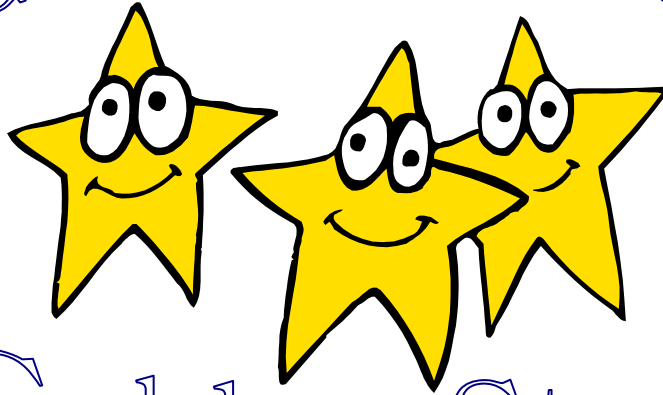


Gardner Road



Golden Stars

Handbook of Policies and Procedures

2017-2018 School Year

Please remove the cover, sign and return to school.

We have reviewed the Gardner Road Elementary School Handbook and understand the importance of following the guidelines and leading by example.

Parent/Guardian Signatures

Student Signature

Horseheads Central

School District

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



Gardner Road Handbook **of Policies and Procedures**

2017—2018

Dear Students, Parents, and Guardians...

The mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.

At Gardner Road Elementary School, we succeed because the stars lead. It is through high expectations for behavior and academics, that our learners today become leaders tomorrow.

This handbook provides our students with the necessary guidelines to create an environment within which everyone can thrive and achieve his/her highest potential.

Please take the time to review this handbook with your student and discuss the importance of leading by example.

Please sign the form on the front cover and return it to school with your child.

Thank you,

The Gardner Road Staff



Welcome to Gardner Road Elementary School.

Where we succeed because the STARS Lead.

Student supervision begins at 7:45 a.m., when students are allowed to enter the cafeteria through the outside cafeteria doors. Students should not arrive before that time, as there is no adult supervision. At 8:00 a.m. the front doors open and students are permitted to enter the building. Students who eat breakfast at school should report to their classrooms prior to going to the cafeteria. Students must be in their room no later than 8:15 a.m. as that is the tardy bell. Dismissal begins at 2:20 p.m. Students may be picked up in the cafeteria at approximately 2:25 p.m.

Behavioral Expectations

In order to create a nurturing environment which promotes excellence, growth, and a sense of civic responsibility, the following behavioral expectations must be followed by students.

To be a STAR student, we must:

- S—Stay Safe
- T—Take Responsibility
- A—Always Do Our Best
- R—Respect Others



Follow our character traits of:

- Respect** - September and March
- Responsibility** - October and April
- Citizenship** - November and May
- Caring** - December and June
- Fairness** - January and July
- Trustworthiness** - February and August

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

Please Consider The Following:

Parents can help our students take advantage of the entire learning day by scheduling appointments after school hours (8:15—2:25). However, we do understand that this is not always possible.

We understand that children enjoy having classmates attend birthday and holiday parties. We ask that invitations for these parties not be distributed at school, unless all boys or all girls in the class will be invited. Your cooperation and understanding, in this matter, is greatly appreciated.

Birthdays are exciting times for our students and celebrating them with classmates makes them even more special. Snacks are permitted and should be arranged with the classroom teacher. Please no treat bags. **Please be aware that we have several students with food allergies and precautions to keep them safe must be taken.**

No electronic devices are permitted at Gardner Road between drop off in the morning and pick up in the afternoon (7:45—2:30). If these items are brought to school, they must remain in the child's backpack throughout the school day.

Visitors to the school must sign in and wear a visitor's badge. Only visitors that have made prior arrangements with a teacher will be permitted to visit a classroom during the school day. Thank you for helping us limit distractions to the learning environment.

Cafeteria Expectations

We want students to enjoy a quiet and peaceful lunch with friends. For this to occur, a few behavioral expectations are required.

Remember to be a **STAR** student.

S—Stay Safe

-stay seated -keep body and food to self

T—Take Responsibility

-clean up -follow directions

A—Always Do Our Best

-help others -use manners

R—Respect Others

-inside voice -be kind

Remember that some students have food allergies. This means that we should not share food.

Lunches can be prepaid with a check or on-line through Pay Schools (access via www.horseheadsdistrict.com). Please do not send large amounts of money with your student, as we can not be responsible if it is lost or stolen.

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

Students may bring only classroom provided materials to use during lunch. Please do not send items from home.

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

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

Parents are welcome to join their children for lunch in the cafeteria.

1. Advise your child's teacher, prior to lunch that you're coming that day.
2. Due to various allergies please **do not bring in outside food from fast food restaurants**. Only food from home or from the cafeteria line should be consumed in our lunchroom.
3. Have your child pre-order for you in the morning, if you wish to have a cafeteria lunch. Adult lunches cost more than a child's lunch. Please check for pricing.
4. Sign in at the main office and get a visitor's badge when you arrive.
5. Meet your student's class at the cafeteria entrance at their designated lunchtime.
6. Have cafeteria personnel answer any questions you may have about selections, and then pay for your lunch.
7. Have your child explain the lunch procedures and show you where to sit.

Playground Expectations

In order to create a safe and enjoyable playground environment, students are expected to:

- | | | |
|-------------------------------|------------------------------|---------------------|
| S —Stay Safe | -follow rules | -follow directions |
| T —Take Responsibility | -stay in area | -listen to teacher |
| A —Always Do Our Best | -use equipment appropriately | |
| R —Respect Others | -play nice | -keep hands to self |

Please do not bring in items that that could be considered dangerous or potentially used as a weapon such as: hardballs, bats, lacrosse sticks, skateboards, skates. No electronic devices allowed on the playground.

Assembly Manners

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

- | | | |
|-------------------------------|--------------------------|-----------------------|
| S —Stay Safe | -follow rules | -arrive appropriately |
| T —Take Responsibility | -stay in area | -be a leader |
| A —Always Do Our Best | -think, learn and listen | |
| R —Respect Others | -be kind | -keep hands to self |

Homework

Gardner Road believes homework extends learning, can be a review of skills, and may include reading, written and non-written work. Homework may be given at each grade level to build responsibility and consistency across all grade levels. Parents/guardians should check for completion nightly. Individual grade levels, as well as individual teachers, have further specifications to this policy. If your child consistently struggles with homework, please contact your child's teacher.

Homework while on Vacation:

Before making vacation plans, please consult the school calendar if possible. If parents decide to take their child out of school for vacations, please notify the classroom teacher and the main office. These absences are considered unexcused; therefore, the work shall be requested and made up upon return. Parents are encouraged to have their child practice math facts, read, and write in a journal during their absence from school.

Code of Conduct

In order to provide a safe and orderly environment, the following incidents will be dealt with in accordance to the District Code of Conduct policies. The consequences may include, but are not limited to, suspension from school.

- ⇒ Any threat to harm another person.
- ⇒ Physical confrontation.
- ⇒ Possession of items that could be potentially dangerous.
- ⇒ Possession of drugs.
- ⇒ Bomb threat or false fire alarms.
- ⇒ Continuous disruption of the learning environment.

In support of the Horseheads Code of Conduct, we will adhere to the district's **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. **Footwear must not be a safety hazard.** Sandals should have backs on them. This is important for this age level.
2. Underwear must be completely covered by the clothing.
3. "Tube tops, net tops, halter tops, spaghetti straps, low-cut necklines (front or back), midriff baring or see-through."
4. No head covering should be worn, except for medical or religious reasons.
5. All clothing should use 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 will either be asked to pick up their child or bring in a change of attire to rectify the situation.

Internet Acceptable Use Policy

In order to foster appropriate use of instructional technology at Gardner Road School, students are expected to comply with the District Policy and Regulations. These rules include:

1. You will not reveal your password to anyone. You will not use or attempt to use anyone else's password.
2. You will not use the system for illegal purposes, such as threatening another person, or arranging for the sale or purchase of illegal items.
3. You will not violate the rules of computer etiquette.
4. You will not intentionally access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, **you must immediately tell your teacher or the person designated by the District.**
5. You will not change computer files that do not belong to you.
6. You will not plagiarize from the Internet.
7. You will not download files without permission from a supervising teacher.
8. You will not use your account for personal financial gain. This means you may not offer, provide or purchase products or services through the internet.

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to Megan Collins, Title IX/DASA Coordinator and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

The Dignity Act Coordinator (DAC) for Gardner Road Elementary is Patrick Patterson. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Patrick Patterson at (607) 739 – 6347. The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins. Mrs. Collins may be reached at One Raider Lane, Horseheads,

THE BIG

5

- **BE HONEST.**
- **SHOW UP ON TIME.**
- **BE READY FOR WORK.**
- **BE WILLING TO LEARN.**
- **MAINTAIN A GOOD ATTITUDE.**