

COOPERSTOWN CENTRAL SCHOOL DISTRICT



Elementary Student Handbook

This document accompanies the "*Student Code of Conduct*"
Please visit the district website for more information or request additional
copies from the main office.

2022-2023

WELCOME TO COOPERSTOWN ELEMENTARY SCHOOL

It is essential for the Cooperstown Elementary School faculty and staff to work together with students and families to ensure a positive and safe school community. The best learning environment is provided when all individuals involved in a child's learning work together cooperatively.

Our theme for the 2022-2023 school year is "**Connections Make a Difference!**" Throughout the year, the school community will participate in many activities centered around our theme. Please carefully review this Elementary Student Handbook with your child or children.

CCS VISION AND MISSION

Mission Statement

The Cooperstown Central School District is a collaborative partnership of all home, school, and community stakeholders founded on trust. The District will provide a caring environment in which important and meaningful learning opportunities motivate our students to aspire to excellence. Active curiosity, compassion, and positivity are critical elements of effective teaching and learning. Our unified mindset is one that promotes the ideals of ownership and continuous improvement.

Vision Statement

The District will be a regional and national model school district for educational excellence for all students in a rural community.

CCS ENDURING GOALS

1. Improve measurable student achievement K-12 within a pervasive data-informed culture, using highly effective instructional systems designed and evaluated to create an optimal learning environment dedicated to continuous improvement.
2. Promote and support responsibility, accountability and stewardship in students so that sustained, high levels of learning are expected and attained throughout District programs.
3. Uphold a culture of mutual respect and appreciation of diversity in a caring and compassionate learning environment, inclusive of differences such as socioeconomic status, learning ability, and statute-protected status.
4. Expose students to learning opportunities within and beyond the walls of Cooperstown CSD and its community; expect students to learn and demonstrate important social competencies.
5. Make social and emotional learning a priority and actively support the rigorous pursuit of personal wellness for all students.
6. Hire, develop, supervise, and evaluate a community of highly effective and collaborative faculty, administration and staff so that they can excel at their job responsibilities to meet the learning needs of students.

7. Develop, procure, maintain and improve resources (facilities, equipment, technology, materials and supplies) with sustainability in mind so that we can meet the relevant learning needs of students with intent to the future.
8. Prepare fiscally sound and responsible budget that addresses the needs of students and the concerns of taxpayers while exploring alternative funding sources.
9. To pursue and improve external and internal District relations, transparency and communication with our various stakeholder groups and partners.

CCS ELEMENTARY PLEDGE

I came to school today to be the best I can be. I will do my work and not give up. I can achieve! I will achieve! If it is to be, it is up to me!

GENERAL BEHAVIOR GUIDELINES

IN THE SCHOOL

We will:

- Greet each other with a smile.
- Take care of our classmates.
- Be good role models for our peers.
- Treat teachers, staff and other students with respect and consideration.
- Follow directions.
- Demonstrate respect for personal property, school property, and the property of others.
- Care for each other's safety; no tripping, pushing, shoving, fighting or throwing objects.
- Keep the building and grounds clean.
- Walk in the building, unless in PE class, recess, or on the playground.
- Quietly pass through the halls.
- Follow all rules of good behavior during assemblies, extracurricular activities, safety drills, and other school functions.
- Wear appropriate attire, as described in the Code of Conduct.
- Keep hoodies down and hats off.

IN THE CLASSROOM

We will:

- Follow the directions of all staff and substitute personnel.
- Arrive to class on time.
- Listen carefully to all public address (PA) announcements.
- Arrive prepared with all necessary materials needed for class.
- Refrain from disturbing or distracting others as they work.

IN THE CAFETERIA

We will:

- Talk quietly.
- Walk slowly.
- Stay in our seats.
- Not throw things.
- Not share food.
- Keep our hands and feet to ourselves.
- Listen to directions.
- Use good manners.

ON THE BUS

We will:

- Follow directions given by the bus driver and the bus aide.
- Act as good examples by being cooperative, careful and kind.
- Remain in seats, do not cause distractions.
- Keep hands and objects away from windows.
- Talk quietly.
- Follow the rules of general behavior as previously stated and follow the Cooperstown Central School District Safety Rules as explained by the bus driver.
- Use good manners.

OUTDOORS/RECESS

We will:

- Follow playground rules.
- Use equipment properly and safely and pick up when finished
- Walk bicycles while on school property.
- Use bike racks.
- Be kind to everyone.

Attendance

- Student will be on time and ready to learn daily.
- If absent, bring a written excuse the day you return.
- Make up any missed work in your absence.
- Refer to the Code of Conduct for specifics pertaining to attendance.

Computer Use

- Student computer use during the school day is directed by the teacher.
- Student computer use is monitored by the principal and our technology coordinator.
- When an unapproved site is accessed, the teacher will be notified.
- Only approved sites by the teacher may be visited.
- Student devices are to be brought to school every day.

Cell Phones

- In the Elementary building, cell phones and smart devices are to be kept in backpacks the entire day.
- If parent/student contact is necessary, communication will occur in the main office or with the guidance counselor.

BE RESPONSIBLE. BE RESPECTFUL. BE SAFE.

KEYS TO SCHOOL SUCCESS

Creating Meaningful Connections

Student Responsibilities

- Attend school regularly and arrive on time. Be in the classroom by 7:55 a.m. each morning. The school day begins at 8:05 a.m. every day.
- Be an active learner.
- Follow school rules.
- Be courteous and kind to others.
- Work cooperatively.
- Complete homework every day and hand it in on time.
- Practice good study habits.
- Speak positively about self, classmates, and teachers.

Teacher Responsibilities

- Attend school regularly. Arrive on time. The school day for teachers starts at 7:45.
- Have all materials ready to go at the beginning of each day.
- Ask for help when needed.
- Be courteous and kind to others.
- Work cooperatively with parents and colleagues.
- Communicate with parents regularly on a weekly basis.
- Speak positively about self, students, and colleagues.

Parent Responsibilities

- Be sure to have your child in school, ready to learn, by 7:55 a.m. each morning. The school day begins at 8:05 a.m. every day.
- Practice safety, health, and nutritional habits with your child.
- Keep open communication with your child's teachers.
- Share appropriate information regarding your child with the teacher.
- Encourage your child to achieve.
- Be your child's biggest cheerleader. Contact your child's teacher if problems arise.
- Speak positively about school and teachers.
- Read all written communication sent home by the school.

DIGNITY FOR ALL STUDENTS

TITLE IX DECLARATION

The Cooperstown Central School district does not discriminate on the basis of sex, race, color, national origin, or handicap. Grievance procedures which provide for the prompt and equitable resolution of complaints alleging discrimination based upon sex or handicap and appropriate forms for filing such grievances are available in the Superintendent's office. This declaration refers to and includes all vocational education opportunities. The Title IX Compliance Officer is the Superintendent. This official will provide information, including complaint procedures to any student who feels that their rights, under Title IX may have been violated by the District or its officials.

SEXUAL HARASSMENT

The Board of Education of the Cooperstown Central School District (District) believes that its employees, students, and others associated with our District have the absolute right to be free from sexual harassment at all times while performing duties on behalf of the District. This freedom is an inherent part of each employee's and students' civil rights.

Sexual harassment is defined as including "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive working or educational environment.

Any action, behavior, words or overt attitude as described above, or which might otherwise be reasonably regarded as sexual harassment is strictly prohibited. Any employee, student or other person associated with the District who feels that he or she has been subjected to any activity as described above should report the incident immediately to the Title IX Coordinator for investigation and action. In the case of a student, they may seek assistance in reporting the incident from another trusted individual. If the Title IX Coordinator is involved in the activity, the violation should be reported immediately to the Board of Education for investigation and appropriate action. Any investigation will be conducted by the Superintendent/Designee. Complaints can be made without fear of reprisal, and all resulting investigations will be kept strictly confidential. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual harassment will ensure that an investigation is promptly commenced by appropriate individuals. Board Policy #7551 shall be included in the District Calendar and posted on www.cooperstowncs.org appropriate places.

Keys for Successful Communication

List of contacts at the school:

- Principal – Tracy Durkee - (607) 547-9976
- Assistant Principal – Amy Malcuria - (607) 547-8181
- Director of Special Education – Ramona Luetzger - (607) 547-4449
- School Counselor – Sara Mileski & Taylor Biro - (607) 547-4179
- School Nurse – Kim Stahl - (607) 547-9322
- Teachers - (607) 547-9976

Please fill out, below, and have your student return this portion to his/her teacher.

_____ I have read this Elementary School Handout with my child and am aware of the rules of the Elementary School.

Child's Name

Parent/Guardian Signature

