



**GERALDINE J. MANN
ELEMENTARY SCHOOL**

Parent & Family Handbook

2022 – 2023

Updated Practices



For the health and safety of our school community, parents and visitors must have a **scheduled appointment** and a **driver's license** to enter the building.

All visitors must enter through **Door 1** on 95th Street.

Parents are strongly encouraged to remain in their vehicles when dropping-off and picking-up children at school.

Parents will not enter the building on the first day of school. Open House on September 1st and Pre- Kindergarten Screening appointments are your opportunity to tour the building, visit your child's classroom and meet the teacher.



Please read the ***Parent Information*** below carefully as many practices and procedures at Geraldine J. Mann Elementary School have changed.



At Geraldine J. Mann Elementary School...

We strive for excellence and we will work hard to meet or exceed our *Every Student Succeeds Act (ESSA)* goals.

We consider the unique histories of all students, families and staff in order to foster an environment that is free of judgement and responsive to individual needs.

All Geraldine J. Mann Elementary School Students will leave 6th Grade ready to successfully face the challenges of Preparatory School

Italo J. Baldassarre, Principal

**Mark Laurrie
Superintendent of Schools**



Niagara Falls City School District Board of Education

Russell Petrozzi
Vincent Cancemi
Anthony Paretto
Paul Kudela
Michael Capizzi

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District Mission Statement

The Niagara Falls School District's mission is to guarantee educational **excellence** by creating strategic goals which we will monitor, analyze, assess and evaluate utilizing the quality process and ensuring customer satisfaction.

District Vision Statement

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

Niagara Falls Board of Education 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.
5. To provide, integrate, and promote technology throughout all facets of our organization.

Geraldine J Mann Elementary School Telephone Directory

General Information	School Office	278-7940
Principal	Italo J. Baldassarre	278-7940
School Counselor	Thomas Zafuto	278-7947
School Social Worker	Nycole Donaldson	278-7954
Nurse	Margaret Campana	278-7942
School Pupil Service Team	Carlos Bradberry	278-7956
Report Absences	School Office	278-7940
School Transportation	Denise Claps	278-7945
District Food Service	Kevin Edwards	286-4241
District Transportation	Annie Carr	286-4239
Report Card Inquiries	School Office	278-7940
Cafeteria	Denise Noworyta	278-7943
Special Education Services	CSE Office	286-4280
Curriculum Questions	Instructional Office	286-4259
District Policy Questions	District Office	286-4211
Student Registration	District Registrar	286-4273

Niagara Falls Community Telephone Directory

Child Abuse Hotline	New York State	1-800-342-3720
Suicide Prevention Hotline	Crisis Services	285-3515
Spanish Language Suicide Hotline		1-800-784-2432
Poison Control Center of WNY		1-800-222-1222
Msgr. Carr Children's Clinic	Catholic Charities	205-0825
Teen Crisis Line	Family & Children's Services	285-7125
Juvenile Aid Bureau	Niagara County	286-4568
Youth Mentoring Services		285-6680
Boys & Girls Club		282-7181
Community Missions		285-3403
Heart, Love & Soul		282-5687
Anger Management	Family & Children's Services	285-6984
NF Public Library	Main Street Branch	286-4894
Deaf Services of WNY	TTY 716-833-5234	833-1637
Hispanic Family Health	Alliance for Hispanic Health	1-866-783-2645



**GERALDINE J. MANN ELEMENTARY SCHOOL
STAFF 2022-2023**

Principal	Mr. Baldassarre
Secretary	Ms. Beccari
Senior School Monitor	Mrs. Claps
Nurse	Mrs. Campana
School Counselor	Mr. Zafuto
School Social Worker	Ms. Donaldson
School Psychologist	Mrs. Kandaswami
Pupil Service Assistant	Mr. Bradberry

Grade	Room	Teacher	Department	Teacher/Personnel
Pre-K 3	104	Mrs. Murray	ENL	Mrs. Rogers
Pre-K 4	101	Mrs. Rhodes	ENL	Mrs. Collier
Pre-K 4	102	Mrs. Burkestone	ENL	Miss Modicaamore
K	103	Mrs. Vekich	Art	Mr. Jocoy
K	105	Mrs. Porto	Vocal Music	Mrs. Costanzo
1	108	Mrs. Dunstan	Instrumental Music	Mr. Quinn
1	107	Mrs. Skowronek	Phys. Ed	Mr. Tirabassi
2	106	Mrs. Harris	Phys. Ed	Mr. Frame
2	109	Mrs. Pirolli	Speech	Mrs. Petrozzi-Burgess
3	205	Mrs. Costanzo	Teaching Assistant	Miss Iveys
3	211	Mrs. Antonacci	Teaching Assistant	Mrs. Chillberg
4	210	Mr. Condino	Teaching Assistant	TBD
4	213	Mrs. Capatosto	ENL Associate	Mrs. Muneer
4	208	Mrs. Bianca	ENL Associate	TBD
5	203	Mr. Carlo	Library Associate	Mrs. Argy
5	204	Mr. Misterkiewicz	Phys. Ed. Associate	Mrs. Hannold
5	207	Miss Critelli	PK Class Associate	TBD
6	201	Mrs. Bolender	PK Class Associate	TBD
6	202	Mrs. Stevens	PK Class Associate	Mrs. Laures
6	206	Mrs. Wrobel	PK Class Associate	Mrs. Cartonina
K-5 Math	209	Mrs. DeMunda-Martin	PK Class Associate	Mrs. Felvus
			PK Class Associate	Mrs. Printup
Title		Personnel	Title	Personnel
Custodian		Mrs. McKean	Head Cook	Mrs. Noworyta



Adopt – A – School Partners

The Niagara Falls Board of Education and the Niagara Falls Chamber of Commerce have established a Business Education Alliance. Alliance membership is comprised of business, industrial, educational, and community organizations committed to furthering the common interests of the business and educational communities.

As part of the Business Education Alliance, Geraldine J. Mann Elementary School works with The Frank Del Signore Family, Niagara University, Buffalo State College, Denny's, McDonalds, Mr. Ventry's, La Galera and The Bridge Church as partners in our Adopt-A-School program. Adopt-A-School partners have direct involvement with our professional staff and students, making your child's education more meaningful.

Parent Education Group P.E.G.

The Parent Education Group (PEG) helps to coordinate parent volunteer efforts at Geraldine J. Mann Elementary School. Please check the District Calendar and our school website for the dates of our scheduled meetings. **The P.E.G. NEEDS YOU** to help make your child's time at Geraldine J. Mann Elementary School a memorable experience. If you would like to take an active part in our parent group activities please contact the Main Office at 278-7940.

School Quality Council

Our School Quality Council (SQC) is a committee of parents, students, staff, and community members (known as stakeholders) who work together to find ways to improve the quality of programs at Geraldine J. Mann Elementary School. Together we examine data relevant to school improvement, provided input on the development of school initiatives, and coordinate the efforts of our parent group and Adopt-a-School Partners. If you are interested in joining the SQC please call the Principal at 278-7940.

Enrollment

The Niagara Falls City School District registers new students at its Central Office location, 630 66th St. between the hours of 8:30am and 3:30pm. Parents or guardians should bring the child's birth certificate, proof of immunizations, proof of residency (like utility bills), and any custody papers. Please enter at door #2, nearest to Girard Avenue. For questions please call 286-4273. The entrance age for Kindergarten is four years nine months on or before September 1st. There are no exceptions to this NY State mandated starting age. The entrance age for Pre-kindergarten is 3 or 4 years old on or before December 1.

Daily Schedule

Breakfast Begins (Pre-K4 – Grade 6)	8:30 a.m.
Classrooms Open (Pre-K 3 Arrival)	8:45 a.m.
Pre-K Schedule	9:00 a.m. – 2:50 p.m.
Pre-K Wednesday Schedule	9:00 a.m. – 1:50 p.m.
Grades K-6 Schedule	9:00 a.m. – 3:00 p.m.
Grades K-6 Wednesday Schedule	9:00 a.m. – 2:00 p.m.
Early Dismissal	11:55 a.m.

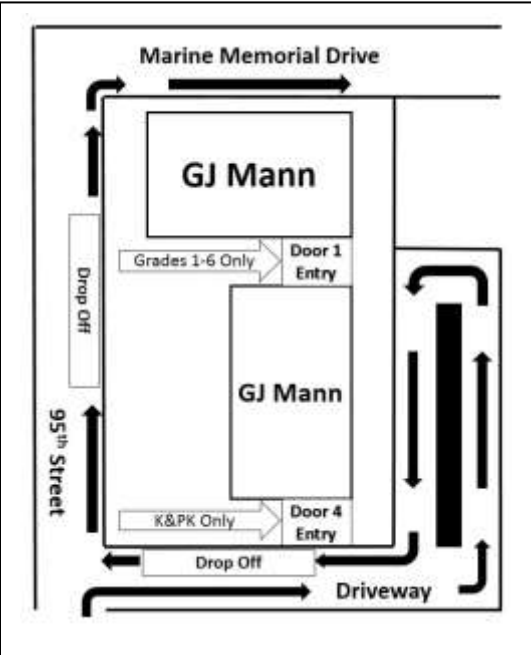


For the health and safety of our school community, parents and visitors will only be permitted to enter the building with a driver's license and a scheduled appointment.

Parents are strongly encouraged to remain in their vehicles when dropping off and picking up children at school.

Arrival Procedures & Traffic Plan

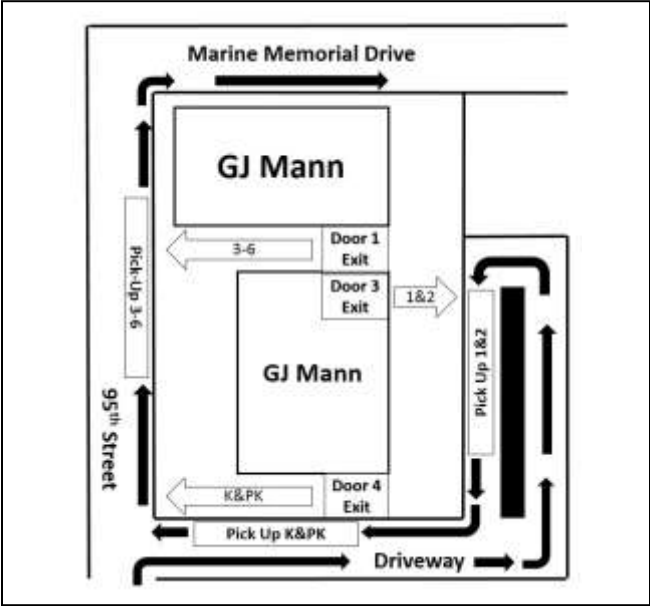
The Main Door on 95th St (Door 1) is the only entrance for students in Grades 1 - 6. The South Door on 95th St (Door 4) is the only entrance for students in Kindergarten & Pre-K (3 & 4).



Please plan to have your child arrive at school no earlier than 8:30 a.m. Stress to your child that under no circumstances are they to leave school property after they have arrived. **Students who arrive before 8:30 a.m. will need to wait outside.** In response to traffic congestion during arrival and dismissal, Geraldine J. Mann Elementary School has established a traffic plan to provide for the safety of our students and the convenience of our families. Your cooperation will ensure that our students arrive and depart under the safest conditions possible.

Please note that crossing the street in the middle of the block in front of the school is unsafe and during the winter months and periods of high traffic volume is even more dangerous. For this reason students should only be dropped-off and picked-up on the east side of 95th Street near Door 1 and on the north side of the driveway near Door 4, eliminating the need for students to cross the street altogether. Please note the areas labeled for drop-off in the graphic on the left.

Dismissal Procedures & Traffic Plan



For the safety of our students and to ensure an orderly dismissal, parents or guardians who are picking up their children must **wait outside** of the building. Any changes in your child’s dismissal plan (i.e. if a child is being picked up rather than taking the bus) **requires that a note be sent in to your child’s teacher that morning.**

- Kindergarten - Grade 6 Students**
Dismissed at 3:00 p.m. (2:00 p.m. on Wednesday)
- Pre-K Students**
Dismissed at 2:50 p.m. (1:50 p.m. on Wednesday)
- Bus Students**
Escorted to the bus loop at dismissal

Dismissal Doors (See the Graphic Above)	
All Kindergarten & Pre-Kindergarten	South Driveway 95 th Street (Door 4)
All Students Grades 1 & 2	East Driveway Rear (Door 3)
All Students in Grades 3 – 6	Main Door on 95 th Street (Door 1)
If you have children in more than one grade level please contact your child’s teacher. A common pick-up point can be arranged.	

Classroom instruction continues right up until dismissal each day. Be aware that students dismissed early from school miss valuable instructional time. Whenever possible, appointments should be made after school hours. Please send in a note with your child on the day of the appointment stating the dismissal time, the reason for early dismissal, and name of the adult picking your child up. The adult picking up your child will be required to sign your child out in the Main Office.

Latchkey Programs

If you need before and/or after school care for your child, please contact the Niagara Falls Boys and Girls Club at 282-7181.



Student Information Changes

Student information is confidential and is kept on file in the school office. **Please notify the office immediately of any change in address, telephone numbers, emergency contacts or custody.** When moving, the office must be notified as soon as possible. For the safety and protection of your child, copies of any legal documents regarding custody must be forwarded to the school office.

Visitors to the School

To ensure the safety and security of our students and staff **ALL VISITORS MUST HAVE AN APPOINTMENT AND MUST SIGN IN AT THE MAIN OFFICE.**



A DRIVER'S LISENCE WILL BE REQUIRED TO RECEIVE A VISITOR PASS.

All visitors are required to use Door 1 on 95th Street.

Please note:

- Access to the Main Office is restricted
- Classrooms will not be interrupted during the instructional day

School Closing Information

If school must be closed or delayed due to inclement weather or other emergencies, parents will be notified in the early morning or the evening before by the automated phone system, social media, radio and television announcements.

Delayed Start

The Superintendent of Schools may delay the start of the school day to allow time for weather or for school conditions to change so that student attendance is possible. A delayed start to the school day may for example, allow temperatures to rise in the morning and/or allow more time for roads, sidewalks and parking lots to be cleared.

With a delayed start, the school day at Geraldine J. Mann Elementary School will begin at 10:45 am. The school will offer breakfast to students, lunches will be served as usual and dismissal will occur at the regularly scheduled time.

Social Media

Please visit our website available via the Geraldine J Mann link at www.nfschools.net and access an increasing amount of parent and community information on:

Facebook: www.facebook.com/GJMANNNF
Instagram and Twitter: @gjmannelementary.

Many of our teachers employ the Remind and Classroom Dojo applications for family communication. If your child's teacher participates please register!

Transportation

Eligibility for bus transportation is determined by the District Office of Student Services. Please inform the school in advance of any address change to ensure the continuity of bus services. Changes may take a few days. **If your child will not be taking the bus home, you must send in a note or contact the school office in advance. We will not rely on your child for information relating to changes in transportation.**

Buses arrive daily 8:30 - 8:45

Buses Depart 3:05 (2:05 on Wednesday)

**You will be directly notified by District Transportation of your child's bus stop and pick up time.

Please discuss proper bus behavior with your child. Bus rules may vary slightly with each driver, but the basic rules of conduct are the same.

- * Be at bus stop 10 minutes prior to scheduled pick up time
- * Wait until the bus comes to a full stop before getting on or off.
- * Obey the driver and aide at all times
- * Be respectful and courteous at all times
- * Sit in the seat and use quiet voices
- * Keep the bus neat and clean and keep any food in a lunch bag/box

It is extremely important that your child maintain respectful, responsible and safe behavior on the bus. **Poor conduct may result in the loss of bus privileges, meaning that you be responsible for getting your child to and from school on time.**

Pre-K Students must be accompanied by an adult at the bus stop. Drivers will not let a Pre-K student off at a bus stop unless an adult is present to receive the student. If there is no adult waiting for the Pre-K student at the stop, the student will be returned to the school.

Attendance Guidelines

Regular attendance is important for success in school. Please make every effort to have your child in school every day, rested and ready for work.



Two missed days a month adds up to being a half a year behind by the time your child reaches 4th grade. And once a child falls behind, they rarely catch up.

Only illness, emergency or medical reasons should keep your child from attending school. New York State Education Law states that parents are responsible for their child's regular attendance and punctuality. A written excuse is required for all absences.

Legally Excused Absences	Illegal Unexcused Absence
Sickness or Quarantine	Visiting Relatives
Sickness or Death in Family	Vacation
Medical Appointments	Babysitting
Legal Appointments	Oversleeping/Missing the Bus

Tardiness is also a serious problem since work and assignments are missed. Please ensure that your child arrives at school on time, ready to work. Poor attendance and tardiness has been shown to hurt a child's ability to learn.

If your child is absent:

- Please call the school
- Send in a written excuse when your child returns
- Realize that an absence without a written excuse will be considered unexcused
- The school may contact you if your child develops a pattern of absence and in some cases may submit a referral to Niagara County Child Protective Services

If your child is late:

- He or she will need to report to the main office to check in
- Send in a written excuse that morning/day
- Realize that being tardy without a written excuse is considered unexcused
- The school may contact you if your child develops a pattern of tardiness and in some cases may submit a referral to Niagara County Child Protective Services

Parent-Teacher Communication

Children in Grades Pre-Kindergarten to Grade 6 will receive one copy of the report card, which will be mailed home three (3) times a year (in December, March and June) at the end of each trimester of school. If you have a question about the report card, please make an appointment with your child's teacher. Please make sure that the school has your most current address to ensure that you receive your child/children's report cards from school.

If you have any concerns about your child's education or wellbeing, don't hesitate to call his or her teacher at any time. Your call may be forwarded to the teacher's voicemail to avoid interrupting classroom instruction, but the teacher will return your call.

Homework

When given, homework reinforces the skills taught in the classroom each day. Please provide the time and a quiet place for your child to work. Make sure it's away from the television or other interruptions. Your child's teacher will notify you of the procedures you should follow in assisting with homework and returning the completed work.

In addition to homework, the best "work at home" you can do with your child is to read with him/her every day. Encourage curiosity in your child and take time daily to engage in conversation with your child about school activities.

If you would like to request work for your child (due to illness or legal absence) please call the Main Office at 278-7940 and we will forward the request to your child's teacher. The work will be ready the following day and may be picked up in the Main Office.



Literacy Instruction

All K-6 classrooms in the Niagara Falls City School District use a literacy workshop model incorporating the rich and challenging *Journeys Program* (K-5) and the interactive *Amplify Program* (Gr. 6). During a daily literacy block students develop good habits by focusing on phonics, fluency, vocabulary, and comprehension. These skills will help them become fluent readers and writers.

The Literacy Block consists of:

Skill Development - where students learn phonemic awareness.

Reading - concentrating on language, vocabulary, comprehension, and fluency.

Writing - where students plan, edit, revise, and present their own writing.

All of our classrooms are organized around rituals and routines that keep students engaged and excited about their learning!

Mathematics Instruction

Mathematics instruction in the Niagara Falls City School District also takes place in a workshop setting. Through *Investigations 3* (K-5) and *Go Math* (Gr. 6), work and study are conducted in a variety of ways. Students work independently, cooperatively with a small group of students, and in collaboration with the whole class. Students reinforce their math skills by talking and thinking about it. Students compare solutions and give explanations. Students often self-identify errors by tracing their reasoning. Classroom routines define what is carried out each day and how it is carried out. Artifacts, objects and games are also provided to facilitate learning and create a rich learning environment.

English as a New Language (ENL)

The English as a New Language (ENL) Program at Geraldine J. Mann Elementary School helps to create a rich and supported learning environment for English language learners. Participating students receive daily integrated co-teaching and stand-alone instruction. The New York State English as a Second Language Achievement Test (NYSESLAT) is administered each spring to help design the instruction for the following year. G. J. Mann serves more than fifty (50) students who currently speak languages that include: *Spanish, Arabic, Chinese, Urdu and Tagalog*.

Instrumental Music & Chorus

Students in Grades 4 – 6 are eligible to participate in the **Instrumental Music Program** and join the *Greatest Elementary School Band and Chorus in the World!* Students, who own or have daily access to instruments may use them. For students who do not own a musical instrument, the District maintains a limited inventory. Students will be responsible for the instrument's care and may be required to purchase some supplies for the instrument. Once enrolled in the Band Program, small group lessons will be scheduled during the school day based on your child's instrument and level of experience. Expect your child to be assigned homework at each weekly lesson that includes at least 30 minutes of daily home practice. Your support in daily practice is extremely important.

Students in Grades 5 & 6 are eligible to participate in **Chorus** and join the *Greatest Elementary School Chorus in the World!* Chorus students participate in weekly rehearsals in anticipation of performances.

The School Band and Chorus perform at scheduled concerts and other school events. If you are interested in having your child participate in the **Instrumental Music Program or Chorus**, please call the Main Office at 278-7840.

Academic Enrichment Program

The Academic Enrichment Program has been established for students in Grade 2 – 6 who have demonstrated the need for a more challenging academic experience. Student records and standardized test results are evaluated to recommend students for the program. Testing begins in Grade 1 and re-evaluation is conducted in Grade 5.

The Academic Enrichment Program is designed to lead students to Advanced Placement and International Baccalaureate coursework in high school. For more information on the Academic Enrichment Program, contact the NFCSD Assessment Office at 286-4285.



Student Health Services

School Nurse – Margaret Campana Phone: 278-7942 FAX: 278-7946

Individual student health records must be kept for each child. These records show immunizations, the results of physical examinations and checks of hearing and vision. Children with specific conditions like allergies, Asthma and Diabetes should have these diagnoses recorded in their health record. **It is very important that the Nurse be informed of any student health conditions, in the event your child exhibits symptoms in school.** Please notify the nurse if your child contracts a contagious disease like COVID-19, Chicken Pox, Mumps, Measles, Whooping Cough, Scarlet Fever, Strep Throat, Lice, Scabies, Ringworm or Conjunctivitis.

Please keep your child home from school if they:

- have a fever of 100° F or greater
- exhibit significant cold or flu like symptoms including cough, loss of smell or taste, muscle aches or extreme fatigue

If your child becomes ill or injured in school, you will be notified and if necessary requested to pick up your child. For this reason it is important that we have your phone number and the phone number of an additional responsible person as an emergency contact on file.

Students who are ill or injured will not be permitted to take the school bus home.

If your child needs to take any medication during school hours, you must submit a **written request** to the Nurse accompanied by a **note** from your family physician indicating the name of the medication, the frequency and the dosage to be administered by the Nurse. These forms are available upon request. **All medications must be brought to the Nurse in its original container by the PARENT OR GUARDIAN....NEVER BY A CHILD.**

Immunizations: All students must be immunized according to New York State Public Health Law.

STUDENTS NOT IMMUNIZED ACCORDING TO THE LAW CANNOT ENTER SCHOOL.

Student Physicals: New entrants in Pre-K or K and students in grades 2 & 4 must have a current physical examination. If your child is entering the District for the first time, a record of the physical examination must be returned to District Central Registration at 630 66th Street. If your child attended a Niagara Falls City School District school last year, the record of physical examination may be given to the School Nurse. In accordance with New York State law, the District Family Nurse Practitioner will provide physicals to students whose parent or guardian does not provide a record of a completed physical examination.

Physical Education Exclusion - If your child cannot take physical education for health reasons, please send a note to the nurse. If he or she cannot participate for two weeks or more, you must have a written doctor's excuse. In some cases of prolonged exclusion, a note from a doctor will be required in order to return to physical education.



The Counseling Center

School Counselor – Thomas Zafuto - Phone: 278-7947
School Social Worker – Nycole Donaldson – Phone: 278-7954

The Geraldine J. Mann Counseling Center supports your child's social-emotional wellbeing. The School Counselor establishes confidential relationships, meeting with students individually and in small groups to help them resolve or cope constructively with challenges to their social emotional health.

The Counselor and Social Worker integrate a variety of resources in the safe, secure and confidential Counseling Center, where students are empowered to be strong, confident and independent.

The GJ Mann Counseling Center supports:

- ~ Self-esteem
- ~ Identity
- ~ Social Skills
- ~ Behavior & Decision Making
- ~ Conflict Resolution
- ~ Crisis Intervention

The School Counselor and Social Worker are available to talk to your child about school and personal matters. Please call if you need assistance or would like a referral to an outside agency.

Your child should consider visiting the Counseling Center when he or she:

- Is having difficulty in class
- Needs help talking to one of their teachers
- Needs help working on a problem with family or friends
- Needs help managing or processing emotions
- Needs help making up their mind about something
- Would like to talk to someone who understands
- Wants to learn more about special interests, abilities, or future careers

**ELEMENTARY SCHOOL SETS THE TONE FOR DEVELOPING THE SKILLS, KNOWLEDGE AND ATTITUDES
NECESSARY FOR CHILDREN TO BECOME HEALTHY, PRODUCTIVE ADULTS.
TOGETHER - WE CAN HELP OUR CHILDREN BE SUCCESSFUL.**



S. T. A. R. T.

At Geraldine J. Mann Elementary School there is a team of caring professionals known as the **Student Teacher Action Response Team (S.T.A.R.T.)**. It is composed of the Principal, School Counselor, School Psychologist, School Nurse, Intervention Specialists and the Pupil Service Assistant. It is their job to aid students and teachers with social, emotional, or academic needs that are having an impact on a child's classroom performance. START coordinates a variety of interventions with teachers, students, parents and outside agencies.

Positive Behavior Education



Geraldine J. Mann Students are...

Respectful, Responsible, Safe, and Bully Free

Our school has adopted a school-wide approach to character education that relies on the principles of Positive Behavior Management (PBM). In addition to traditional consequences for inappropriate behavior, our staff believes that the traits associated with good character should be taught and that positive behavior should be rewarded.

Monthly Character Traits	
September – Respect	February – Integrity
October – Responsibility	March – Perseverance
November – Citizenship	April – Courage
December – Kindness	May – Self Control
January – Tolerance	June – Honesty

Thanks to our community business partners, when your child is observed being **Respectful, Responsible, Safe, and Bully Free** he or she may receive a reward ticket making him or her eligible for weekly prizes. Please discuss our reward program, **Monthly Character Traits**, and the **Discipline Policy** below with your child.



Discipline Policies

In addition to a system of rewards, consequences may be imposed in support of student self-control, and the development of individual responsibility. All discipline policies for the Niagara Falls City School District can be found in the **Niagara Falls City School District's Code of Conduct** which is available online at <https://www.nfschools.net>.

During the first week of school, students will learn a number of rules, rituals and routines in order to be successful at school. Students who have difficulty meeting these expectations will be given additional assistance which may include:

- ✓ Discussion with the student regarding rules, routines and expectations
- ✓ Removal of the student from the situation for a period of time
- ✓ Parent contact and/or conferences
- ✓ Referral to the School Counselor or Principal
- ✓ The loss of school privileges or participation in extra-curricular activities
- ✓ Suspension from school in the event of serious or chronic behaviors

Bullying & Harassment - At Geraldine J Mann Elementary we strive to maintain a safe school environment. Bullying or harassment, in any form, is not tolerated. If you or your child feels that they or someone they know is a victim of bullying, it should be reported immediately to the Principal, School Counselor or Classroom Teacher.

Sexual Misconduct - The Board of Education is committed to safeguarding the rights of all students within the Niagara Falls City School District in an environment that is free from all forms of sexual misconduct including sexual harassment and abuse. This policy is explained to students in an age appropriate manner during the first week of school. Students should report all incidents to a staff member with whom they are comfortable. Disciplinary action will be taken immediately to correct any incidents of misconduct.

Internet Use Guidelines

Access to the Internet allows students to share information, learn concepts, research projects and communicate with others. Although the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people, the Niagara Falls City School District feels that the benefits to students from Internet access exceed any disadvantage.

In order to reasonably ensure that unauthorized exploration of the Internet does not occur:

- Your child will only be permitted Internet access in the presence of an adult
- Your child's internet access will require both you (parent/guardian) and your child to agree to the District's Acceptable Use Policy
- You may refuse to give permission for your child to have Internet access

A list of students who do not have authorization for access to the Internet will be given to each teacher and to the Library Media Center Associate.

Electronic Device Guidelines

The use of cell phones, electronic, multimedia, telecommunications, or imaging devices of any kind during school hours is unnecessary. Each classroom is equipped with an outside phone should the need arise for your child to speak to you. Also, you may call the main office during school hours should you need to relay a message. If you wish your child to have a cell phone, please have your child understand that it **must be turned off in school**.

If your child is found to be using any electronic device the item will be confiscated and you will be called to pick it up personally. Multiple offenses may result in the item being kept in school and returned at the end of the school year.

Student Dress Code

All student attire must be in compliance with the following guidelines every day:

All Students	
Headwear	Permitted only for medical or religious purposes
Tops	All layers must be worn as designed with no undergarments visible. Tops must have sleeves and the shoulder, back, chest and stomach are to be covered. Articles that denigrate others, depict abusive, suggestive, vulgar, obscene, controversial, gang related, illegal or adult themes (alcohol/tobacco) are prohibited.
Bottoms	All layers must be worn as designed with no undergarments visible. All garments should be within 3" of the knee when standing. Articles that denigrate others, depict abusive, suggestive, vulgar, obscene, controversial, gang related, illegal or adult themes (alcohol/tobacco) are prohibited.
Shoes	Sneakers or soft-soled shoes. No flip-flops, slides or open backs.
Extras	Coats, jackets, hats, scarves, backpacks, gym bags, and all electronic devices are to be stored during the school day. Any mode of dress not stated above that is dangerous, disruptive, distracting or disturbing to the educational program of the school is prohibited.

Please view the entire NFCSD Student Appearance Code at <https://www.nfschools.net>

The Cafeteria

Our cafeteria serves a free wholesome and balanced breakfast and lunch each day.

A free breakfast and lunch is provided to all students. In order to remain eligible, families must complete a **Free & Reduced Lunch Application**. Application forms will be sent home on the first day of school and may also be obtained in the Main Office.

Breakfast - Served daily from 8:30 a.m. until 9:00 a.m. beginning on the first day of school.

Lunch - Served to all children, for 30 minutes during each full day of school. When made available, your child may have the opportunity to purchase additional healthy snacks during his or her lunch period.

Cafeteria Rules

Be Respectful

- Use courtesy or manners by saying “please”, “excuse me” and “thank you”
- Stop talking when an adult dims the lights

Be Responsible

- Use an inside voice
- Clean up after yourself

Be Safe

- Stay in your seat
- Use your face covering & observe social distancing

Be Bully Free

- Be kind to others and enjoy your lunch

Emergency Procedures

Your child's security and safety is our number one priority. We believe that your child's best interests are served when we are prepared to handle the unexpected with calmness, reason, and precision.

Lockdown - In the event of a school lockdown or lockdown drill, for the safety and well-being of all of our students, no one will be permitted to enter or leave the building.

Evacuation - If an emergency warrants the temporary relocation of students and staff to a safer place, **The Bridge Church** will be utilized. In the event of an evacuation that requires relocation, parents and guardians will be contacted.

Library Media Center

The Frank Del Signore Library Media Center is open every day. Throughout the school year, all students will have weekly opportunities to go to the library with his or her class to sign out and exchange books. Your child is also encouraged to use the library independently, with a library pass/permit from their classroom teacher.

If your child damages or does not return a book, a note will be sent home with the replacement cost that must be paid for before he or she will be permitted to sign out materials again. Please help your child take good care of our library materials and return them on time.

Physical Education

Students in grades Pre-Kindergarten to Grade 2, will receive two (2) 30 minute periods of Physical Education each week. Students in Grades 3-6, will receive two (2) 40 minute periods of Physical Education each week. For the comfort and safety of your child, please be sure your child has appropriate clothing (sneakers & recreational clothes) for physical education.

For the safety of all, no jewelry of any kind is permitted in Physical Education class.

Medical Exclusion - If your child cannot take physical education for health reasons, please send a note to the nurse. If he or she cannot participate for two weeks or more, you must have a written doctor's excuse. In some cases of prolonged exclusion, a note from a doctor will be required in order to return to physical education.

