



Mayfield Elementary Student & Family Handbook 2011-2012

Check us out on the web @ www.mayfieldk12.com

We are excited to work with you and your children in order to make this an enjoyable school year. We would like to take this opportunity to make you and your children aware of the rules and policies of the school. We ask that you review these rules with your children. Thank you in advance for your support and cooperation. We strive to provide a comfortable and respectful learning environment for all of our students at Mayfield Elementary.

Sincerely,

Mr. Nicholas Criscone, Principal

Mrs. Abbey North, Assistant Principal

General Rules and Procedures

Agendas

Students in grades 2–6 will receive agendas on the first day of school. Agendas are used to teach responsibility and should be used for students to write down homework, weekly spelling words, and for teachers and parents to communicate. Parents should check agendas daily. Please contact your child’s teacher to see if they require a parental signature each night. If a student misplaces their agenda, a replacement agenda will cost \$4.00.

Attendance/Excuses

All students arriving after 8:50 a.m. are considered tardy. Students leaving before 3:00 p.m. will be marked absent for the portion of the day they were absent. If you are in for a classroom or school event and choose to take your child home before 3 p.m. your child will be marked absent for the portion of the day they are not in school. If you know your child will be out, please call the office at 661-8251 by 9:00 a.m. and we can have homework waiting for you in the office at the end of the school day or we can send it home with a sibling or friend. If your child is going to be absent for more than one day, a 24 hour notice is required for requested homework. For safety reasons, the

office will call each time your child is absent to confirm they are home. When your child returns to school, you must send an excuse with him/her. If students are absent more than eight days in one quarter, you will receive an attendance letter from the office.

Awards

Each year we recognize many students at the Awards Assembly in June. Each classroom will honor its two best citizens. Students who have earned a physical fitness award or who participated in READ 25 will be acknowledged. Lastly, the Ryan Topliff Scholarship will be awarded to a selected student in grades 4, 5, & 6. If your child will be receiving an award, their teacher will contact you the week of the assembly.

Bell Schedule/Dismissal

The school day begins at 8:50. All students will be dismissed at 3:00 p.m. Children who are riding bikes, walking, or being picked up by a parent should report to the cafeteria on the first bell from all grade levels. Parents who are picking up students should use the side parking lot by the nurse's office and be sure not to park in the handicap parking or loading zone. Parents should exit and enter the building through the right side doors. For safety reasons, nobody will be allowed to walk through the bus line up. Students who are walking to and from school will walk on the sidewalk and cross in the crosswalk. Students riding bikes to and from school must wear a helmet. Bikers must walk their bike through the crosswalk and up the sidewalk. Bikers can get on their bikes once they have reached the end of the driveway.

Bus Discipline

The following are guidelines for discipline with regard to bus problems. Each problem or incident will be handled on an individual basis based upon the age of the student and the offense. Students who are involved in a severe one time incident or who show chronic disregard for bus rules will be reported to the Assistant Principal or the Principal by the bus driver in writing or in person. The Assistant Principal or Principal will make contact with parents either in writing or by phone to explain the events of the incident and any disciplinary action taken. After a severe incident or three bus referrals, the Assistant Principal or the Principal may suspend students from riding the bus for a period of days. In the event of a bus suspension, parents will be responsible for transporting their child to and from school. If a student continues to show chronic disregard for bus rules and has already been suspended more than once from the bus, it is possible the student may be suspended from the bus for the remainder of the school year. Drivers and Aides are

expected to refrain from allowing students to get off the bus and re-enter the school for forgotten items.

Calendar 2011–2012 Academic Calendar is attached.

Code of Conduct

The Mayfield Central School District Board of Education has adopted Codes of Conduct that comply with New York State’s Project SAVE (Safe Schools Against Violence in Education). The Codes of Conduct govern the behavior of students and all persons when on school grounds and at school sponsored functions, including general public spectators and audience members. Copies of the complete Code of Conduct are available upon request at the Superintendent’s Office and at the school library.

Contact Information

Elementary Main Office; Mrs. Prumo and Mrs. Hime 661–8251

Elementary Fax 661–6590

Mr. Nicholas Criscone, Principal criscone.nicholas@mayfieldcsd.org

Mrs. Abbey North, Assistant Principal north.abbey@mayfieldcsd.org

If you are calling to speak with your child’s teacher between 8:30 and 3 p.m., please be advised that they will be teaching and most likely will not be available. The secretaries will take a message and relay it to the teacher. If your child has forgotten items at home, you may leave the items in the office and we will make sure your child receives what he/she needs.

Discipline- Classroom

(As per the Code of Conduct, adopted June 2001)

POLICY: It is the responsibility of all students to contribute to a safe and orderly school environment that is conducive to learning, and to show respect to other persons and property. Students who are in violation of this may be subject to disciplinary actions.

Dress Code

Each year many teachers and parents ask us to share our guidelines for appropriate attire for students. We call them guidelines because in most cases, it is a judgment call. By having guidelines in place, it tends to clarify our expectations and it will hopefully help parents to support our position. The difficult scenarios regarding dress occur mostly in warmer weather and usually involve the definition of appropriate which will vary depending on age, physical development, and gender. Clothing worn with offensive language or inappropriate comments is strongly prohibited. Heelies are not allowed in school. These sneakers with built in roller-skates are extremely unsafe for school. If you have any suspicions that what your child is wearing may not be suitable for school, you can rest assured that we would most likely agree and we would encourage you to persuade your child to choose something different to wear. We would ask that you discuss this situation with your child, review what he/she is wearing to school and make a decision accordingly. We hope that you understand our position and don't find our guidelines to be intrusive.

Emergency Procedures (Drills/Weather Conditions)

In the event of a snow delay or weather emergency where the school will need to close, please listen closely to the radio or television. In the event that the school practices a fire drill, the campus will be closed and visitors will not be allowed to enter school grounds until each child is accounted for and students and staff have returned to the building. In a case where we practice a lockdown/lockout drill, similar rules apply. You will also be notified in writing the day of a lockout/lockdown drill.

Field Trips

Each grade level will be participating in different activities and field trips throughout the school year. In the beginning of the year, your child will receive a field trip permission form. The form should be returned to your child's teacher as soon as possible so your child can participate. This form is for the entire school year. You will receive advanced notification of each trip by your child's classroom teacher and if there will be a cost. Depending on the needs of the trip, parents are welcome to chaperone and should contact the classroom teacher. Parents will not be allowed to bring siblings or friends of the student participating in the trip for safety reasons. Parents may NOT drive their children to/from a field trip. Parents are encouraged to ride the bus with the class. The chaperone must be a parent or grandparent of the student or the individual must be approved by the Board of Education prior to the trip.

Lunch Schedule/procedures

Each class will have 25 minutes for lunch. Students can buy and pay for lunch daily, weekly, or monthly. For grades K–6 lunch will be \$1.80. Milk will cost \$0.55. Breakfast is generally served from 8:15–8:45 and will cost \$1.05. There is no borrowing. Parents should ask their child’s teacher what their policy is regarding snacks and ice cream at lunch. Applications for free & reduced lunch will be handed out to students on the first day of school. If you have questions, did not receive a form, or feel you are eligible, please contact the office at 661–8251.

Homework

In most grade levels, homework will be assigned daily. Homework is used to practice skills taught that day in class. Depending on the grade level of the child, the time homework should take, the subject areas of the homework, and the type of homework will vary. We recommend that you contact your child’s teacher to discuss their homework policy. Homework completion is critical in order to help your child succeed. If your child comes to school without homework completed, they will be at a disadvantage. Your child’s agenda is also a useful tool to communicate about homework or any other topic.

Lost and Found

The lost and found items will be located on a table in the back of the cafeteria. Check regularly, several times a year, the items are cleaned and donated to charity.

New York State Testing Dates and Information

The NYS tests are designed to measure how well students have mastered necessary skills and to monitor the effectiveness of instructional programs. If you want to know more about specific topics related to grades 3–8 testing, check out <http://www.emsc.nysed.gov/3-9/home/html>. Please make every effort to have your child attend school on testing dates.

Grades 3- 6	ELA	May, date TBA
Grades 3-6	Math	May, date TBA
Grade4	Science Written	May, date TBA
Grade 4	Science Performance	June , date TBA

*****Please note, Grade 5 students will NO longer take the Grade 5 Social Studies Exam**

Parent Involvement & the PTA (Parent Teacher Association)

We welcome parent involvement in our classrooms and at school events. If you would like to be a classroom volunteer, please see your child’s teacher. The PTA brings many wonderful programs and opportunities for our students that include but are not limited to; Book Fairs, Breakfast with Santa,

school photos, Operation Safe Child, the Health and Safety Fair, Bingo Nights, Spring Fling, the Spring Carnival, the yearbook, BBQ's, bake sales...and so much more! If you would like to become involved in the PTA, call the main office!

Parent Teacher Conferences

Generally, Parent-Teacher Conferences are scheduled for November 18th & 21st. It is strongly recommended that you meet with your child's teacher at this time. Your child's first quarter report card will be given out at conference time. Your child's teacher will be responsible for setting a conference schedule. It is important that we are all on the same page regarding your child's success. Of course, you may arrange a meeting to meet with your child's teacher whenever you feel necessary.

Playground Rules

The playground is closed to the general public during school hours. There is no skateboarding or biking allowed on the playground at anytime. **Listening to and following the playground supervisor's directions is the first rule.** When exiting the building, students should walk and act appropriately. They should act in a respectful manner to others including playground supervisors and playmates. Students should be using language that is appropriate for school. No cell phones, game-boys, I-pods, CD-players, remote control cars, or any sort of electronic toy will be allowed on the playground. The school will not be held responsible for lost or stolen toys. Students will not chew gum, food, or drink anything other than water (no glass containers) on the playground for safety reasons.

Acceptable Activities for the playground; kickball, basketball, soccer, football (no shoving/tackling), swinging (one at a time, sitting down), sliding feet- first down the slide, sitting or playing under the trees in the shade, playing in the sandbox, running in the grassy areas, walking in the equipment area (on the woodchips).

Prohibited Activities: hard balls, bats, pushing, shoving, running when exiting the building, kicking, tripping, fighting, spitting, name calling, hurting others, standing & twisting on the swings, climbing up the slide, throwing rocks, sand, chips, snow, ice, toys...etc, hanging from the basketball rims, swearing, climbing trees or pulling bark off of them, jumping off the steps, skateboarding, tag on the bark chip area, playing piggyback or lifting smaller friends, walking or standing on the parallel bars...etc.

Most importantly, students should not leave the playground without a supervisor's permission! While students are on the playground, there is close communication between the nurse, teacher, teacher aides, Principal, and the Assistant Principal concerning injuries, social problems, and playground

conditions. Persistent discipline problems can be solved by a cooperative effort of all staff involved working with home and child. A significant improvement on a child's playground behavior is noted when a teacher takes an active and supportive interest.

Recess Discipline

First, the recess supervisor will discuss the inappropriate behavior/action with the student and usually issue a warning, unless the incident is severe. If the child is warned again for the same behavior, they will be sent to the wall for a timeout. Depending on the severity of the incident, the child may be sent directly to the office. They will be assigned consequences appropriate for their actions. Students who are fighting, swearing, leaving the playground without permission, or throwing objects will receive at least two days of recess detention.

Any child may be sent to the Assistant Principal or Principal if the child is either involved in a severe one time incident or shows chronic disregard for the playground rules. A copy of the discipline notice, letter, or other form of communication will be sent home to the student's parents and to the classroom teacher.

Kindergarten Policy– Kindergarteners may lose the sense of why they are being punished if they are kept in for a long period of time. A short punishment is quite a punishment for a student at this age. Kindergarteners who are sent to the office from the playground will remain in the office for the remainder of recess. In some cases, more than fifteen minutes are assigned to Kindergarten students who are sent to the office repeatedly for inappropriate behavior.

Recess, In & Out Schedule

Each grade level will be dismissed and return from the playground at the same time. Recess will be thirty minutes two days per week for all students in grades K-2. Students in grades 3-6 will have opportunities for recess at the discretion of their classroom teacher. Supervision will be provided by the aides on the playground. Aides will also walk students to and from recess. In case of injuries on the playground, the child will be sent to the nurse's office. Children will be encouraged by their teachers to use the lavatories before going on the playground. Children may stay off the playground due to health reasons. School policy allows a child to stay in up to three days, and then a doctor's note will be needed. In the winter, students should be dressed to go outside with a coat, snow pants, boots, a hat, and mittens. If students do not have boots or snow pants, they will remain on the blacktop outside and cannot play in the snow.

In case of inclement weather, the children will be kept inside. In general wet falling snow, rain, high winds, wet ground, or a temperature below twenty degrees are all reasons for keeping children inside. Although the school believes that outdoor exercise is beneficial, student safety is our main concern.

Rules for In-Day Recess

Students will not be allowed to play the piano or play any games that involve running or throwing objects. There will be no playing musical instruments, listening to I-pods or personal CD-players, no cell phones, game-boys, or remote control cars. There will be no throwing of any balls during inside recess for safety reasons. Students must get permission from the aide to leave the room. Television and or music from the classroom teacher's CD-player are only allowed if approved by the classroom teacher. Teachers will make available a variety of activities that allow students to become engaged at recess.

Report Card Dates

Quarter Dates	Report Cards Go Home
<u>Quarter 1</u> Sept. 7- November 11	At Parent Teacher Conferences- November 18 th & 21 st .
<u>Quarter 2</u> November 15- Jan. 20	January 27th
<u>Quarter 3</u> January 24- April 6	April 20th
<u>Quarter 4</u> April 9-June 22	June 22nd (LAST DAY!)

Transportation Policy

All students are assigned a bus number/animal and are expected to ride that bus to and from school for the remainder of the school year. If you choose to make a change to the normal dismissal procedure, such as deciding to pick your child up at dismissal or to have them take the bus home when they normally get picked up, you must make those changes by noon that day or earlier by calling the main office or sending in a note of permission with your child. You cannot make

changes daily to your transportation preferences. Please refer to the Board of Education's Transportation Policy attached.

Teachers and bus drivers will not release a child to anyone without authorization from the office. Children being picked up must be dismissed by office personnel, usually from the hallway by the nurse's office. Students are not allowed to be signed out in classrooms (with the exception of Pre-K). Parents or "designated adults" who pick children up from school must sign the daily dismissal list before leaving with the child. This policy is intended to protect all our students and although nothing is foolproof, it does provide an orderly procedure that may prevent an unfortunate incident from happening. For the safety of all children, we ask for your full cooperation in this matter. Busses will not be released from the parking lot until each student is accounted for.

Visitors

All Visitors to the school must report to the Main Office upon arrival at the school. They will be required to sign the visitor's log and will be issued an identification badge which must be worn at all times while in school or on school grounds. The visitor must return the badge to the Main Office before leaving the building and signing out. You must sign into the office even if you are walking your child down to his/her classroom. It is our responsibility to be sure all visitors are known to the office staff for the safety of your child (ren) and our school.

YMCA Before/After School Program:

Please call the YMCA and speak with Jess Walker. She can be reached at 848-3447 or via email at jwalker@fultoncountyyymca.org.

