



# MOSES DEWITT FAMILY HANDBOOK



The Moses DeWitt Family Handbook has been updated to reflect policy changes and current procedures. Please read it thoroughly and keep it for reference. The handbook, including any minor updates will always be available on our website:

[www.jamesvilledewitt.org](http://www.jamesvilledewitt.org)

August 2024

**MOSES DEWITT ELEMENTARY SCHOOL  
201 JAMESVILLE ROAD  
DEWITT, NEW YORK 13214**

Key phone numbers and contacts:

District office	315-445-8300 fax: 315-445-8477
Moses Dewitt Elementary main office	315-445-8370 fax: 315-445-2274
Nurse	315-445-5202
Jamesville Elementary main office	315-445-8460 fax: 315-445-8444
Tecumseh Elementary main office	315-445-8320 fax: 315-445-9872
Middle School main office	315-445-8360 fax: 315-445-8421
High School main office	315-445-8340 fax: 315-445-8307
Athletic Department	315-445-8345 fax: 315-445-8307
Food Service	315-445-5286 fax: 315-445-8307
Transportation	315-445-8388 fax: 315-445-8311

**JAMESVILLE-DEWITT SCHOOL DISTRICT  
MISSION STATEMENT**

The Jamesville-DeWitt Central School District has an uncompromising commitment to excellence in preparing students to achieve and succeed, to respect themselves and others, and to practice life-long learning in an ever-changing, richly diverse global society. We take responsibility for providing a challenging educational experience in a safe and nurturing environment. We dedicate ourselves to the academic, artistic, social, emotional and physical development of each student.

**DISTRICT WEBSITE:**

[www.jamesvilledewitt.org](http://www.jamesvilledewitt.org)

**MOSES DEWITT WEBSITE:**

[www.jamesvilledewitt.org/moses-dewitt-elementary](http://www.jamesvilledewitt.org/moses-dewitt-elementary)

## TABLE OF CONTENTS

	<b>Pages</b>
Daily Procedures: Arrival, Dismissal and Attendance	3 - 5
School Information	5 - 9
Bus Transportation	10 - 11
Cafeteria Breakfast / Lunch Program	11
Curriculum and Homework	12 - 13
Discipline and Responsibility / Summary of Code of Conduct	14 - 17
Harassment and Discrimination	17 - 18
Health Office Information	18 - 21

Moses DeWitt **SCHOOL HOURS** are as follows:

8:35 am	Arrival, Breakfast Program
8:45 am	Instruction begins for K-4; students are considered tardy at 8:46
3:20 pm	Student pick-up, at front loop
3:25 pm	Bus dismissal

### **ARRIVAL and DISMISSAL**

#### **DRIVING YOUR STUDENT TO/FROM SCHOOL**

Should a family elect to drive your student to school, please note the following:

- a. Your student should arrive to school no earlier than 8:35 A.M. when doors are unlocked and supervision is available.
- b. Students participating in the Town of DeWitt morning program should enter the school at the back cafeteria door.
- c. When bringing your student to school, approach the school via Canterbury Road, turn right onto Jamesville Road, and enter the front loop. Once near the front entrance, your student will exit your vehicle when invited to do so by a MDES staff member. Your student will enter the school and proceed to their classroom independently.
- d. Do not enter the main parking lot between 8:00 and 9:00.
- e. On days when the school day is delayed due to weather conditions or other emergencies, arrival of all students should be delayed for a corresponding amount of time. If school is on a one-hour delay students may be dropped off at 9:35. If school is on a two-hour delay, students may be dropped off at 10:35.
- f. It is illegal to pass a school bus with flashing red lights even on school grounds.

#### **LATE ARRIVALS**

Students arriving late (after 8:45 A.M.) must be signed into school by an adult. A written excuse is required.

- a. Ring the buzzer at the main entrance to be buzzed into the vestibule.
- b. The materials needed to sign your student into school are on the table.
- c. Your student will enter the school and proceed to their classroom independently.

#### **PICKING YOUR STUDENT UP IN THE MIDDLE OF THE DAY**

Occasionally children have important appointments in the middle of the day or become ill and need to leave school early.

- Send a written note to your student's teacher in the morning. The teacher will forward the note to the main office.
- Upon arrival at school, ring the front buzzer and identify yourself. The secretary will call the classroom or the nurse and your child will meet you at the main entrance.
- Please note, your child will not be called to the office until the person picking your child up actually arrives at school.

#### **TAKING ANOTHER BUS HOME IS NOT ALLOWED**

If it necessary for your child to **DISSEMBARK AT A DIFFERENT STOP** from their regularly assigned bus, a **written** note must be sent to your child's teacher, including name of the child, address, regular bus number and the location of the alternate stop for the day.

For your child's safety, phone calls regarding a change in your student's after school schedule can only be accepted in an emergency situation. A written note in the morning to your student's teacher is the proper and safest procedure.

If your student attends an after school student care program, it is your responsibility to notify the center of any change in plans.

Anyone picking up a student from school should be prepared to show identification.

If you pick your student up at the end of the day, we ask that you do so at 3:20 P.M. so as to minimize the disruption to instructional time. Walkers and students being picked up will be called to the main lobby and dismissed from the main entrance.

### **STUDENT ATTENDANCE**

Regular attendance and punctuality helps to insure that your student's school experience is maximized.

New York State law and the JD school attendance policy clearly identifies the legal reasons for a student's absence. They are: personal illness, illness or death in the family, religious observations, and physician/dentist appointments. The law further states that all students, ages 6-16, attend school on a full time basis. All other absences, including family vacations or travel to visit family, are considered unexcused.

A written excuse is required from parents or guardians each time a student is tardy or absent. The written note should be sent to school with the student on the day he/she returns to school containing:

- a. the student's name,
- b. the date or dates of the absence or tardiness,
- c. the reason(s) for the absence or tardiness, and
- d. the parent's signature.

Students must make up missed work with the teacher.

If your student is going to be absent, please call school at 315-445-8370. You may leave a message on the phone at any time. If your student is absent, and we do not receive a call from you, you will receive a phone call verifying your student's absence.

### **Extended Illness**

Students who have an extended illness may be placed on homebound instruction and will not be counted as absent during the extended illness. If a student is absent in excess of 10 school days, the parent should contact the elementary main office to request a homebound instructor. A physician's statement indicating the need for, and the dates and the length of the homebound instruction must be submitted by the parent or guardian before approval by the administration. Under the direction of the homebound instructor, the student will complete all missed assignments and continue assigned course work. When the assignments are satisfactorily completed and approved by the teacher, the student will be marked in attendance for the days missed due to illness.

### **Excessive/Chronic Absence**

Parents will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. The following guidelines should be followed in all buildings:

The family of an absent student will be contacted every day a student is absent. A letter may also be sent requesting a conference if a student is absent without reason for 10 days in a 20 week period. Based upon the response to this letter and/or the scheduled conference, the principal will make a determination as to whether a report to Child Protective Services is warranted. Individual buildings/grade levels will address procedures to implement the notification process to the parent.

### **Excuses from Physical Education or Recess**

All students are expected to actively participate in recess daily. If your student is too sick to go outside they should stay home until feeling better. All students should come to school dressed appropriately for outdoor recess. All playground and PE excuses should state the reason for exclusion and date of return, and be signed by a physician. Otherwise all students are expected to participate in PE and recess.

## **SCHOOL INFORMATION**

### **COMMUNICATION**

Jamesville DeWitt School District uses the ParentSquare communication app. Please make sure the district has your up-to-date phone number and email address in order for the system to work. **When sending a message regarding your child's absence or emergency changes in dismissal plans, please include the classroom teacher as well as the school secretary, Debbi Hiller.**

### **EMERGENCY CONTACT INFORMATION**

In the event that a phone number changes, please notify the school immediately. It is imperative that contact information be kept up to date, especially in the event of an emergency. If a student needs to contact a caregiver during the school day, they will use the Main Office phone to do so. If a caregiver needs to contact a student, they may contact the main office. Student use of personal mobile devices is prohibited during the school day and will be subject to disciplinary responses.

### **FIELD TRIPS**

Field trips are designed to give students meaningful learning experiences outside of the classroom. In order for a student to attend a field trip, a completed permission slip must be signed and returned to school prior to the field trip. Participation is also dependent upon health and safety, as well as disciplinary considerations.

### **FIELD TRIP CHAPERONES**

Teachers may request volunteer chaperones to attend a field trip. Chaperones have a significant responsibility and serve as additional supervisors to help insure the safety of the student. Chaperones will receive specific directions from the supervising teacher. For safety purposes, chaperones may not bring other children on the field trip and must ride the bus to and from the field trip destination. Not all field trips require chaperones.

### **FOOD / BIRTHDAYS / PARTIES**

Each student has the opportunity to enjoy a healthy nutritious **snack** during the school day. Please check with your student's teacher regarding the procedure and be aware of any special considerations regarding students with allergies.

**Classroom parties** are scheduled in October, December, February, and the end of the year. Room parents or other representative of the PTSA will plan for these events in consultation with the classroom teacher. When parties involve food it is imperative food is store bought and takes into consideration the goals of the District

Wellness Policy that state, *The District is committed to providing a school environment that promotes and protects students' health, well-being, and the ability to learn by fostering healthy eating and physical activity, as well as any allergens prohibited in the classroom.*

Any food brought into the school will be checked by the school nurse prior to the food being brought into the classroom to insure no allergens are present and is safe for consumption by all students in the class.

**Student birthdays will be celebrated with non-food activities** and will be arranged at the discretion of the classroom teacher. Parents are asked not to send invitations for home birthday parties into school with your student. Aside from the possibility of an invitation getting lost, there is a risk of unintentionally hurting the feelings of those students who have not been invited. Student addresses or contact information will not be provided by the school or classroom teacher.

## **GIFTS AND DONATIONS**

Donations to the school must be made according to Board of Education's policy. Please check with the building principal prior to the donation. Gifts to the Parent Teacher Student Association are welcomed and should be made directly to the PTSA.

## **LOST AND FOUND**

Occasionally students misplace their personal belongings. We have a *Lost & Found* table in the main hall which students may check if an item is missing. We ask you also to **MARK YOUR STUDENT'S BELONGINGS AND CLOTHES WITH THEIR NAME**. This will reduce the number of missing items and help us identify to whom any found items belong. All lost & found items not claimed are periodically donated to charity.

## **NOTES TO SCHOOL**

New York State Education Law requires an excuse for all tardiness, absence, and early dismissal.

1. A note is required if your student is going anywhere other than home off the bus from school. If a note is not received, your student will go to his or her usual place off the bus.
2. A note is required if your student will be staying at school for an after school activity. One note at the start of the program is sufficient.
3. A note is also required if you are planning to pick up your student early or at the end of the day, or if someone other than a parent is picking up your student. **We will only release your student to someone listed by you on the emergency form if we do not have a note!**

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are one of the best ways for communication between school and home to take place. Time is allocated for parent-teacher conferences directly following the first quarter of the school year. In addition, parents and teachers are encouraged to arrange conferences throughout the year. Telephone calls, Parent Square, email and letters/notes are practical ways to keep these lines of communication open. Parents may contact the teacher and/or request a conference at anytime during the school year.

During a parent-teacher conference, you should expect that your child's teacher will Review student's progress, Identify strengths and weaknesses, including sharing examples, and seek your input.

If concerns are identified, teachers will work with caregivers to develop an appropriate plan of action to address the concerns.

## **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

The PTSA is an organization that supports Moses DeWitt Elementary School by providing the students of our school with both physical and moral support. Without an active and committed PTSA, many of the cultural and creative activities would not be possible. The PTSA meets regularly throughout the school year to plan and execute diverse programs for the students and is dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement. Please plan to attend meetings and volunteer to help our community thrive. There are many varied opportunities and ways for **families** to engage at Moses Dewitt. Please email the PTSA at MosesDewittPTSA@gmail.com with any questions.

The PTSA sponsors:

- Ice Cream Social
- Book Swap
- Movies
- Classroom parties
- After School Programs
- Fundraisers
- Yearbook
- Fun Night
- Holiday Magic
- Kids Care
- Holiday Parties
- Recognition
- Diversity Night
- Kindergarten Orientation/bus round up
- Moving up ceremony
- End of Year Picnic

## **PARKING**

**ENTRY TO THE MAIN PARKING LOT IS RESTRICTED TO STAFF AND BUSES ONLY FROM 7:30 A.M.-9:00 A.M. AND AGAIN FROM 2:30 P.M. - 4:00 P.M.** Certain other spaces are also further restricted. If you plan to drop off or pick up your student during these hours please utilize the parent drop off loop in front of the school. The front loop is a designated fire lane. There is absolutely no parking allowed in the front loop except for dropping off and picking up students. Do not park in the loop when attending school functions. Caution should be used if utilizing the driveway for a turnaround.

## **RECESS / PLAYGROUND**

The playground is used for recess and enjoyment. Students are instructed on the proper use of the equipment, and given specific direction about expected behavior and deportment on the playground. Adult supervision is provided at all times.

Students go out for recess on the playground every day unless it is raining, or the temperature is below zero degrees or there is a wind chill of zero or below. Therefore, parents are asked to make sure their student is appropriately dressed for outside play. Please check the weather and temperature each day. We expect students will come to school dressed to go outside at recess and may need snow pants, boots, heavy coats, mittens or gloves, and hats.

### **Playground/Gym Equipment Rules:**

For health and safety reasons, the staff will review the rules for playground or indoor recess with students. You can help by reviewing these with your student.

- Slide
  - walk up the ladder; one person at a time
  - slide down, feet first, as soon as you get to the top
  - move away from the bottom of the slide as soon as you get there
- Swing
  - sit
  - one person only
  - swing backward/forward only
  - wait to the side of the swing for your turn



- do not walk in front or back of the swing
- use the wheelchair swing only with permission

- Climbing      ● one at a time  
 Apparatus    ● be careful of others  
                   ● take your time  
                   ● look before you move

- Sledding      ● slide down center of hill  
                   ● must sit on sled  
                   ● walk back up on side of hill  
                   ● utilize only a school sled

These guidelines will be reviewed with students regularly. Whenever you are on the playground as a family, it would be helpful to reinforce these guidelines.

### **RECORD TRANSFER**

If your student will be transferring to another school, please contact the new school and have a Request for Records sent to Moses DeWitt. Student records will be forwarded directly to the new school.

### **REGISTRATION**

Students entering the Jamesville DeWitt School District for the first time must comply with the registration laws of the State of New York.

Please visit the [District's Registration Page](#) for current and complete information. Registration may be completed online or in person.

### **REPORTING TO PARENTS AND GUARDIANS**

Parents/legal guardians shall receive a report of student progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of student progress and school related data. Report cards are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc. Third and fourth grade parents will also receive an Individual Student Report (ISR) indicating their student's performance on the NYS ELA and Math Assessments.

### **SCHOOL CLOSINGS**

Families will receive an announcement via Parent Square if school is closed for inclement weather. Announcements will also be made via television and radio.

Families should have a plan in place for child care in the event of a school closing, delay or early dismissal. To reduce anxiety, please make sure your child is aware of the plan.

### **SCHOOL SAFETY**

All exterior school doors are locked at all times with the exception of arrival and dismissal times. All visitors to the school must report to the main entrance, ring the buzzer, and state the purpose of their visit.

All visitors entering the school must report directly to the main office and are required to wear a visitor badge for the entirety of the visit. Staff members will meet visitors in the office to escort them to their destination. When visitors are granted access to the school, it is expected that they will report only to the area of stated

business. Prior to departure, staff members and visitors will return to the main office where the visitor will sign out.

When large group events occur, visitors will enter the building and follow the directions provided at the time of entry. Visitors should arrive no earlier than fifteen minutes prior to the event and must remain in the designated area of the event. Additional information will be communicated prior to the event.

## **SCHOOL SUPPLIES/MATERIALS**

Your student is expected to come to school prepared to learn. All school supplies your student will need are provided by the school district. Most students find a water bottle and backpack helpful.

## **STUDENT RECORDS**

Your student has a permanent record on file in school. If you wish to review it, please call the school in advance for an appointment. The principal or his/her designee will review the folder with you and be available to answer any questions regarding the documents contained in it.

We ask that parents who have **custody papers** for their student bring the papers into school so we can make copies of the court order regarding such custody. These orders must be on file in order for us to comply appropriately.

## **STUDENT EVALUATION**

### **PLACEMENT**

Placement within the system, with respect to school building, shall be at the discretion of the Superintendent. Placement within the system with respect to teacher and grade shall be at the discretion of the school administrator and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/legal guardian and teacher input, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administrator. Requests for a specific teacher will not be considered. Refer to the "Class Placement Process" document on our school website for additional information.

Jamesville Dewitt has a full range of support services for those children who meet various eligibility requirements.

## **VOLUNTEERS / VISITATIONS**

Teachers will contact parents in the event a volunteer opportunity arises. Teachers will provide the main office with a prearranged volunteer list. If you are not on this list when you arrive to volunteer, the main office will contact the classroom to verify your volunteer status.

Parents interested in general volunteering should contact our Parent Teacher Student Association (PTSA).

For the safety of all students, lunch visits are not permitted.

ALL VOLUNTEERS AND VISITORS MUST SIGN IN AT THE OFFICE AND WEAR A VISITOR BADGE.

CONFIDENTIALITY (Volunteers/Visitors):

It is important for volunteers and visitors alike to appreciate the value of confidentiality. We expect that you will be prudent and sensitive regarding things you may hear or see while visiting our school.

## **BUS TRANSPORTATION**

The safe and orderly transportation of your student to and from school is an important responsibility. The Transportation Office establishes the routes and pickup/return schedules. Call the **TRANSPORTATION OFFICE at 315-445-8388** with questions regarding the location of your student's bus stop, the time when your student will be picked up or returned home, or what bus your student will ride.

Families may visit the [District's Transportation](#) site for the most current transportation information.

The **Student Transportation Information** form, which can be downloaded from the transportation website, must be completed for each new entrant and thereafter for every student each summer when a student is being transported to or from a location other than the primary residence. This paperwork gives the school secretary the correct busing schedule for your student's teacher prior to the start of school and provides vital information to the Transportation Department as they plan the bus routes. A new form will be included with your student's final report card each year. Please note the date the form needs to be returned to school.

### **GENERAL INFORMATION ON BUS TRANSPORTATION**

Our students are expected to be courteous and responsible at designated bus stops, respecting other people's property while waiting for their bus. We suggest that students be at the bus stop at least five minutes before bus arrival time. Drivers will be instructed not to wait for students since delays create problems for peak-time traffic.

Bus drivers have complete responsibility and authority when dealing with students entering, riding, and leaving the bus. Students are expected to conduct themselves so as not to distract the driver. The driver has the authority to assign special seats to students who are creating a disturbance. In the event that a student is creating a disturbance, a Student Conduct Report will be completed and forwarded to the transportation supervisor and appropriate building principal. The use of obscene language on the school bus will not be tolerated.

Our intent is to transport students to school and home in a timely and safe manner. Any object that can be placed on the lap of a student and does not protrude into the aisle is permitted. Live animals, glass containers and large instruments may not be transported on a school bus.

Students will be let off the bus at the same location as they were picked up on regular routes. If a student wishes to ride their same bus, but be dropped off at a different stop, the student must have a note from a parent or guardian and signed by the building principal or designee.

### **Rules for at the bus stop**

- Students should be at the bus stop at least five minutes prior to the arrival of the bus.
- While waiting for the bus, respect private property and stay off lawns.
- Stay out of the street.
- Avoid horseplay.
- When the bus is in sight, form a straight line. Do not approach the bus until it has stopped moving.
- Board the bus one student at a time without pushing. The stairs can get slippery so use the handrail.

### **Rules while on the bus**

- Follow the bus driver's directions the first time they are given.
- Be courteous to others. Do not use profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Keep your arms, head and possessions in the bus at all times.
- Do not smoke.
- Do not cause damage to the bus or to other people's property.
- Stay in your seat unless the bus is at rest and you are boarding or departing the bus.
- The bus driver is authorized to assign seats.
- Make room for those who need a seat.

### **Rules for crossing the street**

- If it is necessary to cross the street after getting off the bus, be sure to cross at least 15 feet in front of the bus in clear view of the driver, and wait for the driver's signal to cross.
- Students not crossing the street should move away from the bus.

### **Items on buses**

- Students are responsible for any special items they bring on the bus. They will lose the privilege of bringing special items on the bus if there are problems.
- Generally, if an item does not fit in a student's lap, it will not be permitted on the bus.

## **CAFETERIA BREAKFAST/LUNCH PROGRAM**

Every day the school offers two nutritious and well-balanced meal opportunities. Each meal is designed to meet the guidelines of the Healthy Hungry Free Kids Act of 2010.

All Jamesville-DeWitt Central School students are invited to utilize the district's **breakfast and lunch program** which is provided free of charge regardless of family income. If you have any questions, would like to view menus or have other inquiries for food service, please visit the Food Service link from the district website or call the district Food Service office at 315-445-5286.

Students with special dietary needs must submit a note signed by their physician. Please send this note to the school nurse and the nurse will give a copy to the cafeteria manager.

Jamesville-DeWitt utilizes the *My School Bucks* program for students who would like to purchase a snack during lunch time. *My School Bucks* is a secure online school meal prepayment system. The district must have a note on file for students to charge a snack. More information is available at [www.myschoolbucks.com](http://www.myschoolbucks.com).

# CURRICULUM

The curriculum followed by Moses DeWitt Elementary School is aligned to the Common Core Curriculum, adopted in 2011 by New York State. Each year the staff makes a presentation to parents describing the salient aspects and components of the standards and benchmarks. This is done at the annual *Curriculum Night*. Please refer to the yearly calendar for the specific date and time.

## **1. LANGUAGE ARTS**

Language Arts is the combination of reading, writing, spelling and grammar. It includes phonics, literature, composition, and communication skills. Handwriting is a skill that is taught in the context of all subjects, but is commonly associated with Language Arts.

## **2. MATHEMATICS**

The NYS Math standards are divided into standards for mathematical content and standards for mathematical practice. Content at all levels includes: counting & cardinality, operations & algebraic thinking, number & operations in base ten, measurement & data, and geometry.

## **3. SCIENCE**

Science is the study of the biological and physical nature of our environment. It includes the introduction of the laws of nature, the scientific method of process, and environmental studies. The Science program is integrated and hands-on. Health instruction is taught within the scope of the Science and Physical Education curricula. It emphasizes hygiene, making good healthy decisions, and abstinence from tobacco, alcohol, and drugs.

## **4. SOCIAL STUDIES**

Social Studies is the study of history, geography, and sociology. Students learn about their past with the present, and the relationship of their physical world with human actions. Included in Social Studies are topics such as map skills, community, interdependence, culture, society, and diversity. Social Studies is also integrated, especially with Language Arts and Science.

## **5. EXPLORATORY ARTS**

The Exploratory Arts, sometimes referred to as *specials*, are Art, Music, Physical Education, and Library. Students have regular classes in each of these subjects every week. Much of these curricula combine the opportunity to learn and use many forms of expression with specific skills. Both individual and cooperative activities are employed. These subjects provide richness and depth to the student's learning and help him/her become well-rounded.

## **6. CHORUS**

All fourth grade students participate in chorus. It is regularly scheduled once in a six-day schedule.

## **7. BAND & ORCHESTRA**

Instrumental music lessons are offered in fourth grade. The program is voluntary. Lessons are given during the regular school day. Students provide their own instruments, usually through a trial plan offered by local music stores. As students progress in these programs, they will have the opportunity to participate in our elementary ensembles. Rehearsals occur during recess.

## **8. COMPUTER TECHNOLOGY**

Students at Moses DeWitt have a chromebook assigned to them each year for use during the school day.

## **HOMEWORK / STUDY HABITS**

Homework is the PRACTICE of WHAT HAS BEEN INTRODUCED. Each teacher decides how much, when, and in what format homework is to be given. We encourage you to read with your student each day. Parent-child discussions about issues and topics of importance to the child stimulate language and thinking development.

As with most educational topics, communication between teachers and parents is crucial. During *Curriculum Night*, your student's teacher will inform you of specific homework expectations for the year. At any time throughout the year, please feel free to make the teacher aware of any questions or concerns you have regarding your student's homework.

### **Tips for Parents (what you can do to help your student with their schoolwork)**

1. Set aside both a consistent place and time where your student can complete homework. Many students need some "down time" before working, so doing homework right after school is not always the best time. It may also rush your student's work if the reward for finishing is playing.
2. Monitor the quality (not quantity) of the work (see number three).
3. Do not set a time limit on homework. Students who have a set time period to study usually end up studying the clock more than their work!
4. Periodically check your student's work.
5. Be available for questions.
6. When helping, try to give hints or examples that might elicit the correct answer rather than just supplying the answer.
7. Provide a time for reading. Twenty to thirty minutes each night is recommended.

## **HOMEWORK - VACATION**

We are unable to provide advance homework for family vacations. It is difficult to provide homework given that students are missing primary instruction during that time.

For lengthy absences due to , we recommend that students:

- a. Maintain a journal or diary. For younger students picture stories or dictated stories are excellent.
- b. Develop a list of new words related to the new places visited or things seen during visits.
- c. Make an itinerary of the trip; an outline or chart.
- d. Compute mileage, distances, and trace travel routes on road maps.
- e. Take photographs and practice what he/she will say about the photos to classmates upon returning to the classroom.
- f. Write letters or postcards to relatives or school friends.

Whenever possible, try some of these activities as a family or parent-student activity. If you and your student do an activity together, it becomes more meaningful. We encourage your student to share their travel experience.

## **DISCIPLINE AND RESPONSIBILITY**

The staff at Moses Dewitt subscribe to the Responsive Classroom® and Restorative Practices approach when supporting student behavior. Two of the underlying beliefs of this approach are that the social curriculum is as important as the academic curriculum and that there are specific social skills students should practice in order to help them to be successful. There are five social skills that are given special attention in our school's character education program, referred to by the acronym CARES. This stands for "cooperation, assertion, responsibility, empathy, and self control." (Northeast Foundation for Children, 2007)

As an integral part of our daily curriculum, all teachers and staff model appropriate behaviors, promote social growth and help students learn how to resolve conflicts, solve problems, assert themselves in a respectful manner, make appropriate choices, and take responsibility for their own actions.

When problems with student behaviors do occur, teachers and staff do their best to impose logical consequences, which serve to further student growth. There are times however, where more formal and progressive disciplinary measures must be taken and the student may be sent to the principal. Please see the next section for a summary of the district code of conduct and a description of the most common school rules.

Please note that the school district's [Code of Conduct](#) governs students, staff, and visitors. If you have any questions about school rules, please consult your student's teacher or call the principal.

## **CODE OF CONDUCT SUMMARY**

The following is a summary of the Code of Conduct adopted by the Jamesville-DeWitt Board of Education. Copies of the full code are available at each school's main office. In order for Jamesville-DeWitt to provide a safe, healthy, orderly, and civil learning environment, the Jamesville-DeWitt Central School District developed the Code of Conduct with its list of expectations regarding behavior and appearance.

Students, parents, teachers, guidance counselors, administrators, and the Board of Education all have certain responsibilities regarding the education of the pupils in Jamesville-DeWitt. These responsibilities are enumerated in the unabridged Code of Conduct. In general, students are expected to be prepared to learn, and to conduct themselves safely and respectfully. Parents are expected to cooperate with appropriate school personnel regarding their child's education. Teachers are expected to be prepared to teach and to maintain a climate of mutual respect. Guidance counselors are expected to assist students in coping with the pressures of academic and social problems. Administrators are expected to promote a safe, healthy, and stimulating academic environment, conducive to learning and student success.

### **STUDENT ATTENDANCE**

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. School attendance is both a right and a responsibility. Absences, tardiness, and early departures that are unexcused will result in disciplinary action. Consequences may include, but are not limited to, detention, in school suspension, and denial of participation in interscholastic and extra-curricular activities. Any student who repeatedly fails to comply with attendance requirements shall be subject to further discipline, up to and including out-of-school suspension (see board policy 7110, Comprehensive Student Attendance Policy).

## **DRESS CODE**

All students are expected to dress appropriately and give proper attention to personal cleanliness for all Jamesville-DeWitt programs and classes. Teachers and other school personnel should exemplify and reinforce acceptable appearance in an educational setting. Attire should not disrupt the educational process, nor should it promote hatred, violence, alcohol and tobacco use, or illegal activity. All clothing must be safe in consideration of the environment. School officials will monitor student dress and intervene when there is a violation of the dress code.

## **PROHIBITED STUDENT CONDUCT**

Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent or threatening of violence, unsafe, illegal, or unethical. These rules apply whether in a school building, at a Jamesville-DeWitt function, or while being transported by district provided transportation to either a school building or a Jamesville-DeWitt function. Students who observe violations of these rules of conduct should report the violation to a teacher or other school official.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex. Any such discrimination and harassment by school employees or students, will not be tolerated on school property or at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

The DASA Coordinator for Moses DeWitt is Mrs. Sylvester, the principal. Her number is (315) 445-8370.

## **DISCIPLINE**

Discipline procedures shall be fair, impartial, and consider the wider circumstances of the event in question. Students are entitled to a measure of due process prior to the more severe penalties. Penalties may range from verbal warnings to suspension and expulsion.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Jamesville-DeWitt Central School District will comply with all state and federal laws when disciplining students with disabilities.

## **REFERRAL TO LAW ENFORCEMENT AND JUDICIAL AUTHORITIES**

School officials will report violations of law to the appropriate law enforcement agencies.



## **VISITOR AND PUBLIC CONDUCT ON SCHOOL PROPERTY**

Visitors and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in the educational setting. No smoking or drinking of alcohol is allowed on Jamesville-DeWitt property. Violence and threats of violence are prohibited. **All visitors must register** in the main office upon entering a school building. Visitors and other members of the public who violate the Code of Conduct are subject to penalties as outlined in the full Code of Conduct.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

All students have the right to:

1. Be treated with courtesy, respect, honesty and fairness
2. Learn in a safe, orderly, supportive environment
3. Receive constructive discipline for the development of good conduct, habits, and character
4. Develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous, or insubordinate
5. Take part in all district activities on an equal basis
6. Have school rules and expectations for behavior available for review and explanation
7. Present their version of the facts and circumstances in any disciplinary matter prior to the imposition of a penalty

All students have the responsibility to:

1. Show respect toward staff, other students, school property, and the personal property of others
2. Obey all school rules and regulations
3. Complete assignments, study, and actively participate in educational activities
4. Attend school and classes regularly and punctually
5. Use appropriate language and to show common courtesy to others during all school related activities
6. Reasonable requests made by teachers and administrators
7. Behave as a representative of the district, maintaining high standards of conduct, sportsmanship, and citizenship during all school related activities

**Please refer to the district website for specific, complete policy information including the [JD Code of Conduct](#).**

## **MOSES DEWITT ELEMENTARY STUDENT GUIDE FOR SUCCESS**

Just as we believe that all students can learn, we also believe that all students are good. Students however, occasionally make poor decisions or inappropriate choices. When a student makes an unfit choice there are certain ramifications.

1. We believe that everyone is responsible for his/her own actions and decisions.
2. We believe that we need to teach students what is expected, through reinforcement of good decisions, wise choices and consistent applications of rules and consequences.
3. We believe that parents will support and reinforce rules, expectations and consequences.
4. We believe that we need to communicate with parents so they can be supportive and reinforce the rules, expectations and consequences effectively.
5. We believe the ultimate goal is to encourage students to have the highest form of self-control, so that they will be successful in all that they do.

At Jamesville-DeWitt we expect all students to do their best and to behave appropriately at all times. Here are some guidelines and expectations that we believe all students should possess and live up to.

1. Always follow directions.
2. Sit, walk, and play properly.
3. Keep hands and feet to yourselves.
4. Always participate and try to do your best.
5. Wash and dry your hands.
6. Don't loiter (in bathroom, hallway, or other places).
7. Respect yourself and others; as well as your work and others work.
8. Work and play cooperatively.
9. Always walk quietly (in halls, to the bus or anywhere).
10. Respect personal property and school property.
11. Take pride in your school and help keep it great!
12. Talk (use *speaking voice*), never yell or shout.
13. Listen with respect when others are speaking.
14. Be courteous to others.
15. For your safety, when lights are off, stop talking and look at the person in charge immediately.
16. For your safety, don't throw things (like pencils, stones, and other objects).

**If behavioral expectations are not met, a teacher/staff member may do one or more of the following:**

- Provide student with feedback on their behavior - specify the problem with the student's current actions.
- Give a reminder of the rules and expectations.
- Provide the student with an opportunity to practice the expected or desired behaviors.
- Warn against a further occurrence, if necessary.
- Remove the student from the situation.
- Send a note/letter home to parents/guardians.
- Telephone the parent/guardian.
- Assign logical consequences.
- Remove in-class privileges.
- Limit noon hour privileges.
- Call a parent-teacher conference.
- Refer the student to the principal for more formal disciplinary measures

## **HARASSMENT AND DISCRIMINATION**

It is the policy of Jamesville-DeWitt Schools that harassment and discrimination are unacceptable conduct and will not be tolerated. This is in keeping with efforts to establish an environment in which the dignity and worth of all members of the school community are respected. Our goal is to provide a community in which all students are accepted and supported as individuals. Harassment/discrimination include epithets, comments, gestures, and any other behaviors that demean, intimidate, threaten or offend another based on gender, race, color, religion, cultural background, ethnicity, sexual orientation or physical condition. Behaviors that are prohibited under the harassment/discrimination regulations include, but are not limited to the following: graffiti, hate talk, vandalism, jokes or humor, trash talk, gesture, looks, and stereotypic name calling, epithets or slurs.

If you have a concern, please see your counselor, teacher, advisor or building administrator. It's your right to be treated with respect and your responsibility to treat others with respect.

### **District Regulations & Reporting Procedures for Complaints of Discrimination and Harassment**

- The regulations are adopted to provide for prompt and equitable resolution of complaints concerning discrimination or harassment of students based on race, sex, sexual orientation, age, color, creed, national origin, ethnic background or disability.
- Any student who believes that he or she has been subjected to prohibited discrimination or harassment shall report the incident to the District Compliance Officer. Incident reports made to other district administrators will be forwarded to the District Compliance Officer.
- The Assistant Superintendent serves as the District Compliance Officer for the District's non-discrimination and sexual harassment policies. The District Compliance Officer may be contacted at:

Nathan Franz, Assistant Superintendent of Curriculum and Personnel  
P.O. Box 606, Edinger Drive, Dewitt, NY 13214  
315-455-8300

All reports of discrimination and harassment will be investigated in a prompt and impartial manner. Confidentiality will be maintained to the extent feasible.

### **SEXUAL HARASSMENT**

Sexual Harassment is defined as an unwelcome sexual advance, request for a sexual favor, or other verbal or physical conduct of a sexual nature including obscene pictures and lewd comments. School district policy prohibits all forms of sexual harassment. If you believe you have been sexually harassed, tell a teacher, counselor, or administrator. Appropriate disciplinary measures will be taken so the harassment will stop. There are District Regulations and Policies in place to conduct an investigation. Confidentiality will be maintained to the extent feasible.

## **HEALTH OFFICE INFORMATION**

### **HEALTH HISTORY, IMMUNIZATIONS, BIRTH CERTIFICATES, AND PHYSICAL EXAMS**

1. A copy of your student's birth certificate and immunization record must be on file before school starts in September. All students must have all immunizations needed to attend school prior to entry. Please check with your physician over the summer so your student will be ready.
2. All students in Kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> grades as well as all students new to the district are required to have a physical exam completed within 12 months prior to the start of the current school year. Dental appraisals are requested at the same time.
3. Please contact the school nurse regarding medical questions or concerns.

### **MEDICATIONS**

Occasionally it may be necessary for a student to take medication (prescription or non-prescription) during the school day. Every effort should be made to administer medications at home, before and after school hours. However, this may not always be realistic or practical. School nurses are responsible for the management and supervision of medication administration to students per guidelines set forth by the NYS Education Department.

Prescription medications are defined as drugs requiring a written order for dispensing signed by a licensed prescriber. Nonprescription drugs are medications purchased over the counter (OTC) without a prescription. In the school setting, medications are defined as prescription and non-prescription medications. **Regardless of whether it is an OTC or prescription medication, the guidelines for school administration are the same.**

Parents are responsible for complying with the following NYS Education Department guidelines which enables the school nurse to administer medications to students:

1. Provide a written request signed by the physician, including medication dose, route, frequency and time of medication. It must also include the reason for the medication and any possible side effects.
2. Provide written permission from the parent to administer medication at school.
3. All medications must be brought to the Health Office by a parent or guardian in the original, labeled pharmacy container.
4. Each medication and any change in medication must be accompanied with a new authorization from the licensed prescriber and parent/guardian.
5. Medications must be left in the school Health Office and administered under the supervision of the school nurse.
6. A special authorization form from the licensed prescriber and parent/guardian is required for any student who needs to carry and self-administer a medication such as an inhaler or an epi-pen.
7. Authorization forms can be obtained from the school nurse.
8. An adult must pick up medications from the Health Office at completion of classes each June.
9. All of the above must be renewed each year.

If there are any questions regarding the medication, the school nurse will contact you. The school nurse maintains records of the administration of all medications.

#### **GUIDELINES FOR KEEPING YOUR STUDENT HOME**

If your child becomes ill at school, we will contact you or your child's designated emergency contact. We will ask you to pick your child up and take him/her home. The following symptoms warrant keeping a student home, according to the J-D Physician:

- **Fever** of 100.0 or greater, including a fever that requires control with medication, such as Tylenol or Motrin. Students must be fever free for at least 24 hours before returning to school.
- **Vomiting and/or diarrhea** – students should be symptom free for at least 24 hours and able to eat or drink before returning to school.
- **Conjunctivitis** or suspected pink eye - confirmed case of bacterial conjunctivitis must be treated with antibiotics with 24 hours before the student may return to school.
- A **severe sore throat** – confirmed cases of **strep throat** must be treated with antibiotics for a full 24 hours before the student may return to school.
- Honey-crust **sores around mouth or nose** – confirmed cases of Impetigo must be treated with antibiotics for 24 hours before student can return to school
- Severe **headache, ear pain or drainage from the ear**
- Deep or uncontrollable **cough**, even without a fever

#### **INJURIES & DISEASES**

##### **1. INJURY**

If an accident occurs at school, the school nurse will contact you. The school nurse will recommend a course of action which can often be a visit to a physician. Although most of these recommendations are precautionary, we believe it better to be sure rather than sorry. Injury-Accident Reports are completed by the nurse.

## 2. COMMUNICABLE DISEASES

Common childhood diseases strike most of the students in a school some time during their career. We ask you to keep the school nurse apprised of any such illnesses or afflictions by calling school each day your student is absent. You may try the main line at 315-445-8370 or the Health Office at 315-445-5202. Both lines are accessible day or night. Your student will need a written note when s/he returns to school. If your student has been ill please keep him/her home until s/he is well. S/he should be free from fever, vomiting or diarrhea for 24 hours.

## 3. EXTENDED ABSENCES

Once in a while students are out of school for an extended time due to a serious illness or injury. As soon as you find out, please let the school know. Home tutoring is available when the student has been out for 10 consecutive school days, and where the physician has written a letter or note to the principal recommending the student receive home tutoring. The physician's letter or note **MUST** include the date when the service is to begin, as well as when it should cease.

## 4. PEDICULOSIS (HEAD LICE)

It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. **No disease is associated with head lice, and in-school transmission is considered to be rare.** Lice are spread by head-to-head contact. They are much harder to get than a cold, flu, pink eye, or strep throat. **Hairbrushes, pillows, and sheets are common modes of transmission.** Rarely are lice passed by sharing hats and helmets. **Research has shown that school is a VERY RARE source of transmission.** Much more common sources of transmission are family members, overnight guests, and playmates who spend a large amount of time together or spend time at sleepovers together. Hygiene makes absolutely no difference. Lice actually like clean hair more than dirty. **Classroom transmission is EXCEEDINGLY RARE; large-scale screening of classrooms has not been proven effective and wastes valuable teaching time while not preventing spread of lice.** In the event your student has been exposed and/or has an itchy head, the following is recommended:

1. Check your child and all family members (adults included) frequently for nits and lice. Nits are tiny, tear-drop-shaped eggs which attach to the shaft of the hair with a waterproof, cement-like substance. They cannot be easily flicked off the hair shaft the way dandruff particles can. They vary in color from white to yellowish brown. Head lice are elongated, grayish-white insects with dark margins. They do not have wings and cannot fly or jump. They are about the size of a sesame seed. They usually prefer the areas at the nape of the neck, around the ears, and the crown of the head. Lice live only 1 to 2 days off the head.
2. Keep your child's hair clean and well groomed.
3. Tell your child not to exchange combs, brushes, hats, coats, etc. and to not play with each other's hair. Advise parents of playmates if you find lice/nits.
4. If your child is scratching his/her head or complaining of his/her head itching, check immediately for sores, nits or lice. The lice are difficult to see because they crawl quickly and they do not like light.

Pediculi (lice) multiply rapidly, so treatment should be started immediately if lice or nits are found. The school nurse should be notified to help prevent reoccurrence of this condition in your child.

### Treatment:

1. Ask your physician or pharmacist for recommended products specifically formulated to kill lice. (Some are prescription and some are over the counter.) Also, tell them of any health problems or allergies your child may have.
2. If there are open sores on the scalp, your child should be seen by your physician before treatment.

3. Follow package directions exactly. Some products are applied to wet hair, others to dry hair.

These medicated products should kill the lice and nits, but the nits must still be removed from the hair with a fine-tooth comb until all the nits are gone. (No preparation can guarantee to kill 100% of the nits.) Continue to check for nits and remove any that are found for at least one month after treatment. If your child experiences treatment-failure, contact your child's physician.

All combs, brushes, etc. must be disinfected for the recommended product time. Washable clothing and linens should be washed in hot soapy water and dried using the hot cycle of the dryer. Non-washables should be dry cleaned or wrapped tightly in a plastic bag for 14 days. Carpets and upholstery should be vacuumed. Products are available to assist in this process. Please consult your physician or pharmacist for these products. Family pets do not need to be treated; lice only infest humans.

### **SCHOOL INSURANCE**

School insurance is a SECONDARY coverage; that is, it is applied after your insurance coverage is engaged.

### **SCREENING**

Vision and hearing screening are done yearly. Scoliosis screening is conducted for all 4<sup>th</sup> graders.

Thank you for your cooperation with all health-related policies and regulations. If you have any questions, please call the school Health Office at 315-445-5202.