

North Warren Elementary School



Student/Parent Handbook 2021-2022

6110 State Route 8
Chestertown, NY 12817

Phone: (518) 494-3015 ext. 704
Fax: (518) 494-2611

Welcome to the 2021–2022 school year. The North Warren faculty & staff members are looking forward to another rewarding and productive year.

COVID-19 Procedures and Protocol

This school year will likely bring challenges relating to COVID-19. The health and safety of students, faculty & staff is our top priority. Doing your part means abiding by new rules and regulations. These rules and regulations may change as the year progresses based on factors both in and out of the school. We appreciate your continued cooperation and flexibility.

The North Warren Elementary Student/Parent Handbook contains information about our school that you and your child(ren) will need to be familiar with for a successful school year.

Table of Contents

[Elementary Faculty & Staff Directory](#)

[School Safety and Security](#)

[Arrival & Dismissal](#)

[Transportation Information](#)

[Food Service](#)

[School Rules/Expectations](#)

[Disciplinary Procedures and Consequences](#)

[Elementary Dress Code](#)

[Home-School Communication](#)

[Report Cards](#)

[Attendance](#)

[Field Trips](#)

[Searches and Interrogations](#)

Elementary Faculty & Staff Directory

2021-2022

Principal: Maggie Kelly

Secretary: Holly Palmer

Pre-Kindergarten: Kathy Bauer

Kindergarten: Stephanie Geller, Billie Jo Pratt

First Grade: Andrea Little, Kelsey Scherer

Second Grade: Holley Bedell, Stacy Miller

Third Grade: Stephanie Irish, Erika McGourty

Fourth Grade: Heidi Blanchard, Stacy Cooper, Ashley Truax

Fifth Grade: Lori Korniak, Melissa Pandillo

Sixth Grade: Todd Lawson, Amy Zarczynski

Reading & Math: Ellen Davis, Karen McDermott, Deanne Peters, Nicole
Rushlow

Physical Education: Lynn Lewis, Shannon Phelps, Jeremy Whipple

Library: Michelle Lettus

Art: Cathy Kearney

Music: Maria Swartz

Computer Instruction: Cheryl Erickson

Guidance: Deirdre Hill

School Social Worker: David Parisi

School Psychologist: Susan Kearing

Special Education: Shelly Baird, Jennifer Farmer, Cynthia Meddaugh

Special Education Office Specialist: Maggie Hill

English as a Second Language (ESL): Jennifer Shanahan

Speech: Kira Studler, Andrea Winchip

Occupational Therapy (OT): Jill Primeau

Physical Therapy (PT): Denise Putney

School Nurse: Alyssa Schmidt

Support Staff: Laura Dygert, Sara Griffen, Karen Hilton, Nancy Koenig,

Debbie Koraus, Nancy Smith, Kyle Rubado-Judkins

School Safety & Security

Building Access

The building is accessible to students and the public during school hours and during school-sponsored activities. Students may not enter the building until 7:30 a.m. when staff supervision begins.

Drills

Fire and lockdown drills are conducted in accordance with New York State regulations. At the beginning of each year, specific instructions are given in each classroom regarding the use of the nearest exit. In the event of a true emergency, it is essential that students can hear directives from teachers and staff members so directions of “quiet” and “no talking” are enforced during drills.

Bus drills are also held regularly, in conformity with New York State regulations. Students will exit the bus using emergency exits with the help of the driver and other adults.

Emergency Early School Closing During the School Day

It may be necessary to close school early because of weather conditions, lack of water/electricity, etc. It is important to have procedures in place to ensure that the closing goes smoothly. The time frame within which the superintendent makes the final decision to close and the buses arrive to take students home is less than one hour. If the school is closed for an emergency, the district will notify parents via a Schoolmessenger robocall.

Parents are encouraged to discuss with their children the plan for what they should do if school is released early unexpectedly.

Arrival and Dismissal

The elementary school instructional day is from 8:00 a.m. - 2:45 p.m.

Arrival:

- Students arriving by bus will be released from the buses after arriving at school.
- Parent Dropoff begins at 7:30 a.m. and ends promptly at 8:00 a.m. using curbside dropoff. Students may exit their vehicles when given a 'thumbs up' from a staff member. Parents must follow the traffic pattern and remain in the car.
- Students arriving with a parent after 8:00 must be signed in at the front desk and will be marked as a late arrival.

Dismissal:

- Buses depart at 3:00 p.m. each day.
- Parent Pickup begins at 3:05 p.m.
- Parents MUST create an 8.5x11" sign in bold print with the first/last names of their child(ren) on it. Place it on the passenger side dashboard or window so that the security team will know which children have come out based on your order of arrival.
- Parents/guardians are not allowed to stand outside of the building to pick up students. All parent pickups must take place in the parent pickup vehicle lineup.

Transportation Information

Bus Garage

63 Cougar Lane, Chestertown, NY 12817

(518) 494-3727

Robert Hill, Director of Transportation

Mike Turano, Transportation Supervisor

Parents should contact the bus garage if they have questions about bus routes, pickup/dropoff times, etc. Parents are encouraged to work closely with the bus drivers on any issues of concern.

Bus Rules

Parents are asked to review the bus rules with their children. This will help ensure that all children will have a safe and pleasant trip to and from school each day.

Please note that riding the school bus is a privilege. This privilege may be revoked if a student does not follow the bus rules. Video cameras are used to monitor student behavior on school vehicles transporting students to and from school, field trips, etc.

- A. Cooperate with the bus driver.
- B. No smoking, fighting, eating, drinking, shoving, pushing, shouting, bullying or use of profane language.
- C. Keep the bus clean (no littering)
- D. Students must remain in their assigned seats at all times.
- E. Arms, head and hands must be kept inside the bus at all times.
- F. Sit facing forward with feet, arms, etc. away from the aisle. Bus aisles must be kept clear at all times.
- G. Headphones and student radios may not be used on the bus.
- H. After exiting the bus, all students must walk 15 feet in front of the bus and wait for the bus driver to give them the signal to cross the road.
- I. Parents/adults are not allowed to board the bus for any reason. If you need to speak to the bus driver, call the office to make an appointment. This is for the safety of students.
- J. Cell phones and electronic devices can be a disruption and are encouraged to be left home. Be aware that North Warren Central School is not responsible for lost or stolen articles.
- K. Students must be outside and ready for the bus 10 minutes before they're scheduled bus time. If the bus arrives and students are not ready, the bus will continue driving and parents will be responsible for transporting their child(ren) to school.
- L. An adult must be visible at time of dropoff for the afternoon bus run. If an adult is not visible, students will be returned to the school building and parents will be required to come to school to pick them up.

Food Service

David Scroggins, Director of Transportation

(518) 494-3015 ext. 236

Breakfast and lunch are provided for **FREE** for all students.

Visit our website for more information about food service:

<http://northwarrencsd.org/Cafeteria.html>

Cafeteria Rules

To make lunch more enjoyable for everyone, students must:

- Respect the lunchroom staff by listening and following directions.
- Speak at an appropriate volume. Students must refrain from yelling.
- Remain seated in their assigned seats/areas.
- Refrain from pushing, running, throwing food or banging lunchboxes on the table.
- Throw away all garbage in the receptacle and return empty tray to the dishwashing window.
- Bring items that are ready to eat only. Food may not be heated up.
- Do not accept any food from any other student or ask to borrow money.
- Remain seated throughout lunch. Students may get up only once to throw away any garbage and return their lunch trays.
- Raise their hands and ask for permission to use the restroom.
- Remain seated until dismissed by a staff member.

As a reminder: All North Warren CSD students are entitled to a free breakfast and lunch! We encourage students and families to take advantage of this opportunity.

School Rules/Expectations

General Expectations for All School Activities:

- Use appropriate language toward staff and students (no swearing, threatening, etc.).
- Bring only safe and appropriate items to school. The following are NOT allowed in school: sharp objects, weapons, tobacco or tobacco products, any substance used to ‘get high,’ alcoholic beverages or illegal substances (possession or being under the influence of), inappropriately using or sharing prescription and/or over-the-counter medications, obscene material
- Never engage in physical fighting, bullying or threatening behavior. Bullying behavior includes, but is not limited to, physical threats and/or verbal harassment based on gender, race, religion, physical characteristics or disability.
- Report any serious disagreements to a teacher or staff member
- Remember the difference between tattling and telling:
 - Tattling is reporting something with the goal of getting someone else in trouble.
 - Telling is reporting something if you or someone else is getting hurt (physically OR emotionally).

Classroom Expectations: Students will adhere to the expectations established by each classroom teacher.

Hallway Expectations:

- Use quiet voices in the hall
- Walk quietly in a straight line
- Keep hands and feet to yourself.

Assembly Expectations:

- Enter in a calm, quiet and orderly fashion with your class.
- Sit quietly and listen for instructions.
- Show appreciation and enthusiasm by clapping (no rude noises).
- Raise your hand for audience participation.

- Represent your school with pride and good manners.

Playground Rules:

- Use equipment safely as instructed by teachers.
- Never leave the playground area without permission.
- Report all injuries to the teacher immediately.
- Do not play any contact sports.
- Understand that all students have a right to feel they belong; classmates may not exclude other classmates from their play.
- Line up promptly when recess is over.
- Return any borrowed equipment.

Disciplinary Procedures and Consequences

Consequences are a necessary part of learning, appropriate behavior and developing good self-discipline. Disciplinary action must be firm, fair and consistent to be effective in changing student behavior. Whenever possible, consequences are restorative in nature, allowing students to identify what happened, who was harmed, how to repair the harm and, most importantly, how to change the behavior. This can be explained to our youngest students using the words: “Oops, Ouch, Fix.” For our older students, this can be explained with the phrase: “Repair the harm, change the behavior.”

Teachers and the principal will make every attempt to match the consequences to the inappropriate behavior based on:

- The age of the student.
- The severity of the offense.
- The number of times the behavior has recurred.

Consequences include, but are not limited to:

- Verbal warning
- Recess privileges revoked
- Parent/guardian contacted
- Sent to the principal’s office
- Lunch detention
- Time out in another classroom
- Letter of apology written
- An act of restitution performed
- Written warning to parents
- Suspension from special activities such as parties, assemblies, field trips, etc.
- After-school detention
- Loss of bus privileges (with notice to parents/guardians)
- In-school suspension (with notice to parents/guardians)
- Out-of-school suspension (with notice to parents/guardians)

The principal is available to meet with parents, guardians, and students to discuss disciplinary procedures and individual issues of misconduct.

Searches and Interrogations

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds, in a school building or at a school function by a school district employee only when the school district employee has a reasonable suspicion to believe a student is engaging in proscribed activity which is in violation with school rules and/or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- Age of the student
- The student's record and history
- The predominance and seriousness of the problem in the school where the search is directed; and
- The urgency to conduct the search without delay

If reasonable suspicion exists to believe that a student possesses a weapon, it is permission for a school district employee to frisk that student.

Lockers

Lockers may be provided by the school for student use and the administration has the right to search lockers, including the use of the police canine unit for searches.

Questioning of Students by School Officials

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, school officials may conduct investigations concerning reports of misconduct including, but not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights. Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private outside the presence of other students, by the appropriate school administrator(s). The student's parent or

guardian may be contacted; the degree, if any, of parental or guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action which may occur as a result.

Elementary Dress Code

The district does not use fashion or taste as the sole criterion to regulate student dress, but the district will regulate student dress to ensure that students attend school in clothing that meets health and safety standards and that does not disrupt or interfere with the educational process.

The principal and assistant principal shall have the authority to determine that a particular student's dress on a given day is "inappropriate." Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Clothing that is disruptive to the education process is not permitted to be worn by students in school or on the school premises. Clothing that interferes with student's health, safety or limits full participation in school activities such as science laboratories, technology projects, or physical education activities, etc. will not be permitted. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

Home-School Communication

Absences/Tardies:

Parents must send in a note or call/email the school nurse in the event of any student absence/tardy.

Parent Contact Information:

PLEASE contact the school as soon as possible should any phone numbers/addresses change throughout the year. This information is critical should we need to contact you in the event of an emergency.

Parent Portal:

All parents are encouraged to join the SchoolTool Parent Portal. Parent Portal offers access to students' report card grades, contact information, etc.

[Parent Portal Guide](#)

Classroom Information:

Be sure to check your child's backpack each night as important information is regularly sent home in folders/planners.

School Calendar:

Visit our school website: www.northwarrencsd.org to view our school calendar. Upcoming events are listed on the right side of the site.

Report Cards

Report cards will be sent home 3x during the school year:

December 1, 2021

March 16, 2022

June 24, 2022

Academic Achievements:

Merit Roll: 85.0-89.9%

Honor Roll: 90.0-94.9%

High Honor Roll: 95.0-100%

Parent-Teacher Conferences will be held on:

PreK-6 students dismissed early at 11:00am on conference days.

Lunch is not provided on these days.

Attendance

All compulsory-aged students are required by New York State Law to attend school full time. School attendance has a huge impact on a student's academic success. Families play a key role in making sure that students get to school safely every day and understand why attendance is important for success in school and life.

We ask that families schedule appointments outside of the regular school day when possible. Parents should only keep children home when they are sick or deemed not safe to come to school by the school nurse, medical provider, and/or health screening.

At 10 absences and/or tardies a general letter is sent home to parents as a reminder of the number of occurrences. The elementary guidance counselor also follows up with a telephone call to the parents/guardian.

At 15 absences and/or tardies a general letter is sent home to parents as a reminder of the number of occurrences. The elementary principal also follows up with a telephone call to the parents/guardian.

At 20 absences and/or tardies a general letter is sent home to parents as a reminder of the number of occurrences. A meeting is scheduled with the attendance committee to discuss ways to improve attendance.

Doctor's notes may be requested even if written excuses from parents are submitted.

Field Trips

Field trips occur throughout the school year. At times, chaperones are invited to attend. Chaperones must adhere to the following guidelines:

- Arrive on time.
- Chaperones and children must ride the bus to and from the destination unless approved by the elementary principal.
- Chaperones may not buy souvenirs for members of their group unless the trip has included souvenir shopping.
- Chaperones may not have other children accompany them on the field trip.
- High school students are not allowed to be chaperones.
- The use of cell phones on field trips is restricted to emergencies only.
- Chaperones are reminded not to leave their vehicles in visitor parking.
- Chaperones will help the children follow the Cougar Code of Conduct and support the teacher as instructed.

Student Expectations for Field Trips:

- Do not leave your group without permission.
- Cooperate fully with chaperones.
- Listen, learn, and ask questions at the appropriate time. A field trip is a learning experience.
- Be considerate of your classmates. Look out for each other and make sure everyone feels included.
- Represent your school in a positive manner by utilizing good manners, showing respect, and a positive attitude.