

Pulaski Academy and Central School District

Lura M. Sharp Elementary School

Student Handbook

Parent Guide

2023-2024

Mrs. Joelle Hendry, Principal



www.pulaskicsd.org

“Preparing all students for a constantly changing future”

Our School

Our building is named in honor of Mrs. Lura M. Sharp who taught in the Pulaski School District for 48 years from 1914 until 1962. She was a very special person who touched many lives in many positive ways.

Lura M. Sharp Elementary School serves approximately 400 students in Pre-Kindergarten through grade five. We offer self-contained classes and departmentalized programs. In addition to core subjects taught by classroom teachers, all students receive specialized instruction in Physical Education, Music, Art, Media (digital literacy) and Library skills. Computer technology is an essential component to our program. Each student is assigned a Chromebook within their classroom to utilize throughout the school year. Each classroom has a Smartboard to enhance instruction and increase student engagement.

Our Mission

The Pulaski Academy & Central School District Mission is to prepare all students for a constantly changing future by providing the highest quality education in partnership with their parents, staff and community.”

SHARP BEHAVIOR!

We cooperate.

We respect ourselves.

We respect each other.

We work and play safely.

We take care of our school.

We are responsible for our learning.

We respect our personal belongings and those of others.

We work together to solve our problems when we disagree.

When **ANY** student is exhibiting exceptional behaviors throughout the school day any staff member can reward that student with a “Sharp Behavior” ticket. The “Sharp Behavior” ticket will be filled out by the staff member and include the child’s name and teacher’s name. Then the student may go to the main lobby and place their ticket in the corresponding grade level bucket. Once a week, one name will be drawn from each bucket and the announced students will be allowed to come down to the main office for a small reward/prize. More tickets earned=more chances of winning a reward.

School Calendar

The District publishes a yearlong school calendar that contains useful information and dates of early dismissals, vacations, concerts, sports events, etc. This calendar is mailed to all district residents. The events that apply to the elementary school may also be found on our website:

www.pulaskicsd.org

Student Arrival and Dismissal

For Students in Grades K-5 school hours are 8:30 a.m. to 3:15 p.m.

Students should arrive ***no earlier than 8:30 a.m.***

Parents who drive their children to school or allow their children to walk to school are asked to adhere to this time frame. Late arrival to school (after 8:45am) **requires a parent sign-in** at the elementary office. Additionally, if parents are picking students up early, they **must be signed out at the elementary office**. No student will be released from class without a call from the office. Students should not be in the building after school without the direct supervision of a faculty or staff member.

Parents that drop their students off will be asked to pull up in the drop off/pick up loop (Little Blue Devil Drive). Staff members will be at the drop off loop at 8:30. No student should exit their parents' vehicle before a staff member is present.

Parents who will be picking their child up at the end of the day should park their vehicle and walk to the main office entrance to pick up their child. A staff member will assist in calling the student that you are there to pick up and escort them to you.

If a student is to ride a bus at the end of the day to a location other than the usual drop off or is being picked up from school by anyone other than a parent, written permission to the Elementary Office from the parent is required. Bus passes are required to ride a different bus at the end of the day.

**** Please note: If you must change your child's transportation in the middle of the day, please call the office by 1:00 to ensure that all necessary communication to students and teachers can take place in a timely manner. The safety of our students is our utmost concern.**

Transportation

Pulaski Academy and Central School provides transportation for all students living in the district. If you will be providing transportation for your child or your child will be walking to and from school, we ask that you complete our **Transportation Exemption** form available in the elementary office.

Students are expected to follow three simple rules to ensure the safety of themselves and others:

1. **Stay seated and outside of aisles**
2. **Use appropriate language and volume**
3. **Keep hands and feet to yourself**



Safety

1. Be on time to avoid long wait times or rushing to the vehicle.
2. Walk carefully away from the road in order to avoid other vehicles. Also move away from the bus immediately. If you can touch the bus, you're too close.
3. Don't move toward the bus until the driver opens the door and signals that it's safe.
4. Use the handrail.
5. Large/sharp objects are not allowed on the bus.
6. Sit down immediately upon entering the vehicle and stay seated until the bus stops.
7. Don't distract the driver.
8. Keep entire body inside the vehicle at all times.
9. Keep the floor clear.
10. When crossing, move 10 giant steps ahead of the bus and wait for the driver to signal. Check for traffic and cross only when clear. HORN MEANS DANGER!

If you have questions or concerns regarding busing, please call our Transportation Supervisor at 315-298-7378.

Emergency Closings

Emergency school closings occur due to various reasons: weather conditions, lack of heat, lack of water, etc. Most closings take place in the morning and are for the district. However, since closings may take place during the day and apply only to our school, it cannot be assumed that High School children will be home to take care of younger siblings. Information that you provide to us on an emergency closing drop off or contact will give us the necessary directions for your child should school close during the school day.

All emergency closings are announced using the Blackboard messaging system, on the school website, and on radio and television stations.

Please note that there will NOT be the morning (AM) UPK class if there is a 2-hour delay. The full day UPK program follows the K-5 schedule for closings and delays.

Emergency Evacuations

If we must evacuate the school in an emergency such as a bomb threat, chemical spill, etc. Our plan is for all UPK-2 students to be moved to the Christ Our Light Catholic Church on the corner of Park and Erie streets and all 3-5 students to be moved to the Park United Methodist Church on the corner of North and Hubble streets. Depending on the situation, we will either return to school or dismiss students from the evacuation locations. In either situation, normal procedures for student sign-outs are in effect. Only parents and other adults designated by a parent are allowed to sign out children.

Visitors and Deliveries

For security reasons, only the front doors to the Elementary Building and the District Office entrance are accessible. Please enter the building through these doors and directly to the main office. **Under no circumstance is any parent to report directly to a classroom.**

When entering the main office, please have your driver's license available. We have the Raptor system which will screen all visitors to ensure that we are providing a safe learning environment for all students.

All parents needing to pick up their children earlier than 3:00 are to sign them out at the main office upon their arrival. (If possible, please call prior to coming to the school to pick up your child early). No child will be released to a parent or guardian without a call from the main office. Forgotten lunches and school supplies should be dropped off at the main office. These items will then be forwarded to your children at a time when instruction will not be interrupted.

Parent-Teacher Group (PTG)

Our parent teacher group encourages your presence and input at monthly meetings. The PTG provides ongoing support for the enrichment activities in our school. Parent involvement options are numerous. Check out the Lura Sharp PTG Facebook page for events and updates. More information will come out regarding the location for the meeting. All meetings begin at 6:00pm in the Lura Sharp Cafeteria.

Open House

Each year an "Open House" is held at school. This event provides an opportunity for you to meet your child's teacher and to view the school facilities. **Please remember this is not a time for conferencing about your child. Should you wish to discuss your child at length with his/her teacher please use that night to set up a conference time that is convenient for both of you.**

Report Cards and Conferences

Formal Report Cards are sent home with students four times per year for all K-5 students. These dates are noted on the school calendar as well as the monthly calendar. Informal reports may also be sent home to notify parents of their child's progress.

Formal parent conferences are held at school during the month of November. Conferences will be held on November 17th and 18th. **Be sure to sign up for these conferences at the open house.** If you are not able to make it to the open house please contact your child's teacher to sign up for a conference.

Homework

Home practice of skills taught at school helps children significantly. The amount of daily homework increases as students move up through the grades. It is helpful if you are able to take the time each night to reinforce the importance of completing assignments. If there is no specific assignment, you may wish to practice basic math facts, spelling words, review notes and/or read together. Team learning is a positive practice to fit into your family schedule. If not in attendance, a student is required to make up assigned work.

Halloween Costumes/Parade

Each year our students have a great time participating in the Halloween Parade. This gives the children the opportunity to show off their costume to other students and parents. We do request that blood and weapons that accessorize a costume be left at home. These are not appropriate for the school setting.

Party Invitations

We are requesting that invitations not be sent to school to be passed out. Please find another way such as the mail, phone calls, etc. to invite students to your child's party. *Teachers will return invitations home if they are sent into school.*

* * Please do NOT call school for address or phone numbers as we are unable to give them out due to confidentiality.

REMINDER: *No home baked goods (Health Services page for explanation)*

Health Services

- School Based Health Center

We are fortunate to have, at each building, a School Based Health Center. The School Based Health Center is a partnership between the Pulaski Academy & Central School and the Pulaski Health Center (ConnexCare) to provide primary and preventive health care to enrolled students on school grounds during school hours. They have been a wonderful addition to our health services. A Nurse Practitioner is on staff to address the medical needs of our students. Various services are available at no cost to parents for children who are enrolled in the program. Please call 315-298-2570 for further information on the program.

** If you have a sick child that needs to be seen please contact the School Based Health Center to make arrangements. Do NOT send your sick child to school to be seen.

- School Nurse

A registered nurse is available during the hours of 7:30 a.m. – 3:30 p.m. each school day. The nurse coordinates physical exams, eye and ear exams and monitors the health of our children. If you have any questions regarding the health of your child, please call our school nurse.

- Medications

Non-prescription medications are not dispensed nor are they allowed in the school. If a child is in need of taking prescription medication during the school day, the nurse must receive the following:

1. A written statement from the physician stating the method, amount, and time by which medication is to be taken.
2. A written statement from the parent, or guardian of the pupil, granting their permission that the physician's orders be carried out.
3. The prescription must be in the original bottle.

- Physical Education Participation

Participation in Physical Education is required of all students unless excused by a physician. If your child is unable to participate in PE a written excuse from your doctor must be provided. Most doctor offices will FAX an excuse to the school. A release note stating when your child may return to Physical Education is also required from the doctor.

- School Health Records

A cumulative health record is kept for each student. This record provides an accurate account of your child's growth development. Please help the nurse keep these records accurate by informing us of any changes, i.e. new allergies, asthma diagnosed or receded, etc.

- Attendance / Absences due to Illness

All students are expected to be in attendance when school is in session. In accordance with the New York State mandate for a comprehensive attendance plan, Lura M. Sharp Elementary has established the following attendance policy.

Should a child be absent from school, it is the responsibility of the parent/guardian to notify the school on the morning of the absence. If there is no report made, an automated call will be made to the parent/guardian to verify the child's absence. When a pupil appears to have left school grounds without permission, parent/guardian will be contacted immediately.

New York State Law requires that a student's absence be accounted for by a written excuse. Your child also needs an excuse for being tardy and/or leaving school early. *Legal excuses* for absences or tardiness: sickness, sickness or death in family, religious observance, impassable roads, required appearance in court, attendance at organized clinics, quarantine, remedial health treatments. *Illegal excuses*: hunting or fishing, missing the school bus, truancy, shopping, haircuts, babysitting, vacation. Pupils may be subject to disciplinary procedures for illegal absence, tardiness or truancy. These may include verbal and written warnings, detentions, in-school suspensions and loss of extra-curricular privileges.

- *Illness and Injuries during school*

If your child becomes ill or injured during school hours, he or she is sent to the health office. If he or she is too ill to remain in school, you are requested to come to school for the sick child. Please make arrangements for another adult to take over the care of your child in case you cannot be contacted in the event of an emergency. Be certain the school has these arrangements and phone numbers and notify the office if they are changed.

If your child complains of not feeling well in the morning and shows signs of illness, he or she should not be sent to school. Sending your child to school prolongs the illness and spreads it to others at the same time.

- Regulations concerning Home Baked Goods

We will continue to comply with the recommendation of the County Health Department to use store bought snacks/treats when food is brought to school for sharing at parties. Homemade or home-baked goods may not be served to students in the classroom.

Morning Program

On Monday and Friday mornings, the Lura M. Sharp family will attend the Morning Program as a way to help build school community and start the day on a positive note. Students and staff meet in the auditorium to recite the pledge of allegiance, sing songs, hear announcements, reinforce academics and social skills and begin a new school day. Parents are always welcome to join us. Parents must sign in at the main office if they wish to attend Morning Program.

Please know that on days when Morning Program is not taking place classroom teachers will build in a class meeting time.

We are using a social-emotional learning (SEL) program called Second Step, which gives students the tools to manage emotional and social skills. Morning program is an opportunity to support SEL in our learning community.

For more information on SEL please see the website below:

<http://www.p12.nysed.gov/sss/documents/SELforNYAtaGlance.pdf>

<https://www.cfchildren.org/blog/2018/08/back-to-school-resources-for-parents/>

Rights and Responsibilities

Recognizing that rights carry responsibilities, we, the members of the Lura Sharp community, declare that:

- We have the right to schools that are safe, orderly and drug free and a responsibility to contribute to this environment.
- We have the right to learn and work in schools that have clear discipline codes with fair and appropriate consequences for misbehavior and a responsibility to follow the code.
- We have the right to be treated with courtesy and respect and a responsibility to treat others the same.
- We have the right to learn and work in school districts, schools and classrooms where high grades stand for high achievement. We have a responsibility to strive for that achievement.
- We have the right to learn and work in school districts and schools where getting a high school diploma means having the knowledge and skills necessary for post-secondary endeavors. We have a responsibility to pursue life-long goals.

Violations and Consequences

The following page identifies unacceptable student behaviors and possible consequences for the actions. This code guides our actions when dealing with inappropriate student behavior. In these situations, we communicate with parents by phone and/or written reports.

Code of Conduct Violations

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors
<p><i>Classroom Teacher</i></p> <ul style="list-style-type: none"> • Unprepared for class • Incomplete assignments /homework • Inattentive • Inappropriate language • Disruptive • Cell phone possession/use • Disrespectful • Distracting devices 	<p><i>Administrative/School Psychologist</i></p> <p><i>Excessive Level 1 violations (behavior is progressive)</i></p> <ul style="list-style-type: none"> • Leaving classroom/designated area/building without permission • Fighting • Tampering with fire safety device • Causing a threat to others • Threatening others 	<p><i>Administrative/School Psychologist</i></p> <p><i>Excessive Level 2 violations (behavior is progressive and severe)</i></p> <ul style="list-style-type: none"> • Assault • Arson • Possession, use, or sale of drugs • Smoking, vaping or other tobacco use

<ul style="list-style-type: none"> • Unsafe choices • Misuse of personal or school property • *Inappropriate use of electronic devices(handle and care, instructional use) • Refusing to follow directions and follow reasonable requests • Bullying • Theft <p>Phone call/email home to parents MUST take place before moving to Level 2.</p>	<ul style="list-style-type: none"> • Harassment (physical, sexual, verbal) • Discrimination • Reckless endangerment • *Inappropriate use of electronic device (websites, YouTube, explicit images) • Vandalism 	<ul style="list-style-type: none"> • Possession, use, sale of weapons or dangerous objects • Defamation • *Inappropriate use of electronic device (websites, YouTube, explicit images)
<p style="text-align: center;">Level 1 Tools</p> <ul style="list-style-type: none"> • Non-verbal and verbal cues • Behavior discussion • Redirection • Temporary Removal of privileges • Classroom Reflection form 	<p style="text-align: center;">Level 2 Tools</p> <ul style="list-style-type: none"> • Reflection & Collaboration to address/solve undesirable behavior • Meeting (parents-admin-teachers-student) • Restoration • Loss of privileges • In School Suspension • Detention (AIDE, Lunch) 	<p style="text-align: center;">Level 3 Tools</p> <ul style="list-style-type: none"> • Meeting (parents-admin-teachers-student) • Suspension <ul style="list-style-type: none"> -in school -out of school • Superintendent's Hearing • Expulsion

Dress Code

Students and their parents have the primary responsibility for acceptable student dress and appearance. All students are expected to dress appropriately and in a manner that is not disruptive to the educational process. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting. [Please see the District Code of Conduct for details.](#)

Cell Phones

Elementary students are **not allowed** to use cell phones during the school day. This includes all smart devices including but not limited to Smartwatches and Apple Watches.



If a student has an “emergency” phone it should be in their locker or backpack and turned OFF while in school. Parents who need to reach their children should call the office (315-298-2412).

Phones that are used during the day will be turned in to the office and must be picked up by the parent.

Extracurricular Activities

Students in grades 4 - 5 may choose to participate in Chorus. Students in Grade 5 may also choose to participate in band. Band participation includes small group lessons as well as full band lessons as we get closer to the concert dates. A rental program for instruments is available.

We also offer students the opportunity to join different after school activities such as Odyssey of the Mind, Yoga and Mindfulness Club, Battle of the Books, **Robotics, Art Club** and the Elementary Musical. **In addition to these opportunities, we now offer an after school tutoring program for our students.**

Aide time

Students in grades K-5 participate in a 30 minute recess daily. Each classroom is supervised by a teacher’s aide during this time. Students go outside all year round and should dress appropriately for the weather. We will not take students outside if it is raining or if the “feels like” temperature is below 20 degree F. Students **MUST** wear closed toed shoes on the playground (sneakers, crocs, winter boots, etc.). Students should also have a winter coat, snow pants, hats, gloves/mittens, and boots to wear outside during the winter months.

School Food Services

Lunch may be brought to school or purchased for \$2.00 in our cafeteria. Breakfast may be purchased for \$1.40. Milk is available for \$0.50. Students will not be allowed to purchase ala carte items this year. Students may pay for their meals on a daily basis or parents may prepay by check or by using the online service www.myschoolbucks.com. Detailed information regarding MySchoolBucks is available on www.pulaskicsd.org under the “Parents” section. Monthly menus are sent home with each child. Free or reduced cost meals are available for

those families meeting the Federal Guidelines. Applications are available in the Elementary Office and cafeteria.

Special Services

We provide services for children as needed in the areas of counseling, speech and language therapy, remedial education, special education, and physical and occupational therapy. If you have any questions, feel free to call the Office of Special Programs at 315-298-5188.

Books and Materials

Books and materials issued to students during the year must be returned in the same condition as received. A cost of replacement fee may be issued for repair or replacement of the books or materials.

Valuable Articles

Students should not bring unnecessary valuable articles to school. This includes mp3 players, cell phones, Smart devices, tablets, handheld electronic games, favorite toys, jewelry, etc. **The school is *not responsible* for lost, stolen or broken articles that arrive at school.** Make sure that the student's name is marked in jackets, lunchboxes, and any other valuable items that must be brought to school. They should only bring money to school to meet lunch needs or for other school approved purposes. Check for missing items in the Elementary Office.

School Pictures

In the fall, we engage school photographers as a service to you and to the school. The photo sessions are noted on the school calendar with reminder notes sent home prior to the photo session. As is standard procedure in all districts, the photo company provides the school with a small picture of each child for his/her permanent record card. Various package deals are offered to parents for their purchase. However, **there is no obligation on your part to purchase any of the packages** unless you want the pictures. Retake sessions are offered for those that want the pictures but are dissatisfied with the first sitting results. Pictures arrive prior to the holiday season for those wishing to use them as gifts.

Parental Concerns

Parents are encouraged to contact the school at any time, to discuss ideas and concerns. Meetings with teachers and/or the principal are welcomed and encouraged.

Frequently, parents and other community members request help in knowing the best way to communicate with the school. Below is a guideline chart that will serve as a helpful resource.

WHO TO CONTACT

For Questions Regarding:	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	Guidance Counselor	Principal	Superintendent
Athletics	Coach	Athletic Director	Superintendent	
Attendance	Attendance Clerk	Guidance Counselor	Principal	Superintendent
BOE Policies	District Clerk	Superintendent	BOE President	
Budget	Business Manager	Superintendent		
Cafeteria	Cafeteria Manager	Business Manager	Superintendent	
Clubs	Club Advisor	Principal	Superintendent	
Curriculum	Teacher	Department Chair	Principal	Superintendent
Discipline	Teacher	Assistant Principal	Principal	Superintendent
Facilities	Director of Facilities	Superintendent		
Facility Use	Principal's Secretary	Principal	Director of Facilities	Superintendent
Finance	Business Manager	Superintendent		
Registering for School	Registrar	Guidance Counselor	Principal	Superintendent
Requesting a Transcript	Guidance Office Secretary	Guidance Counselor	Principal	Superintendent
Residency	Registrar	Superintendent		
Scheduling	Guidance Counselor	Principal	Superintendent	
Scholarships	Guidance Counselor	Principal	Superintendent	
Special Education	Teacher	CSE Chairperson	Department Chair	Superintendent
Taxes	Tax Collector	Business Manager	Superintendent	
Transportation	Bus Driver	Director of Transportation	Business Manager	Superintendent

Useful Numbers

District Office	315-298-5188
Fax	315-298-4390
Lura Sharp Main Office	315-298-2412
Fax	315-298-7464
Transportation	315-298-7378
Office of Special Programs	315-298-5188
School-Based Health Clinic	315-298-2570