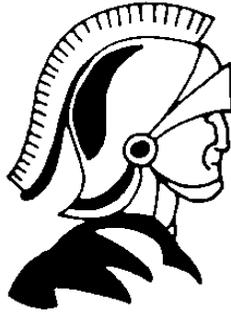


# **SODUS ELEMENTARY SCHOOL**

## **HANDBOOK**

**Grades 3PK/4UPK**  
**Kindergarten thru Grade 3**  
**2019 - 2020**

A Guide for Parents, Guardians and Students



### ***DISTRICT MISSION STATEMENT***

*The mission of the Sodus Central School District, nurtured by the influence of a diverse community, our district is committed to the success of every student. We will support our students in developing the skills and strategies needed to achieve academic excellence and to become respectful, responsible, kind citizens of a global society. We are dedicated to sustaining an environment that fosters a joy for life and continued learning.*

*Sodus: Committed to excellence and dedicated to success.*



Dear Elementary Families,

It is our goal to provide an engaging and positive learning environment in which all children are academically successful. We look forward to collaborating with you to reach this goal.

The Sodus Elementary School Handbook will acquaint you with the policies and general information about our school. Please keep this handbook available as a reference. If you have any questions or concerns, please feel free to contact me. I'm looking forward to working with you!

Sincerely,

Michael Sereno  
Elementary Principal  
[msereno@soduscsd.org](mailto:msereno@soduscsd.org)  
(315) 483-5282



## Table of Contents

We believe that parents play an important role in their child’s education. By sharing information, we can work together to plan the best education programs for your child. The following are topics of interest. If you have further questions, do not hesitate to contact the main office for assistance.

General Information	iv	Items that Should Never Be Brought to School	6
2019-2020 District Calendar	v	Leaving School Before the End of the Day	6
Arrival / Dismissal Time	2	Library (Media Center)	6
Age of Entry	2	Lost and Found	6
Appointments	2	Medical Evaluations	6
Assessments	2	Medication	6
Attendance (Attendance/Absences/Tardiness)	2	Office Hours	7
Behavior Expectations	2	Parent/Teacher Conferences	7
Cafeteria	3	Prime Time Programs Morning & After School	7
Communications	4	Progress Reports	7
Dental Health Certification	4	Sexual Harassment	7
Email Addresses	4	School Attire	8
Emergency Information	4	School Social Worker	8
Emergency School Closings	4	Student Folders	9
End of Day Pickup	4	Student Placement	9
Equal Education Opportunities	4	Transportation	9
Field Trips	5	Use of Facilities	11
General School Expectations	5	Visiting Classrooms	11
Health Education	5	Volunteers	11
Hearing and Vision Screening	5	Web Page	11
Homework	5		
Immunizations	5		



## General Information

### Address

6264 Route 88  
PO Box 220  
Sodus, NY 14551

### Phone #'s

Main Office	483 – 5282
Health Office	483 – 5230
Fax	483 - 5292
Prime Time Programs	483 - 5282
Head Start Office (on Ridge Rd)	483 – 6789

### School Hours:

Grade 3PK-3	8:25 am – 3:05 pm
Head Start UPK	8:25 am – 3:05 pm

Please **DO NOT** drop off children before their scheduled start time.  
Supervision is not available.

## 2019-2020 District Calendar

September 3	Labor Day
September 4	School Opens – Full Day ALL Students
September 20	School Picture Day – District Wide
September 29	Elementary School Open House
October 10	Columbus Day Holiday
October 28	Conference Day (Staff Only)
November 8	School Picture Makeup Day – District Wide
November 11	Veterans’ Day Holiday
November 21 & 22	Half Day Parent Conferences
November 23-25	Thanksgiving Holiday
Dec 23 – Jan 2	Holiday Recess
January 3	School Reopens
January 16	Martin Luther King Jr. Day Holiday
January 27	Half Day Conference Day for Staff
February 20 - 24	Winter Recess
March 10	Half Day – PreK – 6
March 16	Half Day – PreK -3 Parent Conferences
March 17	Half Day Conference Day for Staff
April 14 – April 21	Spring Recess
May 8	Conference Day (Staff Only)
May 29	Memorial Day Holiday

## **ARRIVAL / DISMISSAL TIME**

Supervision is NOT provided before the arrival time nor is it provided after class dismissal time. Please do not drop off students before your child's scheduled arrival time (8:25 am).

## **APPOINTMENTS**

There may be times that you find it necessary to take your child out of school for an appointment. **Please consider scheduling after school appointments** which would avoid your child missing his/her learning time.

## **ATTENDANCE**

### **Attendance:**

Regular school attendance is essential for success in school. Please make every effort to get your child ready for school each day school is in session unless your child is ill.

A record of your child's attendance is kept in the office and is reported to you on your child's progress report. Chronic school attendance and tardy issues will be addressed directly with the parent. If a pattern of attendance issues continue, it is our responsibility to direct the issue to Child Protective Services to assess Educational Neglect.

### **Absence:**

If your child is going to be absent from school, please contact the main office (483-5282) to report the absence. You should then send a note stating the reason for the absence, the date he/she was absent, and your signature on the day your child returns to school. The office staff routinely telephones parents whenever a child is absent. Please supply the phone number you would like the school to call when you complete your Emergency telephone numbers.

### **Tardiness:**

If your child is late for school please do not drop students off in front of the building. An adult must bring students into school and sign them in at the Main Office. This procedure ensures that your child is safely transitioned into the building

The number of times a child is tardy is recorded and reported to you on their progress report.

## **BEHAVIOR EXPECTATIONS**

Sodus Central School District is committed to creating and sustaining a positive school environment that supports teaching and learning. The District has embraced strategies to teach all students and adults those positive behaviors that demonstrate Respect, Responsibility, and Kindness in grades Pre-K through twelve. These strategies are collectively called "PBIS" - Positive Behaviors and Intervention Supports. As a school, we believe that we can teach and reinforce the highly desirable behaviors that make our school a great place to learn!

Our District Code of Conduct is a School Board approved policy that educates and clarifies for students and adults what the rights and responsibilities of all school partners are, as well as potential consequences for individuals when the rules of the school are broken. You should be

aware of the severe school penalties that exist for violence, drugs and alcohol, and other serious incidents in the school. Please review the Code of Conduct carefully and be sure you ask your principal or school counselor any questions you might have. A complete copy of the Code of Conduct is located on the school website ([www.soduscsd.org](http://www.soduscsd.org)). The information shared in this agenda is an abbreviated version of the Code of Conduct.

We expect students to develop a sense of Respect, Responsibility and Kindness toward others. As the primary instructor the classroom teacher has the responsibility for the safety and welfare of the students assigned to his/her class. Every effort is made to adequately supervise students in classrooms, hallways, cafeteria, recess, and to and from buses. Within that structure, children are involved in the discussion of classroom and school rules and are encouraged to meet the behavior expectations so that we insure the safety and well being of all members of the school community. While there are general school expectations governing common areas, playground, and cafeteria, each classroom has some unique rules to govern it. (see attached)

### **CAFETERIA**

Breakfast and lunch programs are provided at the Elementary School. The District Office distributes free and reduced lunch applications directly to your home. These applications can be returned to the school with your child or brought to the Elementary Office. Applications are processed in the District Office and parents are notified if they qualify for free or reduced price meals. Due to confidentiality issues, the main offices do not know who is eligible for the programs. If you have any questions regarding your eligibility contact the District Office at 483-5283.

Menus are sent home monthly and can also be found on our website [www.soduscsd.org](http://www.soduscsd.org). Children may bring lunch and/or purchase the following items:

breakfast	ice cream
lunch	cookie
milk	

On days where there is a half day of school, breakfast is served, lunch is not served.

Parents are strongly encouraged to prepay for meals by sending cash or a check made payable to Sodus Central School. You may prepay by the week, month, or year. An account balance can be obtained by contacting the on-site Cafeteria Manager at 483-5240 when needed.

### **COMMUNICATIONS**

- ❖ Teachers will inform parents about classroom activities through regular communications.
  
- ❖ Automated Calls  
When necessary, communications will be provided through telephone and/or email messages directly from the Superintendent's Office. Contact the main office to make any changes to phone numbers or email addresses, to keep your information up to date.

- ❖ Please regularly check your child's backpack for school communications.

### **EMAIL ADDRESSES**

In an effort to improve communications between home and school, the Elementary staff list of email addresses can be found on our web site [www.soduscsd.org](http://www.soduscsd.org).

### **EMERGENCY CONTACT INFORMATION**

It is important to be able to contact you in case of an emergency or illness pertaining to your child. Please provide contact information changes as soon as they occur, so our records may be up-to-date. Parents are expected to provide transportation home for children who become ill during the school day.

### **EMERGENCY SCHOOL CLOSINGS**

There may be times that school needs to be closed due to hazardous driving conditions and/or other emergencies. Make certain your child knows what to do if school is closed early. Let the school office know if you have instructions for your child that would affect their bussing during an emergency closing. When school is closed an announcement will be made through local radio and television stations.

### **EQUAL EDUCATION OPPORTUNITIES**

The school district does not discriminate on the basis of sex or handicap in the educational programs or activities it operates, including the counseling services for students, access by students to the educational programs and facilities, course offerings and student activities. The hearing officer for any violation of the provisions of the Title IX of the Educational Amendment of 1972 is Jessica Bailey. Contact the building principal for Section 504 issues. The full text of Board Policies ACA and ACB, which prohibit discrimination, are contained in the Policies and Regulations manual for the Sodus Central School District, copies of which are available for examination in any administrator's office and the Sodus Free Library.

### **GENERAL SCHOOL EXPECTATIONS**

Be Respectful	Be Responsible
Be Kind	Celebrate Success

### **HEALTH OFFICE**

- **HEARING AND VISION SCREENING - DARCY**

Vision and hearing screening is done for all children. Parents are notified if it appears there might be a reason for referral for further evaluation. Parents may also request that the Health Office do additional screening if they suspect a problem.

- **IMMUNIZATIONS DARCY**

A certificate of immunization is required from a physician, clinic, or former school. New York State Immunization Laws for school attendance require the following immunizations:  
Polio (IPV or OPV)

3 doses of polio vaccine  
Hepatitis B  
3 doses of hepatitis vaccine  
Diphtheria, Tetanus, Pertussis (DTAP)  
3 doses  
Measles, Mumps, Rubella  
2 doses of measles containing  
vaccine and  
1 doses each of mumps & rubella  
(preferably as MMR)  
Varicella (Chicken Pox)  
1 dose

- **MEDICAL EVALUATIONS**

A medical evaluation is required for each student upon his/her entrance to school. Per New York State Educational requirements, updated evaluations are required for students entering the grades of kindergarten, second, fourth, seventh, and tenth grades. If you have any questions, contact the health office at 483-5230.

- **MEDICATION**

**No medication will be administered in school unless ordered by a physician in writing.** This includes prescribed or over the counter medications such as cough drops, Tylenol and/or Advil. Medications may **NOT** be carried to and from school by a child.

All medication must be provided by parents in a prescription bottle with the correct dispensing instructions, if it is over the counter medication the child's name must be on the bottle, tube and/or box.

A sufficient supply of medicine should be brought to the Health Office by an adult. It will be kept in a locked cupboard and dispensed (as ordered) to the student by the school nurse. **Do not bring in whole bottles of medicine** that must be carried back and forth between home and school.

### **HOMEWORK**

Homework is assigned by teachers based on the individual needs of students. Specific written assignments are given as extra practice or to complete unfinished schoolwork. Please arrange for a regular time and place for your child to complete homework.

### **ITEMS THAT SHOULD NEVER BE BROUGHT TO SCHOOL**

Pets, pocketknives, weapons, bullets and toy weapons are **NEVER** to be brought to school.

We **discourage** students bringing toys to school. We cannot be responsible for lost or missing items. CELL PHONES?

### **LIBRARY (MEDIA CENTER)**

Students are encouraged to take books and other learning materials home. Parents are asked to assist us in seeing to it that these materials are returned within two weeks. It is important that materials are returned in a timely manner so they will be available when needed by other students for school.

Students will be charged for the cost of any lost material based on its approximate value at the time it was lost. Students who have not paid for lost library material at the end of each ten week marking period will not be able to take out additional books or materials.

### **LOST AND FOUND**

Please label your child's jackets, hats, boots, snow pants, backpacks, lunch boxes, and other belongings with your child's first and last name. Items that are turned into the office can be found in the Lost and Found boxes located in the main lobby.

### **PARENT/TEACHER CONFERENCES**

Parent Conferences are scheduled every November and March. They can also be scheduled whenever a parent or teacher feels a conference is needed. If you would like to speak with your child's teacher or schedule a conference you may call the Elementary Office at 483-5282 or you may leave a message directly on the teacher's voice mail. Unified Arts teachers (art, music, physical education, and library) and service providers (speech, occupational and physical therapist, counselors) will be available to meet with parents during conference periods by appointment.

### **PRIME TIME CHILD CARE PROGRAMS**

#### **Morning Child Care**

Morning Child Care is available to students in Grades UPK-6. The program is held Monday through Friday from 6:30 a.m. to 8:30 a.m. in the Elementary School Cafeteria. Parents must sign-in their child when dropping them off.

#### **After-School Child Care**

After School Child Care is available to students in Grades K – 6. The program will be held Monday through Friday at the conclusion of students' regular school day until 5:30 p.m. Parents must sign-out students when they are picked up.

Students must be registered prior to attending either program. Separate applications are required for each program. Contact the Elementary Main office at 483-5282 for cost, applications and billing. Up to thirty students are enrolled on a first come, first serve basis for each program.

### **REPORT CARDS**

Students in Grades UPK – 3 will receive progress reports three times a year; November, March and June.

Included in each progress report is a report from the Unified Arts Team (art, music, and physical education) regarding your child's progress during the past marking period.

### **SEXUAL HARASSMENT**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex or gender in education programs or activities which receive federal financial assistance. Sodus Central School is committed to safeguarding the rights of all people within the school district to work and be educated in an environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention, but also on how the target perceives the behavior or is affected by it. Sexual harassment can originate from a person of either gender against a person of the opposite or same gender, and from peers as well as from supervisors.

The Sodus Central School condemns all unwelcome behavior of a sexual nature which is either designed to exhort sexual favors from students or employees, or which has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment. Sodus Central School also strongly opposes any retaliatory behavior against any person filing a complaint or witnesses.

Any employee or student who believes he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that corrective action can be taken. In the absence of a victim's complaint, the complaint officer, upon learning of or having reason to suspect the occurrence of any sexual harassment, will ensure that an inquiry or investigation is promptly commenced.

The Title IX Officer for Sodus Central School is Joseph Keeney.

### **SCHOOL ATTIRE**

The Elementary School follows the student dress code as described in the District Code of Conduct.

1. Apparel must be safe, appropriate and not disrupt or interfere with the educational process.
2. Brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not acceptable.
3. Underwear must be completely covered by outer clothing.
4. Wearing head-gear, except for religious or medical reasons, is not permitted.
5. Footwear must be worn at all times. Footwear that creates a potential safety hazard will not be allowed.
6. Apparel may not include items with words or symbols that are vulgar, obscene, libelous, or demeaning of ethnicity, religion, disability or sexual orientation.
7. Apparel may not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal activity.
8. Wearing coats, jackets and other outerwear while in the building is not permitted.

Please consider the following for your child's comfort and safety.

1. Children play outdoors each day weather permitting. Children need appropriate outer clothing for the weather. Coats, hats, mittens, and boots are needed much of the year. To prevent loss, these items should be clearly labeled with your child's first and last name.
2. **Sneakers need to be worn in physical education classes for safety purposes, along with comfortable clothing so that they can move freely.** We suggest that children leave an extra pair of sneakers in their classroom. If your child wears glasses all of the time, please provide guard straps.
3. An old shirt or smock will keep some of the art supplies off your child's clothing.

### **SCHOOL SOCIAL WORKER**

A certified School Social Worker provides counseling services to students, parents and grandparents, individually or in groups regarding a wide variety of issues. She works with staff members to help them meet the needs of our children. The social worker is available Monday through Friday and may be contacted by calling the Elementary School Office (483-5282).

### **STUDENT FOLDERS**

Every student has a cumulative folder on file. Parents may request to review the folder by contacting the office at 483-5282.

### **TRANSPORTATION**

#### **Bus Rules**

All students are eligible for bus transportation. Since the Elementary School is outside the village limits and there are no sidewalks leading to our school, we do not allow children to walk to and from school.

Parents/guardians/caretakers must greet students as they arrive home on the bus. The bus driver must see an adult prior to unloading the students at the bus stop. Bus drivers may return students to school if they feel it would be safer than dropping them at their bus stop.

Bus information is mailed directly to your home prior to the start of school from the Transportation Department.

Per the Sodus School Board policy the following bus rules are in effect at all times. Please stress to your child the importance of being a safe passenger by being respectful, responsible and kind,

- Sit in the seat assigned by the driver
- Keep the bus clean by not eating or leaving items on the bus
- Remain seated when the bus is moving
- Keep your head, hands and feet inside the bus
- Stay behind white line on floor
- For everyone's safety, do not distract the driver through misbehavior
- Speak at a voice Level 1 or 2
- Use appropriate and respectful language at all times

If the student does not follow the bus rules, bus drivers are instructed to file a Bus Conduct Report. The student will meet with the Crisis Intervention Specialist to problem solve and develop a plan to improve a student's behavior.

Each student has the right to ride the bus. However, failure to abide by the expectations which insure the safety of all the students can result in consequences which may include bus suspension.

The bus driver may take specific action to control student behavior, such as changing seats, conferencing with students and reviewing bus rules, returning to school, contacting parents directly, and meeting with the child, parent, Crisis Intervention Specialist and/or the Principal to resolve the problem.

Supervision at the bus stop before and after school is the responsibility of the parent. If there is a problem on the bus, involving another student in our building, please call the Crisis Intervention Specialist at 483-5282. Any problems with the route or the bus driver, please call the Transportation office at 483-5272.

### **Transportation Procedures**

It is important to reinforce and explain the Elementary School transportation procedures. We do not allow daily changes to be made to student pick up or drop off points. The following bulleted list clearly explains our procedures.

- Elementary School students will be permitted to have a maximum of **two** pick up and drop off points. These locations will be on record in the transportation department. For example: A student may be picked up at home and dropped off at a babysitter's house. This would constitute the two possible pick up and drop off points.
- Changes to any of these locations must be made at least five days prior to the change taking effect. The proper transportation forms can be found online or from the Elementary School office.
- Please be aware that this means that notes sent to school with a student requesting alternate drop off points will not be honored. Please make sure all permanent changes are being made well in advance through the Transportation Dept.
- We want to make sure that families know that we understand that emergencies do happen. In the case of a **family emergency** please contact the Elementary School office and we will do our best to assist you.
- Families who require special transportation arrangements due to multiple house-holds or employment schedules must make an appointment with the Principal to discuss how to best modify the procedures. Exceptions will not be made without a personal meeting with the Principal.

Please understand that these changes have been made for the safety of all students.

**PLEASE DO NOT GIVE NOTES TO BUS DRIVERS – THEY MAY NOT BE THE SAME DRIVER AT THE END OF THE DAY – THEY DO NOT PROCESS CHANGES.**

### **Alternate Bus Pass**

If your child requires daily transportation to/from a location other than home you must submit an Alternate Transportation request, which is available in the Elementary or Transportation offices as well as on the school website. Requests must be submitted to the Transportation Office at least five business days in advance in order to adjust routes and schedules. Adjustments may only be made in writing.

We do not accept notes to change pick up or drop off locations. Only permanent changes are taken and must be submitted on an Alternate Transportation form.

### **Transporting Items on the Bus**

Weapons (including jackknives), pets, large objects, balloons, glass, toys that replicate weapons etc. are not allowed on the bus. Items that are larger than what will fit into your child's lap are too big to be transported on our buses. We discourage the use of backpacks on wheels because they do not always fit in the aisles of the bus.

### **USE OF FACILITIES**

Any group must complete a facilities request form two weeks prior to using any school facility. A fee will be charged for custodial services if a staff member is not making the request and will not be assuming responsibility for the maintenance and clean up of school property. Additional fees will be charged if the kitchen is to be used.

### **VISITING CLASSROOMS**

We welcome visitors to our school. If you would like to visit a classroom, please call the teacher to arrange a day and time that is convenient. When you arrive at school please sign in on the visitor registration form in the Elementary Office and provide your ID for our Raptor System to scan. **Reporting to a school office is a State Law and is for the protection of all of our students.**

Please remember that teachers have responsibilities to students during the school day and may not be able to speak with you for any length of time when children are present.

### **WEB PAGE**

You may access information through our web page at [www.soduscsd.org](http://www.soduscsd.org).

## **Elementary Student Drop-Off and Pick-Up Procedure**

The Sodus Elementary School has established student drop-off and pick-up procedures for the upcoming school year. **Please be sure to read the entire document as some of our procedures have changed.** School security and your child's safety are priorities for us, and it is important that each and every student is supervised and accounted for during the busy drop-off and pick-up times. The following procedures are designed to adequately address these safety concerns:

### **8:25am Student Drop-Off**

Parents/caregivers and students are always welcome to enter the building prior to 8:25am but please **DO NOT** drop your student off at the school prior to 8:25am, as there will not be adult supervision until 8:25am. All

parents/caregivers must stay with their student until 8:25am. Please note that all students must be brought into the front entrance of the school. Also, vehicles are not allowed to park in the bus lane under any circumstances. All vehicles must park in one of the available parking spots.

### **Walking Students to Class**

We recognize that the first few days of school are a very exciting but can also be a very stressful for students. Due to this, parents/caregivers will be allowed to walk their child to class the first week of school. You will still need to sign in and out with the main office. After the first week, you must say goodbye to your child at the main office. If your child still requires an escort to his/her classroom, the office staff will gladly be that escort.

### **1:00pm Deadline for Notification of Student Pick-Up and Bus Changes**

The school office must be notified of all dismissal time bus changes and student pick-up changes by 1:00pm. This will give the office staff time to notify your child's teacher of any end of the day changes. Of course, we recognize that emergency situations occur and we will certainly accommodate you in any emergency.

### **Notification of Early Student Pick-Up for Medical Appointments**

If a parent/caregiver needs to pick up their student early from school for an appointment or any other reason, the easiest way is to send the student with a signed note indicating what time they will be picked up. The student will give the note to their teacher, who will in turn give it to the office. If no note is given in advance, a parent/caregiver will need to come to the office a few minutes early to sign the student out. The student will then be called to the office. Please remember that students will not be released to any person other than a parent/caregiver without prior authorization.

### **3:05pm Dismissal Student Pick-Up**

There is always a large amount of traffic in the school building during our dismissal time. It is extremely important that we take extra care to monitor the comings and goings of students and visitors. Therefore, parents picking up their children from school at dismissal time will be asked to park in the rear parking lot and pick up their child from the cafeteria. Parents will not be allowed anywhere else in the building during this dismissal time. Additionally, in order to ensure our students' learning is not interrupted, students will no longer be called down to the office prior to 3:00pm, except for when emergency situations occur.

Finally, only parents/caregivers and authorized individuals will be permitted to sign-out a student. If someone other than the individuals on the authorization list is picking up a student, a signed note by the parent/caregiver **MUST** be sent in informing the school of this situation.

Thank you for your cooperation as we implement these safeguards! Please contact the elementary office at 483-5282, if you have any questions or concerns.