

**Discovery School #67
2019-2020**

Student and Family Handbook



Mrs. Karen Murray, Principal
Mr. John Paul Zeis, Assistant Principal

Discovery School #67

The students, staff, and community are proud of Discovery School #67 and hope that your experience will be meaningful and rewarding.

We welcome you to our school!

School Telephone Numbers

Main Office	816-4922
Fax	828-4925

Transportation Contact Numbers

Discovery School #67 – Mrs. Coleman – 816-4922 xtn. 1106

District Transportation	816-4895
200 buses	874-0544
300 - 400 buses	835-5410
500 buses	826-4771
600 buses	896-1171
700 - 900 buses	894-4778

The Education Bargain with Students and Parents

An equal and high-quality education is every child's civil right; and, as educators, we must deliver on this essential democratic principle. The New Education Bargain is simple: The District will guarantee pathways to opportunity that will lead to achievement and success in exchange for hard work, commitment, and collaboration of our students and parents.

IT IS THE PARENT'S RESPONSIBILITY TO:

- Place a high premium on education
- Make sure your child goes to school and to all classes every day
- Make sure your child does his in-school work to the best of his ability and puts in additional study time (up to two hours each day) outside of school hours
- Make sure you and your child show respect for teachers and for staff

Key Educational Components:

- Rigorous Early Elementary Education
- Strong Community Schools
- New Innovative High Schools
- Extended Learning Excellence for All Our Students
- Services for Our Neediest Children and Families
- New Relationship with Our Teachers

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Discovery School #67 BIG ROCKS

- Integrate Daily Independent Reading and Writing Opportunities to Allow for Demonstration of Deep Understanding
- Triangulate Curriculum, Instruction, and Assessment to Facilitate Active Student Engagement
- Differentiate to Deliver Data-Driven, Culturally and Linguistically Responsive Instruction

SCHOOL MASCOT

Abbott the Gator



MISSION STATEMENT

“The Discovery School’s inquiry-based learning curriculum develops learners who work cooperatively, think critically and creatively, and who embrace life-long learning.”

SCHOOL VISION

“Pushing the boundaries of excellence, academically and behaviorally, through hands-on, minds-on learning.”

MORNING INSPIRATION

I will act in such a way that I will be proud of myself
and others will be proud of me, too.

I came to school to learn, and I will learn.

I will have a great day!

Attendance

The 2018-19 attendance goal was 96%. The actual rate was 93.74%. Children do better in school when parents are actively involved. Your support in helping your child succeed is appreciated. *Regular school attendance in all Grades Pre-K-8 is essential for success.* Students are required to be in school every day. Students need to be present for instruction from 8:15 AM to 2:45 PM. Parents/guardians are asked to notify the school when their child is unable to attend school due to illness or other reason(s). In order for an absence to be excused, a dated note explaining the absence must be signed by a parent or legal guardian, and sent to school upon the student's return. Absences not accompanied by a note are recorded as unexcused absences. Parents/guardians are asked to schedule non-emergency medical and dental appointments before or after school hours. Students who arrive at school after 8:15 AM will be considered tardy. Students should enter the front entrance of the building and report to the main office for a late pass before going to their classrooms. When students are tardy, it affects their attendance record and their success in the first lessons of the day. **Attendance Counts!**



Address and Telephone Changes

Please notify the school at least two weeks prior to an address change. Proof of address is required. A current pay stub or current utility bill (within 30 days) such as a cable, electric or gas bill is sufficient. Please remember to notify the school of any changes in the telephone numbers you have provided for home/cell, work, and emergency contacts.

After School Program

In partnership with Buffalo Public Schools, Parker Academy offers a two hour after school program at Discovery School #67. Students in our program will have academic enrichment by New York State certified teachers and teacher assistants. Parker Academy provides the following Positive Youth Development and Health and Wellness components:

- Girl Scouts STEM
- Animal Education with Buffalo Animal Adventures
- Sculpting/art with Charkunda Taylor Art Studios LLC
- Exercise like Animals with Jerry Turcotte
- Dance Instruction with Miranda Dance Company
- Zumba Aerobics with Julie Francis
- Arts & Crafts
- Cooking Class
- Keyboarding

Days: Monday – Fridays

**Except scheduled “no programming dates”*

Please see Discovery School 67’s calendar on our website.

Hours: 3:00 – 5:00 PM

Requirements:

- Must be a student at Discovery School #67
- Completed application
- Minimum age 5 years old and already in Kindergarten

Enrollment in after school will require adherence to the guidelines established by Discovery School #67 and Parker Academy.

Bulletins, Communications and Family Calendar

Bulletins, calendars and reminders will be sent home as needed throughout the year in the *Thursday Take Home Folders*. Encourage your child to deliver these school communications to you. If you need any school communications translated to another language, please inform the school. The BPS 2019-2020 calendar is included in the back of this booklet (*see page 17*) and school events are posted on Discovery's website.

Cafeteria

The cafeteria offers a nutritious breakfast and lunch program. Cafeteria menus are available on the District's website at <http://www.schoolnutritionandfitness.com/index.php?sid=0603142256068325&page=menus>.

Procedures and rules for the cafeteria will be discussed with all students in grades K-8 on the first day of school. Students will eat lunch with their homeroom daily. Students can bring their own lunch any time. However, soda pop, glass containers, sunflower seeds, and candy are not permitted at breakfast or lunch.

Please note: Students do not have access to a microwave.

Physician documented medical diagnosis will be required of all students who have allergies. Please alert the school office, cafeteria manager, nurse and teacher if your child has food allergies and/or food restrictions.

Cell Phones

Students are discouraged from carrying cell phones, and electronic games and devices to and from school. Students must keep the device in the "off" position upon entering the building. All students must store such devices in their lockers. Any student carrying or operating a cell phone or any electronic device will be subject to having that item confiscated by a school/district personnel. ***Neither Discovery School #67 nor the District assume any liability for the damage, destruction, theft or loss of such devices.***

Character Counts (CC!)

The six pillars of Character include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Morning announcements, the Word of the Week, and Restorative Circle discussions will be derived from the six pillars.

Conduct

In accordance with the District's Code of Conduct, it is important for all persons, including students, school personnel, parents/guardians and other persons, when on school property and at school functions to conduct themselves in an appropriate and civil manner, with regard for school property and the rights and welfare of others. All persons on school property and at school functions are prohibited from engaging in:

- A. Disorderly conduct (running in halls, vulgar language, etc.).
- B. Insubordinate conduct (disrupting the operations of the school, entering school premises without permission, etc.).
- C. Disruptive conduct (failing to comply with directions of teachers, administrators, school personnel, etc.).
- D. Violent or threatening conduct (hitting, possessing any form of a weapon, threatening to use a weapon, damaging property, fighting, etc.).
- E. Conduct which endangers safety, morals, health or welfare of others (any forms of drugs/alcohol, threats, indecent exposure, false report of an emergency, etc.).
- F. Misconduct on a school bus (excessive noise, pushing, shoving, fighting, moving while bus is in motion, etc.).
- G. Academic misconduct (cheating, plagiarism, altering records, assisting another in academic misconduct, etc.).
- H. Instigation or encouragement of another person to violate the District's Code of Conduct.
- I. Hats, coats, etc. are to be removed upon entering school.

Please refer to the Buffalo Public Schools Code of Conduct for a listing of penalties for infractions. A copy of the District's Code of Conduct is sent home with students and available on the District's website.

Conferences

Parent-Teacher Conferences are scheduled for November 21st and February 13th from 5:00 – 7:00 PM. However, please feel free to contact classroom teachers at any point throughout the school year to schedule a conference if you deem it necessary.

Discipline

Students must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. Parents/guardians and students are expected to support the following school-wide rules:

Be Respectful

Be Responsible

Be Safe

Be Caring



Dress Code

Student dress and appearance must be in accordance with the District Code of Conduct.

1. Headgear of any kind (including but not limited to hats, caps and hoods) may not be worn in school except when required by medical or religious reasons.
2. Coats, jackets, jean jackets, running suit jackets, gloves or clothing generally accepted as “outer wear” may not be worn during the school day.
3. Jewelry that may be deemed as a weapon is not allowed. This includes, but is not limited to, rings covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, chain-like neck wear, ninja-type stars, etc. Belts must be buckled.
4. Backless sandals, slippers, clog-style shoes, or other footwear that could be considered unsafe or dangerous are not acceptable.
5. Clothing that is associated with or identifiable as a symbol of a gang or street club, lewd, vulgar, obscene, and libelous or denigrate others, may not be permitted in school.
6. Cover all underwear with appropriate outer garments.
7. Clothing must not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Skirts, dresses, skorts, shorts, cut-off pants must be within a **maximum of four fingers from the middle of the knee cap** when measured by the individual student with the fingers in a closed position.

Drop-off and Pick-up

When dropping students off or picking students up, the following guidelines apply:

- Use the main atrium entrance from 8:00 – 8:15 AM for drop off and from 2:45 – 3:10 PM for pick up.
- **Do not drop students off before 8:00 AM. There is no one available to safely supervise students.**
- Students who arrive after 8:15 AM must report to the main office. Pre-K-K must be accompanied by a parent/guardian.
- Afternoon pick time is 2:45 PM at the main atrium entrance. **Doors will be opened for parents/guardians at 2:45 PM. Please do not come early** to pick up your child as instruction is scheduled until 2:45 PM.
- Exits: Grades 6-8 exit through door near gym; Grades 4-5 exit through door near auditorium, and Pre-K-3 exit out the main atrium doors after being signed out in the gym by a parent or guardian.
- Identification is required when entering the building and picking up students. Please come prepared. Safety is our #1 priority!
- **Please send in a note or call the office by 11:00 AM regarding students being picked up early.**
- We encourage you to avoid making last minute pick-up changes as we want to make dismissal run as smoothly as possible.
- **The back lot is reserved for busses. Refrain from entering the driveway during arrival and dismissal.**

Early Release Days

There will be two Early Release Days during the 2019-2020 school year: April 1 and April 29. Students will be released **3 hours early** starting at approximately 11:45 AM.

Emergency Pick Ups

It is sometimes necessary to release a student early because of an emergency, illness, medical appointment, etc. Students are released to parents or others designated by parents on the Student Information Sheet. All emergency pick-ups should come prepared to present identification and communicate your family's password.

Emergency School Closing

In the event of extraordinary circumstances, it may be necessary for the school to close. The Superintendent will notify local radio stations of the closing of schools before 7:00 AM, whenever possible. Please also check our website at buffaloschools.org for closing information. Although highly unlikely, be alert to the possibility of a daytime emergency closing, especially in the event of extraordinary weather conditions.

Field Trips

Parents/guardians will receive a permission slip prior to any field trip. The form should be completed, signed and returned to school by your child. Your child's teacher must receive written parent permission prior to a field trip in order for your child to attend. Parents/guardians are always encouraged to chaperone field trips. However, siblings are not permitted.

Fundraising

The Parent Teacher Organization sponsors fundraising activities throughout the year. Parents/guardians will be notified of approved fundraising activities. The school depends on the fundraising proceeds to enhance our educational programs. Your support is appreciated.

Health Services

All health services are provided through our on-site Supplemental Health Clinic. All students receive related health services; this includes dispensing medications, sick calls, or students receiving services due to injury. Our nurse is available from **8:00 AM to 3:00 PM.**



Helpful Tips to Foster Students Succeed

- Start each day right; a calm beginning at home makes the school day much better.
- Check your child's backpack for items that are distracting and should be left at home.
- Encourage your child to have a good breakfast, either at home or at school.
- Establish a consistent bedtime to ensure your child receives enough sleep each night.
- Praise your child each day for something he/she has done.
- Have a special place to put school work or things brought home from school.
- Talk with your child about his/her school experiences.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior.
- Attendance Counts! It is important for students to be at school daily in order for them to achieve their academic goals.
- Stress organization of school notebooks, materials, etc.
- Work with your child at home on skills taught at school.
- Your public library is a great community resource you can use to support reading. www.BuffaloLib.org



School Library

Students may borrow books from our school's library under the direction of the librarian and their classroom teacher. These books must be handled with care and returned in a timely manner. Students are responsible for the return of library books. Students will have access to the Internet under the supervision of a librarian or teacher. See District's Acceptable Use Policy at <https://www.buffaloschools.org/Page/2176>



Parent Teacher Organization (PTO)

Parents/guardians are encouraged to become active PTO members to partner with Discovery School #67 in addressing the educational needs of our students. The PTO provides vital support to our school program. The PTO assists with many activities, programs, and services. Please visit Discovery's website for bimonthly meeting dates and school events.



Physical Education (PE) Classes

New York State Education Law mandates that students participate in PE classes. A doctor's note is required to excuse a student from these important classes. To ensure safety in the gymnasium, all students should be prepared with proper footwear. Parents/guardians should send a written excuse when a single class absence is required due to a temporary health concern. Students not participating in the scheduled PE activities due to extended medical reasons will complete a written project to receive a PE grade. Physician documented medical excuses will be required. In less extreme cases such as when a student forgets proper attire, students will be given a short assignment to complete during class.



Progress Reports and Report Cards

Grades 1-8: Progress reports and report cards will be issued every five (5) weeks. The report card calendar is included in the back of the booklet.

Kindergarten students will **not** receive a mark report until week 10.

Pre-Kindergarten report cards will be issued on the 20th and 40th weeks. Pre-Kindergarten students **do not** receive progress reports.

Promotion to the Next Grade

Pupil promotion is based on a student's academic achievement and evaluations of test scores. Parents/guardians will be notified should it become evident that their child may be retained in his/her present grade level. Parents/guardians are required to sign a letter stating that they are aware that their child is having academic difficulties. Parents/guardians will be kept informed of their child's progress as the school year progresses. Students will be required to successfully complete all academic requirements in order to be promoted.

Student Support Team (SST)

Discovery School #67 has a number of supports for students and families on site. We are staffed with a Guidance Counselor, a Psychologist, a Social Worker, and a Say Yes Site Facilitator. Discovery School #67 also has the support of Catholic Charities, Baker Victory, WNY United, and Parker Academy. All support personnel are here to partner with parents/guardians and teachers to develop academic and/or behavioral supports for students. Their goal is to work with families to create intervention techniques to help children succeed.

If your child is experiencing any of the following, please feel free to contact the SST Team: difficulty understanding concepts in class, poor grades, multiple school suspensions, short attention spans, excessive behavior or emotional problems. Your child's teacher may also make a referral to this team.

Teacher Requests

Class lists will be composed based on logistical issues such as mandated services, class sizes and class composition. Kindly refrain from submitting teacher requests.

Transportation



If the District assigns your child transportation, your child is only permitted to ride their assigned bus to and from school daily. Please send in a note or call the office as soon as possible regarding students being picked up and not riding the bus that day. We want to ensure a smooth dismissal. Kindly include on any request a phone number where you can be reached. Parents/guardians are asked to review the following school bus safety rules with their child:

1. Obey the rules of the bus driver and aide.
2. Electronic devices i.e. cell phones, electronic games, are not allowed to be operated on the bus.
3. Get on the bus in a single line.
4. Sit with seatbelt fastened while the bus is in motion.
5. Talk quietly and be courteous.
6. Open windows with permission only.
7. Respect yourself and others.
8. Keep clear of the emergency doors and windows.
9. Eating or drinking is not permitted on the bus.



Visitors

All visitors to the building must first come to the main office to sign in. Visitors will be given a pass to wear. Parents/guardians who need to speak with their child's teacher must make an appointment in advance to ensure that the teacher is available. Clerical staff will call the teacher's room when you arrive for your appointment.

Unannounced visits are not allowed.

Discovery School #67's 2019-2020 School Calendar
is available on our website.

Buffalo Public Schools – Calendar at a Glance – 2019-2020

2019-2020 BUFFALO CITY SCHOOL DISTRICT CALENDAR (Version C - BTF Agreed)																																			
JULY 2019												JANUARY 2020												Teacher Days/Days Students are in Attendance											
S M T W T F S												S M T W T F S												Month Tchrs. PK-8* H.S.*											
7 8 9 10 11 12 13												5 6 7 8 9 10 11												Month Tchrs. PK-8* H.S.*											
14 15 16 17 18 19 20												12 13 14 15 16 17 18												Nov 17 17 17 April 16 14 14											
21 22 23 24 25 26 27												19 20 21 22 23 24 25												Dec 15 15 15 May 20 20 20											
28 29 30 31												26 27 28 29 30 31												Jan 21 21 17 June 20 19 11											
Totals: 95												Totals: 93												Totals: 92 88 90 82											
Total Teacher Days: 188												Total Student Days: PK-8= 182 HS= 170																							
AUGUST 2019												FEBRUARY 2020												IMPORTANT DATES											
S M T W T F S												S M T W T F S												July											
4 5 6 7 8 9 10												2 3 4 5 6 7 8												4 Independence Day (central office also closed)											
11 12 13 14 15 16 17												9 10 11 12 13 14 15												September											
18 19 20 21 22 23 24												16 17 18 19 20 21												2 Labor Day (central office also closed)											
25 26 27 28 29 30 31												23 24 25 26 27 28 29												3, 4 Sup't Conf. Day (professional development)											
Total: 95												Total: 93												5 Teacher Set-up Day											
Total: 92												Total: 90												6 First Day of Classes											
SEPTEMBER 2019												MARCH 2020												October											
S M T W T F S												S M T W T F S												14 Columbus Day (central office also closed)											
1 2 3 4 5 6 7												1 2 3 4 5 6 7												November											
8 9 10 11 12 13 14												8 9 10 11 12 13 14												5 Election Day (central office also closed)											
15 16 17 18 19 20 21												15 16 17 18 19 20 21												11 Veterans Day (central office also closed)											
22 23 24 25 26 27 28												22 23 24 25 26 27 28												28, 29 Thanksgiving Recess (central office also closed)											
29 30												29 30 31												December											
Total: 95												Total: 93												23-31 Winter Recess											
Total: 92												Total: 90												24-25 Central Office Also Closed											
OCTOBER 2019												APRIL 2020												January											
S M T W T F S												S M T W T F S												1 New Year's Day (central office also closed)											
6 7 8 9 10 11 12												5 6 7 8 9 10 11												20 M.L. King Jr. Day (central office also closed)											
13 14 15 16 17 18 19												12 13 14 15 16 17 18												21-24 NYS Regents Exams (high school)											
20 21 22 23 24 25 26												19 20 21 22 23 24 25												February											
27 28 29 30 31												26 27 28 29 30												17 President's Day (central office also closed)											
Total: 95												Total: 93												18-21 Mid-winter recess											
Total: 92												Total: 90												March											
NOVEMBER 2019												MAY 2020												25-27 NYS ELA Testing (grades 3-8)											
S M T W T F S												S M T W T F S												April											
3 4 5 6 7 8 9												3 4 5 6 7 8 9												1 Early Release Day											
10 11 12 13 14 15 16												10 11 12 13 14 15 16												2 Sup't. Conf. Day											
17 18 19 20 21 22 23												17 18 19 20 21 22 23												10-17 Spring Recess											
24 25 26 27 28 29 30												24 25 26 27 28 29 30												10, 13 Central Office Also Closed											
31												31												21-23 NYS Math Testing (grades 3-8)											
Total: 95												Total: 93												29 Early Release Day											
Total: 92												Total: 90												30 Sup't. Conf. Day											
DECEMBER 2019												JUNE 2020												May											
S M T W T F S												S M T W T F S												25 Memorial Day (central office also closed)											
1 2 3 4 5 6 7												1 2 3 4 5 6												June											
8 9 10 11 12 13 14												7 8 9 10 11 12 13												2 NYS Regents Exams (high school)											
15 16 17 18 19 20 21												14 15 16 17 18 19 20												17-25 NYS Regents Exams (high school)											
22 23 24 25 26 27 28												21 22 23 24 25 26 27												25 Last Day of Classes											
29 30 31												28 29 30												26 Rating Day/Sup't. Conf. Day											

*Per past practice, student attendance is not taken on Sup't. Conf. Days (4/2, 4/30) or H.S. Regents Exam Days (1/21-1/24; 6/2; 6/17-6/25)