

# Naples Elementary Student Handbook 2023-2024



## **District Mission Statement**

“The Naples Central School District challenges and supports all students to develop their diverse talents and abilities in a safe environment with rigorous opportunities. Students will graduate with the skills and confidence needed to excel in their chosen pursuits.”

**Be Safe**

**Be Smart**

**Be Kind**



## *Welcome to Naples Elementary School!*

*Dear Parents and Guardians,*

*The Naples Central School District is committed to preparing students to meet the demands of the 21st century and help lead them to successful careers and rewarding lives. That journey begins here at Naples Elementary School which houses UPK through sixth grade!*

*In order for our school to be a safe place and to operate efficiently, it is important that everyone understands our school rules and expectations. This handbook provides important information to serve as a resource for parents and students who are associated with Naples Elementary School.*

*We encourage you to review this handbook to become familiar with our systems, procedures, policies and instructional program. Ultimately, they are necessary for the safety, success and well-being of our students and staff. Our aim is to provide the best educational environment possible. We cannot do it without partnering with our amazing parents, guardians and community!*

*We look forward to the coming year and working together with you to meet the needs of those you cherish most - your children. As you know, we are embarking on a capital project in the fall that will renovate classrooms in two wings of the school. Some of this work will be done during the school year, which means we are creatively planning for project updates as they occur. Please be actively involved in your child's education, as that involvement will reap great rewards in the future for you and your child!*

*If you ever have any questions, please do not hesitate to contact me at 585-374-7951 or by email [ksaucke@naplescsd.org](mailto:ksaucke@naplescsd.org)*

*Be sure to sign and return the permission slips at the back of the handbook to your child's classroom teacher by **Monday, September 11th**. Thank you!!*

*Sincerely,*

*Kristina Saucke  
Naples Elementary Principal  
(585)374-7951  
[ksaucke@naplescsd.org](mailto:ksaucke@naplescsd.org)*

# Staff Directory

**Lynne Castle**  
**Main Office**  
**585-374-7952**

**Kelly VandeSande**  
**Nurse's Office**  
**585-374-7957**

**Joanne Schenk**  
**Bus Garage**  
**585-374-7945**

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Elizabeth Dormer	STEAM Teacher	<a href="mailto:edormer@naplescscsd.org">edormer@naplescscsd.org</a>

### **Academics:**

At Naples Elementary School we believe children are individuals and will progress through our structured curriculum at different rates. We believe in differentiated instruction that meets the unique needs of each child.

The instructional program follows the guidelines and requirements of the New York State Education Department. Children in grades UPK-6 receive instruction in core subject areas specific to their grade level. Naples Elementary School adheres to the requirements of the Next Generation Learning Standards and has aligned all curriculums to help students achieve these standards. In addition, we provide instruction for Art, Music, Physical Education, Library, STEAM, Technology, Digital Citizenship and Character Education.

### **Assessment:**

At Naples Elementary School, we administer a variety of standardized assessments as well as local assessments. Data from these assessments, along with other information, is used to monitor and communicate student progress and inform our instructional decisions.

Each student is benchmarked 3 times per year in Reading using running records, as well as Fastbridge assessments in ELA, Math and SEL (social emotional learning). This screening is a way for staff to measure student progress and make informed instructional decisions regarding targeted interventions.

### **Classroom Placement:**

Work begins in late spring to start preparing class lists for the following school year. Students are placed so that all classes will be as evenly balanced as possible. Consideration is given to both academic achievement and social development of each child. While we welcome parents' sharing of important information about their child's learning style, we ask that no specific teacher requests be made. It is difficult to honor all such requests and may, in some cases, contradict what we believe may be best for your child.

Assigning children to a classroom is a very deliberate, carefully thought out process, done collaboratively by the staff and the principal. Our goal is to create well-balanced classes with an academic range of abilities and social behaviors, a balance of boys and girls, as well as the best match of teaching and student learning styles. We consider factors such as reading and math skills, work behavior and attitudes, personal behavior and the specific needs of each child. Class lists are finalized the first week in August. At this time, notices of room and teacher assignments are mailed to parents.

### **Attendance:**

All students are expected to be in attendance and on time each day. If a student is not in attendance, please contact either the school office at 585-374-7950 or the school nurse at 585-374-7957 and leave a message. We need to know if the student has a contagious illness, as well as be sure that the student is with you and safely accounted for. Please call as early as possible so we will not need to disturb you with a call to your home or place of work. Safety is our number one priority, so parent/guardian phone calls begin by 8:30 am if we have not received a call from you.

## **Excuses for Tardiness or Absences:**

When a student has been tardy or absent, we need a written excuse when the student returns. Students who arrive after 8:05 a.m. are considered to be late for school (tardy). It is also necessary to have written permission if the student is to be excused during the school day. These notes will be taken to the Elementary Office after the student reports to his/her classroom. All notes must be signed by a parent or legal guardian. An example:

**Susie Jones was absent on September 14, 2023 due to illness.**

*Parent/Guardian Signature*

We realize that absences may be entirely valid. Extended illnesses, family crisis, and annual colds or flu cannot be avoided. As a school, we are charged with monitoring the attendance of all students as we are required to report our absence rate to the state. More importantly, absent students miss valuable learning experiences that will help them succeed in school. Therefore we are asking that you be diligent about seeing that your child attends school every day possible!

## **Starting Time:**

The school day begins at 7:55 a.m. During the 2023-2024 school year, breakfast will be served free of charge for any students wishing to participate. We ask that you fill out the form in the attached packet if your child will participate in the breakfast program. This will help us plan for food preparation and space in the cafeteria. Starting the first week of school, students in Grades K-3 can come in any time after 7:30 to eat breakfast. (\*K-3 Students riding the bus will be allowed to come in whenever their bus arrives.) Students in Grades 4-6 wishing to eat breakfast will come in at 7:55 a.m., go through the cafeteria line and eat in their classrooms. Once we have a better idea of how many students would like breakfast, we may be able to fit everyone participating in the cafeteria. Again, we ask that you please return the breakfast participation form in the attached packet so we can quickly work through these logistics! Parents are welcome to change their mind on participation at any time. We just request you let us know for food preparation and location planning. Thank you!

## **Arrival and Dismissal Process:**

Walkers and Bike Riders: Please plan to arrive at school at 7:55 a.m. There is no staff supervision outside for walkers and bike riders, so we ask that you please adhere to the regular arrival time unless they are participating in the Breakfast Program which begins at 7:30 a.m. Children who walk or ride bicycles to and from school need to cross Academy Street where there is a crossing guard on duty (across from the main entrance). Children who ride their bicycles need to walk their bicycles once they are on school property. All students who ride bicycles are required by NYS law to wear helmets. All walkers and bike riders will be dismissed after the buses and parent pick-ups leave the loop.

If your child rides the bus to school: Buses will release students at 7:55 a.m. and enter through the main doors. If your child is participating in the Breakfast Program and is in Grades K-3, they will be allowed to get off the bus ahead of time to go to the cafeteria to eat. Please make sure you fill out the enclosed form if your child is participating so their driver knows to let them get off the bus early. Students in Grades 4-6 who wish to eat breakfast will come in at 7:55 a.m., go through the cafeteria line and take their breakfast with them to the classroom.

If you drop your child off at school: We ask that you enter the drop-off/pick-up loop at the designated arrival time of 7:55 a.m. (7:45 a.m. if they are participating in the Breakfast Program). Since we have separate loops, students may be dropped off at the same time as buses release students to enter the building. Please pull as far forward as possible in one line to make room for other vehicles. Pulling all the way forward allows for a consistent flow of traffic and keeps cars from getting backed up on Academy Street. There will be staff in the loop directing you how far to pull forward and offer additional assistance until the process becomes routine. For safety reasons, please have your child always exit on the sidewalk side of your vehicle. Please avoid

passing in the loop - this can be another safety concern. If everyone pulls forward as far as possible the traffic flow should be fluid. If your child needs to be walked to the door, please park in one of our parking lots and walk your child to the main entrance. Thank you in advance for your help keeping this a safe and efficient process!

If you pick your child up from school on a regular basis: If your child is going to be picked up on a regular basis, you may pick them up at 2:25 p.m. With separate loops, we are able to have students picked up at the same time as buses load. You will receive a card with your child's number on it. Families will receive two cards with the same number for all children. Please place the card on your dashboard when you are in the loop. This will help us match the student to the correct car. Anyone picking your child up on a regular basis needs to have this card. Your cards will be given to you on the first day of school as you arrive in the loop in the afternoon. Feel free to let us know at any time if you need additional cards - we are happy to make them for you. *\*If your transportation plan has not changed from last year you do not need to fill out a transportation form. If you are new to the district or your plan has changed, please fill out a transportation form immediately so we can have your cards ready for you as soon as possible.*

If you are picking your child up for an appointment: If you are picking up your child for an appointment, you will need to send a note to school in the morning, park in a visitor parking space and come into the building to sign your child out. If you need a student dismissed before 2:25 p.m., he/she will be called from the front desk or office. We do not send your child to the office until you arrive. That way, if you are running late, your child does not miss additional class time or sit waiting unsupervised. Please check-in at the office and we will help you. You do not need to have the dashboard card for these pickups. Cards are only needed for students who are picked up after school on a regular basis.

Since there is a large amount of traffic in the area of the school during arrival and dismissal time, it is extremely important that we take extra care to monitor the comings and goings of students and visitors. Some important safety reminders:

- Please do not park and leave your car in the drop-off/pick-up loop. It stops the traffic flow and causes others to pass you which creates a dangerous situation. *Cars should never drop off students in the bus loop.*
- Please do not exit the car. If you need to get out, please park your car in one of our parking lots and walk your child into the building.
- Please do not use cell phones in the pick-up lane. We all need to carefully watch adults and children moving around this area.
- Students should enter and exit the car only on the right (sidewalk) side.
- Please keep backpacks in the car with the child, not in the trunk. This slows movement down.
- As many families are on a tight time schedule, please say your goodbyes before stopping to let your child out of the car. If your child needs some extra time with you before arrival, please park your car in a parking space.
- Staff members will assist students with going into the building in the morning and locating their car when it has come to a complete stop in the afternoon.
- *Many parents are on a tight schedule, so we appreciate you helping to make this a safe and efficient process!*

***Thank you so much for following these guidelines! We anticipate a bit of a longer process the first week or two of school as students get to know their teachers. Please do not hesitate to contact our office with any questions or concerns!***

## **UPK:**

\*Morning session drop off will be at the Elementary School at 7:55 a.m. Staff will be ready to gather UPK students who ride the bus or are dropped off by parents in their separate loops.

\*Morning session pick-up will be at 10:30 a.m. in the parent pick-up loop. UPK staff will be waiting there to meet you with your child.

\*Afternoon session drop off will be at 11:45 a.m. UPK staff will be waiting there to greet you.

\*Afternoon session dismissal: Parents who pick up their children should plan on arriving at the same location as drop off at 2:20 p.m.

**Additional Safety Information:** Again...keeping our school community safe is our top priority! Our school safety monitor is located in the front office. All parents, high school students, and other visitors need to check in with her upon entry into the Elementary School to receive a visitor's pass. The safety monitor will:

- ✓ Register all other visitors, provide them with visitor passes, and direct them to their destination. In order to avoid disruptions, the main office staff will contact teachers for permission for visitors to go to classrooms. Visitors will not be allowed to go to classrooms without prior approval/planning with the classroom teacher. \*Please note that classroom visitors and volunteers must show their **driver's license** that will be scanned for safety and security purposes. If you do not have a driver's license please show another form of picture I.D. or ask to speak to the Principal.
- ✓ Register all Peer Leadership student volunteers from the high school by checking the approved list from the Peer Leadership advisor. Students who are approved and scheduled will be sent to their destinations or back to high school.

Under no circumstances, should staff, students, or visitors prop open any doors. All outside school doors will be locked throughout the day. All visitors must enter through the main entrance at the front of the building. Please do not ask to be let into the building without checking in at the main office first.

At bus arrival we ask that all students proceed on their own from the front hall to their classroom. Staff members are stationed in the hallways to assist any students who need help.



## **TRANSPORTATION**

Students are expected to be at their bus stop five minutes before the bus is due. Drivers use cell phone (atomic) time and are expected to leave the garage at the same time each day, therefore arriving at your student's bus stop at approximately the same time each day, barring any unforeseen situations (changing weather conditions, unplanned stops due to construction, etc.). We encourage all students and parents to follow cell phone (atomic) time to coincide with your driver's schedule.

Students are to wait at least fifteen feet away from the side of the road. If they are crossing the road, they must cross ten feet in front of the bus, at the driver's signal. Students must exercise caution when crossing the road, even after the driver has signaled. Students are to board the bus in an orderly fashion.

Students who miss their bus must not attempt to catch up with the bus or bang on the bus door. Running up to the bus from behind is very dangerous. The district is not responsible for the transportation of students that miss their bus.



Expectations on the Bus: Rules of conduct while on the bus are similar to classroom rules of behavior. All riders that violate bus safety rules or exhibit inappropriate behaviors on the bus are subject to discipline in accordance with the Code of Conduct. The penalties for inappropriate behaviors may range from a warning and parent contact to denial of transportation. Students are expected to Be Safe, Be Smart, and Be Kind while on the bus. Full bus rules can be found on the district website. Please feel free to contact the transportation office if you would like a copy.

As a general rule, drivers may deny a student entry to the bus if the student attempts to board the bus with items which are prohibited.

Discipline: There are established procedures for resolving incidents of student misbehavior on the bus. Students who misbehave, or who fail to follow the instructions of the driver, or who engage in any dangerous or unsafe acts will be subject to disciplinary procedures. Although the procedure calls for progressive discipline, there are several behaviors that may result in immediate denial of transportation for the first offense. All due process rights are protected through our discipline process.

Upon report of such behaviors, and due process, immediate action may be commenced to deny transportation to the offending individual(s). Illegal acts may be reported to the local law enforcement authorities for further action. Students who are denied transportation are still obligated to attend school, and parents or guardians are legally responsible for ensuring attendance.

#### Responsibility of Students:

- Students are to get on and off the bus at their assigned stop. Students are to be at the bus stop five minutes before the bus is scheduled to arrive, wait safely and board the bus in an orderly fashion when it arrives.
- Students are to ride safely, follow all instructions of the transportation personnel on the bus and comply with all rules.

#### Responsibility of Parents:

- Parents should reinforce the rules of conduct on the bus and support school personnel in attaining compliance by their children.
- Parents are responsible for the transportation of their children should they miss the bus or be denied transportation for disciplinary reasons.
- Parents should make arrangements for someone to receive your children as they are delivered home. *All UPK – third grade children are required to be met at the bus by a parent or adult.*
- Transportation personnel cannot transport medication, prescription or over the counter. Please make arrangements to handle this responsibility yourself.
- Please call the Transportation office (585-374-7945) if at any time transportation to or from your residence is not required. Thank you!

### **SECOND BUS RUN**

On most days, a second bus run occurs at 3:25 p.m. There will be no late bus run on Mondays due to teacher meetings. The late bus run is for students who stay after school for extra help, clubs, band, or intramurals. Students who wish to participate in any activity must have written permission from their parent or legal guardian. Permission may be given over the telephone only in emergencies. Only children who are actually taking part in the activity may stay after school.

Our goal is to make the bus ride as safe and enjoyable as possible for your children! Please call the bus garage (585-374-7945) or the Principal (585-374-7952) if you have questions or concerns.

## **BUS CHANGES**

Please note for the 2023-2024 school year, families will continue to be allowed one pick up location and one drop off location. In the event your family's schedule changes, a parent or guardian will be responsible to drop off/pick up their child at the designated location. In the rare case of this happening, you are also welcome to drop off/pick up at the school if it is more convenient.

Due to our ongoing focus on student safety, we will no longer be able to take permanent transportation information over the phone or by a note sent in with your child. The only note that may be sent in is if you are picking up your child from the school.

- A separate transportation application is required for EACH student.
- A new transportation application is required for ANY change that is made during the school year. (ex: You move to a new address, childcare address changes, etc.)
- Applications can be found on the school website, or requested through the Elementary office

*If you did not return an updated form to the Transportation Department, we will continue your child's plan from last year. There is no need to send in a new form every year if your pick-up and drop off is the same!*

**Transportation for Special Activities:** Emergency situations shall be handled through respective building principals. The school district is prohibited from transporting students to after school organizations such as Scouts, 4-H, dance class, music lessons, ski centers or other such activities. Requests of this nature are not "emergencies" and will not be honored by the school district. It is the responsibility of the parent or guardian to provide transportation to and from these non-school related activities.

## **EARLY DISMISSAL**

Due to unforeseen circumstances, both schools in our district may be dismissed before the end of the scheduled day in an emergency situation. We will do our best to notify each family individually, but it is important that your child understands what he/she is to do if this happens - such as going home with an older sibling, going to the home of a relative or neighbor, or calling another responsible adult for instructions. Please indicate the instructions for us on your child's emergency information sheet (see below). If all schools are to be dismissed early, this information will be sent in an automated telephone message to school district families.

## **EMERGENCY INFORMATION SHEETS**

Please carefully review the student emergency information sheet (green form) that was sent home with this handbook. Please return it to the Elementary School office as soon as possible with any changes written directly on the form. Please include your email address on this sheet. This is extremely important as we do our best to communicate through email to reduce the use of paper. If there are no changes, simply write "no changes" at the top of the sheet. *\*During the school year, should your information need to be updated, please notify the school office by phone call and a signed written note. Thank you!*

## **EMERGENCY SCHOOL CLOSINGS**

In the case of inclement weather or other conditions which would cause schools to close or affect the opening and closing times, local television and radio stations will carry the announcement, and an automated telephone message will be sent to all school district families. In addition, this information will be available on our school website at: [www.naplescscd.org](http://www.naplescscd.org)



## Medical Information



Rest assured, as always, we will be taking exceptional care of your children. We are working hard to ensure they have a safe environment to learn and grow and be healthy! Physicals are required for grades UPK, K, 1, 3, 5, 7, 9 and 11. Those can be mailed, faxed or emailed to the school.

Certain immunizations are mandated for in-person learning so please contact your child's physician today to make sure they are up to date. **All records must be received by September 19, 2023** in accordance with NYS guidelines. Students will not be allowed to attend school after this date if they are not complete. Grades UPK, K, 6, 7 and 12 have immunizations specific to their grade level, so please pay close attention to those.

### **The school will call you:**

- ✓ When your child becomes ill in school. It is, therefore, necessary to have your current home phone number and your work number, as well as your cell phone numbers. We also ask that you have an emergency contact listed for your child in case we cannot reach you.
- ✓ When your child is absent we need to make sure your child is not missing. A phone call from you keeps us from interrupting you at home or work, and also lets us know what illnesses are present in school. Please call Mrs. VandeSande, our school nurse, at 585-374-7957 to report an absence as early in the day as possible, and no later than 8:15 a.m. You may leave a message or speak to her directly.

### **Excuses:**

- ✓ A written excuse is necessary when your child returns to school after any absence.
- ✓ An excuse is also necessary if your child cannot participate in physical education. A written excuse from a parent is acceptable for 1-3 consecutive school days with no (or modified) physical activity. A physician's excuse is required for more than one day of missed physical education. **These excuses will also apply to recess and other physical activities in the classroom.**

### **Our School Nurse Mrs. VandeSande...**

- Screens your child's vision and hearing.
- Aids in determining your child's nutrition. Progress is charted as your child is checked for weight and height.
- Will notify you if your child appears to have difficulty in vision, hearing, nutrition, or other health matters.
- Keeps records which include all medical tests given to your child from the time he or she enters UPK or Kindergarten until he or she graduates from high school. This includes immunization records.
- Helps control communicable diseases by informing you and the classroom teacher of disease symptoms, along with a careful inspection of contacts.
- Is responsible for first aid only for injuries that occur in school or on the school campus.
- May dispense medications that have been ordered by your physician, providing that the nurse receives a note in writing from the physician requesting that medication be given, including the time and amount and a prescription bottle. The medicine, along with the written permission from the physician, should be brought to school in the proper container labeled with the child's name, dosage, time to be given, name of the medicine, and the name of the illness that it is being prescribed for. The pharmacy will dispense a labeled bottle for school use. The law is the same for both prescription and non-prescription medications.

## FOOD SERVICES

School Breakfast and lunch are available to all students on a daily basis. Monthly menus will be sent home with students and are also posted on the district website. Our district was able to qualify for a federal program called CEP that allows ALL students enrolled in our school to receive free breakfast and lunch. No paperwork or financial requirements are needed!

**Student Meal Accounts:** Every student enrolled in the Naples Central School District has a student number. That number is attached to the student's school records, library privileges, computer use, and cafeteria purchases. While breakfast and lunch are free, students can also have money in their account for special purchases such as ice cream or snacks. When students go through the cafeteria line to get breakfast and/or lunch, the computer-driven cash register will show the cashier a display identified with his/her student number. That is the child's account. The visual display will include a picture, grade, and teacher, any allergies or special diets, and the balance of any money on account. The cashier uses a touch screen to enter the child's choices, and a total will appear if money is due for items such as ice cream or a snack that are not included in the standard breakfast/lunch. If money has been deposited in the child's account, the purchases will automatically be subtracted from the total amount on deposit.

Parents can send money (cash or check\*) to the Food Service Office for special purchases and we will credit the student's account. Families can send one check for all their children, indicating to us in a note how they would like the money divided. Parents can call the Food Service Office and request a printout of the child's expenditures at any time.

If parents would like students to have money in their account for special purchases, we encourage parents to pre-pay so your child moves through the line much faster when his/her account is prepaid versus cash. It also avoids money getting lost on the way to school! If you have any questions about student or adult food service accounts, please contact the Food Service Office at 374-7938 and speak to our Director Mrs. Deena Kingston.

*\*Please make checks payable to NCS Cafeteria*

Online Account Payment Option: If you wish to place funds in your child's account online using your credit card (Visa, Mastercard, Discover, Electronic Check) you will need to register for an account here at <https://www.myschoolbucks.com>.



## REPORT CARDS AND PARENT/TEACHER CONFERENCES

**Report Cards:** For grades K-6, report cards will be completed three times per year - in December, March, and June. Report cards will be sent home with students and mailed to second parent homes if applicable.

Regularly scheduled Parent/Teacher Conferences for the 2023-2024 school year are listed below. Conferences at other times are available by contacting your child's teacher. We will keep you posted!

- Wednesday, November 8th - afternoon
- Wednesday, November 8th - evening
- Thursday, November 9th - afternoon

Conferences will be scheduled individually throughout the school year if there is a need – either by the teacher or by parent request.

## **BEHAVIOR EXPECTATIONS**

Discipline in the Elementary School is based on the premise that we have excellent students, and as a matter of routine they are expected to use good judgment by following our 3 rules:

- 1. Be Safe**
- 2. Be Smart**
- 3. Be Kind**

Students will be expected to follow the rules established and posted in their classrooms, those which are described in this handbook, and those further defined in the Naples Central School Code of Conduct which was mailed in early August. As per policy, a copy of the Naples CSD Code of Conduct is sent home to parents. It is also available in school offices and on the school website. Student discipline in the classroom and during student activities will be the responsibility of the teacher in charge. However, students with serious disciplinary infractions and disruptive students whose behavior does not respond to the teacher's corrective actions will be referred to the principal. When a teacher refers a student, he or she will inform the principal of the reason for the referral. The principal will, in turn, inform the teacher of the action taken with respect to the student.

With everyone deserving the right to learn and safety a priority, little tolerance will be given to those who disrupt the education of others, cause or intend to cause personal harm, or are defiant and disrespectful. Consequences for non-compliance with school rules will be based on the severity and frequency of the problem and may include (but are not limited to):

- Verbal warning and review of the rule by the classroom teacher.
- Loss of privileges in the classroom.
- Removal from the classroom for a discussion with the Elementary Principal. This may result in (but are not limited to):
  - ✓ Verbal warning and follow-up visit(s).
  - ✓ A telephone call to a parent(s) and a follow-up conference with parents, teacher, and student.
  - ✓ Loss of school privileges
  - ✓ A written explanation by the student of the problem, and/or a written plan of action to be sent to the classroom teacher, parent(s), and others who may be involved.
  - ✓ Detention time spent in the office or Alternative Classroom Setting during school or after school, or in extreme cases, out-of-school suspension.

***Realizing that there are many forces at work in our students' lives, each case will be treated in an individual manner. While consequences for behavior infractions are appropriate, our goal is for students to learn from their mistakes and improve their behavior, not strictly punishment.***

## **SAFE AND APPROPRIATE DRESS FOR SCHOOL**

1. Please make sure your child comes to school dressed appropriately for the season or activity. Teachers will notify parents as to special attire needed for any field trip activities.
2. Students will be using the playground often, so athletic footwear is required if they wish to participate. Bare feet are not allowed at any time during school. Flip-flops, crocs, and open-toed sandals can be dangerous and are not recommended for school. The use of playground equipment will be limited for students wearing these types of footwear due to the risk of injury.
3. Hats and bandanas should not be worn during the school day. Sixth-grade students may wear hats as a privilege pending principal and teacher approval.

4. Baggy, oversized pants have presented some safety concerns and discipline problems. If a student has to hold up his or her pants with his or her hands, then this article of clothing is not appropriate for school.
5. Some types of clothing are distracting to others and not appropriate for school. While they may be appropriate for play, the following will not be allowed in school:
  - Clothing which allows undergarments to be exposed
  - Shoes not appropriate for school activities
  - Halter tops, tube tops, spaghetti straps, half-shirts, see-through clothing
  - Mesh shirts without a shirt underneath
  - Bare feet or footwear that is a safety hazard
  - Exposed offensive tattoos
  - Clothing which is too snug/inappropriate fit
  - Shorts and skirts not long enough to reach mid-thigh
  - Exposed chests
  - Students may not wear hoods up
  - Students may not wear sunglasses inside
  - Students are prohibited from wearing clothing which is considered unsafe or dangerous, poses a health hazard and/or contains language or symbols advocating violence, vandalism, sex, drugs, alcohol or tobacco

Students who wear these types of clothing will be asked to change or call their parents to bring them alternate clothing.

## **ELECTRONIC EQUIPMENT AND COLLECTIBLES**

Electronic equipment such as Cell Phones, personal iPads, Apple watches, handheld games, as well as collectible items such as trading cards (Yu-Gi-Oh, Pokemon, etc.) are not recommended for school in order to avoid damage, theft, and loss. These small (and expensive!) items are easily lost or stolen and very hard to recover. We ask that you keep these valuable items at home, with the exception of **cell phones, which must be kept in student book bags throughout the day** and used only with teacher permission for emergencies. If a student is in possession of a cell phone without teacher permission, the cell phone will be turned in to the office and released only to the student's parent(s).

## **EXTRACURRICULAR ACTIVITIES**

Band and Instrumental Music Lessons (Beginning Band: grade 4 and Elementary Band: grades 5 & 6)  
Elementary Chorus (grades 4, 5, & 6)  
Steel Pan Band (grades 4-12)  
Intramurals (grades 4, 5, and 6)  
Snow Sports Club  
Student Council (grades 3, 4, 5, & 6)  
Elementary Robotics  
Safety Patrol (grades 5 & 6)  
P.L.A.N.T. Club

Thanks to federal grant funding, we will be able to offer our After School Activity Program again from 3:30-4:30 p.m. on Tuesdays and Thursdays beginning in October. Sessions will run for 5 weeks. Sign-up information will be sent home with students and emailed after the start of the school year!



## **PARTY INVITATIONS**

To avoid hurt feelings and conflicts, no birthday, holiday, or other party invitations may be distributed in school. Please mail all invitations or distribute them outside of school.

## **RECESS**

Recognizing the need for movement and physical activity, students will be encouraged to reduce sedentary time through physical education classes, short activity breaks and recess. Each day, all elementary school students will be offered one daily period of recess for a minimum of twenty (20) minutes. This requirement will not apply on days where students arrive late, leave early, or are otherwise on campus for less than a full day.

Because recess is an important way for students to play and release energy, physical activity will not be withheld as a consequence for minor academic or disciplinary reasons. However, it is important to note that schools are responsible for the safety and educational success of all students. There may be times when a teacher or administrator withholds recess if a student is involved in a significant behavioral issue or if there are chronic academic concerns. In these instances, the school will notify parents, and they will be asked to help develop a specific plan supporting the individual needs of their son or daughter.

In addition, recess will be held indoors when there are concerns related to inclement weather (E.g. “Real Feel” temperatures below 20 degrees, rain, high winds, etc.). Parents are also asked to ensure that their son or daughter comes to school with appropriate clothing for outdoor play.



## **PLAYGROUND EXPECTATIONS**

Our playground is part of the capital project and will be replaced in the fall of 2023. If you have been by the school you will notice that the old playground was removed over the summer. There is one piece of equipment (spider web) that is being kept to be included on the new playground. The track is also still in place. While waiting for this work to begin, students are still able to go out to this space for recess. We will just need to get creative with games until the new equipment is installed. We know the wait will be worth it! Just a reminder that the rules on the playground/at recess are the same as the rules and expectations within the classroom. All students are expected to Be Safe, Be Smart and Be Kind while playing on the playground and other school equipment/areas. Students must be respectful of the staff supervising the playground. It is their job to keep everyone safe, so students must follow directions in order to keep their playground privileges. While we welcome the community to use our playground, for safety reasons please wait until after school hours to join us (3:30 p.m.). Students walking or riding the early bus home should not return to use the playground until after 3:30 p.m.

## **GUIDELINES FOR CHAPERONES**

The following rules will help make our field trips safe, happy, and educational. At all times, we are representing Naples Central School and our community. All Chaperones must be approved by the Naples CSD Board of Education. Please fill out a Volunteer Application Form if you wish to chaperone (or volunteer in any other capacity including in the classroom.) These can be found at the back of this handbook, on our website or in the school office. *If you have already filled out a volunteer application in the past and been approved, you do not need to do so again.*

1. Students must be with chaperones at all times. The chaperone's job is to help the students learn from their trip by encouraging them to talk about what they are seeing and hearing, and by monitoring their behavior so that they can participate fully in the activities of the day.
2. Smoking is prohibited at all times during the trip.
3. Chaperones need to arrive at the school 15 minutes before the departure time to receive visitor badges and review field trip rules and procedures.
4. Chaperones must leave the school and return to the school with the students on the bus.
5. Chaperones are responsible for monitoring safe behavior on the bus. Chaperones should spread out throughout the bus and not sit together in one spot. Students must remain seated at all times when the bus is moving.
6. This is a special event for the class members; therefore, no extra people are allowed (younger siblings, for example).
7. Chaperones and staff members are responsible for modeling appropriate behavior, including proper language and proper clothing.
8. Use of cell phones and text messaging is only for emergencies while on the field trip. We need you to be closely supervising students if you have agreed to be a chaperone.
9. Chaperones should not purchase gifts/treats for their individual group of students. While we truly appreciate the gesture, we would need parent approval prior to the trip for purchase of these items.
10. Bathroom trips should be made together. If both boys and girls are in your group, you should remain outside both restroom doors to gather students. Ask another chaperone to share groups with you so that you may use a restroom.

**Please make sure to return the forms sent home with this handbook by **Monday, September 11th**. Thank you! 😊**