

# Genesee Elementary Student Handbook 2018-2019

Please review the handbook.

Sign and return THIS PAGE to your child's teacher.

Student : \_\_\_\_\_

Teacher: \_\_\_\_\_

Signature: \_\_\_\_\_



# **Genesee Elementary Student Handbook 2018-2019**

## **Our Purpose**

*Our school exists to educate our students to reach their full potential,  
become self-sufficient, and make their community a better place.*

## **Our Goal**

*EVERY student at Genesee Elementary will meet or exceed state standards in reading,  
language arts and mathematics. As a staff, we commit to this goal  
by providing exceptional instruction and support.*

Dear Genesee Families:

The student handbook contains important information for parents and students. Please refer to our newsletters and events calendar, or check the District Website for additional information. Have a wonderful year!

### **Important Reminders**

(Further information on each included)

- When entering Genesee Elementary, please come in the main door **only**, sign in and obtain a visitor's pass if you are visiting the building. Please use the doorbell attached to the brick to the right of the main doors.
- Your child needs a note when leaving the building for any reason.
- Have a pre-arranged plan in place where your child will go in case of an early closing. **ALL** students need to know this plan. Please note: the district holds an early release drill before holiday break.
- Students are not allowed to ride a bus other than the one they are assigned to.
- Please make sure we have updated information including addresses, phone numbers, workplaces, emergency phone numbers, etc.
- Students need to be in school and **on time** daily. Students arriving in the classroom after 8:45 are marked as tardy. Classroom instruction will begin at 8:45 daily.
- Students should be arriving at school no earlier than 8:30 AM (unless they are attending Kids with PRIDE or another scheduled school activity/club).
- Only Kindergarten students on the first day of school will be allowed to be walked to their classroom. Please rest assured that your child will adjust quickly to school routines, his/her teacher and classmates.

## **Auburn Enlarged City School District**

### **District Mission Statement**

The mission of the Auburn Enlarged City School District is to develop citizens that are capable of meeting the challenges of their future by providing equitable, fiscally sound educational opportunities necessary to develop confident lifelong learners.

Updated 6/23/2015

### **District Goals**

#### **High Quality Curriculum and Instruction**

The Auburn Enlarged City School District will develop a framework and implement high quality curriculum, instruction, and balanced assessment model for all students. All staff will implement evidence-based practices including high yield instructional strategies that increase higher order thinking, collaboration and creativity, and student engagement.

#### **Leadership and Innovation**

All members of the Auburn Enlarged City School District and community are valued and seen as contributors to the goals of the district. Allocation of resources will support job-embedded professional development dedicated to promoting creative problem solving and critical thinking. We will seek to leverage emergent ideas and insights to realize measurable achievement gains for educators and students.

#### **Systems Thinking**

The Auburn Enlarged City School District will continually create benchmarks for success that align targeted resources to evaluate and enrich the quality of our instructional programs. Each student will be provided equitable access to meet and exceed the standards for college and career readiness.

## **Attendance Policy**

### **Philosophy and Goal**

The Board of Education's philosophy is based on the principle that students who are in school every day perform at a higher academic level. The goal of the Auburn Enlarged City School District's attendance policy is to enable parents, school staff, and community to work together to encourage daily attendance and punctuality to maximize student achievement, potential and safety.

### **Attendance and Performance**

A student's grade may be based on classroom participation as well as performance on homework, tests, papers, projects (written and oral), group work, and similar exercises. Consistent with the importance of classroom participation, unexcused absences may affect a student's grade for the marking period.

Those students with excused absences will have the opportunity to make up a test or other missed work within a reasonable time period, generally not to exceed three (3) days. Teachers will use their judgment in accepting work due during unexcused absences and are not obligated to do so. The building principal will make a determination in instances of conflict.

A student shall be subject to administrative disciplinary actions as outlined in the District Code of Conduct with regard to tardiness, leaving class when not excused, or leaving the school building without permission by the appropriate personnel.

### **Teacher Responsibilities**

The classroom teacher will contact the parent or guardian of a student who has accumulated five (5) class absences during a marking period. Teachers will take advantage of parent conferences, report card comments, interim reports, or other parent/school communications pertaining to attendance.

### **Attendance**

Students need to be in class by 8:45 a.m. on a daily basis. Learning to be on time is a skill all people need if they are to succeed in work and life. Please see that your students arrive at school on time each day.

Students need to be in school as much as possible. Vacations and family trips may be educational to a degree but extended periods of absence cause children to miss many valuable, irretrievable minutes of class discussion, instruction, etc. Please try to plan family vacations around the pre-planned school vacations. Instructional time and time on task is vital in order to raise student achievement levels. Your cooperation in this area is crucial.

The District recognizes legitimate absences for the purpose of:

- Illness
- Religious observance
- Death in the Family
- Medical/Dental visits
- Legal or Educational Mandates
- Family Emergencies as approved by the building supervisor

We encourage doctor's appointments before or after school whenever possible. If your child needs to leave school early, please send in a dated note explaining the reason. If the circumstances are for an unusual purpose, we invite you to call the principal or the nurse as appropriate. All students are expected to strive for 100% daily attendance.

Please notify the Health Office or the Main Office if your child is absent. If we have not heard from you after three days of absences, you will be contacted by the Health Office to determine the reason for your child's absence.

### **Absence Communication**

For safety reasons, parents/guardians should call the school when they know their children will be absent, using the designated phone number and voicemail. Voicemail access is available 24 hours a day.

A phone call will automatically be placed shortly after your child has been marked as absent by his/her homeroom teacher. Please understand if your child arrives tardy but is previously marked as absent, the automatic calling system may already be in place.

A written, verbal (face-to-face), phone call, or e-mail from a parent/guardian should be received on the date of the child's return to school.

Parents/guardians are required to provide the school with current addresses, telephone numbers, and emergency contacts at the beginning of each year. If this information changes, parents/guardians should **contact the school immediately**.

You may receive a call or note from your child's teacher after repeated absences. In addition, you may be contacted by Amanda Simmons, Building Principal or Jen Poole, School Social Worker, if your child's absences reach the following number of days:

- |                          |         |
|--------------------------|---------|
| ▪ First Notice           | 7 Days  |
| ▪ 2 <sup>nd</sup> Notice | 14 Days |
| ▪ 3 <sup>rd</sup> Notice | 21 Days |
| ▪ 4 <sup>th</sup> Notice | 28 Days |

**Arrival to School**  
**Parking on Genesee Elementary's side of Garrow Street is prohibited.**

Students will enter the school at 8:30 a.m. through their grade level's designated door as follows:

Grades K and 2: Kindergarten Doors (far left)

Grades 1, 3, 6: Middle Doors

Grades 4, 5: Main Doors

They will exit the school at 3:08 p.m for Kindergarten and 3:10 for grades 1 - 6 through the same doors. You will be notified if any change is necessary in advance. Bus students will be entering the building upon arrival through the front door. They will be exiting through the Kindergarten doors at 3:12 for Kindergarten and 3:14 for grades 1 - 6.

It is very important for all students to be in their classrooms shortly after 8:30 a.m. for breakfast, attendance and lunch counts. Any student arriving to their homeroom after 8:45 a.m. will be marked tardy. They must then go to the Main Office, sign in, and receive a tardy pass before going to their classroom.

Students who arrive early to school are unsupervised until the official opening of the doors at 8:30 a.m. No child should be arriving at school before 8:30 a.m. unless they are having breakfast at school. Let's please work together to keep our students safe.

**Expected Behavior:**

- No sports of any kind on the grass
- Walk to the classroom

Bicycles and scooters must be parked in the bicycle rack by the main doors. Bicycles/scooters should be locked by each owner. The school is not responsible for lost or damaged bicycles/scooters. Helmets must be worn. Students seen without a helmet will not be allowed to leave riding the bicycle/scooter.

**When walking to school:**

1. Leave your home with enough time to arrive at, not before, 8:30am.
2. Be courteous to all, and use respectful language while waiting to enter Genesee.
3. Take PRIDE in your interactions with others.
4. Never crowd around the doors of the school. Walk safely into the building.
5. Go directly to your locker or classroom. Prepare for your day quickly as to avoid being marked late.

**When riding on the bus:**

1. Always be courteous to the bus driver and other passengers and use respectful language.
2. Remember where the emergency exit is and how to use it.
3. Stay in your seat, keep head, arms, and hands inside.
4. Never throw food or trash on the bus seat, floor, or out the window.
5. No eating or drinking on the bus.
6. Do not distract the bus driver and obey the instructions of the driver at all times.
8. If students feel bullied/witness bullying or are threatened on the bus, students should report the incident to the bus driver or school authority when able.



## **Changes in Dismissal**

The building principal or secretary will not excuse a student before the end of the school day without a written request for early dismissal by the student's parent or guardian. When picking your child up, please stop in the Main Office and the secretary will call the classroom informing him/her that it is time to leave. This will minimize disruption in the classroom and ensure that students are picked up either by a parent or guardian. Students are expected to be in school from 8:45 - dismissal (see walker/bus release times). **Except for emergencies, students may not be dismissed early after 2:45 p.m.**

Please help us maintain a safe return home for your children by keeping us informed of any changes in a child's normal dismissal procedure. To help minimize phone calls and disruptions to the classroom, if there is a change in dismissal please inform your child of any changes before school starts and send in a written note. **If a note is not received your child will be dismissed as usual.** We cannot let a child vary from his/her normal routine just because he/she says they are to go somewhere else.

Students should maintain a safe environment by observing safe conduct, which includes but not limited to staying off of the grass, staying out of the trees, refraining from any type of sports play and keeping walking feet on the sidewalk.

## **Emergency School Closing**

Though weather problems cause us to close very infrequently, it does happen occasionally. All working parents must establish a place for your child to go in case school closes early. This location needs to be clearly pointed out to the child ahead of time. It is impossible for each student to call and find out where to go or for each child to receive messages as to where to go. Do not tell your child to call someone if a closing occurs. Your plan of action must be in place. Please have a plan in place before winter arrives and review it frequently. The child/children must be made totally aware of this plan.

## **School Safety Drills**

In accordance with New York State law, schools must conduct 12 drills each year. In addition to eight (8) fire drills, there will be four (4) lockdown drills. Three of the drills will be organized by the school principal and one drill will be unannounced to the school and organized by the Auburn Police Department. Parents/guardians will be notified of each lockdown safety drill as they occur.

## **Building Management and Character Education**

Here at Genesee, we take "**Personal Responsibility In Daily Events**"

- P** – Productively Struggle (Don't give up! Keep trying!)
- R** – Responsible (I will take care of others, my school, and myself.)
- I** – In Control (I will stay calm, and use strategies to keep myself in control.)
- D** – Dedicated (I will always try my best.)
- E** – Empathetic (I will show others I care by being kind.)

## Genesee's Character Education Pledge:

- I am a person of character.
- I will respect myself and others.
- I will think before I speak or act.
- I will try to solve problems in a peaceful and safe way.
- I will be proud of myself and others will be proud of me too.

All children will respect the rights of others. If a child infringes upon these rights, he/she must assume the responsibility of his/her actions.

The faculty and staff's main goal is to educate our students, and can only be accomplished in a safe and orderly environment. If students choose not to follow classroom or school expectations, parents will be informed and disciplinary action may follow.

Parents will be notified via phone contact if disciplinary action is to In some cases, a written notice of the infraction and consequence may be delivered. Students are entitled to receive alternative instruction at Auburn Tutoring Program (located at AHS) if school suspension is in effect.

Students attend school to learn. Learning occurs most successfully in a quiet, calm environment. That type of environment is what we strive each day at Genesee. Please work with us as we attempt to maintain rooms filled with happy, motivated children. We appreciate your support and follow through with consequences at home.

### **Electronic Devices: (From District Code of Conduct pg 13 – 14)**

The District recognizes the potential benefits that technology can have on the overall educational experience of students. With that in mind, teachers and administrators have the authority to allow students to use personal electronic devices during the school day for educational purposes. Although students are permitted to bring such devices to school, the District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

**“Electronic device(s)”** means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, mobile devices, Smartphones, iPads, tablets, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Except as otherwise provided by this policy, student use of electronic devices on the District campus is strictly prohibited. Electronic devices are to be stored by students in a safe place and shall not be removed or used except as authorized by a teacher or administrator. Teachers shall have the discretion to designate certain times when electronic devices can be used in their classrooms.

Administrators shall have the discretion to permit the use of electronic devices on District property during school hours.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities, including, but not limited to, sexting; (e) activities which threaten, humiliate, harass, or intimidate others; (f) activities in violation of District policies and procedures relating to student conduct and harassment; or (g) activities which invade the privacy of others. Such student misuses may result in appropriate disciplinary action, including, but not limited to, suspension from school in accordance with this code of conduct.

### **Photographs**

Parents who do not wish to have photographs of their child(ren) published as part of the school district's communication programs (videotapes, DVD production, newsletters, email, district, school, or classroom website, yearbooks, etc.) are asked to notify the building principal, **in writing**, at the start of the school year.

### **District Wellness Policy #5661**

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that all foods and beverages available for sale to students on the school campus during the school day meet or exceed the program requirements and nutrition standards found in federal regulations.

Celebrations – the district shall:

1. Set guidelines for the frequency and content of classroom and school-wide celebrations where food is served.
2. Promote the use of healthy food items which meet the standards for competitive foods and beverages, promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations.
3. Model the healthy use of food as a natural part of celebrations.

### **Birthdays**

Every child's birthday is a just cause for recognition. Here at Genesee, classroom teachers will work with you on an appropriate way to do so without disruption to the instructional day and to keep in line with our district policies. Please see the "Five Reasons Auburn Celebrates Birthdays Without Food" attachment at the end of this handbook.

## Health Office and Policies

We want children to be in school every day, but on those infrequent mornings when a child wakes up and feels ill, if he/she is nauseated, or has a fever it is probably best to keep him/her home for the day. Because of close contact in classrooms, germs have a way of spreading rapidly.

Health services will be given to any child who becomes ill or injured during the day. If, for health reasons, your child should not remain in school, you will be contacted to take him/her home. For this reason it is very important for the health office to have current information on the following at all times: home addresses and telephone numbers, an emergency phone number (a neighbor or relative), and a work telephone number (if available). Please **notify us immediately of ANY changes** in the above information during the school year.

### NO MEDICATION WILL BE GIVEN IN SCHOOL WITHOUT A WRITTEN PHYSICIAN'S ORDER.

This order must include the student's name, name of medication, dosage, time and dates to be given. The label on the medicine bottle is not sufficient.

A written request from the parent for the school health office to administer the medication must be provided. See website or contact the nurse for the form.

Medicine arriving to school in unmarked containers, baggies etc., will not be given. The medication must be in its original container. The medication **MUST** be delivered to the school by a parent/guardian.

Do not send aspirin or other single dose medication to school with your child. These medications will not be administered without fulfillment of the requirements stated above. This also includes cough drops.

The medication will be kept in the school health office throughout the time it is to be administered.

Parents will be contacted to make arrangements to pick up discontinued or unused medication. Thank you for your cooperation.

All medications must be picked up at the end of the year or they will be discarded.

New physician orders for medication administration are required for each school year.

The goal for all students receiving medications in the school setting is that the student:

- Identifies the correct medication (i.e. color, shape)
- Identifies the purpose of the medication (i.e. to improve attention)
- Is able to determine the correct dosage is being administered (i.e. one pill)
- Identifies the time the medication is needed (i.e. before or after lunch)
- Can describe what will happen if medication is not taken (i.e. likely to get in trouble).

Please refer to the attached document with updated immunizations requirements from New York State at the end of this handbook.

Please contact the school nurse at 255-8646 if you have any questions or concerns.

## Homework

If a teacher feels homework is important enough to be assigned, please see that your child completes the work and returns it promptly. No student should be burdened with too much homework, but an hour or so in the intermediate grades (4<sup>th</sup> and 5<sup>th</sup> especially) is not unusual. When homework is not completed, necessary skills are not acquired, and work habits are weakened. If it is taking your child much longer to complete their homework, please contact the teacher for suggestions.

Parents/guardians can do their part to improve homework when they:

- Cooperate with the school to make homework effective.
- Provide their child with suitable study conditions (desk or table, lights, books, and supplies).
- Reserve a time for homework and turn off the television.
- Ask questions about the homework.
- Give assistance, but let the student do his or her own work.

If a child fails to complete a homework assignment, he/she is expected to make it up. If he/she continues to ignore the responsibility, you will be contacted.

## Library

Students have the opportunity to borrow books and magazines during their book exchange times. This is a privilege. Students have the responsibility of returning books and magazines on time and in good condition. Lost and/or damaged materials will result in replacement fees. Borrowing privileges may be temporarily restricted if students fail to return their borrowed materials. No student will be assigned a yearbook at the end of the year if he or she has not returned a library book.

Library Media Staff will follow up on overdue or missing library materials by providing students with printed overdue notices. Based on building circulation preferences, a bill for the replacement cost of the library item will be mailed after a designated period of time. If the library item is returned within one month of payment, a refund may be made. In addition, payment is expected for library items that have been damaged.

Our library is an integral part of Genesee Elementary. Each of our students is encouraged to spend as much time as possible there using the many fine resources it houses. We want our students to read and explore to gain more knowledge. We hope you will encourage your children to always have a library book or two at home for daily reading. Please see that your child returns these books on time so that the other students may read and enjoy the stories, also.

## Dining Hall Expectations

All Genesee Elementary students receive breakfast and lunch for free. Each student will be given a 4 or 5 digit pin number, which will allow him/her access to his/her account. If your child wants a second lunch and/or drink there is an additional cost. We must have you fill out an application if you qualify for free or reduced lunch even though it is free, as it is required to be on file. Students may also bring their lunch from home. **Please do not send cans or bottles of soda with students for lunch.**

Lunchtime should be an enjoyable and relaxing experience for all children. Students will be expected to observe the following expectations:

1. Stand quietly in the lunch line.
2. Ask for permission to leave the lunch table or cafeteria.
3. After discarding trash, return to the seat and quietly await instructions.
4. Show respect to self, classmates, and all adult supervisors.

### **Genesee Parent-Teacher Partnership (GPTP)**

Genesee Elementary has an outstanding parent organization called the Genesee Parent-Teacher Partnership (GPTP). In addition to field trips, the organization helps support events held at our school building including: guest authors and Genesee's Field Day. They also purchase many valuable items for our building.

The GPTP welcomes volunteers and appreciates your support. Please contact Mrs. Kim Ryan or the Main Office if you would like to volunteer your time through the Genesee Parent-Teacher Partnership. The GPTP meets the first Thursday of the month in the Library at 6:00. Please see the Facebook page for more information. Childcare is available.

Genesee's students will continue to benefit greatly with families and teachers working closely together. Thank you for your support.

### **Volunteers**

There are a number of volunteer opportunities through our GPTP. All volunteers MUST submit a new volunteer application form to be approved by the Board of Education each year. Forms must be turned in 1 week prior to the Board Meeting for approval. Delay in submitting this form may result in your inability to volunteer for a chosen activity. Please submit your application at the start of the year.

### **Recess**

Recess is an important time for interaction with classmates and exercising. We will take the students outside weather permitting. Please be sure your child has appropriate clothing for weather conditions (i.e. hats, mittens, boots, etc.) We expect every child to be able to go outside unless we are provided with a note either from a parent or physician.



### **Home-School Communication**

The staff at Genesee Elementary School urge you to participate as much as possible in your child's education. It is through a close home-school relationship that a school community prospers and becomes most effective.

Periodically, written notices are sent home with your child. Remember to check your child's school folder or backpack for information each day. Teachers may also send home a weekly information newsletter to keep you informed of important school or classroom events. You may also access district and building information on the district calendar mailed out in September to all school residents in Auburn or by accessing the district website.

## **Keeping Family Information Current**

It is essential to provide the most current custody papers, addresses and contact information for you and anyone who has permission to pick your child up from school. Without current permissions and paperwork from parents/guardians, school personnel must follow what has been previously provided to the school (which may not always be accurate.)

## **Classroom and School Visitations**

Visitation to school is encouraged. Should you wish to visit the school and/or classroom, please coordinate a mutually agreed upon time with your child(ren)'s teacher. All visitors are required by law to sign in at the main office. Visitors will receive a badge that must be worn on school premises. Student visitors from other schools, unless they have a specific purpose and prior approval of the building principal, are NOT permitted to enter the school building or loiter on school grounds during regular school hours.

## **Physical Education**

Students in grades K-6 are required to wear sneakers to physical education classes. If your child is excused from taking physical education classes because of injury or illness, you must have the attending physician write a note to the school nurse stating the nature of the injury or illness and the length of time the child must be excluded from classes.

## **Pets**

Please do not bring dogs or other pets on school property. This is a safety concern for children. The presence of dogs places a heavy burden on the school, particularly during arrival and dismissal of students.

## **Concerns**

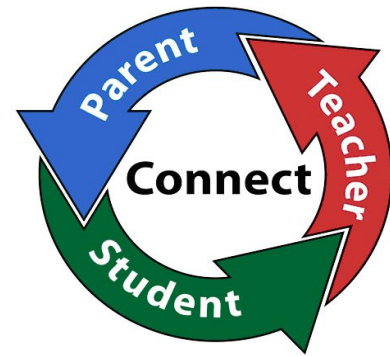
If your child is having academic or behavioral problems, you should first contact your child's teacher. If the matter is not settled in a satisfactory manner, then contact your building principal for a conference.

The Board of Education advises that the proper channeling of concerns involving instruction, discipline or learning materials is as follows:

1. Classroom teacher
2. Building Principal
3. Superintendent of Schools
4. Board of Education

**Genesee Elementary School**  
**244 Genesee Street**  
**Auburn, NY 13021**

Main Office: (315) 255-8640  
 Principal: (315) 255-8644  
 Health Office: (315) 255-8646  
 First Student Bus: (315) 252-3401  
 Food Services: (315) 255-8335  
 YMCA Before & After School Program: (315) 253-5304



**Who to See for Information and Resources:**

Open lines of communication between home and school are of great importance. It is hoped that you will find the answers to many of your questions in this handbook. If you have other questions, do not hesitate to ask. Please make an appointment with the appropriate person before going to school. **In all cases, you should speak with your child’s teacher first.** If the question cannot be resolved between you and the teacher, then an appointment can be made with the building principal.

<b>SUBJECT/TOPIC</b>	<b>PERSON TO CONTACT</b>
Homework/Curriculum	Classroom teacher/Principal
School Program or Policy	Principal
Student/Teacher Relationships	Teacher involved/Principal
Psychological Matters	Teacher, Psychologist, Principal
School Bus	Transportation Supervisor
Health/Medical Concerns	Nurse
Special Education	Teacher/Director of Special Education
Registering New Students	Secretary
Custodial Documentation	Secretary
Family Assistance/Child Abuse	Social Worker/Principal

**Auburn Enlarged City School District**  
**District Office: (315) 255- 8800**



# **Additional Resources**

- ❖ **Genesee Traffic Pattern**
- ❖ **Birthday Snack Policy**
- ❖ **New York State Immunization Guidelines**