

Wayland-Cohocton Central School



Cohocton Elementary School



2011-2012 Handbook

SCHOOL WEBSITE
WWW.WCCSK12.ORG

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A message from the Principal:

Dear Families,

It's hard to believe that September is here! Your children will be coming through the entrance of Cohocton Elementary School eager to learn, nervous about what to expect and hopeful that this year would be filled with positive experiences! Together as school and community, we will work through the typical "kinks" that "Back to School" brings and with support, communication and patience, I believe we gave each child the best start possible to their 2011-2012 school year!

Our school and community are a team, working together to provide a safe, nurturing environment where each child can reach and exceed their fullest potential. We are moving in an exciting direction...steady as it goes, together!

Please keep this handbook as a reminder of the policies and procedures at Cohocton Elementary and never hesitate to contact me with any questions or concerns. I am looking forward to seeing you at our "Back to School Night" on Oct. 6th, hoping that as you walk through this building, you feel what I feel daily... it is an atmosphere of commitment to education, dedication to doing the best we can and pride at what this little building on Park Avenue can offer children!

Warmly,
Mrs. Kelly Murray, Elementary Principal

GENERAL INFORMATION

Secure Building

The main entrance to the Elementary Building is locked at all times while school is in session. (9:15 AM-3:15 PM) Anyone wishing to enter the building during the school hours is to use the intercom system Mrs. White will take care of you.

Daily Time Schedule

(Students should not arrive before 8:55 AM unless teacher authorizes. Students must not come in any exit before the doors are opened without teacher permission.)

Breakfast	8:40 AM
School Starts	8:55 AM
Attendance	9:15 AM
Students are dismissed all at the same time this year.	3:27 PM (2:27 on Thursdays)

Registration of New Pupils-Kindergarten through Fourth Grade

All new students to the District should report to the office of the building principal to register. To start Kindergarten, children must be five on or before December 1st. All students entering school must bring their birth certificate, social security cards and an updated immunization record.

Cohocton Elementary School Faculty

Pre-Kindergarten

Danielle Brunner
Rebecca Lambert

Kindergarten

LeAnne Cooper
Michelle Tyree

First Grade

Rodney Holmwood
Darla McMahan

Second Grade

Laurie Crocker
Amy Gardiner

Third Grade

Nadia Frick
Sharon Manley

Fourth Grade

Wanda Englert
Deanna Wilkinson

Special Education & Reading

Julie Didas, Susie Sanborn
Noël Cronmiller, Molly Glanville

Special Areas

Kim Bowers.....Nurse
Lisa DeLong..... Speech
Julie Snaith.....Social Worker
Michelle DeGraff..... Psychologist
Terry Brayman.....OT
Mary Meyer.....PT

JuliAnn Severson.....Art
Clark Small..... Phys Ed.
Rhonda Parker..... Music
Cherry Walker.....Library
Lynn Binnert.....Computer Lab
Beth White.....Parent Advocate

Office Staff

RoseMary White, Secretary
Kelly Murray, Principal

Cafeteria Staff Sharon Snyder, Sara Schrader, Linda Fairbrother,
Caroline Dashnaw
Custodial Staff Maurice Walker, Head Custodian
James Gilman, Yong Sun Brown
Teaching Asst. Debra Rethmel, Colleen Davis,
Wendy Schwab, Debbie VanDuzer
Aides Edith Bill, Lisa Harrington, Sandy Pragle,
Nancy Hartzell, Danielle Wightman

SCHOOL-WIDE BEHAVIOR PLAN “RISING STARS”

Cohocton Elementary has a School Wide Behavior Plan which focuses on the following expectations:

1. **Be Responsible**
2. **Be Respectful**
3. **Be Cooperative**
4. **Be Safe**
5. **Be Kind**

Students will be recognized daily for meeting these expectations. They will receive a “Rising Star Note” which they can take home to show their family that they were “caught” meeting one of our expectations! Please practice using this vocabulary at home and remind your child what it means to **be respectful, be responsible, be cooperative, be safe and be kind!**

Every Monday (starting in October) we will be drawing names of students who will be recognized by having their picture and a biography posted in the hall for a week. They will eat lunch at a special table in the cafeteria for the week! Hopefully their families will be able to join them one day for lunch!

In addition, we will have a monthly celebration (called Workshop Time) where we acknowledge that we are all part of this wonderful community! Please look for more information in our monthly newsletters and on our web site www.wccsk12.org !

Discipline Policy

The establishment and maintenance of desirable and courteous student behavior is the responsibility of the entire school staff, both individually and collectively.

- All students and school staff have a right to be treated with courtesy and respect.
- All students and school staff have a right to schools that are safe, orderly and drug free.

Bus Regulations

The safety and comfort of all students require that the following regulations be obeyed. Upon boarding the school bus, the bus driver is responsible for bus safety and discipline on the bus. Some bus rules to be observed while riding the bus are as follows:

- Observe same conduct as in the classroom
- Be courteous, use no profane language
- Cooperate with the bus driver
- Remain seated at all times while riding the bus
- No fighting or disruptive behavior
- Keep head, hands and arms inside the bus
- No smoking, eating or drinking, keep bus clean

All school buses are fitted with appropriate equipment to provide for videotaping and monitoring of student behavior. In carrying out necessary discipline and safety on the school bus, the driver may assign students a specific seat and report disruptive behaviors and/or uncooperative behavior to Mrs. Murray, the principal. As part of the disciplinary actions, a student may have his/her right to ride suspended temporarily or until the problem can be corrected.

Early Dismissal

Every Thursday, beginning first week of September, **is an early dismissal at 2:27 PM** for all students in elementary.

Lost and Damaged Books

Textbook and library books are loaned to students and should be returned in a timely manner and in an acceptable condition. Students are responsible for replacement costs if items are lost or damaged. If lost books are later found, the amount paid will be refunded.

Visitors

Parents are always welcome in our school and we encourage you to come and visit. It is most helpful if you plan your visit in advance and request a time from your child's teacher. It is required that all visitors report to the office upon entering and get a visitor pass. Arrangements to see the principal, teacher, staff or a student will be made by the secretary. For everyone's convenience and for the protection of all students, this procedure must be followed. If you are joining your child for lunch, please stop at the office before going to the cafeteria. Parents, who wish to contact a teacher by phone, should call the school and leave a message. The teacher will return the call as soon as convenient.

School Building Use

The building may be used by local organizations for meetings and activities. Requests for building use can be made by calling RoseMary White at 384-5234 to obtain a form. The building is open to walkers from 3:45-7:00 PM each weekday.

Reporting Grades

Approximate dates that report cards will be issued are three times a year in Grades 1-4 in November, April and June. Kindergarten report cards are issued in January and June. Interim reports may be sent at any time during the school year to indicate academic difficulty or special achievement. For reporting to parents, the elementary school uses a combination of conferences and report cards. Parent Conferences provide an opportunity for parents and teachers to discuss the child's strengths and weaknesses and the education program. We urge all parents to attend these conferences, as they are the best way to find out how your child is doing in school.

Parent-Teacher Conference

Parent-Teacher Conferences will be held in the fall and spring of each school year. Parents will be given a choice of an afternoon or evening appointment and scheduling will be coordinated for parents with students in more than one classroom. Parents and teachers are encouraged to communicate immediately if a problem arises at any time during the school year.

Bicycles/Skateboards/Rollerblades/Scooters

All bicycles are to be parked in the racks provided at the school. It is suggested children bring locks and lock their bikes. The District is not responsible for these stolen articles. Students may not ride their bicycle, skateboard, rollerblades and/or scooters on school property.

Property-Lost and Found

Lost articles should be brought to the office. Every effort will be made to locate the owner. If you have lost articles, be sure to check the lost and found bin.

Articles Prohibited in School

Problems arise each year because students bring articles, which are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooter, slingshots, knives, hard ball, etc. are undesirable and will be impounded and returned to the parent upon request. The use of radios, CD players and tape recorders is not permitted unless it is part of a classroom activity. Trading cards (Yu-Gi-Oh cards, baseball, etc.) can also be a distraction from school and may be lost. Please encourage your child to leave these items at home.

Attendance Procedure

New York State Education Law requires that attendance records be kept carefully; therefore, certain procedures must be followed. Parents are requested to notify the school when there is a change of address or phone number.

Late for School

All students who arrive after 9:10 AM must report to the attendance office prior to reporting to their classroom.

Absent from School

Upon returning to school, students must bring a written excuse, which will be given to their classroom teacher and then the attendance clerk. An absence is considered unexcused until a written excuse is received and accepted. The excuse should include:

1. Dates of absence
2. Reason for absence
3. Signature of parent or guardian

Reasons for absence that are considered excused are illness or medical appointment, death in the family or court appearance. Written excuses are expected on the day of return to school. It is the parent's legal responsibility to provide an excuse explaining the nature of the absence.

Perfect Attendance – Given to students who have NO absences, have not left early and are not tardy at any time during the school year.

Excellent Attendance – Given to students who have three (3) or less excused absences, excused tardies, or excused leaving early. Leaving early from parties, field days and school functions will be marked against the student's record.

Special Excuses – Early Dismissal

If for some reason students must leave school during the day, they must bring a written excuse signed by a parent or guardian stating where they are going, when they are to leave, and with whom they will be leaving, if it is with anyone other than a parent. Students must have parents' permission to leave with anyone other than their parents. Students should take their excuses to the Nurse's Office before 9:30 AM. In addition to this, parents or guardians should come and personally sign their child out at the attendance office. Every effort should be made to do this prior to 1:00 PM. The following procedure will be used:

1. Parent enters the building and goes directly to the Attendance Office to sign their child out.
2. The attendance clerk calls the child's classroom and the child reports to the office ready to leave with the parent.
3. Teachers have been instructed not to release a child from their classrooms to a parent or anyone else.
4. School nurse will contact parents if student becomes ill in school.

Special excuses are only for legal reasons, which include: Sickness or health treatment or required court appearance.

UNDER NO CIRCUMSTANCE ARE STUDENTS TO LEAVE SCHOOL WITHOUT BEING OFFICIALLY EXCUSED OR RETURN WITHOUT BEING OFFICIALLY ADMITTED.

Permission slips

The following types of permission slips must be written by a parent or legal guardian and every effort must be made to inform the school prior to 1:00 PM of the following changes:

1. If a child is to leave school during school hours.
2. If a child is to leave school by some other means of transportation than is customary.

NO CHILD IS TO BE REMOVED FROM THE BUS WITHOUT SIGNING THE CHILD OUT AT THE ATTENDANCE OFFICE. DO NOT GO TO THE BUS LOADING AREA. YOUR CHILD WILL BE CALLED IN FROM THE BUS TO MEET YOU IN THE OFFICE.

ANTI-HARASSMENT AND RESPECT

The district is committed to safeguarding the rights of all students within the district to learn in an environment that is free from harassment on the basis of sex, race, color, religion and national origin. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcomed. Any student who believes that he or she has been subjected to harassment should report the alleged misconduct immediately to the office so that corrective action may be taken. A good deal of trust and confidence must be placed in all students. Students should

demonstrate respect for teachers, for other staff and fellow students, as well as for themselves. In addition, they must respect the possessions of teachers and other student, as well as their own. Habitual infractions of disrespect will be handled with increased severity.

CELL PHONES – NO Cell phones for students during the school day.

FINDERS, NOT KEEPERS

Articles of clothing, etc. found in the building or on school grounds should be brought to the LOST AND FOUND department near the front door. Other more valuable articles such as musical instruments, money, etc. should be brought to the main office immediately. Each year, hundreds of articles of clothing are left unclaimed at school. Many students do not even look for or identify what they have lost. The District is not responsible for lost or stolen items. Parents are encouraged to check the “LOST” materials bin for missing items.

EMERGENCY CLOSING OF SCHOOL

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or EARLY DISMISSAL will be announced over radio stations and TV. Breakfast will not be served on this day. Listen to the following stations:

1180 WHAM	1400 AM-WDNY	WVIN/WAH – (Bath 1380 AM, 99.3 FM)
100.5 WVOR	93.9 FM – WDNY	WCIK
98 PXY	WHHO	TV Channel 10/13/8

(IMPORTANT NOTE): Students will be dismissed per the emergency closing form information. A Connect Ed phone call will be made by the Principal to notify families.

COMPUTER USE POLICY

A parent or guardian for each student must sign an acceptable Computer Use Policy. Students will not be able to use computers at school unless the form has been signed and returned to school. Forms are available in the Elementary Office.

PROPER FOOTWEAR/CLOTHING

Students must wear sneakers for Physical Education and Recess! Sandals/Flip flops are not recommended. Also make sure children are dressed for the weather as they will be going out for Recess each day!

Cafeteria

The school breakfast and lunch program is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students may pay for their breakfast/lunch weekly on the first day of the school week, or they may buy breakfast/lunch each day. WCCS has adopted a computerized ID payment system for all meals purchased in the cafeterias. Students will have a personal lunchroom account through their student ID cards. If a parent prefers, meals can be prepaid. The cost of the meal is deducted from your child's ID card automatically. Students can access their accounts through the reader. Your child's teacher will hold the ID card and give it to him/her just before lunch. Next, student will place their cards in a basket after swiping it as they reach the cashier and the teacher will pick up the cards at the end of the lunch period. This will be done on a daily basis. This year, the cost of these meals are:

Lunch...\$1.55 Breakfast...\$.1.00 Milk/Juice... \$.25

Consequences of Cafeteria Rules

1st Offense: Verbal Warning

2nd Offense: Separated from group

3rd Offense: Sent to the office, talk to the principal, parents will be called.

School Records and Testing

A permanent record file is kept for each student in the elementary office. If there is any change in a phone number, address, employment, job location, etc. please let the attendance office know. Any parents who would like to review their child's school record may do so by contacting the Elementary Principal for an appointment. If a student transfers to another school district the student must be registered in that district and then records can be requested. We will send a copy of immunization record with parent at the time they leave.

NYS Tests

New York State tests all students in 3rd and 4th grades in the area of Math, ELA and Science (Grade 4). These are given every year.

HEALTH SERVICES

The School Nurse

This person, who heads the Health Department, is guided in her responsibilities by the School Physician. She is a valuable resource to the school and does much more than put on a “magic bandage.” Some of her responsibilities include the following:

- Caring for injured children.
- Notifying parents of injury or health problems.
- Administering doctor authorized medications.
- Supervising attendance and following up on students with long and excessive absences.
- Testing vision and hearing.
- Supervising and arranging for school physical exams.
- Participating on the Health Team
- Individual health counseling.
- Scoliosis screening for ages eight year and up.

I Don't Feel Well:

If a student's condition warrants it, the parent is notified and the student is sent home. It is not the school's responsibility to provide transportation home for ill students. In case of serious injury or illness requiring a physician, the parent is notified immediately. If a parent or other responsible person cannot be reached, the principal may give consent to call a physician. First aid is administered by the school nurse for injuries incurred in school or on the way to school. All injuries occurring in school or on the way to or from school should be reported to the school nurse within twenty-four hours. It is the student's sole responsibility to report any injury that he receives.

SPECIAL HEALTH NEEDS:

If your child has any special health needs or problems, this should be communicated to his or her school nurse. This information is kept confidential and it can be very important to be successful experience in school. Examples of such needs are as follows:

1. BEE STING ALLERGY
2. Allergy to any other substance
3. Difficulty with vision, hearing or speech
4. Need for medication during the school day
5. Need for special aids such as crutches, walkers, or wheelchairs, either on a temporary or permanent basis
6. HEAD LICE of particular concern to parents of younger children. This very common condition is easily treated with a special shampoo. Children should be checked periodically at home and the school nurse should be notified if head lice is found.

EMERGENCY TELEPHONE NUMBERS

The importance of current Emergency Numbers must be stressed. More and more parents are away from home during the day and it is essential, for the protection of our students, to be able to reach someone in case of emergency. Your school will ask you to provide this information.

MEDICATION IN SCHOOL

Every effort should be made to administer medication at home, as it does represent a disruption in the student's school day. However, if your physician feels that medication is necessary during the school day, please submit a completed form, which can be obtained from any health office before medication is brought to school. A new form must be filled out for each change of medication and renewed each school year. Administration of medication during the school day is permitted only with written directions from the physician and parent. In some instances, approval by the school physician may be required. **(PLEASE NOTE: THIS INCLUDES ALL TYPES OF MEDICATION INCLUDING OVER THE COUNTER DRUGS (ASPIRIN, TYLENOL, COUGH SYRUP) AS WELL AS PRESCRIPTION MEDICATION.)** The medication must be in the original container, or a duplicate professionally labeled by the pharmacist for this purpose.

ATTENDANCE

NYS Education State law for all absences requires written parental explanation. It is important for you to notify the Health Office on the first day your child is absent from school. Such information enables us to observe patterns of illnesses and to be of service to you and your child if the need arises. Please keep your child home for 24 hours after a fever has returned to normal for his/her protection as well as the protection of the other students.

ACCIDENTS IN SCHOOL

If a serious accident occurs in school, the parent will be notified. The students will be treated with appropriate first aid measure until the person in parental authority can authorize further treatment. The Wayland-Cohocton School Districts maintains a Student Accident Insurance Policy. If an accident occurs during the school or a school sponsored activity, this policy will pay claims in excess of other coverage you may have on your child, up to the usual and reasonable expense determined by the insurance carrier.

IMMUNIZATION/SCHOOL PHYSICIANS

All students in New York State are required to be properly immunized. The New York State Education Law requires an annual physical examination for pupils on entrance to school and routinely at grades 2 - 4 -7-10. If your child has a yearly examination by your family physician, please ask him/her to complete our school forms, which are available in the Health offices. The physical examination should be completed by October 1st. We would appreciate having the form returned to the school nurse by this date. After this, the school physician must examine all pupils in the grades mentioned above for whom we have no record of the family physician's report.

SCREENING PROCEDURES

Students in all grades are screened each year for visual acuity and hearing. Parents will be informed of any abnormal findings.

Transportation Policy:

In an attempt to be sure that children reach their correct destination on a daily basis and in the case of an emergency, the following guidelines have been implemented.

1. The District will **not** transport students for special activities. (Birthday parties, Boy Scouts, Girl Scouts, 4H, Music Lessons, Visits to friend's house, etc.)
 2. The District will transport students to and from their primary residence and one primary child-care provider.*
 3. In the case of any emergency closing, we will transport your child according to the instructions you provide to us on your emergency closing form, unless a parent/guardian picks her/him up from school. As always, we will do our best to be sure that someone is there to supervise your child when dropped-off*
- ◆ During the first week of school, your child will bring home some forms for you to complete. These forms will establish permanent drop-off and pick-up points and emergency closing information. Any changes to these forms during the year must go through the Attendance officer at each building. Notes from parents are still required if there is any change in transportation.
 - ◆ Be assured we will work with you. We understand that circumstances arise that cause changes in schedules.



SUPPORT SERVICES

The following are brief overviews of services offered in our building. For more specifics and names of contact people in our building, please call the school secretary, Mrs. White at 384-5234 and/or refer to the school website.

Computer Lab

The computer lab is located in Room 209. It is outfitted with computers and printers to meet the needs of an individual or an entire class. A variety of software is on the network. Like all our classrooms, it also has a smart board!

Student Counseling

The school counselor assists students with such concerns as peer relationships, academic performance, behavior management and family issues. The school counselor is also a source of referral to other counseling services within and/or outside of school.

SUPPORT SERVICES

Transportation

School bus transportation is a privilege extended to those students whose behavior does not endanger the welfare of others. It is not an automatic right granted to all pupils. While being transported on a school bus, a pupil is the responsibility of the school and is subject to supervision by the bus driver. In the interest of safe transportation, order must be maintained on the school bus. It is the responsibility of the driver to see that this is accomplished.

Academic Intervention Services (AIS) (TITLE I)

The District shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English/Language Arts, mathematics and/or student support services such as guidance, counseling and study skills. A student's eligibility for academic intervention services will be determined based on his or her performance on State assessment examinations and/or in accordance with District assessment procedures.

504 Committee

Students with a disability who are not eligible for special education services may qualify for services through 504. Parents or staff may make referrals to the Principal, Kelly Murray.

Field Trips

Field trips should be educational experiences. A field trip request form and parental permission slips must be obtained before a student is allowed to participate on the field trip. Forms will be sent home by the classroom teachers.

SUPPORT SERVICES

Speech/Language

This program is provided to students experiencing difficulties in one or more of the following areas: Speech, Language and/or Hearing Impaired. If the speech/language disorder adversely affects a child's speech academic performance, speech services are recommended.

Special Education

This service provides services for student with specific disabilities such as learning disabilities, speech related impairments, and other health impairments of children with ADD/ADHD. Upon entering, an Individualized Educational Plan (IEP) is written which outlines services to be provided.

Library/Media Center

The library contains pictures books, easy readers, non-fiction, fairy tales, reference materials, a puppet theater, computerized reference programs, audiotapes, videos, posters, curriculum materials and inter-library loans. Students may exchange their books any day and do not have to wait for their scheduled class time. Parents are welcome and may sign out material during library hours.

Physical Education

Students are required by education law to participate in the physical education program. Students in grades K-4 will be scheduled for physical education three times a week. Students should dress appropriately for class. Attire should include sneakers and loose fitting clothing allowing for active involvement. All injuries, even minor ones, must be reported to the physical education teacher at the time of the accident. If not participating in the physical education class, written permission from a parent or doctor is required.

PTSA - Get involved!!!!

PTSA is the recognized Community/School Organization for the WCCS. Its mission is to support and speak on behalf of children and youth in schools, in the community and before governmental bodies affecting children. It also assists parents in developing the skills they need to raise and protect their children and to encourage parents and public involvement in school. Membership is \$5 per year. Call 728-3547 for further information.

Mission Statement

Our mission is to educate all students to attain high levels of academic performance and creative problem solving skills while promoting positive growth in self-image, social skills and behavior. We believe all students can learn and achieve mastery and accept the responsibility to teach them to attain maximum educational potential.

Recognizing education as a lifelong process extending formally and informally throughout life, we are committed to providing all students with the competencies, individual attributes and love of knowledge to encourage and support this quest.

The family and community share in the responsibility of educating our students and we encourage their active role in this important endeavor. Only through shared commitment and leadership can we achieve success.

We are dedicated to providing the human and physical resources required to make these goals and ideals a reality for every student in our district.

COHOCTON SCHOOL PHONE NUMBERS

Kelly Murray, Principal	384-5234
RoseMary White, Secretary	384-5234
Kimberly Bowers, Nurse	384-9598
Debbie Mehlenbacher, Cafeteria Manager	728-2150
Tracey Proctor, Transportation Supervisor	728-2213

ADMINISTRATORS

Michael Wetherbee, Superintendent
William Whyte, High School Principal
Amy Broughton, HS Dean of Students
Eileen Feinman, Middle School Principal
Matt Flowers, MS Assistant Principal
Todd Campbell, Wayland Elementary Principal
Kelly Murray, Cohocton Elementary Principal
David Mastin, Business Manager
Beth Russ, CSE/CPSE Chairperson
Tim Bolton, School Counseling Coordinator
Rebecca Wager, Director of Curriculum

BOARD OF EDUCATION

David Wallace, President
John Sick, Vice-President
Mark Perkins
Dirk Traphagen
Sue May
Phillip Trautman
Michael Heinman

