Village Elementary School

Benjamin Rudd, Ed.D.
Principal

Tina Colby
Assistant Principal

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Hilton, NY  14468
Telephone: 392-1000, x5197
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Be Respectful, Be Responsible,
Be Ready to Learn
GENERAL INFORMATION FOR
STUDENTS AND PARENTS

School Hours:
Students Arrive: 8:10 a.m.
Classes Begin: 8:20 a.m.
Classes Dismiss: 3:05 p.m.
Students Depart: 3:10 p.m.

Calling the School:
The Village Elementary Office is open for calls each day from 7:30 a.m. – 3:30 p.m. The telephone number is 392-1000, ext. 5197.

Attendance:
Regular attendance is vital for a good education. We encourage you to help your children develop the good work habit of regular attendance.

If your child must be absent, we ask you to call our Health Office (392-1000, ext. 5199) and report the reason for the absence on the first day. Please leave a message on the answering machine if no one is available to take the call.

The following types of absences are considered legal by the State of New York:
1) Sickness
2) Death in family
3) Doctor or Dentist appointment
4) Court
5) Religious observances

The following types of absences are considered illegal by the State of New York:
1) Vacation trips
2) Babysitting
3) Sports (tournaments)

District policy requires notifying parents/guardians when students accrue 10 or more absences or tardies from school.

If your child is going to be absent for more than a few days due to illness or other extenuating circumstances, call your child’s teacher for homework. Please give at least 24 hours notice before planning to pick it up.

Arrival at school later than 8:20 a.m. is recorded as a tardy. Children who are tardy are to report directly to the Health Office when they arrive at school. They will be given an admit slip to give to their teachers. Parents should not walk their child to class. Parents must sign in their children when they are late.

Change of Address:
In order to keep our school records accurate and up-to-date, please inform the Guidance Office at ext. 5181 if your address and/or telephone number has changed.

Safety Issues and Procedures

Visitors and Volunteers
We welcome and encourage parents to become involved in our school community. There will be many opportunities for you to volunteer your time, talents, and services. Visitors and volunteers in the classroom areas should make arrangements in advance with their child’s teacher (this includes visiting for lunch).

Locked Doors
For the safety and security of our students, all outside doors to the school are locked from the outside during regular school hours. Visitors are to use the Main Entrance at all times. A camera and intercom entry system is located next to the Main Entrance of our school building. To gain access to the building, visitors will have to press the call button to alert the Youth Assistant of their presence. The Youth Assistant will then speak via intercom with the visitor to determine the nature of the visit prior to allowing entry. Visitors will then be admitted to the lobby and asked for photo identification.

Raptor Technology/Proper Identification
The Hilton Central School District utilizes Raptor Technology software, a visitor management system, in each of our schools. Raptor is a visitor management system that enhances school security by reading a visitor’s driver’s license and/or state ID and checking the information against multiple security databases and establishing a consistent visitor sign-in process across the district. All visitors must have proper ID at all times.

Upon entering a school building, all visitors are asked to present a valid state issued driver’s license which will be entered in the the Raptor system. When the visitor is accepted, the system prints a visitor’s sticker with the name and picture identifying him/her as an approved visitor, time and date of their visit and destination. Visitors must go directly to the identified location. Visitors will return the badge at the front lobby prior to exiting the building and will be signed out of the system. This is one more level of security that ensures our students are safe.
If the system raises a question about a visitor’s background, a school administrator will take the necessary steps to ensure the appropriateness of each individual’s visit.

**Early Dismissal:**
If it is necessary for you to have your child released early from school, please send a note with your child in the morning. Parents/guardians who come to pick up their children MUST contact us before 2:30 either by coming in or calling to let us know that you are doing so. Please note that if you arrive after 2:30, we will no longer be able to get your child before dismissal.

If you are picking up your child, please stop at the Security Desk and they will call for your child. Do not wait outside the classroom door, outside the school, in your car, or ask your child to meet you in another location.

**No Pick-Up Requests:**
Each year we provide teachers with a confidential alert list of their students whose custodial parents have requested that certain person(s) not be allowed to pick up or have contact with their child. Such a request must be accompanied by legal documentation. Without proper legal documentation in our files (custodial decision from a court of law or an order of protection), we cannot legally prevent a natural parent from picking up a child. When new documents are issued, it is the responsibility of parents or guardians to provide a copy for the school. If you have further questions, please call your child’s counselor at 392-1000, ext. 5181.

**Health Services:**
If a child becomes ill during the school day, he/she is brought or comes to the Health Office. If the child needs to be taken home or needs further attention, a parent is contacted. The parent must arrange for transportation to the home or doctor’s office.

**First Aid:**
The school nurse can provide initial first aid only, further treatment must be done by a doctor or parent. Accidents or injuries happening at home should be treated at home, not by the school nurse. This is a parent’s responsibility.

Children with rashes, sores, etc. should not be sent to school to be diagnosed by the school nurse. Please call your doctor.

**Communicable Diseases:**
Children with the following conditions are not to attend school:
- Chicken Pox
- Regular Measles
- Scarlet Fever
- Hepatitis

In each instance, please notify the school nurse so that accurate records may be kept. If you have questions about any of the above, feel free to contact the school nurse at ext. 5104.

Children with the following conditions may attend school, as long as they have been treated for 24 hours:
- Strep Throat
- Ring Worm
- Head or Body Lice

**Fevers:**
Children need to be fever free for 24 hours before returning to school without the use of medication. If your child is vomiting, he or she should be kept home until you are sure he or she can keep food down, tolerating at least two meals. If your child has diarrhea, he or she should be kept home.

**Medications:**
At times it is necessary for the school nurse to administer medications to a student. This includes over-the-counter medication as well. The nurse must comply with the state law and have a written order from the doctor and parent before administering medications.

The doctor’s request should include the following: medication, dosage to be given, time to be given and his/her signature. The request from the parent merely gives the nurse permission to give the prescription. The bottle should have the student’s name on it, plus the name of the medication and directions for administering.

For the safety of your child, we require that all medications be delivered to the Health Office by a parent, guardian or other responsible adult.

**Health Appraisal:**
New York State Law requires physical examinations on all students in grades UPK or K, 1, 3, 5, 7, 9, 11. This should be done by the family doctor, as she/he knows your child best. The physical exam forms will be sent home before the end of the school year, so that exams may be given by the family physician during summer vacation. Physical exam forms are to be returned to the Health Office by the first day of school in September, or students will have a health appraisal.
given by the school doctor in the grades mentioned.

**Dental Certificates:**
Dental certificates are now being requested during the same year that physicals are required.

**Vision and Hearing Screening:**
*Vision: Grades UPK or K, 1, 3, 5, 7, 11*  
*Hearing: Grades UPK or K, 1, 3, 5, 7, 11*  
*Scoliosis: Grades 5, 7 for girls and Grade 9 for boys*

Parents or guardians of any student showing a possible problem will be notified. For his/her protection we request an examination by qualified physician regarding the possible impairment.

**Cafeteria/Food Services:**
The Hilton Central School District Food Service Department provides the opportunity for all students to purchase breakfast and lunch in the school district. Pricing is determined in the summer and is available on the website by mid-July. If you are an eligible family and submit an application for free/reduced meals, you are eligible for the breakfast program as well. In addition to breakfast and lunch, ice cream, chips and other a la carte items are available for purchase.

You can prepay your child's lunch by cash, check or by using our on-line payment system which is available by logging into [myschoolbucks.com](http://myschoolbucks.com). The funds in your child’s account may be used for purchasing breakfast, lunch or snacks. If you do not wish for that to be the case contact Sue Anten (x5183, santen@hilton.k12.ny.us) and we can put a note on your child’s account limiting its use to lunch or breakfast only. In that situation you would send your child with cash for snacks.

**Birthday, Holiday Treats, Prepared Food:**
Due to health concerns, and per the policy passed by our Board of Education, only commercially prepared food may be brought to school to be eaten by others. This includes cookies, cupcakes, cakes, candy, desserts, salads, etc. Please make your plans accordingly when sending in a birthday treat or food for any other occasions. Food for parties, etc., can be ordered through our cafeteria services by calling 392-1000, ext. 2151. Our children’s and staff’s health is our primary concern.

**Dismissal Procedures:**
Both in the morning and afternoon, we transport over 1,000 students to and from the buses. Our rules are designed to help move our children quickly and safely. If your child is riding a different bus home, you must contact Transportation for prior approval.

a) Once dismissed, children should **NOT** return to the classroom. We do not want to leave anyone behind.  
b) At all times children should **WALK**. There should be no pushing, shoving, running or walking on the grass.  
c) Children are expected to go directly to their buses, to follow school rules, and not to linger around the doors and entranceways.  
d) All children are expected to obey the directions of teachers and the Safety Patrol Monitors.

**Parking:**
Visitors to the school building during the day for a conference or special event should park in the lot provided in front of the building. The bus loop **should be kept clear. Vehicles are not permitted in the bus loop for safety reasons, except for those parents dropping students off for our Universal Pre-Kindergarten classes.**

**Dropping Off Students:**
School doors open at 8:10 a.m. for students. Children should not be dropped off before 8:05 a.m. There is no supervision for them. Our teachers and staff are busy planning, preparing, and coordinating for the day or they are in meetings. Band and Chorus students should be dropped off at 7:25 a.m. for 7:30 a.m. rehearsals.

**Walkers and Bike Riders:**
A written permission slip is needed if your child is going to walk and/or ride his/her bike back and forth to school. Children who walk or ride bikes to school should arrive between 8:10-8:15. Children who regularly ride the bus must provide written permission from their parents to walk or ride their bike home. If the child may either walk/ride their bike or ride the bus, this condition should be stated in the permission slip. Otherwise, all children will ride their assigned buses all year long. Walkers and bikers will be dismissed after buses leave. Please remember that the state law requires children riding bicycles to wear helmets. We also expect that children who are rollerblading to school will wear helmets. The children’s safety is our prime concern.

**Emergency Closing of School:**
When inclement weather, or any other emergency situations, forces the closing of District schools, the information will be communicated by radio and television broadcast. **Please do not telephone**
The school. The decision to close schools in weather related situations would normally be made no later than 6:30 a.m. The radio stations to listen to are WHAM 1180 AM; WBBF 950 AM, WPXY 1290 AM and WPXY 97.9 FM; WARM 101.3 FM, WCMF 96.5; WVOR 1105 FM; WXXI 1370 AM and WXXI 91.5 FM. Television stations WROC-TV Ch. 8, WHEC-TV Ch. 10 and WORK-TV Ch.13 will also be notified. School closings are also available online through the station websites. When schools are closed for weather conditions, all other activities including sports practice, student activities, Continuing Education, community-related classes and activities may be canceled.

Physical Education Wear: Grades 4-6:
Students are required to wear sneakers, socks, shorts, and a tee shirt (on cold days send your child with a warm long-sleeved shirt and pants) while participating in P.E. class. The Physical Education Staff may require other articles of clothing for special activities.

Jewelry: All students K-6:
Students may not wear jewelry, including earrings, during the gymnastics unit. The Physical Education teachers will notify parents in writing when gymnastic units will begin.

Pets:
Pets are not to be brought to school without prior permission of the teacher and the principal.

Special Trips:
Throughout the school year, children will be taking field trips by bus and walking. In order to reduce the confusion and make it more convenient for both parents and the school, we ask parents or guardians to sign one permission slip which covers all trips. Parents will be notified prior to a child’s field trip.

V.E.P.T.O.:
V.E.P.T.O. stands for Volunteer Elementary Parent Teacher Organization. It is made up of parent volunteers and teachers. V.E.P.T.O. holds many fundraisers each year to finance the programs it supports. V.E.P.T.O. fundraisers have helped fund field trips, assemblies, and events, supplemented classroom materials, and playground equipment. We also participate in the Box Tops for Education program to help support school related programs.

The Village Elementary Ruth Roy Educational Scholarship sponsored by V.E.P.T.O. is awarded to a graduating senior pursuing a degree in Education.

V.E.P.T.O. is an important component in the home/school connection. It has been an enormous part of this school’s educational enrichment.

It meets once a month from September to June. You are encouraged to take part in its meetings, fundraisers, and services. V.E.P.T.O. has a mailbox in the main office, or you may connect with them via email at: villagevepto@gmail.com or via Facebook: https://www.facebook.com/VillageVEPTO/

Vacations and Homework:
If you plan to take your child out of school for vacation, a written excuse should be presented to the teacher and Health Office in advance. These absences are considered illegal absences by the state. Parents often request assignments and materials in advance to take with them, as they do not want their child to fall behind the others in their work. This request is commendable, yet difficult to achieve. It is not possible to replicate the classroom instruction and child’s participation in the lessons. Students may be required to participate in learning activities missed while on vacation. Alternate assignments may be recommended per teacher direction. Students will be required to participate in state and district-wide testing when they return to school.

In anticipation of this request for class work prior to your vacation, we make the following recommendations:

a) Depending upon their ages, students should read, discuss, or write reports on places visited; read a good book; or play imaginative games while traveling. We suggest that families use the vacation as an enjoyable and educationally worthwhile experience.

b) Upon returning to school, students and parents should agree to make up any work missed within a specific time. Students should assume the responsibility to contact their teachers after returning in order to learn what work must be done. Parents should see to it that it is accomplished.

Lost and Found:
There is a lost and found box in the front foyer for unclaimed articles. Students should inquire at the classroom to look for lost articles or to add any lost item they may have found. Parents should
mark clothing, gloves, hats, boots, etc. for easy identification.

**Report Cards:**
Report Cards are accessible through your Campus Portal account for Grades K-12. Grades K-6 will be posted on a trimester basis in November, March and June. Please call the Counseling Office at x5181 for assistance with accessing your Campus Portal account.

**Student Records:**
Parents of a student under age 18 have the right to inspect and review any and all official records, files and data directly related to the student. However, the right of access to the records shall be accompanied by such school personnel as deemed necessary to explain, evaluate and interpret any matter in the student folder.

**Damaged or Lost Books, Multi-Media:**
Students are responsible for the care of material assigned to them for reading or study as well as books they borrow from the Library Media Center. We make repeated efforts each year to remind students to take care of their books and to return them. If books or multi-media are damaged or lost, the student to whom the book is assigned will be charged 50% of the cost of replacing the material.

**Technology Acceptable Use Policy 8272**
The Hilton Central School District provides access to the Internet. Students are encouraged to utilize these resources to promote the exchange of information to further education and research. The District provides Internet filtering as part of the District Computer Services; however, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. The users shall understand that communications on the District Computer Services are often public in nature. These services are monitored routinely by the School District, Internet providers, and/or law enforcement agencies.

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. "Passive Consent" [Opt-out]: Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. A written request to deny or rescind student use of District computers must be mailed to the Office of Instruction, 225 West Ave., Hilton, NY 14468. For further information: 585-392-1000 ext. 6058.

**Code of Conduct:**
The Hilton Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, staff, parents, and other visitors is essential to achieving this goal. The District has a long-standing set of expectations for conduct on school property and at school functions that strive to create an environment free of discrimination and harassment. These expectations are based upon mutual respect, citizenship, character, civility, tolerance, honesty, and integrity.

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The Board of Education [BOE] recognizes the need to clearly define these expectations for acceptable conduct on school property, outline possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end the BOE adopts this Code of Conduct [Code].

No set of rules or policies can include every possible infraction, hence the need for good judgment on the part of all members of the school community: students, administrators, teachers, and parents. Nor will consequences fit every situation. The administrators reserve the right to use their good judgment to modify these guidelines as well as consequences when appropriate.

Unless otherwise indicated, this Code shall apply to all students, school personnel, parents and other visitors when on school property or attending any school function.

Village Elementary Dress Code

Hilton Central School District Dress Code: All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance as outlined in the Code of Conduct.

All clothing must be clean, in good repair and size appropriate!

<table>
<thead>
<tr>
<th>Head</th>
<th>Upper Body</th>
<th>Lower Body</th>
<th>Footwear</th>
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</thead>
<tbody>
<tr>
<td>• Hats are not to be</td>
<td>• Clothing that contains writing should be clean and promote a positive</td>
<td>• All pants, shorts and dresses should fit your student appropriately</td>
<td>• Students must wear shoes that are safe and appropriate for the learning environment</td>
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<tr>
<td>worn during the school</td>
<td>message</td>
<td>• All underwear should be covered by outerwear</td>
<td>• Slippers and shoes with wheels may not be worn in school</td>
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<tr>
<td>day</td>
<td>• Shirts must touch, at a minimum, the top portion of lower garments at</td>
<td></td>
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<td></td>
<td>all times, and no spaghetti straps</td>
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Dress Code Violation:

Should your attire be unacceptable, the administrator will offer the child alternatives including turning shirts inside-out, wearing something else the child has brought or something from the nurses office, or request that the parent/guardian bring a change of clothing from home.
## SCHOOL-WIDE BEHAVIOR EXPECTATIONS

<table>
<thead>
<tr>
<th></th>
<th>Hallway</th>
<th>Bathroom</th>
<th>Classroom</th>
<th>Playground</th>
<th>Cafeteria</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE RESPECTFUL</strong></td>
<td>• Keep your hands and feet to yourself.</td>
<td>• Keep your hands, feet and eyes to yourself.</td>
<td>• Follow teacher directions.</td>
<td>• Share the equipment.</td>
<td>• Keep hands, feet and objects to yourself.</td>
<td>• Keep your hands and feet to yourself.</td>
</tr>
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<td></td>
<td>• Respect other’s work hanging on the walls.</td>
<td>• Wash and dry your hands.</td>
<td>• Think before doing.</td>
<td>• Keep woodchips on the ground.</td>
<td>• Eat your food only.</td>
<td>• Stay in your seat.</td>
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<tr>
<td></td>
<td>• Wash and dry your hands.</td>
<td>• Work with others.</td>
<td>• Include and work with others.</td>
<td>• Use teamwork.</td>
<td>• Stay in your seat.</td>
<td>• Use conversation voice.</td>
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<td></td>
<td>• Celebrate differences.</td>
<td>• Challenge yourself.</td>
<td>• Actively participate.</td>
<td>• Report problems to an adult.</td>
<td>• Use conversation voices.</td>
<td>• Be kind in words and actions.</td>
</tr>
<tr>
<td><strong>BE RESPONSIBLE</strong></td>
<td>• Walk quietly.</td>
<td>• Report problems to an adult.</td>
<td>• Actively participate.</td>
<td>• Challenge yourself.</td>
<td>• Clean up your area.</td>
<td>• Keep food in your backpack.</td>
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<tr>
<td></td>
<td>• Stay on the right side of the hallway.</td>
<td>• Use the bathroom only when needed.</td>
<td>• Ask for help.</td>
<td>• Look out for others.</td>
<td>• Raise your hand when you need help.</td>
<td>• Keep aisle clear and bus clean.</td>
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<tr>
<td></td>
<td>• Advocate for privacy.</td>
<td>• Keep the bathroom clean.</td>
<td>• Ask questions.</td>
<td>• Stay within the playground area.</td>
<td>• Tell an adult if there is a concern or problem.</td>
<td>• Enter and exit the bus in an orderly manner.</td>
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<td></td>
<td>• Be a risk-taker.</td>
<td>• Be open-minded.</td>
<td>• Make connections.</td>
<td>• Look for your teacher’s signal when recess is over.</td>
<td>• Listen to directions.</td>
<td>• Report unsafe behaviors.</td>
</tr>
<tr>
<td><strong>BE READY TO LEARN</strong></td>
<td>• Go directly to your destination.</td>
<td>• Use the bathroom only when needed.</td>
<td>• Be prepared.</td>
<td>• Use the equipment safely and properly.</td>
<td>• Stand in line calmly.</td>
<td>• Watch and listen to your bus driver.</td>
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<tr>
<td></td>
<td>• Follow directions.</td>
<td>• Keep the bathroom clean.</td>
<td>• Be focused.</td>
<td>• Use the equipment safely and properly.</td>
<td>• Go straight to your destination after getting off bus.</td>
<td>• Go straight to your destination after getting off bus.</td>
</tr>
</tbody>
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