

*Elmira City
School District*

Fassett Elementary School

Parent Handbook



309 W. Thurston St.
Elmira, NY 14901
(607) 735-3900
www.elmiracityschools.com

2013-14

The Fasset 5 Pledge

I will always be



I will work hard every day!



Welcome to a new school year!

Dear Fassett Family,

Welcome to the 2013-14 school year!

We are excited to begin a journey of learning with your child and want to work closely with you, too. We know that your child will learn more and be happier if we can work together as a team. When home and school are partners, children learn best!

To help your child do well in school:

- **Make school important.** Insist on good attendance and punctuality. Every minute of learning time counts!
- **Show you care.** Your child needs hugs and words of support. Talk to your learner about school each day and ask about the day's learning goals.
- **Read, read, read.** Read with your child and have

him/her read independently every day. Make it fun and talk about what you've read together. The more children read, the better readers and learners they become!

- **Promote healthy habits.** Make sure your young Falcon gets plenty of sleep and exercise and eats balanced meals. Healthy learners are successful learners!
- **Be a role model.** Your child learns from you, so be positive about education and show you enjoy learning too.
- **Encourage independence.** Allow your learner to make mistakes and learn to accept natural consequences. Give him/her responsibilities such as household chores.
- **Make a place for learning and create a study routine.** Set a time and quiet place for homework every day. Contact the teacher immediately if your child is struggling to complete homework independently.
- **Get involved.** Meet with your child's teacher, attend school events and help out at school. There are many ways to get involved - see our enclosed volunteer form to get started!
- **Build success.** Help raise your child's self-esteem by setting reachable goals and praising his or her efforts, not just results. Effort = Achievement and children who work hard, get smart!

If you have questions, comments or concerns about how your learner is doing, please let us know right away. The earlier we can address the 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!

Sincerely,

The Fassett Elementary Staff

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School Administration

Elmira City School District Interim Superintendent.....	Hillary Austin
Fassett Elementary School Principal.....	Mary Cox
Fassett Elementary Assistant Principal.....	Rich Dobson

Fassett Contact Information

Who do I contact about:

Bus Schedule	735-3950	
Breakfast/Lunch.....	Ms. Wilson	735-3930
Health Concerns.....	Mrs. McGinley-Hilliard	735-3910
Use of Building	Mr. Swartout	735-3926
Weather/Snow Closing.....	735-3970	

Important Telephone Numbers

Your Child's Teacher.....	735-3900	
Principal	Mrs. Cox	735-3900
Assistant Principal.....	Mr. Dobson.....	735-3900
School Secretary	Mrs. Crout	735-3901
Nurse.....	Mrs. McGinley-Hilliard	735-3910
School Psychologist	Ms. Fuchs	735-3941
Head Custodian	Mr. Swartout	735-3926
Attendance Clerk.....	TBD	735-3907
Parent Partner	Mrs. Jones.....	735-3924

2013-14 School Calendar

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

September 4.....	SCHOOL BEGINS
September 9.....	SCHOOL BEGINS FOR PRE-K STUDENTS
October 11	Conference Day,..... NO SCHOOL
October 14	Columbus Day..... NO SCHOOL
November 11	Veterans Day..... NO SCHOOL
November 27-29.....	Thanksgiving Recess..... NO SCHOOL
December 23-January 3	Winter Recess
January 20	Martin Luther King Jr. Day..... NO SCHOOL
January 31	District Conference Day..... NO SCHOOL
February 17-21.....	Mid-Winter Recess..... NO SCHOOL
April 14-21.....	Spring Recess
March 21	District Conference Day..... NO SCHOOL
May 26.....	Memorial Day..... NO SCHOOL
June 26.....	Report Cards Sent Home LAST DAY OF SCHOOL

Schedules

School Hours

Mondays, Tuesdays, Thursdays, Fridays

Doors Open	8:00 a.m.
Students' Entry to Classrooms.....	8:20 a.m.
Tardy Bell.....	8:35 a.m.
Dismissal Bell.....	3:00 p.m.

Wednesdays: Early Dismissal 1:35 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

8:00 a.m. – 3:30 p.m.

Morning Arrival

Our main (Thurston Street) doors open each morning at 8:00 a.m. Upon entering the building, students report to the cafeteria or gym for morning supervision until dismissal to classrooms at 8:20 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 line-up 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 in the bus loop in back of the building. Please keep this area cleared. Parents dropping off/picking up children should use the Thurston Street entrance.
- Please follow all parking signs as you may be ticketed if you park in an unauthorized area. We are aware that Thurston Street becomes very congested at student dismissal, but it does clear out fairly quickly. Your patience and cooperation in following these procedures is essential in maintaining the safety of all students, staff and families.

Visitors to Buildings

In order for us to assure a safe school for your child, please be aware of the following Fassett Elementary School policies regarding visitors:

- All visitors report to the main office upon entering the building.
- Visitors 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.

Early Pick-Up

- 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 ensure student safety at Fassett 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

Breakfast and lunch are offered free this school in the elementary and middle schools of the district. This is a change from last year and may not apply next year. This is possible because the district successfully qualified for a federal grant. No applications are required. For questions about this, call 735-3238

Breakfast begins at 8:00 a.m. each day.

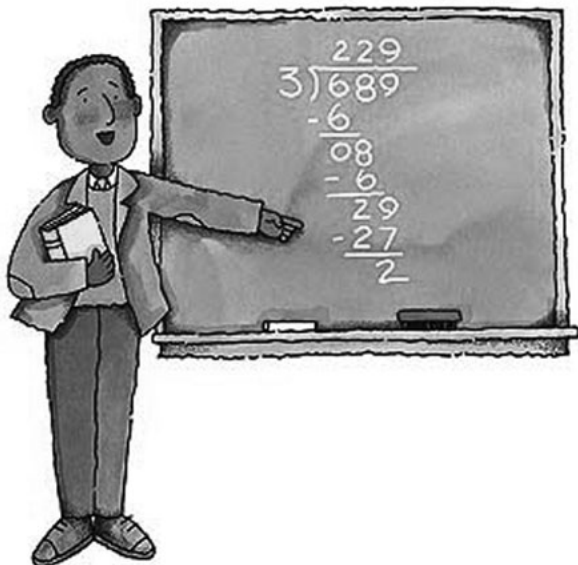
Food Service

Facts About Charging Lunches & Milk

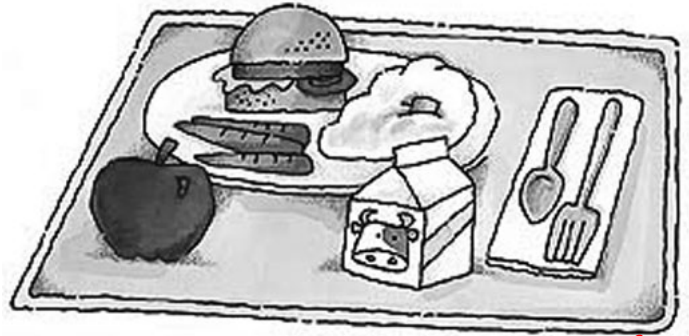
Students in kindergarten, first and second grades will be permitted to charge only one lunch or milk. Payment must be received before another charge may be made. Students in third, fourth and fifth grades will not be allowed to charge any lunches or milk.

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¢

FREE THIS YEAR!

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. 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.

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 Fassett Elementary Health Office at 735-3910.

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



School Health Information, *cont.*

- 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.

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 Your Child's Teacher

At Fassett Elementary, 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 8:15 a.m. and 3:00 to 3:15 p.m. During the instructional day (8:20 a.m. to 3:00 p.m.), messages will be taken for all non-emergency phone calls for teachers 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.



School & Classroom Web sites

Go to www.elmiracityschools.com

> Schools

> Fassett Elementary

> Classroom Pages

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

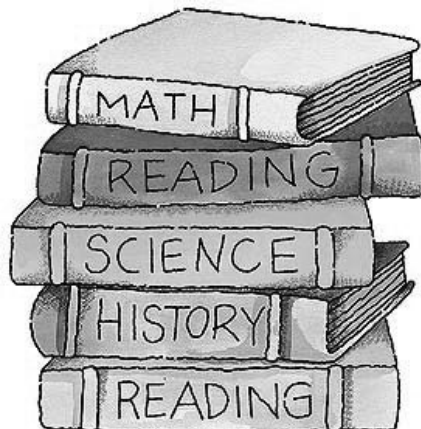
All students will take home a Wednesday folder. Information will be sent home each week in these folders. Please read, empty and sign them each week. Weekly communication sheets will also be attached to students' folders for home/school communication.

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!

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 735-3900 before 11 a.m. These assignments may be picked up in the office between 3:00 and 4:00 p.m.



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 are two meetings 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 735-3924 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. If you are willing to share some time one or two days a week, please contact the school office at 735-3700.

Fassett School PFO

The Parent-Faculty Organization 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. Check out the district's online calendar for upcoming Fassett PFO meetings. There also is a mailbox available in the work room labeled PFO any time you wish to leave a message. We hope to hear from you.

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.

The Fassett Five Pledge

I will always be...



I will work hard every day!

Fassett Falcon Award

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

- Following the Fassett Five
- Helping others
- Being cooperative and courteous to others

Students will be recognized with a Fassett Falcon Award during Town Meetings with a certificate. Parents will be notified and invited to attend the ceremony. Picture of award winners, by classroom, will be displayed. Fassett Falcon Awards will be given three times a year, in November, February and May.

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.

2013-14 Board Members

Officers:

Sara Lattin, President

Edward Cleary, Jr., Vice President

Scott Moore

Claude Oliver

Members:

Lynn Grottenthaler

Kevin Lauper

Randy Reid

Kevin Sullivan

Mary Tucker

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



Keep in touch!

**Weekly notices about
school events go
home with your child
EVERY WEDNESDAY**

*Elmira City
School District*

951 Hoffman Street

Elmira, NY 14905

(607) 735-3000

Interim Superintendent of Schools

Hillary Austin

www.elmiracityschools.com