

Armor Elementary School



2023-2024 Parent and Student Handbook

Welcome to Armor Elementary School!

Armor Elementary (AES) is a community of learners serving students and their families, and keeping the whole child central to all we do. As a vibrant learning community, we are committed to loving every child that walks through our doors every day, and inspiring a life-long love for learning.

Our Vision Statement

The vision of Armor Elementary School is educating modern thinkers who create, care, solve and discover.

Our Mission Statement

Engaging all students in learning experiences that inspire lifelong learning and empower each for their future.

Hamburg Central Schools Core Values

We:

- Honor every learner as a unique person and adapt to the needs of each;
- Inspire the love of learning in every student;
- Ensure that our schools are places of innovative teaching and active learning;
- Are proud of our past and committed to our future;
- Ensure that our schools are safe, kind, and welcoming so that we make everyday a great day to be a Hamburg Bulldog.

Armor Elementary Main Office Telephone Number –716-646-3350

School Hours - 8:50 AM – 3:00 PM

Adult supervision begins at 8:50 AM. Therefore, students should not arrive prior to that time. Once the instructional day is over, children are to leave and go directly home. The school cannot offer supervision on school grounds following dismissal.

Table of Contents

About Our School	2	Lunch & Breakfast Program	11
Absences	4	Music Program	12
After School Activities	4	New Students	13
Art Education	4	No Smoking/Vaping Policy	13
Assignment Notebook/Agenda	5	Peanut-Free Classrooms	13
Bicycles/Skateboards/Roller Blades	5	Photographing Students	13
Birthdays	5	Physical Education	14
Bus Schedule	5	Picking Up Children	14
Calling Home	5	Playground	15
Calling the Classroom	6	Progress Reports	15
Cell Phones and Electronic Devices	6	Parent/Teacher/Student Association	15
Character Education	6	Resolving Concerns	15
Code of Conduct	6	School Closings	16
Computers	7	Social Media	16
Confidentiality, Sensitive Issues & Family Developments	7	Student Gifts	16
Custody Papers	7	Student Records	16
Field Trips	7	Support Services	16
The FOCUS	8	Teacher Requests	17
Health Curriculum	8	Updating the Office	17
Health Office Services	9	Vandalism	17
Leaving School Early	11	Visiting the School	18
Lost-and-Found	11	Volunteers	18

Absences

Absences from school for vacation or other family outings without prior approval from the school will be treated by the school as illegal. Families planning to go on vacation during scheduled school days must fill out a Vacation Form (available in the main office or on our website) at least two weeks prior to leaving on vacation. The student is responsible for making up the work within **a reasonable period of time** and submitting assignments, which may be used for grading purposes.

If your child is absent from school and you would like to have homework sent home with a friend or picked up, please email the teacher directly early in the morning to request it. **Homework to be picked up will not be ready until after 3:20 PM, provided sufficient notice has been given.**

An absence where no excuse note is sent in within ten school days also becomes an illegal absence.

Reporting an Absence

Whenever a student is going to be absent or late, please call the school attendance office at 646-3350, option 2. If you do not notify us, in the interest of safety for your child, the district will send out a robo call in an effort to determine the whereabouts of your child. You may call before school hours and leave a message on the voicemail if that is more convenient. An absence or tardiness excuse must accompany the student when she/he returns to school. An absence will become illegal if a written note is not sent in with the student. **Parents must sign in their child(ren) at the main office if they are late and provide a written excuse.**

After School Activities

There are occasions when students are asked to arrive early or remain after school for teacher-supervised activities, extra instructional opportunities, or the like. Parents will always be notified at least one school day in advance by the teacher requesting the additional time with the student.

The Southtowns YMCA runs a before(at Armor) and after school(at Union Pleasant) child care program for students. Armor students will ride a bus there after school. This takes place during the school year when school is in session. For more information on this program, you may call the Southtowns YMCA at 674-9622.

Art Education

All students participate in the Art Education program at least one time in a six-day cycle. Students are required to bring an old, large, loose-fitting shirt to wear as a smock. (Exuberant student artists need to protect their school clothing from accidental spills that often occur during the exploration of a wide variety of art media.) The sequential art curriculum provides students with an introduction to the world of art through the eyes of historical artists and hands-on art activities. The art studio provides a safe environment for exciting learning experiences with two and three-dimensional art materials.

Assignment Notebook/Agenda Book (Levels 3, 4, & 5)

All Level 3- 5 students may receive an assignment notebook, either digitally or written. Each daily page provides space to record assignments in all subjects, upcoming test dates, things to take home, things to bring to school, and new messages. We know students, parents, and teachers will find this a useful tool.

Bicycles, Skateboard, Scooters, and Rollerblades

Bicycles -.Please notify the school if your child will ride their bicycle to school. We will work with parents and students to give specific directions for entering the campus. Since the school cannot assume responsibility for stolen or damaged bikes, it is recommended that each bicycle be registered and a padlock used. The racks are located near the cafeteria.

Skateboards, Scooters, & Rollerblades - In order to provide a safe atmosphere for all, skateboards, rollerblades, and sneakers on wheels are not permitted on school property.

Birthdays

While we enjoy celebrating the birthdays of our Armor students, we are not able to welcome birthday treats, food or non/food items, as part of the celebration. Student birthdays are recognized on our daily announcements and individual classroom teachers will share how birthdays will be celebrated in their classrooms. We are also not able to permit passing out birthday party invitations at school.

Bus Schedule

Fisher Bus Service provides bus transportation for all students within the Armor Elementary boundaries. The schedule for buses and bus routes will be made available prior to the start of the school year. Any questions you may have about bus routes should be directed to Fisher Bus at 716-588-7766.

[Alternate Site Transportation Form](#) -For children who need to be transported to and/or from a location other than their home address on a regular basis each week, parents will need to fill out an Alternate Site Application for Transportation, which can be obtained from the school office. You must fill out a new form each school year. The Alternate Site Application must be submitted for the principal's approval and changes can take up to 10-business days to take effect. Upon receipt, Fisher Bus Service will notify parent/guardian of approved/disapproved requests.

If there is a change to your child's dismissal, written notification should be made prior to 1:00 PM the day of change. A note can be sent to school with your child or you can phone the main office for assistance, 646-3350. Please note that we are not able to issue bus passes.

Calling Home

Students are discouraged from calling home for items forgotten for school except for glasses, lunches or lunch money. If circumstances warrant a call home, teachers will send students to the office for assistance.

Calling the Classroom

The office will not call the classroom during class time unless it is an emergency or to announce a visitor. We have a voice mail system that will allow you to leave messages on them for the teachers. Students who call home for forgotten lunches are told to check back later and that we will not be calling the classroom. If a parent drops off items a student forgets for school, an email will be sent or a note will be placed in the teacher's mailbox.

Cell Phones and Electronic Devices

Electronic Devices - Cell phones, smart watches, ipods and other devices are not allowed in class. If students have been provided with such items for safety reasons after school, these devices must be turned off and stored in their backpacks during the school day. Because of the risk of loss, theft, or damage, it is highly recommended that these devices not be brought to school. Dismissal changes cannot be made through students' personal devices. Also, please see the Social Media section for further details.

Character Education

At Armor Elementary School, we strongly support Character Education in conjunction with the Character Council of Hamburg. We highlight various character virtues throughout the school. We have found that to truly integrate these virtues into our lives, we must focus on thinking about the virtues, noticing the feelings associated with such, and do things to learn and promote these virtues. Teachers spend time each day on social emotional learning and we continue to recognize children for their positive actions. Our social worker also provides relevant character education in classrooms and groups. Character education is also another means through which we can acknowledge the positive actions of our students.

Code of Conduct – District Elementary Student Rights and Responsibilities

Armor Elementary School provides and enforces three rules that are in place in classroom and all common areas in the school building and on school property.

- **Treat everyone with kindness and respect.**
- **Follow directions as soon as they are given.**
- **Keep hands, feet and objects to yourself.**

Auditorium Behavior

The expectations for conduct and behavior during an auditorium program include:

- remaining quietly seated
- clapping appropriately as a show of appreciation or as a gesture of respect
- responding respectfully to supervising adults

Cafeteria Rules

- Use inside voices and restaurant manners.
- Respect everyone and everything.
- Stay seated – Raise your hand if help is needed.
- Clean up your area.
- Lights out means voices off and listen for direction.

Bus Behavior

The expectations for behavior and conduct while on the bus include:

- remaining quietly seated while the bus is in motion
- keeping hands and heads within the bus at all times
- keeping the aisles clear of books, packages, coats, etc.
- responding respectfully to supervising adults

In the event of a bus issue, a parent or guardian will be notified. Parents are encouraged to notify the building principal of behavior issues on the bus by calling the main office.

Computers

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES:

[Acceptable Use Policy](#) 7314P

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Confidentiality, Sensitive Issues and Family Developments

There are times when children and families face crises, which have an impact on school performance. Parents may take comfort in knowing that our teachers are caring, professional people and that any sensitive family issues, which are shared, remain entirely confidential. Please contact the school social worker in the event of any family changes so that we can support both you and your child in the best way possible.

Custody Papers

It is the responsibility of the custodial parent to provide the building principal with certified copies of all legally binding documents pertaining to child custody and visitation. A copy of current court orders must be on file with the main office before a parent can be denied access to his or her child. Parents also must show a government-issued photo identification to pick up their child. We are obligated to follow the most recent documentation submitted for a child, so it is important to immediately submit updates and changes to the building principal.

Field Trips

As part of our classroom programs, teachers plan field experiences intended to extend and enhance the curriculum. Each parent is asked to sign a permission letter for such trips. At times, parents are asked to attend field trips as a chaperone. In order to do this, the parent must be a Board of Education Approved School Volunteer prior to serving as a chaperone or volunteering in the school building. Please call the main office to complete the School Volunteer Training Process

The FOCUS

The Focus is the district communication to all residences within the school district. It contains bi-monthly information about Hamburg Central. It also lists Continuing Education courses for the fall and spring. *The Focus* can be found on the HCSD website.

Health Curriculum

Health Curriculum is taught to all students in grades K - 5 by the district's elementary health teacher, Mr. Joshua Koszuta. Please email: jkoszuta@hcsdk12.org with questions.

Grades K - 2 Health Curriculum

Social Emotional Lessons: Feelings / Emotion, Controlling Emotions / Breathe, Think, Act
Not Giving Up- confidence, Power of "Yet", Respect

Wellness: Germs, Hand Washing, How Germs Spread, Virus

Nutrition: Food Groups. Importance of Breakfast, Picky Eater, Junk Food, 5 Nutrients

Bullying: What to do?, Important of Being Kind, Who to tell, Kindness, "Hands and Words are not for hurting" Story and activity

Child Abuse: "Ok" and "Not Ok Touches" -Bathing Suit used to explain Private Parts, Recognizing Secrets - Safe and Unsafe Secrets, What is a Stranger? (Safe vs Unsafe Strangers), Shout, Run, Tell if you are in danger

Teeth: Oral Hygiene

Grades 3-5 Health Curriculum

Social Emotional Lessons: Emotional Intelligence, Controlling Emotions / Breathe, Think, Act, Respect, Self Confidence (Power of the Word Yet), Stress and how to manage it

Child Abuse: Private Parts, Recognizing Safe/Unsafe Secrets, Personal Space, Trusted Adult, Stranger Safety and Lures, Tell them to Stop, Doesn't Matter Who It Is with unsafe touches, Physical Abuse and Who to Report it to

Home Alone Safety and Scenarios:
Grade 3 - Rules for home alone and calling 911
Grade 4 - Design a poster Knows and Nos

Internet: Internet Safety, Internet Etiquette (Cyber Bullying)

Wellness:

(HIV & AIDS)- Grade 3 & 5 How Germs Enter the Body, How Germs Spread, Immune System, Virus & Bacteria HIV & AIDS (Basic in 3rd Grade- Blood to Blood, Dirty Needles) (5th Grade - More Details - Blood to Blood, Dirty Needles, Mother to Child, Sexual Contact)

Nutrition- Food Plate, 5 Nutrients and their jobs, Digestion System
Grade 4 - Reading food labels (determining healthy vs unhealthy choices)

Drugs- (Legal and Illegal), Alcohol, Tobacco, & Vaping

4th Grade Growth and Development-
(Boys and Girls Done Separate) Basics about Puberty, Hormones, Body Growth
(Boys and Girls Done Together) Hygiene

5th Grade Growth and Development**

Body Development (*Boys and Girls are done separately*)

Day 1 - View the - Always Changing and Growing Up Video

Day 2 - Discussion on Body Growth and Development

** All Material is taught with professionalism and sensitivity. It is the parent/guardians responsibility to contact Mr. Koszuta if you DO NOT want your child to participate in this unit.

Health Office Services

The Health office is located near the main office. To sign out a sick child, please do so through the main office. Please remember to have your government-issued identification with you.

1. Health Examination

New York State law requires a health examination for all students entering the school district for the first time and when entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th grade. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner and on the [NYS Health Appraisal Form](#).

Physicals that are done by a New York State physician within twelve months of entering that grade satisfy this requirement. Please submit a physical examination to your school nurse within 30 days of the start of school. If your child has a physical examination scheduled after the first 30 days of school, please contact your school nurse with the date.

2. Annual screenings

Hearing (K, 1st, 3rd, 5th, and new entrants)

Vision (K, 1st, 3rd, 5th, and new entrants)

Color perception (New Entrants)

Scoliosis – Grade 5 females only

3. First Aid

Accident and emergency treatment is limited to First Aid by school personnel at the time of the injury or illness. Further treatment is a parental responsibility.

4. Medications

Health care provider and parent permission is needed for all prescription and over the counter (OTC) medications used at school or school-sponsored activities. The medication must be brought to the Health Office by the **parent** in the original container and kept in the Health Office.

5. Guidelines for keeping your child home from school

You should not send your child to school if he/she has:

- fever in the past 24 hours
- vomiting in the past 24 hours
- diarrhea in the past 24 hours
- strep throat until on antibiotics for 24 hours
- bad cold, with a very runny nose, extremely congested, or a bad cough that would be disruptive, especially if it has kept the child awake at night.
- head lice until treated.
- pink eye until on antibiotic eye drops for 24 hours
- undiagnosed rash

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If your child is absent from school and you would like to have homework sent home with a friend or picked up, please email the teacher directly early in the morning to request it. **Homework to be picked up will not be ready until after 3:20 PM, provided sufficient notice has been given.**

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Leaving School Early

Whenever you need to sign your child out early, you must send a note in with your child to be turned in to their teacher in the morning. Your child will be sent to the Main Office at the time indicated on the note; you are required to show government-issued identification and must sign them out. If your child will be returning to school after an appointment, please stop in and sign your child in with the front desk.

Lost-and-Found

Articles, which are found in and around the school, are generally turned in at the main office and are placed in lost-and-found. Children are encouraged to check the lost-and-found if they have a missing item. We encourage parents to label clothing and as many school items as possible so that these can be returned to the student as soon as they are turned in.

Lunch and Breakfast Program

Hamburg Central Schools Food and Nutrition Services offer healthy breakfasts and lunches every school day for all students. Breakfast is available at 8:50 AM. Prices are set annually by the Board of Education and school meals are priced as a unit: Breakfast is \$1.75 and lunch is \$2.35.

Offer-versus-serve is a term which describes the fact that although five component parts are offered on a lunch daily, the student may elect to take only three or four of those items. This eliminates waste while giving the student choices. A free or reduced meal must include at least three components or the student must pay the ala carte price for the items they do take. One item of the three required components must be a half cup serving of fruit or vegetable. Milk is an option for the reimbursable meal. Students taking milk only will be charged for it. Not all options are listed on the menu. The Food Service staff provides a wide assortment of fruits and vegetables daily, so students can choose something they enjoy.

School Meals Applications:

The application for free / reduced price meals will be sent to families via Operoo. Only one application for each family is required. June's eligibility carries forward into the new school year; however, a new application must be received by October 1st to ensure processing before the grace period expires in mid-October. On the 31st operating day of the school year, all students without approved applications on file will have to pay full price until an approved application is received.

All students wishing to get lunch at school go through the lunch line and give their name to the cashier. Every student that comes into the lunch lines will be served a meal of their choice.

District funding for student programs, not just free/reduced meals, is determined by the results of all applications received. To maximize funding, we must maximize the number of school meals applications. Please, unless you are absolutely positive your family does not qualify for free/reduced meals, submit an application.

Applications and results are kept confidential.

Parents and guardians that receive a letter in late August from the Food Service Department stating that their children have been directly certified for free meals

through NYS *do not* have to fill out an application. Benefits extend to all students that reside in the household. Nothing else is needed for the year unless all children are not listed on the letter. Please call Food and Nutrition Services at 646-3250 ext. 5005 to add students missing from the letter.

Pre-payment for meals:

It is highly encouraged that parents/guardians keep money in student lunch accounts to keep lunch lines moving as quickly as possible. This also eliminates the need for your child(ren) to carry money to school. You may either pay with cash, write a check payable to Hamburg School Lunch Fund, or you may pay online by creating an account at MYSCHOOLBUCKS.com. Cash or checks need to be in an envelope with your child's name, classroom teacher's name and labeled "Lunch Money". This will be collected at the beginning of the day, as money cannot be accepted during lunch time. Parents/guardians will receive robocalls, texts, emails and/or letters when accounts are negative. All student charges are the parent's responsibility to pay and we ask that any charges be paid as soon as possible.

Field Trip Lunches:

Bag lunches (sunbutter and jelly or a sub sandwich) are available for field trips. This also includes pre-paid, free or reduced lunches. If you are interested in utilizing this service, send a note to your child's teacher requesting one of these forms a few days before the field trip.

Food Sharing in Elementary Schools During the School Day:

Hamburg CSD Board of Education acknowledges the need to protect the health and well-being of our students. For health and safety reasons, home prepared or home wrapped foods **will not** be accepted in elementary schools for classroom parties or any other special activity during the school day. The school day is defined as, per NYSED, midnight until 30 minutes after the last bell.

- All food items brought in to be shared in elementary schools must be individually wrapped.
- Ingredients and Nutrition facts must be available for all items.
- Items from outside entities that are not individually wrapped with ingredients and nutrition facts will not be shared.
- Due to the special needs of a classroom, teachers may provide a more detailed snack list of acceptable items for parents to follow.

This policy excludes the School Meals Program and activities/events that are part of the District Farm to School and School Garden's curriculum.

Music Program

Students participate in music class three times a week in Kindergarten and twice a week for Grades 1-3. In Grades 4-5 they attend once a week and participate in chorus once a week. Also included in our music program are:

- Musicals: Musicals will be performed with the 5 grade level.
- Level 4 & 5 Chorus: Students participate in this as part of the Level 4 & 5 Music Curriculum. Select students may have the opportunity to participate in Select Chorus and the Erie County Music Festival in March.

- Instrumental Music: Instrumental music is offered to interested students in Levels 4 and 5. At the third grade level, the groups of instruments (string, woodwind, brass, and percussion) are discussed and demonstrated. Students should have a good academic standing, an average music aptitude, and show maturity and sense of responsibility before considering study of an instrument. They should also be committed to practicing their instrument. Instrumental students in Levels 4 and 5 take group lessons, which are held once a week and participate in band or orchestra rehearsals twice a week. School concerts take place several times during the year. Exact dates will be given to parents at the beginning of the school year. Selected students who demonstrate exceptional talent have an opportunity to audition for ECMEA and NYSSMA Solo Festivals with the possibility of performing in an All County group at Kleinhans Music Hall.
- Showcase Concert: Fifth grade band members combine with fifth grade band members from throughout the district and perform a concert with the sixth grade band.
- Fiddle Fest: Students involved in both the beginning and intermediate orchestras also perform in the district-wide Fiddle Fest. This concert involves all string students in grades 4 through 12, playing fiddle tunes and pop music.

New Students

Students registering over the summer will receive their teacher assignment during the month of August. They will also be invited to attend an orientation session before the beginning of the school year. All new students are administered an informal reading and math inventory to best meet their needs in a new school.

No Smoking/Vaping Policy

Smoking/vaping is prohibited in all school buildings and on all school grounds. This applies also to participants in the afternoon and evening Adult Continuing Education Program.

Peanut/Nut-Restricted Classrooms

Since we have several students with peanut allergies, some classrooms will be designated "peanut/nut restricted." The classroom teacher will provide information to you regarding the need to modify treats you send into the class. We appreciate your support as we strive to maintain the standard to keep our students healthy.

Photographing Students and Other Public Information

Hamburg Central wants to share its good news with the community. In the interest of promoting students' achievements, announcing programs or publicizing school activities, the district may disclose certain information about a student to the local news media or use it in district-sponsored publications, the district website, social media and displays without prior parent consent, as allowed under the federal Family Educational Right and Privacy Act (FERPA).

This includes the following "directory information" about a student: name, address, telephone number, electronic mail address; date of birth; enrollment status; grade level

and major field of study; participation in school clubs, activities, sports; weight & height for members of athletic teams; dates of attendance; honors, degrees, and awards received; photo; most recent previous educational institution or agency attended.

Parents/guardians have the right under FERPA to refuse to allow the release of any of the above information about a student. However, they must notify the district in writing, stating which items are not to be released. An opt-out form pertaining to the district website only is available at hamburgschools.org. All opt-out notifications should be sent to the office the first week of the school year.

Physical Education

Students in third, fourth, and fifth grade participate three times a week in a comprehensive, integrative Physical Education program with the goals being to develop the psychomotor (physical and motor skills), cognitive (understanding and following the rules), and affective (cooperation and effort) domains of each child. Physical Education grades reflect a student's physical fitness level, skill development, preparedness for class, and effort/behavior.

All students should come to school on the days they will participate in Physical Education class dressed in comfortable clothing that allows them to participate in physical activity. Please keep in mind that during Physical Education class, students will be actively moving and some activities involve spending time on the floor. Students must wear sneakers to Physical Education class.

Due to safety concerns, the following items will not be allowed:

- Jewelry (watches, earrings, rings, necklaces)
- No sandals, crocs, or flip flops
- Shorts with pockets, belt loops, or buttons
- No gum

The Presidential Physical Fitness test is administered in the fall and spring. The test consists of items designed to assess muscular strength, endurance, flexibility, and cardio-respiratory endurance. Fitness reports are sent home indicating each student's results following each testing period.

Picking Up Children

If you will be routinely picking up your child(ren) at the end of the day (either daily or on specific days), please send in a note at the beginning of the year detailing the dismissal procedures the school should follow. If your child occasionally needs to be picked up by you or another adult at the end of the day, please send a note with your child that day indicating who will pick him/her up. Please be prepared to show a government-issued photo I.D. This is for the protection of our students. While the need to make last minute changes to routines can occur, this is when there is most apt to be confusion on the part of the student, teacher, and office staff as to where a child should be at dismissal.

For that reason, we ask that you try to maintain your normal routine and try to avoid last minute, verbal changes to a minimum. Please plan ahead, if at all possible, and send in a written request.

Students who will be picked up report to the gym at dismissal, where the dismissal team will check them in on the list and assist them. Numbers will be designated by family and given to the families to keep in their cars for everyday pick up. Please place the number on your dashboard for staff to see. The number given to you will be for the entire school year.

Cars will pull all the way around the circular driveway along the sidewalk **behind the school** near the fifth grade hallway. Parking the first car in line with the front of the sidewalk. Allowing approximately nine cars in the half circle. Parents, please stay in your cars. A staff member will come to your car, check your Government Issued ID through the passenger window and look at your number card on your dashboard. A staff member will walkie talkie the staff in the gym, who will gather the children from the gym and bring them to the parent's car. All students must enter the car through the passenger side of the car for safety.

Please do not pass other vehicles. The dismissal team will direct you.

Playground

Students must wear sneakers to be on the playground. For the safety of our students, flip flops and sandals are not permitted on the playground. Children enjoy outdoor recess each day, unless temperatures or precipitation do not permit, so please dress your child for the weather and in clothing that allows them to play outdoors.

Progress Reports

Student Report Cards are issued three times per school year during the months of December, March and June. Report Cards can be accessed via the Parent Portal.

Parent Teacher/Students Association (PTSA)

The PTSA is a very active and supportive group and sponsors many school and family activities throughout the year. Parents are encouraged to join and take an active part in PTSA. It is so easy to do! Monthly meetings and volunteering for various activities are the best ways to get involved in PTSA and to become a part of your child's elementary school years. Information will be sent home with your child regarding ways you can join and volunteer.

Resolving Concerns

Concerns by a parent or resident can best be addressed at the level most directly tied to the concern. If a parent has a concern with a teacher, the parent should contact the teacher at the school. If the concern is not resolved, then the building principal should be contacted. If not resolved at that level, the Superintendent should be contacted. If not resolved at that level, the issue may be presented in writing to the Board of Education.

School Closings

Occasionally school is closed due to poor weather conditions or extenuating circumstances. A School Messenger call will be sent to the primary number we have for your family in our system. Also local radio and TV stations, including their websites will announce the closing of "Hamburg Central" to know whether or not we are closed.

We often get calls asking us if we are releasing the students early when the weather gets bad while the students are already in school. It is *rare* that Hamburg would release its students early. But if the need should ever arise, parents would be notified via our automated calling system and it would be announced over the local radio and television stations and give enough time to make necessary arrangements for their students coming home.

Social Media

The rise in awareness and access to social media among elementary school-aged students has led to an increase in the need for the school to intervene in difficult social interactions between students on their personal devices outside of school hours.

[Social Media Brochure](#)

Our district has provided a brochure that assists parents in guiding their children with the use of social media. We are asking that you assist us in safeguarding our students by reviewing the brochure and the recommended resources to assist your child in navigating the complicated world of the internet and social media. The brochure recommends ways to set limitations on time and access. The recommended resources can provide additional information about apps and monitoring your child's activity on his/her device.

Student Gifts

Gifts sent in for students during the school day are highly discouraged and will not be sent to the classroom.

Student Records

Parents wishing to review their child's records should contact the office for a form that is used for scheduling an appointment with one of the administrators.

Support Services

Student Support Team (SST)

Sometimes concerns for a student arise in the classroom, whether it is academic or behavioral. In the Hamburg Central School District, each school has Student Support Teams (SST) available to address these concerns. The idea behind the team is to provide a support structure of school personnel that will discuss concerns, develop recommendations, and then monitor student's progress. The team meets at the request of a teacher, parent, or administrator to discuss the specific concerns relating to a particular student. This approach helps to explore all possible approaches that will benefit the child. Our

approach is to capitalize on a student's successes and then go to work on strategies to address the concerns.

School Social Worker/ Counselor:

Counseling services are available on a short-term basis to assist students who are struggling with issues that impact their ability to be successful in school.

Parent/Family support is also offered, which can include referrals to appropriate agencies and other services in our community.

More information about Social Work services can be obtained from the school office, classroom teacher, or from our Social Workers.

Other Services:

Speech/Language, Occupational Therapy, and Physical Therapy are available to students in need of these services as determined by screening and evaluation procedures.

Teacher Requests

Because the process of organizing classrooms for the next school year is a complex one, professional insights into the structure of an effective classroom need to take priority. We will make a genuine effort to create well-balanced, heterogeneous classrooms. We will respect the insight and professional judgment of classroom teachers. Classroom teachers work with specific students on a daily basis and they are in the best position to recognize the special needs of students as they move to the next level. While we look for insight from parents regarding their child's learning styles, we do not accept requests for specific teachers. Classrooms will be organized by grade level teachers. Input will then be given by school professionals and coordinated by the building principal. Parents will be notified of their child's placement in late August.

Updating the Office

Please remember to **keep us updated throughout the school year** on matters such as different work numbers, change in your emergency contact, change in marital status of parent(s) (affecting who to contact), change in address or phone numbers, etc. This allows us to contact you promptly if the need arises. If your address has changed, please contact Central Registration to inform the district

Vandalism

School district property represents a sizable investment by district taxpayers. All of us, students and adults, share a responsibility to protect school property. Residents are asked to report to the police any unusual activity on school sites during evenings and weekends. Prompt reports can help avoid costly damage.

Visiting the School

Our Visitor Policy helps provide a safe learning environment for our students and fewer interruptions to classroom instruction. Cooperation is expected and appreciated. Visitors must show government-issued ID to sign in and obtain a Visitor's pass from the Main Office

whenever visiting any of the schools in the district during the day. All visitors must enter and exit through the main entrance of the school building.

Volunteers

We warmly welcome parents, guardians, and grandparents to participate in your child's education. There is much research that shows that this involvement is critical to student success. Involvement may take many different forms, depending on the interests and schedules of those wishing to volunteer. Volunteer opportunities include volunteering in the classroom or with the PTSA. Parents, guardians, and grandparents wishing to volunteer during the school day are asked to contact the main office for instructions on completing the School Volunteer process. This process includes online training and results in becoming a Board of Education Approved School Volunteer. Those wishing to volunteer do need to complete this process each school year.