

GENERAL INFORMATION

Mission Statement

The North Collins Central School District is a safe and supportive learning environment that strives to maximize educational opportunities for all students, faculty, staff and community members. We nurture responsibility, creativity, energy, and open-mindedness to empower successful contributors to a global society.

Vision Statement

Members of the North Collins Central School District will work together to help students achieve their maximum potential through the collaborative efforts of faculty, staff, parents and community within a safe environment. Through open communication, we can work as a team to help each student become a self-motivated life-long learner with a commitment towards citizenship and service.

Code of Conduct

The District has expectations for conduct on school property and at school functions (including but not limited to: classrooms, cafeteria/auditorium, field trips and buses). These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

We believe that responsible behavior results in privileges. This code of conduct is meant to stop problems before they start; if students misbehave they must accept the consequences, penalties or loss of privileges.

The following Rights and Responsibilities relate to all elementary level students and staff:

Rights

1. To be respected and treated fairly, regardless of differences, by teachers, students and other adults.
2. To be provided with necessary materials and equipment.
3. To be safe in the school setting.
4. Not to be bullied by others either with actions or words (spoken or written).
5. To attend a safe and clean building.

Responsibilities

1. To treat others fairly and respectfully, regardless of differences.
2. To properly use and care for materials and equipment.

3. To behave in a way that does not affect the safety of themselves and/or others.
4. To be kind, considerate and caring to others through actions and words.
5. To show proper use and care of building facility and grounds.

Behavioral System

All classrooms in grades PK-6 have adopted the same 3 school rules that are in place throughout the building:

1. Respect yourself, others and the property of others.
2. Accept responsibility for your work and your choices.
3. Follow directions the FIRST time.

Consequences are a necessary part of learning, appropriate behavior and developing good self-discipline. Disciplinary action must be firm, fair, and consistent to be effective in changing student behavior. Whenever possible, consequences are restorative in nature, allowing students to identify what happened, who was harmed, how to repair the harm and how to change the behavior.

Teachers and the principal will make every attempt to match the consequences to the inappropriate behavior based on:

- The age of the student.
- The severity of the offense.
- The number of times the behavior has reoccurred.

Consequences include, but are not limited to:

- Verbal warning
- Parent/guardian contacted
- Sent to the Principal's office
- Lunch detention
- Time out in another classroom
- Letter of apology written
- Suspension from special activities (parties, assemblies, field trips, etc.)
- In-School Detention
- Out of School Suspension

Daily School Schedule

7:30 – 7:45: Student arrival

7:50: Daily announcements/Students who enter the building after this time are considered late and must be signed in at the main office.

2:25 pm: Parent Pickup Dismissal

2:40 pm: Bus Dismissal

Attendance and Absences

- Attendance is fundamental to a student's academic success. Students who arrive after 7:45 are considered tardy without an excuse.
- If your child is going to be absent, please CALL 337-0166, EXTENSION 2101 BEFORE 8:30 AM. This is the direct line to the clinic and is available 24 hours a day.
- If leaving a message, the caller is to state their name, the student's full name, his/her teacher and the reason for being absent. If a parent/guardian knows that their child will be out for more than one day, this information should be included in the message.

Absentee Excuse

It is essential that a parent or guardian provide a timely written excuse for each absence. An excuse should contain the reason and the date of the absence and be presented to the classroom teacher as soon as the student returns.

Student Health Services

The school nurse, Mrs. Wendy Habermehl, is available to give first aid to children who are injured or become ill at school. When necessary, parents are contacted to continue health care of students. The nurse will also conduct vision and hearing screenings that follow the NYS Health Exam Requirements.

The nurse cannot give any over-the-counter medications and students are not to bring them to school. If a prescription medication must be given during the day, contact the nurse for the proper procedure to follow.

Students are to report to the nurse any injuries that occur during the school day.

Required Physicals and Immunization Records

New York State Education Law requires that all entering students provide an updated immunization record that has been signed or stamped by their health care provider. The law also requires all entering students and all students in Grades Pre-K or K, 1st, 3rd and 5th receive a physical examination. Ideally, this examination should be done by your family's health care provider. However, if this is not done, your child will receive a physical at school by the school physician at no cost during the 1st quarter of the school year.

Dress Code

A student's clothing should reflect the respect he/she has for him/herself, others, and the learning environment. Clothing choices should be made responsibly and with care by parents and students. Any apparel that the school determines unsafe or disruptive to the learning environment should not be worn during school hours or to school events.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary, replacing it with an acceptable item. Any student who refuses to abide by these guidelines shall be considered insubordinate and is subject to disciplinary consequences.

Student Devices

The use of cell phones in school during school hours is strictly prohibited at all times. Devices brought to school by students are expected to be turned off and must be kept in backpacks during the entire school day. Exceptions are only given for students with legitimate, documented medical needs.

- First offense will result in student warning
- Second offense will result in phone confiscation by the supervising adult until the end of the school day. The device is then returned to the student.
- Third offense will result in device being turned over to the Principal who will contact parents to pick up the device.
- Further offenses could result in disciplinary consequences.

Visitors To The School

The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report in and register in the Main Office. There they will be required to sign the visitor's register and will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. The visitor must sign out upon leaving.

School Volunteers

The Board of Education recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction;
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District office for evaluation. The building principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Parent Teacher Association

The school district recognizes that the goal of the PTA is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join the Parent Teacher Association and to participate actively in its programs. For more information, go to www.northcollins.com and check out the PTA webpage.

Parent/Teacher Conferences

Parent/Teacher Conferences are an important element in reporting student progress. Conferences will be held for all parents in November and, as needed, in April.

Bus Statement

Guidelines have been established in an effort to ensure the safety of all children while riding the school bus to and from North Collins Elementary School. Riding the bus is a privilege, not a right. It is imperative that the students' behaviors not prohibit the bus driver from providing a safe and secure bus ride. Any actions that result in the destruction of property or directly threaten the safety of other children or the bus driver shall result in an immediate suspension.

There are only three rules for the bus that students must choose to follow:

- Stay in their seat
- Keep hands and feet to themselves
- Follow all directions from the bus driver

Students who choose not to follow these three simple rules may lose their privilege to ride. Your cooperation and support will ensure a strong home/school connection and guarantee the safety of all our children.

Homework

Homework is an important part of a child's education and is an extension of the lessons learned in school. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-discipline on the part of the student.

North Collins Elementary School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Promotion/Retention

Students will be placed in the best possible learning levels for successful educational experiences. Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured. All available resources will be used to determine the child's appropriate placement, including classroom achievement, standardized test scores and staff/teacher observations and recommendations.

Resolving Conflicts In School

If your child has a problem in school, please follow these steps:

- Begin by first bringing it to the attention of the teacher (by phone call, note, or email) who was present when the problem occurred. If you would like to speak to the teacher in person, please call ahead to arrange for a mutually convenient time to meet to insure a productive discussion.
- If, after speaking with the teacher the problem is not resolved, please contact the principal.
- Lastly, if after consulting the teacher and the principal and you are still not satisfied with the outcome, please contact the district superintendent.

CONTACT INFORMATION

Elementary Office	337-0166
Mrs. Buell, Principal (kbuell@northcollinscsd.org)	337-0166, ext. 2150
Ms. Pratt, Secretary (kpratt@northcollinscsd.org)	337-0166, ext. 2151
Mrs. Jinelle Burger, Director of Student Services (jburger@northcollinscsd.org)	337-0166, ext. 2153
Ms. Laing, CSE Secretary (alaing@northcollinscsd.org)	337-0166, ext. 2154
Mrs. Habermehl, Nurse (whabermehl@northcollinscsd.org)	337-0166, ext. 2101
Al Durrett, Head Bus Driver (adurrett@northcollinscsd.org)	337-0166, ext. 2155
Deb Dole, Cafeteria Manager	337-0166, ext. 2316

Sexual Harassment

The school District has developed a well-delineated policy regarding sexual harassment. It reads in part: "The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment

is a violation of law and stands in direct opposition to District policy. There, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students and non-employees which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises".

Equal Opportunity

North Collins Elementary School will provide every student with equal educational opportunity regardless of race, color, creed sex, national origin, religion, age, economic status or disability.

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), enacted in 1974, protect the privacy of student education records as confidential documents. The Act defines education records as all records that schools or educational agencies maintain about students, and it applies to all public and private schools that accept federal funds. The act seeks to ensure that information can be released only for specific and legally defined purposes.

NORTH COLLINS ELEMENTARY SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 2022-2023

Please complete form and return to your child's teacher.

Student Name (please print)

Grade/Teacher

Our signatures indicate that we have received, read and understand the 2022-2023 Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date