

Setauket Elementary School

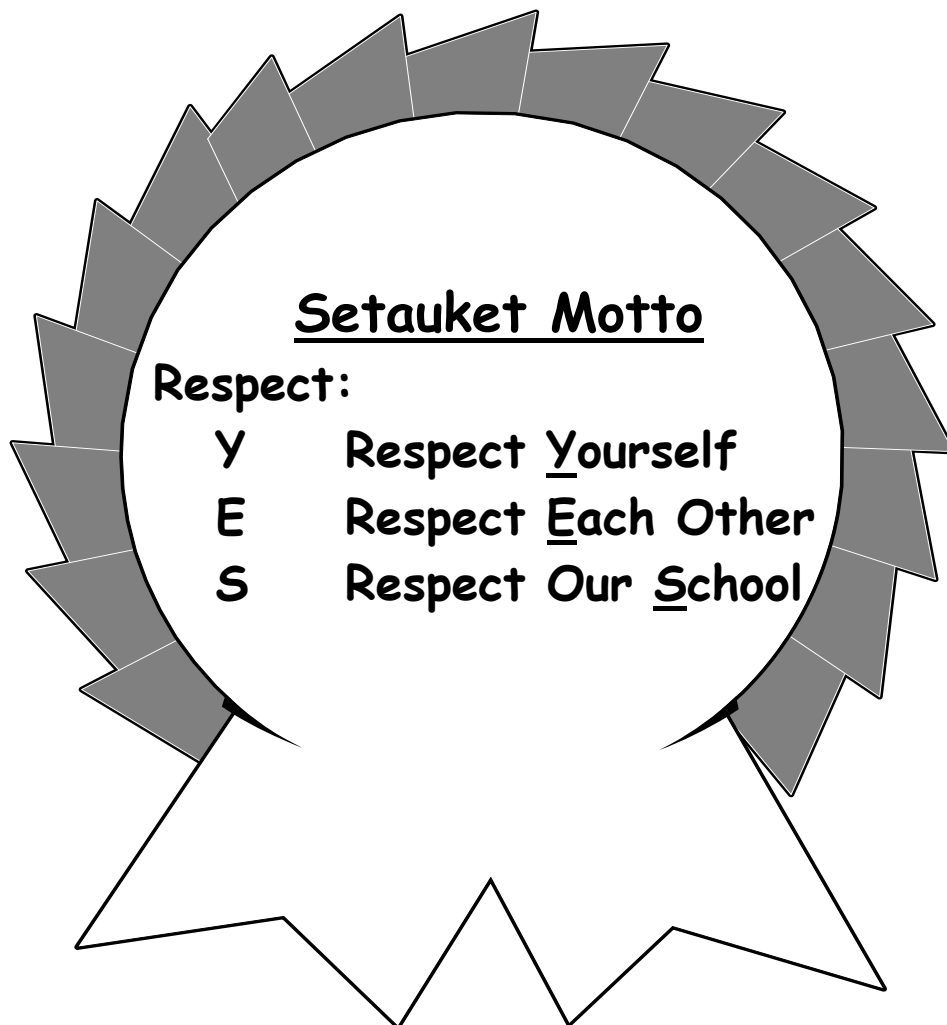
Student Handbook



Name _____

Welcome to Setauket Elementary School!

Setauket Elementary School's Student Handbook is intended to help you and your child(ren) learn about Setauket Elementary School. Parents and students should read the entire Student Handbook together. It sets expectations for student behavior and explains important rules that must be followed. With these guidelines and your cooperation and support, we believe that we will continue to provide a school community that encourages positive interactions in an orderly and safe environment.



Y. E. S.

How to Make Our School A Better Place for You

We can make our school a great place by following the
Y.E.S. Program:

Y is YOU

- ❖ Take care of yourself
- ❖ Listen
- ❖ Do your best
- ❖ Use good manners
- ❖ Stay in your personal space
- ❖ Take care of your personal belongings
- ❖ Act in a positive way



E is Each Other

- ❖ Take care of **each other**
- ❖ Include others
- ❖ Listen to others
- ❖ Use kind words
- ❖ Be friendly
- ❖ Think of the other person's needs and feelings
- ❖ Respect other people's ideas, space and property



S is our School

- ❖ Take care of our school
- ❖ Keep our school clean
- ❖ Take care of supplies and equipment
- ❖ Make it a safe place to be



Where do you use Y.E.S.?

In The Classrooms	In The Hallway
On The Playground	In The Auditorium
On The Bus	In The Cafeteria
On A Field Trip	In The Library
In The Science Lab	In The Computer Lab
In The Gymnasium	In The Bathroom

Practice Y.E.S. everyday!

STUDENTS' RIGHTS AND RESPONSIBILITIES

CLASSROOM

STUDENT RIGHT: I have the right to learn in a safe, clean and well-mannered environment.



STUDENT RESPONSIBILITY: It is my responsibility to respect my classroom, my teachers, my classmates and all of the staff at Setauket Elementary School.

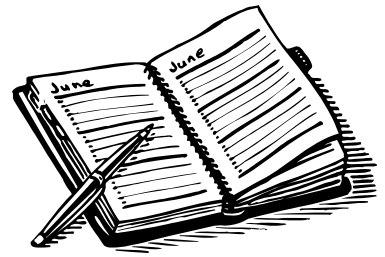
Responsibilities of the Students:

1. I will respect my teachers and all of the staff members and do what they are asking me to do.
2. I will raise my hand before speaking or answering a question.
3. I will let others have a turn at a project or game.
4. I will keep my desk and cubby neat and organized.
5. I will write down things that are important, especially project due dates.
6. I will help my classmates and teachers.



HOMEWORK

STUDENT RIGHT: I have the right to understand what my assignment is and what is expected of me.



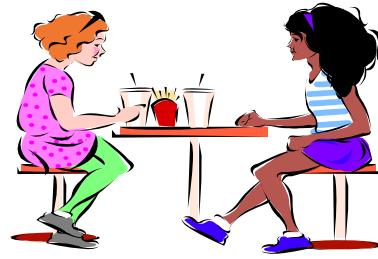
STUDENT RESPONSIBILITY: It is my responsibility to know what the assignment is, complete it in an organized way, and hand it in on time.

Responsibilities of the Students:

1. I will write down homework assignments and due dates before leaving class.
2. I will make sure I fully understand the assignment. I will ask my teacher to explain it again if I am not sure.
3. I will organize my materials. I will take home my homework assignment pad and any necessary materials and books I need.
4. I will demonstrate good study habits by allowing the necessary time to complete my homework.
5. I will demonstrate pride in my homework by doing my work neatly. I will remember to put a heading on the top of each page.
6. I will place my homework in my backpack in a place that will protect it. *(This way you will certainly have it with you in the morning. It is a good idea to put your backpack in the same place every night so that you don't forget it the next day.)*
7. I will practice musical instruments as my homework and remember to bring the instrument back to school for lessons.



CAFETERIA



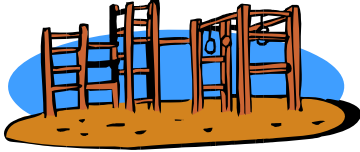
STUDENT RIGHT: I have the right to enjoy my meal in a clean and well-mannered environment.

STUDENT RESPONSIBILITY: It is my responsibility to eat my food quietly and neatly using proper table manners so that others may enjoy their meal.

Responsibilities of the Students:

1. I will listen to directions given by the lunch monitors and cafeteria staff when I am buying food. I will stand quietly in line for my turn.
2. I will never throw food or other objects.
3. Before leaving the cafeteria, I will be sure to clean up my area and throw away all of my trash.
4. I will not take food, drinks and snacks that are opened from the cafeteria.
5. I will not eat in the hallways.
6. I will ask a lunch monitor or teacher for permission before leaving the cafeteria for any reason. I will treat the lunch monitors with respect at all times.
7. I will return my library books in good condition and on time.





PLAYGROUND AND RECESS BEHAVIOR

STUDENT RIGHT: I have the right to play in a safe playground and recreational area.

STUDENT RESPONSIBILITY: It is my responsibility to use the playground or recreational area safely.

Responsibilities of the Students:

1. I will follow the playground and recess rules:
 - No contact sports
 - No throwing
 - No fighting, including "play" fighting
 - Never leave the playground without a lunch monitor's permission
 - Report any problems to an adult immediately
 - Line up when the lunch monitor gives the signal
 - Only one person per swing
 - Do not jump off any equipment
 - Only use the ladder on the slide to go up
 - Do not hang upside down on any piece of equipment
 - Wear proper shoes for play (Sandals are not permitted on equipment.)
2. I will include all children who want to play and wait my turn.
3. I will follow any additional procedures and rules given to me by the adult in charge.



*Children should be dressed appropriately for the weather and expect to be outdoors for recess when the temperature is above twenty degrees (20°) and there is no precipitation. Outdoor recess lasts approximately 20 minutes. The school will use the "Wind Chill" chart as a guide when making a decision as to whether or not the children will have outdoor recess. Please refer to the school calendar for the Wind Chill chart.

HALL CONDUCT



STUDENT RIGHT: I have the right to learn in my classroom and not to be distracted by loud voices or noises from the hall.

STUDENT RESPONSIBILITY: It is my responsibility to allow others to learn by moving quietly and orderly through the halls.

Responsibilities of the Students:

1. I will walk quietly at all times because other classes are at work.
2. I will keep my hands off the walls, bulletin boards, displays and art work. I will keep them to myself.
3. I will walk in line on the right side of the hallways and listen to the adult in charge.
4. I will pick up items dropped on the floor in order to prevent accidents.



ASSEMBLIES

STUDENT RIGHT: I have the right to see and hear during an assembly.

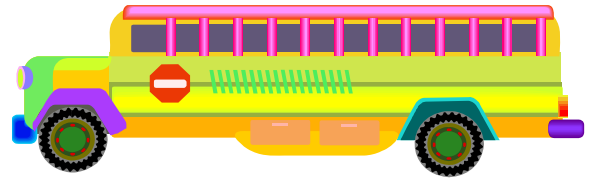
STUDENT RESPONSIBILITY: As a member of the audience, I have the responsibility to behave in an appropriate manner.

Responsibilities of the Students:

1. I will enter and exit the assembly quietly with my teacher and the class.
2. I will watch and listen quietly to the performance and presenters.
3. I will clap to show my appreciation.
4. I will keep my hands and feet to myself.
5. I will not bring any objects to the assembly without permission.
6. I will not bring food, drinks or chew gum.

BUS CONDUCT AND SAFETY

STUDENT RIGHT: I have the right to travel to and from school safely.



STUDENT RESPONSIBILITY: It is my responsibility to behave properly on the bus.

Responsibilities of the Students:

1. I will listen carefully to the driver's instructions and respect the bus driver's rules.
2. I will go directly to my seat and remain seated until the bus driver stops and tells me to leave the bus.
3. I will ride quietly without fighting and shouting.
4. I will keep my head, arms and belongings inside the bus.
5. I will look after my belongings and leave the property of others alone.
6. I will be courteous to my fellow bus riders and never push or shove when getting on or off the bus.
7. I will report any problems to the driver.
8. I will get on my own bus and get off at my own stop unless I have a bus pass.

*Improper bus conduct could result in removal from the bus. Children should remember that this mode of transportation to and from school is a privilege.

USING THE INTERNET

STUDENT RIGHT: I have the right to use the Internet to research important educational materials.



STUDENT RESPONSIBILITY: I have the responsibility to use the Internet in a respectable, careful manner.

The Internet is a very important tool. It can be used to do research on a topic, as entertainment and to communicate with friends. Unfortunately, it can also be used in inappropriate ways. In order for our school to keep using the Internet, we should follow these important guidelines and responsibilities:

1. I will only use kid-friendly websites and websites that the teacher tells you to use. I will not give out personal information such as my address, telephone number, parents' work address or phone numbers or the name and location of our school.
2. I will make sure I share the computer and Internet time with others. (Don't hog the computers!)
3. I will make sure to tell a teacher if I read or see something that is uncomfortable or something that frightens me.
4. I will use the computer and Internet in a friendly way making sure not to hurt others' feelings.





DRESS CODE

STUDENT RIGHT: I have the right to dress for school in an appropriate manner.

STUDENT RESPONSIBILITY: I have the responsibility to attend school wearing appropriate attire that does not interfere with the learning process.

Responsibilities of the Students:

1. I will wear appropriate protective gear in certain classes and activities. (Physical Education or Science lab)
2. I will not wear clothing, jewelry and other attire that shows violence or bad language.
3. I will wear clothing that is in good taste, not too short or revealing.

*The building principal and other designated staff members shall have the authority to require a student to change clothes should it be deemed inappropriate according to this policy. This could mean that a parent or other adult would be requested to bring appropriate clothing to school.

ADDITIONAL POLICIES AND PROCEDURES



Skateboards, Skate Sneakers and Lacrosse Sticks

Skateboards are not permitted on school property for any reason.

Additionally be advised that skateboarding on school property by any individual is strictly prohibited.

Skate sneakers are not permitted to be used on school property. Lacrosse sticks cannot be permitted at lunch or recess.

Chewing Gum and Hats

Gum chewing is not permitted. Children must refrain from wearing hats inside the school building.

Weapons and Dangerous Devices

Any item perceived to be a weapon is expressly forbidden on school grounds. According to our Code of Conduct, the administration reserves the right to discipline a child disobeying this important policy. Laser pointers may not be brought to school. Please refer to the district calendar for further information.



Trading Cards, Electronics and Valuable Items

Children should refrain from bringing trading cards, electronics, valuable items and collectibles to school. Our experience shows us that we cannot monitor their use in school.

The school is not responsible for loss of these items if this policy is not followed. Should your child bring any of these items to school, the administration reserves the right to hold that item until such time that a parent or guardian can come to school to retrieve that item. Please note that if a child brings a cell phone to school, it must remain turned off in the student's backpack for the entire school day. Any cell phone seen or used during the school day will be confiscated and given to building administration.

BICYCLING/WALKING TO SCHOOL



Students in Grades 4, 5 and 6 are permitted to ride a bicycle and/or walk to school only after a written permission contract has been signed by the parent. Permission is granted by the school. This could take a couple of days and it should not be assumed that permission will be granted on the day the note is sent to school. A bicycle sticker will be attached to a safety helmet at school. Each student wanting to ride his or her bike to and from school must agree to the following rules:

Safety Rules

1. Wear an ANSI-approved safety helmet when riding to or from school.
2. Obey traffic signs, signals and pavement markings.
3. Ride on the right-hand side of the road and with the traffic or walk on the left-hand side of the road and against the traffic.
4. Stop and check the traffic before entering the street.
5. Give cars and pedestrians the right of way.
6. Walk bicycle when on school grounds.
7. Leave bicycle locked in the rack at the main entrance bicycle rack.
8. Carry books and other belongings in a backpack or basket.
9. Do not ride/walk home after dark.
10. Ride/walk in a single file when riding/walking on the road with friends.
11. Never ride with a passenger on your bicycle.

- **Bicycling/walking contracts, available in the Main Office, must be signed and returned to the Main Office.**

The school administration reserves the right to review each request individually for both walkers and bicyclists. **As of June 1, 1994, state law REQUIRES that children 14 years of age and under must wear helmets while riding a bicycle.** Students without helmets will not be given a school bicycle pass. Bicycles must be kept in the racks provided and cannot be removed during the school day. All bicycles must be locked for security reasons. Every effort will be made by the school personnel to ensure the safekeeping of students' bicycles. The school, however, cannot be held responsible for theft or damage.



SEXUAL HARASSMENT AND BULLYING

In The Three Village School District, we make sure to create a place to learn that does not allow or permit bullying, and discrimination, including sexual harassment.

Sexual harassment consists of:

- unwanted sexual advances;
- verbal, nonverbal, or physical advances;
- uncomfortable feelings that make it hard to complete work properly;
- behaviors that are happening often and in a persisting way.

Bullying consists of:

- engaging in actions or statements that put an individual in fear of bodily harm or emotional discomfort;
- cyber bullying that causes a disruption to the educational environment;
- a persistent pattern of actions or statements directed at an individual or group that is ridiculing, demeaning, or threatening.

*Sexual harassment should always be reported to one of the following people: Building Principal or Assistant Principal, a teacher, the Health teacher, a child's parent or guardian. Sexual harassment is addressed formally under the Board policy- Sexual Harassment of Students (#5020.1). The policy manual is available for parents to read in the main office. This policy is based on federal law.