

**"Be a Better Me"**



**"Build a Better World"**

***EMMA C. CHASE ELEMENTARY  
SCHOOL***

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**Parent and Student  
Handbook  
2009-2010**

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## **EMMA C. CHASE ELEMENTARY SCHOOL PARENT AND STUDENT HANDBOOK**

WELCOME to you and your family. We are happy to have you all as part of our Chase School community.

### ***EMMA C. CHASE ELEMENTARY SCHOOL MISSION STATEMENT***

Emma C. Chase Elementary School's Mission is to work collaboratively with parents and the world community to develop inquiring, knowledgeable, and compassionate life long learners who will help to create a better and more peaceful world through inter-cultural understanding and respect for themselves and others.

### ***INTERNATIONAL BACCALAUREATE (IB)- PRIMARY YEARS PROGRAMME (PYP)***

The Emma C. Chase Elementary School has been granted candidate status (May 2008) in the International Baccalaureate Organization Primary Years Programme.

This school is pursuing authorization as an IB World School. These are schools that share a common philosophy – a commitment to high quality, challenging, international education that Emma Chase Elementary School believes is important for our students.

### ***IB MISSION STATEMENT:***

"The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences can also be right."

~Making the PYP Happen, p.2 (2007)

For more information please contact your child's teacher, our IB coach, Linda Holmes or visit the website at [www.ibo.org](http://www.ibo.org) Some questions and answers can be found on pg. 11 of this booklet

The Emma C. Chase Elementary School strives to combine the best research and practice to create a curriculum for your child that is relevant, challenging and engaging. We are developing internationally minded people who recognize their common humanity and shared guardianship of the planet, help to create a better, more peaceful world.

## ***GENERAL INFORMATION***

### ***SCHOOL HOURS***

The student day is from 9:15 a.m. until 3:23 p.m. daily, Monday through Friday. The building is open for students at 8:15, at which time they must report directly to the cafeteria to wait until it is time to report to class. There is no supervision available before 8:15. Please do not drop children off before 8:15 a.m. unless your student is enrolled in the Club Rec. Program. Bus arrival is at 8:50 and students should report to class and/or breakfast at this time.

We welcome your calls for any reason. The school office opens at 8:00 a.m. and closes at 4:00. The phone number for all offices, including that of the nurse, is 888-2471. There are no provisions for after-school supervision other than when specific programs are in operation. If child care is needed you may contact Club Rec. at 783-7505 for enrollment information. They presently offer before-school care and after-school care for the 2009-2010 school year.

### ***STUDENT ARRIVAL***

If you are dropping your child(ren) off by car, please go to the second parking lot circle (entrance closest to the hedge). Drop off at the sidewalk edge. Watch for buses pulling out of the driveway.

### ***WALKERS AND EARLY DISMISSALS***

To insure the safety of students, walkers will wait in the gym until all buses have left, at which time they will be dismissed. If you are picking your child up at dismissal time, you must park your car in the parking lot in such a way that the buses can swing through the lot and park in front of the school. **Please do not enter the bus loading area or pass any parked bus.** Please refrain from bringing pets on school grounds. Again, this is for the safety of all children.

### ***PICKING CHILDREN UP FROM SCHOOL***

If your child normally rides the bus and you are picking him/her up instead, it is important that you send a note to that effect with your child in the morning. You should then sign him/her out in the lobby at 3:23, and wait there for dismissal.

We ask that you make appointments at times that allow your child to remain in school for the entire day. Coming in late or leaving early is disruptive to the entire class and means that your child and others miss important learning opportunities. If, on occasion, that is not possible, students must be signed in or out in the main office. Your child will be called from the classroom

to meet you in the office area. We ask that you not go to the classroom in order to minimize interruptions for all of the students. **Late arrivals and early departures are recorded and are monitored.**

**We cannot release a child to any person other than a parent or guardian without a written authorization from the parent.** We cannot take that authorization over the phone.

### ***TRANSPORTATION CHANGES***

For the safety of your children, signed bus notes are **required** if your child is to go to any place other than his/her regular destination. Parents must send a note that states the date, the child's name and the name and address of the alternative location.

### ***ATTENDANCE***

- Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process.
- School attendance is essential for a consistent education. State Education Law defines legal and illegal absences and requires the schools to keep an accurate count of both, as well as instances of tardiness. These become part of a student's permanent record.
- Excused absences
  - Student illness
  - Observance of a religious holiday
  - Medical appointment
  - Death in the family
  - Subpoena by law enforcement agency or mandatory court appearance

**Family vacations are not excused absences.**

- **We recommend that parents call the school when their child is going to be absent or tardy.** If we do not hear from you, we will attempt to call you at home or work to verify the absence.
- It is required that when a child returns from school from an absence, tardy or departs school early that the child have a written note explaining the reasons for the absence, tardiness, or early departure. Absences without excuses are considered illegal.
- In considering the retention of students in grades K-8, the student's record of attendance is one of the factors that will be considered by the principal in retaining a student.

### ***Tardy***

Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

- Tardy students must have a note and be signed in at the office where they will be given a pass to enter class. Frequent tardiness will necessitate a parent conference with the principal.

- Students will be marked tardy if they arrive after 9:15 and marked as an Early Dismissal if signed out prior to 3:00.

As per district policy, attendance letters are sent home if absences and/or tardies are excessive.

### ***SAFETY***

School doors are locked at all times for your child's safety and protection. **After school programs and activities are responsible for allowing you into the building after 4:00 PM.**

Chase School students and staff participate in numerous drills throughout the year to be better prepared for any emergencies that might arise.

All visitors are required to sign in at the main office. Parents will be asked to sign a media release form each year to permit the school to use your child's name and/or photo for district publications, newspaper and/or website.

### ***TECHNOLOGY***

We are very fortunate to have access to some of the latest technology such as internet and Smartboards. It is an integral part of daily instruction and infused in all areas of the curriculum. A parent signed "Agreement and Consent Form" for each student is kept on file.

### ***HEALTH RELATED ISSUES***

- We must have a completed, up-to-date emergency card for each student. As well as your home and work phone numbers, list emergency phone numbers for other people who we could call in case your child becomes ill or injured and you cannot be reached. (We will always try to reach parents/guardians first.) Be sure to notify us of any changes to the emergency card information through the year.
- NYS Law requires that all children attending school be fully immunized against polio, Hepatitis B, diphtheria/pertussis/tetanus (DPT), measles, mumps and rubella and chicken pox. We are required to have written proof of immunizations from a doctor or clinic. Please update any changes with our school nurse.
- Any and all medications must be stored in the Nurse's Office. They must be delivered to school by a parent – **never** by a student – and must be in the original, labeled container. Furthermore, they must be accompanied by a note from the doctor that indicates the dosage and the frequency and a permission note from the parent. Cough drops may be left with the school nurse with a written note from the student's parent.
- All entering kindergarteners and second and fourth graders must have a physical exam. This can be done in school by the school physician or privately by your pediatrician. If you have a

child in these grades and wish to have your pediatrician conduct the physical, please submit proof of that exam by October 1.

- During the year, all students will receive vision and hearing screenings. You will be notified of any suspicion of difficulties in hearing or vision.
- We need to know of any chronic illness such as asthma, rheumatic fever, diabetes, allergies, etc., with written instructions on file in case a related emergency arises.
- You will be called if your child becomes ill or suffers an injury at school. We must be able to reach a parent or other responsible adult at all times.

### ***SCHOOL MEALS***

The breakfast menu stays the same throughout the year and lunch menus are sent home monthly. Menus are also available on our district website.

School meals are available for the following prices (Prices are subject to change by September):

- Breakfast \$1.00
- Hot/cold lunch \$1.75
- Milk .40 Water \$1.00
- Ice Cream .60
- Granola Bar .60

Based on your family's income and household size, free or reduced lunch may be provided to your child at school. The Free & Reduced lunch forms are available through the office.

If a student forgets lunch money and charges a lunch, it must be paid the following day.

Students may only charge a meal three times. After the third time they receive a sandwich, fruit and milk only, until their charges are paid. They are not permitted to charge anything else. The computerized register system allows prepayment of meals and ala cart items. Please make checks payable to "Monticello School Lunch Fund" or students may bring cash daily.

### ***CAFETERIA ESSENTIAL AGREEMENT***

Children in the cafeteria are expected to behave in the following manner:

- Keep hands and feet to yourself
- Speak politely to everyone
- Remember: do not share food
- Raise your hand for help or bathroom sign-out
- Use voice levels 0-1
- Remain seated at all times

### ***SNACKS/BIRTHDAY PARTIES***

Snacks, birthday and other celebrations are at the discretion of the individual classroom teacher. Your child's teacher will let you know of his/her plans in that regard.

In order to avoid hurt feelings, party invitations should not be handed out in school unless all of the children in the class are being invited.

### ***RECESS***

Active outdoor play is an important part of a child's schedule, contributing to physical and mental health, emotional and social development and indirectly to academic achievement. Unless the weather is hazardous, you may assume your child will be going outside. Be sure he/she is prepared with clothing appropriate to the anticipated weather. Also, consider your child's footwear. Sneakers are appropriate for most of the school year. If your child wears boots to school, please send appropriate footwear to be worn during the day. Many "dressy" shoes for little girls are inappropriate for school if the heels are too high and the soles are slippery. Flip-flops are not permitted. We recommend that students wear sneakers every day.

### ***PHYSICAL EDUCATION***

All students will participate in Physical Education for 90 minutes a week. They must wear sneakers to participate and they must participate unless excused with a doctor's note. It is also requested that necklaces, bracelets and dangling earrings not be worn on "gym days" as those items can be dangerous during play.

In addition, classroom teachers provide 30 additional minutes of Physical Education for their class.

### ***ESSENTIAL AGREEMENT FOR SCHOOL CONDUCT***

The Monticello School District believes that order and discipline are essential to an effective education. Behavioral expectations are explained in detail in the District Code of Conduct. Each family will receive a complete copy the beginning of September and is available on the District's website. In summary, students may be subject to disciplinary action, up to and including suspension from school, when they:

- Engage in conduct that is disorderly.
- Engage in conduct that is insubordinate.
- Engage in conduct that is disruptive, intimidation, bullying or threatening.
- Engage in conduct that is violent.
- Any student found with a weapon will be subject to a 5 day suspension and a Superintendent Hearing.

- Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Engage in misconduct while on a school bus.
- Engage in any form of academic misconduct.

The dress code is included in the document, but we remind you that inappropriate clothing is not permitted and parents will be called to bring a change of clothing if necessary. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely tight or brief garments and see-through garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Footwear that is a safety hazard ie (flip-flops)
- No wearing hats in school except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

### ***BEHAVIOR ON THE BUS***

School bus transportation is a privilege not a right. This privilege can be denied for unacceptable bus behavior.

Students and teachers need to concentrate on the learning/teaching process. In order to achieve this goal, it is important for students to respect teachers and all other school employees, follow each rule as defined by the school, and bus drivers.

Any student who commits safety violations while riding a school bus may receive a bus referral and/or suspension from the bus.

### ***STUDENTS' PERSONAL ITEMS***

Personal items – backpacks, lunch boxes, outer clothing – should be clearly labeled with your child's name; however, as a precaution against abduction, we caution you not to write the name in large letters across the outside of the item.

**Toys and games should not be brought to school.** They can be distracting and we cannot be responsible for damage or loss.

Pets – Pets may only visit school under the following conditions:

- ◆ The classroom teacher must give permission first, and schedule the date and time.
- ◆ Pets cannot be transported on the bus.
- ◆ Pets must not be aggressive and must be under the control and supervision of an adult throughout the visit. Dogs and cats must be vaccinated.
- ◆ In the best interests of both the pets and the children, visits should be short in length.
- ◆ No pets at dismissal.

Lost and Found – Small items such as eyeglasses and jewelry will be kept in the office and clothing, lunchboxes, etc. will be in the cafeteria. Again, names in clothing will prevent the loss of expensive jackets.

### ***SCHOOL PROPERTY***

Students are expected to care for school property that is in their possession or that they are using. Textbooks must be covered and library books and little readers should be kept clean and returned as scheduled. Parents will be expected to pay for lost books or items damaged through neglect or misuse.

Smoking is not permitted on school premises.

### ***PARENT TEACHER ORGANIZATION***

The Chase School PTO is a very active group dedicated to providing special events and opportunities for all of the children in the school. You will receive notices of their meetings and other activities. If you have any questions about PTO, please feel free to call the co-presidents, Lauralyn Radlein, at 888-4477 or Christine Romer, at 644-4310 or the school office. We strongly urge you to join the PTO and participate as you are able. Every little bit helps. You will enjoy the fellowship of caring parents and teachers working together for the benefit of our children.

### ***PARENT-SCHOOL COMMUNICATION***

It is important that we maintain open communication between school and parents and guardians. If you want to meet with particular school personnel, an advance phone call will help assure their availability.

Teachers are not able to meet on a drop-in basis as they are working with the children. Please call the office or send a note to the teacher requesting an appointment.

Parent-Teacher conferences will be held in November at the time of the first report card. We strongly encourage you to attend that conference. Through our International Baccalaureate initiative we conduct student led conferences with parent and teacher.

Report cards are sent quarterly.

### ***MONTICELLO DISTRICT WEBSITE***

Please visit the district and school website at [www.monticelloschools.net](http://www.monticelloschools.net).

- District and school polices are posted
- School lunch menus
- School and District news
- Meeting dates
- School delays and closings

Highly Recommended:

The district participates in "School News Notifier" SNN. SNN is an opt-in e-mail system where parents and residents can sign-up to receive e-mail from different schools or the superintendent. Users can choose to receive any or all of the alerts, and can choose to unsubscribe at anytime. There is also a texting feature for cell phones for emergency closing or delays. Go to the school website and click on the SNN logo. Check with your child's teacher to see if he/she has a web-page.

***SCHOOL DELAYS AND CLOSINGS***

In the event of inclement weather or other emergencies a message will be put on the telephone greeting system (888-2471). The following radio stations will broadcast delayed openings, closings and early dismissals:

WALL – 1340 AM	WSUL – 98.3 FM
WELV – 1730 Am	WDRE – 99.3 FM
WGY – 810 AM	WGNV 1220 AM
WOLF – 93.7 and 97.7 FM	WHUD – 100.7 FM
WVOS – 1240 AM and 95.5 FM	

School website: [www.monticelloschools.net](http://www.monticelloschools.net)

We will send you a letter in September inviting you to become part of an early dismissal phone chain if you like.

***VISITORS AND VOLUNTEERS***

All visitors, including parents and volunteers, must immediately report to the reception window where you will sign the register and pick up a pass. The pass must be worn while you are in the building and returned as you leave. We are sure you understand our need to be vigilant about visitors in order to provide a safe building for our students and staff.

***BUILDING LEVEL TEAM***

The BLT is the shared decision making committee that is required by the NYS Education Department to be a part of each school. It is comprised of teachers, parents, staff members and community members who represent their constituencies as they design plans specific to Chase that will work to improve outcomes for our students. The committee meets several times throughout the year.

***LITERACY***

The English Language Arts Curriculum incorporates a balanced literacy approach. The program connects reading, writing, listening and speaking within a meaningful environment. Students are assessed and instruction is based on individual needs and strengths. Each child is taught at his or her own level and is encouraged to reach their highest level of ability. Literacy is

interwoven within all subject areas and the program is designed to enable each child to experience success.

***Further information on International Baccalaureate***

1. What is PYP (Primary Years Program)?  
PYP is where students learn through inquiry, they ask questions, research answers, and share their understanding. Learning experiences are designed for every child's learning styles and needs.
2. What are trans-disciplinary themes?  
Each grade level K-5 will explore units of inquiry based on 6 Trans-disciplinary Themes: who we are, where we are in place and time, how we express ourselves, how the world works, how we organize ourselves, and sharing the planet.  
Through a study of these themes, students explore a variety of subject and curriculum to better understand their world.
3. What is an International student?  
At Chase Elementary School, an International minded person demonstrates the learner profile and attitudes to help create a better world.

Attitudes

	Students show these attitudes by:
Appreciation	appreciating the wonder and beauty of the world and its people
Commitment	being committed to their learning, preserving and showing self-discipline and responsibility
Confidence	feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices
Cooperation	cooperating, collaborating, and leading or following as the situation demands
Creativity	being creative and imaginative in their thinking and in their approach to problems and dilemmas
Curiosity	being curious about the nature of learning and of the world, its people and cultures
Empathy	imaginatively projecting themselves into another's situation, in order to understand his/her thoughts, reasoning and emotions
Enthusiasm	enjoying learning
Independence	thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments
Integrity	having integrity and a firm sense of fairness and honesty
Respect	respecting themselves, others and the world around them

## The Learner Profile

Our Students Are: Because:

Caring	They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service
Communicators	They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
Inquirers	Their natural curiosity has been nurtured. They are acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They have spent time in our schools exploring themes which have global relevance and importance. In doing so, they have acquired a critical mass of significant knowledge.
Principled	They have a sound grasp of moral reasoning. They have integrity, honesty, and a sense of fairness and justice.
Open-minded	They respect the views, values, and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
Reflective	They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.
Risk-takers	They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas, and strategies. They are courageous and articulate in defending those things in which they believe

4. How is my child learning more about the world?  
Every student at the Emma Chase Elementary School is learning Spanish as a second language. Research shows that children learn a language best at an early age. We are proud to provide your child with this opportunity.
  
5. Is my child still learning grade appropriate skills?  
Yes, instruction is concept based to help children build connections between what they know and what they are learning about. Carefully taught trans-disciplinary skills include social skills, communication skills, research skills, thinking skills, and self-management skills. This provides the opportunity for deeper and more meaningful understandings.
  
6. What is the action cycle?  
The action cycle has 3 parts: choose, reflect, and act. Students learn that the action this cycle drives are their learning and their social interaction. A successful inquiry will lead to actions on the part of the students.

7. How will my child be assessed?

Assessment is an important part of all teaching and learning. There are 3 purposes for assessments:

- a) Promote student learning
- b) To inform the teacher
- c) To evaluate a program

We do not believe in a single "snapshot" of a student's ability. We are using a variety of assessment tools and strategies to monitor and enhance your child's progress.

**"To accomplish great things, we must dream as well as act."  
~ Anatole France**