



SACHEM CENTRAL SCHOOL DISTRICT

We Are Sachem

Chippewa Elementary School STUDENT HANDBOOK



Dear Parents,

Chippewa Elementary School welcomes you and your child. We look forward to a successful 2024-25 school year. As an educational institution, we strive to provide our students with meaningful, life-long learning experiences that promote respect and foster a safe, secure environment. Parents and staff are encouraged to offer their expertise in helping to develop a school climate that is academically challenging, as well as, socially fulfilling for all our students. We would like to connect the circle of school, home, and community through open communication and the offering of opportunities so that each child may reach his/her fullest potential. We invite you to join us for activities and programs throughout the school year to celebrate your child's successes.

Please read and discuss this booklet with your child so all of our students understand what is expected at school as they begin their educational journey each day. There is a space provided for you and your child to sign acknowledgement that you read and discussed "The Chippewa Student Handbook". Please sign and return the contract page of this document to your child's teacher during the first week of school.

Thank you!

Michael S. Saidens
Principal

At Chippewa, we are lifelong learners who are passionate about being moral leaders in our community.

**We are proud to be Chippewa students.
We respect others.
We always try our best.
We are leaders in school and in our community.
We believe we will achieve!**

SACHEM CODE OF CONDUCT

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 other 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 the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences, and to ensure that discipline when necessary is administered promptly and fairly.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.



CHIPPEWA PARENT TEACHER ASSOCIATION

PTA President ~ Christina DeVito

Chippewa's active PTA contributes to the success of the school in many ways. Through PTA programs such as Book Fairs, School Pictures, Holiday Boutique, Mother's Day Plant Sale, Zingo, etc., our various cultural arts programs are sponsored. From the profits of these fundraisers, the PTA is able to purchase many "extras" that make our school a nicer place for all who attend.

SCHOOL INFORMATION

The elementary school day begins at 8:50 AM and ends at 3:20 PM. Supervision will not be provided for students who loiter on school grounds when school is not in session.

1. Children may **NOT** be dropped off at school before 8:35. **Early dismissal:** Parents should send a note with the child stating the date and time of pick up so the teacher can have him/her ready. Children will not be called down until the parent is in the building. Please do not pick up your child later than 2:45 PM in order to avoid the bus departures and keep our students accounted for, children cannot be dismissed after this time. Should a parent arrive after 2:45 PM, their children will be dismissed with the walkers at 3:20 PM.
2. **Children will not be permitted back into the building after school hours to pick up any items left in school.** Students must leave school grounds upon dismissal. For safety reasons, an adult must accompany students on grounds after school hours or on weekends.
3. Please make every effort to keep your child's transportation arrangements as consistent as possible and not change your child's transportation at the last minute.
4. Punctuality and good attendance are important to your child's success in school. Parents should make every effort to have their children in school on time every day. Tardiness is disruptive to the classroom and has an adverse effect on a child's educational progress. Please call the Nurse's Office in the morning at (631) 696-8640 ext. 1708 before school to let us know when your child will be out for the day. **At that time, please request homework. We do not interrupt the teachers during the day for any homework requests.** New York State attendance laws require a written excuse each time a student is tardy or absent from school. A note should accompany the student after every absence or lateness.
5. Visitors to the school shall be governed by the following rules:
 - For security purposes all visitors must enter through the main front doors and sign in and receive a pass.
 - **NO ONE IS TO GO DIRECTLY TO A CLASSROOM.**

6. Communication with Your Child's Teacher

Messages-It is usually impossible for teachers to receive a telephone call during the school day. Parents who have a concern of an immediate nature should leave their telephone number with Ms. Lucas or Mrs. Adwar and the teacher will return the call as soon as possible. You can also email the teacher directly. Please know that teachers are not expected to be on their computers while they are providing instruction for our students. If it is an emergency regarding something that must be addressed immediately, please call the main office and share that information.

Change to child's dismissal-If your child needs to utilize a different dismissal procedure, please write a note to their teacher and send it in that morning. If there is an emergency and changes must be made during the

day, please call the main office and let the secretaries know. You will also need to follow up with an e-mail to the secretaries, principal and classroom teacher. Without a phone call and written notice, the child's dismissal cannot be changed.

Any forgotten item, such as lunch, musical instrument, sneakers, must be dropped off with the Hallway Monitor. Children have been instructed to check at the front desk just before the item is needed so as not to disrupt the classroom. Under no circumstances should parents deliver forgotten items to the classroom.

SACHEM FOOD SERVICES ~ CAFETERIA (631) 696-8640 ext.1705

Mrs. Belyski

Complete lunches, including milk and dessert, are served daily. Monthly menus are online to inform parents of the lunch choices each day. Children may bring their own lunch and purchase milk and/or snacks separately. This is only for students in grades 1-5.

CAFETERIA PROCEDURES

STUDENT RIGHT: I have the right to enjoy my meal in a clean and well-mannered environment. Students will receive twenty-five minutes for lunch.

STUDENT RESPONSIBILITY:

- It is my responsibility to eat my food quietly and neatly using proper table manners so that others may enjoy their meal.
- I will listen to directions given by adults when I am on the lunch line getting lunch, milk or snacks.
- I will never throw food or other objects.
- I will always walk in the cafeteria.
- I will notify a teacher when leaving the cafeteria.
- Before leaving the cafeteria, I will be sure to clean up my area and throw away all my trash.

SCHOOL NURSE ~ Mrs. Zeffiro, RN, (631) 696-8640, ext. 1708

Our nurse is available for any health problem that occurs during the school day. If your child develops a health problem or goes on medication during the year, please notify the nurse's office. Also notify the nurse of any health information about your child (such as recent surgery, seizure disorders, side effects of medication they are currently taking, etc.). At no time should your child be sent to school with medication. If your child must take medication during the day, the school nurse must receive a doctor's note with instructions for dispensing (including Tylenol, throat lozenges, etc.). Please make sure that injuries which occur at home (minor cuts, bites, etc.) are taken care of before school.

If your child has been restricted from activity due to an injury or illness, a physician's note is required to excuse them from Physical Education. This note should state both the reason for the restriction and the length of time it is in effect. To resume participation, a physician's note must state the specific return date. These restrictions apply to recess as well. Personal hygiene is important. Please help your child take pride in his/her body appearance.

The Emergency Information Card requires three contacts to assume care of your child if you cannot be reached. Be sure persons listed are aware of their responsibilities and will be able to pick up your child during school hours. **If there are any phone number changes, please notify the nurse and main office.**

Medical Information-Students in Kindergarten, first, third, and fifth grades, as well as students new to the district, are required by New York State Law to have a complete physical examination within 15 days of entrance to school.

Screening tests of hearing and vision are performed annually by the school nurse. In addition, New York State Education Law requires that all students between the ages of 8 and 16 receive a yearly school screening for scoliosis (curvature of the spine). Parents are specifically requested to report to the school nurse all cases of communicable disease.

When it is necessary for a student to take medicine during school hours, the nurse may cooperate with the family physician and the parents if the following requirements are met:

- The medicine(s) must be retained in their original container by the nurse in the school health office.
- There must be a written note from the physician stating the name of the medicine, the dosage, and the time(s) to be given.
- There must be written permission from the parent to administer the medicine to the child.

Teachers are not permitted to hold or administer medication to students, and students are prohibited from carrying medication or administering it to themselves.

ILLNESS/INJURIES

If you know your child will be absent, please call my office at 631 696-8640 ext.1708 My voicemail is available 24 hours a day, so you can call at any time and leave a message.

Please send an absent note with your child on the day he/she returns to school.

If your child is not feeling well, please evaluate the situation before sending them to school. Please treat all minor injuries that occur at home before sending your child to school.

Do not send your child to school if:

- The child is vomiting and/or has diarrhea
- The child has a temperature above 100.0 The child should remain home until they are fever free for 24 hours without any medication.
- The child has a pink eye, and/or discharge from the eye
- The child has strep throat. The child should be on antibiotics for 24 hours before returning to school.

Please remind your child to cover their cough/sneeze, keep their hands away from their face, and to wash their hands frequently with soap and water. This will help to keep them and everybody healthy.

If your child has been restricted from activities due to illness or injury, a physician's note is required to excuse them from Physical Education. The note should include the diagnosis, length of time restriction is in effect, and specify the use of crutches, cane, etc. if applicable. Please note, Physical Education restrictions apply to recess as well.

FOOD ALLERGIES:

There are an increasing number of children with food allergies. There are food allergy guidelines in place to ensure all students are safe while in school. This includes an allergy table in the cafeteria. If a classroom has a student with a severe food allergy, that classroom will be deemed allergen free. A letter will be sent home requesting that certain foods cannot be eaten in that classroom. If your child has food allergies, please contact me so we can develop an individualized emergency plan for your child while at school.

MEDICATIONS: If your child requires medication while at school, there must be a written order from a physician, and written permission from the parent on file in the health office. The medication must be brought into school by a parent/guardian, or other responsible adult. The medication must be in the original container labeled with the child's name, drug dosage, and time to be administered. This includes any over the counter medications such as Tylenol, Motrin, cold/cough medication, etc.

IMMUNIZATIONS:

Kindergarten students entering school must have written proof of the following immunizations at the time of registration:

4 polio
5 DTP
2 MMR
2 varicella
3 Hepatitis B

Fifth graders are required to provide proof of Tdap booster when they turn 11 years old. Students will not be permitted to start sixth grade without proof of this vaccine. Students who have not yet turned 11 will be tracked, and must receive the vaccine when they turn 11.

PHYSICALS:

Physical examinations are required for all new students entering any grade. In addition, they are also required for students entering Kindergarten, first, third, and fifth grades. Please send in a copy of this physical to the nurse as soon as possible at the beginning of the school year. If your child does not receive a physical from their own physician, he/she will be scheduled for an examination by the school's physician.

SCREENINGS:

NY State Education Law requires students receive vision/hearing screenings The purpose of this requirement is to detect the presence of vision/hearing problems likely to impede a student's learning. If the results of the screening indicates that your child requires further follow up, you will receive written notification from the nurse.

The screenings done on each grade level are as follows:

Kindergarten: near/distance vision, color perception, hearing

First grade: near/distance vision, hearing

Second grade: none

Third grade: near/distance vision, hearing

Fourth grade: none

Fifth grade: near/distance vision, hearing

New entrants: near/distance vision, color perception, hearing

SCOLIOSIS:

State law requires that girls in grades 5 and 7, and boys in grade 9, be examined for scoliosis (lateral curvature of the spine). The screening will be conducted by the nurse during your child's physical education class. You may elect to have your own physician do the screening, but I will need documentation from your doctor of the results.

ATTENDANCE REQUIREMENTS AND PROCEDURES

As soon as possible after the twentieth day of absence and/or tardiness, the school administration shall send written notification to the student's parents/guardians expressing concern about the impact of excessive absences or tardiness on the student's education.

- **Lateness to school:** Regulations require a note by a parent for a student's lateness to school. Students arriving late must be escorted into the building and must sign the child into school with the hallway monitor.
- **Phone call when a child is absent:** The parent/guardian should contact the school nurse, Ms. Zeffiro, at (631) 696-8640 ext. 1708
- **Returning to school after an absence:** Students must bring a written excuse signed by a parent/guardian to his or her classroom teacher. If a child is absent for more than five days, a doctor's note is required.

SUPPORT SERVICES

Our support service personnel includes a school psychologist, a social worker, speech/language therapists, resource room teacher, remedial math and remedial reading teachers and an ENL teacher. In addition, an adaptive physical education teacher, an occupational therapist, and hearing and visually impaired specialists are also available for our students who require their services.

BUS SAFETY

Riding the school bus is a privilege. Any student who does not observe the "Bus Regulations for Pupils" will be denied the privilege of riding the bus for a period of time. Questions or concerns about bus transportation should be directed to John Guarnieri at the Transportation Office at 471-1380.

1. Students should be orderly and reasonably quiet on the bus and at the bus stops.
2. Students are to be ready when the bus arrives.
3. Students should not linger as they cross in front of a bus to board or exit.
4. Students are to sit down as soon as they board the bus and remain in their seats while the bus is in motion.
5. Students are to obey the bus driver's instructions, and respect the bus driver's rules. Students will be courteous to fellow bus riders and never push or shove when getting on or off the bus.
6. Students are not allowed to lean out of, or put their heads or arms out of, the school bus window.
7. After leaving a stopped school bus, students are to cross at least 10 feet in front of the bus in full view of the bus driver. **DO NOT CROSS BEHIND THE BUS.**
8. Students exiting the morning buses are expected to walk and enter the school building immediately and are not permitted to linger outside the building.
9. Students are not allowed to eat or chew gum on the bus.
10. Students should not take any bus home other than the one assigned, due to seat limitations and safety.
11. District policy does not allow mini-buses to transport students not assigned to that bus.
12. Only 5th grade students may sit in the back seats of the bus.
13. Kindergarten students must sit in the front of the bus.
14. Students may be assigned a seat on the bus when deemed necessary by the principal, principal's aide or driver.
15. Cell phones should not be used on the bus at any time for any reason.

Reasons for Disciplinary Actions on Bus: Refusing to obey driver / Throwing objects / Screaming/ Shouting / Destruction of bus equipment / Fighting / Hitting other students / Using obscene language / Putting head or hands out window / Littering from/on the bus

First Report: The driver shall report the incident in writing. Names and violations are given on the report that is turned in to the building principal. The principal or principal's aide will discuss the incident with the child and, if necessary, the parents. The administrator or principal's aide will notify the parents of an incident if there are any disciplinary actions.

Second Report: Should a second incident with the same child occur, the driver will forward a written report to the building principal. After a conference with the child, the administrator may send a letter to the parent indicating that the child may be suspended from the bus for 1-3 days.

More than Two Reports: Each report after the initial two may result in additional days of bus suspension.

Special Note: A serious infraction may result in immediate suspension from the bus with no warning letter of possible loss of transportation privileges. This would occur if, in the opinion of school officials, an immediate suspension is necessary to ensure the safety of all the children.

WALK SAFELY TO SCHOOL

Students should make it a habit to:

- * Walk on the left facing traffic.
- * Look right and left before crossing streets.
- * Cross at the street corners and never between parked cars.
- * Never accept rides from strangers.
- * Go directly home after school.
- * Plan the safest, most direct route home.
- * Walkers should arrive at school no more than 10 minutes before the start of the school day.
- * Walkers must line up in an orderly fashion, not blocking the front doors.
- * Parents of students fighting, running around or otherwise endangering the safety of other students will be called.

Parents picking up their children from the walker line should leave the area immediately once they have their children in their possession. Please do not congregate on school property. Please make sure when heading to your cars you do not cut through the buses and that you safely leave school grounds.

PROCEDURE FOR CARS

If you drive your child to or from school, drop off or pick up students at the STOP sign. Follow arrows to proceed out of school grounds. Children are permitted in school after 8:35 AM.

SKILLS FOR SUCCESS

Successful students:

1. Bring to class notebook, paper, pen or pencil and other materials necessary.
2. Are active participants in the classroom, listen well, and take part in discussions.
3. Plan their work and schedule a time for homework each day. Homework assignments should be written down in class, questions asked if the assignment is unclear, and necessary materials gathered to be brought home.
4. Strive to do their best, not just get by.
5. Get an adequate amount of sleep each night.
6. Are taken for eye or doctor's examination (if recommended by the school nurse).

CHIPPEWA SCHOOL RULES AND REGULATIONS

Special Note: The Chippewa Community of Learners, including students, parents and teachers, will strive to follow the Golden Rule: *Treat others as you would like to be treated*. Children will note this includes treating each other with respect and kindness.

1. Students should enter and exit the building in a quiet and orderly manner.
2. Students have a responsibility to be prompt at all times.
3. Students are to observe the following routines when moving throughout the hallways:
 - * Walk quietly at all times, because other classes are at work.
 - * Keep to the right side of the hallway and listen to the adult in charge.
 - * Talk quietly or not at all.
 - * Respect classes in session.
 - * Keep hands off the walls, bulletin boards, displays and keep them to yourself.
4. Students:
 - Should wear neat, clean clothing appropriate for the weather and parents have the responsibility for student dress and general appearance.
 - Are required to attend school in appropriate dress that meets health and safety standards and does not interfere with their education.
 - Are expected to wear shirts that are full length and should not display inappropriate pictures, words or phrases. Clothes advertising alcoholic beverages and tobacco products, or encouraging other illegal or violent activities will not be permitted. Halter tops, see-through shirts, and half-shirts are not permitted. If students wear shorts to school, they must wear ones that cover the thigh.
 - Must wear safe footwear at all times, sneakers only on the playground.
 - Will ensure that underwear is completely covered with outer clothing.
 - May not wear items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
 - Are not permitted to wear hats once inside the school except for medical or religious purposes.
 - Who wears clothing that is inappropriate, will call home for a change of clothes.
5. No gum chewing in school, on school grounds, or on the bus.
6. No student should enter a room without adult supervision.
7. School books must be covered. Pupils will be required to pay for any lost or damaged book.
8. Items to be left at home (there is no school insurance to cover the cost of these items): electronic games, Toys, cell phones, skateboards, guns (water, toy), knives (any kind or size), lighters or matches, dangerous objects and weapons of any kind.
9. Playground - for the safety of the children, please do not allow pets on school property during school hours. All children are expected to respect school property. Sneakers only on the playground.
10. Bathrooms - These facilities should be kept neat and clean. A child caught defacing the bathroom will be immediately sent to the Principal and the Principal will decide the consequences. Students should utilize indoor voices, appropriate language and use of the facilities. Students may not congregate in the bathroom or wait for a friend to be finished. Once you have finished using the bathroom you must rejoin your class where they are currently located.
11. Birthdays-Inform teacher of birthday, NO BALLOONS, ICE CREAM, ICE CREAM CAKE OR FREEZER AND REFRIGERATOR PRODUCTS. Party invitations are not to be distributed in the classrooms unless the entire class is being invited.
12. Phone calls - Children are only permitted to call home if there is an emergency.
13. Parent/Teacher Conference - District-wide conference days are held each year, check the school calendar.
14. 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 can assist their child(ren) with homework by:

- Asking questions about the content of student homework.
- Giving requested assistance, but allowing the student to do his or her work.

15. Physical Education - District policy requires students to wear sneakers (without heels or platforms or slip-ons) which can be made secure with laces or velcro straps. All jewelry including earrings, bracelets, rings, necklaces, watches, etc. may not be worn. When children are not able to remove earrings due to inability or because the hole is new, post earrings may be worn for a limited time as long as they are covered with a band aid or medical tape. Please provide the tape to cover the earrings at home before school. Students can remove the tape after the completion of their physical education class.

16. Playground Rules -

- Sneakers only on the playground.
- Running and tag games are not permitted in the playground area.
- Tackle football is not permitted at any time.
- Take turns using the equipment.
- Climbing is permitted on ladders, steps and landings only.
- Jumping off equipment is prohibited.
- Respect other's space.

17. Recess Guidelines/Field Rules -

For safety reasons, failure to follow recess guidelines will result in loss of privileges.

Not Permitted:

- Re-entering the building prior to the end of outdoor recreation, except for emergencies.
- Fighting, arguing, rough physical contact.
- Abusive, foul language.
- Disrespect of aides, faculty and staff.
- Return to a classroom after the start of the lunch period.

Field Rules:

- No physical contact (pushing, shoving, contact games...).
- When the teachers' hands go up, stop what you are doing and line up with your teachers: Stop, Look, Listen.
- Come prepared to play (wear appropriate clothing). No sandals, open-toed shoes or flip-flops.

18. Unacceptable Behavior:

- Any act that endangers the safety of oneself or others (i.e. fighting, tripping, biting, and throwing objects).
- Intentional destruction of school property.
- Use of obscenities, written or spoken.
- Continuous disruptive behavior.
- Defiance of authority.
- Theft of personal or school property.
- Cheating.

19. Inappropriate Use of Social Media/Electronic Devices

- Students engaging in mean spirited or inappropriate interactions outside of school that cause a disruption in the educational process during the schools may be subject to discipline at school. This would fall under a DASA complaint and the school is responsible to follow up.

- Appropriate action will be taken by the Principal when a student is repeatedly and/or substantially disruptive to the educational process. Possible consequences could be a phone call home; letter sent home, in-school detention, or an out of school suspension.

STUDENT RIGHTS AND RESPONSIBILITIES

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

STUDENT RESPONSIBILITIES

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect for other persons and their property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school everyday unless they are legally excused; be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop strategies to positively express emotion.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and members of the school community, and for the care of school facilities and equipment.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- Engage in conduct that is disorderly.
- Engage in conduct that is insubordinate or disruptive.
- Engage in conduct that is violent.
- Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Engage in misconduct while on a school bus.
- Engage in any form of academic misconduct.

Chippewa Elementary Contract

(RETURN THIS CONTRACT SHEET ONLY)

I, _____ together with my
Parent/Guardian, _____ have read Chippewa
Elementary School's Student Handbook.

We have discussed the important information listed in the handbook. I realize and understand my
responsibility toward following and cooperating with the rules, procedures and guidelines. With the support
and guidance of the Chippewa staff, my teachers, and my parents, I will do my best to attain the goals set
forth in this handbook.

Please Sign

Student _____

Parent/Guardian _____

Date: _____

Teacher/Class # _____

RETURN THIS CONTRACT SHEET ONLY