



# ELEMENTARY HANDBOOK

For Parents and Students  
Oak Orchard Elementary  
2019-2020



**Dear Parents and Students,**

This handbook has valuable information for you! Please review it carefully and keep it accessible throughout the school year.

Communication is very important! Please stay informed about what is going on in your child's school and community.

**Once you have read this booklet, please sign and date the acknowledgement form and return to your child's teacher.**



We appreciate your continued support in your child's education. We promote respect, responsibility, honesty and kindness in all areas to foster a great learning environment at Oak Orchard Elementary.

Sincerely,

Mrs. Julie Webber

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## Important Phone Numbers

District Phone Number.....	798-2700
Elementary Main Office .....	Option 3, 0
District Office .....	Option 6, 1
Medina High School Office .....	Option 1, 0
Wise Intermediate/Middle School .....	Option 2, 0
Committee on Special Education .....	Option 5, 1
Transportation Office .....	Option 7, 1

## DISTRICT WEBSITE

Medina Central School District's website is an opportunity for the school district and staff to showcase learning, events, activities and accomplishments of students and staff to the world through the internet. It is also a direct informational link to parents and community members. The Medina Central School District website is [www.medinacsd.org](http://www.medinacsd.org). For information about Oak Orchard School, click on SCHOOLS and then on Oak Orchard Elementary School.

## SCHOOL HOURS

Main Office	7:00 – 4:00	Monday – Thursday
	7:00 – 3:30	Friday
	8:30 – 3:00	Summer Hours



Students	7:35 – 2:30	Regular School Days
	7:50 – 10:25	Early Dismissal Days (Pre-K is <b>NOT</b> held on early dismissal days)

- Classes begin at 7:50 a.m.
- Students should not arrive earlier than 7:35
- Dismissal will take place at 2:30
- Students being picked may be signed out of the cafeteria at 2:30. Please be prepared to show photo identification.

## ATTENDANCE

**School attendance is both a right and responsibility.** The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed a comprehensive student attendance policy.

- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety and other reasons
- To verify that individual students are complying with education laws relating to attendance
- To increase school completion for all students

It is each student's basic responsibility as a member of the school community to be on time and attend all classes. The school day begins at 7:50 a.m. and students will be marked tardy if they arrive after that time. **Daily telephone calls will be made to parents or guardians** to check on absences.

The following reasons for student absences from schools are recognized as excused:

- |                             |                                    |
|-----------------------------|------------------------------------|
| 1. Personal illness         | 2. Illness or death in the family  |
| 3. Impassable roads/weather | 4. Religious observance            |
| 5. Medical appointment      | 6. Approved school-sponsored trips |
| 7. Quarantine               | 8. Required court appearances      |

Any other absence is considered unexcused. You may access the Medina Central School District's Attendance Policy on the web page ([www.medinacsd.org](http://www.medinacsd.org)) Policy #7110.



**After three days without a written excuse, the student's absence will be recorded as an unexcused absence.**

When an illness does occur and a child will be absent from school, **the parent or guardian must call the school nurse** to report the child's absence. To meet requirements for NYS, upon a student's return to school, the **parent/guardian must provide the school with a written note explaining the absence.** It is the student's responsibility to make up all assignments, projects, and tests he/she missed during the absence. The record of each student's attendance including tardiness shall be kept in a register of attendance.

### ***Tardiness***

If your child arrives to school after 7:50 AM, he or she is considered tardy to school. Please bring your child into school to the main office where you will need to sign him/her in. Students will receive a tardy pass to give to the classroom teacher.

### ***Attendance Issues***

At Oak Orchard we work hard to ensure that your child receives the best education possible. We cannot do that if your child is not in school – on time, every day, when your child is healthy. Therefore, we will be monitoring attendance of all students closely and will be insisting that students attend school regularly and on time.

**Please note that students are required to attend school. Failure to do so may constitute educational neglect.**

### **STUDENT ARRIVAL/DISMISSAL PROCEDURES**

In order to ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the contact emergency list accompanied with a note from the legal guardian. Please review your emergency contact form.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, **in writing**. To assure your son or daughter is properly dismissed or dismissed correctly, please refrain from calling the office prior to dismissal. Please make necessary arrangements prior to your child's arrival to school. This will ensure that the information can be forwarded to the teacher.

#### ***Early Dismissal***

If an appointment requires that a child leave school early, the following procedure should be adhered to in order to minimize interruptions to the classroom:

1. **Send a note to school** with your child in the morning stating the date, time and reason for the early dismissal.
2. Please report to the Main Office; your child will be released from the classroom at this time.
3. Sign your child out in the office before leaving the building.

**Parents are urged to leave their children in school all day until 2:30 p.m.** Appointments should be scheduled outside school hours and on school holidays whenever possible.

#### ***Arrival***

The school day for students begins at 7:50 a.m. The doors will open for students at 7:35 a.m. Students may not enter the building until 7:35 a.m., as there will not be proper supervision available for your child if he/she arrives before this time.

ALL students who walk or are dropped off/picked up **MUST** use the designated drop off area. Do **NOT** park in this area. **FOR STUDENT AND PARENT SAFETY, THE FRONT CIRCLE WILL BE USED FOR BUSES ONLY.** Parents must sign all late students in at the office. Please don't drive away and leave your child standing at the door.

#### ***Dismissal***

Dismissal will take place at 2:30 pm. Walkers and students being picked up will report to the cafeteria. Students will board busses and busses will depart at 2:35. Walkers will be released at approximately 2:35, immediately after buses have exited the loop. **Any student being picked up must send in a note to the office the morning of pick up stating full name of who will pick them up. The child must be signed out of the cafeteria. Please be prepared to show photo identification.** Cars should park in the parking lot to the East side of the building and enter

through the side door #4. Additional parking is available at the Middle School. Students must be picked up promptly as there is no supervision.

### ***Alternate Dismissal***

If your child is to go home any way different than usual, (walk, be picked up etc.) a written request is necessary by the parent/guardian. Again, only a written note by the parent/guardian will be accepted. This is for your child's safety and required by the State of New York. WE CAN NOT APPROVE ANY CHANGE IN DISMISSAL OVER THE TELEPHONE.

### **CUSTODIAL CONCERNS**

**You must provide a copy of any formal court papers that indicate who may or may not pick up your child and the right to school contacts. All legal custody papers need to be on file in the main office.** A parent may have personal wishes regarding the other parent's access, but only a formal, legal document can impact our procedures. Please understand it is for the safety of our children. \*Please advise the main office if a second mailing is required to accommodate both parents.

### **VISITORS TO SCHOOLS**

Parents are welcome at school. All visitors shall report to the office upon arrival at school and sign in and out. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

The Board of Education views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process. It is a Class B misdemeanor to remain unlawfully in a public school building, or to refuse to leave the premises when personally asked to by a principal, custodian, or other person in charge. (Medina Central School District Board of Education Policy # 3210)



### **VOLUNTEERS**

Volunteers are welcome at Oak Orchard Elementary. School staff members directly supervise all volunteers. If you wish to volunteer, please contact Main Office and complete a Volunteer application and confidentiality agreement.

### **SCHOOL CLOSINGS**

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather or hazardous road conditions. Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced using the district phone notification system and over local radio and television stations.

If no report is heard, it can be assumed the schools are opening on time.



### **NONDISCRIMINATION/ANTI-HARASSMENT - PRIMARY LEVEL**

All students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Our school district students, employees and school district volunteers will have an educational setting that is safe, secure and free from harassment and bullying of any kind. We will not tolerate bullying and harassment of any type. We will not tolerate behaviors that impact the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal, such as teasing or name-calling.

We expect students and/or staff to immediately report incidents of bullying to the principal. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period. Conduct that constitutes bullying and harassment is defined as:

**Bullying** - continuous physical hurt to a person's body or feelings. This may also include unwanted and repeated written or verbal behaviors; this includes any threatening, insulting, or inappropriate gestures that cause discomfort.

**Harassment** - Any threatening, or insulting behaviors, written, verbal or physical conduct directed against a student, teacher, and worker/volunteer by a student, school district employee or school district volunteer.

Here at Oak Orchard we expect that students, teachers, workers, and volunteers conduct themselves appropriately for their respective levels of development and maturity. We expect our students, teachers, workers, and volunteers to follow the four pillars of PBIS: Respect, Responsibility, Kindness and Honesty.

### **CHARACTER EDUCATION**

We work in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Medina Central School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.



Character Traits for the year are as follows:

**September – RESPECT** – To show consideration for the worth of self, others, living things, the environment, property and rules, through my words and actions.

**October – RESPONSIBILITY** – Responsible people are reliable, accept the consequences of their actions, can be trusted, take care of themselves as well as others, and are accountable for all they say and do.

**November – THANKFULNESS** – Being grateful for the things we have, kindness shown and the world around us.

**December – HONESTY** – Being truthful and fair to myself and others.

**January – KINDNESS** - Being polite and helpful with our words and actions, and being thoughtful of how others feel.

**February – FRIENDSHIP** – A relationship between two people who know, like, trust, and support each other.

**March – COOPERATION** – Being willing to be helpful and work together to achieve a common goal.

**April – PERSEVERANCE** – To stick with a task and not give up even when it's hard.

**May - SELF-CONTROL** – Being aware of thoughts, feelings, and needs of myself and others, then making a choice about how to behave.

**June – ACCEPTANCE** – Recognizing and respecting the opinions, practices and behaviors of others even if they are different from our own and welcoming new experiences and people into our lives.

### **HOLIDAY AND BIRTHDAY TREATS**

**All parties must be coordinated with the individual teacher.** In order to ensure the health and safety of our school children, all food sent into the classroom for parties or birthday celebrations **MUST** be purchased from a permitted vendor such as a grocery store or bakery. **No home baked goods will be allowed as per direction of the County Health Department.**

### **BIRTHDAY INVITATIONS**

So we don't hurt the feelings of any student, invitations are not allowed to be passed out in school unless every student receives an invitation. Additionally, teachers are not permitted to give out personal information. (Student addresses, phone numbers, parent names...)

### **PHYSICAL EDUCATION**

Every student who attends school must take part in a physical education program. If a student must be excused from P.E. classes for **less than a week** either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the **parent** to the school nurse.



If a student must be excused from P.E. for **more than a week**, that student must deliver a note from his/her **physician** to the school nurse.



***Proper Attire for Physical Education Class***

Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

**LIBRARY PROCEDURES**

The library is open during the school day. It is the student's responsibility to return borrowed books on time. If the week has passed and the book(s) have not been returned, an overdue notice will be sent to your child's classroom. If the book is not returned, a second notice will be sent. If the book is not returned after the second notice, a bill will be sent home. The book has to be paid for if it is not returned to the library. The librarian should be contacted for arrangement of payment. If your book is found and returned undamaged, your money will be refunded.

**SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. The Medina Central School District reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the classroom teacher should be contacted.

**ASSEMBLIES**

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Medina Central School District Board of Education, and reflect our school's educational mission. Students are reminded of proper conduct at assemblies to ensure responsible audience participation.

**AUTHORIZATION OF STUDENT PHOTOGRAPHS FOR PUBLICATION**

A photograph, video or recording may be used without prior consent in programs or to provide information or publicity for an activity, the student, school or district. If you refuse to permit the use of student photographs, videos or recordings, you must notify the District in writing by September 30<sup>th</sup>.

## **PARENTAL INVOLVEMENT**

The Medina Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in your child's education, and parental responsibility for all aspects of your child's education.

Parents can become partners in their child's education by:

- Becoming familiar with your child's school activities and academic program, including special programs offered by the district.
- Discussing with school counselors, teachers and principals the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers when necessary.
- Attending scheduled teacher/school conferences.
- Monitoring your child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.
- Checking your child's backpack every day.

Learning does not end when the school day is over. The Medina Central School District encourages parents to set aside time for reading, informal learning activities, and assisting your child with homework assignments. Parents can also become involved in their child's education on a broader scale by joining the Medina Central School District Parent Teacher Student Association (PTSA). The PTSA serves as a strong link between home and school. By joining the PTSA parents become partners in advancing the educational goals of the school district while enhancing the welfare of their child.

## **PARENT CONFERENCES**

Parent-teacher conferences are an important element in reporting student progress to parents. Students will be released early to allow for afternoon conferences. Parents will be notified in advance of the available dates and times so a convenient appointment can be arranged. **There is NO PRE-K program on early dismissal days. Dates are posted on the school calendar.**

Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor or building principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

### **ACADEMICS - REPORT CARDS – PROGRESS REPORTS**

Report cards are issued three times during the academic year. They help keep the parent/guardian informed of student progress throughout the year. Parents are asked to sign and return the report envelope to the classroom teacher.

Interim reports will be issued as needed or required. Parents are urged to visit the school and to meet with faculty whenever necessary. Please schedule such visits in advance.



### **HOMEWORK**

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning.

The elementary schools in the Medina District require homework of all their children primarily for the reinforcement, practice and enrichment of subject area skills. Homework assignments are also utilized to assist in the development of work and study habits necessary for academic growth and good citizenship, and to foster home-school communication

Teachers will clearly communicate individual and/or grade level homework rules and expectations regularly to students and parents. In addition, parents will be notified if their child consistently fails to complete assigned homework.

### **EARLY ACADEMIC INTERVENTION SERVICES**

The district shall provide early academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts and Mathematics. Such services may include additional instructional services and/or student support services such as guidance, counseling, and study skills. The district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress, and information on ways to monitor and work with teachers to improve the student's performance.

### **RETENTION OF STUDENTS**

The Medina Central School District will make every effort to provide an instructional program so each student will have a successful educational experience. A decision to retain shall be arrived at by consensus from the Instructional Support Team involving the teacher, building principal, school psychologist, support staff, and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; attendance; social, emotional and physical development; and family conference; special education students, recommendations by the Committee on Special Education (CSE). The building principal will have the final decision-making power regarding retention. No student will be retained without an appropriate educational plan defining what will occur that is

instructionally different for the student next year. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the Director of Special Programs, Mrs. Alexandra DiLaura, at 798-4032.

### **HOMEBOUND INSTRUCTION**

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the principal or school counselor if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

**CODE OF CONDUCT** - Positive Behavior Intervention Services (PBIS)

1. Respect **yourself, others and your school.**
2. **Kindness**-Use appropriate behavior.
3. **Honesty** – Always tell the truth
4. Show **Responsibility**- Do your best.

**Consequences**

1. Student will be reminded of rule broken.
2. Student will receive first consequence.
3. Student will receive second consequence.
4. Student will receive third consequence and parent/guardian will be notified.
5. Student will receive administrative discipline.

*(Each teacher will have specific consequences to be followed within the classroom)*

If you would like a copy of the District Code of Conduct, you may pick up a copy at the main office or you can view it on the website.

**USE OF BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SNEAKER SKATES ON SCHOOL PROPERTY**

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the bike rack near the main entrance. The school is not responsible for stolen or damaged bicycles. Skateboards, roller skates, sneaker skates and rollerblades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

**ELECTRONIC GAMES/TOYS**

Students are **not** to bring in cell phones, electronic games, or toys from home. The classroom teacher, principal, or Medina Central School District **will not** be responsible for any damaged, lost, or stolen electronic devices or toys.

**STUDENT CONDUCT IN THE CAFETERIA/LUNCHROOM**

To make lunch time more enjoyable for everyone at Oak Orchard Elementary School, the cafeteria/lunchroom staff asks that all students:

1. Respect the Monitor/Teacher.
2. Walk in single file.
3. Talk in quiet, conversational voice.
4. Follow school rules.
5. No pushing, running or throwing food.
6. No glass containers.
7. Keep uneaten food on trays and empty trays carefully.
8. Remain seated until dismissed by the Monitor/Teacher.

Students who misbehave during lunchtime will be reminded of the rules after their first offense. Students who continue to misbehave will be sent to the Principal's Office and parents will be contacted. Additional consequences may be instituted based on the district's code of conduct.

### **RECESS AND PLAYGROUND RULES**

Students may have the opportunity to go outside for recess throughout the school year. It is important that students are dressed appropriately for the weather conditions.

For the safety and enjoyment of all students at recess, students are asked to:



1. Stay on designated playground or area with their teacher/monitor.
2. Respect others, take turns, share and allow others to play.
3. Maintain a safe distance from playground equipment while others are using it.
4. Refrain from throwing objects (sticks, stones, dirt, rocks, snowballs, etc.).
5. Stay away from icy, muddy areas.
6. Refrain from using foul language, offensive names, or put-downs.

Failure to follow playground rules can result in a loss of playground privileges and disciplinary measures consistent with the district's code of conduct.

### **SCHOOL SAFETY**

Ensuring the safety of all our students and staff is our priority. To help us maintain a safe and secure school, we ask your support and cooperation with our safety procedures.

**Use the main entrance:** During the school day, all exterior doors will be locked. All visitors must use the main entrance. Please ring the doorbell, identify yourself and we will buzz you in. Please come into the main office, sign-in and receive a visitor's pass.

#### **Bringing students to school or picking them up:**

To minimize disruptions to classroom instruction and procedures, we ask that you please do not escort your child to his/her classroom and please do not go directly to the classroom to pick up your child. If someone other than the parent or legal guardian is going to pick up a student, they must have a signed note from the parent/guardian and proper I.D. See Arrival and Dismissal sections on page 6 for more details.

### **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings that may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds;
3. Observe the 5-mile per hour speed limit on school grounds.

### **DISTRICT AND SCHOOL SAFETY PLANS**

The Medina Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters. They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

### **FIRE/LOCK DOWN/EVACUATION DRILLS**

The building principal is responsible for conducting emergency drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Emergency drills shall include instruction on exits and procedures.

All students are expected to cooperate with staff members during emergency drills and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline.

### **STUDENT FIELD TRIPS**

The Medina Central School District believes field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child. You will be asked to fill one out at the beginning of the school year which will cover all field trips. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip. The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior. **All students will return to school to be dismissed.** Students are expected to ride district transportation to and from field trips as provided. They will NOT be permitted to leave with anyone from the field trip.

### ***Cancellations***

In light of current events, the overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for field trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip.

***Chaperones***

Parents are invited and encouraged to chaperone selected school field trips. Teachers will notify parents if chaperones are needed. Any parent interested in chaperoning a field trip should contact your child's teacher. Chaperones are expected to ride district transportation when provided. Please do not plan on 'showing up' at a trip location to join your child.

**STUDENT HEALTH SERVICES**

The Oak Orchard Elementary School nurse monitors the health of all students in the school and is the liaison between the school and various health agencies. All students are required to have an updated emergency form on file in the Health Office. This form should be filled out completely and signed by the parent or guardian. The Health Office should be advised of any changes in address, phone numbers, and emergency contact person(s).

We encourage you to send your child to school every day. However, we are requesting that if your child does have:

- Temperature over 101.0
- Vomiting
- Diarrhea
- Crusting, with yellow drainage of the eye or eyelid

**Please keep your child home for a full 24-hour period from the onset of any of these conditions.**

If your child is excused from gym or outdoor play, due to illness, injury, surgery, fracture, or any other restriction, the healthcare provider ordering the restriction will need to provide the school with written permission to resume normal school activities. The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

If you have any questions or concerns, as always, please do not hesitate to contact the school nurse.

***Administration of Medicine in School***

If a student needs to take medication during the school day, he or she must follow these rules:

- A note from his or her parent which gives the nurse permission to store the medication for the student's use, releasing the Board and its employees of liability for the administration of medication.
- Bring a copy of the prescription.
- An adult must bring the medication to school in the original container.

**NO MEDICINE WILL BE GIVEN IN THE SCHOOL UNLESS WRITTEN AUTHORIZATION IS FIRST GIVEN BY THE FAMILY PHYSICIAN, AND PARENT. MEDICATION MUST BE BROUGHT TO THE NURSE'S OFFICE BY THE PARENT, NOT THE CHILD.**



### ***Student Physicals***

In accordance with the New York State Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school in grades Pre-K, K, 1, 3, 5, 7, 9 and 11. Physical forms for the family physician to fill out are available on the school website. If a form is not returned to the school nurse by October 1<sup>st</sup> of the school year, the school physician will complete a student's physical. In accordance with law, the school will provide vision, hearing, and scoliosis screening.

### ***Immunizations***

Students must receive proper immunizations per NYS guidelines prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. A student can be removed from the school if necessary immunizations are not received. For more information on health issues, contact the school nurse at 798-6905.



### ***Automated External Defibrillators***

The Medina Central School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. The AED at Oak Orchard is located in the main lobby outside the cafeteria/office.

### ***Student Hygiene***

**Personal:** Children should receive a bath on a daily basis. Fingernail trimming and cleaning is of special concern and needs daily attention at home.

**Oral:** By three years of age, your child should see a dentist. After that point in time, check-ups and cleanings should be every six months.

**Sleep:** Children this age need at least 9-10 hours of sleep nightly and a regular sleep routine. If a child does not receive this amount of sleep, it impacts their health and school life negatively.

### **FIRST AID**

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

1. Only first aid is permitted in school.
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus.
3. No drugs shall be administered by school personnel unless authorized by a physician.
4. Parents are asked to sign and submit an emergency medical authorization that shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
5. In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency form will be followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.



### **SCHOOL FOOD SERVICES**

The Medina Central School District offers a free breakfast and lunch program.

A monthly menu is sent home in student folders indicating the "hot lunch" of the day. Sandwiches are also offered daily. Milk accompanies each meal. The school also offers breakfast that includes milk, fruit or fruit juice, bread, cereal and/or muffins. Extra items such as ice cream, cookies, chips are available for an additional fee.



For health concerns, we ask that students not give or accept food to or from one another in the cafeteria.

### **TRANSPORTATION**

Transportation is provided to certain school students. *School bus transportation is a privilege that may be withdrawn for inappropriate behavior.* Questions about the school transportation program should be directed to Mr. Rob Dennis, Supervisor of Transportation, at 798-0351.

A student is to ride the bus that he/she is assigned. Any request to ride a different bus must be approved by Director of Transportation 30 days in advance.



### **STUDENT CONDUCT ON SCHOOL BUSES**

In order for a safe bus ride the following rules must be observed:

1. Students are expected to be courteous at all times.
2. Obey the driver willingly. He/she is doing their best for you and your safety.
3. Be ready to board the bus at the roadside when it arrives.
4. You must not enter or leave the bus while it is in motion.
5. In crossing the road, pass at least 15 feet in front of the bus and always wait for the driver's signal before crossing. Never cross behind the bus.
6. Head or arms must not be extended through the windows.
7. Swearing, vile language, and horseplay will not be tolerated.
8. Loud talking or shouting that distracts the driver will not be tolerated.
9. Please make every effort to help keep the bus neat and clean.
10. Consumption of food or beverages on the bus will not be allowed.
11. No pupil will be allowed to bring dangerous items to school either on the bus or otherwise.  
Any driver or teacher finding such in the possession of any student will confiscate it.
12. Students should promptly be seated and remain there until the bus arrives at the stop unless directed by the driver.
13. The emergency escapes must not be tampered with.
14. No animals are allowed on the bus.
15. Books and lunch boxes are the only parcels to be brought on the school bus. We advise that all students should use a "backpack" to hold books and loose papers so as nothing could be dropped under the bus.
16. Bus drivers will report any irregularity to the Director of Transportation.
17. Drivers have the privilege of assigning seats when necessary.
18. Observance of the bus rules and good judgment should prevail at all times.

The bus driver will notify the Transportation Supervisor of discipline problems in writing. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

#### **VIDEO CAMERAS ON SCHOOL BUSES**

Video cameras will be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action in accordance with the district's code of conduct.

#### **PARENTS WITH DISABILITIES**

Parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel). Requests for accommodations should be directed to the Superintendent of schools at least 10 business days prior to the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.

#### **ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (referred to in the law as "eligible students") the right to inspect and review (your child's) (your) education records within 45 days of the day the district receives a request for access.

#### **MEDINA CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**

The members of the Board of Education are unpaid public officials elected by the voters of the school district to take formal legal actions and assume the major responsibilities for the operations of the schools. These people are members of the community, who have taken on the additional task of Board membership in order to provide leadership for the welfare of district students.

Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of district students. The Board encourages public participation at Board meetings during the Public Forum. Please see the website or district calendar for meeting dates and names of Board Members.

