

CENTER STREET ELEMENTARY



Important information for our
AMAZING students,
OUTSTANDING staff &
WONDERFUL parents!

Student/Parent Handbook

Rev. 07/07/2022



Dear Students, Parents and Caregivers,

Welcome to a new school year!!! We are excited to begin another successful and rewarding year with you. In an effort to create better communication between school and home, our Site Base Team and staff have created this Student/Parent Handbook for your use. The intention of this handbook is to clearly define the school rules and expectations for all so that each student may enjoy their educational experience in a safe, respectful, and caring environment.

Please read this handbook with your child(ren) and discuss the rules and expectations. **When you have finished, please sign and return the tear out page at the end of the booklet and return it to your child's teacher.**

Thank you,

Patricia Sotero, Principal
and The Center Street Staff

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Center Street Elementary

Office Staff

Principal	Mrs. Patricia Sotero
Administrative Assistant	Ms. Sarah Bancroft
Attendance Clerk	Mrs. Jessica Koellner

Support Services

Psychologist	Ms. Sara Michelucci
Social Worker	Mrs. Kelly Bennett
Social Worker Assistant	Mrs. Scibek
Registered Nurse	Mrs. Carrie Reazor

Kindergarten

Mrs. Kristy Bartenstein	Mrs. Megan Aber, BOCES
Mrs. Brittany Beach	
Mrs. Melissa Ripley	

Grade 1

Mrs. Shelby Ham	Mrs. Megan Aber, BOCES
Mrs. Jennifer Robinson	
Ms. Kate Williams	

Grade 2

Mrs. Julie Aquilio	Mrs. Megan Aber, BOCES
Mrs. Amy Lese	
Mrs. Sarah Potter	

Grade 3

Mrs. Elizabeth Blasic	Ms. Judy Wald, BOCES
Mrs. Stacy Finnerty	Mrs. Wendy Para, BOCES
Mrs. Kelli French	

Grade 4

Mrs. Amy Karastury	Ms. Judy Wald, BOCES
Mrs. Lorraine Packard	Mrs. Wendy Para, BOCES
Mrs. Tonia Prutsman	

1:1 LPN's

LPN	Mrs. Jessica Tremblay
LPN	Mrs. Alexis Starkweather

Special Education Teachers

Resource Room Teachers	Mrs. Danielle Dunn
15:1	Ms. Jennifer Cavanagh
15:1	Ms. Abigail Kelly
Teaching Assistants	Mrs. Ellen Kathan
Ms. Jamie Whelpley	Mrs. Ashley Cantliffe
Mrs. Kourtnie Evans	Mrs. Kim Kelly
Mrs. Bonny Potter	Mrs. Brianna Smith
Mrs. Debra Howe	
Occupational Therapist	Mrs. Emily Richards
Physical Therapist	Dr. Alisha Tenbus
Speech Therapist	Mrs. Katie Hamilton

Special Area Teachers/Aides

Art	Mrs. Amy Klossner
Library	Mrs. Kathy Gorman
Library Aide	Mrs. Kathy Williams
Vocal Music	Ms. Holly Hamilton
Physical Education	Ms. Jennifer Bryant
String Music	Mrs. Margaret Matthews
Reading Specialist	Ms. Cara Wijkowski
Reading Specialist	Mrs. Patty Howe
Reading Specialist	Mrs. Marcy Teter

Cafeteria

Food Service Manager	Mrs. Victoria Shutts
Food Service Assistants	Mrs. Marsha Soper

Cafeteria Monitors	Ms. Jody Battersby
	Mrs. Theresa Butler

Custodial

Day	Ms. Janell Case
Night	Mr. Victor Marsh
Night	Mr. Gary Palmer

General Information

Arrival.....	7:45 - 8:15
School Hours.....	8:15 - 2:25
First Bell.....	8:00 am
(We encourage students to come early to school - many classroom activities begin right at 8:00.)	
Tardy Bell (class starts).....	8:15am
Dismissal Bell.....	2:25pm

Student Drop Off Procedure

Drop Off: Our student drop off begins promptly at 7:45am. Students may not enter the building until 7:45am as supervision is not available until then. **If your child is a walker or dropped off in the morning and eats breakfast at our school, please have your child arrive by 8:00am.** Students need to return to their classrooms by 8:25am so they do not miss important classroom instruction and their specials.

During the first few days of school, it is common for many parents to walk their child to their new classroom. However, **after the first three days for Pre-K & Kindergarten only, parents are expected to drop their children off in the lobby and allow them to walk to class independently. We will have extra staff available to get your child to class. We appreciate your support!**

It is helpful to have children in class prior to the 8:15am bell. Teachers begin classroom routines at 8:00am. The majority of students are in their classrooms by 8:05am. **If students arrive in the classroom at or after 8:15am, they will be marked as tardy. If your student is tardy, please accompany your child to the office and sign him/her in.** Your student will need a pass and to order lunch. When a parent/caregiver signs a student in at the office, it will be considered their appropriate needed note.

Please note that our school clocks are set by satellite and our office clock is the official clock used to determine all students arrival and dismissal time.

Dismissal

The dismissal bell rings at 2:25pm. When picking your child up at the end of the day, please **come to the lobby no earlier than 2:15pm.**

Adults will need to sign out his/her child in the lobby and remain between the two door areas for security purposes. Students being picked up are located in the cafeteria. Students will only be released when parents, or others designated by parents, have signed out the student(s) after the student has been called. Please be prepared to have photo identification with you.

Parking for student dismissal is located in the front of the building and along the sides of the exit area of the parking lot.

Dismissal Changes:

If you need to make changes to your child's dismissal plans, please call before 10:00am. It is important that you call to make these arrangements before 10:00am. Please note there are many phone calls and data changes that need to take place when you call to make a change in your child's dismissal. We would appreciate it if changes were kept to emergencies only. We need to ensure a smooth and safe dismissal as our students leave school.

Students Leaving School Early

If it is necessary for a student to leave school early, he/she must have written permission from a parent/caregiver. In case of an early dismissal please send a green dismissal note with your child and they will need to hand it in to his/her teacher at the beginning of the school day. Please note it may take your child a period of time to arrive in the office because we are attempting to maximize our instructional time.

Please keep in mind that we will not release any student to anyone other than parents or legal guardians **without written permission from either a parent or legal guardian**. Photo identification will be required to pick up the student.

Chain of Command

Communication is critical to ensure success in your child's education. If an issue arises, we ask that you please follow the district's chain of command. All concerns must **begin** with your child's teacher. Your child's teacher will have his/her best interest at heart to be successful at Center Street.

Step 1 Teacher

Step 2 Principal

Step 3 Assistant Superintendent

Step 4 Superintendent

Step 5 Board of Education

We appreciate your support and understanding.

Newsletter

The CS Newsletter is now online each month. You may access the information on the CS Website

<http://www.horseheadsdistrict.com/HHCS.cfm>

or on the CS PTO Website

<http://www.cspto.org>

School and Emergency Closings

School closings due to inclement weather will be announced via various media outlets, such as: District website, texts from the district, Facebook, Twitter and news stations. In the event of an emergency during the school day, all students will be taken by bus to the address identified on the “Emergency Go Home” form.



Immunizations

Starting July 1, 1981 under Section 2164 of the New York State Public Health Law, all children attending school must be immunized according to New York State Law. From the



beginning of school, if a student is not immunized, the parents will be notified that the student will not be allowed to attend school until all immunizations are obtained and documented by the child’s physician.

Electronic Devices & Toys

Cell phones and all hand held electronic devices including those that may be worn on a person that may interfere with the educational process and are not allowed in the classroom, on field trips or to be used during the school day. It is highly recommended that these devices be left at home. If your child must have a cell phone, it must remain **in the backpack turned off**. Please note if a device cannot be turned off and it interrupts classroom instruction, the device will be brought to the Main Office to be picked up by the parent. The school is not responsible for lost or damaged devices.

Teachers and staff who hear or observe such devices being used in the classroom will collect and turn the device in to the Main Office. A parent or guardian will be required to pick up the device. Repeated violations of this procedure may result in additional consequences.

Toys - Any personal items must remain in the student's backpack until the appropriate time of play at the teacher's discretion. All lost, stolen, and / or damaged items are not the responsibility of the school.

Absence

It is not necessary to phone the school if your child will be absent from school for one or two days. However, on the third day we would appreciate a call to the school (795-2580 ext. #6) to inform us of the situation. Even though you may have called the school, **New York State Law requires a written note stating the dates and reason for the absence.** This note is due the day your child returns to school.

The same procedure holds true with the bus garage. Please contact the bus garage (795-2560) if your child will not be taking the bus longer than a 3 day duration.

Please Note:

Center Street provides a pad of GREEN notes for you to use to note reasons and dates for your child's absence, or any changes that need to be made to your child's daily dismissal. Please make sure you come into the office if needed to access the pad and provide us the information.

Guidelines for Parties & Celebrations

If bringing food to your child's class such as drinks, cakes or pastries, the following guidelines should be used:

1. Please notify the teacher at your school and get their permission first.
2. **Store bought treats only.** Treats will be handed out in the café and must be labeled with ingredients. If not, they may not be allowed to be handed out.
3. Teachers do not have knives or utensils in the classrooms so please make sure there is only one pre cut treat per student.
4. Other suggestions: stickers and pencils are items children enjoy. Other special items for parties must have pre-approval from the teacher or office staff.
5. The Chemung County Health Department makes these additional requests.
 - Cold foods should be refrigerated immediately and held below 45 degrees Fahrenheit.
 - Hands should be washed before food prep and then you should not touch foods after they are cooked.
 - Gloves, tongs or deli paper should be used so there is no barehanded contact with food after preparation.
6. Children will be allowed to pass out birthday treats within their immediate classroom only.

Following the above practices will help to protect your children against food-borne illness.

Please be aware that we have several students with food allergies and precautions to keep them safe must be taken.

Kids World

Kids World program is run through the YWCA and is available for after school care. More information is available through the Elmira YWCA.

Phone Number: (607) 733-5575

E-mail Address: info@ywcaelmira.org

Webpage: <http://www.ywcaelmira.org/index.asp?pageID=191>

Discipline

By nature, elementary students are adventurous, spontaneous and tireless. These characteristics can lead to behavior problems in the confines of a classroom. By providing discipline to our elementary students, we teach them two important concepts:

1. Certain behaviors are desirable and should be repeated.
2. Other behaviors are undesirable and should be avoided.

We try to emphasize the positive behaviors students demonstrate and teach our students to accept responsibility for an inappropriate behavior. It is essential that students know what behavior is expected and what the consequences are if they choose to behave inappropriately.

WE BELIEVE THAT.....

STUDENTS HAVE THE RIGHT TO LEARN.

TEACHERS HAVE THE RIGHT TO TEACH.

Our school-wide discipline plan protects these rights. Should you have a question, comment and / or concern, please do not hesitate to contact us. Please see page 8.

Consequences

For behavior that is found to be in violation of the rules, one or more of the following age appropriate options will be enforced:

- Discussions and Warning
- Denial of Privileges (Parties, field trips, special events, assemblies)
- Contact Parents
- Visit to the Principal's office
- Assignment to the quiet room at recess
- Conference with appropriate parties
- Clean, repair, or pay for damages or loss
- In school suspension or out of school suspension
- The Student / Teacher / Parent Discipline form may be sent home noting the infraction and specifics. The form is to be signed by the parents acknowledging the discipline follow up.



Cafeteria Information

Use quick and easy payment options to make payment for lunches easier. You may set up an account with PaySchools (www.payschools.com) and pay online or send an envelope with your child's name and prepay in any amount you wish. The money will be put on your child's account.

Joining Your Child for Lunch and / or Breakfast

If you would like to join your child for breakfast and / or lunch, we offer the opportunity for you to do this. There are tables on the stage at the front of the cafeteria for parents and students to use that offer some privacy and a nice atmosphere to enjoy the time with your child. Please note that parents may eat with their child only for the assigned lunch periods; this does not include other relatives that are students at CS. If you are going to take advantage of this opportunity please remember that you must: Sign in at the office and order your lunch through your child's teacher or the cafeteria by 8:45am. Please do not arrive more than 5 minutes before your child's designated lunch and meet him/her at the cafeteria door near the kitchen. *Lunch is a special time for students to interact and socialize with their peers.*

If you do bring lunch, we ask that you join us in providing healthy and nutritious food options. Please keep in mind that you **may eat lunch with your child only**. Other students are **not allowed to join you** and your child at the front table. While on stage enjoying a meal with your child, please note the same rules apply to children eating on the stage. Due to safety, children should not be climbing on parents, going up and down the stairs or running around on the stage. We want all children to be safe. *No cell phones are allowed to be used by parents while eating in the cafeteria.* Please make sure you ask the staff when a child needs to use the bathroom or see the nurse.

Due to limited space, parents will not be able to eat with their children on the following dates: (You may call ahead to check.)

- ⇒ **September - Picture Day**
- ⇒ **October - Costume Parade Day, week of Fall Festival**
- ⇒ **November - Day before Thanksgiving break, Picture Make up Day**
- ⇒ **December - Day before Concerts & Winter break, week of Holiday Shop**

- ⇒ **January - Book Exchange - week of due to set up**
- ⇒ **February - Valentine's Day**
- ⇒ **March - Project Fair Day, week of Spring Carnival**
- ⇒ **April - Day before Spring break**
- ⇒ **May - Kindergarten Orientation-day & before and on the day of the Spring Concert**
- ⇒ **June - Ice Cream Truck Day, Field Day**

Cafeteria Rules

BE RESPECTFUL....

1. Talk in a **quiet** speaking voice.
2. Raise your hand - if you need assistance from the cafeteria monitors.
3. No sharing food, due to many children having food allergies.
4. Leave your area clean the way you found it, nothing on the table and / or floors
5. Treat your classmates and our monitors - Mrs. Battersby and Mrs. Butler **with respect** and consideration.

If children finish eating before the end of the lunch period, they may participate in appropriate activities such as:

- Reading a good book
- Finishing classroom assignments
- Playing educational games
- Coloring



When a student's behavior does not meet expectations, the cafeteria monitor may:

- * Give a verbal or nonverbal warning regarding the behavior.
- * Change student seating at the cafeteria table.
- * Place the student at a desk in the cafeteria.
- * Contact the teacher or principal to have the student removed from the cafeteria.

Soda is not an allowable drink. Please do not send soda in with your child's lunch.

Playground Expectations

In order to create a safe and enjoyable playground environment where children can practice cooperation, acceptance and friendship, students are expected to:



1. Follow rules established by the school.
2. Respond immediately to a teacher's signal.
3. Refrain from fighting, tackling, or rough play.
4. Use equipment appropriately.
5. Stay in the area designated by their teacher.

Students should not bring any hardballs, bats, lacrosse sticks, skateboards, skates, etc. from home.

Footwear must not be a safety hazard. This is especially important at this age level. No flip flops, open toe shoes or sandals are allowed. They can be hazardous and cause injury considering the wood chips used in our playground. There are certain shoes that are difficult for them to wear at recess (i.e. heels & wedges). Please provide rubber sole shoes and/or sneakers so that children may participate in PE and recess.

Assembly Manners

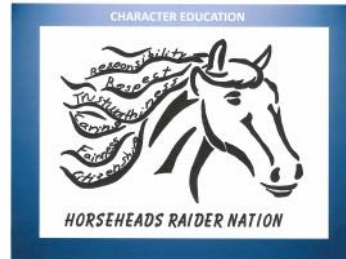
In order to create an environment that is polite, respectful and receptive to the performance provided, students are expected to:

1. Stay in their seats unless directed otherwise by an adult.
2. Think about what the presenter is saying.
3. Arrive in the auditoria quietly and in an orderly manner.
4. Remain quiet and use good listening skills during the program.



Character Education Focus Traits

September - RESPECT
October - RESPONSIBILITY
November - CITIZENSHIP
December - CARING
January - FAIRNESS
February - TRUSTWORTHINESS
March - RESPECT
April - RESPONSIBILITY
May - CITIZENSHIP
June - CARING
July - FAIRNESS
August - TRUSTWORTHINESS



Students are also expected to follow the **Big 5**

1. Be Honest
2. Be On Time
3. Be Ready To Work
4. Be Willing To Learn
5. Maintain a Good Attitude

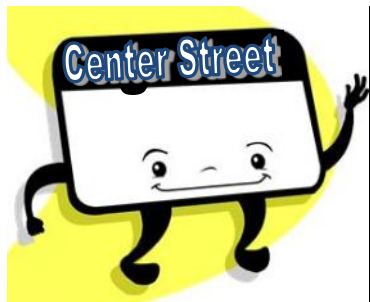


Common Courtesies

As a caring community, we show consideration for others, accepting that we are all different.

1. Students are expected to arrive to school on time to be sure not to miss anything and to avoid disrupting their classmates when they enter the classroom. Parents can help by scheduling appointments for children after school hours when possible.
2. **Party Invitations:** Students may share their party invitations with their classmates as long **as the entire class has been invited or the entire gender.** If only selected individuals are on the invitation list, it will be up to the parent/caregiver to contact the office to gather helpful family contact information .
3. If you need to speak to your child's teacher, PLEASE set up a mutual time to discuss your comments and/or concerns. **No parents or caregivers may pass the lobby unless the parent has an appointment. Parents may not enter the classrooms after 8:00am as teachers are instructing students. The first morning bell rings at 8:00 am and students immediately begin their morning routines. Please note teachers are not here until 8:00am.**

In the event of an urgent concern or emergency, please see a secretary in the office.



School Visitors

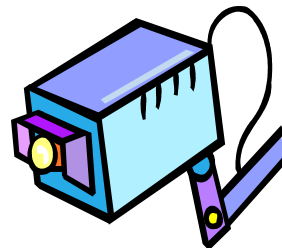
Visitors are present daily in our school. **Visitors must report directly to the school office to sign in and to obtain a visitor's badge for a specific designated location.** This procedure is in effect to prevent unauthorized individuals from entering the building. In order to insure the

safety of all the students and staff as well as the security of our school, **there will be NO EXCEPTIONS to this procedure!**

Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment stating the purpose with the teacher. If a parent does not have an appointment, then it is necessary to remain in the lobby.

If a parent/guardian needs to bring an item to school for his/her child, it must be left on the table in the lobby. It will be delivered to the classroom.

All visitors must report to the main office, sign in, and be issued a visitor's badge. The visitor's badge must be worn and **visible at all times.** The badge must be returned to the main office and the visitor must sign out at the conclusion of the visit.



Please keep in mind that the principal is authorized to take any action necessary to secure the safety of the students and school personnel.

Parent Volunteers

Parent volunteers are a very important part of our school and new volunteers are always welcome. If you can donate some time to help out in a classroom, reading to students or working at PTO sponsored events, please send a note to your child's teacher or call the school

Parent Teacher Conferences and Report Cards

Kindergarten Students:

- Conferences will be scheduled in **November** and **April**.
- Report cards are distributed in **January** and **June**.

Grades 1 & 2:

- Conferences will be scheduled in **November**.
- Report cards are distributed in **January, April** and **June**.

Grades 3 & 4:

- Conference will be scheduled in **November**.
- Report cards are issued in **November, January, April** and **June**.

Please contact your child's teacher with any concerns.

Supporting your Child's Academic Success

- Parents - please check, empty and return appropriate papers in your child (rens)' folders daily.
- Discuss the work your child brings home.
- Have them re-read stories and review the content of their papers. It's an excellent review and only takes a few minutes!
- Set aside a daily homework time and routine with your child. Stick to your agreed schedule and be consistent.
- Set up a quiet area with necessary supplies for their homework area.
- Allow your child to do their homework independently.
- Be available to provide assistance if needed.
- Parents are expected to enforce the grade level daily reading expectation for each of their children. Your child's teacher may require a parental signature daily or weekly.

If you have any issues or concerns with your child's homework please contact their teacher, he/she will be to assist you whenever the need arises.

Lost and Found

Please label your child's clothing, lunchboxes, coats, boots, sneakers, hats, snow pants, etc.

Grade Level Daily Reading Expectations CHECK OUT THE MINUTES

Research shows that daily reading, or being read to, greatly improves student achievement results. The times listed below are in addition to the time children should spend completing homework. Students need to read **daily**. We ask that all parents please reinforce this important skill daily with your child(ren).

Pre-Kindergarten	• 5 minutes daily
Kindergarten Students	• 5 minutes daily
First Grade Students	• 15 minutes daily
Second Grade Students	• 20 minutes daily
Third Grade Students	• 20 minutes daily
Fourth Grade Students	• 20 minutes daily

Please note: Students in grades 1-4 will have additional homework requirements. See “Homework” section on page 22 for additional information.



Homework

Center Street Elementary believes homework extends learning, can be a review of skills, and may include written and/or non written work. The homework assigned for grades 1-4 should take no more than 10 minutes per grade level. For example; first grade should be 10 minutes, second grade should be 20 minutes, etc. This does not include daily reading; please see page 21 for information. Each night parents/guardians should check for homework completion. Individual grade levels, as well as individual teachers, have further specifications to this policy.

If you wish to have homework for a child due to illness or a family emergency, please call the school **by 9:00am**, and we will arrange to have the work left in the office for you or a designated family member to pick up **at dismissal time**.

In the case of an extended illness, please call the office to arrange tutoring.

If your child consistently struggles with homework or is taking longer than the above mentioned time, please contact your child's teacher.

Vacation Homework

Please note that at Center Street Elementary we will not provide homework to students who will miss school for vacations, etc. **prior** to the students absences. Students will be expected to complete daily reading and a writing journal during these situations.

It is very possible that students may also be expected to complete any pertinent work deemed by the students classroom teacher once the student returns.

Parking

When visiting Center Street Elementary, **please** park in the designated parking lots and spaces. We do not allow parking in the bus lanes or fire lanes. During special events we ask that you please park on school property and not on our neighbors lawns. Overflow parking may be found behind. Horseheads High School .

When dropping off students for Kids World, please park your car and walk your student in.

Student Morning Drop Off Procedures

Our student drop off is located at the front entrance of our building. We ask that vehicles remain in order to ensure the safety of everyone. You will be instructed by one of our morning traffic monitors to continue to drive up to the front of the building. Please do not pull out of the line to expedite your exit. Please do not park on the sidewalk and or in front of the handicap spaces.

When dropping off your child(ren) in the morning please make sure that they are seated on the right side of your vehicle. Children should be exiting out the passenger side near the sidewalk and no one the driver's side exiting the parking lot / traffic flow side. This will ensure student safety and efficiency to this procedure. Please make sure that your child(ren) remain in the vehicle until you have come to a complete stop.

Students should be prepared to exit your vehicle quickly and promptly so that we can keep the drop off line moving. Please do not get out of your car and walk in the building with your child leaving your vehicle unattended. If you wish to walk in your child to the lobby, please park your car and be mindful not to park on the yellow lines. We encourage independence; so please allow your child to walk to the classroom by him/herself. We appreciate your support!

Please remember that our front doors do not unlock until 7:45am. Students will not be allowed into the building prior to 7:45am as we do **NOT** have supervision coverage until then. Please plan accordingly.

Children should not be dropped off to school before 7:45am.

For Pre-K parents, please do not double park in our parking lot. This is for you and your child's safety.

Dress Code

In support of the Horseheads Central School Code of Conduct and Dress Code we will enforce at Center Street Elementary the following:

The **Dress Code** states that “a student’s makeup, nails, hair, jewelry, and clothing must be safe, and ***not disrupt or interfere with the educational process***”.

1. Hair color (ex.: blue, pink, purple) or styled (spiked or Mohawk) although fun often brings significant attention to your child which they may or may not be able to handle. This includes their classmates as well. These situations may disrupt or interfere with the educational process both academically and socially. *School Spirit days are the exception.*
2. Tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff baring or see-through garments are not appropriate.
3. Underwear must be completely covered by clothing.
4. **Footwear must not be a safety hazard.** This is especially important at this age level. **No flip flops, open toe shoes or sandals are allowed. They can be hazardous and cause injury considering the wood chips used in our playground. There are certain shoes that are difficult for them to wear at recess (i.e. heels and wedges). Please provide rubber sole shoes and/ or sneakers so that children may participate in PE and recess.**
5. No head covering should be worn, except for medical or religious reasons.
6. All clothing should have appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs, or other illegal or violent activities.

If a student is in violation of the dress code, parents will be notified and asked to either pick up the student to rectify the situation or may be asked to bring in appropriate attire.

Costume Parade

- Please send in your child's costume on the morning of the event.
- Students are NOT allowed to come to school in costumes.
- All costumes must be non threatening and appropriate for children of all ages to view.
- No toy weapons are allowed with any costume.
- Visitors are NOT allowed to wear costumes due to the major interruption in our students' potential safety.
- **Only pre-approved parent helpers will be allowed into the building before the parade to assist students.**
- Please note: Often classroom activities are immediately following the parade and students do not want to go home early with parents.

Due to the security for our students, if it rains, we will have an indoor costume parade **for students only**. Notification of the change in the parade will be posted on the CS Website before noon on the day of the event.

If you are taking your child out of school early this day, we ask that you please send in a green note, NO later than the 10:00am the morning of the parade.

Parent helpers are allowed in the building on this day for only the Pre-K and kindergarten classes.

Safety Drills

Drills are conducted throughout the year to assist our students and staff to be better prepared if an emergency arises.

They include:

- Fire Drills
- Shelter Drills
- Evacuation Drill
- Central Lock Down Drills
- Lock DOWN Drills
- Lock OUT Drills
- Hold. In. Place Drills



Other drills practiced once every 3 years:

- Off site evacuation drill to an out of district location.
- Off site evacuation drill to a disclosed district location.

Please remember that in the event of an emergency, photo identification is required for **ALL** Lock Down situations. There are **NO** exceptions.

COURT DOCUMENTS:

Please update our school office with any changes and / or new court documents. We will need an updated hard copy in the office.

Parent/Teacher Organization (PTO)

We are very proud of our Center Street Elementary PTO. The purpose and mission of our PTO is to build a strong community between the home and school environment for all children at Center Street Elementary.

Center Street Elementary has been very fortunate to have such dedicated and supportive parents, guardians, and community members support our school.

Throughout the year our PTO sponsors and supports the following events and activities to better the educational experience of our students.

Class Field Trips
Classroom Volunteers
Spelling Bee
Project Fair
Open House
Field Day
Food Drives
Talent Show
Box Tops

Arts in Education Presentations
School Spirit Clothing Sale
Spring Carnival
Fall Festival
Book Fairs
Birthday Books
Family Movie Nights
Veterans Day Celebration
Adopt a Reader Volunteers

Special Nurse Information

Physicals

Physicals are required in grades Pre K, K, 1,3,5,7,9 and 11. This can be done by your family physician or one can be provided by the school physician on a scheduled date.

Please Keep Your Child Home IF /can return WHEN:

1. **Fever of of 100 or higher** : Free of fever for 24 hours
2. **Vomiting**: Free from vomit for 24 hours
3. **Diarrhea**: Free from diarrhea for 24 hours
4. **Rash**: Free from rash, itching or fever and evaluated by a doctor, if needed.
5. **Head Lice**: Treated with appropriate lice treatment and evaluated by school nurse upon return to school.
6. **Eye Infection (redness, itching and/or crusty drainage from eye)**: Evaluated by doctor and a note returned to school.
7. **Hospital stay or ER visit**: Released by medical provider to return to school.
8. **Strep Throat or any bacterial infection**: May return after on antibiotics for 24 hours and released from doctor to return to school.

Administering Medication to Students in School

Parent/or guardians must present the following information:

1. An order from the doctor
 2. Medications need to be delivered to the school by the parent/guardian in the original pharmacy labeled container.
 3. A note from parent/guardian giving permission for the medication to be administered by the nurse.
- *** All over the counter medications , including Tylenol, Ibuprophen, cough medicine, cough drops, etc., need A doctor's order and need to be delivered to the nurse by a parent.***

Please communicate any health concerns your child may have to the school nurse. We want to ensure all students receive appropriate care at school.

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Center Street Elementary

Student/Parent Handbook

We have read and discussed the Center Street Elementary School Student/Parent Handbook and we have agreed to abide by the Code of Conduct that has been established.

Teacher's Name

Student's Signature

Parent/Caregiver's Signature

Date

Return this page to school.

Sign and
return this
form to the
school with
your
student(s).

District Phone and Fax Numbers

Center Street Elementary 607-795-2580
Fax 607-795-2585

Intermediate School 607-739-6366
Fax 607-795-2495

Middle School 607-739-6357
Fax 607-795-2525

High School 607-739-2500
Fax 607-795-2505

Food Service 607-739-6360
Fax 607-795-2524

Transportation 607-739-6338
Fax 607-795-2565

Kids World 607-733-5575
x 222



Horseheads Central School District

Our Mission

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

Explore Empower Excel