

WE OTTER BE GREAT...

WE'RE NEWFIELD!



NEWFIELD OTTER CODE OF CONDUCT:

***BE SAFE**

***BE CARING**

***BE RESPECTFUL**

***BE HERE, BE READY**

ELEMENTARY FAMILY HANDBOOK

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PARENT - STUDENT HANDBOOK

NEWFIELD ELEMENTARY SCHOOL

GRADES PRE-K - 5

WELCOME TO THE 2018-2019 SCHOOL YEAR AT
NEWFIELD ELEMENTARY SCHOOL!

Dear Parents,

Good things are happening at Newfield Elementary! You and your child are about to become involved in an academically and socially rewarding year. We are eager to work with you, the parent, as you are the most important educator in your child's life.

Your active interest and cooperation will enable us to provide the best learning experiences for your child's individual needs.

School atmosphere is an important factor in the social, emotional, and intellectual growth of a child. Newfield Elementary School strives to foster a positive, comfortable, accepting, and safe environment in which learning will be challenging and fun. Teachers, administrators, and students in each classroom will participate in an initial presentation of this handbook in September. We will then use regular follow-up during the school year to ensure that the rights and responsibilities of the entire Newfield Elementary community are clearly understood and practiced by all.

You can help your child get off to a great start by reading the handbook together. We hope this year is rewarding and enjoyable for you and your child!

Sincerely,

Faculty and Staff
Newfield Elementary School

2018-2019

BOARD OF EDUCATION

Mr. Jim Grochocinski
Mr. Meng-Wei Hsu
Mr. Scott Jackson
Mrs. Jen Pawlewicz
Mrs. Missy Rynone
Mr. Jeremy Ten Wolde
Mrs. Christina Ward

ADMINISTRATION

Dr. Cheryl Thomas, Superintendent
Mrs. Vicky Volpicelli, Elem. Principal
Mr. Peter Ahart, Elem. Ass't. Principal
Mrs. Cheryl Jackson, Dir. of Special Programs

WHOM TO CALL IF YOU HAVE A QUESTION ABOUT ...

Daycare Program- incl. BSP/ASP
Health Care
Buildings & Grounds
Bullying/harassment
Bus/Transportation
Cafeteria
District Calendar
District Policy
Discipline
Transportation/clerical
Free/Reduced Lunches
Non-Resident Student
Nursery School
Pre-Kindergarten
Psychologist
Social Worker
Social Worker
Counselor, Elementary
Secretary, Elementary
Attendance
Special Education Office
Testing
Use of the Building
Your Child (leave message)
Elementary FAX
Health Office FAX

CONTACT :

Maria Lloyd-Jones, ext.1040 or 4103
Christine Laughlin, ext. 4032
Steve Yapple, ext. 4129
Vicky Volpicelli, ext. 1145
Charles Brockner, ext. 4141
Robin Wood, ext. 4024
Cathy Shipos, ext. 4140
Dr. Cheryl Thomas, ext. 4140
Peter Ahart, ext. 1110
Marlena Terlouw, ext. 4142
Robin Wood, ext. 4024
Cathy Shipos, ext. 4140
Maria Lloyd- Jones, ext.1040 or 4103
Peter Ahart, ext. 1110
Cathy Merwin, ext. 1201
Jamie McCaffrey, ext. 1213 or 3115
Laura Sullivan, ext. 1215 or 3115
Becky Charsky, ext. 1018
Pam Scott, ext. 1145
Jolie King, ext. 1143
Dee Wall, ext. 1026
Vicky Volpicelli, ext. 1145
Cathy Shipos, ext. 4140
Classroom Teacher, ext. 1+Room #
330-9001
330-9000

All teachers and office staff can be contacted using email. Use the person's first initial and last name followed by @newfieldschools.org. Example:

pscott@newfieldschools.org

Additionally, please regularly refer to the district website for up to date and building specific information- <http://www.newfieldschools.org>

FACULTY AND STAFF 2018-219

PRE-K TEACHERS:

Scott Moseley
Rebecca Rockwell
Suzie Taylor

KINDERGARTEN TEACHERS:

Shari Carpenter Olmstead
Chelsey Cooper
Rachel Green
Heather Peterson
Jessica Reed

FIRST GRADE TEACHERS:

Kristin Black
Lauren Brown

Diane Tripodi
Tracy Wall
Joli Zifchock

SECOND GRADE TEACHERS:

Marcia Beecken
Juraj Gavurnik
Lisa Miller
Barb Talbot

THIRD GRADE TEACHERS:

Hannah Birdsall
Louise Furstoss
Darcy Hermann Raponi
Sue Shults

FOURTH GRADE TEACHERS:

Cindy Baker
Nicole Brokaw
Chelsea LeViere
Sarah Martin

FIFTH GRADE TEACHERS:

Sarah Andrews
Amy Drumluk
Jill Green
Jack Sears

SPECIAL AREA TEACHERS:

Melissa Addy, Reading
Jen Baker, Reading
Tiffany Beam, PE
Colleen Betters, Art
Chris Bubble, PE
Tina Sherwood, Math
Becki Harris, Music
Jennifer Stamp, Librarian
Dierdre Warren, Speech Gr 3-5
Paul Ravas, Reading
Beth Lamison, Speech Gr K-2
AnnMarie Thayer, Instr. Music

Faculty and Staff (continued)

AIDES:

Kate Allen	Shannon Lynch
Ashley Auchampaugh	Anne Marshall
Dianne Carman	Cortney Miller
Helen Chaffee	Joanne Nye
Judy Coleman	Mary Parmentor
Dorinda Daley	Deb Patchell
Janet Fairchild	Amy Porter
Misty Ferguson	Dylan Robbins
Kim Gatch	Lori Robbins
Rebecca Gray	Lauren Schumacher
Calimarie Jencks	Holley Searles
Heather Jenney	Margaret Snyder
Theresa Jones	Melissa Summers
Ruth Keagle	Sue Walters
Ashley Kimble	Sheri Whitley

SCHOOL ADDRESS: Newfield Elementary School
247 Main Street Newfield, New York 14867

WEB ADDRESS: <http://www.newfieldschools.org>

TELEPHONE: (607) 564-9955 ext. 1145 **FAX:** 330-9001
OR (607)564-9955 ext. 1143

OFFICE HOURS: 7:30 A.M. – 4:00 P.M.

SCHOOL HOURS:	ARRIVAL	LATE	DISMISSAL
Pre-K - 5	7:40 A.M.	After 8:00	2:50 P.M.

Students should not arrive before 7:40 unless they are in the Before School Program, as there is no adult supervision. If you bring your child in to school in the morning, there is a drop off spot near the Elementary office. Parents are not to go down to classrooms after the first week of school, as we need to foster independence and not interfere with classroom routines. This policy also helps to

keep our building a safer place for students as it cuts down the number of “adults” in the hallways. Teachers/staff are assigned to hall duty to make sure students get where they need to be.

AFTERNOON DISMISSAL PROCEDURES:

Elementary students are dismissed by their teachers in the following ways:

- to their designated 2:50 P.M. bus (teachers walk students to buses at 2:50 or 2:40 for PK students)
- to walk home if they have signed parent permission
- to the Cafeteria for the Afterschool Program, if they are registered in this program, or
- to parents who pick up their children in the Cafeteria waiting area for K-5 : PK students are picked up in the PK wing

PLEASE NOTE:

***When picking up children at 2:50 p.m., parents should wait in the Cafeteria or PK wing in the designated areas. Parents may NOT go to individual classrooms nor wait in the hallway by the exit.** Your cooperation in this procedure makes our dismissal safer and more organized.

* For obvious safety reasons, we do not allow children to change their dismissal plan without a **WRITTEN NOTE FROM THE PARENT.**

* If you wish your child to go somewhere other than his usual 2:50 P.M. location, or you need us to dismiss your child to someone other than the person who usually picks him up (sitter, relative, friend, etc.) please be sure you send a written note with your child's name, his/her teacher's name, the date, and your dismissal instructions.

* Should you have an **extreme emergency** and need to change dismissal plans after the school day has begun, you may call the Elementary Office ext.1143 or 1145 (not the Health Office) and ask that we give your child's teacher your changed dismissal instructions. **Please call by 12:30 P.M. For your child's safety, calling the school is for extreme emergencies only.** We have no way of knowing if the person calling is actually who he/she says they are. If you are not going to be home before your child arrives because you're running late, out shopping, etc., please make arrangements with a friend or neighbor to be at your child's bus stop. We cannot consider this an extreme emergency.

*If you have confidential custody or safety concerns for your child, please call or write the Elementary Principal.

Attendance -

Each day is important! Your child must be in school unless he/she is ill. Our school day begins at 8:00 a.m. and ends at 2:50 P.M. School instruction starts promptly at 8:00. Please be on time. **If your child is late (after 8:00 A.M.), you must report to the elementary office with your child.** The student will be given a tardy pass to submit to his/her teacher.

The Elementary main doors will be locked until 7:40 A.M. ***Students who arrive before 7:40 A.M. must be enrolled in the Before School Childcare Program.*** Children may **NOT** wait outside the building or in the hallway unless they are with their parent(s).

Before/After School Childcare -

Questions will be addressed by the daycare director at ext. 1040 or 4103.

Building Rules -

Students should:

- Remember to walk quietly in the halls.
- Show respect for other people and property.
- Remove hats when entering the building.
- Leave playing cards, and other electronic games at home.
- Remember that student use of **cell phones and iPods in school is not allowed.** If you want your child to carry a cell phone, it must be kept concealed in a backpack.
- **Do not bring knives, toy guns or other weapons to school. Bringing a weapon to school will result in serious consequences.**

The school is not responsible for items that students bring to school. This includes items (but not limited to) such as toys, iPods, calculators, sports equipment, dolls, computers, etc. Valuables can get lost, broken, stolen, or traded. It would be appreciated if you would help your student understand the possible consequences of bringing valued possessions to school.

Party invitations may NOT be distributed at school. This causes hurt feelings for students of all ages if they are not invited. Please mail invitations or call the parents of children you would like to invite.



Book	Policies
Section	Section 5000 - Students
Title	Comprehensive Attendance Policy
Number	5100
Status	Active
Legal	NYS Compulsary Attendance Law
Adopted	December 20, 2001
Last Revised	June 15, 2017

Statement of Local Objectives

The Board of Education recognizes that regular school attendance is a major component of academic and career success. Through implementation of this policy, the Board expects to encourage full attendance by all students, maintain an adequate attendance and record keeping systems, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

Strategies to Meet Objectives

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purposes, procedures and the consequences of non-compliance. The following procedures shall be implemented:

- The district will provide a copy of the attendance policy and any amendments to faculty and staff. New staff will receive a copy upon their employment. The policy will be reviewed with faculty and staff at the beginning of each school year
- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a copy of this policy at the start of the school year.
- Copies of this policy will also be made available to any community member upon request
- Attendance will be taken at the beginning of each day in all schools
- Attendance will be taken during each class period in classes from grades 6 to 12
- Attendance will be maintained on the district's student information system

Excused and Unexcused Absences

The Board of Education recognizes the following reasons for student absences from school as excused:

- illness
- illness or death in the family
- impassible roads
- religious observance
- doctor appointment
- dental appointment
- attendance at health clinics
- quarantine
- required court appearance
- approved college visits
- military obligations

- approved cooperative work programs
- approved field trips
- in-school sanctioned activities
- drivers road test
- other reasons approved by the Commissioner of Education

Any reason not listed as excused shall be deemed unexcused unless the principal determines otherwise. Examples of unexcused absences include:

- shopping
- traveling
- oversleeping
- missing the bus
- skipping class
- babysitting
- needed at home to help

For the purposes of this policy, suspension from school or assignment to In School Suspension does not constitute an absence.

For the purposes of this policy, the following definitions also apply:

Scheduled Instruction: Every period that a student is scheduled to attend instructional or supervised study activities during the course of a school day during the school year

Absent: The student is not present for one-third or more of the student's scheduled instruction

Tardy: The student arrives later than the starting time of the student's scheduled instruction

Early Departure: The student leaves prior to the end of the student's scheduled instruction

Classroom Attendance Policy

The Newfield School District requires students to attend 85% of the scheduled classes of a course of study in order to be eligible for course credit.

- 85% of the regularly scheduled class periods is defined as no more than 28 absences for a full year course; no more than 14 absences for a half-year course or one that meets all year every other day; and no more than 7 absences for a course that meets for one semester every other day.
- Three tardies per class is equivalent to one absence for that specific class
- This policy will be reviewed as needed.
- Extenuating circumstances may be reviewed by the Principal on a case-by-case basis. His or her decision may be appealed to the Superintendent, whose decision will be final.

Classroom Attendance Notification/Intervention Strategies

Guidelines for Elementary/Middle School Students with Attendance Problems

1. Develop list of students with 15% absenteeism at first mid-marking period.
2. Letter is sent to parent and includes copy of absence record
3. Review list at end of first marking period. If attendance problem continues, social worker and/or nurse will make a home visit or invite parent for school meeting (if there is a caseworker or probation officer involved with the family they will be invited to the meeting)
4. Review list at second mid-marking period of school year. If absenteeism continues, letter is sent to parents and Social Service or Probation worker is asked to contact the family
5. If no improvement is noted despite above steps, a Child Protective Service referral is made

Guidelines for High School Students with Attendance Problems

- A. Steps for a full-year course under the traditional 9 period schedule
 1. After seven (7) absences, the classroom teacher notifies the student, a counselor and the administrator of the problem

2. An administrator/teacher calls the home after seven (7) missed days. This phone call is documented by correspondence to the parent/guardian
3. At twelve (12) absences, a planning conference occurs involving the student, parents, teachers and administrators; a specific plan is devised to address the student's absenteeism; a certified letter outlining the understandings and outcomes of this meeting is sent home to the parent /guardian.
4. At twenty (20) absences, a parent/student/school conference is required notifying the parents that the continued absences beyond twenty-eight (28) days will result in the student being removed from class(es). A follow up letter confirming this information will be sent home.
5. At twenty-eight (28) days of absence, the student will meet with the building principal or her/his designee to be notified of ineligibility for credit. Parents will also be notified by letter.
6. At twenty-eight (28) days of absence, the student will be removed from each (or all) class/subject in which absences have occurred and credit will be denied.

Understandings associated with this policy

- School sponsored events are equivalent to a class: field trips, school sponsored competitions, music lessons, study center, school sponsored college visits, home tutoring, etc.
- Upon medical notation, home tutoring is set up as soon as possible, but no later than the end of five (5) consecutive days of absence
- Home tutoring for students 16 and under pursuant to the Compulsory Education Law may also be established for other reasons such as suspensions
- Teachers will be available to respond to questions from students about work missed during a student's absence regardless of the reason for the absence. However, the district is not obligated to extend to every student who misses a class, test, etc., a make up opportunity. Such opportunities do not have to be extended for unexcused absences or truancy
- If make-up work is given, it is done in lieu of that which was done in class: it may not necessarily have the same format, but will include the same content
- Some work is impossible to make up, i.e. class participation, oral class work that was graded, work that was scored and then reviewed in class
- Teachers may require that some class work (labs, etc) be made up during school time, for example, when the teacher is available to help the student; all make-up work may not be able to be done at home.

Annual Review

The Board shall periodically review building-level student attendance records and, if such records show a decline in student attendance, the Board shall make any revisions to the plan it deems necessary to improve student attendance.

Personal Respect:

Every student is expected to treat others respectfully. Inappropriate actions, comments or "jokes" are not acceptable. Such behavior will be considered serious and will result in disciplinary action.

Cafeteria:

Free/Reduced Lunch Program - Information and applications for this program are online. While elementary students receive a free breakfast and lunch, we **must** still have the "Free lunch" form completed each year in order to continue qualifying for this program.

"MySchoolBucks" payment plans are available. You may use either your child's first/last names or student ID number to manage your child's account online at www.myschoolbucks.com or go to www.newfieldschools.org and click the link. If you have questions, please contact Robin Wood at ext. 4024. A la carte items may be purchased only if there is money on your student's account or if he/she has cash.

Students with food allergies- If your child has a food allergy of any kind, the cafeteria requires updated doctor information annually (even if there is no change from the prior year). The cafeteria manager needs a doctor's note letting her know which foods the child cannot eat and if there is something specific the child must have. The cafeteria keeps this information on file (confidentially) to ensure your child does not purchase anything which may cause an allergic reaction. These records must be current.

Each cafeteria has a dedicated "peanut" free table. If your child has severe reactions to nuts or milk or other foods, he or she must sit at these tables unless we receive a note from the parents allowing him/her to sit elsewhere. This is required whether your child buys meals in the cafeteria or brings food from home. It is encouraged that the family provide all food for the student from home. The best people to read the labels and review foods are family members. Regardless of vigilance from staff, there is always a potential for error.

Elementary classrooms with students who have tree nut/peanut allergies will be **tree nut/peanut-free classrooms**. All students and staff will wash their hands before entering and returning from lunch. It will be clearly explained about the importance of washing well to ensure the removal of any tree nut/peanut oil to reduce the chance of an allergic reaction for the student(s) of concern.

Menus are sent electronically each month or you may request a paper copy be sent home with your student. Menus are also available on our school website.

Field Trips:

Field trips are scheduled by teachers to provide visits to places as a means of enriching and expanding the school curriculum. While away on such trips, students are expected to observe the highest standards of conduct and to dress appropriately. Permission slips for field trips must be signed and returned to school before students are allowed to go on any trip.

All students must stay with their assigned group. Teachers will provide chaperones with a list of trip rules & chaperone responsibilities. Siblings (not enrolled in the same class) are NOT allowed to attend field trips that their parents are chaperoning. If a parent chaperones and drives his own vehicle, only a parent's child is permitted to ride with him. No other student may ride in a private vehicle unless that child's parent has given the school specific written permission in advance.

Types of Discipline:

Newfield Elementary School uses a variety of discipline measures as deemed appropriate for each situation. These may include alternatives to recess, time out from the group, time out from the classroom with the Assistant Principal, an office visit to the Principal, a call home to parent(s), appropriate restitution (eg. cleaning up a mess you made), In- school Suspension and Out-of-School Suspension.

Communicable Diseases:

Every effort is made to keep communicable diseases out of the school to protect both your child and others. A child who is sick will not be able to perform well in school and is likely to spread the illness to others. Parents are asked to keep children at home when any of the following symptoms appear:

1. Fever (>100.0) in the past 24 hours
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Chills
5. Severe sore throat that lasts longer than 2 days, with or without fever
6. Strep throat (must be on antibiotics for at least 24 hours prior to return)
7. Bad cold with a very runny nose or bad cough (especially if keeping child awake at night)
8. Honey-crusted sores around the mouth or nose
9. Pink and/or red runny eyes that have a crust on them upon awakening
10. ANY time a child requires antibiotics from the doctor, they must take the medication for 24 hours prior to returning

If your child becomes ill at school, the school nurse will determine the best action of care for that moment, until a parent or guardian can be reached. It is imperative

that the school personnel have updated phone numbers where a family member can be reached in case of an emergency. ***If your child is sent home with lice, the infested student will not return to school unless corrective treatment has been given and the student is free of active lice and/or nits. Current treatment protocols make this possible in less than 24 hours. Parents may be asked to have a physician prescribe medication for treatment. (See BOE Policy 5105 for more details)***

Elementary students are not allowed to have OTC or prescription medicine in their possession during school hours. No over the counter medication may be administered without an order from the child's doctor. All medications must be retained and dispensed in the health office.

Absence from School:

You will want to send your child to school regularly, but please **DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS ILL**. When your child is absent from school, **PLEASE CALL THE SCHOOL HEALTH OFFICE at ext.4032 to let us know the reason for the absence.**

On the day of your child's return from an absence, it is required that he/she bring a written excuse stating:

- 1. Date(s) of absence**
- 2. Cause of absence**
- 3. Type of illness (if absence is due to an illness)**
- 4. Parent's or guardian's signature**

Medical Appointments During the School Day :

If it is necessary to take your child for a doctor, dental or other appointment during school hours, please pick him up at, and/or bring him back to the elementary office. A written notice should be sent to the teacher in advance, if possible. Your child must be signed in and out at the **ELEMENTARY OFFICE**.

Family Matters:

At times, families have confidential matters that they choose to share with the school because they feel it will benefit their child. Sometimes they believe the school needs to know about a particular event in a child's life, (the loss of a relative, the death of a pet, a new person in the home,) because it may affect his/her behavior or performance in school. Sometimes families experience changes in their family structure they want the school to be aware of so that the school knows whom to contact. Occasionally a family may have safety concerns or custody issues the school needs to know about.

If you have information you believe someone at school should know, please call the Elementary Principal, School Nurse, or Director of Special Programs. We will do our best to ensure your privacy. We appreciate you keeping us informed so that we can work together.

Custody And Access To Student Records:

The Buckley Amendment, which has come to be known as the Freedom of Information Act, plus the NYS Education Department's practice and policy, gives the right to parents to access their child's academic records. Both parents have the right to access these records, regardless of who has custody unless a court order blocks access. If you wish us to release information about your child to anyone other than his/her parents (such as a counseling agency, law guardian, etc.,) we will need your written release or court papers. If you have court papers preventing someone from contact, visitation, etc., please send a copy of these documents to the Elementary Principal.

Student Emergency Numbers:

There is nothing more frightening or frustrating than being unable to reach a parent when a child is sick or injured. Parents must give the school at least **one emergency number** where a parent, guardian, or babysitter can be reached. The emergency information form you verify in September is our way of knowing how to reach you or persons you select as contacts in the event of an emergency. This information is very important. **PLEASE KEEP YOUR EMERGENCY CONTACT INFORMATION UP TO DATE.** If you have a change in address, phone, job location, contact persons, etc., please send a note to the school office or call us so that we will have accurate records. Thank you for your help.

Late To -School :

Children are late to school if they arrive after 8:00 a.m. An adult is required to sign in a late student. It should contain the same information as an absence excuse.

Emergency Closing:

If school is to be closed because of weather conditions, road conditions, or some other emergency, we will have the information on the school website, and the Ithaca

radio stations will broadcast this information. Should an emergency require us to dismiss students early, this will also be on our website and broadcast on area radio and television stations. We will also send out a “school alert” message to all phone numbers and email addresses on file for students. Parents are advised to review with children an emergency plan they need to follow should we be forced to dismiss students early, rather than trying to call into the school with the information. The school does not have enough phone lines and staff to process a high volume of calls.

What About Money?

When you give your child money for lunch, milk, yearbook, or other reason, please put it in an ENVELOPE and write on the envelope your child's name, teacher's name, the amount enclosed, and the purpose for which the money is sent. Children should not bring large amounts of money to school.

Bus Notes :

THE NOTE MUST BE GIVEN TO THE STUDENT’S TEACHER AT LEAST ONE WEEK IN ADVANCE. For your child’s safety, *please do not call the school to request a dismissal change unless it is an extreme emergency.* We can not verify who is calling and need to be sure that the directive is coming from a parent/guardian only. Also, due to schedules, it is difficult to ensure these changes will be received before boarding buses.

BUS POLICY:

- Students will have ONE designated drop off point for the year.
- The school office/teacher must have written notice one week in advance of any bus change.
- Only in *extreme* emergencies (i.e. accident) will a student be allowed to go to a different drop off point. If you are not going to be home before your child arrives, because you’re running late, out shopping, etc., **please make arrangements with a friend or neighbor to be at your child’s bus stop.** If your child goes to a babysitter each day and you go home from work early, you will need to meet your child at the babysitter’s stop instead of requesting your child ride a different bus home. We cannot consider these situations extreme emergencies.

Positive Behavioral Interventions & Supports (PBIS)

The Newfield Elementary School implemented a Positive Behavior Intervention System. The purpose of PBIS is:

“To create a social-culture in our school building that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.”

If teachers spend more time on academics and less time dealing with behavior issues, students get a better quality education and will have higher achievement scores.

On the following page you will see a matrix of expected behaviors in each of the school settings. The expectations will be taught to students and “PAWS” will be given to students who exhibit positive behaviors. There will be other incentives throughout the year.

In each school setting, students will be reminded of the “Newfield Elementary Otter Code of Conduct” with a poster outlining our 4 school-wide expectations for all Students and Staff. The four expectations are:

- Be Safe
- Be Caring
- Be Respectful
- Be Here, Be Ready



	Classroom	Hallway, Stairs & Lockers	Playground	Restroom	Cafeteria	Library/Computer Lab	Special (Art, Music, PE)	Assembly/ Field Trip	Bus	Before School/After School	Bus Loading Zone	
Be Safe	<ol style="list-style-type: none"> Walk. Hands, feet and objects to self. All furniture legs on floor. Get adult help for accidents/spills if another student is bothering you. 	<ol style="list-style-type: none"> Walk in line facing forward. Stay to the right. Keep hands, feet, and backpack to self. Take stairs one step at a time. Open doors lockers slowly. 	<ol style="list-style-type: none"> Infuse playground stuff of any problems. Dress for the weather. Keep hands and feet to self. Stay in the designated area. What is on the ground, stays on the ground. Walk and stay on sidewalk/courtyard/playground. Follow the playground rules. 	<ol style="list-style-type: none"> Wash hands with soap. Put towels in garbage can. Keep floors and walls dry. No climbing. 	<ol style="list-style-type: none"> Keep hands, feet, food, and utensils to self. Walk to your destination. Sit with bottom on bench facing table. Clean up spills. Follow the cafeteria rules. Carry tray with 2 hands. Do not share food. 	<ol style="list-style-type: none"> All furniture legs on floor. Hands and feet to self. Stay in designated areas. 	<ol style="list-style-type: none"> Wait for directions. Use materials appropriately. Ask for help if you are unsure. Be aware of activities or games around you. 	<ol style="list-style-type: none"> Stay with your class, group, or buddy. Keep hands, feet, objects to self. Sit with a safe space around you and on your bottom. 	<ol style="list-style-type: none"> Stay in your seat and wear your seatbelt. Face forward. Use quiet voices. Keep hands, feet, and objects to self. No eating or drinking. Keep aisles clear. Walk for driver's signal to exit. Get adult help if a student is bothering you. 	<ol style="list-style-type: none"> Check in. Keep hands, feet and objects to self. Follow the hallway rules when entering/exiting. Get adult help if there is a problem. Stay in designated area. Follow all school rules. 	<ol style="list-style-type: none"> Stay on sidewalk until all buses are stopped. Walk in line facing forward. Stay with designated adult. Keep hands, feet, and objects to self. Go directly to your bus and stay on bus. Wear backpacks safely. 	
Be Caring	<ol style="list-style-type: none"> Use kind words. Be a good friend. Help others/share. Be honest. 	<ol style="list-style-type: none"> Greet others. Hold door for person behind you. Help others if needed. Pick up litter. 	<ol style="list-style-type: none"> Invite/include others to play. Play safe. Play fair. Share. 	<ol style="list-style-type: none"> Flush toilet. Keep restrooms clean. Be quiet. 	<ol style="list-style-type: none"> Practice good table manners. Put trash in trashbin. Use CCK sessions to discuss of food/garbage. 	<ol style="list-style-type: none"> Use quiet voices. Use kind words. Be a good listener. Line-up quietly. 	<ol style="list-style-type: none"> Help others/share. Use kind words. Try your best. Include everyone/teamwork. 	<ol style="list-style-type: none"> Enter and exit quietly. Appropriate conference behavior. 	<ol style="list-style-type: none"> Use kind words. Be a good friend. Invite/include others to play. Help others/share. 	<ol style="list-style-type: none"> Use kind words. Be a good friend. Invite/include others to play. Help others/share. 	<ol style="list-style-type: none"> Use kind words. Be a good friend. Invite/include others to play. Help others/share. 	<ol style="list-style-type: none"> Help others if needed. Hold the door for person behind you. Keep backpacks behind you.
Be Respectful	<ol style="list-style-type: none"> Raise hand. Quiet voices. Ask permission to see or use others property. Wait your turn. Be quiet when you hear the clapping signal. Put things where they belong. 	<ol style="list-style-type: none"> Respect personal space. Quiet voices and feet. Admire art/pictures on the walls with eyes only. Listen to and follow adult direction. 	<ol style="list-style-type: none"> Use equipment properly. Return equipment. Use appropriate language. Follow adult instructions immediately. 	<ol style="list-style-type: none"> Flush toilet. Respect your privacy. Use quiet voices. 	<ol style="list-style-type: none"> Use indoor voices. Look for an empty space to sit. Eat your own food. Clean up your area. Return your hand for help. 	<ol style="list-style-type: none"> Trust books and equipment properly. Wait your turn for book check out. Push chairs in. Raise your hand. 	<ol style="list-style-type: none"> Use books, supplies, and equipment properly. Clean up. Use activity-appropriate voice level. Be quiet on signal. 	<ol style="list-style-type: none"> Ask appropriate questions. Use appropriate responses (e.g., please, saying thank you). Be considerate of others and use your manners. 	<ol style="list-style-type: none"> Enter and exit the bus peacefully. Keep seat area clean. Listen to and follow driver's directions. 	<ol style="list-style-type: none"> Keep track of personal belongings. Respect others' property. Clean up materials you use. Listen to and follow adult directions. 	<ol style="list-style-type: none"> Wait for other classes to pass. Be aware of others around you. Respect personal space. 	<ol style="list-style-type: none"> Listen and follow directions. Have all materials and notes before you leave the building.
Be Here, Be Ready	<ol style="list-style-type: none"> Be on time. Have supplies & assignments ready. Listen and follow directions the first time. Do quality work. 	<ol style="list-style-type: none"> Stay together. Everybody ready before leaving the room. 	<ol style="list-style-type: none"> Dress appropriately for the weather. Line up on signal. Use the bathroom/get drink before recess. Have final class quickly when finished. 	<ol style="list-style-type: none"> Keep unnecessary objects in the classroom. Be in your own space. Return to class quickly when finished. 	<ol style="list-style-type: none"> Sit in one spot. Obtain all materials before sitting down. Wait for teacher signal to line up or take tray up. Follow cafeteria staff directions. 	<ol style="list-style-type: none"> Listen and follow adult directions. Return books on time. Make friends with bookal. 	<ol style="list-style-type: none"> Listen and follow adult directions. Be ready to participate. Come prepared. 	<ol style="list-style-type: none"> Listen and follow adult directions. Use the bathroom/get drink before the performance or activity. Return and enjoy! 	<ol style="list-style-type: none"> Be at bus stop on time. Find seat quickly and quietly. Have a safe ride! 	<ol style="list-style-type: none"> Put belongings in appropriate storage area. Begin homework if you have it. 	<ol style="list-style-type: none"> Listen and follow directions. Have all materials and notes before you leave the building. 	<ol style="list-style-type: none"> Listen and follow directions. Have all materials and notes before you leave the building.

Grading:

Report cards will be used for the ten, twenty, thirty and forty week marking periods. Encore subjects (Art, PE, Music) will be grading students every 20 weeks.

Proper Clothing:

Clothing appropriate to the weather should be worn, since **students go outside every day for recess, weather permitting.** In order to keep a student inside for recess, we need a doctor's note stating the medical reason for such. Students who come to school without proper outdoor clothing will also go outside and remain in the cleared areas. **If a student is too ill to go outside, he should be kept at home.** Fresh air every day is healthy for a child. No facilities are provided for remaining inside at recess. **WARM WEATHER NOTE:** Clothing such as 'short-shorts' and bare midriff shirts are not permitted. (For Policy see: Code of Conduct) Sneakers are required for all physical education classes.

Parent Participation:

You are encouraged to participate in the following ways:

- * Volunteer to visit the classroom to read a story, share a hobby, talent or career, or work with small groups or individual children.
- * Help in the library, cafeteria or on the playground.
- * Plan to regularly attend parent conferences, parenting skill groups, and school functions.
- * Join PTA- We have an active PTA organization who is always looking for new eager members. Watch for membership forms to come home each September with your child.

Please remember to sign in at the office when you visit school. If you would like to volunteer, please call your child's teacher.

Classroom Visits:

Volunteers and family members are crucial to student achievement. Nothing means more to a child's academic and social success than involved families! You are a valued participant in your student's education. Classroom teachers will let parents know when their help is needed in the classroom. Each teacher will set their individual schedules and guidelines for family participation.

In the morning, teachers are preparing for the day and are welcoming their students. In the afternoon, they are making certain that students have their papers, backpacks and after school plans. Therefore, these are inopportune time to communicate with your student's teacher.

Parent-Teacher Communication:

Classroom teachers will send home information to keep you posted on class activities and special events. Special notices are also sent home with children. Please make it a daily routine to ask your child for his/her papers, review his/her day, check the backpack, etc. Parent-Teacher Conferences will be held in the classrooms in Fall and Spring. These parent-teacher contacts are opportunities for you to share your knowledge of your child so that we may be aware of individual needs. In addition to attending the regularly scheduled conferences, you are encouraged to immediately contact your child's teacher when questions, comments, or observations arise. Effective home/school communications form the foundation for positive student perceptions of school as a place where family involvement is expected and warmly welcomed.

Primary Project:

Primary Project is an award winning early intervention program that has been offered here at Newfield for many years, serving students in K-2nd grades. Students get to spend a half hour a week of personal play time with a trained Child Associate.

What is Primary Project?

- One on one time with a caring adult at school where they are the center of attention
- Child chooses and gets to lead their play session, choosing their toys and activities in the playroom
- Playroom includes dolls, puppets, playdoh, and other expressive toys to allow children to express themselves through play
- Students are recommended by their teachers if it seems that some one on one time could help the child feel more connected, secure and confident about school

Why Primary Project?

- All children need warm, trusting and caring relationships with an adult at school
- The relationship that develops between the child and the PP Child Associate can foster an even more positive experience at school
- Research shows that the more positive a child feels about school, the better his/her academic performance
- PP supplements the efforts of teachers and parents to help build a positive foundation for school

If you have any questions or concerns, please contact: Jamie McCaffrey (ext. 1213) or Laura Sullivan (ext. 1215), School Social Worker.

In compliance with new regulations, it is our duty to warn you of potential dangers on campus. These may include but are not limited to:

- Lyme disease, Zika Virus, and West Nile Virus may be contracted through insect-borne illnesses. There may be disease-bearing ticks on school property.
- There are often several types of stinging insects that may make nests on the property. These insects may sting if disturbed.
- Concussions, broken bones, abrasions, and other injuries could occur when participating in school sports, during recess/play times, during field trips, or at any time you are active.
- Staff should not be texting or communicating via social networks with students for any reason without parent permission.
- Construction areas could pose a safety risk. All students and unauthorized personnel should stay clear of these areas.
- Other potential dangers for specific off-site field trips will be passed on to students and parents as needed through an information sheet or permission slip.

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

Newfield Central School District 2018-19 Calendar

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	R	R	R	R	26
27	28	29	30	31		

Students = 20
Faculty = 20

August						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Students = 15
Faculty = 15

Students = 17
Faculty = 19

September						
S	M	T	W	Th	F	S
						1
2	3	SC	SC	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	SC	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students = 20
Faculty = 21

Students = 21
Faculty = 22

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	SC
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students = 17
Staff = 17

Students = 18
Faculty = 18

November						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students = 22
Faculty = 22

Students = 18
Faculty = 15

December						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	Th	F	S
						1
2	R	4	5	6	7	8
9	10	11	12	13	14	15
16	17	R	R	R	R	22
23	R	R	RD	27	28	29
30						

Students = 17
Faculty = 18

- V = School Vacation
- W = Employee Holiday (FT)
- SC = Supt.'s Conference Day
- R = Regents Exams
- RD = Rating Day
- / = 1/2 day for elementary students

Adopted by the BOE on March 1, 2018

Total Faculty = 187
Total Students & 10 month staff = 182

Paid Holidays for Part Time SVC Employees: Oct 8, Nov 22, Dec 26, Jan 1, May 27
Parent/Teacher Conferences at ES - Nov 16, Nov 29, March 15, March 21

- September 3 - Labor Day
- September 4 - FIRST DAY OF SCHOOL FOR TEACHERS
- September 6 - FIRST DAY OF SCHOOL FOR STUDENTS & 10-MO STAFF
- October 8 - Columbus Day
- November 12 - Veterans' Day
- November 21-23 - Thanksgiving Holiday
- December 24 - January 2 - Holiday Recess
- January 21 - Martin Luther King, Jr. Day
- January 22-25 - Regents/Midterm Exams
- Feb 18 -22 Winter break
- April 15 - 19 Spring Break
- May 27 - Memorial Day
- June 3, 18-26 - Regents Exams
- June 25 - Last Day for Students
- June 26 - Rating Day/Last Day for Teachers
- June 28 - Graduation