

The principal and staff of M.J. Fletcher Elementary School are committed to providing a safe and orderly environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

M.J. Fletcher Elementary School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

M.J. Fletcher Elementary School 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 properly and fairly. To this end, we have developed this conduct code.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. Additional copies of this conduct code are available in the school office.

---

Principal

**M.J. Fletcher Elementary School**  
**301 Cole Avenue**  
**Jamestown, New York 14701**

Principal: Mrs. Leslie Bennett  
Secretary: Mrs. Jean Carnes  
Attendance Clerk: Mrs. Robin Johnson  
Nurse: Mrs. Louise Pillittieri

Phone Numbers

School Office: (716) – 483-4404  
Attendance Office: 483-4305  
Nurse: 483-4427  
Fax: 483-4210  
Website: [www.jamestown.wnyric.org/fletcher](http://www.jamestown.wnyric.org/fletcher)

School Hours

Office: 8:00 a.m. – 4:30 p.m.  
Breakfast: 8:05 a.m. to 8:30 a.m.  
Doors open for all students: 8:30 a.m.  
Late Bell: 8:45 a.m.  
Dismissal: 3:00 p.m.\*  
\*Teachers may keep students without parental permission until 3:15 p.m.

Morning Reading Program

Breakfast: 7:50 a.m. – 8:00 a.m.  
Program: 8:00 a.m. – 8:45 a.m.

AIS Programs

Breakfast: 7:50 – 8:00 a.m.  
AIS classes (4<sup>th</sup> grade only): 8:00 – 8:30

**Principal's Message**

I am delighted to welcome you and your child(ren) to M. J. Fletcher Elementary School. The staff and I are committed to working with you to make your child's educational experiences at Fletcher both successful and rewarding.

The safety and well-being of our students are paramount and are necessary for students to achieve academically and develop socially. With a commitment toward continuous improvement of all aspects of school life, we invite you to become involved in your child's education at Fletcher.

Please review closely the policies, routines, expectations, and procedures contained in this handbook. We ask that you discuss the conduct sections of this handbook with your child and recommend that you keep it handy so that you may refer to it as needed (the index on page 23 may be particularly helpful).

Please do not hesitate to contact me at 483-4404 with any questions or concerns you may have. It is my pleasure to partner with you in making your child's experience at Fletcher a great one!

Sincerely,

Leslie D. Bennett  
Principal, M. J. Fletcher Elementary School

## Mission Statement

The mission of the community of Fletcher School is to develop children intellectually, emotionally, physically, and socially for a happy, productive future. We will accomplish this mission by providing a dedicated staff teaching a quality curriculum in a positive environment.

### **We will conduct ourselves according to these beliefs:**

- Everyone needs to be treated with respect.
- Every person deserves and also has an obligation to contribute to a safe supportive environment.
- Every person has potential to learn.
- Learning is a life-long process.
- Education is a shared responsibility.

### **Shared Decision Making Team (SDM)**

We invite all of you to become informed and involved in this exciting time in the education life of your children. In brief:

- The team meets monthly to develop strategies to improve student achievement.
- Our building support staff, the teachers, the parents, and the administration are all represented on the team.
- The PTA elects the parent representatives to the team.
- Team members are encouraged to serve two-year terms.
- All SDM minutes are posted next to the cafeteria in the main hallway.

## PTA MESSAGE

The goal of the M.J. Fletcher School PTA is to improve the quality of each student's education by providing support to the teachers and staff. We strive for open communication to keep parents informed of school activities, at the same time making the school aware of parental concerns.

Some PTA-sponsored activities include: PARP (Parents As Reading Partners), Halloween Fun Fair, Holiday Bazaar, kindergarten registration, school store, and popcorn sales.

All parents are encouraged to join our Parent-Teacher Association. The PTA tries to meet the second Monday of each month. Check with the school secretary to make sure. Please feel free to volunteer and *get involved!!*

## ATTENDANCE

The education law of the State of New York permits absence from school for the following reasons:

1. Personal illness
2. Sickness in family or death in family
3. Religious observance
4. Attendance at a clinic or health treatment
5. Quarantine

Please phone the attendance clerk the morning of the day that your child will be absent at 483-4464. A written excuse is required from you each time your child is absent, tardy or dismissed early. Excuses for absences are to be brought to the school on the day your child returns to school or the absences will be marked "unexcused." Excuses are also required for tardiness. To release your child for an appointment during school hours, please go to the main office to sign out and pick up your child. Your child must be signed back in upon return.

- **School Hours:**

Doors open for all students: 8:30 a.m.

Late Bell: 8:45

Dismissal: 3:00 p.m.\*

\*Teachers may keep students without parental permission until 3:15 pm.

- **Perfect Attendance:**

Occasionally we receive questions as to how we identify students that receive end-of-year recognition regarding "perfect attendance." Our consistent procedure among all our elementary schools includes:

- No absences
- No unexcused tardiness
- No out-of-school suspensions
- The school nurse cannot have sent the student home

The following will be permitted which will allow the student to still be recognized as having "perfect attendance."

- Excused tardies for doctor or counselor appointments
- Excused early dismissals for doctor or counselor appointments
- School related educational trips
- Community sponsored educational activities.  
Ex.: "take your child to work day"  
(if district policy is allowed)

## Health Services

### **A. Medications:**

The regulations regarding the giving of medication during school hours are as follows:

- Before medication can be administered during school hours, permission forms must be obtained from the nurse's office, signed by the parent and the physician and returned with the medication. No medication will be administered until all proper forms have been completed and signed.
- Medication must be in the original container from the pharmacy with the doctor's instructions on the label. If needed, container will be returned to you to refill.
- Only medication prescribed by the child's physician will be given.
- Parents must bring medications to the school.

**B. Personal Hygiene:**

It is our expectation that children will be coming to school clean, with teeth brushed, hair combed, and dressed in appropriate clothing. A good personal appearance promotes good health and a positive self-attitude. When children feel good about themselves, they are better able to learn and achieve. Please take the time to make sure your child is appropriately dressed before they leave home in the morning.

**Head Lice:**

Each year nearly three million Americans, mostly children, get head lice. Not a pleasant subject to talk about, yet, there are things that can be done to eliminate the problem if children become infected. All students may be checked for head lice. If your child is sent home with head lice, do not panic. Lice can be effectively treated. You can help by periodically inspecting your child's head for head lice. Our procedure for students with head lice is as follows:

- Students found to have head lice will be excluded from the classroom.. Removal of all nits is recommended to minimize recurrence.
- At the discretion of the school nurse, students found to have only nits will either be sent home immediately or at the end of the school day, depending on the severity of the case and past student/family history.
- Students who are sent home with either live lice or nits are to be examined by the school nurse or the health and attendance clerk before returning to the classroom following treatment. A reexamination may be scheduled 7-10 days later.
- Students are to receive treatment and return to school the following day.
- The school may examine all siblings and/or household members when a lice infestation is found. The school will inspect classrooms where the infestation may have spread.

- A report of child neglect and/or educational neglect based on poor parental compliance and/or poor attendance due to recurrent head lice may be filed with Child Protective Services.
- In cases of chronic poor parental compliance and treatment, the school nurse and the principal may set a "no nit" standard for that particular family, at that particular time. Prompt treatment is still expected. The school will closely monitor the family to avoid extended absences due to a "no nit" policy.

**C. Immunizations:**

The following immunization requirements are for New York State attendance requirements for K-12 students.

Diphtheria	3 doses
Polio	3 OPV or 4 IPV
MMR	Born before 1985 - 1 dose
MMR	Born on or after 1985 - 2 doses
	Measles, 1 dose Mumps/Rubella
Hepatitis B	7 <sup>th</sup> graders entering school on or after 9/1/00 - 3 doses
	Born on or after 1/1/93 - 3 doses
Varicella	Born on or after 1/1/98 - 1 dose

The following immunization requirements are for New York State attendance requirements for Pre-K students:

Diphtheria	3 doses
Polio	3 OPV or 4 IPV
MMR	1 dose
Hepatitis B	Born on or after 1/1/95 - 3 doses
HIB	3 doses or 1 dose administered on or after 15 months of age
Varicella	Born on or after 1/1/00 - 1 dose

#### **D. Records:**

A cumulative student folder, permanent record card, and health record are prepared for each student upon enrollment in the Jamestown School System and follow the child until graduation from high school or withdrawal.

It is imperative that these records be kept up-to-date at all times and your cooperation is requested by informing the school office of any address or phone changes, changes in family information, health/immunization updates, or any other pertinent information to be added or changed. School records are confidential and will only be released to other out-of-district schools or outside agencies with parental permission.

#### **E. Physical Examinations:**

New York State Education law requires a physical examination for all newly enrolled students and for students in the first and third grades. The family physician, school physician, or nurse practitioner may conduct the examination.

#### **F. First Aid/Illness in School:**

We attempt to provide a safe environment for your child. If an accident does occur, a member of our staff will:

1. Administer first aid
2. Notify parents, and
3. Make arrangements for taking a student home if it is impossible for parents to provide transportation. We regard first aid as the immediate, temporary treatment given in case of an accident or sudden illness. Treatment beyond first aid will not be given and is the responsibility of the home.

Children should **NOT** attend school if they have:

- Have a fever of 99° or higher in the morning
- Have a temperature of 100° or higher with 24 hours of going to school
- Have continuous cough or runny nose
- Have vomiting or diarrhea with the last 24 hours
- Have yellow/green mucous with cough and-or yellow/green drainage from the nose
- Have been on antibiotic for less than 24 hours
- Have drainage or crusting in the eye(s) (“pink eye”)

Colds and flu are very contagious and we try to prevent the spread of these as much as possible. If your child is ill, he/she needs to be at home to receive the proper rest, medication, and care to recover from an illness. If your child becomes ill, it is your responsibility to make arrangements for your child.

#### **G. Emergency Information Cards:**

**IT IS EXTREMELY IMPORTANT THAT WE HAVE AN EMERGENCY TELEPHONE NUMBER IN CASE WE CANNOT REACH YOU AT HOME. IT IS ALSO IMPORTANT THAT YOU NOTIFY US WHEN YOUR TELEPHONE NUMBER CHANGES.**

We must have current information on each student. You will be asked to complete an Emergency Information Sheet on EACH OF YOUR CHILDREN. Please complete this sheet and return it to your child's teacher as soon as possible after you receive it.

#### **H. Accident Insurance:**

The school district carries accident insurance on students for occasions when the insurance of parents is exhausted for accidents occurring on school grounds. Call the school office for additional information. The school must be notified if a potential claim exists in order to comply with insurance carrier notification requirements.

## Parental Responsibilities

**Parents are expected to observe the following school policies and procedures:**

### **A. Expected of Parents**

- Establish bedtimes for school nights. Well-rested children do better in school.
- Get children in the habit of getting ready for school the night before. Set out clothes, pack lunches, and put backpacks by the door.
- Determine a morning routine allowing enough time for children to be ready to leave on time so that he/she arrives to school on time.
- Make a plan for after-school activities. Schedule adequate time for homework, play, clubs, sports and practice.
- Have a study space for your child. Include all needed supplies.
- Establish a family reading time.
- Collect important phone numbers. Update doctor, work and emergency numbers for the school office, after-school programs and one or two neighbors.
- Have a backup plan. Find another parent who will exchange school pickup favors - in case you get sick or delayed by work or traffic.
- Set up a file for school papers. Place all school notices in it so they don't get misplaced.
- Keep a large calendar to keep track of school holidays, teacher in-service days, and early dismissal days. Note all school activities and PTA meetings on your calendar
- Determine lunch/snack choices for your child so they have packed lunch or lunch money and snack daily.
- Be sure your child is clean and dressed appropriately for school and for the weather.

Positive parent involvement is essential to student achievement. The involvement can occur both at our school site and at home. All parents are encouraged to be as involved as possible in their children's' education.

### **B. Visitor Procedure:**

All visitors are to report and sign in at the main office upon entering the building (go down the stairs and to the right). Visitors must wear a "Visitor/Volunteer" pass, available upon signing in at the office. Please remember to return the pass when leaving the building.

### **C. Smoking:**

Per New York State law no one is permitted to smoke on school property.

### **D. Parental Custody:**

In cases of parental divorce or separation, the school office must be provided with legal documentation regarding custody/visitation arrangements for the child/children involved. This information would be shared with the school nurse, counselor, principal, and teacher(s). A child will not be released to a non-custodial parent or any other unauthorized person without first obtaining written permission from the custodial parent.

### **E. Parent-Teacher Conference:**

An established schedule is provided with dates for parent-teacher conferences. Besides half days for conferencing, teachers are available upon request to meet with parents at a time that is mutually convenient. We strongly encourage your participation in these conferences as a means of having direct input into your child's education.

## **F. Dress:**

Clothing worn on school property and at school-related function must be safe, clean, non-distracting, and non-offensive to others.

Examples of clothing that are not acceptable include:

- Tube tops
- Tight shirts/skirts
- Spaghetti straps
- Bare midriff tops
- Low-rise pants with skin or underwear exposed
- Short skirts, shorts, or dresses (district rule: stand with hands at sides; if shorts, skirts, or dresses are above the fingertips they are not appropriate.
- Apparel advertising drugs, alcohol, tobacco, or displaying any obscenity, violence, or cult-related items are prohibited.
- Headgear(bandanas, hats)
- Shoes not safe for school (e.g. untied laces, flip flops, heels too high)

## **G. Birthdays and Treats Procedure:**

Only store-bought snacks and treats are allowed at school. The liability for you and the school is too great to allow hand-baked goods. Classroom parties are also available from Central Kitchen with your choice of cupcakes, cookies, brownies, or ice cream ordered in even dozens. Prices range from \$2.50 - \$3.50 per dozen. Call 483-4431 two (2) weeks in advance. Payment due with order. Also, one day each month, Birthday Cupcake Day is held. On this day, every child in the school who has a birthday during the month will receive a cupcake.

## **Student Conduct**

### **A. Behavioral Expectations:**

Maintaining a happy, safe and orderly environment is essential in all of our school district's elementary schools. There are school rules for common areas of the building, classroom behavior plans, and specific procedures that are taught directly for each location and activity at school.

### **Common Area Rules (hallways, cafeteria, assemblies, entering and exiting the building):**

- **Students will treat everyone with kindness and respect**
- **Students will follow directions as soon as they are given.**
- **Students will keep hands, feet, and objects to themselves.**

### **B. Consequences for Misbehavior:**

Consequences for inappropriate behavior will vary depending on the age of the child and the specific nature of the offense. Consequences may include verbal reprimands, loss of privileges, time-out, after school detention, parent notification, and in extreme cases, suspension.

### **C. Classroom Behavior:**

Beyond common school rules and expectations, each teacher has a formal behavior management plan. The components of this plan will be communicated to students and their parents.

### **D. Harassment:**

#### **Threatening/Bullying/Hazing**

- Threatening, bullying and hazing will not be tolerated!
- We will not accept any actions or circumstances that degrade any person

### **E. Weapons:**

Weapons will not be tolerated in the Jamestown Public Schools. Any weapon a child brings to school will be confiscated. The student will be dealt with according to district procedures and policies.

### **F. Field Trips:**

Field trips may be planned as part of the school curriculum. Such activities are valuable learning experiences, and we wish for every child to participate. Our school requests that parents do not use school trips and/or functions as discipline procedures for home. However, safety is a paramount concern on all field trips. Appropriate student behavior must be assured. Special arrangements for a student who has exhibited a pattern of uncooperative behavior will be made. In this event, parents may be required to attend the field trip with their child. Parents will be notified when their child's class will be going on a field trip. Necessary permission slips and/or health forms must be returned to school prior to the trip.

### **G. Free and Reduced Lunch:**

All schools have a Breakfast Program. Students wishing to take advantage of this program report no earlier than 8:00. Doors open for breakfast at 8:00. The breakfast line closes at 8:30. If a student qualifies for free or reduced priced lunch, he/she also qualifies for free or reduced priced breakfast. Other students pay 75 cents for breakfast and \$1.25 for lunch.

Students who bring their lunch from home may purchase white; skim or 2% milk for 35 cents. Ice cream for 40 cents and pretzel rods for 5 cents are also available. Applications for "Free and Reduced Priced Lunches and Breakfasts" will be distributed to all students at the opening of school. Until applications are distributed, those who qualified at the end of June will qualify similarly for the beginning days of school.

Once the applications are distributed, you have one (1) week to return them. This is to insure that they are the correct status and are not charged improperly for their meals. They are then approved and parents are notified of their child's breakfast and lunch status.

With our computerized cashing system, parents can put money into their child's account for lunch and breakfast. Checks are payable to School Food Services Department. This money, in the form of a check, should be for breakfast or lunch only, not for book orders, etc. When your child has low funds, we will let your child know when it is time for more money.

Snacks are to be purchased with cash, not money on account for lunches.

### **Lunchtime Behavior Expectations**

#### **Rules:**

- 1. Treat everyone with kindness and respect.**
- 2. Follow directions as soon as they are given.**
- 3. Keep your hands, feet, and objects to yourself.**

Other cafeteria procedures:

- Use quiet, indoor voices.
- Always walk (do not run).
- Stay seated - raise your hand for help.
- Use appropriate table manners
- Eat only your own meal; **exchanging of food is not permitted**
- Clean up your own area after eating

### **H. Playground:**

The use of the playground is also a privilege and continued use is contingent upon acceptable behavior. There must be no act that will endanger the welfare of yourself or others. At all times of instruction, the adult in charge must be followed. **Students may not use the playground after school unless supervised by their parent/guardian.**

#### **I. Assemblies:**

Throughout the school year a variety of assemblies may be held. Students are expected to act appropriately. Behavior that is distracting to those conducting the assembly, or other audience members, will not be tolerated. If such occurs, a student may be removed from the program.

#### **Assembly Rules:**

1. **Treat everyone with kindness and respect.**
2. **Follow directions as soon as they are given.**
3. **Keep your hands, feet, and objects to yourself.**

#### **J. Time Out:**

A supervised time out room has been arranged. This room will be utilized when it is necessary to remove a child from the classroom. A time period to be determined by the teacher will be used, with a maximum of thirty minutes. The teacher and child will remain after school to make up the lesson missed.

#### **K. Telephone:**

Students who are staying more than 15 minutes in school beyond dismissal time are to telephone their parents when prior arrangements have not been made. Students may not use the office phone to make arrangements to visit other students after school.

#### **L. Bicycles, Skateboards, Rollerblades**

Consistent with safety rules and common sense and building procedures. Students will abide by the principal's guidelines in the possession, use and storage of bicycles, skateboards and rollerblades.

#### **M. Out of Building Permission:**

Pupils involved in out-of-school activities must have a written note of consent to leave the building, signed by a parent or guardian. Parents wishing for their children to go home for lunch must also send a written request. Parents must pick up their child(ren) at the school office, not the classroom.

#### **N. Illegal Substances:**

Parents will be notified immediately and appropriate disciplinary action will be taken.

#### **O. Personal Property:**

Parents will be notified and appropriate disciplinary action will be taken.

#### **P. Zero Tolerance Weapons policy:**

The weapon is confiscated and not returned to the student. Parents who want the weapon will have to pick it up from the police. The police will be called and the weapon will be reported.

Discipline Guidelines

#### **If there is no intent to harm:**

- Parent is called
- Police are called
- Appropriate disciplinary action

#### **If there is intent to harm, or 2<sup>nd</sup> incident**

Superintendent's Hearing

*\*In other extenuating circumstances, the principal reserves the authority to impose alternate student conduct penalties.*

### **Programs**

#### **a. Academic:**

**Academic Intervention Services (AIS)** are available for elementary age students in the areas of language arts and mathematics. These services are most often delivered by remedial and/or consultant teachers during the course of the school day. A few students may also be served during short sessions scheduled just before or just after the school day.

#### **b. Music:**

Students in grades Kindergarten through four attend a thirty-eight minute class once a week. An overall goal is to develop a love and understanding of music through a

sequential approach. Singing is at the heart of the program. Some material is chosen with consideration of the students' age and ability. Formal and creative movement plays an important part in developing the concepts of beat and rhythm. Pitched and un-pitched instruments are used to augment song material and serve as creative musical tools.

Recorder: Students in grade three attend this additional twenty-minute music time each week. A recorder is a kind of melodic instrument with a flute-like quality. Students learn note fingerings, play given songs, and create original melodies.

Suzuki Violin and Cello Instruction: Students in grades K-4 have the opportunity to begin playing the violin and cello through the Suzuki Method. The Suzuki Method is a way of teaching string instruments, based on imitation and memorization, which makes it possible for ALL students to become successful musicians.

**c. Physical Education:**

Students in grades Kindergarten through four attend a thirty-eight minute class twice a week.

- On gym day, please remember the following
  - Have children wear or bring gym shoes! (No platform gym shoes.) Have your child dress in appropriate clothing.
  - Avoid dresses or dress-up clothes. Have your child wear a t-shirt under a sweater or sweatshirt just in case he or she becomes overheated during class; the sweater or sweatshirt can be removed.
  - Avoid wearing jewelry and long, dangling earrings. (post earrings are acceptable)
  - Girls with long hair should have it tied back and away from face.
  - If your child has been sick or injured and should not play gym that day, please send in a written excuse. If he or she is excused longer than a day or two, please send in a doctor's excuse.

**d. Art:**

Students in grades Kindergarten through four attend a thirty-eight minute class once a week. Using a wide variety of materials and techniques, students will develop their art skills using elements such as line, form and texture, and applying such principles as contrast, balance, and pattern. All art students are required to submit two pieces of art into his/her portfolio each year through 12<sup>th</sup> grade. Student art is displayed at the following locations: 1) Board of Education building 2) The Prendergast Library and 3) City Hall. Please send a large, old shirt for your child to use as smock to protect his/her clothing. Encourage your child to create, paint and view art at every opportunity!

**e. Library/Media Center:**

Students in grades Kindergarten through four attend a thirty-eight minute class once a week for instruction with the library media specialist. They have 30 additional minutes with the library aide. Our main goal is to develop a love of books and a love of reading. We also teach proper book care, how to use a library, and reference and research skills. Videos, filmstrips, and computers are also part of our library media center program. We aim to develop students into good readers and independent library users. Books are signed out for two weeks.

**f. Extra-curricular:**

Extra-curricular activities in our elementary schools are often made available through community agencies. Please contact the school office for information regarding the following: Boy Scouts, Girl Scouts, Boys and Girls Club, YMCA, YWCA, Joint Neighborhood Project, Jamestown Community Learning Council, and other agency programming.

**g. Extended Year:**

Students finishing grades K-4 who have experience any difficulties with language arts or mathematics will be invited to attend the district's five-week elementary summer school program. This daily three-hour program is available at two of the district's elementary schools, with busing available from the other four school sites. If you are interested in this program, please speak to your child's classroom teacher or the principal before the end of May each year.

**h. Counseling:**

School counselors are a resource for parents to use if their child is experiencing some difficulty with school, home, friends or family. Whether the problem is school related or not, the school counselor is someone who will listen to and work with you and your child to find a solution. You can contact the school counselor directly, or after discussing the matter with your child's teacher.

Qualified elementary school counselors utilize a comprehensive, proactive, developmental counseling program. They work collaboratively as team members with school personnel, parents, and community agencies. They focus their efforts on promoting, caring, and inviting environments throughout the school. They work to meet the needs of their students through prevention, early identification, and education.

**i. Testing:**

The district has several testing requirements in place for students in the elementary schools. All students unless exempted by an IEP are required to take these assessments in the grades designated. These assessments include the following:

Kindergarten – Early Literacy Profile, DIBELS (Dynamic Indicators of Basic Early Literacy) math benchmarks

First Grade - Early Literacy Profile, DIBELS (Dynamic Indicators of Basic Early Literacy) math benchmarks

Second Grade – Early Literacy Profile, DIBELS (Dynamic Indicators of Basic Early Literacy) math benchmarks, year-end math final

Third Grade – New York State ELA and math assessments, Early Literacy Profile, DIBELS (Dynamic Indicators of Basic Early Literacy) math benchmarks, social studies benchmarks

Fourth Grade – New York State ELA, math, and science assessments Early Literacy Profile, DIBELS (Dynamic Indicators of Basic Early Literacy) math benchmarks

In addition to the assessments listed above, the district expects students to be given frequent assessments in the core areas of reading, math and language throughout the school year.

**j. Speech & Hearing:**

Speech and hearing services are provided for identified students.

**Emergency Procedures**

To ensure the safety of our students, we will follow a set of steps that include:

- Exiting from the building
- Re-assembling at a safe location
- Taking attendance.

For security reasons, the details of off-site sheltering remain confidential.

**a. Emergency Drills:**

You child's principal, teachers and administrative staff make every effort to ensure the safety of each child. Due to the confidential nature of emergency evacuation plans, please refer any questions you may have to your child's building principal.

**Section 504 Notice (Parents rights under Section 504)**

Section 504 of the Rehabilitation Act prohibits discrimination against individuals with a disability. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

Concerns regarding identification, evaluation and eligibility of individuals for Section 504 consideration may be made directly to the building administrator. If a referral is made to the building Section 504 committee, specific information regarding Section 504 and rights under Section 504 will be included with consent for evaluation.

If there are any questions regarding individual circumstances, parental rights, educational records, or any other issues, please feel free to contact our Section 504 Coordinator, Mrs. Sheryl Johnson at 483-4385. You may also refer to

<http://www.jamestownpublicschools.org>

**Parents Right To Know for Title I Funding**

As part of the No Child Left Behind (NCLB) Legislation, each school that receives Title I funding is required to notify parents of their right to know the professional qualifications of their child's classroom teacher. As a parent, you have the right to request the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether child is provided services by a paraprofessional and, if so, their qualifications.

Please contact your building principal to request this information or contact the Human Resources Office.

**Delayed School Opening Due To Weather**  
**One or Two Hour Delay**

1. When there is a delayed opening, there will be bus runs. Both the bus runs and the delayed opening will be advanced by the number of hours of the delay (1 or 2 hours) and the announcement on the radio/TV will state *“delayed opening of 1 or 2 hours, transportation will be delayed 1 or 2 hours.”* This includes special education children.
2. When there is a delayed opening, breakfast program will not be served in Jamestown Public Schools.
3. When there is a delayed opening, before school programs such as music will be cancelled.
4. When there is a delayed opening of 1 or 2 hours, full day pre-K classes at Rogers, Lincoln, and Jamestown Community College will operate on the delayed schedule. However, morning pre-K classes at A Children’s Place and JCC will be cancelled for the day. The Advanced Learning Program (ALP) will take place on the delayed schedule.
5. When there is a delayed opening of 1 or 2 hours, starting times will be;

**One-Hour Delay**

Elementary - 9:30am  
Middle School - 9:30am  
JHS - 9:00am

**Two-Hour Delay**

Elementary - 10:30am  
Middle School - 10:30am  
JHS - 10:00am

6. If we had to close school after calling a delay we would attempt to make that final call between 7:30am and 8:00am.

7. In the event of a delayed opening or a school closing, radio stations and TV stations will be notified usually by 6:15am. Our experience is that radio stations are the fastest and most reliable reporters of information called in.

## INDEX

Academic.....	18
Accident Insurance.....	10
A.I.S. ( Academic Intervention Services) .....	18
Art .....	20
Assemblies.....	17
Attendance.....	5
Behavioral Expectations.....	14
Bicycles, Skateboards, Rollerblades.....	17
Birthdays and Treats.....	13
Classroom Behavior.....	14
Consequences for Misbehavior.....	14
Counseling.....	21
Directory.....	1
Dress Code .....	13
Emergency Drills.....	23
Emergency Information Cards.....	10
Emergency Procedures.....	22
Extended Year.....	21
Extra Curricular.....	20
Field Trips.....	15
Free and Reduced Lunch.....	15
First Aid/Illness in School.....	9
Hallway Behavior.....	14
Harassment.....	14
Head Lice.....	7
Health Services.....	6
Illegal Substances.....	18
Immunizations.....	8
Library Media Center.....	20
Lunchtime Behavior Expectations.....	16
Medications.....	6
Mission Statement.....	4
Music.....	18
Out of Building Permission.....	17
Parents, Expectations of.....	11

Parental Custody.....	12
Parental Responsibilities.....	11
Parent-Teacher Conferences.....	12
Perfect Attendance.....	5
Personal Hygiene.....	7
Personal Property.....	18
Phone Numbers.....	1
Physical Education.....	19
Physical Examinations.....	9
Playground.....	16
Principal’ message.....	2
Programs.....	18
PTA Message.....	3
Records.....	9
School Directory.....	1
School Hours.....	5
Sexual Harassment.....	14
Shared Decision Making Team.....	4
Smoking.....	12
Speech and Hearing.....	22
Student Conduct.....	14
Telephone.....	17
Testing.....	21
Threatening/Bullying/Hazing.....	14
Time Out.....	17
Visitor Procedures.....	12
Weapons.....	15
Zero Tolerance.....	18