

Cortland Enlarged City School District

F. E. Smith School
33 Wheeler Avenue
Cortland, New York 13045

**Angela Wanish
Principal**

**Telephone
607-758-4180**

Dear Families:

Welcome to Smith Elementary School! We are fortunate to have an outstanding staff who are committed to providing educational experiences which encourage and challenge each child to be his/her personal best: intellectually, socially, emotionally, and physically. We welcome your involvement and support.

This handbook has been developed to provide parents and guardians with general information pertaining to a variety of school functions and regulations. We ask that you review this information and discuss pertinent aspects with your child. We believe that everyone benefits when the school, students, and parents share a good understanding of mutual expectations. A child's success in school depends a great deal on the school and home cooperatively working together.

We hope that you will find the information in this handbook helpful. We ask that you please sign and return the appropriate pages attached to the back of the handbook. Should you have additional questions or concerns, please contact us.

Sincerely,

Angela Wanish
Principal

2011-2012 Smith School Staff

	Principal	Mrs. Angela Wanish
	Executive Secretary	Mrs. Penny Lisi
	Keyboard Specialist	Mrs. Joanne Dyer
Kindergarten	Mr. Eric Comtois Mrs. Judi Haskins	Art Ms. Kristy Tartaglia
First Grade	Mrs. Barbara Kline Mrs. Julie Lundeen	Library Mrs. Annette Herbert
Second Grade	Mrs. Barbara Closson Mrs. Bonnie Smith	Music Mrs. Eileen Allen Mrs. Allison Capano Mrs. Connie Starmer
Third Grade	Ms. Kristy Alberry Mrs. Kellie Maniaci	PE Mrs. Ilona Ryon Mrs. Maureen White
Fourth Grade	Ms. Jennifer Cowan Mrs. Maria Kohne	Teaching Asst. Mrs. Sue Amante Mrs. Clare Avery Mrs. Anne Francey Mrs. Pam Platt Mrs. Peg Riley
Fifth Grade	Mrs. Teresa Pristash Mrs. Amy Worlock	Teacher Aides Mrs. Bonnie Adamczak Mrs. Wendy Custer Mrs. Anne Davidson Mrs. Andrea Drake Ms. Susanna Foster Mrs. Marnie Giamie Ms. Patricia Haraveth Mrs. Phyllis Hubbel Mrs. Maria Korik Ms. Karen Lewis Ms. Shirley Marsted Mrs. Barb Reif Ms. MaryAnn Riker Mrs. Marie Rooney Mrs. Tracey Rosato
Sixth Grade	Mr. Merrill Miller Mrs. Gail Renninger-Smith	
Title I/Reading Recovery	Mrs. Samantha Marsh Mrs. Jill Ruggiero	
Special Education	Mrs. Nadell Casey Mrs. Cynthia Knodel Ms. Kathleen Plis	
Life Skills	Mrs. Linda Picciano	
Social Worker	Mrs. Irene Workman	
Psychologist	Mrs. Wendy Pautz	
SW/Psych Scty	Ms. Ethel Calhoun	Cafeteria Mrs. Carmen Jones Mrs. Phyllis DeRushia Mrs. Wava Bush
Nurse	Mrs. Joanne Prezioso	
Speech & Language	Mrs. Lynn Thompson Mrs. Gayle Tillotson	Custodians Mrs. Durdica Blazevic Mrs. Rai Cole Mr. Dave Payne

DAILY SCHEDULE

Student Arrival	8:00 a.m. – 8:30 a.m.	
Classes Begin	8:40 a.m.	
Recreation and Lunch:		
	<u>Lunch</u>	<u>Recreation</u>
Gr. K-1	11:20 – 11:45	11:45 – 12:10
Gr. 2 – 3	11:55 – 12:20	12:20 – 12:45
Gr. 4 & LS	12:25 – 12:50	12:50 – 1:15
Gr. 5 – 6	12:50 – 1:15	12:25 – 12:50
Dismissal for Walkers	3:10 p.m.	
Dismissal for Bus Students	3:00 p.m. (as buses arrive)	

Please Note: Students should not arrive before 8:00 a.m. Adult supervision is not available at that time. Any student arriving after 8:40 a.m., must report to the Main Office before going to his/her classroom.

ATTENDANCE

It is extremely important to your child’s education that he/she attend school daily. Missed days can leave gaps in the educational process that can be very difficult to make up. Please make every effort to help your child attend school every day possible. If a student is repeatedly absent, our school social worker will be notified.

ABSENCE/TARDINESS

If a child is going to be tardy or absent from school, parents are requested to notify the school by calling 758-4180. If a child does not arrive at school, we want to be sure that he/she is safe with you. Additionally, written parental excuses are required for all instances of absence or tardiness. Upon return of your child, please send a note with the following information:

Please excuse child’s name from school on date due to reason for absence.

Signature of Parent/Guardian

OR

Please excuse child’s name for being tardy on date due to reason for tardiness.

Signature of Parent/Guardian

REQUEST TO LEAVE SCHOOL EARLY

A written excuse to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving school should be included. The adult picking up the child should report to the main office to request the child’s release. Please arrive early enough to allow the child ample time to organize his/her materials to go home. When possible, medical and dental appointments should be made outside of school hours.

Please note: A student will not be released to an individual other than the parent/guardian, unless that individual has been designated in writing by the parent.

TRANSPORTATION

There is great concern for safety on the school bus. We are asking for your support by discussing this with your child. Teachers and transportation personnel will review the rules of conduct to promote safety and respect for all passengers. Students who cannot accept this responsibility and do not behave in a safe manner, may lose the privilege of riding the bus. Disciplinary action will be taken to let students know the seriousness of this matter. Please review with your child the following guidelines for conduct on the bus:

1. Classroom behavior is expected. (i.e., Be courteous, profane language and/or gestures are not appropriate)
2. The bus driver is authorized to assign seats.
3. Vandalism, Littering, Eating, Drinking, Smoking and/or any other actions which distract the driver or interfere with his/her ability to drive the vehicle in a safe manner are not permitted on the bus.
4. Remain seated while riding the bus.
5. Keep head, hands, feet, and all other objects inside the bus.

We do not want any student to lose the privilege of riding the bus. However, behavior which puts other passengers in danger will not be tolerated. Thank you for discussing this very important matter with your child.

TRANSPORTATION REQUESTS

Applications for transportation to before and/or after school child care must be submitted to the Board of Education Office by August 1st of each year or within 30 days after establishing residence in the Cortland City School District. Late requests may be considered if a reasonable explanation in writing is provided for the delay. You will be notified within 30 calendar days after receipt of the application of action taken by the Board of Education or its designee. Generally, requests should involve no more than one drop off and/or pick up location other than your legal residence.

DAILY BUS CHANGES

If it is necessary to change your child’s transportation for child care purposes on a particular day, please send in a written request. If a child is going to be picked up at school, they must have a written note and be signed out at the office. Samples of information needed are below. **Please Note: Transportation cannot be provided for students who are designated as walkers.**

Sample Notes:

Date _____

Date _____

Please allow child’s name to go to:

Please allow name of adult
to pick up my child child’s name
from school at time on date.

Residence Name _____

Address _____

Phone _____

Date (s) involved _____

Signature of parent/guardian

Signature of parent/guardian

BICYCLES

For safety purposes, we recommend that students in the primary grades not ride bicycles to school. Students who choose to ride their bikes to school should keep the bike locked at the school racks throughout the day. Students are not permitted to ride their bikes during the school day. **Written parent permission is required for any bus student who wishes to ride his/her bike to school. As outlined by New York State Law, all children under the age of fourteen must wear a helmet when riding a bike.**

CHANGE OF RESIDENCE, TELEPHONE NUMBER, OR EMERGENCY CONTACT

If you change your address, home or work telephone number, please notify the secretary at once. Additionally, please notify us if your emergency contact information changes.

VISITORS

All visitors to any of the Cortland City School buildings are required to report to the main office of the building they wish to visit and sign in. Parents are encouraged and welcome to visit Smith School. Please be advised that students from other schools or friends are not allowed to visit during the day.

INCLEMENT WEATHER GUIDELINES

In the early morning hours during inclement weather, our local radio station, WKRT, will begin carrying announcements at approximately 6:00 a.m. of any closings or delays in the Cortland City School District. Worsening weather conditions or other emergencies, (i.e. power failure, etc.), may force the early closing of school buildings. If this should happen, we will follow the directions you have provided on the early closing procedure card. On such a day, our phone lines may become jammed. DO NOT plan for your child to contact you by telephone. Be prepared in advance by keeping emergency dismissal information pertaining to your child/children up to date. Please advise us of any change in these procedures prior to an emergency closing.

FIRE SAFETY

Smith School has fire drills held at irregular intervals throughout the year. Each teacher will be in charge of the class he/she is instructing. All visitors to our school must exit the building during a fire drill.

USE OF SCHOOL PHONE

The school phone is for business purposes. Children with a *legitimate* reason may use it *with permission* from their teacher and/or the office.

STUDENT DRESS

The home and school need to cooperate in the matter of dress. School is the child's place of business and children who are dressed in appropriate school clothing seem to do a better job. The children go outside for recess on nice weather days, including wintertime. Please be sure your child has appropriate clothing to match the seasonal temperatures (in the winter dress your child in boots, a hat, a pair of mittens, etc.).

Expectations for Physical Education Classes:

Student Dress

Gr. K-3: Sneakers, jeans or sweatpants; children should avoid wearing sandals, clogs, boots or other footwear that may be unsafe for athletic activity on gym days.

Gr. 4-6: Students are assigned lockers and expected to change into gym clothes. Recommended clothing: Sneakers, T-Shirt/Sweatshirt and shorts/sweatpants.

Please refer to the District Student Code of Conduct for further information regarding Student Dress Code.

LOST AND FOUND

All articles lost or found should be reported to or taken to the main office. Students looking for a lost item should look there first. It is helpful if the child's name and grade are plainly marked on all clothing, books, bookbags, lunches, etc. The last Friday of each month will be clear off day. All items left unclaimed will be discarded.

HOMEWORK

Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside 15-60 minutes each evening for children to read, practice math or spelling, or do assigned homework. This is an important pattern in responsibility to establish when children are young. Parents of very young students may use this time to read to their child. We at Smith School urge parents to read with their child on a daily basis. Not only will it help to further your child's educational development, but it will help to foster a love of reading while reinforcing close parent/child relationships.

REPORT CARDS

Report cards are issued quarterly, at ten-week intervals, throughout the year. Additionally, you can expect to receive 15- and 25-week interim reports.

PARENT CONFERENCES

Parent conferences will be held on November 18th. Additional conferences can be arranged as needed. Parents are encouraged to keep open lines of communication with staff.

SAFETY PATROL

Fifth and sixth graders who have been recommended by their teacher as responsible citizens may be chosen as safety patrol members. This job is extremely important to the safety of all children who attend Smith School. Children chosen for the safety patrol must continue to exhibit responsible behavior on their post and during the school day.

SCHOOL STORE

Smith School operates a small school store. Students may purchase basic items such as pencils, paper, and pens. The store is open from 8:10-8:25 a.m. in the gym by the girls' locker room. Prices of items are posted.

FIELD TRIPS

Throughout the school year your child's class will have an opportunity to visit educational points of interest in the surrounding areas. We ask that you complete the necessary permission slip, which will allow your child to accompany his/her class on various field trips. You will be notified in advance as to the details of all such trips.

PHOTOS AND VIDEOS OF STUDENTS

Frequently children are photographed and/or video taped while participating in school activities. On occasion, these photos/videos may be used as part of a press release. i.e., local newspaper, district calendar, local TV, etc. Please sign the attached permission slip to grant your permission for your child to be photographed and/or videotaped.

HEALTH OFFICE INFORMATION

The school nurse's duties are many and varied. Her primary responsibilities include checking attendance, attending to ill or injured persons, supervising school physicals, and dispensing medications. **Our school nurse is not a doctor and, therefore, cannot diagnose specific illnesses or injuries.**

Physicals – Physical examinations are required for students in kindergarten, second, and fourth grades. Parents are encouraged to have their children examined by a family physician. If this is not possible, students will be examined by a School Nurse Practitioner.

Medication – New York State has outlined very specific guidelines for medication to be administered during school hours. *All medication must be brought by an adult to the school nurse in the original prescription container.* It must be accompanied by a written request from the physician indicating the frequency and dosage of the prescribed medicine and written permission from the parent to administer the medication. At no time is the school nurse or any other staff member permitted to dispense over-the-counter medication such as aspirin, cough medicine, throat lozenges, etc. Medications are not to be transported to and from school on the bus.

Accidents – If an injury occurs on the school grounds during the school day, the parent will be notified. In the event that a parent cannot be reached, the person listed as the emergency contact will be called.

Illness – For the protection of your child and others, students who have a fever, are too ill to go outside for recess or to participate in Physical Education classes, should stay at home. If a student becomes ill during the school day, a parent or guardian will be notified to pick up the child.

Head Lice – Head lice is a perpetual problem. It can happen to anyone who comes into close contact with another infested individual. The school nurse performs periodic head checks, attends to referrals, and conducts follow-ups. However, it is impossible for her to check every student every day. Therefore, we ask that you check your child's head regularly for evidence of head lice or nits (eggs). While head lice can be difficult to get rid of, it is not impossible. It is necessary to purchase special shampoo, use according to directions, and to comb hair thoroughly with a fine-tooth metal comb to remove all nits. If you suspect your child has head lice, please notify the school.

HIV Infections/AIDS – Students diagnosed with HIV infection/AIDS have a right to privacy, a free, appropriate public education, and confidential treatment of their HIV status. **No disclosures** can be required or may occur without the student and/or parent signing the "Authorization for Release of Confidential HIV Related Information" form available from the school nurse, principal, or the Cortland County Health Department. Following exposure to another individual's potentially infectious body fluid, it is highly recommended HIV testing be sought and prophylactic treatment begun with 36 hours in indicated cases. Go to <http://cortlandschools.org/CECSDpol.nsf> for further information and a complete posting of all policies.

Alcohol, Tobacco, and Other Drugs – Chemical or drugging substances are any substances capable of altering physiological and or psychological functioning including, but not limited to, prescription and non-prescription drugs, except as cited in "Medications for Pupils" policy. Tobacco and any other drugging substances are prohibited any time in school buildings, on school grounds, and at school sponsored events. Students may not use, misuse, abuse, possess, give, sell, and/or distribute any such substances or their paraphernalia. Any staff member who has reasonable cause to suspect that a student is an alcohol or other substance abuser or substance dependent, must report suspicions to the school principal. Go to <http://cortlandschools.org/CECSDpol.nsf> for further information and a complete posting of all policies.

Assistance for Tobacco, Alcohol, or Other Drug Use – Confidential help is available for students through a school social worker or school psychologist. Ask for a "Confidential Request for Pre-Assessment" form. Students may be referred for further assistance to community agencies.

SCHOOL COUNSELORS

The school social worker and psychologist provide support for children with differing needs. Services can include prevention, in-school counseling, or referral to an outside agency. Most programs require parental consent.

For more significant concerns that may interfere with academic and social functioning, children may be seen regularly by a social worker or psychologist. Counseling services focus on developing new skills that will assist in building self-esteem, improving social interaction, coping with anxiety, or dealing with the many other issues children face. Other services may include psychological assessment, classroom presentations, family support, and community referrals.

CAFETERIA

Morning Breakfast Program - The Cortland City School District provides a Morning Breakfast Program for all students who want to participate. The breakfast will be served in the auditoria every morning starting at 8:00 a.m. The typical breakfast served may include: toast, milk, juice, and 1-oz cereal (bowl pack) or a hot entree.

Lunch - The cafeteria will serve a full, balanced meal for lunch. Each full lunch consists of meat, vegetable, a starch (bread), fruit or dessert, and milk. Salad, substituted for the hot lunch, is available. Peanut butter and jelly is always an option, in addition to the daily-featured sandwich. Children may also bring their lunch and buy their milk if they wish. A variety of ice cream is available on Fridays.

Pricing Info.

Breakfast: \$1.10 daily \$5.50 weekly

Lunch: \$1.35 daily \$6.75 weekly

Milk: \$.60

Ice Cream: \$.65 (Friday's only) ***Ice cream money cannot be taken from a child's lunch ticket unless a letter is sent from the parent giving permission for this transaction.**

Lunch Cards - For your convenience, lunch cards and accounts are provided for all students. Our cafeteria is equipped to handle lunch payments for as long as you desire (even yearly if you wish). We encourage this versus daily payments. You may pay in cash (please put money in an envelope clearly marked with the student's name, teacher's name and what the money for) or you may pay with a check.

Free and Reduced Price School Meals/Milk - Applications for free and reduced price school meals/milk are available to households who meet Federal Income Guidelines. Applications must be completed annually. Stop in the main office for an application and return it to the school.

Cafeteria Loan Policy - Children who forget or lose their money will be allowed to "charge" their lunch. It is expected that this loan will be repaid the following day. If your child's account has a negative balance, the school cafeteria will notify you.

Note: To help your child's teacher and to be sure your account is credited properly, please send money in a sealed envelope which is clearly labeled with your child's name and what the money is to be used for.

District - Wide Elementary Discipline Guidelines: Steps to Self-Control

1. Students are given a single reminder about inappropriate behavior.
2. Following a reminder, a brief “time-out” or thinking time will be arranged for the student to gain self-control, after which the student will return to the lesson or activity.
3. If the student continues to behave inappropriately, a buddy-teacher will be sent for by the teacher/supervising adult. The student will accompany the teacher back to his/her room for a time-out for the rest of the period, after which the student will return to his/her own room to resume regular activity.
4. Should a student become disruptive in the buddy-teacher’s classroom, or on return to homeroom, the buddy-teacher/homeroom teacher will send for the principal or designee to retrieve the student and escort him/her to the office for a time-out until the end of the period or such time as the principal determines that the student is ready to reenter the classroom. In this case, parents will be notified that step four has been reached. This will require the parent to make arrangements for a conference via principal or his/her designee.
5. Any student receiving an out-of-school suspension will need to have his/her parent arrange a conference with the principal.
6. In extreme situations, where a student may be physically out of control, a teacher will ask for assistance from the principal, social worker, or head teacher. In no instances will students be “sent” from the classroom, but will always be escorted by an adult. Adults will use physical restraint in instances where the physical well being of a child or adult is threatened, for the protection of property, or for the removal of a disruptive student. In situations where health or safety is jeopardized, the local police may be called to provide assistance.

The above procedure is utilized for out-of-control behavior in order that the children regain their self-control in the shortest time possible. Other logical consequences such as loss of privilege or an apology of action may be suitable for other misbehavior. In such cases teachers work with students to improve their behavior through these and other appropriate means that are reasonable and respectful of student needs.

SCHOOL WIDE EXPECTATIONS FOR SMITH SCHOOL

- Treat others the way you want to be treated.
- Be safe and courteous.
- Do your personal best.
- Respond quickly to the quiet hand signal.

Note: Every student in the Cortland City School District will receive a copy of the district-wide Student Code of Conduct. Additionally, a Code of Conduct Parent Summary will be sent to each home.

PARENT-TEACHER ORGANIZATIONS

Smith School is fortunate to have an active PTO. We strongly encourage you to participate. It is a great way to become involved in the school community and to show support to your child and the school. Additional information about the Smith School PTO (meeting/event schedule, committee information, etc.) will be sent home with your child.

PTO Mission Statement

The F.E. Smith School PTO exists to promote the total welfare of the children of our school. We promote educational opportunities for our students. We sponsor family-oriented functions for our students and their families. We encourage open communications between students, families, teachers, and school administrators. It is our goal to truly support our total school program.

2011 – 2012 PTO Officers

President	Sue Barnes
Vice-President	Andrea Hart
Treasurer	Paul Klinger
Secretary	Jessica Caputo

PTO Positions/Committees

Refreshment Committee
Staff Appreciation Committee
Picnic Supper Committee
Ice Cream Social Committee
Election Day Bake Sale/Fund Raiser
Book Fair/Fund Raiser
GM Box Tops/Fund Raiser



Your help is needed with all of the positions and committees listed above.

Cortland City School District

Smith Elementary School

Please complete the following and return to the school as soon as possible.

Children's Name _____ Teacher _____

I have read the Smith School Handbook and have reviewed with my child the District-Wide Elementary Discipline Guidelines: Steps to Self Control, the School-Wide Expectations for Smith School, and the Transportation Guidelines.

(Parent Guardian Signature) (Date)



SMITH ELEMENTARY BLANKET PERMISSION SLIP

2011-2012 SCHOOL YEAR

Name of Child _____ Teacher _____ Grade _____

___ Yes ___ No I give my permission for my child to go on school or classroom trips during the elementary school year within the school district. You will be notified in advance as to the details of all such trips. *Separate field trip forms will be sent home for field trips outside the school district.

___ Yes ___ No I give Smith School permission to release my child's name and picture to local newspapers relating to school activities. (On occasion, local newspapers come in to take pictures of different projects/events students are involved in. With your permission, your child may be photographed and put in the local newspapers relating to school activities).

___ Yes ___ No I give Smith School permission to photograph and/or videotape my child while at school or engaged in school-related activities. ** These images may be used in the "End of Year Celebration" CD/DVD. Please note the End of Year photo CD/DVD is made available to all Smith School families for purchase. If you do not want your child photographed, they will not be on the End of Year Celebration CD/DVD.

Date _____ Parent/Guardian Signature _____