

Kindergarten Through Fourth Grade Student Handbook

2011-2012

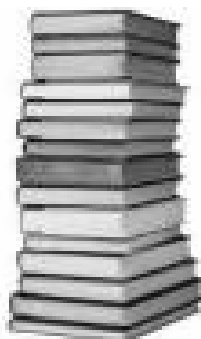


South Kortright Central School

“Learning for Life”

Table of Contents

Mission Statement and Exit Outcomes	3
General Rules of Behavior	3
Cafeteria	4
Arrival and Dismissal	4
Fire Drills	4
Creating Rural Opportunities Partnership (CROP)	5
Field Trips	5
Safety	5
Nurse’s Office and Bassett Health Clinic	6
Morning Program	6
Birthdays	6
Final Assembly	6
Progress Reports and Conferences	6
Special Services	6
Parent Participation	7
Label Materials	7
Clothing	7
Discipline/Classroom Management	7
Calendar – Important Dates	7
Book Clubs	7
Toys Brought To School	8
Ways to Help at Home	8
Summary of Comprehensive Attendance Policy	9
Ending Thoughts	11
Internet Use Agreement	11
SK Presents Calendar	13
School Calendar	14



South Kortright Central School Mission Statement

The mission of South Kortright Central School is to aggressively provide all students, in an environment that is caring and challenging, the diversity of experiences to gain the skills and attitudes necessary for the lifetime acquisition of knowledge, aesthetics, and ethics. These experiences will insure the best quality of life for the students and their community.



***Learning
For Life!***

This mission will be fulfilled by an empowered school and community working together to develop and continually assess an educational program which utilizes a wide variety of learning strategies, experiences and support services, to enable our students to be productive, contributing members of society.

Exit Outcomes

When students complete their education program at South Kortright Central School through fourth grade, they will be able to:

- Set and meet high standards and goals.
- Communicate effectively.
- Use cooperative and independent learning strategies.
- Apply problem-solving processes.
- Participate productively and responsibly in the classroom.
- Access and apply appropriate technology.
- Show respect for self, others, and the environment.



General Rules of Behavior

There are a few common-sense rules that are the basis for all other school rules. All students should follow these rules at all times while they are on school property or attending school sponsored events.

1. Students will behave in a manner that is conducive to their own education and which does not interfere with the education of other students.
2. Students will behave in a manner that protects their own health, safety and well-being which does not threaten the health, safety and well-being of other students.
3. Students will act in an orderly manner.
4. Students will obey the directions of all staff members.
5. Students will act with courtesy to both staff members and their fellow students.
6. Students will be where they are supposed to be when they are supposed to be there.

Bus Behavior

1. Students will remain seated on the bus at all times.
2. Students will not roughhouse or fight on the bus.
3. Students will not use profane language on the bus.
4. Students will not throw any object on the bus, or exhibit any other behavior that infringes upon the health, safety or well-being of any bus passenger or the bus driver.
5. Student will not bring food, boom boxes, or sharp objects on the bus.
6. Students will not bring animals or visitors on the bus.
7. Students will not vandalize the bus.
8. Students will obey the bus driver at all times.
9. Students will not place anything outside a bus window or throw anything from a bus window.
10. Students will remember that New York State law places the bus driver in charge of the bus at all times.



Assembly Behavior

1. Students will exhibit courteous behavior to all performers, speakers and guests during assemblies.
2. Students will sit in their designated seats and remain seated during the program.
3. Students will not behave in any manner that interferes with the enjoyment of the assembly program by other members of the audience.

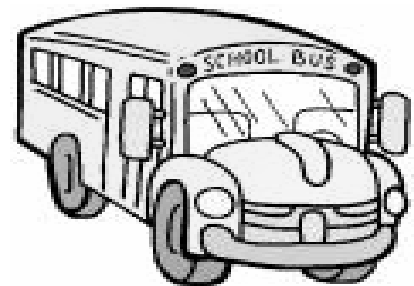
Cafeteria

Note: *Applications for free or reduced price Breakfast and Lunch will be sent home on the first day of school. Please take the time to fill out these forms regardless of whether or not you believe you are eligible for this program.*

1. Money for Snacks must be sent in an envelope separate from Breakfast and Lunch Money.
2. Students will not take food out of the cafeteria without prior approval.
3. Students must use disposable plates and tableware when taking food from the cafeteria.
4. Students will be seated when eating in the cafeteria.
5. Students will behave in a quiet, orderly manner in the cafeteria.
6. Students will clean up their table when they finish eating. Their papers and leftovers are to be placed in the trash cans and their dishes, trays and tableware taken to the tray window.

Arrival and Dismissal

Students are not to arrive at school prior to 7:50AM unless they are participating in a school sponsored or school approved activity. No students are to be in any other part of the building before 7:50 AM unless they have the permission of a staff member and are under the direct supervision of that staff member.



Students are dismissed at 2:53 PM. No students may remain in the building after 3:00 PM unless they are under the direct supervision of a staff member. If your child is not to go home on the regularly assigned bus, you must send a note with the pick up time and date, and identify the adult who will be picking up your child, or identify the bus which will be providing transportation and the destination. Unless there is a note from you, your child will ride his/her regularly assigned bus as usual. Written permission for transportation changes is necessary to insure the safety and well being of all our students. Children are easily confused and verbal messages may be forgotten or inaccurate, so please be certain that you send a note and that the note you provide is accurate.

Fire Drills

Students will conduct themselves in a serious and prudent manner during all emergency drills. Students will follow the directions of the supervising staff member and will exit the building in an orderly manner. Students will line up by homeroom behind the school.

Creating Rural Opportunities Partnership (CROP)

SKCS offers an after school program known as CROP from 3:00 through 5:00 pm on most school days throughout the school year. The CROP Program offers enrichment activities and homework assistance in a supervised setting. Transportation is provided to students who attend on the 5:00 pm bus. Applications will be available at the beginning of school.

Field Trips

Prior to going on field trips, parents are required to fill out, sign, and return permission slip forms, including the emergency medical form, in case of any emergency situations which might arise while away from the school. Parents also need to read the letters written by their child's teacher regarding the field trip for pertinent information regarding the trip. (Lunch info, pick up times, clothing, etc.)

Safety

Your child's safety in a public building is very important to all of us. We hold 12 fire drills per year. We may have additional safety drills during the school year. We also have a plan for early dismissals in case of an emergency. We talk about personal safety as well.



It is imperative that you fill out the emergency information on all papers sent home. We also expect your child to know his/her phone number and address (including road/street). Please teach your child your work phone and a relative's phone number. Locating a parent in times of an emergency is crucial.

Nurse's Office and Bassett Health Clinic

The Nurse's Office AND Bassett Health Clinic (known as SHAK – Student Health at Kortright) are located near the front entrance. We have materials in our classrooms to cope with minor scrapes and bumps. For more serious problems or when a child feels ill, we arrange to have the Nurse check the child.



If your child becomes ill while in school and it is decided to send him/her home, the school will try to contact you so arrangements can be made to send your child home. Please make sure the school has a number to call in case of an emergency when you cannot be reached.

When your child has been absent, a note with the reason for the absence must be written. The note must be given to your child's teacher first so that it may be recorded on his/her attendance card. The teacher will then send the note to the Attendance Officer who will keep it on file.

The Bassett Health Clinic (SHAK) is located in the Nurse's Office. Forms are available for enrollment in this program. Please contact the SHAK Office for further information about this service.

Students with medication prescribed by a physician must bring that medication to the Nurse's Office upon entering the school building. Written instructions and verification from a physician must accompany medications.

SK Presents

Students in Grades K-3 participate in SK Presents. A calendar of events is provided in the back of this Handbook. Additional dates will be announced as necessary.



Birthdays

Birthdays are special occasions for young children. If you would like to send cookies, cupcakes, or a healthy snack to school on your child's birthday, you may do so. Special birthday treats are also available through the cafeteria with prior notice.

If you are having a party at home, please do not send the invitations to school to give out to those invited unless they are for all the children in the class. Please use the phone or mail. Although it may seem convenient to distribute invitations this way, it can result in hurt feelings for those not invited.

Final Assembly

On the last day of school, K-4 students are honored at a final assembly. Each student is recognized for his/her accomplishments throughout the year.

Progress Reports and Conferences

The first report in early to mid-November is a conference. Appointments will be scheduled during your Open House visit by your child's teacher. Every other marking period a Progress Report will be sent home.

If the teacher or parent feels a need for a conference during the year, one may be requested. If the child's placement in the next grade is questionable, a conference will be arranged to discuss further recommendations.

A good deal of time goes into preparing the Progress Reports. Your child's teacher would be very interested in any comments you have on the reports. Feel free to send in any comments about the report cards.



Special Services

Speech Therapist -At the beginning of the year each child may be tested for speech problems by the speech therapist. He/She tries to work into his/her schedule the children with the most serious speech problems.

School Psychologist – The psychologist works in SK 2 ½ days per week. He/She is available to evaluate students' needs in emotional and social activities. He/She helps the teacher plan his/her program for these children.

Migrant Tutorial – A tutor works with some students in the classroom. The program is for eligible students as determined by the county agency.

School Guidance Counselor – available at SK for needed support.

Occupational Therapist, Physical Therapist, Academic Intervention Services (AIS), and Reading Recovery are all available to meet the students' needs.

Parent Participation

Throughout the school year there will be a variety of special classroom activities and celebrations. We encourage you to attend these functions when possible and to support the class by sending needed supplies or treats.



Your support of school activities makes your child feel important and sends the message that you value our school. Parent participation directly influences a child's success in school. Together we are investing in your child's future. We value you as a partner and hope you feel comfortable discussing concerns you or your child might have this year.

Another way to stay involved is to check your child's backpack EVERY evening. You'll usually find school work and notices. As daunting as it may be, try to sort through them, and read each one; they often contain important information and reminders.

We hope you take the opportunity to join SCO (School Community Organization) if you are not already a member. SCO needs lots of good people like you. The meetings are posted on the monthly calendar.

Label Materials

Please make sure all personal materials are labeled with your child's name. This includes lunch boxes, pencil cases, coats, mittens, pencils, toys, sneakers, boots, EVERYTHING. It really helps us find the rightful owners.



Clothing

Dress your child in sturdy, well fitted clothes which allow for much activity, sitting on the floor, exercises, etc. Your child should be dressed appropriately for the winter. Your child's name should be somewhere on all sweaters, coats, boots, hats, mittens, jackets, shoes, etc.

Discipline/Classroom Management

Each classroom will compose a list of classroom rules and procedures that maintain class order. The classroom teachers will notify parents of their plans.

Calendar – Important Dates

The School Calendar is on the back page of this booklet. Noted on the calendar are the dates for vacations and report cards. Notices are sent home throughout the year about events that are taking place.



Book Clubs

Book order newspapers will be sent home with the children. They tell a little about the books and contain an order slip. If you choose to order, please enclose the order slip and exact amount of money or a check made out to the book company. Put the order and the money in an envelope with your child's name on both the slip and envelope. There is no obligation to order through the book clubs.

A date will be given regarding when the book order is due back. Please make sure you return the order on time. The book order is totaled and sent out as soon after this date as possible. The books usually come in two to three weeks.

Toys Brought To School

Please do not send expensive or delicate toys to school. Do not send play guns, knives, or weapons of any kind. Toys can be used at playtime but are not to be played with at other times. The school is not responsible for toys, cameras, cell phones, video games, personal audio/video devices or any other personal property that might be lost at school.

Ways to Help at Home

- To be alert and ready to learn, your child needs plenty of rest, nutritious meals, and a good deal of physical activity.
- Find time to talk regularly to your child about what is important to him or her.
- Monitor television viewing, computer and internet use, video game content and use, and music lyrics.
- Provide a place for your child to study and offer to help with homework if it is necessary.
- Read to or with your child as often as you possibly can. You are an excellent role model. Take time to talk about what your child is reading. Ask questions about the story which begin with “Why” and “How”, since they require higher level thinking skills.
- Subscribe to a children’s magazine.
- Don’t underestimate the importance of encouragement. Praise efforts, give support when limits are stretched, and remind your child that mistakes are learning opportunities.
- Start telling time using an analog “face” clock to the hour, half-hour and quarter-hour.
- Have your child count coins up to \$1.00 daily.
- Demonstrate how to draw pictures to help solve problems.
- Hang a map of New York State up in your home. Refer to it frequently in relation to news articles and location of family members.
- Be ready for increased problem solving every year. Believe it or not, every grade is preparing for the 4th grade NYS tests.
- Practice counting forward and backwards from 100.
- Have your child memorize his/her phone number and address. Knowing your work place and number will be a valuable asset in case of an emergency.





South Kortright Central School Summary of Comprehensive Attendance Policy

Please read this summary very carefully. It may seriously impact your youngster's ability to receive course credit, to be promoted, and to graduate.

At its October 2001 meeting, the Board of Regents of New York State amended the regulations concerning pupil attendance. Public school districts are required to develop and implement a new Comprehensive Attendance Policy. Our policy was developed by a team of teachers and school personnel with input from the Shared Decision-Making Committee as well as members of the Student Council. It was approved by the Board of Education on May 20, 2002.

This policy allows us to address attendance problems in meaningful ways, thereby ensuring pupil success in meeting the New York State Learning Standards and high school graduation requirements.

The South Kortright Central School Comprehensive Attendance Policy sets minimum attendance requirements for course credit and promotion. Students in grades K - 6, who do not meet minimum daily attendance requirements, will not be promoted to the next grade.

A student will be considered absent if he/she is not present for more than one-half of his/her period of scheduled instruction. For a kindergarten – 6th grade student the period of instruction is the entire school day.

In grades K-6, a student will be considered tardy if he/she arrives more than fifteen minutes later than the scheduled starting time of daily instruction, but does not miss more than one-half of the daily instruction. Each tardy will count as one-half of an absence.

In grades K-6, a student will be considered as departing early if he/she leaves more than fifteen minutes prior to the end of his/her scheduled daily instruction, but does not miss more than one-half of the scheduled daily instruction. Each early departure shall count as one-half of an absence.

In the past schools were not permitted to distinguish between excused and unexcused absences when determining if a student had met the minimum attendance requirements to earn course credit. These new regulations allow schools to make this distinction.

Absences, tardiness, or early departures are distinguished as excused or unexcused. Examples of excused absences include: illness, death in family, medical appointment, required court appearances, religious observance, military obligations, attendance at another school activity, pre-approved scheduled college visitations, pre-approved educational experiences, pre-approved work, or others as approved by the Principal or Superintendent. All other absences, tardiness, or early departures are considered unexcused. **Examples of unexcused absences include:** car trouble, family vacations, oversleeping, work, and any other absence, tardiness, or early departure for which the pupil has no valid school excuse.

The school must receive a written notification of the reason for the absence, tardy, or early departure from the parent or person in parental relation. Otherwise, the absence, tardy, or early departure will be considered unexcused.

Attendance in kindergarten through sixth grade will be taken once per school day. The following chart shows the maximum the number of absences a student can have and still receive credit.

Type of Course		Maximum Allowable Absences
One Marking Period, Double Period		4
Semester, Double Period		8
Single Period, Full Year		16
Single Period, A/B		8
One marking Period, Single Period		4
Semester, Single Period		8
Full Day, K-6		16 days per school year
Summer School		3
Transfer Students	Maximum allowable absences will be prorated to time spent in the District	

When a student has been absent for 50% of the course’s maximum allowable absences, we will notify you that your youngster is in danger of losing course credit because of failure to attend. When a student has been marked absent for 75% of the course’s maximum allowable absences, we will schedule a conference with you to discuss the situation and to seek solutions.

To discourage unexcused absences, tardiness, or early departures, the following disciplinary actions may be taken:

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges as described in the Code of Conduct.

Students who are absent, tardy after 9:00 AM, or depart early on the day of an extra-curricular activity or game will not be allowed to participate in that activity. The only exception to this will be in instances where the student’s absence, tardiness, or early departure has been pre-approved by an administrator.

For students who have been given permission to drive to school, three unexcused absences, tardies, or early departures will result in a loss of driving privileges for a period of five weeks. If, during that time the student has another unexcused absence, tardy, or early departure the loss of driving privileges shall be extended for an additional five weeks from the date of the latest unexcused absence, tardy, or early departure.

Where a student is in jeopardy of losing credit for excessive unexcused absences, the Superintendent or his designee shall be responsible for reviewing attendance records and determining if course credit will be denied.

We are hopeful that this policy will promote good attendance. Your cooperation and support will be greatly appreciated. After all, we both want the same thing for your youngster – a successful school experience. In order to insure this we need to work together as partners. Complete copies of this plan are available in our Main Office. If you have questions or concerns, please contact us.

INTERNET USE AGREEMENT

Students may not use the Internet unless they have a South Kortright Central School Internet Acceptable Use Agreement which has been signed by the student and their parent or their legal guardian on file in the main office. Violations of the Authorized Internet Use Policy (7093) and the subsequent agreement noted above will result in suspension or revocation of access privileges, school disciplinary action may be taken, and/or appropriate legal action.

A copy of the South Kortright Central School Internet Acceptable Use Agreement Policy and a Parent Consent Form: Internet Access for Elementary Students will be sent home during the first week of school. We realize that this policy is written in formal legal language that is likely to be beyond the reading level of elementary grade students. Therefore it is of the utmost importance that you take some time to review this policy and explain it to your child(ren) at a level they will understand. Additionally, our staff will be teaching the appropriate protocol and procedures as students learn to use the school's technology.

Once you have reviewed the policy, please sign and return the Parent Consent Form: Internet Access for Elementary Students so that we can permit your child to use the school's technology.

Ending Thoughts

Please let us know about "things" that your child is upset or anxious about. We always want to see these small problems "fixed" right away before they become big problems.

We appreciate your help and cooperation.

We expect your child to try his/her best and use his/her best behavior.

We know this is a lot of information, but we think it's very important to let parents know what is going on in the classroom. The more you know about the classroom, the more you can talk about it with your child.

Again, welcome to an exciting year for you and your child. S.K.C.S. will be full of great joy and new challenges. Working together we can make this the most successful year yet for your child.



Notes

SERVICES IN DELAWARE/OTSEGO COUNTY

A.O. Fox Memorial Hospital432-2000
AIDS1-800-333-0892
Alcoholics Anonymous432-5300 or 888-227-6237
Alcoholism Clinic865-7656
Al Anon Meetings - Mon. 8pm Methodist Church, 88 Main St., Stamford
Al Anon Meetings - Fri. 8pm first Presbyterian Church, Clinton St., Delhi
Catholic Charities of Delaware & Otsego Co.746-0061
Child Abuse1-800-342-3720
Delaware County Department of Social Services746-2325
Delaware County Mental Health ClinicAdults - 865-6522, Children – 865-8255
Delaware County Youth Bureau865-5136 or 746-8685
Delhi Police746-2249
Drug Abuse1-800-522-5353
Drug Reporting1-800-GIVE-TIP (448-3847)
EMERGENCY – If you are calling from SKCS99-911
EMERGENCY – If you are calling from outside of SKCS911
Hudson Valley Poison Center1-800-336-6997
Legal Aid Society433-2600 or 746-6130
New York State Police - Oneonta432-3211
Otsego County Mental Health Clinic433-2343
Planned Parenthood of Delaware and Otsego Counties432-2252
Rape Crisis Services432-2250
Runaway Hotline1-800-621-4000
South Kortright Central School Main Office538-9111
Victims of Domestic Violence1-800-942-6906 or 432-4855
Violence Intervention Program432-4855

Personal Numbers and Information

SK PRESENTS

2011-2012 Schedule

SK Presents Mission Statement

Showcase the academic work of students to support and enhance the common core curriculum. Continue to nurture the community connections.

SK Presents begins at 8:30 and generally runs for an hour.

September

Friday September 30 Mrs. Denison presents...Harvest to Table

October

Friday October 14 Kindergarten presents....

Friday October 29 3rd grade play

November

Friday November 4 3rd grade presents...

Friday November 18 2nd grade play

December

Friday December 2 K-3 presents...Community service boxes

Friday December 16 2nd grade presents....

3rd grade entertainment

January

Friday January 13 5th grade presents...MLK Celebration

Friday January 27 1st grade presents...

February

Friday February 10 K-3 Health classes present....

March

Friday March 2 PARP Kickoff

Friday March 16 Music Department presents...

Friday March 30 PARP Closing Ceremony K-3 slide show

April

Friday April 27 Kindergarten presents...
Kindergarten & 1st grade entertainment

May

Friday May 11 1st grade play

Friday May 25 6t grade presents International Day

Friday May 31 Kindergarten Play

South Kortright Central School 2011 - 2012 School Calendar

SEPTEMBER				
M	T	W	TH	F
			C	C
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	TH	F
V	3	ED	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

MARCH				
M	T	W	TH	F
			1	2
5	6	ED	8	9
12	13	14	15	16
19	20	21	22	C
26	27	28	29	30

OCTOBER				
M	T	W	TH	F
3	4	ED	6	7
H	11	12	13	14
17	18	19	OH	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	TH	F
		ED	2	3
6	7	8	9	10
13	14	15	16	17
H	V	V	V	V
27	28	29		

APRIL				
M	T	W	TH	F
2	3	4	5	H
V	V	V	V	V
16	17	18	19	20
23	24	25	26	27
30				

NOVEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	H
14	15	ED	17	18
21	ED	V	H	V
28	29	30		

Holidays, Vacations & Conference Days	
September 1	Superintendent's Conference Day
September 2	Superintendent's Conference Day
September 5	Labor Day
September 6	Classes Begin for All Students
October 10	Columbus Day
November 11	Veteran's Day
November 23-25	Thanksgiving Recess
Dec. 23 - Jan. 2	Holiday Vacation
January 16	M.L. King, Jr. Day
January 24-27	Regents Exams
February 20	Presidents Day
February 21-24	Winter Vacation
March 23	Superintendent's Conference Day
April 6	Good Friday
April 9-13	Spring Vacation
May 28	Memorial Day
June 13-22	Regents Exams
June 22	Last Day of School
June 23	Graduation Ceremony

MAY				
M	T	W	TH	F
	1	ED	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

DECEMBER				
M	T	W	TH	F
			1	2
5	6	ED	8	9
12	13	14	15	16
19	20	21	22	V
V	V	V	V	V

JUNE				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

Open House
Oct.20 PreK-12

Report Cards Distributed On	
1st	Tues., Nov. 15
2nd	Tues., Feb. 1
3rd	Tues., April 17
4th	Mailed home July

Marking periods		
	Begins	Ends
1st	Sept. 1	Nov. 4
2nd	Nov. 7	Jan. 20
3rd	Jan. 23	March 30
4th	Apr. 2	June 12

Emergency Days: 6

Adopted by the BOE: March 21, 2011

Early Dismissal Days	* Parent Teacher Conferences
Oct. 5	Feb. 1
Nov. 16*, Nov.22*	Mar. 7
Dec. 7	May. 2
Jan. 4	Teacher Conferences

Days in Session	
September	21
October	20
November	18
December	16
January	20
February	16
March	22
April	15
May	22
June	16
TOTAL	186

- VH** Vacation or Holiday - School Closed
- C** Conference day - Students do not attend school
- ED** Early Dismissal - Students dismissed at 1:00 PM
- OH** Open House - 6:30 - 8:00 PM PreK-12
- R** Regents Exams