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South Hill PTA
School Hours
7:40 AM - Arrival
8:00AM-2:00PM – Instructional Day

South Hill Elementary School
Ithaca, New York 14850

Phone: 607-274-2129
Fax: 607-274-2379

Web: http://www.icsd.k12.ny.us/southhill/
Attendance e-mail: sh-attendance@icsd.k12.ny.us

Principal: Ms. Samantha Little
slittle@icsd.k12.ny.us
Health Office: TBA, School Nurses
Main Office: TBA, School Secretary
Sheri Meminger, Attendance Clerk

School Year Calendar

2/20 - 2/24 School Recess

2016-2017
General Information

Telephone Calls
Teachers are not called to the telephone from their classrooms. You may leave a message and the teacher will get back to you. Students are encouraged not to use the phones to make after school arrangements; please encourage your student to take care of this before the student arrives at school. Students are not given access to the phones during the school day without the expressed permission of an adult. Should they have a problem or concern they are encouraged to speak with the principal. The principal may make a phone call home on the student’s behalf.

**Home School Communication**

A strong positive partnership between home and school is a key ingredient to your student’s success. We invite and encourage you to build close communication with your student’s teacher. The student will carry the majority of the written communication home via backpacks. For this reason it is important for you to check your student’s backpack daily.

**Field Trips**

Field trips are scheduled by teachers to provide visits to places as a means of enriching and expanding the school curriculum. While away on such trips, students are expected to observe the highest standards of conduct and to dress appropriately. Emergency contact/permission slips are required for each field trip that takes place within Ithaca and outside of Ithaca. A limited number of parents/guardians acting as chaperones are allowed to ride the bus with the class that they are chaperoning. Students other than ICSD students, even children of chaperones, are prohibited from riding the bus.

**ICSD Student Dress Code**

ICSD Policy 5311.5 Please see School Conduct Manual for full policy

The purpose of this dress code is to support a school community environment that is safe, orderly, and committed to the delivery of educational services without distractions or disruptions. While recognizing the rich diversity in our school community, in order to meet our purpose it is necessary to establish standards which are based on the principles of mutual respect, civility, and dignity. Defining expectations for acceptable and unacceptable dress, and working cooperatively with students and their families to meet these expectations minimizes confusion and conflict in this potentially emotionally charged area.

**Discipline Referrals**

All K-12 schools use discipline in a developmentally appropriate manner. Families will receive a copy of the referral. Please see the ICSD Elementary Code of Conduct Manual.
**Personal Items**

South Hill expects students to leave the following items at home

- Toys

- **Electronics, i.e. hand held video games/lpods/laptops/cell phones**

The school is not responsible for items that students bring to school. This includes items such as toys, iPods, calculators, sports equipment, dolls, computers, etc. Valuables can get lost, broken, stolen, or traded. It would be appreciated if you would help your student understand the possible consequences of bringing valued possessions to school.

**Community Service**

South Hill Elementary School students are embracing an ethic of service and volunteerism. Students are proving that you are never too young to start thinking about ways to help your school and your community.

- To foster school-community participation/interaction
- To foster greater respect and understanding of diversity within the school and community by involving students from various socioeconomic and ethnic backgrounds

**Reporting a Problem or Concern**

Should your student have a problem or a concern, they are asked to report it immediately in any of the following ways.

- Talk with any South Hill Staff member
- Talk with the principal
- Talk with Bus Driver

**Internet and Photo Permission**
You will receive a permission slip to be completed and returned to the main office. Please do not post any pictures to the web (Facebook, Instagram, twitter, etc.) without getting approval from Ms. Sheri.

Lost and Found

Each year we accumulate items of clothing. Please label your student's clothing so that we can return it if found. During family/teacher conferences and before school breaks a table with lost and found items will be placed in the hallway.

South Hill After School Program

This is an independent licensed after school program run by Roxie Everhart and Jerrod Ellison and collaborative oversight with Ms. Little.
ICSD and South Hill Mission and Vision Statement

MISSION: Our Mission is to engage, educate, and empower. We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

VISION: We envision 400+ Thinkers. Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.
Site Based Shared Decision Making

In accordance with New York State Board of Education requirements, the ICSD implemented a Site Based Shared Decision Making Plan in 1993. In this recommended plan, Site Based Decision Making was defined as a formal process of participatory school based planning and decision making for purposes of improving school and student performance. It specified that an organized school council at each building would identify problems, define goals, formulate, implement and evaluate plans. It determined that these school plans should relate to the educational programs and services in that school building, support the district's mission, goals and policies, remaining with legal parameters of the Superintendent and the Board of Education, developed at achieving established student outcomes.

The South Hill Sited Based Council meets monthly. Members of the council include family members, staff, community members, and administration.

Site Based Council Members 2015-2016

<table>
<thead>
<tr>
<th>NAME OF MEMBER</th>
<th>STAKEHOLDER GROUP</th>
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<tbody>
<tr>
<td>Samantha Little</td>
<td>Principal</td>
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<tr>
<td>Elise Feuer</td>
<td>Teacher</td>
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<tr>
<td>Kim Lazzaro</td>
<td>Teacher</td>
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<tr>
<td>BJ Bliss</td>
<td>Teacher</td>
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<td>Julie Stamm</td>
<td>Teacher</td>
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<tr>
<td>Patti Levine</td>
<td>Teacher</td>
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<tr>
<td>Mike Karlson</td>
<td>Teacher</td>
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<tr>
<td>Judy Fernandes</td>
<td>Secretary</td>
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<tr>
<td>Elizabeth Bergman</td>
<td>Community Member</td>
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<tr>
<td>Cheryl Botts</td>
<td>Community Member</td>
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<tr>
<td>Patti Levine</td>
<td>Teacher</td>
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<tr>
<td>Melissa Sylvester</td>
<td>ICSD Board Member</td>
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ICSD Safe School Guidelines

Every staff member is responsible for the safety of students and the school. Therefore, it is essential that every adult in our schools follows procedures that will ensure the safety of everyone. This includes clear identification of our ICSD employees (by means of a photo identification tag) and visitors (visitor badges) in our building on a daily basis.

Procedures
As a result of S.A.V.E. Legislation we are required to have only one entrance to our building. All doors will be locked throughout the school day.

Safe Schools Expectations

See ICSD Board Policy Commissioner's Regulation 155.17

Visitors

Visitors, while welcome in school for their contributions to the education of students, are only to remain in school for purposes directly related to their authorized visit. All visitors must follow the procedures established by the building. This includes signing in and noting time when entering the building, wearing an identification tag/badge during their visit, and signing out and noting the time when leaving. This includes the following: substitute teachers, family members, students not enrolled in our district, volunteers, maintenance workers, contractors, and vendors. The visitor registry shall be supervised by main office staff.

All Visitors will enter and exit the building through the Hudson Street entrance, sign in and out at the main office, and wear an ID Badge. The back door on Aurora Street is a student and permanent staff entrance and exit. That door will be supervised and opened (for students only) by an employee from 7:30am to 7:58am. Please drop your student off no later than 7:55am. This will allow your student to reach their classroom before the tardy bell rings at 8:00am. This door is also a student and employee exit only point during the afternoon and will be supervised by an employee. Do not enter or exit the building through this door. We ask you to help us with this procedure. Your few extra steps will help us know who is in the building with YOUR student. Thank you!
Arrival

- **Our breakfast starts at 7:30am students who participate may enter the building at 7:30am using the Hudson Street or Aurora Street doors.** They should report directly to the cafeteria. The Breakfast Club is supervised by an adult.

- Families who drive their students to school, and who are using the Aurora Street door, please remember that it is open between 7:30am and 8:00am only. The Hudson Street entrance is the bus entrance. If arriving late to school and using the Hudson Street entrance, please wait until the busses have finished unloading at 8:00am.

- **Remember it is illegal to pass a school bus when it is loading or unloading students and has its red lights flashing.** Please do not drive into the front drop-off area between 7:30am and 8:00am while this area is being used by busses and student walkers. Remember that students arriving late must be signed in by an adult at the main office.

- Students are strongly encouraged to arrive at 7:40am. These 20 minutes is an important part of the day when students settle into their classroom routines and connect with friends and their teachers.

Dismissal

- Dismissal begins at 2:00pm

- Students who ride the bus, walkers, students being picked up and those attending the after school program are called beginning at 2:00pm

- All walkers are dismissed via the **Aurora Street** door.

- If you are picking up your student at the Aurora Street door, please park legally. Please do not park in the Hudson Street bus lane or drop-off lanes during dismissal time. [Between 1:30 and 2:15pm]

- If you are picking up your student you must do so by 2:00pm. We do not have available staff to supervise your student beyond the regular school day.

- If you are unable find a legal parking spot, please circle around as you wait for your student to be brought to you by staff.

Early Departures

A student who leaves for an appointment during the day must be signed out at the main office. The student will be called to the office. Please call ahead if you’d like your student to be ready and waiting for you in the office.

Emergency Closing
If school is to be closed because of weather conditions, road conditions or some other emergency, the Ithaca radio and television stations will broadcast this information. You may also find the information on our school’s web site: [www.icsd.k12.ny.us/southhill](http://www.icsd.k12.ny.us/southhill)

**Order of Protection**

For your student’s safety if you have custody papers, orders of protection, or other court documents please provide us with a copy which will be kept confidential and shared only with the necessary school staff. You are invited to speak with Ms. Little or Teresa Vossen, social worker, if you need to discuss this in person. Please remember to provide the school with a copy each year and to notify us of any changes or cancellations in these documents.

**Release of School Directory Information**

By law, the school district may release, without prior consent, directory information for each student (i.e. to a school’s recognized parent organization or for the coverage by the media of program activities, awards and prizes for students). Directory information for a student consists of the student’s name, address, telephone number, date and place of birth, age, school currently attending, grade in school, participation in officially recognized activity and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education institution attended. Parents or legal guardians must notify their student’s school in writing (see first day packets) by September 12th if some or all of this information is not to be released without prior consent. Please sign and return to your student teacher or main office.

**Classroom Visits**

Volunteers and family members are crucial to student achievement. Nothing means more to a child’s academic and social success than involved families! You are a valued participant in your student’s education. Classroom teachers will let parents know when their help is needed in the classroom. Each teacher will set their individual schedules and guidelines for family participation.

In the morning, teachers are preparing for the day and are welcoming their students. In the afternoon, they are making certain that students have their homework, backpacks and after school plans. Therefore, these are inopportune times to communicate with your student’s teacher. Please drop your student at the door in the morning and wait for them there at the end of the day.

**Attendance**
Each day is important. You must be in school unless you are ill. The Hudson Street doors open at 7:30am. School begins at 8:00am and concludes at 2:00pm. **Students are considered tardy at 8:00am and must be signed in at the main office by a parent/guardian.** If your student is going to be absent please call the main office prior to 8:15am at 274–2129. When your student is absent or tardy, a written excuse is required. Excuses should be returned the day following the absence. *South Hill Note* pads are available in the main office/or email Sheri at sh-attendance@icsd.k12.ny.us. If a written excuse is not received the absence is considered illegal. School begins at 8:00am sharp. Students should arrive to their classroom by 7:40am in order to prepare for the 8:00am start time. We are required, by law, to report excessive absences to the Department of Social Services as educational neglect.

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**Ithaca City School District Comprehensive Attendance Policy**

The Ithaca City School District Board of Education recognizes that regular school attendance is a fundamental component of academic success. The Board has developed a policy that seeks to reduce the number of absences, tardiness, and early departures from school by students, employs positive interventions, and increases the likelihood of academic success through higher attendance rates.

Families will be notified each time a student is absent, tardy, or leaves early from school without an approved written excuse from a parent or guardian. In addition, when a student is absent, tardy, or leaves early from class five times, the school will send home a letter to parents/guardians documenting the absences and reminding them of the policy. The school will send home a second letter after ten such incidents. The school may commence the PINS (Person in Need of Supervision) process in the event that the student is not regularly attending school. After ten (10) times tardy a discipline referral will be generated.

The Board of Education recognizes the important relationship between class attendance and student achievement. All students are expected to attend all scheduled classes. However, certain absences, tardiness, and/or early departures may occur because of legitimate reasons, and will be excused. All others, unless excused by the principal, shall be considered unexcused.

The following is an illustrative list of absences, tardiness, and/or early departures that the Board considers to be excused and unexcused. This list is not meant to be exhaustive. It is the responsibility of the Principal to make the final determination as to whether an absence, tardy, and/or early departure is excused or unexcused.

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<tr>
<th>Excused Absence/Tardy</th>
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<td>Personal Illness</td>
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<td>Medical, mental health appointments</td>
<td>Shopping</td>
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<td>Court or legal hearings</td>
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<td>Career Visits</td>
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<td>Religious Observance</td>
<td>Driver’s Test</td>
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<td>Illness or Death in Family</td>
<td>Hunting/Fishing</td>
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<tr>
<td>College Visits</td>
<td>Birthday Celebrations</td>
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<tr>
<td>Military Obligations</td>
<td>Personal</td>
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<td>Student Services Appointments</td>
<td>Babysitting</td>
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<td>Out of School Suspension</td>
<td>Missing the Bus</td>
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<td>In-School Suspension</td>
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<td>Participation in school-sponsored events</td>
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<td>Music Sectionals</td>
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<td>Impassable roads or weather</td>
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*Sheri may contact you as we are required to have on record a written excuse for each time a student is absent or tardy.

Students are required to attend all scheduled classes, unless their absence is excused. Consistent with the importance of attendance and classroom participation, unexcused absences, tardiness, or early departures may affect a student’s classroom participation grade.

All students with absences, tardiness, and early departures are expected to consult with their teachers regarding missed work. Make up opportunities will be available for students with excused absences and must be completed by a date specified by the student’s teacher for the class in question. Teachers may provide opportunities for students with unexcused absences, tardiness, or early departures to make up work.
ACADEMIC PROGRAMS

4 day Schedule

All ICSD elementary schools follow a 4 day rotation. Students will attend art class once every 4 days, music class once every 4 days and physical education class twice every 4 days. This schedule allows for a more effective use of the instructional day. Each classroom teacher will provide a schedule for students and families.

Art Program

Students in grades K-5, participate in the art program for 40 minutes every 4 days following our rotation. The art program’s curriculum consists of the New York State Learning Standards for the Arts including: Art production, art history, art appreciation, and art aesthetics. Students learn skills, concepts, and techniques through the grades and use a wide variety of art materials to create two and three-dimensional art. Students learn about art and artists from around the world and develop an appreciation of art and artists.

Health Program

The Ithaca City School District has adopted a K-5 health curriculum, which includes personal safety, fire safety, drug awareness, human sexuality, and AIDS education. Classroom teachers are responsible for providing the instruction of these units.

Instrumental Music Program

Students in grades 3-5 have the opportunity to take free instrumental music lessons under the direction of two district staff members. Winds, brass, and percussion are offered to fourth and fifth graders. Students have one lesson a week plus a band rehearsal when they reach a required performance level in their books. Students also have the opportunity to play duets, trios, and quartets during their lesson time in addition to their structured lesson material. Strings are offered to students in grades 3-5. Students playing in the band and orchestra may participate in two concerts a year: one in winter and one in spring.

Language Arts Program

The Language Arts program at South Hill uses a balanced literacy approach. Reading, writing, listening, and speaking are taught as individual skills as well as integrated with each other and across all curriculum areas. We utilize the Daily Five and Café Literacy approaches. Students write daily and receive writing instruction through the Ithaca writing process approach to instruction and the Lucy Calkin’s Writing Process. Students write in the form of journals, books, letters, and research projects. Students read daily, either independently and/or in small groups. We have an extensive library along with classroom libraries. Reading and writing developmental skills are taught in adherence to the Ithaca City School District curriculum and New York State Common Core Learning Standards. The measurement of particular skills is based on skill checklists, running records, informal/formal observations, works samples, student portfolios, teacher records, student records, ICSD assessments, and NYS State and standardized tests. We also utilize the Handwriting Without Tears Program to teach printing and cursive.
Library Media Center

The goals of the library programs are:

- Promote student enjoyment of and commitment to reading
- Help students pursue their questions and curiosity about subjects generated by interests both in and out of the classroom
- Expose students to materials that reflect the rich diversity of our world
- Promote student’s understanding and evaluation of both print and electronic resources
- Foster appreciation of the valuable resources a library provides

The Librarian works with classroom teachers to plan integrated lessons that extend and enrich the curriculum. These activities may involve the whole class or small groups. Students learn to use print and electronic resources in their research projects. They borrow books geared toward their research and recreational interests. The South Hill Library is open to the school community when the librarian is available. Students are encouraged to visit the library as needs arise during the school day, individually or in small groups, with the permission of their teachers.

The South Hill Elementary School Library is a member of the Tompkins-Seneca-Tioga BOCES School Library System and has been designated on Electronic Doorway Library by the New York State Library and the New York State Department of Education. Electronic Doorway Libraries encourage students and staff to access information electronically through databases and the World Wide Web. Further information about the South Hill Library and a link to the library catalog can be found at: [www.icsd.k12.ny.us/southhill/library](http://www.icsd.k12.ny.us/southhill/library)

Mathematics Program

The mathematics program at South Hill is based on New York State Learning Standards and district curriculum. The whole school uses Singapore Math. This program correlates with New York State Common Core Learning Standards and emphasizes computational skills, concept development, practice, review and application.

In addition, teachers use a variety of manipulative devices and teacher developed materials to enhance the students’ mathematics concept development and problem solving skills. Teachers are currently using authentic assessment, especially at the primary level, as well as Ithaca City School District and New York State assessments for grades 3-5.
Music Program

Music is an integral part of every student's education. South Hill grades K-5 attend vocal music classes meet for 40 minutes every 4 days following our rotation. Students sing, dance, play instruments, and do creative movements and more. Please visit our vocal music web page under the classroom link at www.icsd.k12.ny.us/southhill

Physical Education

Our physical education program is designed to meet the needs of our students by teaching them life-long skills for physical fitness, social/emotional development, and healthy eating habits. To learn more visit www.icsd.k12.ny.us/southhill and classrooms.

Science Program

The Ithaca City School District has adopted a K-5 science curriculum, which focuses on life and physical sciences. Teachers have access to units and accompanying materials, which have been developed collaboratively by the Cayuga Nature Center, Cornell University, and the Ithaca City School District Science Curriculum Committee, as well as FOSS Science Kits. Hands on activities, experimentation, and problem solving are approaches implemented to provide an integrated approach to instruction. Parents and community members are encouraged to share their expertise in this area.

Social Studies Program

The Ithaca City School District has adopted a K-5 Social Studies curriculum, which teachers incorporate into their classroom programs. Each teacher designs his or her own units to meet these curriculum guidelines and the state standards.
Academic and Behavioral Supports for Students

Academic Intervention Services (A.I.S.)

Reading teachers and math teaching assistants provide support for students whose classroom achievement is below grade level in reading, writing and/or math. Students receiving academic intervention services are identified based on student performance scores on New York State Exams and/or grade level assessments. Support includes small group and/or one to one instruction, group presentation and team teaching, based on the needs of the student.

Response to Intervention (R.T.I.)

RTI is “a multi-tiered, problem-solving approach that identifies general education students struggling in academic and behavioral areas early and provides them with systematically applied strategies and targeted instruction at varying levels of intervention.” RTI is based on core principles of teaching and learning, including:

- All students learn when engaged in high-quality instruction.
- Decisions about instruction and student learning are based on data.
- Interventions are provided early by accessing student strengths and meeting their needs.
- Data is collected and analyzed for screening, diagnostics, and progress monitoring. Interventions and strategies are research-based.

The South Hill R.T.I. Building Team consists of: Classroom Teachers, Social Worker, School Psychologist, Reading Teachers, CSE providers, and the Principal.

Families are important members of the building-level RTI teams. Individual teachers will communicate with families regarding their students’ progress. Families and sometimes students, will be invited to meetings. If they are unable to attend, the RTI specialist or principal will provide families with copies of the intervention plans and supports. The RTI team will provide regular updates to families.

Committee on Special Education (C.S.E.)

Special Education teachers and teaching assistants are responsible for providing support for those students who have been identified by the Committee on Special Education (CSE) as having a specific disability in the area of reading, writing, spelling, math or content areas. Methodology may include small group, 1:1 instruction, team teaching or a collaborative approach to instruction. 98% of special education services are delivered in regular education classrooms. Permission is obtained from families prior to the initiation of the formal evaluation process. Following the completion of this process, a school conference is held to discuss the evaluation results and possible recommendations. A school psychologist, R.N. and Social Worker contribute their knowledge to the team and participate in program decisions for
each student. Family members act as advocates and partners for their student, providing support and information to the team. Special Education teachers work directly with classroom teachers as well as family members.

**Positive Behavior Interventions and Supports (P.B.I.S.)**

The South Hill Star

The South Hill Star represents the core values of our schoolwide Positive Behavioral Interventions & Supports (or PBIS) program. Our school community wraps around the fundamental idea that all students, teachers, staff, and families feel safe and supported. Central to that theme is **Respect**.

In order to be able to show respect to our community, we must first respect **Ourselves**. This includes respect for our bodies, our thinking, and our feelings.

Radiating around the Star is respect for **Others**. By valuing everyone in our community, we are able to support all of our members active participation.

The next ray shows respect for our **Environment**. That includes our school environment, our home environment, our neighborhood and greater communities, and our planet Earth.

Respect for **Safety**, the following ray, is also a broad category that includes our own safety, and that of our friends and peers, our families, and our greater community.

Then, to honor our purpose for coming together at South Hill our **Learning**! Our learning styles and needs are varied, both individually and as a community. Everyone has unique ways of adding to our learning community, and we are at our best when we support everyone's unique abilities!
RESPECT

- Respect for Self
- Respect for Others
- Respect for Safety
- Respect for Learning
- Respect for Environment

PLAYGROUND

- Speak up for self
- Everyone can play
- Take turns
- Whistle-stop, look, listen
  - if you find it on the ground
  - it stays on the ground
- Use equipment properly

HALLWAY

- Walking feet
- Hands to self
- Say hello quietly
- Quiet voices
- Keep space & keep pace
- Admire bulletin boards with eyes
**ASSEMBLY**
- Sit in your place
- Quiet transitions
- Enter & Exit during transitions
- Focus on speakers
- Hands to self

**BATHROOM**
- Take care of personal needs
- Flush
- Wash hands
- Quiet voices
- Walking feet
- Clean up after yourself
- Return promptly to class

**BUS**
- Stay in seat
- Quiet voices
- Use kind words
- Hands to self
- Food and drink need to stay in backpack

**CAFETERIA**
- Eat
- Use kind words
- Quiet voices
- Clean Up
- Walking feet
- Quiet signal
Bus Safety
Please speak to your student about bus safety and behavior. Remind them that the bus is like a classroom and not like the playground. If a problem occurs while on the bus your student should then report it immediately to the driver. Please call the bus garage with questions regarding the route and schedules. (274-2128)

Safety Evacuation Drills are held twice a year for all students.

Bus Expectations
Ithaca school bus drivers and attendants care about your safety! Your mature and responsible bus behavior helps protect all students on your bus. If anyone makes you feel threatened, bullied, or unsafe on the bus or at the bus stop, or if you know another student is being threatened or harassed, always tell your driver, attendant, parent, or another adult as soon as possible.

1. RESPECT YOUR DRIVER AND ATTENDANT
Always follow your driver’s instructions – your driver’s job is to protect everyone on the bus. Observe general classroom behavior on the bus - distracting your driver could cause an accident.

2. RESPECT OTHER STUDENTS
• Treat others as you want to be treated - absolutely no name-calling, put-downs, threats, or bullying. Please show courtesy and respect to all your fellow riders at all times.
• Use of vulgar or inappropriate language is prohibited.
• Keep your hands to yourself.
• Be at your bus stop at least five minutes early - it’s dangerous to arrive late at the stop, and it’s unfair to make other students late for school.

3. RESPECT YOUR OWN SAFETY
• Go directly to your assigned seat and stay seated at all times. School bus seats are designed to protect you if you are seated correctly, facing forward.
• Place backpacks or other items on your lap or on the floor in front of you.
• No eating, drinking, or chewing gum - you could choke, and food mess creates an unhealthy environment on the bus.
• Check for traffic before exiting the bus and move directly away from the Danger Zones around the bus, as soon as you’re off. If you must cross the street, wait for your driver’s signal, and check carefully for traffic.
• Avoid clothing or backpacks with long, dangling straps or drawstrings. They’re dangerous - they can get tangled in the handrail or door as you exit the bus.
• If you drop anything near or under the bus, leave it there - step back away from the bus, and ask an adult to help.
• No smoking, tobacco products, lighters, or matches - fire on a school bus is extremely dangerous.
• Keep your hands, feet, and head inside the bus at all times.
• Never throw anything on the bus. You could injure another student, or distract the driver and cause an accident.

4. RESPECT SCHOOL PROPERTY
• Do not litter, mark up or damage seats, or play with emergency equipment - you and your parent(s)/guardian(s) are financially responsible for any damage to the bus.

Bus Notes:
If you wish your student to ride home on a bus other than the one regularly ridden, please use the “note to school” form. This note should be given to the teacher in the morning and should contain the bus number and the address where the child should be dropped off.

*PLEASE*

Please try to call school before 1:00pm to request a dismissal change unless it is an emergency.

Please do not enter the bus drop off lane between 7:15am and 8:15am or between 1:30pm 2:15pm
Lunch Program

THE BOARD OF EDUCATION HAS APPROVED
THE FOLLOWING PRICES FOR 2016-17:

Due to new United States Department of Agriculture (USDA) guidelines, the prices of breakfast provided to students in the Ithaca City School District were increased for the 2015-2016 academic year. While students were previously offered fruit or vegetable options with breakfast, the changes in the guidelines require the district’s Child Nutrition Program to mandate that students be given a fruit or vegetable with the morning meal. Additionally, the program was required to provide all whole grain products.

Elementary and high school breakfasts in the district were increased by 15 cents. Despite these changes, lunch prices in the district will remain at the same rate for the fourth year in a row and the price of reduced meals will remain at 25 cents. The new meal prices are below.

<table>
<thead>
<tr>
<th>Price Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL PRICE BREAKFAST</td>
<td>$1.50</td>
</tr>
<tr>
<td>FULL PRICE LUNCH</td>
<td>$2.55</td>
</tr>
<tr>
<td>MILK</td>
<td>$.65</td>
</tr>
</tbody>
</table>

The Ithaca City School District Child Nutrition Program incorporates farm to school practices by purchasing fresh produce from local farmers. Additionally, the program uses these fresh ingredients to prepare plant-based recipes from scratch.

- School Lunches: Students may purchase hot lunch with milk each day, purchase milk separately or bring lunch from home. If you are sending money into school please place them in a sealed envelope with the student’s name, teacher and which days they are paying for. Checks should be made out to the I.C.S.D.

- Cafeteria Expectations: Students should show respect and appreciation by saying “please” and “thank you.” Students are expected to wait their turn in the lunch line. Students should enjoy quiet conversation with classmates at their table. Students are responsible for picking up and disposing of their own paper, lunch trays and food. All students should remain in their seats until their table is called to line to leave the cafeteria. These expectations will be reviewed during the first week of school. Parents and Guardians are invited to join their child for lunch! You can pack a bag lunch or order one from the cafeteria.

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Recess

Recess: Recess is before lunch and weather permitting, students go outside. All students are expected to outside for recess. If there is a medical condition the nurse needs to be aware. **We stay inside when the wind-chill is 10 degrees or lower.** It is critical that your student be prepared with a warm winter coat, hats, and gloves. Our nurse has some winter clothing to lend. Please let us know if you need help obtaining winter clothing. We utilize the National Weather Service’s wind-chill index and our thermometers to determine the safety of going outside. Primary students (Pre-K, K, 1) will use the upper playground; all other students (2, 3, 4, 5) will use the lower playground. Paraprofessionals supervise the students at recess.
HAVE FUN! RESPECT ALL THINGS

South Hill – Sharing and Caring on our Playgrounds

We Share & Take Turns
~ in all activities and on all play structures ~

We respect ourselves & others:

WEAR PROPER CLOTHES:
- Cold/snowy weather means: coats, hats, gloves/mittens, boots for wet & snowy areas and snow pants for sledding
- Spring and fall weather means: sneakers & closed sandals for running/climbing and light jackets/sweaters/shorts.

PLAYING:
- Run, walk & free play at a safe distance away from play structures, swings, monkey bars, & organized games

NATURE:
- Leave plants and living creatures alone; plants, flowers, berries, seeds, & trees
- If it’s on the ground, leave it on the ground: ice, snow, wood chips, sticks, rocks

WE SPEAK UP:
- for ourselves & others when there’s a problem

WHEN THE WHISTLE BLOWS:
- wa. STOP — LISTEN

WE RESPECT SAFETY:

ON THE MONKEY BARS:
- taking turns/1 at a time/in one direction
- swing our bodies across with our hands

ON THE SLIDES:
- 1 student at a time
- go feet first and sitting
- slide down only

ON THE SWINGS:
- 1 student per swing in seated position
- Swinging back & forth
- Pushing gently from behind
- holding on with both hands

SLEDDING:
- in sled zone with adult supervision
- seated at all times
- walk uphill, away from sleds, on walking path

TOYS:
- Balls, hula hoops, jump ropes, & outdoor toys used on grassy areas, black top & sidewalks

~ South Hill PBIS Team
Dignity for All Students Act (DASA)

In July of 2012, NYS leaders implemented the Dignity for All Students Act (DASA) which reads:

It is hereby declared to be a policy of the State to afford all students in public schools an environment free of discrimination and harassment. The purpose of this article is to foster civility in public schools and to prevent and prohibit conduct which is inconsistent with the school's educational mission.

No student shall be subjected to harassment by school employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Ithaca City School District is committed to creating a safe and caring learning environment where all students can succeed.

Health Services

The school nurse acts as a liaison between home, school and the community. If there is a problem concerning a student’s health, the parent is encouraged to contact the health office at 274 – 2255. Student information sheets requesting contact numbers of family members, and/or neighbor will be sent home at the beginning of the school year. Please return this form to the main office. If a phone number is changed during the school year, please notify the school office. Unlisted numbers are kept confidential. It is imperative that the school personnel be given an emergency number where a family member or caregiver can be reached. Families should also fill out new entrant forms so the district can change the information as well.

Medication: Medication cannot be given in school without written instructions from your doctor or practitioner and signed by you. The medicine must be in the original labeled container. Do not send medication to school in your student’s lunchbox for him/her to take at lunch. Students with severe allergies (stings, nuts, etc.) are urged to keep medication with the school nurse.

Immunization: Before entry to school, students are required to be immunized against Diphtheria (3 doses), polio (3 doses), measles (2 doses, the first after the first birthday), mumps (1 dose), and rubella (1 dose). Children entering Pre-K are required to have HIB (1 dose).

Students will be excluded from school if proof of immunization has not been received within two weeks of the beginning of school. Consideration will be given for religious or medical exemptions.

Physical Exams: New York State has a law requiring all students are to be examined when entering a new school district for the first time and at grades Pre-K, Kindergarten, 2nd, and 4th.
**Health Screenings:** All students have their vision and hearing checked regularly in elementary school (Vision in Pre-K, K, 1, 2, 3, 5 and Hearing in Pre-K, K, 1, 3, 5.) A color perception test is done once in the student’s school career. Beginning in the fifth grade all students are checked annually for scoliosis or curvature of the spine. Families should feel free to request additional testing during the school year if they suspect a vision or hearing problem. Parents are notified if further follow up to the screenings is necessary.

**Sick Children:** Please do not send a sick child to school. We are not able to accommodate sick students. Please let the school nurse knows if your child has a communicable disease or condition (such as chicken pox, strep throat, impetigo, head lice, pin worms, ringworm, scabies, etc.) This helps the school nurse implement ways to decrease the number of students affected by these illnesses. When a student becomes ill in school, families will be called. They are responsible for seeing that an ill or injured student gets safely home or to the physician.

If you suspect illness, take your student’s temperature before sending him/her to school. If your student has symptoms of mild illness, please call the school nurse for guidance regarding school attendance.

Families are asked to keep children at home when any of the following symptoms appear:

- Inflamed throat or sore throat
- Chills
- Flu
- Headache if persistent or severe
- Vomiting or diarrhea within 12 hours
- Body rash
- Chicken pox
- Strep throat
- Fever greater than 100°, within 12 hours

Questions or concerns should be directed to the Nurse at 274-2255.
Greetings from your PTA!
Have you wondered what the PTA is and what we do? Here are answers to frequently asked questions:

**What is the Parent Teacher Association (PTA)?**
- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child

**Why should you join the PTA?** (*look for membership and volunteer forms*)
- As a member, you have the ability to participate in PTA Meetings,
- Be a partner in our children’s education, and
- Participate in fun activities to bring the South Hill Community together

**What are some of the activities supported by our PTA?**
- Apple Orchard/Orchard Day
- Ice Cream Socials
- Scholastic Book Fair
- Field Trips
- School Pictures
- Sports
- Book Drives
- Birthday Books
- Directory
- Fall Festival
- Staff Appreciation
- Yearbook
- Box Tops and Labels for Education
- Information Nights

**Do I have to be a member of the PTA to help out with programs and events?**
- No! We welcome any assistance you are able to provide to help make our programs a success.

**How does the PTA help me stay connected to what’s happening at the school?**
- Follow us on Twitter:@SouthHillPTA
- Like us on Facebook: South Hill Elementary
- We help moderate the school listserv
  - To subscribe, send an email to southhillelem-subscribe@yahoogroups.com

We’re looking forward to a great year with many fun programs and events.