

# COHEN ELEMENTARY SCHOOL



## Parent - Student Directory and Handbook 2017-2018

100 Robinwood Avenue  
Elmira Heights, NY 14903  
ph. 607-734-7132  
fax. 607-734-9574  
[www.heightsschools.com](http://www.heightsschools.com)







Dear Cohen Students and Families,

Welcome to the Dr. Nathan Cohen Elementary School. We have had a great summer preparing for everyone's return. The faculty and staff are excited to begin another year of helping your children learn and grow. As always, our custodial staff has scrubbed, brightened, and shined the hallways and classrooms in preparation for **September 6, 2017.**

**Respect, Responsibility, Cooperation, and Safety** will be our continued expectations for student behavior. This year we will continue to distribute **CIA** Tickets. CIA stands

for **Code In Action**. These new cards will take the place of our "Caught Ya" Tickets. However, the CIA cards will serve the same purpose as we acknowledge students who are demonstrating our Cohen Cougar Code. With the support from our PFO, we will continue to have weekly drawings to recognize our Cohen Cougars as part of our (PBIS) Positive Behavioral Interventions and Supports Program.

The Cohen Elementary Student Handbook is an excellent resource for students and parents regarding the policies and procedures at Cohen Elementary School. We have arranged the subjects alphabetically for quick reference. Please take the time to familiarize yourself with it as a reference for questions regarding our school. If you require further information, please call our office at **734-7132**. **Office hours are from 7:30 a.m. to 4:00 p.m.** Our secretary, Mrs. Kathleen Willis, will happily direct your inquiry to the appropriate person.

To make this school year successful we encourage you to work hard, play fair, sing strong, listen politely, draw and paint creatively, and have an exceptional learning experience.

Sincerely,

Andy Lutz, Principal  
Cohen Elementary School

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## ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT MISSION STATEMENT AND PHILOSOPHY OF COHEN ELEMENTARY SCHOOL

The Elmira Heights Central School District encourages all to: Enter with high expectations, Teach and learn through responsible, cooperative effort, and leave with confidence and pride in all we do.

Cohen School is dedicated to the belief that all children can and will learn. It is also understood that children learn at different rates and have individual needs. We will strive to provide all children with every learning opportunity that is possible to assist each individual student in becoming independent learners.

Cohen students, parents and teachers will work and communicate together to help each student become an effective citizen in our democracy. There will be a willingness to accept one another's ideas, and to respect the rights of all for the benefit of living and working in harmony. Uniform discipline (firm, fair and consistent) by all persons dealing with children will be maintained so that all students have the opportunity to become all that they are able to become whether in academic or vocational pursuits.

Our school strives to maintain an environment in which each child feels positive and successful emotionally, academically, and socially. The ultimate goal of Cohen is to develop independent, self-reliant, life-long learners and self-managers.

### ADDRESS CHANGE

Whenever there is an address change, parents or guardians of students must contact the office. The school must also be notified of all changes of emergency numbers, work numbers, address and telephone numbers for any students. Any address change will require that two (2) proofs of residency be taken to the District Office. ***The address change must be completed before any bus changes can occur.***

### AFTER-SCHOOL ACTIVITIES

On occasion, parents may expect their children to remain after school in order to: receive special help, make up work not completed during the day, participate in special activities, and serve a detention for disruptive or inappropriate behavior.

### ANIMALS ON SCHOOL PREMISES

From time to time domestic animals are brought to the school campus by pet owners. Should it be necessary to have a pet on campus, pet owners are responsible for the behavior of their animals at all times, including cleaning up after animals. Certain locations are restricted and pets should not be in these areas. Restricted areas include the playground and the track. ***In addition, no pets should be in such areas as the bus port or school entrances during student arrival and dismissal times.***

## ARRIVAL

The school day begins for students at 7:45 a.m. ***There is no supervision on the bus port or car port until 7:40 a.m.*** All walkers and bikers should use extreme caution to ensure safety when entering and leaving the campus using the lower Robinwood Drive. Students should always walk their bikes on school property and lock their bikes in the bicycle racks in front of the school. All walkers and bussed students enter the building using the elementary bus port entrance.

Parents who drop off their child(ren) in the morning should enter the campus using the lower one-way drive and proceed around the building to the Elementary Main Office Entrance (upper West side of building). There is **NO PARKING** in the blue student drop-off areas or along any roadsides.

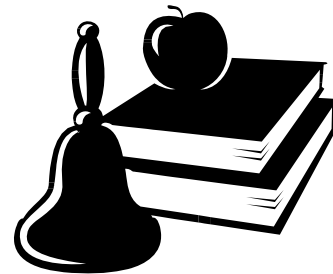
***Please observe the following when dropping off your child:***

- All parking must be done in a designated parking spot
- No roadside parking
- Drop off your child in the blue zone only. When possible please always pull forward in the blue zone
- Do not drop your child behind the parked cars or from the left side lane.
- Line hopping is prohibited.
- Parent vehicles must continue around the building to leave by the Upper Exit on Robinwood Avenue.

## ATTENDANCE GUIDELINES FOR STUDENTS

### TIME SCHEDULE

Teachers Report	7:40 A.M.
Students Report	7:45-7:55 A.M.
Tardy Bell	7:55 A.M.



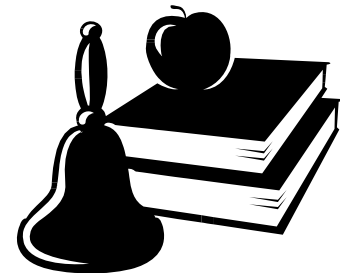
### STUDENT DISMISSAL

Kindergarten/First	2:35 P.M.	Get on Bus
Second/Fifth	2:38 P.M.	Get on Bus
Third/Fourth	2:42 P.M.	Get on Bus

Buses are to leave the front circle by 2:45 p.m. Walkers are released when all buses have left the campus.

### PRE-K SCHEDULE FOR 2016-2017

Pre-K Student Report	8:20 A.M.
Pre-K Student Tardy Bell	8:25 A.M.
Pre-K Student Dismissal	2:15 P.M.



All Pre-K student entry and dismissal will be through the main elementary doors closest to the main office.

**Excused versus Unexcused Absences-** Students should be in school each day unless excused absences prevent the student's attendance. Excused absences include: illness, family illness or death, religious observance, court appearances and remedial health treatment.

The scheduling of appointments during school time should be avoided whenever possible. In most cases, a full day's absence is not required for a dentist or doctor's appointment, a permit or road test, a recruiter visitation or a job interview. Parents should arrange for their children to attend school for whatever part of the day is left when these kinds of appointments are necessary during school hours.

Unexcused absences fall into the categories of "truancy" or "unlawful detention" defined as follows:

**Truancy** -Truancy occurs when a child is sent to school by his/her parents, who expect the child to be present and instead the child does not attend; he or she is considered to be truant. Truant students are subject to disciplinary action.

**Unlawful Detention** - Unlawful detention occurs when a child does not attend classes with the knowledge and consent of the parent for other than legal reasons. Attendance of a student of compulsory school age (16 and under) is the responsibility of the parent.

In accordance with the Truancy/Educational Neglect MOU between the Children and Family Services Division/Chemung County D.S.S. and Chemung County School Districts, minimal expectations of attendance is agreed to, including consensus that "if a child has been absent for 3-5 days the matter will be referred for a formal early intervention meeting, i.e., the weekly "Kid Talk" meeting." This is a meeting with representatives from Children Integrated Services and school personnel. Excessive absences from school may be referred to Children and Family Services/Chemung County D.S.S. as an Educational Neglect claim.

School authorities make every effort to contact parents regarding absences or tardiness. Parents will also receive a call from our automated calling service whenever a student has been absent and there has not been contact with the attendance aide.

**Sign Out Procedures** - Parents must report to the Main Office to sign their child out of school.

- **Families will be given a booklet of orange "NOTE TO SCHOOL" forms. In an effort to make communication easier, we have provided these booklets to help families communicate regarding absences, tardy arrivals, and/or dismissal changes.**

**Attendance Recognition-** In order for students to be recognized for receiving attendance commendations they must be in school when physically healthy. Late arrivals and early dismissal for any reason including doctor's appointments will impact attendance status. Also, days of In-School Suspension and Out of School Suspension also impact your child's attendance record.

## **TARDINESS**

Promptness to school is very important. In the event that a child comes late to school (after 7:55 a.m.), he/she **MUST** first report to the Main Office to sign in. A note to school explaining the tardiness is expected.



## **BUILDING SECURITY**

Preventive security of public buildings is extremely important in today's world. Building security is of the utmost importance. All exterior doors are locked. **To gain access into the building, visitors will be required to ring the doorbell, state his/her name and business before entering.** Please wait for the click of the door and then enter and report directly to the main office to sign and receive a visitor badge.

When the visit is complete, visitors should return to the office to sign out. The office personnel will be available to offer assistance.

## **CAFETERIA SERVICES**

### **BREAKFAST**

Breakfast is absolutely essential for children on a daily basis. It increases their alertness, gives them energy for better concentration and keeps their bodies satisfied until lunch. **A healthy breakfast can consist of fruit, toast with peanut butter, juice, whole grain cereal and milk. Breakfast can also be obtained at school if necessary.**



Breakfast is served daily from 7:40 - 7:55 a.m. in the East Cafeteria to interested students.

Prices are as follows:                      **\$1.35 Full Price**

### **LUNCH**

Lunch is served daily in the cafeteria. Students and staff will have approximately 30 minutes to eat their lunch.

<b>K - 5 Hot Lunch</b>	<b>\$1.50</b>	<b>(includes milk)</b>
	<b>.25</b>	<b>(students approved for reduced lunch)</b>
<b>Milk</b>	<b>.75</b>	
<b>Snacks</b>	<b>.75</b>	
<b>Ice Cream</b>	<b>.75</b>	

*A free or reduced lunch is available if a family qualifies according to Federal guidelines.*

*Lunch forms are available in the school office.*

*If you do not want your child to be allowed to purchase snacks on his/her account, please call the cafeteria.*



## MEALS CHARGE POLICY

- The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only.
- Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.
- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for and lunch for each day. A student will be allowed to charge a maximum of three meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child, if applicable.
- Student Charging - A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Adult Charging - There will be no adult charging (employees, volunteers, or visitors) of school meals.
- Parents/Guardians - Are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Parents will be given notice of the negative balance on their student's accounts with weekly auto-calls and negative balance letters. They will also be advised that an alternative meal will be provided for their student until the account is in good standing.
- Students/Parents/Guardians - May pay for meals in advance via PaySchools or with a checks payable to the Elmira Heights School Lunch Fund. Further details are available on our webpage at [www.heightsschools.com](http://www.heightsschools.com). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

## CODE OF CONDUCT AND DISCIPLINE POLICIES

At Cohen School, we believe that we learn and live with RESPECT, RESPONSIBILITY, COOPERATION, and SAFETY.

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on these six principles of character: respect, citizenship, responsibility, caring, fairness and trustworthiness.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board has adopted this Code of Conduct as part of the **SAFE** legislation which applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

With a clear understanding and uniformity among administration, teachers, parents, and students, we can all do our part in making our school an effective place of learning and a place in which we continually foster respect for ourselves and consideration for others. We look forward to a year of continued cooperation and mutual respect among students, parents, and staff.



### DISCIPLINE - BOARD OF EDUCATION POLICY

(Adopted March 10, 1997)

The Board of Education believes that each student can reasonably be expected to be responsible for his/her own behavior. The administration shall develop and disseminate rules of conduct, focusing on personal safety and respect for the rights and property of others to be consistently applied in the classrooms and throughout the schools. Students who fail to meet this expected degree of responsibility and violate school rules may be subject to appropriate disciplinary action and more regulated supervision. The administration may conduct an investigation into reports of misconduct which may include conferences with the complainant, students, parents, teachers, other student service personnel, or others as is deemed appropriate for the early identification and resolution of suspected discipline problems.

Discipline is most effective when it deals directly with the problem at the time and place that it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

Pursuant to Section 100.2 of the Commissioner's Regulations, such action will be appropriate to the seriousness of the offense.

A student identified as having a disability shall not be disciplined for behavior related to his/her disability. Any question relating to the discipline of such student will be referred to the CSE.

The Superintendent of Schools shall solicit the recommendations of the teaching and administrative staffs regarding inservice programs pertaining to the management and discipline of students. The Board shall sponsor such programs annually.

### **DISCIPLINE - CORPORAL PUNISHMENT**

(Adopted March 10, 1997)

The rule adopted by the Regents states: "No teacher, administrator, officer, employee, or agent of a school district in this State, or of a Board of Cooperative Educational Services, shall use corporal punishment against a pupil."

Corporal punishment, as defined by the Board of Regents, means "any act of physical force upon a pupil for the purpose of punishing that pupil". Specifically exempted from this definition is the use of reasonable physical force for the following purposes if alternative methods and procedures have not been successful:

- To protect one's self from physical injury.
- To protect another pupil/teacher or any other person from physical injury.
- To protect the property of the school or others.
- To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

## **DISCIPLINE POLICY - COHEN ELEMENTARY SCHOOL**

### **I. Responsibilities**

#### **Students**

In fulfilling their responsibilities, children are expected to observe the rules established at Cohen School, to conduct themselves properly, to study diligently, and to uphold standards of behavior.

#### **Parents**

It is widely accepted that parents are the first teachers and that discipline begins at home. With these premises in mind, the parent is expected to support the district's discipline policy and Cohen building rules. Furthermore, parents are expected to send pupils to school in the proper state of health and cleanliness, maintain an active interest in the pupil's academic, social and emotional growth, and cooperate with the

school by signing and returning pertinent communications and attending parent/teachers conferences.

### **Cohen Staff**

It is the responsibility of all staff members to understand the physical, social, mental and emotional development of the students with whom they work; to involve students in establishing behavioral expectations; to be sensitive and considerate of personal circumstances influencing student behavior; to be sincere; observe due process and use good judgment in correcting inappropriate conduct. Appropriate staff behavior means to refrain from using sarcasm, ridicule, intimidation or making negative comparisons with other students. Students who misbehave shall be treated fairly by reasoning, verbal reprimands, removal of privileges, and ultimately by separation from the group for short periods of time as necessary. Parents will be notified of both positive and negative behavior through the use of commendations and conduct referrals. The staff is ultimately responsible for each child's psychological safety as well as their academic and physical well being.

## **II. Common Sense and Courtesy**

Common sense is the most important ingredient in establishing rules for our school. All students have the responsibility to obey the rules to ensure their own well-being and safety.

### **A. Attendance - students are expected to:**

1. attend school daily and be punctual
2. remain on school property unless authorized to be elsewhere
3. bring excuses for all absences and tardiness

### **B. Classroom - students are expected to:**

1. bring only items needed for learning (pencils, paper, books, etc.)
2. complete homework assignments accurately and on time
3. leave the classroom only with teacher permission
4. behave in such a way that is helpful to the teaching/learning of themselves and others
5. do their own work and be honest with themselves and others

### **C. Building - students are expected to:**

1. walk at all times in the school building
2. keep to the right when passing through the halls or on the stairs
3. use indoor voices and courteous language
4. show RESPECT and obey all teachers and school personnel
5. dispose of litter in trash cans
6. always keep their hands to themselves
7. refrain from gum chewing, and RESPECT school property, materials, and equipment

### **D. Cafeteria - students are expected to:**

1. be courteous and use indoor speaking voices at all times

2. wait patiently and talk quietly in the serving line
3. obey the quiet signal
4. remain seated at tables until dismissal
5. raise hand for assistance before disposing of trash
6. check that eating areas are clean and tidy
7. get permission before leaving the cafeteria




E. Outdoors - students are expected to:

1. stay in assigned areas
2. play safely and avoid "rough house" games involving tackling, wrestling, shoving, etc.
3. safely walk on school grounds—no riding bikes, rollerblades, scooters, or skateboards (park and lock bikes in the bicycle racks)
4. refrain from throwing snowballs, stones, or other potentially harmful objects
5. walk on sidewalks, obey crossing guards, and cross only where a staff member is on duty in front of building.

### III. Bus Conduct

The Elmira Heights Central School District is committed to providing safe and efficient transportation to eligible students of the district. The following guidelines should help students, parents, and staff members understand some of these expectations. For additional procedures and policies, please refer to the Transportation Information Manual.

Many Cohen students ride the buses daily to and from school. Bus drivers do their best to maintain a time schedule so that all the students arrive on time at their destinations. The buses cannot wait for each student in the morning and the cooperation of all parents and students is needed if the buses are to be on schedule.

- **The bus driver has complete authority on the bus. The driver may assign seats to the riders and will do so if necessary. Any serious infraction of bus conduct rules will be reported to the student's principal and/or dean of students.**
- Eating of food on the bus will not be allowed.
- Live animals and large parcels are not allowed on school buses per state law. Musical instruments and small packages will be allowed if the student can hold the instrument or package at his or her place or place the item on the floor without, in the judgment of the bus driver, interfering with other passengers' safety. Instruments may not be taken on the school bus if they block an aisle. 
- "Horseplay" is strictly forbidden on the bus. Riders guilty of misconduct will be referred to the school principal and/or dean of students for appropriate action.
- Passengers are not allowed to put their head or arms out of bus windows. Students are not allowed to throw things out of bus windows.

- Students are advised to exercise extreme caution when boarding or leaving a school bus at a stop. New York State law requires students to cross not less than ten feet in front of the bus.
- Students should not approach the bus or leave the curb until the bus is at a complete standstill.

**RIDING THE SCHOOL BUS IS A PRIVILEGE - IT CAN BE TAKEN AWAY!!**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

It shall be the responsibility of each student in the Elmira Heights Central School District:

- To be familiar with and abide by all District policies, rules, and regulations pertaining to student conduct
- To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible
- To conduct him/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the Elmira Heights Central School District and, as such, hold him/herself to the highest standards of conduct, demeanor, and sportsmanship
- To be in regular attendance of school and in class
- To contribute to the maintenance of an environment that is conducive to learning and be expected to show due respect to other persons and to property
- To make constructive contributions to his/her school and to report fairly the circumstances of school related issues

### **A STUDENT IN THE ELMIRA HEIGHTS SCHOOL DISTRICT SHOULD:**

1. In all disciplinary matters have the opportunity to present their versions of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanctions.
2. Be suspended from instruction only after their rights pursuant to Education Law 3214 have been observed.

### **Dress Code**

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. Generally, students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for learning. For safety reasons, no footwear with wheels is permitted in school. For a more complete description, please refer to the Code of Conduct.

**Note: Sneakers are to be worn for Physical Education.  
Hats must be removed when in the school building.**



Students who practice good personal hygiene and cleanliness feel better about themselves and consequently experience higher achievement in school.

A student's dress, grooming and appearance, including jewelry, make-up, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process
2. Recognize that extremely brief garments such as tube tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. All footwear must have a closed heel or heel strap. For safety, no footwear with wheels is allowed.
5. Not include the wearing of hats in the school building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene (any material or performance either actual or simulated that administration, considering community standards, would deem offensive or indecent), libelous, or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not be construed as intimidating. (e.g. Gang wear)
9. Fit appropriately.

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 disciplinary action up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary action, up to and including out of school suspension.

### **DISMISSAL**

**STUDENTS ARE EXPECTED TO "GO HOME" THE SAME WAY EACH DAY, UNLESS A WRITTEN NOTE FROM A PARENT INDICATES DIFFERENT ARRANGEMENTS** (for example: pick up by a baby sitter, relative or friend, walking home or to a babysitter's, etc.). All elementary students are escorted to the bus port at dismissal from the elementary bus port doors.

At dismissal time, all parents picking up their students will do so via the bus port. ***The main office will not be a permissible parent pick up location.***

Parents who pick up their child(ren) at dismissal will enter the campus using the lower one-way drive to park their vehicles in the Visitor Parking Area located on the upper west side of the building near the Elementary Main Office Entrance (if no space is available continue around building to lower east Visitor Parking Area).

**Parents should pick-up their child(ren) from the teacher at the bus port and escort them to the vehicle. All vehicles exit school property by using the upper drive.**

## EARLY DISMISSAL

If it is necessary for a student to leave school early for any reason, a **NOTE EXPLAINING THE EARLY DISMISSAL IS REQUIRED. (PLEASE USE THE ORANGE "NOTE TO SCHOOL" FORMS)**. We encourage you to try to schedule doctor, dental and other appointments around school times. However, if this is not possible, all students **MUST** be signed out in the school office before leaving school for an early dismissal.



Parents must come to the office and meet their child before leaving the building. If someone other than the parent signs the child out, that person must have written permission from the parent before the child will be permitted to leave the building; identification may be required.

In the event of an illness during school, the parent/guardian will be called to make arrangements for transportation home.

## EMERGENCY DISMISSAL/SEVERE WEATHER PROCEDURE

School will be in session unless early dismissal is required due to severe weather or other safety concerns. On doubtful mornings, the local radio and TV stations will try to announce the school district decision by 7:00 a.m.



If, during the day, school must be dismissed before the normal time, the local radio and television stations will announce an early dismissal. If the procedure will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early. **Please note that we will only dismiss students to their parents or persons designated on the "Emergency Closing" form.** Be sure to ask permission of those people prior to including them on the form.

## EMERGENCY INFORMATION

Each student is required to have on file in the school office the following current information:

- Parent(s) or Guardian(s) names
- Complete up-to-date address
- Home phone and work phone
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information
- Authorized person(s) allowed to pick up child other than parent



**THE SCHOOL MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGES.**

## EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan has been developed by members of the Employee Relations and Safety Center of the GST BOCES system, in close cooperation and consultation with the Elmira Heights School District Emergency Management





Committee, the Elmira Heights Superintendent and Administration, and the Chemung County Emergency Management Office.

The Board of Education of the Elmira Heights School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

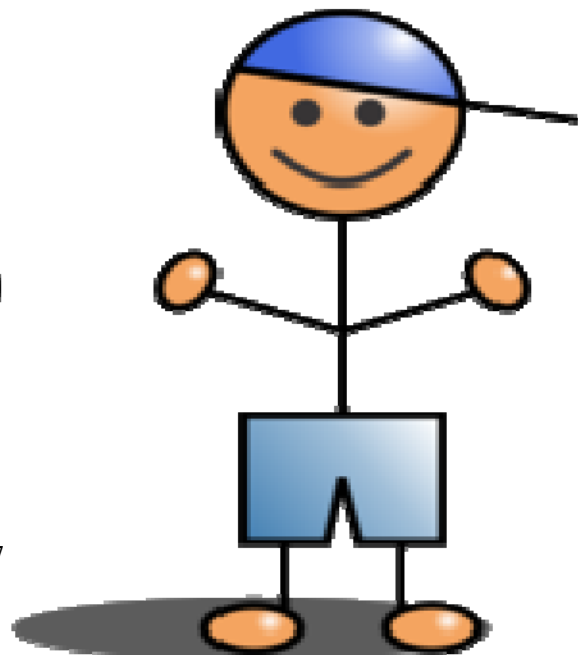
On December 4, 1989, they therefore adopted the following policy:

*Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained to carry them out.*

*The Superintendent shall develop an Elmira Heights School District Emergency Management Plan in compliance with Commissioner of Education Regulation 155.13. The plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, an annual drill, and coordination with local and county emergency preparedness administrators. The Emergency Management Planning Guide will be the official guide for the Elmira Heights School District in case of fire, civil emergencies, and natural disasters. Policies and procedures set forth in the guide will be followed by all personnel and students.*

#### **ENTRANCE REQUIREMENTS**

Students entering Pre-Kindergarten must be 4 years old on or before December 1st. Students entering Kindergarten must be 5 years old on or before December 1st. All students entering a New York school for the first time must have a government issued Birth Certificate, Immunization Record, and two residency verifications in the Elmira Heights Central School District.



## FACULTY AND STAFF 2017-2018

<b>Main Office</b>		
Principal	Andy Lutz	Office
CSE Chair/Middle School Principal	Dawn Hanrahan	M.S. Office
School Counselor	Kristin McNamara	Office
Dean of Students E.S.	Gretchen Smith	Office
Dean of Students M.S.	Dan Crandall	Office
School Nurse	Debora Kieffer ,R.N.	212
Psychologist	Lori Andreine	Office
School Secretary	Kathleen Willis	Office
<b>TEACHERS</b>		
Pre-K	Courtney Stansfield	211
Pre-K	Stephanie Rappleeye	209
Pre-K	Linda Stearns	208
K	Melanie Beach	206
K	Lisa Morley	205
K	Gina Margeson	203
K	Allison Williams	202
1	Judi Gibbs	223
1	Tracie Mayotte	210
1	Kim Ruhmel	207
1	Nancy Kennison	221
2	Patricia Berman	216
2	Linda Austin	217
2	Lisa Strong	218
2	Allison Sevey	215
3	Barb Passmore	306
3	Monica Forte	304
3	Bridget Paluga	305
3	Molly Hitchcock	307
4	Elizabeth Warren	320
4	Nancy Kennison	319
4	Dawn Call	312
4	Elizabeth Reed	318
4	Kurt Warner	319
5	Robert Cavalier	317
5	Jessica Grant	314
5	Nicole Rosno	315
5	Meghan Devilin	316
5	T.B.A.	313

Art	Cristin Johnson	228
Music (Vocal/Instr.)	Jamie Shaw	113
P.E.	Andy Berg	111
P.E.	Joseph Condame	111
Librarian	Jennifer Thomas	201
Special Ed Teacher	Wendy Jurusik	224
Special Ed Teacher	Jennifer Jadoski	219
Special Ed Teacher	Stacia Kruckow	311
Special Ed Teacher	Nancy Monks	224
Special Ed/Reading Teacher	T.B.A.	214
Reading Coach	Carol Cady	204
Reading Specialist	Carina Ball	225
Reading Specialist	Michele Mitchell	310
Reading Specialist	Anita Scata	220
Math Specialist	Samantha Olson	214
Math/Reading Support/RTI	Jennifer Johnson	213/214
Speech Therapist	Rachael Beyer	129
Speech Therapist	Kaitlin McDonald	129
BOCES 6:1:1	Sara Blauvelt	302
BOCES 6:1:1	Nichole Jones	303
BOCES 6:1:1	Kara Tomb	308
OT/PT	T.B.A.	109
OT/PT	Rebecca Sayres-Koski	109
BOCES O.T.	T.B.A.	109
BOCES P.E.	Chris Johnson-Bruce	109
Social Worker	Jackie Weaver	TAE
<b><u>TEACHING ASSISTANTS</u></b>	<b><u>FOOD SERVICE</u></b>	<b><u>MAINTENANCE</u></b>
Laura Rosenthal	Suzanne Blunt (Food Service Manager)	Mark Bailey
Mary Rae Bahantka	Michelle Dougherty (Asst. FS. Man.)	Kevin Brown
Joe Cleveland	Soscha Christofaro (Cook)	Scott Dominikoski
Paula Cole	Jean Phillips (Cook)	Rick Riker
Barb Day	Elizabeth Harlson	Dan Champion
Bobbie Roote	Christina Griffin	Michael Crowley
Cassandra Battle	Mary Keach	Andrew Holloway
Anne Reinhart	Jeremy Foulkrod	Bobbi Wandell
Shanna Glover	Eve Groom (Aide)	
Liz Manning	Melissa Kelley	
<b><u>AIDES</u></b>	Ramona Griffin	
Cynthia Collson	Kate Shilling	
Bonnie Walton	John Townson	
Mary-Ann Hitchcock	Stacey Ungerland	
Cindy Russell		

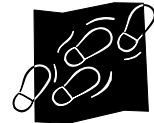
## FIELD TRIPS



Field trips are scheduled by classroom teachers throughout the school year.

These trips are planned to supplement different aspects of classroom instruction. Parents will receive field trip notices in advance of the scheduled trip date and will be asked to sign permission forms. Often, parents are asked to help chaperone students on a trip. For safety reasons and insurance coverage, parent volunteers who are chaperoning students on a trip may not bring other children or siblings on the field trip other than the child in the class being supervised. **All parents attending field trips must be on the district approved volunteer list.**

## FIRE DRILL PROCEDURES AND RULES



Fire drills are held at regular intervals throughout the school year. All students and staff should familiarize themselves with the directions in the classroom (posted in each room) indicating how to leave the building in case of a fire.

If at any time during the day the fire bell rings, it is the responsibility of each child to follow these rules for his/her own safety as well as for the safety of others:

1. Follow the directions for leaving the building found near the door in each class.
2. **WALK**, single file, no talking, move quietly and quickly to the designated area.
3. Be attentive to the teacher in charge. Each drill should be considered an alarm, and consequently all students should conduct themselves in a serious manner.
4. When returning to the building, reverse the order and return to classes.
5. If the alarm sounds during a lunch or assembly period, persons in these areas should leave using the appropriate exits indicated.
6. If the alarm sounds during outside activities, all students must line up in a designated area close to their activity site and act accordingly to fire drill procedures.



## HAND SANITIZER

Absolutely **NO** hand sanitizer should be brought from home to school. All classrooms Pre-K through 5 have sinks and soap for hand washing purposes.

## HEALTH SERVICES

The school nurse offers many services including; mandated health screenings, care of children who are injured or have a sudden illness, follow-up of medical recommendations and other related services.



The following circumstances require written requests:

1. Medicine to be given during the school day by the nurse (written instructions from physician and parent permission are necessary)
2. Early dismissal for appointments to the dentist, doctor or clinic
3. Being excused from participation in Physical Education classes



### **Required Immunizations**

Below is a summary of School Immunization Requirements for the school year based on NYSDOH amended regulations:

#### **MMR (grades K-12)**

- 2 doses of measles and mumps vaccines and 1 dose of rubella vaccine (MMR)
- Required for school entry. For the 2<sup>nd</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted

#### **DTaP (grades K-12, except 8-12 as noted below\*)**

- 5 doses of diphtheria and tetanus toxoid-containing vaccine and acellular pertussis vaccine (DTaP)
- Required for school entry. For the 5<sup>th</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted
- If 4<sup>th</sup> dose received at 4 years of age or older, only 4 doses required

#### **Polio (grades K, 1, 6 and 7 only)**

- 4 doses of poliomyelitis vaccine (IPV)
- Required for school entry. For the 4<sup>th</sup> dose, obtaining in age range of 4 through 6 years is no longer permitted
- If 3<sup>rd</sup> dose received at 4 years of age or older, only 3 doses required

#### **Polio (grades 2-5, 8-12)**

- 3 doses

If your child is entering Pre-K/Kindergarten or a new entrant, please bring your child's immunization record to school by the first day of school in September.



## Screenings and Physicals

Screenings will be done throughout the school year on all students. Vision, hearing, height, weight, blood pressure and scoliosis will be done. If any significant findings are present, you will be notified by the School Nurse. If you have any concerns about your child, please feel free to contact the School Nurse in the Health Office. Physicals will be given to children in Kindergarten, Second and Fourth Grades, and all new entrants. If your child has had a physical by your Family Physician less than one year ago, please be sure to send in a completed form for his/her records no later than October 1<sup>st</sup>. If we do not hear from you by this time, we will automatically schedule your child for a physical with the school physician.

## Illness

In the interest of maintaining a healthy environment for all students, the following is suggested:

1. Keep him/her home the following day to recuperate from a previous day's illness.
2. If your child has had a fever, it is best to keep him/her home until the temperature has returned to normal for a 24-hour period.
3. If your child has cold symptoms, but is well enough to come to school, giving cough syrup or a decongestant before school will generally keep them comfortable throughout the day. Checking with your family physician is advised for appropriate medication and dosage.
4. If your child complains of a sore throat, earache, headache, stomach ache or severe cough in the morning, it may be in his/her best interest to stay home.

## Medication Administration in School

If you anticipate your child needing any medications either regularly or occasionally while at school, written permission is needed **from the physician**. We will also need your written permission and a supply of the medication in its original labeled container prior to the staff dispensing it. Any lacerations, abrasions, or injuries will be cleaned with only soap and water and a dry Band-Aid applied. Insect bites and rashes will no longer receive calamine lotion. Injuries that happen outside of school will need to be cleaned and cared for at home. Cough drops, although a favorite of children, do little more than candy to help alleviate a cough. If your child is coughing enough to need a supply of cough drops, then they may also need to be at home rather than at school, until they are no longer spreading germs to their classmates. Candy is not normally allowed at school, so it follows that cough drops are not allowed either. They are also a very serious choking hazard, and have no place in the classroom.



Please carefully assess your child's needs for the 2017/2018 school year. If your child will be receiving braces or dental work, we can also accept medication orders from the dentist or orthodontist for pain medicine that may be needed.



## HOMWORK STATEMENT



Homework is a necessary part of education. Assignments and projects are given to reinforce daily lessons, and to supplement and enrich student's class work. Homework is intended to aid children in the development of responsibility and organization of time and materials. All assignments are made for a specific purpose and should be completed accurately and on time. The amount of homework may vary depending on age, grade level, and rate at which your child works.

Students will be assigned homework on a regular basis. The following is a guideline for the approximate time for daily homework by grade level:

<b>K</b>	10 minutes	<b>1</b>	10-20 minutes
<b>2</b>	20-30 minutes	<b>3</b>	30-40 minutes
<b>4</b>	40-50 minutes	<b>5</b>	50-60 minutes

### Homework and Absences

Teacher contact is the most important component of a child's education; therefore attendance is of utmost importance. It is understood however, that perfect attendance is not always possible or even advisable due to the nature of certain circumstances and illnesses.

Make-up work for absences is not equivalent to class attendance. It is, therefore, at the discretion of the teacher to determine whether the work missed can be made up and when such work is to be completed.

In regard to short-term legal absences, assignments will be provided upon request. Instructional help will be arranged, when possible and as needed, upon the child's return.

**Parents should call the school office no later than noon**, and arrangements will be made to have assignments left in the office for someone to pick up at dismissal time.

Long term legal absences are dealt with on an individual basis. In some cases, a home tutor may be assigned.

Illegal absences, such as family vacations while school is in session, are strongly discouraged. Classroom instruction and interactions are most important. **TEACHERS ARE NOT REQUIRED TO PROVIDE MISSED ASSIGNMENTS FOR UNEXCUSED/ILLEGAL ABSENCES.**

### INVITATIONS

Students may not bring party invitations or informational flyers to school to distribute.

### KIDS' WORLD

The YWCA Kids' World Program is available at a reasonable cost for students who need supervised care before and/or after school. The Kids' World Program at Cohen School will be in the **West Gymnasium** on the first floor. It will be provided at Cohen in the morning before school from 6:00-8:15 a.m. and breakfast will be served to those interested. All students who attend the morning program enter the building using the northeast entrance by the loading dock. Afternoon Kids' World is after school from 2:30-6:00 p.m. **Parents will use the lower drive**



entrance and northeast building entrance by the loading dock to pick up their child. Activities include arts/crafts, games, sports, snacks, homework assistance, quiet time, and reading. Admission is on a first-come basis. Children attending Kids' World at Cohen must be pre-registered. For more information call the YWCA at 733-5575.

### **LOST AND FOUND**

Clothing and personal belongings that are brought to school should be labeled with the child's name. Unlabeled or unclaimed property is eventually given to the Salvation Army. Articles found in and around the school should be turned in to the office where the owners may claim their property.

## **N.Y. STATE TESTING PROGRAM**

The New York State Board of Regents has recently set higher learning standards for all students. To reach these standards, elementary and middle school tests will challenge students to demonstrate their ability to read, write, listen, and use mathematics. Parents and teachers, working together, can help students learn more of what they are taught and perform well on these important tests.



- **April 11 to April 13 - English Language Arts Grade 3-5**
- **May 1 to May 3- Mathematics Grade 3-5**
- **May 23 - May 24- Science Performance Test Grade 4**
- **June 4- Science Written Test Grade 4**

**The ELA and Math Tests** require students not only to show an understanding of basic skills but also to apply the knowledge and skills they have learned. In the first section of each test, students will answer multiple choice questions to measure basic skills in Language Arts or Mathematics. They will read passages and answer comprehension questions to demonstrate their reading ability on the English Language Arts test, and they will solve arithmetic problems and demonstrate understanding of basic concepts and procedures on the Mathematics test.

In other sections, students will write compositions to explain their understanding of what they have heard and read using correct spelling, grammar, punctuation, sentence formation, and paragraphing. In Mathematics, they will support their answers by showing the steps they used to solve problems and explaining the Mathematics processes and concepts involved.

**The Science Test** is administered in two parts: objective (multiple choice questions) and hands-on performance tasks.





## **PARENT CUSTODY AND ACCESS TO STUDENT RECORDS**

The Buckley Amendment and the New York State Education Department give the right to the parents without custody access to their child's school records. Therefore, both parents have a right to school records regardless of who has custody.

## **P.F.O. - PARENT FACULTY ORGANIZATION**

The P.F.O. plays an important part in the education of Cohen Students. They provide many educational and recreational opportunities for our youngsters, family activities, and gifts to our school, special assemblies, classroom parties, Fall Open House, Ice Cream Social, Book and Science Fair to name a few.

The success of all of these events depends on the involvement and cooperation of the parents, staff, and students.

**You are encouraged to visit our school often, attend programs, and become an active member in the P.F.O. Monthly meetings that are held on the second Tuesday of each month at 7:00 P.M. in the elementary school library.**

## **PARKING**



Parents can greatly assist in making the immediate area around Cohen School a safe place for the youngsters, especially during peak traffic periods before and immediately after school. All elementary parents and visitors should enter the lower one-way entrance and park only in the designated Visitor Parking Areas. There is limited Elementary Visitor Parking near the Elementary Main Office Entrance (upper west side of building). Other available Visitor Parking is located north of the Loading Dock (east side of the building) and at the Lower Playground Parking Lot. **PARKING** and **NO PARKING** areas are clearly labeled and must be observed at all times. There will be no stopping, standing, or parking in the lower one-way entrance, the upper one-way exit, or the circular bus port drive at any time for any reason. Approximately 600 students are bustling about during school opening and dismissal times. The students' safety is our number one priority - we need your help to keep them safe!

## **REMEDIAL READING & MATH INSTRUCTION**



## **ACADEMIC INTERVENTION SERVICES (AIS)**

Students identified as having basic skill deficiencies in Reading and/or Math are scheduled for appropriate remedial instruction. This special instruction is provided in support of the regular classroom instruction.

## **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Student progress is reported every 10 weeks. All parents will be offered a teacher conference after the first 10-week period and in the spring after the 30-week period.

Report cards are sent home with students in February and June. Interim reports are sent home periodically by the classroom teacher as needed throughout the school year.

Open lines of communication between home and school are encouraged. Conferences at school and on the phone may be held at any time upon the request of the parent or teacher. Parents are urged to call the teacher to arrange a conference at a mutually convenient time whenever necessary throughout the school year.

### **SALES ON SCHOOL PROPERTY**

Students are not permitted to solicit sales for any outside organization or group while on school property as per Board of Education policy.



### **SEXUAL HARASSMENT POLICY** (Adopted September 28, 1992)

The Elmira Heights Central School District is committed to maintaining a work place and an educational environment that is free of sexual harassment.

Sexual harassment in any form will not be tolerated, be it between students, staff, students to staff, or staff to students.

#### **Definition**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or extracurricular achievement.
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting such individual's employment, academic standing, or standing in extracurricular activities.
- Such conduct has the purpose or effect of interfering unreasonably with an individual's work performance, academic or extracurricular performance, or of creating an intimidating, hostile, or offensive work or academic environment.
- An individual's safety and security, or their feeling of safety and security, within the school is threatened because of submission to or rejection of such conduct.



#### **Procedure**

Anyone who believes that she/he has been sexually harassed should promptly report such harassment to the Building Administrator or the Superintendent.

An immediate investigation will be conducted and corrective action taken, if warranted. No person will be subject to discipline, or any other adverse treatment, because she/he has made a complaint of sexual harassment. Every effort will be made to handle complaints in confidence.

### **SMOKE FREE CAMPUS**

By State and Federal Law, all school facilities are required to be smoke free. In accordance with New York State's Anti-Smoking Law (effective August 25, 1994) the Federal Pro-Children Act (effective December 26, 1994), there will be no use of tobacco products at any time by students, staff, or visitors in school buildings, at school-sponsored events, in school-owned vehicles, and on school grounds. School grounds are the grounds contained within our legally



defined property boundaries as registered in our County Clerk's Office. **Electronic Cigarettes and similar product are also banned on school property.**

### **Alcohol, Tobacco Products & Other Substance Use/Abuse**

Please be advised that this policy is a "ZERO TOLERANCE POLICY". Any item that contains any prohibited substance, regardless of the percentage stated, shall violate this policy. For example, all beverages that contain any alcohol shall be deemed to be an alcoholic beverage including, but not limited to, mouthwash, cough medicines and non-alcoholic beers. If there are any questions regarding a particular item, request a determination by the Principal prior to consumption or bringing to school. (Refer to Board of Education Manual for the complete Drug, Alcohol, and Tobacco Policy.)

### **SNOW DAYS, TWO HOUR DELAYED OPENING, SCHOOL CLOSINGS**

School closings due to inclement weather are announced on the local radio and television stations. In the event of an emergency school closing, all children will be dismissed according to the Emergency Closing Plan form that is completed by parents in September.

When weather conditions warrant, there will be a two-hour delay at the beginning of the school day. The delay will be announced on local radio and television stations by 7:00 a.m. Transportation routes will run **two hours later** than normal, therefore, all students are expected to arrive **two hours later** than normal. No breakfast will be served. Lunch will be according to the regular schedule and the school day will end at the **regular dismissal time.**

### **SPECIAL EDUCATION SERVICES**

Children who have been designated by the Committee on Special Education as having a Learning Disability or Mental, Emotional or Physical Handicap are given diagnostic prescriptive instruction individually or in small groups by a Special Education Teacher. All students participating in the Resource Room have an Individual Education Plan (IEP).

### **SPECIAL INSTRUCTIONAL SERVICES**

All students, K-5, will attend weekly classes taught by certified Teachers in the following areas:

\*Physical Education      \*Music      \*Art

Students also attend a weekly computer class taught by the classroom teacher and/or a teacher assistant. In addition to the regular music program, students in Grades 5 can participate in the instrumental program.



### **SPEECH/LANGUAGE THERAPY**

Children are evaluated by a certified Speech and Language Therapist and may be recommended by the Committee on Special Education for services. The goal of the therapy is to improve speech and language development.

### **STUDENT BELONGINGS AND TEXTBOOKS**

Each student will be assigned a desk, cubby, and/or hook to store textbooks, class materials, and outer clothing. Students will **RESPECT** school property and the property of others.

Students will be **RESPONSIBLE** to bring only those items needed for learning. Students should not bring items to school that are unnecessary for learning.

## **The school IS NOT responsible for lost or stolen property.**

**Items that should not be brought to school include but are not limited to:**

<b>Cell Phones</b>	<b>I-Pods</b>
<b>Jewelry</b>	<b>Money</b>
<b>Playing Cards</b>	<b>Toys</b>
<b>Video Games</b>	

Items that are deemed a distraction to the educational process will be confiscated.

1<sup>st</sup> Infraction: Confiscated item will be returned to student at the end of the day and a warning issued

2<sup>nd</sup> Infraction: Confiscated item will only be returned to parent/guardian

3<sup>rd</sup> Infraction: Parent Meeting

### **TEXTBOOKS**

All basic textbooks and equipment are loaned to students for use during the school year. Texts and materials should be kept clean and handled with care. Any damage beyond reasonable wear must be paid for by the student or parent. The guide for assessing unreasonable damage or loss is available from the school office.

### **TRAFFIC**

Parents can greatly assist in making the immediate area around Cohen School a safe place, especially during peak periods before and immediately after school. All students, parents, and visitors are reminded to obey the Crossing Guards; and to observe the speed limit as well as the traffic and parking signs on school property at all times. Parents and visitors who come to the Elementary School for any reason should ENTER the lower one-way drive, continue around the building and EXIT using the upper Robinwood exit. Only busses and emergency vehicles are permitted to use the front bus port circle.

## **TRANSPORTATION**

STUDENTS ARE EXPECTED TO "GO HOME" THE SAME WAY EACH DAY; UNLESS A WRITTEN NOTE FROM A PARENT/GUARDIAN INDICATES DIFFERENT ARRANGEMENTS, for example: pick up by a babysitter, relative or friend, walking home or to a babysitter's, etc.

In the event that transportation to home should change, the following **MUST** occur:

- A change request must be in writing and should include: date, child's name, room number, and parent/guardian's signature.
- This request should be given to the teacher upon arrival in the morning.
- If a transportation change is long-term/permanent, the School and Bus Garage must be contacted.

- Approval shall be granted by the building Principal, Dean of Students, or Transportation Supervisor. Riding the school bus is a privilege and inappropriate behavior on the bus may result in that privilege being denied. For additional bus rules, regulations, and procedures please refer to the Elmira Heights Central School District Transportation Manual.

### **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment represent a cost to the taxpayers (in initial purchase price, construction costs, and maintenance). Students who destroy or vandalize school property will be expected to pay for losses, damages, or replacements. If students should happen to damage something accidentally, they are to report it to their teacher or to the Main Office immediately.

### **VISITORS**

Preventive security of public buildings is extremely important today. Parents are an important part of our school and visitors are welcome in our school at any time. In order for the school to keep a record of your visit and to help ensure the safety of all students and staff, we are requesting that **ALL** visitors use the Elementary Main Office Entrance, report directly to the office, and sign in and state their business. At this time, they will receive a Visitor's Pass which should be returned to the Office at sign-out. The office personnel will be available to offer assistance. All doors to the Elementary School will be locked throughout the day. Visitor must be let in using the intercom system from the elementary main office entrance only.

### **VOLUNTEERS**

The district encourages volunteers in the school and the positive relationships that volunteer programs foster. In an effort to maintain a safe environment, all volunteers will need to fill out volunteer form (which is available in our District Office). The completed form should be submitted to the building principal.

### **WITHDRAWAL OF STUDENTS**

If you are moving out of the District and withdrawing your child from Cohen, please call or stop in the school office a few days prior to the withdrawal date so that we can assist with a smooth transition to your child's new school and send the appropriate school records.





**COHEN SCHOOL SONG -  
E. O'HANLON 1969**

Cohen School, your students ever loyal  
Stand proudly here to sing your praise.  
We promise to uphold your standards  
In years beyond our student days.  
Knowledge gained through truth &  
understanding  
Will guide a future yet untold.  
We pledge a spirit always faithful  
To Cohen's blue and gold.

