

NIAGARA STREET SCHOOL



STAFF MANUAL

2014 – 2015



“Building Dreams, Minds and Futures”

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SECTION I

INTRODUCTION



Welcome!

Welcome to an exciting new school year!

Niagara Street School is comprised of a dedicated group of educators and support staff that works collaboratively to create a successful learning environment. It will once again take distributed leadership as instructional leaders and instructional learners to meet our goals. All of us have much to learn as we continue to incorporate new technology and the Common Core initiatives into the instructional process. We will continue to utilize interactive tools and resources that engage the minds and imaginations of our students.

As we begin our new school year we will continue to utilize procedures that are put in place to create a sense of order and ensure safety. As we continue to inhabit our facility during the school year, there may be a need to change some of our procedures due to new information which leads to the proposal of better ideas.

Please utilize this manual and referencing to on line procedures & forms to function during the school year.

Please forward your suggestions and solutions if you see a better way to function.

Your insights will be appreciated as we work together to assure a safe, happy learning environment.

We wish you a successful school year.

.

September 2014

Niagara Street School

Staff Manual

“Building Dreams, Minds and Futures”

Administration Team

Rocco Merino

Diane Bianco

Michael Corsaro

Kathy Urban

IMPORTANT PROCEDURES

1. EXPLAIN SAFETY RULES

- Display exit maps and inform students of the routes to be taken from various locations (classroom, lunchroom, hallway, etc.) in the event of an emergency evacuation.
- Review fire drill procedures and expectations. (Exit map attached)

2. UTILIZE IN/OUT BOARD

Staff must utilize the IN/OUT board at Niagara Street School. The IN/OUT board is located in the Main Office Mail Room.

Teachers **must also notify the Office when leaving the school during the day** or taking your class off the premises (other than lunch time) in order to facilitate contact with the class or faculty members.

3. REINFORCE STUDENTS RULES

AS A STUDENT OF NIAGARA STREET SCHOOL

1. I will BE RESPECTFUL to all adults and children in our building.
2. I will BE ON TIME for school every day.
3. I will BE PREPARED for school every day.
4. I will BE RESPONSIBLE for my behavior at school and in my community.

Take the time to ensure a positive beginning, the first few weeks of school set the tone for the entire year.

Thanks for your help!!

Directions for Accessing the NY Learns Website and the
Niagara Falls Curriculum

1. Click on the Internet Explorer icon to get access to the Internet.
2. You are now on the district webpage.
3. In the address window, type in the address for NY Learns,
www.nylearns.org .
4. This brings you to the NY Learns homepage.
5. If you are a registered user, this is where you enter your user name and password. (If you are not a registered user the materials that can be accessed from this page are all that you can work with.)
6. As a registered user, you have access to the registered user toolbar (red bar on the left hand side of the page). Here you can access your portfolio, your webpage and the district's curriculum.
7. To access the district's curriculum click on "curriculum" in the registered user's toolbar.
8. On the curriculum page you will see 2 tabs: one says district CM's and one says My CM's.
9. In district CM's you can access **ALL** of the district CM's. To find the matrix for a specific subject and grade type in the subject and grade and press the word "search". It needs to be typed in a specific way: Subject – Grade # including the spaces between the hyphens. For example:

Mathematics – Grade 2
10. Click on the matrix you want, 10 weeks; 20 weeks; etc.
11. When you find the performance indicator you want or need to find resources for, click directly on the indicator and it will give you a NY Learns page. At the bottom of the page click on the words Educational Resources. This will bring you to lesson plans, web resources, etc. that can be used to help you teach that concept
12. You can even make up your own instructional maps for the Niagara Falls curriculum for the subjects you teach.

Niagara Street School-Wide Character Education Program

Our commitment to school-wide character education programs facilitates a common language and sense of community throughout our school.

Second Step Program

The Niagara Street School Community implements the **Second Step Program**. It is a violence prevention curriculum designed to promote social competence and reduce children's social and emotional problems. Empathy training, impulse control, problem solving and anger management are skills taught school – wide through the child's teacher and counselor.

It is a school-wide responsibility to utilize and reinforce the identified second step strategies.

It is classroom responsibility to establish a “cool off” space to practice these strategies. It is imperative to teach the use of a “cool off” space.

Project Wisdom

Project Wisdom is a supplemental program used to build character, confidence and community in our school. It may be implemented through the use of daily messages, short lessons, weekly journal entries, use of themes and classroom quotations.

Please consult Michele DiGregorio or Amanda Vail for further information, schedules, resources and passwords.

“Celebrations” throughout the year will reinforce the use of proper social skills, character traits and problem solving ability. Attendance will be celebrated routinely.

SECTION II

BUILDING PROCEDURES AND POLICIES

This section contains various procedures and policies followed at Niagara Street School. Having the same “ground rules” assists in having a “safe and orderly environment”.



GENERAL BUILDING PROCEDURES

1. **Parking** - A parking lot is available on the east side of the building (7 Eleven) and the west side of the building. You must have a Hang Tag (available from Marla McGahey) in order to park in either lot. Please utilize the parking lot or the street as a courtesy to our elderly and handicapped neighbors.
2. **Health Office** - The office will be available 5 days a week. Students are not permitted to visit the clinic, unless an emergency, without an authorized pass from a member of the staff. If a child returns to school on crutches/cast or other extended medical absences, he/she must be checked first by the nurse.
3. **Fire Drills** - All teachers are to leave the building for fire drills with their group and remain with their group at all times. It is understood that each teacher will lead his/her group from the building and proceed with them to their designated area. It is important that each teacher has his/her class fully under control before leaving the classroom and has his/her class register. If a teacher has no group, he/she must also leave the building and assist with other students. Each school must have eight (8) fire drills in the Fall and four (4) in the Spring. The first drill will be announced and a walk-through held. During some of the drills, we will block exits to test your response action. Please refer to Section IV. F. for detailed instruction.
4. **School Keys** - All school keys to your classroom are to be left in your mailbox. It is very difficult when a substitute comes in for you and keys are not available.
5. **School Doors** - Entrances/Exits
Door 1: North Courtyard (Niagara St.)
Door 2: Niagara Street
Door 3: East Door (main parking lot area)
Door 4: Pre-K Doors (South side on Welch Ave.)
Door 5: South Courtyard (Welch Ave.)
Door 7: West Doors (back parking lot)
 - Breakfast students enter through Doors 1 or 5 between 8:15 and 8:35 am
 - Pre-K - Enter/Exit Door 4: Rooms 129 and 131
 - Kindergarten will enter at Door 1; exit at Door 7.
 - 1st Grade will enter at Door 1; exit at Door 1.
 - 2nd Grade will enter at Door 1; exit at Door 1.
 - 3rd Grade will enter at Door 5; exit at Door 5.
 - 4th Grade will enter at Door 5; exit at Door 5.
 - 5th Grade will enter at Door 5; exit at Door 3.
 - 6th Grade will enter at Door 5; exit at Door 4. NOTE: Classes that have PE or music at 2:15PM will exit at Door 7 with the exception of primary grades – will exit at Door 1. NOTE: Students may enter through Doors 1 and 5 until 9:00AM. At 9:00AM, Doors 1 and 5 will be locked and students will need to enter through Door 3 to receive a late pass. Bus students will enter and exit through Door 1 and proceed to breakfast or assigned area. **For the safety of all students, parents will not be allowed to wait (sitting and standing) in the building during students' entrance at dismissal & lunch times.**
6. **Accidents** - If an accident occurs to a member of the instructional staff, or a student, it should be reported immediately to the clinic. An accident report is to be forwarded to Student Services, Administration Building, within 24 hours from time of injury.

7. **Opening Exercises** - At 9:00 A.M. daily roll call will begin. The National Anthem, or other patriotic songs, will be played followed by the pledge to the flag and a moment of silent prayer or meditation. Announcements will begin. During this time, all movement and talking will stop. There must be absolute silence and **everyone** is to remain quiet until announcements are over. As adults, we must be role models for our students.
8. **Meetings**— According to the negotiated teacher contract: Article 7; paragraph D:

D.2. One Monday per month shall be set aside for faculty meetings. In addition, fifteen (15) meetings for each faculty member may be held, upon three (3) work days notice from the principal and/or central office staff, on any day of work week above and beyond pupil's regular day, except Wednesday and Friday. A teacher may be excused by the administrator from a meeting called on a day other than Monday for reasonable cause no later than on day after announcement of the meeting. Said meeting may not exceed a total of twenty-five (25) meetings per teacher, per school year without consent of the NFT Executive Committee and the Board of Education. The Maximum number of meetings for department chairpersons per school year shall be twenty-seven (27), or two (2) above the twenty-five as spelled out in Article 7, paragraph D.2 of the agreement.
9. **Supplies** - Teacher supplies are not distributed by the office staff. All supplies must be ordered by using your own requisition card. The procedure is to put your order in to your order in to your Department Chairpersons, Mrs. DePalma (PreK – 6) & Tracy Gibb (Spec. Ed.).
10. **Xerox Machine** - The machine in the copy/mail room in the main office and the Machine in the staff lounge room 202 is for single copies. Every Niagara Street Elementary School employee has been given a copy code that will be needed to make copies. For Multiple Copies: Send material downtown to be reproduced in the copy room. We urge you to send material for copying as per their regulation of a minimum of 200 pages per request. Paper costs are escalating and funds are out of our school index can be utilized on other expenditures.
11. **Staff Rooms and Staff Lunchroom** – A non-contractual Faculty/Staff lunchroom is located next to the Cafeteria in room C109. A contractual Faculty/Staff lounge is also available in room 202.
12. **Students sent to the Office** to see an Administrator should have a discipline form (see Section V – Discipline Incident Form).

The first line of defense for discipline in school is the classroom teacher. Teachers should distinguish between minor student misconduct best handled in the classroom and a major problem requiring assistance from an administrator. If a student is sent to the office and a parent conference is deemed necessary, an effort will be made to involve the teacher in the conference. Complete the form located in the last section of the Staff Manual **before** referring a child as soon as possible after the child is removed from your class. (Additional forms are available in the Main Office.) Also, work must be sent for the student upon their removal. This will eliminate the need to call you, thus interrupting the class. You will be asked to indicate on the form the action you are requesting from an administrator and the time you are available to meet with the student and the administrator to help resolve the problem and develop an action plan. The issue cannot be properly addressed without information from the referring party. Thank you for your cooperation.

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13. **Non-Promotion** - Parents of children who have been identified as possible non-promotion candidates receive a letter indicating our concern at the 20 week and 30 week marking period. Sample letters are included in the last section of the staff manual. Copies of letters are to be placed in the student's cum folder. Teachers will be asked to develop a list of the non-promotion children and the office staff will then prepare letters for mailing. Conferences are expected to be held following receipt of the letter. The conferences may be by phone or in person conference with a summary written and filed in the student's cum folder. The final non-promotion letter will be mailed also. Please ensure that the non-promotion comment is utilized on the report card of a student who receives a non-promotion at the 40 week marking period. Five week progress reports of the teacher's choice are highly encouraged in order to facilitate communication.

14. **Recess Opportunities** - If a teacher would like to take his/her class outside, the following opportunities are available:

- Concrete Play Areas (located in the North Courtyard by Welch Ave. and the West end of the building.

They can be used provided the gym teachers are not using them. Check with the gym teachers well in advance about their use. Please notify the main office before exiting the building with your class by completing the form. Gill Creek Park may be utilized for activities.

15. **Bus Dismissal** - Every day at 2:50 P.M., except on Tuesdays. Tuesday dismissal time is 1:50 P.M. Teachers are to remain with their students until they are safely on the buses. Please bring all your students down to the cafeteria at those designated times for dismissal.

Dismissal – Teachers are to stay with students until 3:10 P.M. and then walk them to cafeteria for supervision if necessary.

16. **Communications - School Calendar/School Website** – Information will be maintained on the school website – nfschools.net. Please refer to the website for school and district information. School calendar will be e-mailed to you via lotus notes.

All field trips (walking and bus) and fundraising activities, faculty and Department meetings, staff development meetings and any other school activities will be posted on this calendar. This will enable the office staff to respond to parents' questions concerning trips and will alert Linda Granto (Senior School Monitor) as to lunch/bus schedules. It will also allow for the scheduling of fundraising events without overlapping thus avoiding a financial burden on the parents of our students.

Thank you for your cooperation in helping to maintain an accurate school calendar. Please notify the office by e-mail of any items to be entered on the school calendar.

School News will also be communicated through an e-mail titled "Tiger Tales". It is staff members' responsibility to read e-mail daily. Newsletter announcements must be submitted to Mrs. Carol Manzell via e-mail by the second Friday of each month.

17. **Classroom Interruptions** - Since our goal is to keep classroom interruptions to a minimum, the phone will be used only in emergencies. Messages for staff and students will be placed on the teacher's voice mail during normal school hours. Therefore, it is imperative that you check your voice mail frequently. Items brought for a student (lunch, gym clothes, projects, books) will be left in the office. When you check your mailbox, you will retrieve the message(s). Please advise the Main Office of any emergency phone calls that you may be expecting.

18. **Building Use** - If you or your grade level team wishes to use the building before or after regular school hours, a Building Use Form must be completed. Examples of instances when you might need to complete the form include: Teacher Center classes, intramural sports, parent meeting, evening community activity, etc. Forms can be found in the Main Office.

Use of space during the school day must be requested after referencing the space availability schedule maintained in the Main Office.

19. **Library/Media Center Procedure** -To request books, software, etc., please use the forms located in the Main Office. Allow 24 hours for the request to be filled.

20. **Emergency Code** – In the event of an emergency, such as an unwanted visitor(s), medical situation or random act of violence, an administrator will announce over the PA system one of the following messages:

**LOCKDOWN
SHELTER IN PLACE
LOCKOUT
EVACUATION**

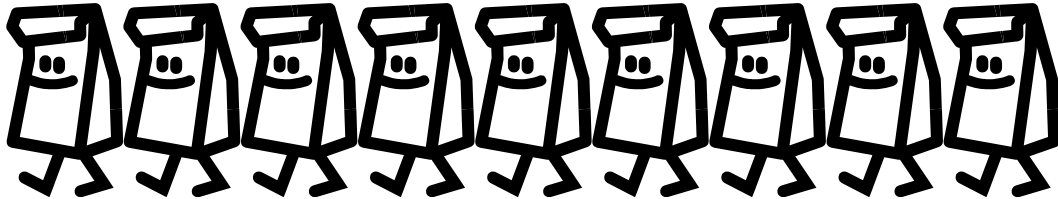
Refer to Section II. P. 17 for detailed instructions. Safety Drills will be conducted throughout the year along with an Evacuation Drill. You will also find a copy of the Emergency Management Plan Quick Reference Guide included in this section, page 16.

21. **Student Appearance Code** – The Niagara Falls school Community believes that the students' appearance should **at all times be appropriate** for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents.
- Headgear should not be worn in the building or classroom except for a medical or religious purpose.
 - Footwear must be worn at all times. Certain footwear that poses a hazard **will not be allowed**. (Examples include flip flops and sandals without straps.)
 - **Extremely brief garments** such as tube tops, net tops, halter tops, spaghetti straps and plunging necklines are not appropriate and may not be worn.
 - All fashions should be **no more than three inches above the top of the knee** when the student is in a standing position.
 - All articles which advertise, display or represent items depicting such themes as alcoholic beverages, tobacco, items with abusive, suggestive, controversial or gang-related themes or colors are prohibited.
 - **All underwear must be completely covered** with outer clothing and all apparel should be fastened appropriately and worn as designed. During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, Walkman, iPods, MP3 players, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers and deactivated. (Within the discretion of school administrators students may be permitted to carry drawstring single pocket and/or mesh bags).
 - **Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the education program or activity, is prohibited.**

Please refer to pages 26, 27 and 28 for Student Appearance Code and Niagara St. School Adopted Dress Code.

NIAGARA STREET ELEMENTARY SCHOOL
CAFETERIA EXPECTATIONS
"Left for Lunch"

Cafeteria Goal: To maintain a safe, orderly and clean environment.



Entering the Cafeteria (Door #1):

- A Senior School Monitor or other welcome students into the cafeteria at the designated scheduled time
- Students will walk quietly escorted by their teacher to designated tables
- Senior School Monitors will call ready tables first
- Students will follow the direction of the Senior School Monitor and line-up in an orderly fashion

Serving Line:

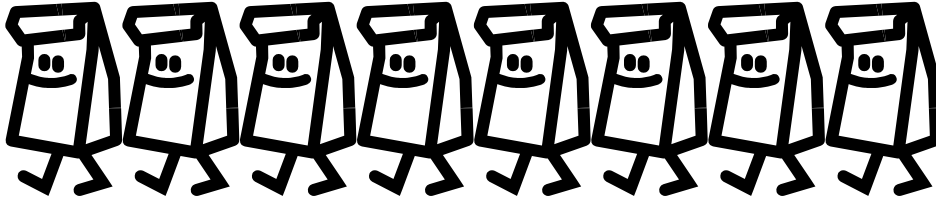
- Students will use indoor voices when standing in line
- Students will respond respectfully to all adults in the serving line

Cafeteria (Lunchtime):

- Students will walk to their designated table and sit down
- Students will use indoor voices
- Students will keep hands and feet to themselves
- Students will remain in their seat with feet under table and raise their hand to get help (no roaming privileges)
- Students will be allowed to do activities provided by cafeteria monitors or classroom teachers at the table after eating
- Student will show appropriate behaviors at all times.

Exiting the Cafeteria (Door #2):

- Lunch Room Supervisor will end lunch with a two minute warning .Students to clean up and get ready for teachers.
- Teachers will pick up students from tables as per schedule. Students should remain seated and wait for teacher direction.
- Teachers and students should move quickly out of the cafeteria through door two and line up on the left side of the hallway. The tables must be cleaned before students sit down.



Recognizing Appropriate Behaviors:

- Lunch Room Supervisor, Senior School and Lunch Monitors should continue to encourage positive behaviors.



Dealing with Inappropriate Behaviors:



- Students who violate the expected behaviors while in the cafeteria will be subject to appropriate discipline.

Supervision:

- Will give verbal warnings
- Will assign seats as needed
- Will place student in cool down area
- Will complete an office referral
- Will move around throughout the tables, around the cafeteria monitoring the behaviors of students.

FIRE DRILL ROUTES

The Fire Department requires that the routing to be followed during fire drills from each classroom to the exits be posted beside the door of each classroom. Please comply by posting the fire drill route from your classroom beside your door.

In case a fire or fire drill occurs during lunch period or auditorium assembly, normal dismissal procedures will be suspended. Teachers and lunch associates will supervise the evacuation by having the students nearest the doors leave first.

PLEASE NOTE

WE WILL PRACTICE FIRE DRILL PROCEDURES
EARLY IN THE SCHOOL YEAR SO THAT
STUDENTS BECOME ACQUAINTED WITH
THE PRACTICE.

Fire drills must be held at least twelve times in each school year, eight of which drills shall be held between September 1 and December 1 of each year and the remaining in the Spring between May 1 and June 30.

Watch for blocked exits—prepare alternative routes with your class.

BUILDING SECURITY PROCEDURES

1. All classroom doors should be locked when not in use. **Anytime you leave the room.... lock the door.**

2. Only one outside door is accessible after 9:00 A.M. by using a doorbell.

Door # 3 East Entrance (7 Eleven)

3. Please instruct children in your classroom **never** to open an outside door for any reason. If someone knocks on the door, they are to disregard it.

4. It is everyone's responsibility to enforce our Building Security Procedures.

All parents have been sent a copy. If you see someone in the building not wearing a visitor or volunteer tag, please question him or her as to the reason for being in the building. Also, call the office if you are unable to escort them personally and someone will meet them and bring them to the office to sign in. Together, we will provide a safe environment for our staff and students.

GUIDELINES FOR SENDING STUDENTS TO CLINIC

Please screen students carefully before sending them to the clinic for other than emergency situations.

1. **All students must have a clinic referral or pass to enter the clinic with the exception of emergencies. A sample “Form” can be found in the Main Office.**
2. All medications will be kept in the locked cabinet in the clinic.
3. Accidents at school or on the way to/from school must be reported to the clinic.
4. For those students who continually request clinic care, parents will be contacted by the school nurse. If the visits continue, the building administrator will be notified.
5. The only students sent to the clinic with physical education excuses are those students with a written doctor's excuse. They are to be sent at 9:10 A.M.
6. **Any student who reports to your class with crutches/cast or other medical issues related to excessive absences must be checked by the nurse prior to entering the classroom.**

MEDICAL EMERGENCIES IN THE SCHOOLS

Guidelines for the use of personnel and procedures to be followed in case of medical emergencies in your school:

Teacher at the scene - contact nurse and principal immediately by whatever means appropriate.

Registered Nurse

THE PRIME RESPONSIBILITY OF THE NURSE IS TO ASSIST
AND STAY WITH THE INJURED OR ILL PERSON

Designated Staff:

Linda Granto -	Sr. School Monitor
Michele DiGregorio -	Counselor
Amanda Vail -	Counselor

Designated Responsibilities:

- Examples:
1. Help with other students - move away
 2. Get name of person injured or ill
 3. Take charge in area
 4. Contact the administrator
 5. Clear way for emergency personnel and equipment

Principal or Designated Administrator:

Rocco Merino, Principal
Diane Bianco, Assistant Principal

Designated Responsibilities:

- Examples:
1. Announce on PA using the appropriate Emergency Response Code.
 2. Find out what registered nurse requires
 3. Instruct secretary to call for emergency vehicle
 4. Call parent or other, if time permits, get ambulance and hospital preference
 5. Inform parent/other what to do
 6. Inform Superintendent of incident if notable

MEDICAL EMERGENCIES IN THE SCHOOLS cont.

Secretary or Designated Person in Office:

Marla McGahey-	Secretary
Carol Manzell-	Secretary

Designated Responsibilities:

- Examples:
1. Upon instruction, call 911 for fire department and/or ambulance
 2. Give proper information: name, location of school, location of closest access to building
 3. Call Custodian, Counselor or other assigned person to meet emergency vehicle at designated entrance and escort to site of emergency (**EMT Door 2 – Niagara Street**)
 4. Call Central Office

EVACUATION DRILL PROCEDURES

1. Each of your classes must be instructed as to the most direct route to use to evacuate the building. If a better route presents itself, use it. You will not be given a specific exit to use, teachers are asked to identify the nearest exit to their classroom, advise their students, and post it appropriately.
2. Teachers, upon hearing the evacuation signal, you must:
 - a. Direct students to nearest exit
 - b. Close all windows (if possible)
 - c. Take class register and attendance records
 - d. Turn off classroom lights
 - e. Be the last person out of the classroom
 - f. Close classroom door---but **DO NOT** lock it
3. When outside, teachers must check to see that all their students have evacuated the building. Proceed immediately to evacuation site as noted in #5.
4. The school nurse will consult with you regarding physically limited students in your class. If physically limited students cannot negotiate stairs, they are to report to **“Rescue Assistance”** in stairwells on Floor 2 and 3.
5. If the building must be evacuated during inclement weather, faculty and students will proceed to:

EVACUATION SITE AND PHONE PERSON IN CHARGE

**Christ Redemption Tabernacle
285-2990 (Main Office)**

FIELD TRIP GUIDELINES

10 Guidelines to Follow

Scheduling An Educational Field Trip

“The board will encourage educational program field trips, provided they are well planned in class prior to the trip and are an integral part of the regular program, carefully supervised and appropriately incorporated into the program upon return”.

Taken from Board Field Trip Policy Statement:

1. The teacher investigates the trip to:
 - determine educational value
 - gather specific information
 - make tentative arrangements
2. The teacher completes the pre-trip portion of the Educational Trip Planning, Field Trip Information Form and Evaluation Form that should include:
 - destination
 - unit of study correlation
 - pre-trip preparation and activities
 - major educational objectives and submits it to the Assistant Principal for approval
3. The Principal/Assistant Principal will review the form and approve or disapprove the request. “The building principal/assistant principal shall approve or disapprove the request based on analysis of instructional purposes as it relates to the grade level curriculum, availability of appropriate transportation, student expense and sufficient qualified chaperones”. (Remember to request your trip at least 2 weeks prior to the date requested).
4. Upon approval, the teacher completes the trip arrangements, and the Transportation Request sheet and returns it to the office for mailing to the Transportation office.
5. The field trip will be scheduled on the office calendar when confirmation of the transportation arrangements has been received.
6. It is unusual for a student to be excluded from a class field trip. We encourage all teachers to discuss concerns with an administrator before excluding a student. Administration and office must be advised of the arranged and excluded student’s assigned location (utilize form) the day before the field trip.
7. **A child cannot be excluded from the field trip because of inability to pay.**
8. **There must be appropriate adult supervision based on the needs of the students and the nature of the trip. If requesting to utilize support personnel please make a request in writing one (1) week prior to Field Trip.**

9. It is expected that the special area teachers are informed of your field trip plans well in advance.

10. The kitchen must know at least two weeks ahead of time if lunches have to be cancelled or if bag lunches are requested. This is very important because the kitchen orders bread and groceries once a week and the order cannot be changed once it has been placed. Likewise, if it is necessary to cancel a field trip, it is imperative to let them know so that they are prepared for these “extras” at lunchtime.

11. Procedure for Paying Field Trips:

- a. All final payments for field trips should be made to Mrs. Candace Jones (School Treasurer).
- b. Money will not be accepted unless accompanied by a Deposit Summary Sheet.
 - all monies are counted, wrapped and labeled...containing no Canadian money. A supply of wrappers will be available through Mrs. Jones.
 - Rolling of coins:

Pennies	-	50 per roll	=	\$.50
Nickels	-	40 per roll	=	\$ 2.00
Dimes	-	50 per roll	=	\$ 5.00
Quarters	-	40 per roll	=	\$10.00
Dollars	-	50 per sleeve	=	\$50.00
 - Each roll or sleeve should then be labeled.
 - All loose change that cannot be rolled must be placed in a “loose change” envelope with the teacher’s name on it.
- c. All requests for checks should be on check request forms and submitted 48 hours in advance of date needed.
- d. Check requests for reimbursement of expenses must be signed by a school administrator.

*Copies of all forms can be found in the file box in the Copy Room.

If you have any questions, please see Principal/Assistant Principal.

PLEASE NOTE: I have received word from the district that I will no longer be able to reimburse or issue a check for food purchases. This would include the purchases for pizza parties, Dairy Queen, and ice cream parties. If you have any questions please ask me BEFORE you spend more of your own money. Thanks, Candace

Administrative Practice
Supervision of Niagara Falls City School District
Buses for Field Trips, Activities, and Athletic Events

While accompanying any group of students on a Niagara Falls City School District (NFCSD) bus to a field trip, activity, or athletic event, the NFCSD employees must:

- Explain the acceptable rules of bus behavior prior to the departure of a bus from any location.
- Insure that only NFCSD employees or those volunteers covered under the Volunteer Policy adopted by the NFSCD (March 2008) are riding the bus.
- To the best of their ability, arrange seating by team (modified, junior varsity, varsity) or grade in the same general area of seats on a bus.
- Position themselves and other NFCSD employees so that students are within their view at all times. This can be accomplished by positioning an employee in the front, middle, and back of the bus, i.e., one employee – back of the bus, two employees – back and middle of bus, three employees – back, middle, and front.
- Immediately report any problems in writing to the appropriate school or District administrator.
- *Students cannot be signed out by a teacher to a supervising parent during a field trip. The student may only be signed out at the school Main Office.

NIAGARA STREET SCHOOL

MEMORANDUM

TO: Niagara Street School

FROM: Rocco Merino and Diane Bianco, Administration Team

SUBJECT: *Field Trip Forms*

Just a few reminders regarding Field Trip forms:

“Request For Bag Lunches”

- Must be filled out **per** class. We can not take your request by grade level.
- Blank forms are located in the mailroom.
- Please turn in completed forms to the Kitchen’s mailbox **3 weeks prior** to the field trip so that food can be ordered.
- Students who pay for their lunch must still pay for their lunch on field trip days unless they bring their own lunch.
- Teachers are to collect money and send it to the office.
- The Kitchen reports to Central Office the number of bag lunches given out and must send necessary paperwork with money.
- Request student medication from clinic.
- If you have any questions, please see the Senior School Monitor or an Administrator.

Student Appearance Code

(Code of Conduct)

The Niagara Falls School Community believes that students' appearance should at all times be neat, clean and appropriate for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents. The student's appearance should be clean and neat and should not be distracting to other members of the school community or a safety or health risk to the student or others. All District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A. The following minimum standards are enforced:

1. Headgear should not be worn in the building. Headgear that is vulgar, indecent, imposes a health risk or is disruptive in any way is inappropriate.
2. Headgear shall not be worn in the classroom except for a medical or religious purpose.
3. Footwear must be worn at all times. Certain footwear that poses a hazard (flip flops, etc.) will not be allowed.
4. All underwear must be completely covered with outer clothing and all apparel should be fastened appropriately and worn as designed.
5. Above the waist apparel must cover all of one's person except the arms and a modest opening at the neck and may not be of transparent materials. Blouses, shirts and sweaters are to cover shoulders, back, chest and stomach.
6. Extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps and plunging necklines are not appropriate.
7. Sleeveless team jerseys cannot be worn without a tee shirt with arms worn under it.
8. All fashions should be no more than three inches above the knee when a student is in a standing position.
9. If a student chooses to wear layered fashions, each and all layers shall comply with the student appearance dress code.
10. All articles which advertise, display or represent items depicting such themes as alcoholic beverages, tobacco, items with abusive, suggestive, vulgar, obscene, controversial or a gang-related theme are prohibited.
11. All articles that carry messages that are suggestive, vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability are prohibited.
12. Appropriate physical education clothing (ie, gym shorts) may be worn in physical education classes only.
13. During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, walkman, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers. Cell phones are not allowed in school. See principal if exceptional issues arise. (except gym bags when the student is going to or coming from physical education.)
14. Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the educational program or activity, is prohibited.

Each principal shall be responsible for informing students and their parents of the Student Appearance Code at the beginning of the school year and any revisions to the Appearance Code made during the school year.

Students who violate the Student Appearance Code shall be required to modify their appearance by covering or removing the offending item. Students who are unable to do so shall be retained until the end of the day or until a parent or designee brings an acceptable change of clothing to the school.

Students who refuse to comply with the Student Appearance Code shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the Appearance Code shall be subject to further discipline, up to and including out of school suspension.

Niagara Street School community encourages the adherence to our school uniform.

PROXY CARDS

- **Proxy Cards will be used by staff to enter the building at doors 3 and 7.**

NIAGARA STREET ELEMENTARY SCHOOL

Baked Goods Policy

The Niagara Street School Quality Council (SQC) has instituted a Baked Goods Policy for our school. The policy became necessary due to health concerns brought to our attention, as there are a number of children in our school who have specific food allergies. To comply with the Niagara Falls City School District's Wellness Policy.

The policy requires that only store bought items, preferably with ingredients listed, be brought to school for parties and classroom celebrations.



The following is a guide to assist you in purchasing items to send to school for classroom consumption and is not meant to limit your choices.

However, any item with any kind of nuts or peanut butter is not allowed!



Please call the school at 278-5860 if you have any questions.

Suggested Treats

- Pretzels
- Baked Potato Chips, Cheetos, or Doritos
- Sun Chips
- Pre-packaged cookies
- Cupcakes from Toms/Sam's Club/Walmart
- Healthy snacks (ex. packaged apple slices)
- Ice cream sandwiches/cups
- Freeze-pops
- Granola bars
- Rice Crispy Treats
- Animal Crackers
- Store packaged popcorn

As always, students should never have hard candy or small suckers that could get stuck in their throats.

- A new pencil for each child
- Stickers
- Donating a book to your child's class with his/her name in it with the occasion for celebration
- Fun pads
- Erasers

The Baked Goods Policy will be sent home at the beginning of each new school year. Please remember this policy includes treats for holiday parties and other school events. We thank you in advance for your cooperation.

Student Cell Phone Policy

During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, walkmans, ipods, mp3 players, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers and deactivated.

Disciplinary procedures for unauthorized use of cellular telephones/wireless communication devices
– Unauthorized use of cellular telephones/wireless communication devices including but not limited to: having the phone/device on, making and/or receiving calls and sending and/or receiving text messages during the school day, during examinations or at school time events, field trips or functions will result in the following penalties:

First Infraction – Immediate confiscation of the cellular telephone/wireless communication device from the student. Returned to identified owner by the main office and/or the dean's office at the conclusion of the school day. Parent/guardian to be notified and informed regarding penalties for repeat offenses.

Second Infraction – Immediate confiscation of the cellular telephone/wireless communication device. At the discretion of the administrator, student is subject to a short-term suspension not to exceed five days. Cellular telephone/wireless communication device returned to the parent/guardian of the student upon their request and retrieval. Parent/guardian to again be notified and informed regarding penalty for repeat offense.

Third Infraction – Immediate confiscation of the cellular telephone/wireless communication device. At the discretion of the administrator, student is subject to a short-term or long-term suspension. Cellular telephone/wireless communication device returned to the parent/legal guardian of the student upon their request and retrieval at the conclusion of the school year.

Please Note:

Niagara St. School is not responsible for lost or stolen electronic equipment brought to school. This includes cellular telephones, electronic games, etc.

EMERGENCY MANAGEMENT PLAN

The Niagara Falls School District along with Niagara Orleans BOCES put together a comprehensive Emergency Management Plan to assist teachers when faced with an emergency situation. THIS PLAN, WHICH SHOULD BE KEPT AT ALL TIMES IN YOUR PLANBOOK FOR YOU FOR YOUR SUB AS A QUICK AND EASY REFERENCE.

The emergency situations that the Emergency Management Plan addresses are:

LOCKDOWN – there is an immediate and imminent threat to the school building population. Leaving your location is a significant risk.

SHELTER IN PLACE – Entire building population is moved to a single/multiple location in the school (depending on situation/hazard).

LOCKOUT – A threat to safety or an incident that is occurring exists external to the building.

EVACUATION – Entire building population moves to a designated location away from the building.

The next page lists an overview of the steps for each code.

With society changing, it brings with it new challenges for educators. It is essential for the safety of all staff and students to have a clear understanding of the proper procedures and emergency plan in place in case of an emergency situation arises.

Place in Planbook Please

EMERGENCY RESPONSE CODES

LOCKDOWN – there is an immediate and imminent threat to the school building population.

Leaving your location is a significant risk.

1. Immediately gather students from hallways into classroom/offices.
2. Lock all classroom/office doors immediately. Move all occupants away from windows/doors into remote corner(s).
3. DO NOT allow anyone to enter or leave the classroom/office once the door is closed and locked.
4. DO NOT cover door windows. Leave the window blinds and lights the way they are.
5. All activities cease.
6. Maintain silence and a calm environment.
7. DO NOT use or answer classroom telephone.
8. DO NOT respond to a fire alarm unless imminent signs of fire are observed.
9. Use district policy to perform accountability check.
10. Stand-by for additional instructions from administrative or law enforcement officials.
11. When all clear is given, resume normal activities as directed.

SHELTER IN PLACE – Entire building population is moved to a single/multiple location in the school (depending on situation/hazard).

1. Remain calm and maintain supervision of students.
2. Have all students/staff who are outside immediately return to the building.
3. Be sure to take attendance roster(s) for accountability check.
4. Evacuate to assigned interior building spaces as directed in an orderly fashion.
5. Once there maintain silence and do not allow anyone to leave the area.
6. Use district policy to perform accountability check.
7. Stand-by for additional instructions from administrative or law enforcement officials.

LOCKOUT – A threat to safety or an incident that is occurring exists external to the building.

1. Remain calm and maintain supervision of students.
2. Have all students/staff who are outside immediately return to the building.
3. Administrators/Custodians/Assigned Staff lock and secure all exterior doors, entrances and windows.
4. Administration monitors main entrances and allows only AUTHORIZED personnel into building.
5. Internal activities will continue, as advised.
6. When all clear is given, resume normal activities as directed.

EVACUATION

1. Remain calm and maintain supervision of students.
2. After receiving word from the appropriate office, evacuate the building using fire emergency routes. Evacuate to a pre-determined or announced location.
3. Be sure to take attendance roster(s) for accountability check.
4. Stand-by for additional instructions from administrative or law enforcement officials.
5. When all clear is given, report back to classroom/office for accountability check.

If a bomb threat is received, the building administrator or designee will direct the staff as to which respond procedure to follow based on the credibility of the threat.

Revised 9/08

Attendance Procedures to be updated to Power School

Excuses

Require a **written** excuse for each absence. Excuses are to be placed in individual envelopes. In June, **each** student's excuses will be stapled together. All students' excuses will be placed in a large brown envelope. All classroom teachers are expected to sign an affidavit.

When excuses are not turned in after an absence, please follow the steps below:

- A) Remind the student daily that a written excuse is required. (Excuses are **not** required for trancies or suspensions.)
- B) If a written excuse is not turned in within 3 days, notify the office.
- C) If excuses are not received by the end of a 5 week attendance reporting period, mark the absence illegal.

Changes

At least once every 5 weeks, ask pupils if they have a change of address and notify the office of the change in writing using the form provided.

Reminder

- Classroom teachers are responsible for daily student attendance, please submit by 9:30 AM daily.

DEPARTMENT CHAIRPERSON RESPONSIBILITIES

Pre-K – Grade 6
Special Education

Mrs. Mary DePalma
Mrs. Tracy Gibb

1. The month of August – coordinate distribution of budget items, opening of school supplies, textbooks and related items. A sample form is in last section.
2. Assists the administration in planning, organizing and chairing sessions related to the curriculum and program. Assists new faculty by assisting with the procurement of supplies, text books and the understanding of school procedures.
3. Assists the administration in the development and preparation of the school budget.
4. Meet with administration regularly and as needed.
5. Assists with the local and state assessment process including the packing, unpacking and proper distribution and collection of assessments.
6. Assists with the adherence of Special Education mandates response to intervention and Functional Behavior Plan process.
7. Collaborates with colleagues to facilitate the NSS technology initiative in our school.
8. Closing of School – assist the administration with various grade level record keeping and organization.

PLANBOOKS

**Niagara Falls City School District
Planbook Committee Recommendations
June 19, 2006**

Committee Members: Joseph Catalano, Joseph Colburn, Jessie DiVita, Duncan Hollinger, Stephen Kutis, Marcus Latham, Mark Laurie, Larry Martinez, Philip Mohr, Maria Pedulla

Listed below is the resolution to the teacher grievance 1/12/05 re:
Teacher Planbooks (Art. 41.3):

1. The purpose of the teacher planbook is to:
 - Assist the substitute teacher with continuing the instructional program for the days of absences by the regular teacher.
 - Support the Administration in:
 - Ensuring the plans are aligned with the appropriate grade level or subject level curriculum.
 - Assuring that the planbook is available for the substitute teacher.

Guide the teacher with scheduling and managing the classroom instruction.
2. The planbook is not intended to be the only document that demonstrates careful planning and preparation on the part of the teacher. Other documents and planning tools may be referred to in the teacher planbook. The planbook, along with these other documents and planning tools (ie NYS Standards, instructional objectives, district matrices, assessments, teacher notes, teacher editions of textbooks, and others...) will be used to substantiate the expectations on the B.A.R.S. evaluation.
3. Planbooks shall include:
 - Performance indicator(s)/ Objective(s) ...stated or referenced
 - Activity (ies) ...stated or referenced
 - Resource (s) ...stated or referenced

Have you ever been a substitute teacher and you opened the teacher's planbook and you knew you were in trouble?

WE WANT TO AVOID THIS AT NIAGARA STREET SCHOOL

QUESTIONS?

Do you agree with the following?

-For the classroom teacher-

- A prerequisite for successful teaching is well prepared and well organized plans.
- Detailed plans enrich teaching procedures even for an experienced teacher.
- Classroom organization is more effective when each day's lesson is well organized.
- A good daily plan is a direct asset to the teacher and the student.

-For a substitute teacher-

- Detailed plans help a substitute teacher.
- When complete plans are not available, a class is denied proper instruction.
- Busy work is not instruction.

SUMMARY

DETAILED PLANS ARE ESSENTIAL. When complete plans are not available, a class is denied instruction. Frequently, substitute teachers with limited experience are assigned and with the best of plans, their work is difficult, without adequate plans, their work is impossible.

Planbooks are expected to be up to date. Planbooks will be reviewed when a teacher is observed according to the procedures outlined in the NFT contract.

BOARD OF EDUCATION'S VISION STATEMENT

The vision of the Niagara Falls City School District is to be a world-class quality educational organization.

BOARD OF EDUCATION'S STATEMENT

The Niagara Falls City School District's Mission is to guarantee educational excellence for every student and to prepare students for successful employment, continuing education and life-long learning in an ever-changing world.

BOARD OF EDUCATION'S STRATEGIC GOALS

1. To exceed and continuously improve learner outcomes against academic standards.
2. To achieve the highest level of employee cooperation, trust and empowerment.
3. To effectively control financial costs while maintaining quality education.
4. To achieve the highest level of partnerships with our community.