



**PRATT ELEMENTARY SCHOOL**

**Code of Conduct – Grades Pre-K - 4**

**1628 Quaker Road**

**Barker NY 14012**

**(716) 795-3237**

## FOREWARD

Welcome to Pratt Elementary School. We are proud of our fine school and hope that you will share that feeling with us. This planner has been purchased for you to use all year long. It contains much of the information that you will need about school procedures and rules. It also contains facts about many subjects that you can refer to as the year moves along. Please refer to it when you have questions about school. Along with listing school rules and procedures, this planner will help you stay organized this year. Your teacher will show you how to use the agenda, keep track of assignments, and manage your time as a student.

## SCHOOL HOURS

School hours are 8:35 a.m. to 3:15 p.m. You are **not** to arrive before 8:40 a.m.

When you eat breakfast in school, you should be back in your room and ready for classes at 9:00 a.m.

## PARKING LOT SAFETY

IT IS NOW AGAINST THE LAW TO PASS A SCHOOL BUS THAT IS STOPPED IN A SCHOOL BUS LOOP. Please note this change in the law and understand that the police will issue tickets to drivers who violate this law. Please ask your parents to use the parking lot between the hours of 7:30 – 9:00 a.m. and 2:00 – 3:00 p.m. to leave the bus loop open.

## EARLY DISMISSALS/LATE ARRIVALS

If you must be excused early to go to the dentist or doctor, a written excuse from your parent is required on the morning of the early dismissal stating the time you are leaving. A Sign-Out Book will be maintained in the school office in which your parent will record the time you leave school. If you return to school on the following day, it will not be necessary to sign in. Your parents will meet you in the school office when leaving school early to keep appointments, or at dismissal time. If you arrive late, your parents can sign you in at the main office. Parents should not escort students to class as this is disruptive to instruction.

## TARDINESS

You are expected to be in school on time each day. If you are not able to be in school on time, please come to school as soon as possible. A written excuse from your parent explaining the tardiness

must be sent in when you arrive late. \* Please report to the office immediately if you come in late.

## TEXTBOOKS

1. You are provided with all textbooks free of charge.
2. You are expected to take care of your textbook and keep it in good condition.
3. If your textbook is lost or damaged, you are required to pay a replacement cost.

## SCHOOL SUPPLIES

Pratt Elementary School furnishes you with workbooks, textbooks, and most supplies at no fee charged to your parents. You are asked to bring pens, pencils and notebook paper to school. A list of supplies needed for each grade will be included in the 4<sup>th</sup> quarter student report card and posted in the **August BANNER and the website**. Please bring these items to school in September.

## PHYSICAL EDUCATION

You are expected to wear sneakers for physical education classes. All clothing should be clearly labeled with your name. Swimsuits are required for grades 3 and 4. Doctor's notes are required if you cannot participate in PE.

## UPDATING SCHOOL RECORDS

If you have moved, changed your home or cell telephone number or your parents have changed their work number, please notify the teacher and office immediately so that our records are up-to-date in case of an emergency. This includes any legal papers.

## EMERGENCY SCHOOL CLOSING

You should be instructed by your parents on what to do in the event of an early dismissal due to an emergency such as weather, etc. You should know if you are to go to a neighbor, go home or to a babysitter. An "All Call" will be made to your home with a message for your parents. Please listen to news announcements on radio stations WBEN-AM 930, WLVL-AM 1340, WKBW-AM 1500, WYRK-FM 106.5, WGRZ-TV Channel 2, WBEN-TV Channel 4, and WKBW-TV Channel 7.

## LUNCH PROGRAM

You may purchase a school lunch for \$1.75 and breakfast for \$1.25. Reduced lunch and breakfast, for those who qualify, is 25 cents. Milk may be bought separately for 50 cents. These prices are subject to change. Menus are sent home with you once a month. Your parents should help you with your selections. Please write your name on your lunch bag or box. This will help if it is lost.

Barker has a computerized meal program which allows your parents to send in money to be placed on your account. The money can be sent in monthly or weekly. A letter will be sent home reminding your parents if your account balance is low.

## HEALTH

When you have been out ill, or are tardy, a written excuse is required the first day you return to school.

The nurse's primary responsibility is to take care of illnesses and injuries that occur during school hours. You should not come to school when you are ill or injured.

The school district has a medication policy to which we strictly adhere. The major points of this policy include:

1. No student should carry medication (including over-the-counter) to school. A parent must bring it in.
2. Any medication (including over-the-counter) that needs to be administered during school hours must be in a labeled prescription bottle or original container and brought into school by a parent.
3. The Nurse must have written permission from a doctor and parent before a medication can be given.

Each year children have state-mandated screenings; vision, hearing, height and weight. Kindergartners are screened for color blindness. Parents will be notified in writing of any abnormal screening results. New York State Education Law also mandates complete physical exams for all third graders and new entrants to the school district.

Your parents can call and speak with the nurse if you have a medical condition, or if there are questions regarding health concerns.

## SCHOOL BUS TRANSPORTATION

Barker Central School contracts with the Ridge Road Express Co. for bus service. The bus stops are listed in the August BANNER that is mailed to all residents. You should wait for the bus at the

side of the road (standing off the pavement) at least five minutes before your bus is to arrive. Students are dismissed at 3:15 p.m. daily. Bus safety rules must be observed at all times. Students who receive written conduct reports from their driver will face disciplinary actions from the principal. Referrals may result in loss of bus riding privileges.

## REPORT CARDS

Report cards will be mailed to your parents in November, January, April, and June. Fourth graders will receive 5 week reports that are sent home with you.

## PARENT/TEACHER CONFERENCES

Parent conferences are scheduled in the fall. Parents may schedule individual conferences with teachers at anytime during the school by calling the Elementary Office.

## PTSA

Pratt Elementary has an active PTSA. Your parents will be notified about meeting dates and upcoming events through notices sent from school. We hope your parents can join us!

## TELEPHONE

Telephones in the classroom may be used for teachers and students to call home when necessary. You are asked not to come to the office to make calls but instead get permission from the teacher to call from your classroom. This is a privilege. Please don't abuse this privilege. It is strongly encouraged students not bring cell phones to school. If cell phones are necessary, they are to be kept in your backpack.

## VISITORS

For your protection, visitors to **school must report to the elementary office**. Classroom visitations need to be approved in advance by the principal and the classroom teacher. There is a sign-in book in the office for your parents to sign in when visiting and they will receive an ID badge to wear while in the building. Therefore, we do not want uninvited strangers in our building.

## FIRE DRILLS

Fire drills are held at various times throughout the school year. Instructions are posted in each classroom showing what exit to use when leaving the building. Walk quickly and quietly when leaving the building.

## **HOMEWORK**

To improve the quality of your instruction, as well as raise our standards, we will need help from home.

Teachers will require homework on a regular basis. We don't expect parents to do the homework, but we do expect your parents to provide you with a suitable place to work, a time limit, and check that the assignments are completed. Homework should not be new work, but rather a review and practice of what has already gone on in the classroom. We expect homework to be done neatly, correctly and be turned in on time.

## **GAMES, TOYS, ETC.**

Barker Central School does not provide insurance to cover loss of student property, belongings, games and toys that are brought to school. Do not bring expensive items to school. No CD players, DS systems, IPODS, Game Boys, sport cards, etc. are allowed in school. We do not want anything to happen to your possessions. School is not responsible for lost, stolen, or misplaced items.

## **BIRTHDAY TREATS**

When sending in treats for birthdays or special holidays, please be sure that they are store bought and commercially wrapped. You may want to check with the classroom teacher to inquire about allergies. Some snacks can be purchased from our food service department. You can call for details.

## **VACATION HOMEWORK GUIDELINES**

We encourage and support family vacations, however, we recommend that they be taken, whenever possible, when school is not in session.

It is often difficult for teachers to prepare long-range assignments involving specific lessons because the pace of learning for a class and for individual students is not easy to predict. Furthermore, it is not practical to assign practice work in areas where you will miss the periods of direct instruction that introduce and explain new material.

Therefore, while we encourage and support family vacations, we recommend that they be taken, whenever possible, when school is not in session.

However, if your parents are not able to plan trips at other times during the school year, we offer the following guidelines:

Teachers may not be able to give specific lesson assignments for subjects prior to the trip. However, they may note general areas that they plan to cover during the student's absence. For example; Civil War, Chapter Ten, or Spelling – Unit Eight.

Teachers may also suggest general assignments which may be related such as; draw a map of the region; keep a journal of your experience; compute the miles between cities, etc.

Teachers will review the key concepts and skills that were covered while you were absent, but will not reteach each lesson the way it was originally taught.

All work, including tests deemed important by the teacher, will be made up in a reasonable length of time.

Please try to avoid weeks in which the NYS exams are given.

## **ELEMENTARY SCHOOL STUDENT PROCEDURES**

### **1. ENTERING AND LEAVING SCHOOL**

- a. Do not block doorways.
- b. Leave immediately at dismissal time. Do not wander through the building.
- c. Do not arrive at school earlier than 8:35 a.m. There will not be supervision in your classroom before that time.
- d. No pushing, shoving, fighting, etc. upon entering or leaving the building.
- e. Do not come back into the building once you are dismissed.
- f. Stay on sidewalks when entering or leaving the school.
- g. Bicycles must be parked in bike racks and locked.
- h. No snowballs should be thrown on school property or on the way to or from school.

### **2. HALLWAYS**

- a. Walk at all times and keep to the right hand side of the hall and stairways.
- b. Do not touch any bulletin board displays in the hall.
- c. Please keep quiet in the halls.
- d. Keep your hands and body off the wall.

### 3. CAFETORIUM

- a. Always walk in the cafetorium.
- b. Talk softly.
- c. Raise your hand if you need something or have a problem.
- d. Once seated, you must NOT leave your seat to return to the counter to buy ice cream, snacks, etc. without permission.
- e. You cannot leave the cafetorium without permission from the monitor.
- f. Use the words "Please" and "Thank You" to those who help you.
- g. When the lights are turned OFF- STOP ALL TALKING!
- h. Do not throw food, etc. in the cafeteria.
- i. Do not share your food.

### 4. RESTROOMS

- a. No bathroom during special classes, assemblies, or cafeteria unless it is an emergency.
- b. Flush toilet after use.
- c. Wash hands with soap and water.
- d. Throw paper towels in the basket.
- e. Do not take pens, pencils, crayons, etc. to the lavatory.

### 5. ASSEMBLIES

- a. Seating is assigned for each grade level.
- b. Sit back in your seat.
- c. Keep hands and feet to yourself.
- d. Unruly students and classes will be asked to leave the assembly.
- e. No restroom during assemblies unless it is an emergency.
- f. No booing, hissing, loud clapping, etc.
- g. Be polite and pay attention.

### 6. PLAYGROUND

- a. Before going outside, use the restroom if necessary.
- b. Stay within eyesight of your teacher.
- c. Use equipment safely and avoid rough play.
- d. Keep your hands to yourself.

### 6. GENERAL

- a. Address all school personnel by Mr., Mrs., or Ms.
- b. Dress appropriately for school.

- c. At no time should you leave the classroom without the permission of the classroom teacher.
- d. Use good manners and proper language at all times.
- e. No fighting, pushing, shoving or name-calling.
- f. Obey classroom rules.

### CONSEQUENCES WHEN SCHOOL RULES ARE BROKEN

(Listed in order of priority)

1. Warning from your teacher.
2. A classroom privilege as selected by the teacher can be revoked.
3. The teacher contacts your parents.
4. You will be sent to Mr. Hoar, the Principal.
5. If there is a severe breach of discipline as judged by the teacher, you will immediately be sent to the Principal without first going through steps 1-3 as listed above.
6. The Principal will determine the course of action or consequence due to the circumstances.

### LOST AND FOUND

Articles that are turned into the office are placed in a box kept in the cafetorium. Students are able to check this box if they have lost something.

### HONOR/MERIT ROLL

Honor and merit roll starts in fourth grade. To be on the Honor Roll, you need to obtain an average 90 or above. To be on the Merit roll you need an average of 85 to 89.

### SCHOOL RULES

1. Show respect.
2. Behave appropriately everywhere.
3. Follow directions.
4. Do your best.
5. Be responsible.

### BUS RULES

1. The bus driver is in charge.
2. Follow directions and obey the driver.
3. The bus driver may assign seats.

4. Stay in your seat until you are ready to get off.
5. Keep hands and feet to yourself.
6. Quiet, courteous voices at ALL times.
7. The NO rules:  
    NO Fighting  
    NO Name Calling or Vulgar Language  
    NO Drinking or Eating

“THANKS FOR BEING A SAFE RIDER”

#### **CAFETORIUM RULES**

1. Good manners at all times.
2. Keep your hands and feet to yourself.
3. Do not leave your seat without permission.
4. Do not throw food or paper.
5. Do not talk when lights are out.