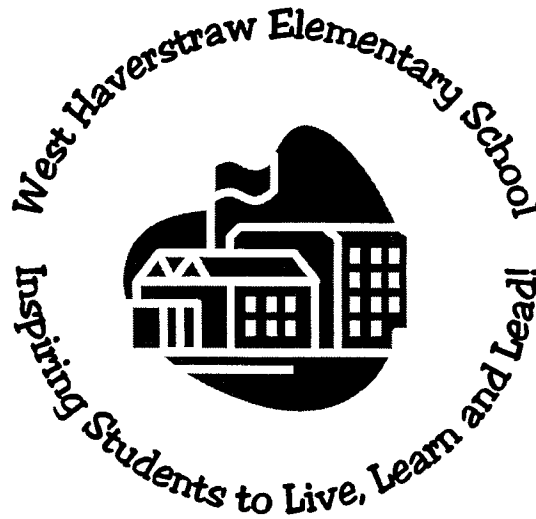


Parent Information Handbook



West Haverstraw
Elementary School
2012 - 2013



WEST HAVERSTRAW ELEMENTARY SCHOOL

MISSION STATEMENT

NRCSD.....Inspiring students to live, learn and lead.

BELIEF STATEMENTS

We believe in. . .

- a positive learning environment built on collaboration between home and school.
- a positive learning environment focused on mutual respect and responsibility.
- a positive learning environment in which all students can achieve academic success.

DISTRICT PERSONNEL

CENTRAL OFFICE ADMINISTRATORS

Mrs. Ileana Eckert	Superintendent of Schools
Dr. Sally Harrison	Assistant Superintendent for Educational Services
Mr. James Johnston	Assistant Superintendent for Business
Mr. James F. McGuire	Assistant Superintendent for Human Resources and Community Relations

BOARD OF EDUCATION

Deborah P. Gatti	President
Peggy Zugibe	Vice President
Elliot Gillies	
James Kraus	
Harry LeFevre	
Robert Masiello	
Mary Romano	

COMPLIANCE TITLE IX: 504

"It is the policy of the North Rockland Central School District not to discriminate on the basis of sex, race, color, age, national origin or handicap in its educational programs or employment policies.

Any person or persons who feel that their rights have been violated as a result of their sex, race, color, age, national origin, or handicap should contact Mr. James F. McGuire Jr., Assistant Superintendent for Human Resources and Community Relations, 65 Chapel Street, Garnerville, New York, 10923."

WEST HAVERSTRAW ELEMENTARY SCHOOL

Staff Directory

West Haverstraw Elementary School	Directory Assistance	942-3180
Principal	Mrs. Mary Esposito	942-3183
Assistant Principal	Mr. Joseph Witazek	942-3182
Nurse	Mrs. Patty Hayden	942-3184
Psychologist	Mrs. Susan D'Auria	942-3185
Psychologist	Dr. Linda Klein	942-3136
Librarian	Mrs. Marylu Perchak	942-3188
Library Clerk	Mrs. Anna Bryant	942-3188
Attendance Secretary	Mrs. Ann Peterson	942-3181
Principal's Secretary	Mrs. Ellen Martorelli	942-3192
Office Secretary	Mrs. Pauline Leonard	942-3191
Social Worker	Mr. Joseph Morina	942-3503
Family Resource Center	Mrs. Myriam Saravia	942-2604
YMCA*	Staff	942-3408
Food Service Supervisor	Mrs. Wanda Arroyo	942-2664

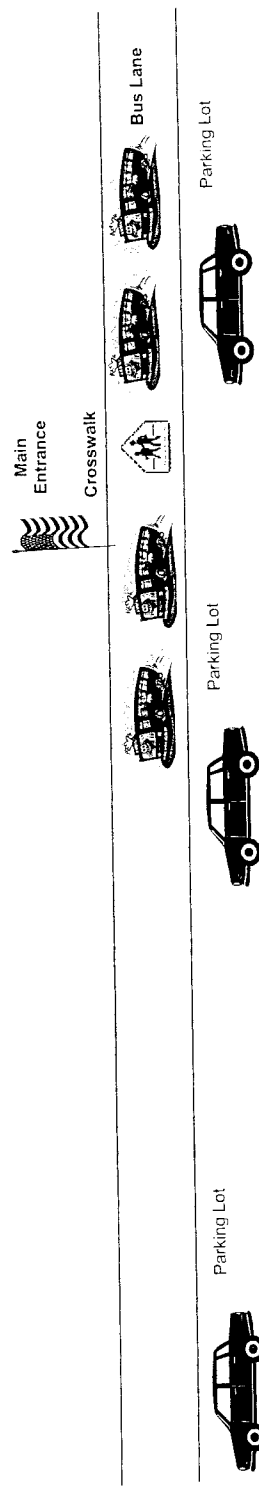
***Formerly NORSAC. The YMCA has two programs available to WHES students:**

- 1. PM Program: an after school program.**
- 2. K-Care Program: an afternoon program available to students who attend kindergarten in the morning.**

Area	Room #	Teacher
Half-Day Kindergarten	1	Mariann Albin
	1B	Danielle O'Keefe
	5	Jyoti Rajani
Primary Multi-Age (FASTT)	47	Barbara Connors
Kindergarten	45	Alicia Pade
First Grade	11	Christine Arico
	6	Allyson Conrad
	7	Kirsten Cooney
	8	Liz Corallo
	9	Colette Egan
	13	Susan Koudelka
	10	Megan Monteith
	12	Reyna Texler
Second Grade	22	Lahna Golio
	23	Kelly Guenther
	15	Jeannette Hirsch
	21	Ann Piesco
	14	Melissa Rainone
	25	Helene Sandler
	17	Amaris Scalia
Third Grade	26	Lidia Accetta
	37	Daniel Gonzalez
	34	Jill Rosenberg
	27	David Segrue
	35	Tolbert Tillman
	28	Eleanor Violetti
	44	Christina Zivec

Special Area Teachers

Subject	Teacher	Subject	Teacher
Art	Karen Baumann 49	Reading	Robin Ackerman 2
			Amenda Aiello 29
Resource Room/ Consultant Teachers	Beth Krieger 1a		Sarah Miller 29
	Kathy Gutierrez 31		Beth Porter 39
Math Specialist	Smaragda (Sam) Thomas		Kim Thiell 30
			Jennifer Tunks 16
Enrichment	Kerry Luzon 46	ESL/ Bi-Lingual	Nicole Capasso-Garbutt 36
			Mary Ann Power 38
Library Media Center	Marylu Perchak		Francine Reines 36
			Robin Lipow 18
Music	Mary Ellen Holden 51		Chadia Batista 32
Physical Education	Shari Stanford Gym	Speech	Margaret Burton S/L Kathryn Krinsky Offices
	Teresa Wargo		
Literacy Specialists	Colleen Hardiman Library Rebecca Mizrahi Office	Psychologists	Susan D'Auria Psych Linda Klein Offices
Occupational Therapists	Kathy Laverty 42	Social Worker	Joseph Morina
	Susan Goldrick 42	Family Resource	Myriam Saravia
		Nurse	Patty Hayden
Physical Therapists	TBD		
Hearing Impaired	Caren Mintz		
		Teaching Assistants	Rebecca Cummings Jane Cunnane Patricia Fenner Mary Jane Feuster Susan Gitter Sherrie Leeber Nadia Naber Maria Nunez Susan O'Brien Anna Maria Olsson Rita Tsanopoulos



SCHOOL HOURS

1 ST GRADE – 3 TH GRADE	9:07 A.M. – 3:46 P.M.
KINDERGARTEN A.M.	9:07 A.M. – 11:54 A.M.
KINDERGARTEN P.M.	12:59 P.M. – 3:46 P.M.

ARRIVAL TIME

Children should plan to arrive at school no earlier 8:52 A.M. The school cannot assume responsibility for children who arrive earlier. Children will not be able to enter the building before 8:52 A.M unless they are attending the breakfast program. Students eating breakfast will be permitted to enter the building at 8:37.

ATTENDANCE

Due to the correlation between attendance and success in school, it is essential that regular attendance be maintained. Excessive absences and lateness will be reported to the District's attendance officer.

If absence from school is necessary, please notify the school on day of the absence by telephone. Each pupil must have a written excuse upon returning to school. Please include the following information: date of excuse, date or dates of absence, reason for absence and signature.

It would be helpful to the school to know the cause of the child's absence if the absence is likely to last longer than three days. A telephone call to the school would be appreciated.

When no written excuse is given, the child's absence will be considered illegal.

Please notify the school nurse if your child contracts a communicable disease.

The district does not discourage youngsters from being absent from school in order to participate in religious observance. While new work may be given, students who are absent must be given a reasonable opportunity to make up the work that was presented.

No assessments will be given during a religious observance day. Assessments are to be deferred for those students who are absent until they have had the opportunity to learn the new material, which was presented on the day of their religious observance. Insofar as possible, teachers will attempt to provide the students with an advance schedule of the work to be covered on religious observance days.

Students who are not in school because of religious observance are counted as legally absent for that day.

BICYCLE SAFETY

New York State law requires that all bicycle and scooter riders wear helmets.

1. We are required to enforce this regulation on school property.
NO student will be allowed to ride a bicycle or scooter on school property without a helmet.
2. The school is not responsible for stolen or damaged bikes.

BUS SAFETY

Students should always remember the following:

1. Immediately take a seat upon boarding the bus and remain properly seated (the wearing of seat belts is suggested) while the bus is in motion.
2. Horseplay, shouting, throwing objects, and harassing other students are not permitted since they are all serious distractions for the driver and can cause unsafe conditions for others.
3. Fighting or wrestling on the bus for any reason is not permitted.
4. The driver is in charge of the bus. Always be respectful and follow the driver's directions.
5. Putting your head, arms, or hands out of the bus windows for any reason is not permitted.
6. Take care of the bus. Littering, damaging seats, windows or aisles, and eating are not permitted on the bus.
7. Obscene language is not permitted at any time.
8. Always remain at the proper bus stop and behave safely while waiting.
9. Always cross the road properly after leaving the bus.
10. Riding the school bus is a privilege that should be enjoyed rather than lost due to unacceptable behavior.

CHARACTER EDUCATION

Among the most important lessons education should foster are self-discipline and civic responsibility. Positive expectations for citizenship develop students' sense of self, sense of belonging, and sense of community. Character Education promotes health and safety, productivity, and consideration of the rights, property and safety of others.

We integrate Character Education throughout our school community and rely greatly on parental support. It is addressed through classroom instruction, assemblies and all school procedures. W.H.E.S. follows the Six Pillars of Character and the District's Code of Conduct.

COMMUNICATION

Every effort will be made to publicize our programs. Articles will be placed in local newspapers, fliers and notices will be sent home with students and a district newsletter will be mailed home. Parents are encouraged to be involved in school activities and are invited to attend the monthly Parent-Teacher's Association meetings.

CURRICULUM

English Language Arts

Each class has a 90-minute literacy block during which time the classroom teacher (and possibly a support teacher) works with the students. The support teacher may be a reading, special education, or ESL teacher. Emphasis is placed on teaching reading skills and strategies in small group and individualized situations. Shared reading, guided reading, and independent reading opportunities are provided. The writing process shall be emphasized at all grade levels.

The Waterford Reading Program is used by students in grades K through 2, as well as identified students in grade 3. This computer-based program is designed to supplement classroom language arts instruction by providing students with individualized reinforcement activities.

Mathematics

NRCS D utilizes the Math Trailblazers program. This standards-based program emphasizes a broad range of mathematical content, a focus on problem solving, and instruction that is conceptually oriented to encourage thinking, reasoning and application. First graders will receive 70 minutes, second graders and third graders 80 minutes, of instruction in mathematics.

Social Studies

The *kindergarten level* focuses on the development of the child as an individual as well as a member of a family, school, community and world.

The *first grade level* focuses on students' roles as members of a family and school community. The development of identity and social interaction skills is stressed. Students look at cultural, political, economic, geographic, and historical aspects of families from different societies and communities.

The *second grade level* focuses on the study rural, urban, and suburban communities with a concentration on the United States. Studies include a variety of perspectives including geographic, socioeconomic, and ethnic. They also focus on the rights and responsibilities of citizenship in their community.

The *third grade level* focuses on the study of communities throughout the world. Studies include social, political, geographic, economic, and historic characteristics of different world communities that reflect the diversity of the world's peoples and cultures.

Source: NYSED Social Studies Resource Guide with Core Curriculum

Instructional Support

Instructional support services include: Reading Teachers, Psychologists, Social Worker, Speech Therapists, School Nurse, Resource Teachers, Teacher of Visually/Hearing Impaired, Consultant Teacher, ESL Teachers, Occupational Therapist and Physical Therapists.

EARLY DISMISSAL

To ensure that your child receives the best educational experience, please make every effort to schedule all appointments after regular school hours. If a child is to be dismissed early from school, parents are asked to send a note with the child on the day of the dismissal indicating the reason and dismissal time. The parent must then come to the office and sign the student out. Students must also be signed out in cases of an accident or illness. For the child's protection, he or she will only be released to individuals designated by you on the emergency card. In the event that you designate another adult to pick up your child, that person must present photo identification. A child who needs to leave before dismissal will not be allowed to walk home alone.

EMERGENCIES

Each child must have on file a Student Emergency Card. The purpose of this card is to give direction to the school in cases of illness or accident when the parent cannot be reached. It is important that parents keep this card up-to-date. Please let us know about any changes in address, phone, or emergency contacts during the year.

Please discuss a plan of action with your child(ren) in case school is dismissed suddenly. It is extremely important that each child know exactly what to do if no one is home.

Should it be necessary to close school without advance notice, due to an emergency or storm, the district's automated phone system, Connect ED, will be implemented. Also, the following radio stations are notified as early as possible.

WHUD 100.7 FM
103.9 FM

WRCR 1300 AM
1230 AM

Spanish Speaking Stations: 97.9 FM and 105.9 FM

Also, check the district web site: www.nrcsd.org or the NRCSD Weather Hotline at 942-3110 or www.Cancellations.com

Emergency Procedures

Emergency, fire, bus and shelter drills are held throughout the school year.

Science and Health

All grades focus on the development of science process skills. Students use these skills to investigate the world around them. Developmentally appropriate inquiry-based units are incorporate process skills, such as: classifying, communicating, comparing and contrasting, creating models, gathering and organizing data, generalizing, identifying variables, inferring, interpreting data, making decisions, manipulating materials, measuring, observing, and predicting.

Science instruction provides directed ways of asking and answering questions. Both content and process are emphasized through hands-on, experimentation.

Science and social studies instruction is integrated into the ELA curriculum. When appropriate and deemed necessary due to the content, they may also be taught as "stand alone" subjects.

Art

Art is taught by an art specialist who meets classes once a week. The elements and principles of design and art appreciation are taught.

Music

Vocal music is taught by a music specialist who meets classes once a week.

Our school has a 3rd grade chorus.

Physical Education

The P.E. program consists of basic skills, movement exploration, gymnastics along with group-oriented activities. The program promotes physical fitness and muscular development. Classes are held twice a week with two specially trained teachers.

Adaptive and Adapted P.E. classes are provided for students who are unable to participate in regular classes because of injury or illness or who are in need of individualized help. Special physical fitness programs are also provided for students who are in need of special attention.

Sneakers are required of all students. Large earrings and other jewelry should not be worn on days of physical education.

By state law, no student can be excused from physical education. The student must be given some sort of activity which would depend upon the extent of injury. Doctors will be consulted.

Computer Technology

We have a variety of computers and other forms of technology available in our school Library, Computer Lab and classrooms. Students have access to the internet. Families will be asked to sign a telecommunications policy acknowledgement statement.

FAMILY RESOURCE CENTER

The Family Resource Center (FRC) was inspired by the West Haverstraw Elementary School's Site Improvement Planning Team's (SIPT) Academic Improvement Plan to increase parental involvement in the school and help meet the needs of the community around our school. In conjunction with the North Rockland School Age Child Care (NORSAC) and the Child Care Resources of Rockland County, the FRC was developed and implemented in January of 1998.

The FRC is a safe place for families to come and mingle while parents and children can play, talk, or take advantage of the informational resources available. Our goal is to provide a bridge between the school and community in a friendly and inviting atmosphere.

Parents, grandparents, childcare givers, adult siblings of West Haverstraw families are welcome to bring young children to the FRC. A monthly calendar of activities is sent home.

HEALTH SERVICES

The Health Services department of the NRCSD is composed of School Physicians, School Nurse Practitioners and the School Nurses.

Our chief school physician is Dr. David Dorf. Dr. Dorf and nurse practitioners perform physical examinations in school for students who do not have an up to date private physical exam in their file and for students who wish to participate in interscholastic sports. Up to date physicals are mandated by NYS for all new students, students in grades 2, 4, 7 and 10, for students participating in interscholastic sports, and for all students being presented to the Committee on Special Education. A dental certificate shall be requested from each student at the same time that health appraisals are required. A list of dentists for children who may need comprehensive dental examinations (at a free or reduced rate) is available to parents/guardians upon request. Our Chief School Physician advises the district on topics concerning the health and welfare of our students. He formulates the First Aid Protocols that are followed in all of our schools.

Each of our public and parochial schools has a full-time Registered Professional Nurse in charge of the building's Health Office. The nurse is responsible for the health & safety of the children in her building. The nurse makes teachers and staff aware of any specific health care needs that a child's medical condition requires. This is done at the beginning of each year and updated throughout the year. First Aid is the primary duty of the nurse. However, she has many functions! Sometimes a student needs a safe place to discuss his/her concerns or fears and the nurse's office fits the bill. Many stomach aches and headaches are cured by a nurse who takes the time to listen and question beyond the symptoms the student relates.

New York State mandates specific health screenings that are performed annually by our district nurses. Vision is tested in grades Kindergarten 1, 2, 3, 5, 7 and 10. All new students receive a color perception test and near vision screening. Children in grades Kindergarten, 1, 3 5, 7 and 10 will have their hearing tested as well. Scoliosis screening is performed on all students in grades 5 through 9 to

detect curvature of the spine. For those students who participated in school sports (in grades 7 through 12), the school nurse will assess students' cardiac status, review records for athletic physical examination and then issue sports participation cards for qualifying students. The nurse will contact the parent/guardian if your child exhibits a problem with one of the State mandated screenings, is sick or injured in school.

The health office is set up for the care of children who become sick or are injured during the school day. You should avoid sending your child to school if he/she has symptoms of illness. We do not have the facilities at school to care for students who are known to be sick. If your child becomes sick at school, you are responsible for transporting him/her home. Of course, no child can be sent home to an empty house. This is why completion and updating of the emergency card is so important.

If your child sustains an injury at school that requires medical follow up, the parent would first submit to their own health insurance. Then, the parent would submit to the district's "non-duplicating" insurance for payment of most reasonable and customary medical expenses after a \$25 out of pocket expense.

Under NYS Law no student may bring or carry medicine of any kind in school unless some specific regulations are followed. If your child needs medication in school, a parent or guardian must bring the medication to school, complete the Authorization for Medication in School Form and have your physician fill out his section of that form. The medication should be in the original prescription bottle or if the medicine is an over the counter product, in the original bottle. ALL MEDICATIONS (prescription & over the counter) REQUIRE THE SPECIFICS LISTED ABOVE.

You can contact the School Nurse at any time if you have a concern about your child. The following is a list of schools, the assigned nurses and telephone numbers:

Stony Point Elementary	Tara Driscoll	942-3144
Thiells Elementary	Margaret Varieur	942-3164
West Haverstraw Elementary	Patty Hayden	942-3184
Farley Middle School	Jane Fuhrman	942-3220
Haverstraw Middle School	Mary Davey	942-3420
Willow Grove Middle School	Patricia Rozycki	942-8013
Fieldstone Secondary School	Lorraine Brenner (M-Z)	942-7930
	Deborah Quevedo (A-L)	942-7931
North Rockland High School	Carolyn Andrews (M- Z)	942-3316
	Joan Rau (A-L)	942-3315
Railroad Avenue Annex	Tara Wholey	942-8055
St. Gregory Barbarigo School	Dot Cooney	947-1330
St Peter's School	Carol Talgo	429-5311
Float Nurses	Vinnette Clarke-Thompson	
Health Services Facilitator	Anne O'Toole Schulman	942-3418



Tips for Parents from the School Health Office

Many parents ask, "When is my child sick enough to stay home from school?"

This is not always an easy question to answer! We hope that these tips can help!

A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught without a comforting place for your child to stay if he/she is ill.

Our school policy states that you should not send your child to school if he/she has:

- Fever in the past 24 hours
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
- Head lice – until your child has been treated according to the nurse or doctor's instructions

If your child becomes ill at school and the teacher or school nurse feel the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. It is essential that your child's teacher have a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness. If your daytime or emergency phone number changes during the year, please notify your child's teacher immediately.

Please call the school's Health Office if you have any questions or concerns.

Patty Hayden, School Nurse
West Haverstraw Elementary
845-942-3184

HEALTH INFORMATION

Immunizations

Section 2164 of the New York State Public Health Law requires the following immunizations prior to entering school

- 3 or more doses of trivalent oral polio vaccine,
- 3 or more doses of diphtheria to toxoid,
- 1 dose of live measles vaccine on or after 1st birthday or a note from the doctor verifying the child had the disease and if born after January 1, 1985 a second dose is required. The second dose is usually given in the form of an MMR at 5 years old or school entrance whichever is first,
- 1 dose of rubella vaccine on or after 1st birthday or titer showing adequate immunity,
- 1 dose of live mumps vaccine on or after the 1st birthday or a note from the doctor verifying the child had the disease,
- 3 injections of Hepatitis B vaccine for all students born after January 1, 1993,
- 3 injections of Hepatitis B for all students in 7th grade as of September 1, 2000
- 1 dose of Varicella for Kindergarten if born after 1/1/98; one dose of Varicella for Pre-K if born after 1/1/2000;
- and if pre-K student, also needs 3 doses of Hib (Haemophilus influenza type B) vaccine if given under 15 months or 1 dose if given on or after 15 months.

Evidence of the immunizations must be in the form of a written certificate or record signed by the child's physician. Children who do not meet the stated requirements will be denied admission into school.

Physical Exams

A physical exam is required for all children entering grades K, 1 and 3. Proof of this exam must be a signed physician's certificate to be handed in to the nurse by October 1st. If such an examination is not provided, the school physician will conduct the exam.

Nurse's Office

The school nurse is available to take care of health emergencies as they arise during school hours. Children will be sent home only after parents have been contacted. The safety of each child is of vital concern to us.

Illness and Injury

Please do not send your child to school if you suspect a fever, rash, or other signs of illness.

The teacher refers any child who appears ill to the school nurse. If the child is sick, the nurse contacts the parent.

The school nurse is not allowed, by law, to give any treatment beyond emergency first aid care. Transportation to the home or doctor's office is to be provided by the parents.



Tips from the School Health Office

WHEN TO KEEP A CHILD HOME WITH ILLNESS DURING COLD AND FLU SEASON

Sometimes it can be difficult for a parent to decide whether to send children to school when they wake up with early symptoms of an illness or complaints that they do not feel well. In general, during cold and flu season, unless your child is significantly ill, the best place for them is in school where they have all already been exposed to the same germs and where they are less likely to expose other more vulnerable people, like the very young or very old, to their routine bouts of cold and flu. Remind and show your children to discard used tissues promptly, not to share personal items, to cover their mouths when they cough or sneeze, to keep their hands away from their face, and to wash hands thoroughly and often with soap and warm water. Suggest that they silently sing the Happy Birthday song twice while washing their hands. However, there are some situations in which it is best to plan on keeping your child home for a day to rest or to arrange for an appointment with your health care provider. The following are a few such situations that warrant watching and possibly conferring with your health care provider:

- Persistent fever greater than 100.4° orally, including a fever that requires control with medication, like Tylenol
- Child is too sleepy or ill from an illness, like vomiting and/or diarrhea, to profit from sitting in class all day
- Significant cough that makes a child feel uncomfortable or disrupts the class
- Sore throat that is severe, accompanied by fever and/or feeling ill, that persists longer than 48 hours, OR after known exposure to a confirmed case of Streptococcal throat infection
- Honey-crusted sores around the nose or mouth or rash on other body parts that might be impetigo; OR a rash in various stages including boils, sores and bumps that may be chicken pox; OR a significant rash accompanied by other symptoms of illness such as fever
- Red, runny eyes that distract the child from learning
- Large amount of discolored nasal discharge, especially if accompanied by facial pain or headache
- Severe ear pain or drainage from the ear
- Severe headache, especially if accompanied by fever
- Any condition that you think may be serious or contagious to others.

Whenever there is an outbreak of a specific contagious infection, the school sends out a notice to alert you to watch out for any symptoms. If your child starts to develop symptoms, it is important that you alert your own health care provider that your child had possible exposure. Be sure to ask your provider when it is safe for your child to return to school, both for your child's health and for the health of the rest of the school. If you send your child to school even though you suspect there is significant illness as described above, please call the school nurse to provide her/him with phone numbers where you can be reached that day should your child become more ill and require early dismissal.

Finally, if you know your child is still running a fever, it is not a good idea simply to give them Tylenol and send them onto school because as soon as the medicine wears off, you are apt to get the dreaded call from the school nurse to leave work and come to pick up your feverish child. It is better to let them stay home in bed with a fever and take their medications at home until they are off all medicines and ready to learn for a full day in a classroom. If you find a pattern of your child's asking to stay home from school, especially if they are falling behind or appear anxious by the thought of attending school, or if there does not appear to be any obvious physical symptoms, it may be a good idea to contact your school nurse and your health care provider to discuss your concerns. Remember, whenever you keep your child home from school, please call the school nurse or attendance office in advance of the start of the school day and leave a message that your child will be absent.

Insurance

The North Rockland School District carries "a non-duplicating" student accident insurance. This means that in the event of accidental injury to a pupil in school, parents will first submit the claim to their own health and accident carrier. Then, if the claim is not payable, or is in excess of the coverage provided and after a \$25.00 deductible, the balance is submitted to the district plan for payment at 80%.

Medication

In order for a child to receive medication in school, the following procedure must be followed:

1. Written authorization from the doctor
2. Written permission from a parent
3. Labeled bottle of medication –
 - a. child's name
 - b. dosage
 - c. time medication is to be given
4. Direct personal delivery by the parent of the medication to school nurse
5. School nurse stores medication in locked cabinet.

School Health Program

The school health program provides preventive health services and is intended to promote good health habits. It includes:

- a. Vision screening, hearing screening, height and weight – annual
- b. Scoliosis screening – 3rd grade

For the school health program to be effective, it is essential that the parent cooperate in supplying current health information concerning a child's health history. This is the only way the school can be aware of your child's problems and limitations, if any.

If your child has:

- food allergies
- bee sting allergies
- other allergies
- history of serious illness
- a vision or hearing problem
- a special problem
- a physical defect – please notify the nurse.

HOME INSTRUCTION

Home instruction will be provided to any student during extended absence due to sickness or accident. Please contact the building principal if you believe your child is eligible.

HOMEWORK POLICY

The Board of Education believes that homework is a meaningful and integral part of the learning process. It is an application, adaptation or extension of classroom learning experiences that reinforces the goals established for a grade level, a subject area or a particular class. It is valuable in teaching proper study habits, planning of time and individual responsibility. Homework is also a way of personalizing the instructional program by providing assignments that satisfy or challenge individual student needs, interests and abilities. It is our conviction that the success of the homework program depends upon the cooperative efforts of students, parents, teachers and administrators.

The following statements establish specific responsibilities, the purposes of homework, and general guidelines from implementing this policy.

Responsibilities of Students, Parents, Teachers and Administrators:

The success of the homework program depends upon the cooperative efforts of students, parents, teachers and administrators.

Students:

1. Develop a positive attitude toward learning.
2. Understand that homework assignments are part of the learning experience. Treat homework as an opportunity to enrich and extend skills, knowledge and interests.
3. Ask questions in class when they do not understand or are not sure of an assignment.
4. Know assignments. Write them down.
5. Do assignments on time or before they are due.
6. Make up work missed due to absence.
7. Bring homework and books to school daily.

Parents:

1. Show a genuine interest in your child's homework.
2. Encourage your child to develop increasing independence.
3. Encourage responsibility for making up assignments.
4. Supervise your child's homework.
5. Contact the teacher if you have questions or concerns about the homework assignment.

Teachers:

1. Plan with students and/or inform them of the methods of evaluating homework assignments.
2. Return evaluated assignments promptly.
3. Contact parents and seek their cooperation when they are unable to satisfactorily resolve homework problems with a student.
4. Help students to understand their responsibilities as listed under the "Responsibilities, Students" section of this document.
5. Make homework assignments consistent with "Purposes of Homework".

- It has always been difficult for the schools to quantify an exact amount of time. Doing so often makes homework “busy work” which it should not be. The difficulty is increased in the upper grades where more than one teacher is working with students. Communication among teachers about the same students is an important aspect in solving problems related to homework time.
 - Because homework originates from work in class and is either needed and/or necessary for reinforcement or comes from a spontaneous desire motivated by class work to explore further, the amount of homework given per week per subject cannot be regulated. The individual student’s needs, interests, and abilities are the most important determiners in assigning homework. With the above in mind, general guidelines, based on curriculum content and learning goals are noted.
- | <u>Grades</u> | <u>Guidelines</u> |
|---------------|------------------------|
| K – 1 | on an individual basis |
| 2 – 3 | 30 minutes a night |
| 4 – 5 | 40 minutes a night |
| 6 | 1 hour a night |
| 7 – 8 | 1 ½ hours a night |
| 9 – 12 | 2 ½ hours a night |

LIBRARY

Classes will be scheduled regularly to visit the library, and students will have the opportunity to check out books.

LOST AND FOUND

Please encourage your children to check our lost and found bin immediately upon loss of any item. Parents are encouraged to label all items to aid in recovery.

LUNCH AND BREAKFAST

Breakfasts and lunches are served daily. Students have the option of purchasing lunch or bringing their own from home. The price of school lunch is \$2.35. The price of school breakfast is \$1.50.

Free and reduced price breakfasts and lunches are provided for eligible students. Forms are available in the school office. The breakfast program operates prior to the beginning of the school day. Please encourage your child to bring nutritious lunches.

LUNCH CHARGES

We discourage lunch charges but will not allow any child to go hungry. Only three charges will be issued; after that only sandwiches will be provided.

HEALTHY SNACKS

As a part of the commissioner’s guidelines for overall health and wellness, all students are strongly encouraged to bring a healthy snack to school if needed. Chips, candy, cakes and sugary drinks are not considered healthy snacks! In addition, glass containers are strictly prohibited.

6. Be certain students understand their expectations of the homework assignments.
7. Homework assignments should be purposeful, clear, and meaningful to students.
8. Attention to individual differences among students should be considered in assigning homework.

Administrators:

1. Articulate the Homework Policy to students, parents, and teachers.
2. Supervise the implementation of the Homework Policy.

Purpose of Homework

1. To enrich and extend school experiences.
2. To develop good study habits and organization techniques.
3. To provide opportunities for students to complete objectives missed due to absences from the classroom.
4. To develop research skills and bring students into contact with out-of-school learning resources.
5. To provide students with an opportunity to develop and to pursue personal interests.
6. To help students develop initiative, responsibility and creative ability.
7. To complete work not finished at school.
8. To prepare for current work and class tests.
9. To practice and drill on work recently learned.
10. To promote the attitude that learning is a continuous process not limited to the classroom.

Guidelines

1. The concept of homework will be introduced in the primary grades as early as Kindergarten, with proper planning, communication, and involvement of parents.
2. It is desirable to make some homework assignments on a long-range basis.
3. Homework assigned for a weekend will equal no more than that which would normally be considered for a night's work.
4. Homework assigned for a vacation period will equal no more than one normal night's work. Students may be expected to utilize time during vacation periods for review and long-range assignments. Long-range assignments should be reviewed periodically.
5. Homework should not be assigned for disciplinary purposes.
6. Time Allotments:
 - Purpose and need will determine the amount and frequency of homework. The type, frequency, and quantity of homework assigned should be determined by the needs of the student and, at times, the class.

BIRTHDAY CELEBRATIONS

Your child's birthday is important and will be celebrated in the classroom with his or her teacher and peers. W.H.E.S. is beginning a healthier birthday initiative. In lieu of birthday parties and foods like cupcakes, cookies, and cakes, we are offering students an opportunity to choose alternative items from a "birthday menu" to celebrate his/her special day. Approximately a week or two prior to your child's birthday, his or her teacher will send home the "birthday menu" with him or her to review and complete with you. Please contact the administration if you have any questions.

MAKE-UP WORK

Parents often request assignments for children who have been absent or will be absent for a length of time. This is a reasonable request as long as you keep in mind the teacher's schedule, the amount of advance notification that you provide and the length of time the child is absent.

PARENT CONFERENCES

The home and the school have joint responsibility for a child's development. Individual parent-teacher conferences are one of the most satisfactory means of making this cooperative planning possible. Parents are encouraged to arrange a conference with their child's teacher whenever a need is apparent or desired. All conferences should be pre-arranged in order not to conflict with the teacher's instructional schedule.

Parent-teacher conferences are scheduled during November and April of each school year. We encourage you to attend these conferences.

PARENT ACTIVITIES

Parents are encouraged to attend school events and activities. Some of these activities are:

1. Meet the Teacher Nights
2. Parent Workshops
3. Winter and Spring Concerts
4. Class assemblies and activities
5. Monthly Student Recognition Assemblies
6. Family Nights
7. Family Resource Center

PARENT MESSAGES

A parent who must contact a child during school hours may do so by calling the school office. The practice should be held to a minimum and used only in cases of emergency. Messages may be left for teachers through voice mail. The voice mail can be accessed by calling the main office.

PARENT PARKING, DROP-OFF AND PICK-UP AREA

During arrival and dismissal of Grades K-3:

1. Only buses will be allowed into the driveway in front of the school.
2. All parents wishing to pick up students prior to dismissal, or after regular dismissal hours, must park in the parking lot and come inside to sign out their child.
3. If a parent must come into the office, the car must be parked in an open space or if no space exists, the car should be parked on Blauvelt Avenue.

PTA

School and home are in partnership for a sound education of each child. We encourage parental involvement and we urge you not only to obtain membership in our PTA but to become an active participant. Meetings are held once a month and are open to all members. An executive committee of elected officers carries out organization and planning, but welcomes all parent volunteers.

PTA sponsored activities include:

1. Fundraisers
2. Special assembly programs
3. Refreshments for all workshops and activities
4. Book Fair
5. Special gifts to school
6. Financial backing of special school programs
7. Preparation of 3rd grade yearbooks and distribution to all 3rd grade students free of charge
8. Grade 3 Picnic
9. Class and student pictures

SIPT

Parental involvement in School Improvement Planning Team is an important part of our school. Parent(s)/Guardian(s) are invited to participate on committees involving academic areas and citizenship. Various sub-committees are formed focusing on Reading/Writing, Math, Technology, Science and Character Education. If you would like to serve on SIPT or any of the committees, please contact the building principal.

PERSONAL APPEARANCE

Students should dress appropriately for the school day. Appropriate dress is that which is not disruptive to classroom learning. Students and parents are asked to use good judgement.

PERSONAL PROPERTY

The school is not responsible for personal property that is lost, stolen or damaged. Students are not permitted to bring toys, cards or electronic devices to school. These items will be confiscated to be returned only to a parent. Please do not send articles with your child that have special monetary or sentimental value. Children should not carry extra money unless it has been requested for a specific purpose. Furthermore, children should not bring any item to school that can be potentially dangerous to themselves or others.

PROMOTION-RETENTION **(See District Policy)**

Students are encouraged and assisted by classroom and specialized teachers toward working to their fullest potential. Sometimes students need additional time for instructional and/or emotional growth to take place. Parents will be notified by the principal's office if retention is being considered.

RECORDS

All academic and personal records pertaining to individual students are confidential and can only be inspected by parents and school officials. The entire record is available for review by parents. Anyone else wishing to see a student's record must get written permission from the parent, guardian or the courts. (See Policy)

RELEASE TIME

Students in Grades 1-3 can be released for one hour per week for religious instruction.

REPORT CARDS

Report cards are distributed twice during the school year, both in January and June.

SAFETY

1. The safety of every child in school is of great concern to all school personnel. Supervision of all play areas is provided. Safety lessons stressing precautions against common hazards are conducted periodically. Appropriate footwear is required in order for students to use the play equipment.
2. All visitors must enter and exit the building through the main door. All other entrances will be kept locked during the school day. You will be asked to sign in upon entering, wear a visitor's pass while in the building, and sign-out when leaving. We request that you return the visitor's pass before you leave.
3. The need for safety is not limited to the school grounds. Children are in need of constant reminders from the school and the home to cross streets at intersections or corners.
4. All children shall be respected by all peers and adults working in the school – in return, all adults shall be respected by all students. Disregard for the rights of others is not acceptable behavior and shall not be tolerated.

VISITING SCHOOL

For the protection of the students and staff, it is Board Policy that all visitors enter through the main door and follow the sign in procedures upon entering the building. If you would like to visit your child's classroom, please make arrangements with your child's teacher in advance.

SPECIAL EDUCATION

Special education services are available to provide for the needs of our students. These special services are:

1. Evaluations to determine existence of a handicapping condition
2. Screening of kindergarten and new admissions
3. Resource Room Services
4. Special Classes
5. Speech and Language Services
6. Counseling
7. Psychological Services
8. School Nurse Services
9. Visually Impaired Specialist, Occupational and Physical Therapist
10. Adaptive PE Program
11. Consultant Teacher

SCHOOL RESPONSIBILITY

If a child loses or damages school books, materials, or property, the parent will be asked to reimburse the school for the loss or damage. The cost of each book has been established and it is expected that the child's family will compensate the school district accordingly.

Books, library materials and other school equipment are expensive to replace. We ask that you help your child learn to take responsibility for good care of these items.

TELEPHONE CALLS

We do allow students to use the office telephone in an emergency. We would like, however, to curb the number of unnecessary phone calls made by students each day. Most calls tend to deal with forgotten items or reminders to a parent of a school activity. Any help would be appreciated.

TESTING SCHEDULE

2012 – 2013

Elementary (K – 3)		
NYS Alternate Assessment	Grades K-3	October 1 – February 8, 2013
NYS ELA	Grades 3	April 16 – 18, 2013
NYS Math	Grade 3	April 24 – 26, 2013
All Grades		
NYSESLAT (For Second Language ESL Students K – 12)	All Grades	April 17 – May 17, 2013

TRANSFERS

Parents moving from the school area should notify the school secretary, as well as the teacher, in advance. This insures the proper gathering of information for the child's new school.

Test data and other information will be sent upon request from the new school.

VOLUNTEERS

Several parents and senior citizens volunteer time to help in our school. We value their assistance very much and look forward to seeing them and any others who would like to help us. If you are interested in volunteering, please see the principal.

INSPECTION AND REVIEW OF SCHOOL RECORDS

This is to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 19 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent of Schools.

Student records and any materials contained therein which are personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parent or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Requests by parents or students shall be presented to the Principal of the school in which the student is currently enrolled or was last in attendance.

Any individual desiring to file a complaint concerning these regulations may contact:

The Family Educational Rights
And Privacy Act Office
U.S. Department of Education
Washington, D.C. 20202

5-2.7 Promotion and Retention of Students

It is essential that each child experience both challenge and success from school activities. Grade placement will enhance this possibility. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth.

It is expected that with appropriate motivation most students will be able to achieve a level of academic proficiency and social and emotional development, each year, which will enable them to benefit from instruction in the next grade. However, for a variety of reasons, individuals may require more than the usual amount of time in school to develop their educational potential.

It is intended that the educational placement of each student serve the best interest of the student. The school district's goal is to ensure that each student in the district is placed in an instructional program in which the student can achieve academically and develop emotionally, socially and physically.

The Board of Education recognizes that academic growth, like physical growth, does not take place at the same pace or time for all individuals; certain students may achieve mastery in a shorter period, while others need additional time. Promotion and retention are methods of meeting the needs of each child.

The basis for making determinations regarding promotion and retention shall reflect professional judgment of school district certified staff based on student progress, tests, classroom assignments, daily observations and other objective data. The primary responsibility for determining each student's level of performance and for recommending promotion or retention is that of the professional certified staff who have the responsibility for the student, subject to the review and approval of the Building Principal.

Promotion or retention of a student shall be considered according to the following criteria:

1. Academic achievement, social and emotional development of the child and age of child;
2. No child shall be retained more than once in the elementary school grades nor more than twice in the K-8 experience.
3. Retention is not to be considered a failure or repetition of a grade; experiences provided during the period of retention shall be beneficial to the student's academic and social growth.
4. All recommendations concerning retention must be made to the principal by the professional certified staff, who have responsibility for the student. Final authority of grade placement rests with the Building Principal after full notification and consultation with the parents or guardians.

Students demonstrating an inability to compete academically with their peers to a material degree under applicable federal and state law and regulation shall receive review to ascertain the physical, mental and social causes of such failure of under-achievement, pursuant to Part 203 of the Regulations of the Commissioner of Education.

The following additional factors shall control with regard to the promotion and retention of students:

Elementary Schools

Students must be placed in the best possible learning levels for successful educational experiences. Retention shall be limited to those situations where in the best interests of the child a successful learning experience is reasonably assured. Diligent efforts shall be made to utilize all available resources to determine the child's appropriate placement.

Children Who Fail or Underachieve

Pursuant to Part 203 of the Regulations of the Commissioner of Education, students who have "failed continuously" or are underachievers must undergo suitable examinations to ascertain the physical, mental and social causes of such failure or underachievement.

The physical examination shall be made by a licensed physician and shall precede any other necessary examinations. Any needed psychological exam shall be made by an approved psychologist.

The result of the exam shall be reviewed by the appropriate school authorities in order to determine the best procedures to alleviate or remove, insofar as possible, the causes of failure or underachievement for the child.

Adopted by the Board of Education: June 6, 2000