph's a safe and positive learning environment.

LUNCH BUNCH

The school counselor will be offering Lunch Bunch education/support groups to all children. Some of the topics will include divorce, separation, death, loss, anger management, stress management, self-esteem, friendship, and social skills. If you have any questions, please contact Mrs. Poirier, our school counselor.

HOMEWORK ROOM

Homework room is a privilege for students who need the opportunity to complete homework in a quiet area. Only students referred by a classroom teacher will be permitted to attend. Students who access the homework



room must be willing to work and follow the guidelines. It will be a positive experience for students who want to attend and use the time provided to them. The supervising staff will be available for guidance with homework but will not act as a tutor. Students who attend should be prepared to work independently. Homework room is provided up to four days per week, after school, from 2:20 to 3:20 PM. There is a 3:30 PM bus available for bus students attending this program.

SNOW DAYS/DELAYS

Announcements will be made on radio stations 94.7 FM, 96.5 FM, and 1490 AM. They will also be broadcast on WPTZ Channel 5.

EMERGENCY SCHOOL CLOSING

Please make sure the school has on file emergency closing information for your child. **In an emergency closing, the school will be unable to call parents/guardians to make them aware of the situation.**

ITEMS NOT ALLOWED IN SCHOOL

The following items are not allowed on school grounds –

- ✓ skateboards, Heelies
- ✓ large amounts of money
- ✓ laser pointers
- ✓ Yu-Gi-Oh, Pokemon, or playing cards



All electronic devices are not allowed for student use including, but not limited to cell phones, CD players, hand held computer games (gameboy, etc.), MP3 players.

PHYSICAL EDUCATION POLICY

- Y Post earrings are the only jewelry allowed.
- Y A parent is allowed to excuse a child from PE for one day only; after that a physician's note is required to further excuse a student from participation.

CUSTODY

If there are concerns regarding the custody of your child, please make sure to discuss them with your child's building administrator. **Without valid documentation we are obligated to release your child to either biological parent.**

DASA

Effective July 1, 2012, New York State implemented the Dignity For All Students Act. The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment. The Dignity Act states that NO student shall be subjected to bullying, cyberbullying, harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. This is not an inclusive list. The DASA Coordinator at St. Joseph's Elementary is Mrs. Poirier who may be reached at 483-7806.

Definitions:

"School Property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"School Function" means a school-sponsored extra-curricular event or activity (Education §11[2]).

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

"Discrimination" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited 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.

"Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

"Gender" means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

"Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

"Harassment/bullying" means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that :

- (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or

(d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7])

“Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication.

DRESS CODE

Student's dress, grooming, and appearance should be safe and appropriate. It must not disrupt or interfere with the educational process. For a complete description of our Student Dress Code, please see Section V of the Malone Central School District Code of Conduct.

PARENT FACILITATORS

The parent facilitators serve as a liaison between the parents, school, and community, all of whom are working toward the common goal of academic achievement in a positive school climate for our children. The parent facilitators serve our district students and their families in a variety of ways through their involvement with P.T.O.s, Instructional Support Teams, and by working collaboratively with many local community service agencies. The parent facilitators provide information regarding education, and can also link families with programs and services that are available within the community.

The parent facilitators are available to assist with a parent’s concern about their child's education or other concerns that arise within the family. The parent facilitators are available to schedule home and/or office visits to discuss such matters. Please contact Debbie Maguire, our parent facilitator at St. Joseph’s, for more information.

ACRONYMS IN EDUCATION

Please find below a list of acronyms commonly used in the field of education:

ADHD	Attention Deficit Hyperactivity Disorder	AIS	Academic Intervention Services
BIP	Behavioral Intervention Plan	CSE	Committee on Special Education
ELA	English and Language Arts	IEP	Individualized Education Program
IST	Instructional Support Team	LD	Learning Disabled
OT	Occupational Therapy	PT	Physical Therapy
RTI	Response to Intervention		
PBIS	Positive Behavioral Interventions and Supports		

2014-2015



SCHOOL CALENDAR

September 4	Opening Day
October 13	Columbus Day
October 24	Superintendent’s Conference Day
November 10	Native American Day
November 11	Veterans’ Day
November 26-28	Thanksgiving Vacation
December 24- January 2	Christmas Vacation
January 19	Martin Luther King Jr. Day
February 16-20	Winter Break
March 20	Superintendent’s Conference Day
March 27- April 3	Spring Break
May 25	Memorial Day
June 25	Last Day of School

