



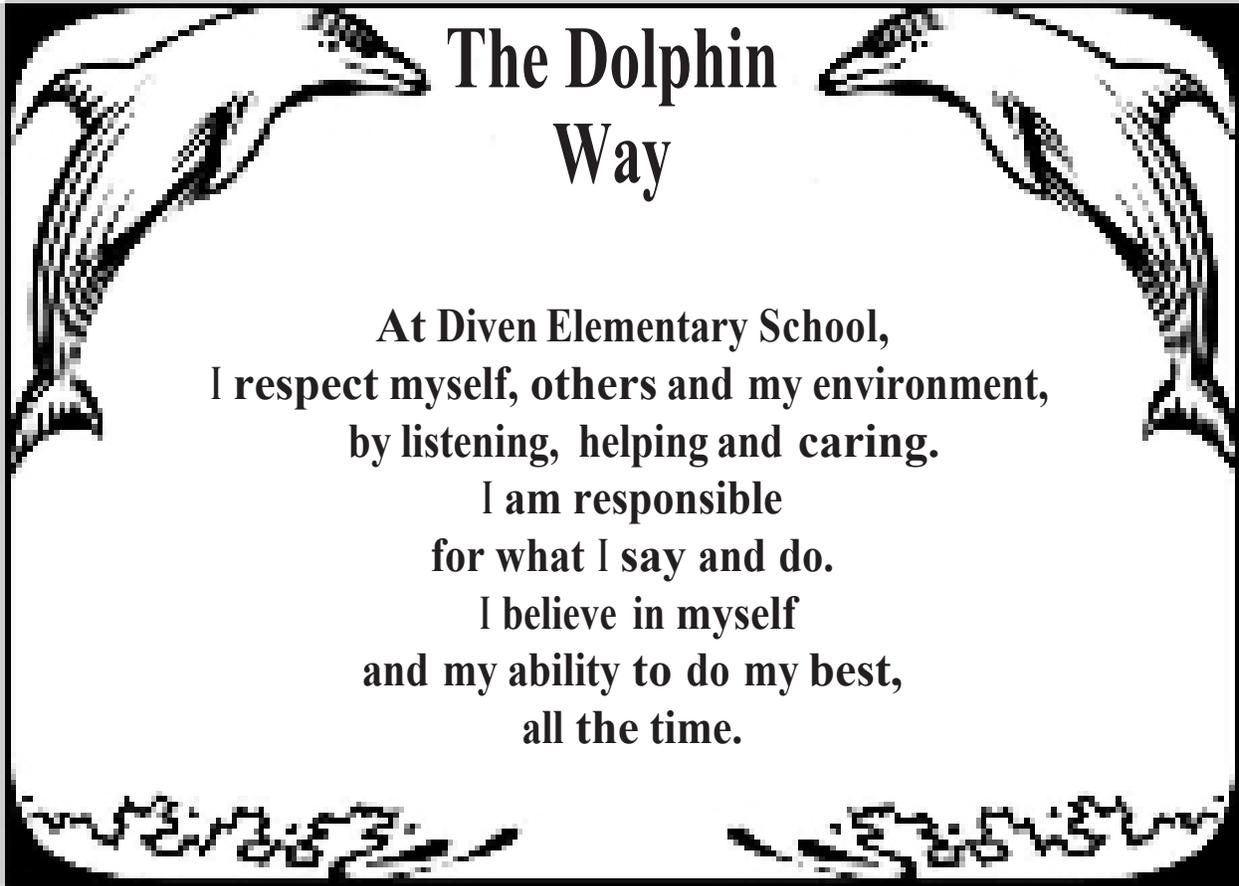
Diven Elementary School

Parent Handbook



**1115 Hall Street
Elmira, NY 14901
(607) 735-3700**

2017-18

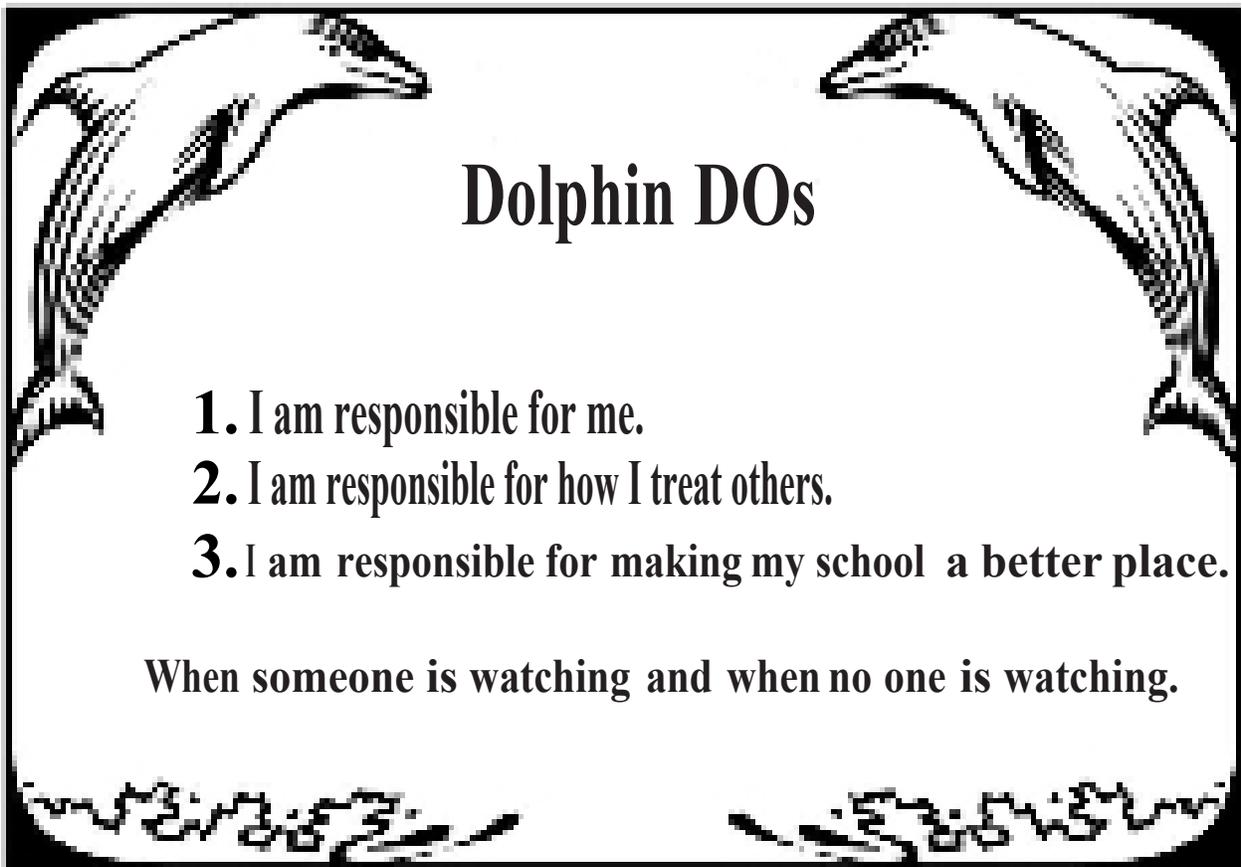


The Dolphin Way

At Diven Elementary School,
I respect myself, others and my environment,
by listening, helping and caring.

I am responsible
for what I say and do.

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



Dolphin DOs

1. I am responsible for me.
2. I am responsible for how I treat others.
3. I am responsible for making my school a better place.

When someone is watching and when no one is watching.

Swim With The Dolphins @ Diven Elementary School
A home/school Dolphin partnership for success!



Support Our Scholars!

Talk about school every day and make sure that your child knows you think school is important.

Did you know that dolphins often set aside their own needs to help each other? When a pod member needs support, a pair of dolphins, one on each side will stay beside it, lifting it to the surface to breathe if necessary, until it recovers the strength to swim for itself.

At Diven, home and school families can pair up to offer this same type of support for learning. We know that your child will learn more and be happier if we work together as a team. When home and school are partners, children learn best!

As an essential partner in learning, here's how you can help ~

Make School Important

Insist on good attendance and punctuality. Every minute of learning time counts!

School success goes hand in hand with good attendance. Attending school regularly helps children feel better about school and about themselves. Start building a positive attendance habit early in the primary grades so your child learns right away that going to school on time, every day is important.

You can think about good attendance as a traffic light.



Green stands for **Go!**

I'm here and ready to learn!

9 or fewer absences during the year

Yellow stands for **Slow!**

I can do better.

10-17 days of absences during the year

Red stands for **Whoa!**

I'm not here. I can't learn.

18 or more absences during the year

- ♥ Do not hesitate to reach out to any member of the Diven team if you need attendance assistance during the year.
- ♥ With the exception of emergency situations, please avoid requests to have your child dismissed early.

Get Involved

Meet with your child's teacher and attend school events.

Decades of research strongly suggest that families have a major influence on their children's achievement in school and through life. Students with involved parents are more likely to earn higher grades and test scores, enroll in higher-level courses, attend school regularly, have better social skills, show improved behavior, adapt well to school, graduate and go on to post-secondary education. In short, when parents are involved in education, children do better in school, and schools get better.

This year, we are seeking **100%** family participation in the following school events:

Open House	9/28/17 from 6:00-7:00pm
Swim with the Dolphins in Morning Meeting	October, 2017
Swim with the Dolphins in ELA: Listening and Learning	November, 2017
Swim with the Dolphins in ELA: Skills Strand	January, 2018
Swim with the Dolphins in ELA: GRAIR	February, 2018
Swim with the Dolphins in Math	March, 2018
Classroom Visitation Focus Event	TBD by individual classroom teachers
Super Goal Scholar Day	June, 2018

Each event will help you to support your child's learning goals, effort and achievement in both head and heart learning. Please stay tuned for each months schedule and help us meet our 100% goal!

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!

Commit to **Swimming With The Dolphins** this year ~

Make School Important
Get Involved
Support Our Scholars!



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School Administration

Elmira City School District Superintendent.....	Hillary Austin
Diven Elementary School Principal	Pam Davis-Webb
Diven Elementary Assistant Principal	Jo Legare

Diven Contact Information

Who do I contact about:

Bus Schedule	735-3950	
Breakfast/Lunch.....	Mrs. Kelsey.....735-3700	
Health Concerns.....	Ms. Hart.....735-3710	
Use of Building.....	Mr. York	735-3726
Weather/Snow Closing.....	735-3970	

Important Telephone Numbers

Your Child's Teacher.....	735-3700	
Principal	Mrs. Davis-Webb.....735-3700	
Assistant Principal.....	Mrs. Legare	735-3700
Nurse.....	Ms. Hart.....	735-3710
School Psychologist	TBD.	735-3712
Head Custodian	Mr. York	735-3726
Attendance Clerk.....	Ms. Harvard	735-3707
Parent Partner	Mrs. Wood.....	735-3743
School Secretary	Mrs. Bauer	735-3701

2017-18 School Calendar

For a more detailed school calendar, visit our district Web site at: www.elmiracityschools.com.

September 6.....	SCHOOL BEGINS
September 7.....	SCHOOL BEGINS FOR PRE-K STUDENTS
October 9.....	Columbus Day.....NO SCHOOL
October 20.....	District Conference Day.....NO SCHOOL
November 10.....	Veterans Day Observed.....NO SCHOOL
November 22-24.....	Thanksgiving Recess.....NO SCHOOL
December 25-January 1.....	Winter Recess.....NO SCHOOL
January 15.....	Martin Luther King Jr. Day.....NO SCHOOL
January 26.....	District Conference Day.....NO SCHOOL
February 19-23.....	Mid-Winter Recess.....NO SCHOOL
March 9.....	District Conference Day.....NO SCHOOL
April 23-27.....	Spring Recess.....NO SCHOOL
May 28.....	Memorial Day.....NO SCHOOL
June 22.....	Report Cards Sent Home LAST DAY OF SCHOOL

Schedules

School Hours

Mondays, Tuesdays, Thursdays, Fridays

Doors Open	7:45 a.m.
Students' Entry to Classrooms.....	8:05 a.m.
Tardy Bell.....	8:20 a.m.
Dismissal Bell.....	2:45 p.m.

Wednesdays: Early Dismissal 1:30 p.m.

Lunch Hours

<u>PreK</u>	<u>K</u>	<u>Grade 1</u>	<u>Grade 2</u>
10:20-11:00 a.m.....	11-11:40 a.m.....	11:45 a.m.-12:25 p.m.	12:30-1:10 p.m.

Staff Hours

7:45 a.m. – 3:15 p.m.

Morning Arrival

Our main (Hall Street) doors open each morning at 7:45 a.m. Upon entering the building, students report to the cafeteria or gym for morning supervision until dismissal to classrooms at 8:05 a.m. **Please do not drop children off before 8:00 a.m.**

Afternoon Dismissal

For safety, connecting each student with his/her appropriate pick-up person is our primary concern at the end of each school day. Teachers will dismiss children from their classroom as parents or other approved adults/siblings check with them.



Parking

- Please ensure safety at all times:
Do not block or park in a crosswalk.
Travel slowly down the street as students are unloading/ loading from stopped vehicles and crossing the road.
Do not pass a school bus with blinking red lights. This is against the law, and the bus drivers have been directed to take down license plate numbers for referral to the Elmira Police Department.
- Buses unload in the morning and load in the afternoon on Grand Central Avenue.
- Parking is authorized in the lot on Hall Street and in designated areas on Hall Street, Division Street and Grand Central Avenue. Please follow all parking signs as you may be ticketed if you park in an unauthorized parking area. We are aware that Hall Street becomes very congested at student dismissal, but it does clear out fairly quickly. Your patience and cooperation in following the outlined procedures will be essential in maintaining the safety of all children and families.

Visitors to Buildings

In order for us to assure a safe school for your child, please be aware of the following Diven 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 wear 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" paper work 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 ensure student safety at Diven 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 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:

- Recognize the importance of on-time attendance in school, class and supervised activities.

Attendance Policy, cont.

- Get a good night's sleep and eat breakfast.
- 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.
- 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.
- Notify teachers whenever there is a need for early departure.
- Make arrangements with your teacher to make up missed work, assignments and/or tests upon return to school.
- 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.
- Follow procedures as determined by the Eligibility for Extra Curricular Activities Policy, the Code of Conduct and the Comprehensive Student Attendance Policy.
- Help develop and follow the plan for improved attendance that will be developed if necessary.

Parents

All parents are expected to:

- Emphasize the importance of on-time attendance in school, class and supervised activities.
- Send your child to school every day prepared to participate and learn by providing a good night's sleep and breakfast.
- 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.
- Call the school when your child is absent.
- Provide a written excuse for every absence when your child returns to school.
- Provide a written excuse for every early departure.
- Provide correct current addresses, phone numbers, emergency contacts, work numbers and updates of this information as needed.
- Help develop and implement the individualized plan for improved attendance that may be necessary for your child.
- Provide consistent and timely incentives and consequences for attendance.



Teachers

All teachers are expected to:

- Emphasize the importance of and encourage on-time attendance in school, class and supervised activities.
- Promote a safe and stimulating learning environment.
- 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.
- Review class attendance records.
- 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.).
- 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.
- 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.
- Work with the building principal to address the problem of unexcused absences, tardiness and early departures. Help develop and implement individualized plans for improved attendance that may be developed for your students.
- Sign an oath of affirmation to validate the authenticity and accuracy of student attendance reports.
- Always write a referral on a truant student. Give administrators paperwork or notices indicating student absences.

Attendance Policy, cont.

- 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:

- Emphasize the importance of on-time attendance in school, class and supervised activities.
- Communicate expectations for attendance to parents, students, counselors, teachers and the community. Explain the attendance policy to all students during orientation meetings.
- Provide consistent and timely incentives and consequences for attendance.
- Maintain lists of individuals who are authorized to pick up students in attendance at school.
- Utilize building intervention teams to review daily/weekly attendance per the Elmira City School District AIS intervention model.
- Deal with truancy in accordance with the district Code of Conduct.
- Deal with issues of insubordination related to attendance in accordance with the district Code of Conduct.
- Work with teachers, counselors and social workers to review attendance records at the end of each term to identify individual and group attendance patterns.
- Sign an oath of affirmation to validate the accuracy and completeness of the period attendance report.
- Work with teachers, counselors and social workers to address the problem of unexcused absences, tardiness and early departures.
- 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.
- 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.
- Help develop and implement individualized plans for improved attendance that may be created for your students.

Coaches, Advisors, Athletic Managers

All coaches, advisors and athletic managers are expected to:

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

- Emphasize the importance of on-time attendance in school, class and supervised activities.
- 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.
- 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.)
- Counsel students individually when they receive a notification of excessive absences at any grade level in any subject area.
- Encourage students to see their teachers for missed assignments during the period of their absence.
- Help develop and implement individualized plans for improved attendance that may be necessary for your students.

Attendance Policy, cont.

Community Members and Employers

All community and employers are expected to:

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

- Personal illness.
- Illness in the family.
- Death in the family.
- Religious observance.
- Quarantine.
- Required court appearance.
- Attendance at health clinics or other medical obligations.
- Approved college visits.
- Approved cooperative work visits.
- Military obligations.
- Administrative approval/emergency situations. This covers unexpected events that keep a student from attendance. Such cases will be considered individually by the building principal.
- 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:

- For pre-kindergarten through grade 5, notice whenever a student is absent, tardy or departs early without proper excuse for each school day.

- 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. Detention (after school; Saturday).
5. Suspension from extracurricular activities.
6. Suspension from interscholastic sports.
7. Suspension from school-sponsored events.
8. Loss of parking privileges.
9. Removal from class by building principal.
10. Referral to juvenile justice system.
11. Referral to Family Court for Person In Need of Supervision (PINS) petition.
12. Other penalties as defined in the Code of Conduct.

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 two miles from school and secondary students living more than three 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 – one mile and over; fourth grade through eighth grade – 1.5 miles and over; senior high students – two 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

- 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.
- 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.
- 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.
- Students should not approach the bus or leave the curb until the bus is at a complete standstill.
- 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.

- 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.

- Eating food, chewing gum and smoking are not allowed on the bus.
- Live animals, large parcels and glass containers are not allowed on school buses per state law.
- "Horseplay" is strictly forbidden on the bus. Riders guilty of misconduct will be referred to the school principal for appropriate action.



- 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.
- 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. DO NOT call the station or school officials to learn what will be broadcast.
- **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.

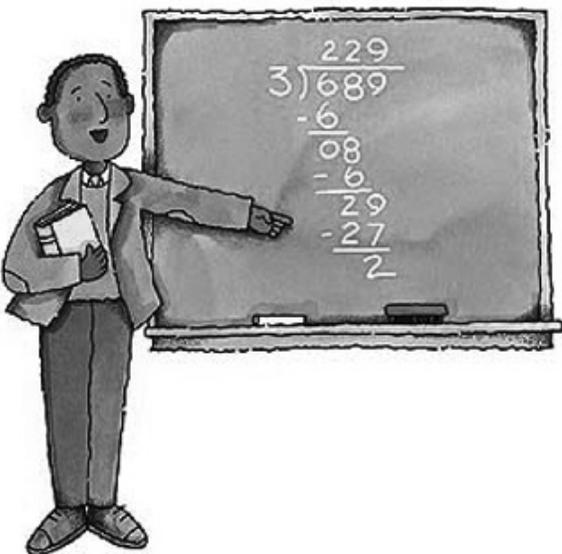
School Breakfast & Lunch Program

This year the Elmira City School District is participating in a new government program entitled Community Eligibility Option. Due to the high number of state directly certified students within most of our school buildings, we are able to offer free breakfasts and free lunches to all students in the eight elementary schools and the two middle schools. With this new program in place, no applications will be required for any student in elementary or middle school. All students in these buildings are eligible to receive a free breakfast and lunch of their choice. Extra portions and snacks are available at a cost as in the past. Bringers who want milk will be charged 65¢ for milk, as always. At this time, the high schools are not eligible for this program due to their state direct certification numbers. For questions about this, call 735-3238. Breakfast begins at 7:45 a.m. each day.

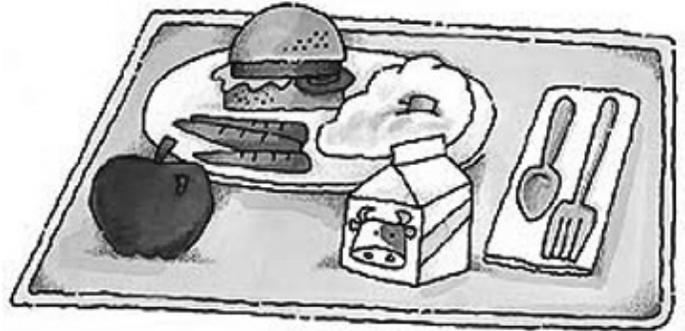
Food Service

Facts About Charging Lunches & Milk

Students in kindergarten, first and second grades will be permitted to charge only one lunch or milk. Payment must be received before another charge may be made. Students in third, fourth and fifth grades will not be allowed to charge any lunches or milk. This policy is necessary due to the large percentage of unpaid charges in the past and the increased amount of time and paperwork involved in collecting overdue charges by cafeteria personnel. If you have any questions about this policy, please call the cafeteria manager at 735-3725. Ice cream, cookies or extras may not be charged. These are strictly cash purchases.



Breakfast & Lunch Prices



Full-price breakfast	75¢
Full-price lunch	\$1.35
Reduced-price breakfast or lunch	25¢
White or chocolate milk	65¢

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.

Snacks (based on availability) are 40¢ or 60¢.

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 and is inviting 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. If you don't know mailing addresses, please call Mrs. Legare, Assistant Principal, and she will help you. 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.

School Health Information, cont.

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.

The minimum vaccine requirements are:

- 3 doses of diphtheria toxoid, tetanus and pertussis.
- 2 measles, 1 mumps, 1 rubella, given as one injection (MMR).
- 3 Polio.
- 3 Hepatitis B.
- 1 Varicella (chicken pox).
- 1 Tdap (Tetanus, diphtheria and pertussis) due for any child born on after January 1, 1994 and enrolling in sixth grade.

Vaccine is available from any pediatrician's office or the Chemung County Health Department (737-2028). 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 Diven Elementary Health Office at 735-3710.

School Health Screenings

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

Physicals are required for students in grades 2, 4, 7 and 10 and for all new entrants to the Elmira City School District. Parents are urged to have their family physician complete the physical. If a physician's report is not received in the school's health office by October 31, the school nurse practitioner will complete a physical on the student. 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.

Mandated Screenings

Color vision, near vision and plus lens done on new entrants only.

- Distant vision is checked on all new entrants, and in grades 1, 2, 3, 5, 8 and 10.

- Scoliosis screening is done on all students in grades 5, 6, 7, 8 and 9.
- Hearing screening is done on all new entrants, and in grades 1, 3, 5, 7 and 10.
- Blood pressure is checked on all new entrants, and in grades 2, 4, 7 and 10, and with all students requiring a physical.
- Body mass index (BMI) is done on all new entrants, and in grades 2, 4, 7 and 10.

Head Lice

Students are checked for head lice whenever they are noted to be scratching their heads, or if bleeding scalp or live bugs are seen. School personnel, parents or students themselves may request that the child be checked. Children found to have live lice will be sent home from school. A consultation will be held with a parent/guardian regarding treatment and re-entry. Students and their parent/guardian must report to the health office upon returning to school to be re-checked. Students will be allowed to stay in school once all live lice are removed, or if only nits (eggs) are found in the hair. If you have additional questions regarding head lice please contact the school's health office.

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:

- Medications will be given



School Health Information, cont.

only when a physician's written order has been filed with the school RN.

- Written request to give medication during school hours from a parent or guardian is submitted.
- Parents are requested to bring the medication to school and deliver it to the RN or LPN, or in his or her absence, the school principal.
- The parent is responsible for an adequate supply of medicine in the original container labeled properly with prescription information including the child's name, medication and dosage. This applies to both prescription and non-prescription medication.
- No change in dosage or frequency can be made without a physician's order.
- Please do not send cough syrup, aspirin, Tylenol, etc., to school with your child. They are medication also, and could be harmful to other children if lost or shared. Cough drops may be given at school, if they are accompanied by a written request by the parent or guardian to give them. Again, the parent must supply the cough drops.
- Students may not transport any medications to and from school – this must be done by an adult.

If you have any questions regarding these regulations please contact the RN or the principal.

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 Your Child's Teacher

At Diven 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 from 7:45 to 8:05 a.m. and 2:55 to 3:10 p.m. During the instructional day (8:05 a.m. to 2:45 p.m.), messages will be taken for all non-emergency phone calls for teachers and returned promptly.

School Email

Email is an excellent way to contact your child's teacher, and every teacher has a school district email address that is checked regularly. We will send home an updated list of staff emails in the first Wednesday folder in September. The staff email directory is also on the Diven website home page (go to www.elmiracityschools.com)

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.

School Web site

- Go to www.elmiracityschools.com
- > Schools
- > Diven Elementary

Many staff members have created classroom or grade-level Web sites. These sites contain information such as a calendar of upcoming events, special class projects, curriculum covered in the grade level and helpful links for parents. Some of the sites even offer interactive educational games and flash cards.

Be sure to find out what your child's classroom Web site is, bookmark it and visit it regularly with your child.

Wednesday Folders

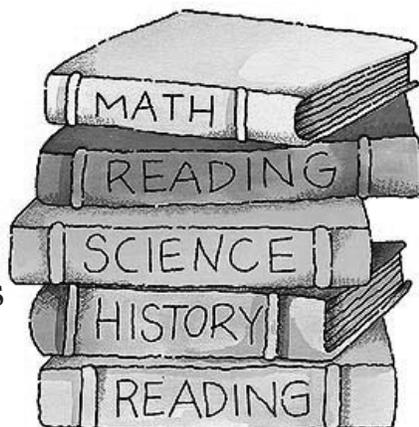
All children in grades pre-kindergarten through 2 will take home a Wednesday folder. Information will be sent home each week in these folders. Please read, empty and sign them each week. Weekly communication sheets will also be attached to students' folders for home/school communication.

Homework Policy

The time spent doing homework directly affects a child's achievement and success in school and in life. Through homework, children learn skills that they must develop if they are to grow to be independent, motivated and successful adults. Homework provides students with an opportunity to practice new skills, prepare for a new area of study or to elaborate on introduced material. Homework also teaches responsibility. Children learn to follow directions, begin and complete a task and manage their time. When families support homework, school programs and their effectiveness are strengthened.

Everybody benefits — parents, teachers and especially students!

PLEASE SEE OUR COMPLETE HOMEWORK POLICY ON PAGES 18-19.



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 the BPT is to focus on instructional issues that impact students' continuous improvements. Usually there is one meeting each month. Actual meeting dates are determined by the membership.

Parent Partner Program

Our Parent Partner program is run by a parent to assist other parents in making the school experience for their children more positive. Call 735-3745 to speak with our Parent Partner, Mrs. Belinda Wood, 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. If you are willing to share some time one or two days a week, please contact the school office at 735-3700.

Diven School Organization (DSO)

The DSO welcomes your ideas and suggestions – also your help! Please plan to attend our monthly meetings and help out with any events we have planned for the coming school year. There is a mailbox available in the work room labeled DSO any time you wish to leave a message. We hope to hear from you.

The first DSO meeting of the year will be on Thursday, September 21 at 3:00 p.m. in the library. Additional DSO meeting dates and times will be held as follows at 3:00 p.m. Please join us! After our first Sept 21, meeting, the dates are:

Oct. 12	Feb. 15	June 7
Nov. 16	March 15	
Dec. 14	April 19	
Jan. 18	May 10	

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 time. Talk to someone who can help solve the problem in a timely fashion.

Celebrating Student Success at Diven

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

1. Ability
2. Other people
3. Luck
4. 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.

Diven 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.



Super Splash Award

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

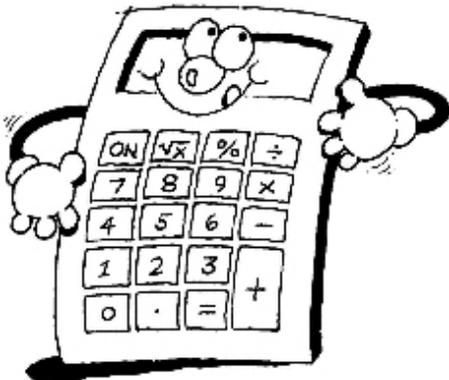
- Exhibiting a positive and cooperative attitude
- Using manners
- Being helpful to others
- Following the Dolphin Way.

Students will be recognized with a Super Splash 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. Super Splash Awards will be given three times a year, in November, February and May.

Super Splash Award for Parents/Guardians and Community Partners

This award is presented to parents/guardians and community partners who make the classroom and school a better place to learn by:

- Attending classroom and school events
- Volunteering in the classroom and/or school
- Signing the Wednesday folder and supporting homework
- Exhibiting a positive and cooperative attitude. Parents/guardians and community partners will be notified and invited to attend the ceremony which is held during Town Meetings in November, February and May. A picture of the award winners will be displayed.



Best Fin Forward 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 all five 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 personalized note from their teacher. Photos will be on display. Celebrations are planned for December and May.

Elmira City School District'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.

2017-18 Board Members

Officers:

Sara Lattin President

Mary Tucker, Vice President

Members:

Lynn Grottenthaler

Maryann Friebis

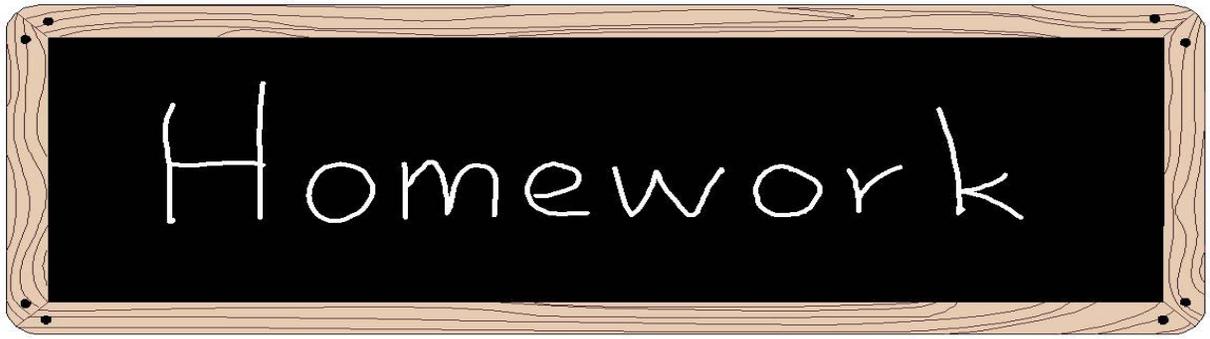
Scott Moore

Josh Palmer

Randy Reid

Deborah White

Kevin Sullivan



Diven Elementary School's Universal Homework Policy

The Diven staff are committed to helping our young students become capable, confident and joyful learners. Our **Universal Homework Policy** will encourage your child to self-reflect upon his/her learning while providing individualized opportunities to practice with learning goals at home. We believe that homework isn't about writing something down to hand in, homework is about learning!

Here's what your child's homework will consist of this year and how you can help:

I Can Learning Goals

Daily, your child's teacher will post, communicate and reinforce the purpose for each learning activity as "I can" learning goals. For example ~ I can write my story in sequential order.

- *Each day at home, please ask your child to share one "I can" learning goal with you. This important conversation will instantly link home and school as partners and contribute to higher achievement, positive attitudes and high aspirations.*

Super Scholar Word of the Month

The Super Scholar Word of the Month is designed to help our children build their oral vocabularies while practicing the attributes of a successful scholar who works to think, write, speak and listen to understand every day in all subject areas. The focus word is introduced at the beginning of each month on the morning announcements and classrooms provide follow-up and extension activities to bring the scholar trait to life.

- *The highlighted words are included in the weekly Sunday auto dialer message and printed on the monthly parent calendar sent home in Wednesday folders at the beginning of each month.*
- *Encourage your child to use the Super Scholar Word of the Month at home in conversation and to model it daily.*

Practice with Individual Learning Goals

Why is it important to set goals for children?

Children who have goals will do better in life than those with no plan at all.

Goals build purpose, focus and motivation.

In class throughout the year, your child will be setting head (academic) and heart (character) goals.

When your child achieves a goal, we will celebrate. We'll also let you know so that your family can celebrate too!

- *Throughout the year, your child's teacher will share your child's individualized goals and provide some tools for your child to practice the goals at home. Spend a few minutes each day practicing the skills and watch how quickly your child meets his/her goal and is ready for a new one!*

Read, Read, Read!

Twenty minutes is a magical number because children who read 20 minutes a day are exposed to over 1 million more words a year than a child who does not read or is not read to! Reading together not only increases knowledge of words and concepts, it improves behavior, increases academic achievement, and strengthens family bonds.

- *Spend time reading at home as often as possible.*

I read to you.

We read together.

You read to me.

The choice is yours!

Your child's teacher can help you find "just right" books to read at home.

- *Consider taking advantage of the Core Knowledge Skills Strand take-home reading materials sent home on a regular basis for practice with the skills to help your child grow as a reader.*

Decades of research strongly suggest that families have a major influence on their children's achievement in school and through life. Students with involved parents are more likely to earn higher grades and test scores, enroll in higher-level courses, attend school regularly, have better social skills, show improved behavior, adapt well to school, graduate and go on to post-secondary education. In short, when home and school are partners, children learn best!

If you have questions about our **Universal Homework Policy**, please do not hesitate to speak with your child's teacher or any member of the Diven family.

Thanks in advance for helping your child learn, grow and become his/her very best!





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, gender, 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
951 Hoffman Street
Elmira, NY 14905
(607) 735-3000

Superintendent of Schools
Hillary Austin

www.elmiracityschools.com