



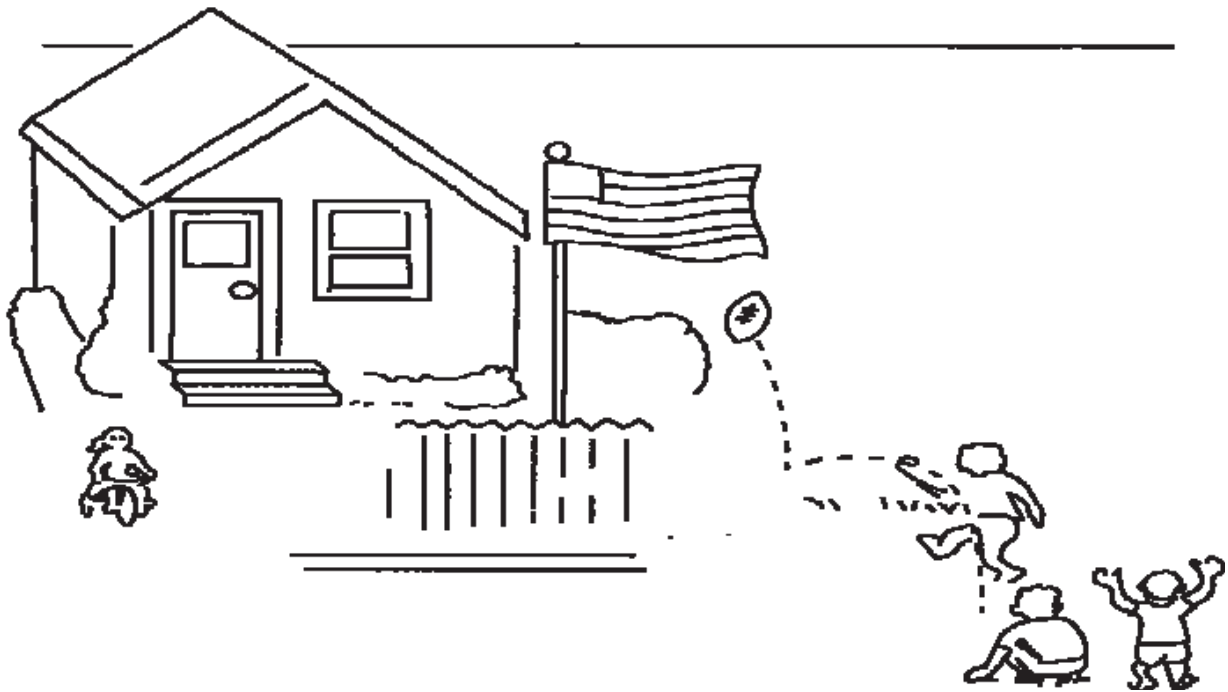
Elmira City School

District

Broadway

Elementary School

Parent Handbook



1000 Broadway
Elmira, NY 14904 (607)
735-3600
www.elmiracityschools.com

2016-17

Message to Families From the Staff

Dear Families,

Welcome to Broadway Elementary School!

This is our second year as a school that houses students in grades 3-6. We are “partnered” with Pine City Elementary School which houses students in our area in grades Pre-K through 2.

Our mission remains the same: To help your child do well in school!

We ask that you help us in these ways:

Show you care: Your child needs hugs and words of support. Ask your child about school each day.

Read, read, read: Read with your child or have him/her read independently every day. Make it fun and talk about what you’ve read together.

Make home a place for learning: Help your child practice reading, writing, math and science skills to stimulate creativity.

Promote healthy habits: Make sure your child gets plenty of sleep and exercise and eats balanced meals. Schedule regular checkups.

Be a role model: Your child learns from you; be positive about education and show you enjoy learning.

Encourage independence: Allow your child to make mistakes and learn to accept consequences. Give your child responsibilities such as household chores.

Create a study routine: Set a time and quiet place for homework every day.

Get involved: Meet with your child’s teacher, attend school events and help out at school if you can.

Build success: Help raise your child’s self-esteem by setting reachable goals and praising your child’s efforts, not just results.

Make school important: Insist on good attendance and punctuality.

If you have questions, comments or concerns about how your child is doing, please let us know right away. The earlier we can address a problem together, the better we can work it out. By working together, we’ll be sure your child gets off to a good start now, and has a successful school experience every year!

Remember — we can’t spell ‘success’ without ‘u.’

Sincerely, **The Broadway Elementary Staff**

Important Broadway Elementary Contact Information

Who do I contact about:

Bus Schedule	Dispatcher	735-3950
Breakfast/Lunch.....	Mrs. Gilbert	735-3600
Health Concerns.....	Mrs. Askey	735-3610
Use of Building.....	Mrs. Rinwalske.....	735-3600
Weather/Snow Closing.....		735-3970

Important Telephone Numbers

Your Child's Teacher		735-3600
Principal	Mrs. Kiley.....	735-3600
Assistant Principal.....	Mr. Sancomb	735-3600
Nurse	Mrs. Askey	735-3610
School Counselor.....	Mrs. Rosen	735-3600
School Psychologist.....	Ms. Simmons	735-3612
Head Custodian.....	Mr. Hadlock.....	735-3636
Family/Community Outreach Coordinator.....	Mrs. Townsend	735-6607

School Hours

<u>Grades 3-6</u>	<u>Monday-Friday</u>
Doors open.....	7:30 a.m.
Entry Bell	7:50 a.m.
Tardy Bell.....	8:05 a.m.
Dismissal Bell	2:25 p.m.
Wednesday Dismissal	1:10 p.m.

Grades 3-4 walkers/car riders are dismissed out the side parking lot door.

Grades 5-6 walkers/car riders are dismissed out the front door.

Staff Hours:..... 7:30 a.m. – 3:00 p.m.

Parking

1. Please avoid using or blocking the bus/fire lane at any time.
2. School begins at 8:05 a.m. After 8:05, students are considered tardy. If you enter the building with your child, please pull in any available parking space. If you would like to come into the school in the morning (or at any time during the school day), please stop in the main office to sign in and receive a visitor's pass.
3. Afternoon parking lot crosswalk supervision is provided through dismissal every day. At dismissal, please pull in any available parking space and do not block an open space. If you are parked in a designated parking space, you may leave your car unattended to meet your child.
4. If there are no open designated parking spaces when you arrive to pick up your child, please form one row behind each section of parked cars, leaving the center row open for "through" traffic. Please watch for cars that may be waiting to pull out of a parking space.
5. In order to ensure the safety of all students, the bus loop will be closed from 7:00-8:30 a.m. and 2:00-3:20 p.m. Monday, Tuesday, Thursday, Friday and during the Wednesday dismissal time of 12:00-1:55 p.m.

We are aware that our parking lot becomes very congested at student dismissal, but it does clear out in a short (5-8 minute) period of time. Your patience and cooperation in following the outlined procedures will be essential in maintaining departure safety for all children and families.

Arrival and Morning Line-up

Please refer to the following schedule for dropping your students off in the morning or planning for them to arrive.

7:30 a.m. This is the earliest time to drop off students/for students to arrive – **There is no supervision prior to 7:30.**

Students arriving in the building at 7:30 report to the cafeteria for breakfast or wait for Morning Line-Up.



7:50 a.m. Students enter the classroom and begin their sponge/morning work.

8:05 a.m. Class begins. **After 8:05, students are considered tardy.**

NOTE: Students arriving after 10:30 are unable to order a chef's salad. The three choices will be the hot selection, the cold selection, or peanut butter and jelly sandwiches.

Visitors to Buildings

In order for us to assure the highest possible safety precautions for your child, please be aware of the following Broadway Elementary School policies regarding visitors and early release of students:

- All visitors will report to the main office upon entering the building. Visitors will sign in and will be given a visitor's badge to be worn while in the building. All visitors will sign out in the main office at the end of their visit.
- When signing a child out early for any reason, identification must be shown before the child will be released.
- Children will be released (with identification) to the parent/guardian or to those identified as "authorized to pick up" as recorded on the "Emergency" paperwork submitted by each family in September. If you have questions or changes to make in regards to your designated authorized "pick-up" people, please stop by the main office at any time to update the records.
- All requests for changes to a child's end-of-the-day routine must be submitted in writing to the child's teacher or the main office.

Thank you for helping us to ensure student safety at Broadway Elementary School. Your support is appreciated.

Attendance Policy

The Elmira City School District believes that students who come to school consistently will succeed academically and will graduate from high school. Our objective is to:

- Track attendance so we know the whereabouts of students for safety reasons;
- Have a tool to improve student performance;
- Be able to develop strategies to improve attendance;
- Better ensure that students are meeting New York State requirements.

Definitions

- A) **Excused:** Any absence, tardiness or early departure for which the student has a valid school-approved excuse. These include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, approved cooperative work

Attendance Policy, *cont.*

programs, military obligations, absences approved by the Principal, and other reasons as may be approved by the Board of Education.



- B) **Unexcused:** Any absence, tardiness or early departure for which the student has no valid school-approved excuse. These include: shopping, oversleeping, truancy, hunting, fishing, babysitting, hair cut, tanning and any other absence that is not excused.
- C) **Tardy:** The student arrives later than the starting time of the scheduled instruction or supervised activity.
- D) **Early departure:** The student leaves prior to the end of the scheduled instruction or supervised activity.
- E) **Truancy:** Truancy is the willful unexcused absence by a student from one or more scheduled classes or supervised activities.
- F) **Register of attendance:** Any written or electronic record maintained for the purpose of recording a student's attendance, absence, tardiness or early departure.

Essential Partners

Students

All students are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Get a good night's sleep and eat breakfast.
3. Be prepared to attend on time and participate every day. Attend all scheduled classes and supervised activities by:
 - Being physically present in the classroom or working under the direction of the classroom teacher during the scheduled class time;
 - Working in an approved independent study program;
 - Receiving approved alternative instruction; or
 - Participating in a school-sponsored activity.
4. Bring in an excuse – written by a parent/person in parental relation with a phone number to verify the written information – for each absence, tardy or early departure.
5. Notify teachers whenever there is a need for early departure.
6. Make arrangements with your teacher to make up missed work, assignments and/or tests upon return to school.
7. Make up most tests and quizzes the day you return to school. Complete other missed work within four school days unless the teacher or principal extends the time.
8. Follow procedures as determined by the Eligibility for Extra Curricular Activities Policy, the Code of Conduct and the Comprehensive Student Attendance Policy.
9. Help develop and follow the plan for improved attendance that will be developed if necessary.

Parents

All parents are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Send your child to school every day prepared to participate and learn by providing a good night's sleep and breakfast.
3. Make personal appointments for your child outside of the school day or during vacations as much as possible. Schedule family vacations to coincide with school recesses.
4. Call the school when your child is absent.
5. Provide a written excuse for every absence when your child returns to school.
6. Provide a written excuse for every early departure.
7. Provide correct current addresses, phone numbers, emergency contacts, work numbers and updates of this information as needed.
8. Help develop and implement the individualized plan for improved attendance that may be necessary for your child.
9. Provide consistent and timely incentives and consequences for attendance.

Teachers

All teachers are expected to:

1. Emphasize the importance of and encourage on-time attendance in school, class and supervised activities.
2. Promote a safe and stimulating learning environment.
3. Accurately record daily/period-by-period attendance in the attendance register and the electronic format. Record each student's presence, absence, tardiness and early departure.
4. Review class attendance records.
5. Notify appropriate building staff (administrator, school counselor, attendance teacher) of inconsistent attendance patterns (i.e. once a week, absent three days in a row, always absent on a particular day, etc.).
6. Notify parent/person in parental relation of attendance problems. Make frequent contacts to parent/guardian by phone, writing or electronic means when a student is absent; document each contact. Comment about attendance on progress reports, interim reports and report cards.
7. Verify the accuracy of the attendance register. Work with the building principal to review attendance records at the end of each term to identify individual and group attendance patterns.
8. Work with the building principal to address the problem of unexcused absences, tardiness and early departures. Help develop and implement



Attendance Policy, cont.

individualized plans for improved attendance that may be developed for your students.

9. Sign an oath of affirmation to validate the authenticity and accuracy of student attendance reports.
10. Always write a referral on a truant student. Give administrators paperwork or notices indicating student absences.
11. Provide reasonable deadlines, not less than four days, for late work and/or missed evaluation opportunities, tests, quizzes, lab work, projects/reports and other similar assignments. Extended deadlines are at the teacher's discretion.

Administrators

All administrators are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Communicate expectations for attendance to parents, students, counselors, teachers and the community. Explain the attendance policy to all students during orientation.
3. Provide consistent and timely incentives and consequences for attendance.
4. Maintain lists of individuals who are authorized to pick up students in attendance at school.
5. Utilize building intervention teams to review attendance per the Elmira City School District AIS intervention model.
6. Deal with truancy in accordance with the district Code of Conduct.
7. Deal with issues of insubordination related to attendance in accordance with the district Code of Conduct.
8. Work with teachers, counselors and social workers to review attendance records at the end of each term to identify individual and group attendance patterns.
9. Sign an oath of affirmation to validate the accuracy and completeness of the period attendance report.
10. Work with teachers, counselors and social workers to address the problem of unexcused absences, tardiness and early departures.
11. Notify parent/person in parental relation of attendance problems. Make frequent contacts by phone, writing or electronic means when a student is absent; document each contact.
12. Implement the intervention systems as written in the Administrative Regulations for the Attendance Policy, the Academic Intervention Services Plan and the Drop Out Prevention Plan.
13. Help develop and implement individualized plans for improved attendance that may be created for your students.

Coaches, Advisors, Athletic Managers

All coaches, advisors & athletic managers are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Help develop and implement individualized plans for improved attendance that may be developed for your students.
3. Hold pupils to standards for attendance as determined in the Eligibility for Extra Curricular Activities Policy.
4. Encourage students to see their teachers for missed assignments during the period of their absence.
5. Provide copies of rosters to school staff.
6. Develop schedules and departure times to avoid pulling students out of class for early departures.
7. Provide consistent and timely incentives and consequences for attendance.

School Counselors, Social Workers, Attendance Teachers

All school counselors, social workers and attendance teachers are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Notify parent/guardian about attendance problems. Make frequent contacts by phone, writing or electronic means when a student is absent; document each contact.
3. Notify appropriate building staff (administrator, school counselor, attendance teacher) of inconsistent attendance patterns (i.e. once a week, absent three days in a row, always absent on a particular day, etc.)
4. Counsel students individually when they receive a notification of excessive absences at any grade level in any subject.
5. Encourage students to see their teachers for missed assignments during the period of their absence.
6. Help develop and implement individualized plans for improved attendance that may be necessary for your students.

Community Members and Employers

All community and employers are expected to:

1. Emphasize the importance of on-time attendance in school, class and supervised activities.
2. Provide opportunities for families to schedule appointments outside of the regular school day.
3. Report students who may be truant to school.
4. Adhere to child labor laws.
5. Value education by encouraging students to stay in school and graduate before applying for employment.
6. Ask to see report cards and attendance reports regularly.

7. Provide consistent and timely incentives and consequences for attendance.

Excused Absences, Tardiness & Early Departures from School

Absences, tardiness and early departures from school that are considered to be excused:

1. Personal illness
2. Illness in the family
3. Death in the family
4. Religious observance
5. Quarantine
6. Required court appearance
7. Attendance at health clinics or other medical obligations
8. Administrative approval/emergency situations. This covers unexpected events that keep a student from attendance. Such cases will be considered individually by the building principal
9. Other such cases as may be approved by the Commissioner of Education.

Any other reason for an absence, tardy or early departure is considered unexcused.

Notice to Students Who Are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member will be responsible for notifying parents or persons in parental relation of unexcused absences, tardiness or early departures as follows:

1. For pre-kindergarten through grade 5, notice whenever a student is absent, tardy or departs early without proper excuse for each school day.
2. For grades 6 through 12, notice whenever a student is absent, tardy or departs early without proper excuse for each scheduled period of instruction or activity.

Daily notice may be done by telephone, automated dialer system, e-mail or any method that achieves proper notification.

Progressive letters of notification will be sent to parents or persons in parental relation at 5, 10, 15 and 20 absences.

Disciplinary Consequences

Students with unexcused absences may be subject to the following penalties either alone or in combination:

1. Oral warning
2. Written warning
3. Written notification to parent(s)/person(s) in parental relation
4. Notification to the Department of Social Services.

Attendance Incentives & Intervention Strategies

School buildings will develop incentives to improve attendance. Designated district personnel will take action to improve a student's attendance – including, but not limited to, home visits, parent conferences, phone conferences, counseling and other instructional strategies to meet the needs of the student.

Review of Attendance Records

The Board of Education will annually review building-level attendance records. If these records show a significant decline in student attendance, the Board shall make any revisions to the Attendance Policy deemed necessary to improve student attendance.

School Bus Policy

New York State regulations require bus transportation of elementary school students living more than 2 miles from school and secondary students living more than 3 miles from school. The Elmira Board of Education has established a transportation policy that reduces the state-mandated distance factor. The children of the district are transported in accordance with the following guidelines: kindergarten through third grade – 1 mile and over; fourth grade through eighth grade – 1.5 miles and over; senior high students – 2.0 miles and over.

Handicapped students are transported to and from their homes to assigned schools. The district receives 90 percent aid from the state for its approved direct (home to school and return bus trips) transportation costs.



Bus Rules

1. The bus driver has complete authority on the bus. The driver may assign seats to the children and will do so, if necessary. Any serious infraction of bus conduct rules will be reported to the student's principal.
2. Each student must be on time. Each student must stay in his/her seat while the bus is in motion. It is appropriate for three to sit in each seat, being careful not to block the aisle. Heads, hands and legs must stay inside the bus. While walking to and waiting at the bus stop, students must: avoid standing or playing in the road; keep books, lunch pails and instruments off the road; not litter or damage surrounding property; not throw snowballs or rocks at the bus or other students; and not crowd the road as the bus arrives.
3. Students are advised to exercise extreme caution when boarding or leaving a school bus stop. New York State law prohibits students from crossing closer than 10 feet from the front of the bus.
4. Students should not approach the bus or leave the curb until the bus is at a complete standstill.
5. Passengers are not allowed to stand ahead of the white line on the floor in the front of the bus. Students should enter the bus in an orderly fashion and remain in their seats while the bus is in motion.
6. Students are not allowed to put their head or arms out of bus windows. Students are not allowed to throw things out of bus windows.
7. Eating food, chewing gum and smoking are not allowed on the bus.
8. Live animals, large parcels and glass containers are not allowed on school buses per state law.
9. "Horseplay" is strictly forbidden on the bus. Riders guilty of misconduct will be referred to the school principal for appropriate action.
10. When a request to ride a different bus is made, it is not assumed that it is automatically granted. The request can be granted ONLY if there are seats available. Parents should check with the bus garage one day in advance for approval for a student to ride a different bus or have a friend ride home with him/her on the bus. A written note to the teacher and the bus driver is also required.
11. When hazardous road conditions cause the cancellation of school or the delay of opening time, an announcement will be made shortly after 6 a.m. on all Elmira radio or TV stations. It also will be announced on the district Web site:



www.elmiracityschools.com. DO NOT call the station or school officials to learn what will be broadcast.

12. RIDING THE SCHOOL BUS IS A PRIVILEGE. IT CAN BE TAKEN AWAY.

If a pupil persists in violating any of these regulations, it shall be the duty of the bus driver to notify the supervisor of bus transportation and the principal of the school the pupil attends. The bus driver may recommend suspension of the pupil's riding privilege to the supervisor of bus transportation after due warning has been given the pupil. Notice of suspension shall be given to the parent immediately. The duration of the suspension will be determined by the supervisor of bus transportation and the principal.

School Breakfast & Lunch Program

The Elmira City School District participates in the National School Lunch Program and is therefore able to offer healthy nutritious meals at low or no cost to every student. Our elementary school cafeterias offer a variety of foods each day for both breakfast and lunch. Please check menus for daily choices and current year pricing.

Applications

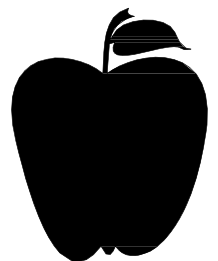
Free and reduced-price lunch applications are sent on the first day of school to all students in welcome packets. During the school year you may request an application at any time from your child's school cafeteria or download one from the school district Web site at www.elmiracityschools.com. You only need to submit one application per family, even if children are in different schools. Applications that are not filled out correctly will not be processed. No student will receive a free or reduced meal without an approved application on file. For questions or help in completing the application please call the Food Service Office at 735-3236 or 735-3238.

Breakfast

Breakfast is served daily in all of our schools. We offer a rotating variety of bagels, mini waffles, cereals, muffins, granola bars, graham crackers, fruit, juice and milk.

Lunch

Monthly menus list the rotating daily hot and cold entrée, and side choices, as well as other available daily options and prices. A full meal at lunch can consist of: 1 entrée choice, 1 bread/grain choice, up to 2 vegetables, 1 fruit or fruit juice, and a milk.



Every student must choose at least 1 fruit or vegetable. An extra PBJ sandwich may be purchased with a meal for 10¢. Extra entrée items, sides, milk, and snacks are available at a la carte prices of either 35¢ or 65¢.

Accounts UPDATE

All district students have accounts in our computerized registers. Payment for meals may be made in cash, by check (made out to **ECSD Lunch Fund**) or by utilizing the Pay-Schools system. Lunch accounts are set up using the student ID#. You will need this ID # to sign up for PaySchools. If you or your child does not know your child's ID #, you can call the school's cafeteria manager or the Food Service Office for it. More information about PaySchools is available on our district website.



Charging

Elementary students may charge up to 3 meals when absolutely necessary. If payment is not made after the third charge, the child will receive an alternate meal of a PBJ sandwich and white milk and a fruit or vegetable of our choice. Snacks may not be charged at any time. Parents will receive a negative balance letter in Wednesday folders if their student owes money. Also negative balances phone calls are made to homes twice a week.

If you have any questions about the food service program, please call the cafeteria manager at 735-3625.

Breakfast & Lunch Prices

Full-price breakfast.....	90¢
Full-price lunch.....	\$1.35
Reduced-price breakfast or lunch.....	25¢
White or chocolate milk.....	50¢

Any extras may be bought by the students by using the *a la carte* line. The cafeteria provides two lunch choices daily (as printed on the menu): one choice includes soup and sandwich. However, daily lunches are subject to change without notice.

Regarding Party Invitations

If your child is celebrating a birthday or special occasion and wants to distribute invitations to all children in his or her classroom, the school is happy to assist in distributing the invitations within the classroom. However, if your child is having a party that invites only a select few, please make arrangements to distribute them outside of school, perhaps by mail. This policy has been established in order to avoid hurt feelings. Thank you in advance for your cooperation.

School Health Information

RNs and LPNs are responsible for all mandated screenings, first aid and special care of children who are injured or become ill while under school supervision. In all emergencies, every effort is made to contact the family. If family contact cannot be made, the information on the emergency form in the health office will be used, and the student will be taken to the hospital listed. The success of this emergency procedure is dependent upon accurate information from parents and/or guardians, so please advise the school if your address or phone number changes. Also note that students will **only** be sent home with persons listed as emergency contacts on the emergency form.

Immunizations

All students, full or part time, entering and attending school must be in compliance with immunization requirements set forth in the Public Health Law, Section 2164.

For a complete list of the current immunization requirements, go to the Broadway Elementary School Web page (www.elmiracityschools.com/BroadwayElem.cfm), then under Quick Links on the left, click on Health Information. It is the responsibility of the parent to furnish the school with the necessary records. If a student is not adequately immunized according to the law, the student will be excluded from school by the principal. If you need additional information on immunizations, call the Broadway Elementary Health Office at 735-3610.

School Health Screenings

Students are screened for growth (height and weight), vision, and hearing periodically throughout their school career, in accordance with state mandates.

Required health screenings are:

Growth (height and weight): Grades 2, 4, 7 and 10, and all new entrants to the district.

Distance Vision: Grades 1, 2, 3, 5, 7 and 10, and all new entrants.

Near Vision (color perception, plus lens): All new entrants

Hearing: Grades 1, 3, 5, 7 and 10, and all new entrants.

Scoliosis: Grades 5-9.

Blood pressure: Grades 2, 4, 7 and 10, and all new entrant

In every case where a health examination or screening reveals the need for further evaluation by the family physician, parents will be notified by school personnel. Referral forms are to be completed by a physician and returned to the home school so necessary adjustments can be made in the school program when indicated.

Emergency and Health History Cards

This emergency card has vital information about your child that is needed by the health office. It is very important that this information be completed, in full, with accurate names, addresses and phone numbers. We contact only those listed by you on this card. If there are any changes, please contact the health office at Broadway Elementary at 735-3610.

Many times when students become ill or injured at school (sometimes seriously), the phone numbers we have on file are not useful for various reasons. Please keep the health office informed and up-to-date with phone numbers and emergency contacts.

Accidents in School

Throughout the course of the school day, accidents may occur. If a student should become injured or have an accident in school, he/she will be directed to the school nurse. When necessary, parents will be contacted with information about their child's injury or when additional medical attention is needed.

Medication in School

For the students' protection, school officials are prohibited by law from administering medication (including all over-the-counter medication) in school unless the following procedures are followed:

The following is required for any medication to be taken in school. This includes pain relievers and cold/cough medicine.

1. A written order by a licensed prescriber.
2. A written request from the parent or guardian to give the medication in school as ordered by the licensed prescriber.
3. An adult must deliver the medication in a properly labeled original container to the school. (Medication in baggies cannot be accepted.)
4. All medications are kept in a locked cabinet in the health office.
5. It is the parent's responsibility to take care of these matters during school hours. Other staff members are not able to deal with these in the absence of the health service staff.

Contact the Health Office with any concerns/questions.

Policy for Staying Indoors During Recess

Over the school year, many parents request that their child be allowed to stay indoors during the noon recess. School district policy requires a written request from the physician for excuses from recess. Children are not sent outdoors in bad weather. When it is very cold, they are only outside for a short period of time. Please, during the winter months, make sure your children are dressed with mittens, boots and head cover.

Emergency Closings

Emergency closing procedures and other school-related stories are broadcast on local TV and radio stations.

In those instances when a storm develops after school begins, usual procedure is NOT to close school early. This allows more time for highway crews to plow and sand roads and has proven to be less disruptive and confusing than attempting to send students home early.

However, in case of an emergency due to weather conditions, heating failure, sickness or other unforeseeable events, it may become necessary to close school before the usual

dismissal time. Please devise a plan for the safety of your child should he/she be sent home before the usual end of the school day. Be sure the school office has a form on file indicating your child's authorized "pick-up" people.

Delayed Opening

Weather conditions may require that the opening of school be delayed. Notice of a delayed opening will be provided in exactly the same manner as the closing of school. For example, if a two-hour delay is called, school will begin exactly two hours after the normally scheduled time. Students who are transported by bus should be at the bus stop two hours later than they would normally go there. The school day will end at its normal time.



Communicating With a Teacher

At Broadway Elementary School we welcome and value home/school communication and encourage you to use one of the following easy ways to contact your child's teacher.

Phone Calls

A good time to reach staff by phone is between 7:30-7:50 a.m. All non-emergency phone calls for teachers received during the instructional day (7:50 a.m. to 2:25 p.m.) will be put through to voice mail and returned promptly.

School E-mail

E-mail is an excellent way to contact your child's teacher, and every teacher has a school district e-mail address that is checked regularly. We will send home an updated list of staff e-mails in the first Wednesday folder in September.

In addition, many staff members have created individual or grade-level Web sites. You can also e-mail your child's teacher through the Web sites.

Wednesday Folders and Agendas

All students will take home a Wednesday folder. Information will be sent home each week in these folders. Please read, empty and sign them each week.

All Broadway Elementary students will receive an individual assignment book that we call their "agenda." This book helps students keep track of their assignments and learning expectations. Students will write in their agendas each day. A written comment from your child's teacher will be written in the agenda one day each week. We ask that parents check the agenda and sign them daily.

Making Up Homework Due to Absence

In the event of a student's absence, parents who request make-up work must send a note or call the school at **735-3600** before 11 a.m. These assignments may be picked up in the office between 3:00 and 3:30 p.m.

Grade level homework policy criteria will be sent home to parents when school reopens in September.



Prohibited Student Conduct

Students are expected to act in an appropriate and civil manner, focusing on safety and respect for the rights and property of others. Students may be subject to disciplinary action, up to and including suspension from school, when they:

- 1. Engage in conduct that is disorderly** (examples: running in the hall, being noisy, using offensive language or gestures, obstructing traffic, trespassing, misuse of computers, dressing in violation of the dress code);
- 2. Engage in conduct that is insubordinate** (examples: not following directions, being late or skipping school, skipping detention, repeatedly dressing in violation of the dress code, or refusing to change clothing when requested by a teacher);
- 3. Engage in conduct that is disruptive** (example: not following directions);
- 4. Engage in conduct that is violent** (examples: hitting, kicking or punching school personnel or other students, possessing or threatening to use a weapon, displaying what appears to be a weapon, intentionally damaging personal or school property);
- 5. Engage in conduct that endangers the safety, morals, health or welfare of others** (examples: lying, stealing, defamation, discrimination, harassment, intimidation, hazing, bullying [any intimidating physical, verbal or psychological negative act against another carried out repeatedly over time], using vulgar or abusive language, selling or possessing obscene material, smoking, possessing or distributing alcohol or illegal substances, inappropriately using or sharing over-the-counter drugs, gambling, indecent exposure, false reporting of a fire or another catastrophe);
- 6. Engage in misconduct that endangers and/or distracts the bus driver while on a school bus** (examples: excessive noise, pushing, shoving, fighting, changing seats);
- 7. Engage in any form of academic misconduct** (examples: plagiarism, cheating, copying, altering records, assisting with any of the above).



Reporting Violations

Any person who sees or knows of someone on school property with a weapon, alcohol or illegal substance is expected to report this to a school official.

Authorized school officials are expected to impose prompt, fair and lawful discipline.

Administrators have the authority to call law enforcement officers for assistance in conducting an investigation of an alleged incident on school property or at a school event, or in maintaining or restoring order to prevent injury to people or property.

Disciplinary Penalties & Procedures

Penalties

Students are found to have violated the Code of Conduct may be subject to the following penalties either alone or in combination.

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from school or extra-curricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term suspension from school (five days or less)
12. Long-term suspension from school (more than five days)
13. Permanent suspension from school.

Procedures

The full Code of Conduct contains the procedures for dealing with student discipline and referrals to counseling and law enforcement officials.

The full Code also contains provisions dealing with the discipline and referral of students with disabilities.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher or any person from physical injury;
- Protect the property of the school or others;
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Student Searches & Interrogations

Searches of Students of Their Belongings

School officials may search a student or his belongings (gym bag, knapsack, packages, etc.) or ask the student to remove his jacket or empty his pockets if it is reasonably believed that the search will uncover evidence that student has violated the law or the Code of Conduct.

Lockers, Desks & Other Storage Places

Student lockers, desks and other storage places are school property, under complete control of the school district. They may be searched at any time without prior notice and without student consent.

Canine Searches

An unannounced search by dogs may be conducted in any school building at any time of day throughout the school year.

Police Involvement in Searches

The district is committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. The police may enter school property to conduct an investigation if they have:

- A search or arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function;
- Been invited by school officials.

The police will conduct any investigations in accordance with applicable laws and due process rights of students.

Child Protective Services Investigations

The district will cooperate with investigations conducted by Child Protective Services of the Chemung County Department of Social Services.

Visitors to the Schools

Upon arrival at school, visitors must report to the main office and sign a visitor's register. They must wear a visitor's ID badge at all times and return the badge to the main office and sign out before leaving. Visitors at functions that are open to the



public do not need to register.

Visitors must have permission from the teacher and principal before visiting a classroom while class is in session. Teachers may not take class time to discuss individual matters with visitors.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

Prohibited Conduct

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so;
- Intentionally damage or destroy school or personal property, including graffiti or arson;
- Disrupt classes, school programs or activities;
- Distribute or wear materials that are obscene, advocate illegal action, are libelous, obstruct the rights of others or are disruptive to the school program;
- Intimidate, harass or discriminate against another person for any reason;
- Enter any part of the school without permission or remain in the school after it is normally closed;
- Violate traffic or parking regulations;
- Possess, distribute or be under the influence of alcohol or illegal substances;
- Smoke or use smokeless tobacco;
- Possess or use weapons (except law enforcement);
- Loiter;
- Gamble;
- Refuse to follow orders of school officials;
- Incite others to violate the Code of Conduct;
- Violate any federal, state or local law or Board policy.

Visitors will be asked to leave if:

- They do not have permission to be on school property; or
- They violate the rules in the preceding section pertaining to public conduct on school property. If they refuse to leave the police will be called.

District personnel who violate this Code may be subject to disciplinary proceedings and penalties consistent with their collective bargaining agreement and/or the law.

Dissemination & Review

The Board of Education will review this Code of Conduct every year and update it as necessary. A copy will be sent home to parents. For a copy of the full Code of Conduct, call Kathleen Costello at (607) 735-3091.



Kid's World

The Elmira City School District offers before- and after-school care to district students in Kindergarten through sixth grade through the YWCA's Kid's World program. For details, go to www.elmiracityschools.com/BroadwayElem.cfm, then on the Quick Links to the left, click on "Child Care," or call the YWCA at 733-5575.

Parents' Rights

The Family Rights and Privacy Act gives parents the right to view their child's academic records. Therefore, it is our policy to request parent permission in writing to:

- View student academic records.
- Transfer records to another school or agency.

How Parents Can Get Involved

Building Planning Team (BPT)

Building Planning Team is an organization consisting of teachers, support staff, administrators and parents. The purpose of BPT is to focus on instructional issues that impact students' continuous improvements. Actual meeting dates are determined by the membership.

Family Community Outreach Coordinator

Our Parent Partner program is run by a parent to assist other parents in making the school experience for their children more positive. Contact the main office at 735-3600 to speak with our Parent Partner to discuss volunteer opportunities and ways to support learning at home.

Volunteer Program

Volunteers are always welcome at our school. In fact, the need for more volunteers is increasing yearly. Working with our teachers and students is a very rewarding experience, and our staff appreciates the extra help. So moms, dads and grandparents: If you are willing to share some time one or two days a week for a couple of hours, please contact the school office at 735-3600.

PFO Officers and Executive Committee

President	Katey McKerrow
Treasurer	Vanessa Miller
Secretary	Kathy Vaughan

We welcome your ideas and suggestions – also your help! Please feel free to contact us if you have any concerns, or if you would like to help out with any of the events we have planned for the coming school year. There is a mailbox available in the work room labeled PFO any time you wish to leave a message. We hope to hear from you.

The PFO meeting schedule will be announced to parents in Wednesday folders.

Success at School

Here are a few suggestions for parents on what does/doesn't work for your child's success at school:

DO

- Set realistic goals based on your child's interests, abilities, dreams and personality.
- Listen to your children. Talk daily about school life as well as school grades.
- Set aside time to be a major part of your child's life and development.
- Read. Read to your child. Read with them. Read together as a family.
- Expose your child to a wide variety of experiences... nature, a ball game, the park, a museum, conversation with others in the extended family.

DON'T

- Blame the school... Get the whole story before you make your decisions.
- Downgrade the school or staff member working with your child. Raise issues in a positive manner with adults who can problem-solve with you.
- Let your child stay home because it is easy. The best learning opportunity occurs when your child is constantly in school.
- Emphasize the negative. Find what works for your child and build around that to encourage your child's success.
- Let an issue boil inside you for a long period of time. Talk to someone who can help solve the problem in a timely fashion.

Celebrating Student Success



Research shows that students (and people in general) generally attribute success at any given task to one of four causes:

- Ability
- Other People
- Luck
- Effort

Three of these four beliefs ultimately *inhibit* achievement. On the surface, a belief in **ability** seems relatively useful — *if* you believe you can tackle anything. Regardless of how much ability you think you have, however, there will inevitably be tasks for which you do not believe you have the requisite skill. According to documented research, when students believe they don't have the necessary ability to succeed at a task, they may actually sabotage their own success. Belief that **other people** are the primary cause of success also has drawbacks, particularly when one finds him/herself alone. Belief in **luck** has obvious disadvantages — what if luck runs out? Belief in **effort** is clearly the most useful attribution. If you believe that effort is the most important factor in achievement, you have a motivational tool that you can apply to any situation.

Broadway Elementary School has based the following student recognition in the areas of citizenship and academics upon this research. We believe that it is our responsibility as educators to instill the important connection between effort and achievement in our students.

1. Broadway Bravo Award
2. Broadway's Best Award
3. Perfect Attendance Award

Broadway Bravo Award

This award is presented to students who make the classroom a better place to learn by:

- Exhibiting a positive and cooperative attitude
- Using manners
- Being helpful to classmates
- Following the Broadway School Pledge

Students will be recognized with a Broadway Bravo during Town Meetings with an award and a button. Parents will be notified and invited to attend the ceremony. A picture of award

winners will be displayed on the bulletin board in the main

hallway. Broadway Bravo Awards will be given three times a year, in November, February and May.

Broadway's Best Award

This award is presented to students who consistently work to the best of their ability and receive an effort mark of Excellent ("E") in four of the five following areas on their report card:

- Reading
- Writing
- Listening
- Speaking
- Math

Nominated students will be honored at a reception hosted by the administrative team. Parents will be notified and invited to attend. Recognized students will receive a certificate and a personal note from their teacher. Photos will be on display on the hallway bulletin board. Celebrations are planned for January and March.

Perfect Attendance Award

This award is presented to students who are in attendance every day of the semester are tardy no more than two times a semester. Students will be recognized with a certificate during Town Meetings. Perfect Attendance Awards will be presented three times a year.

Elmira's Board of Education

The Board of Education is the official policy-making body of the Elmira City School District. In Elmira, nine residents serve on the Board without pay. They are elected to three-year terms of office by district voters at the annual election in May.

Board Meetings

Board meetings are held at the Elmira Free Academy community room. The public is invited to all regular Board meetings. Consult the district calendar for dates and times.

Broadway Elementary: Our Core Values

We believe that:

- H Every child should be seen as a learner, treated as a learner and will succeed as a learner.
- H It is our responsibility to individually and

collaboratively create conditions that promote student success and advance the vision of our school.

- H A commitment to continuous improvement and ongoing professional learning are essential to significant change and improvement.

Our Mission

In alignment with the district's mission, Every Student Succeeds, our school's mission is to ensure the success of every student by meeting his/her unique needs in a caring and competent learning community.

Broadway Elementary School is a child-centered school

focused on head and heart learning to promote student success in school and life. We cherish and enjoy the uniqueness of everyone in the school community – building caring, supportive and respectful relationships to engage students, parents and staff in the learning journey. Each day, we strive to do our very best to create an environment that nurtures responsible citizenship and success for all.

Our Vision of Our School

H Welcoming Environment

At Broadway Elementary School, we create an environment that fosters a partnership of students, parents and staff to best support student learning. Our school is a safe and friendly community of learners. We are all active participants in the educational process.

H Self-Confidence

At Broadway Elementary School, we view students, parents and staff as capable and positive contributors to individual and collective success in the learning process.

H Embracing Diversity

At Broadway Elementary School, we accept everyone for who they are. We recognize the uniqueness of individuals and celebrate our diversity.

H Safety and Security

At Broadway Elementary School, we promote the emotional and physical well being of all members of our community by providing a safe and secure learning environment.



H Respect, Integrity, Dignity

At Broadway Elementary School, we choose to treat others as we want to be treated.

H Creative Thinking

At Broadway Elementary School, we all engage in creative thinking by modeling flexibility, adaptability, open-mindedness and originality.

H High Expectations

At Broadway Elementary School, we are committed to fostering an environment that encourages and supports the journey to higher level learning for all.

H Team Work

At Broadway Elementary School, we work together and value the contributions of all members of our community. We attain our common goals through trust, active listening, support and collaboration.

H Hard Work

At Broadway Elementary School, we strive every day to do our very best.

H Community Connections

At Broadway Elementary School, we make connections with

**Keep in touch! Weekly
notices about school events go
home with your child
EVERY WEDNESDAY**

Our School Pledge

At Broadway Elementary School.

I pledge to SOAR to the stars by:

Being Safe, Practicing Ownership,

Accepting others, and Showing Respect

**I believe in myself and my ability
to do my best all of the time.**



Broadway Elementary School is a child-centered school focused on head and heart learning to promote student success in school and life. We cherish and enjoy the uniqueness of everyone in the school community – building caring, supportive and respectful relationships to engage students, parents and staff in the learning journey. Each day, we strive to do our best to create an environment that nurtures responsible citizenship and success for all.

The Elmira City School District hereby advises students, parents, employees and the general public that it offers employment and education opportunities without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status.

Inquiries concerning this policy shall be addressed to:

Hillary Austin, District Title IX Coordinator and Section 504 Compliance Officer

At: 951 Hoffman Street, Elmira, NY 14905 • (607) 735-3000

Elmira City School District

District Administration: 951 Hoffman Street • Elmira, NY 14905

(607) 735-3000

www.elmiracityschools.com