

Plainview-Old Bethpage Central School District

PASADENA Elementary School Parent Handbook



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PURPOSE

This handbook has been specifically designed for the parents of our school. It outlines the structure and guidelines of the Pasadena Elementary School. Further clarification of the contents of this manual can be obtained by speaking to any one of our staff members.

Plainview Old-Bethpage Mission Statement

The mission of the Plainview Old-Bethpage Central School District is to provide an academically challenging and stimulating environment for all students, and to enable them to realize their full potential to be happy, ethical and analytical citizens of the world.

We do this by:

Making tolerance, acceptance, respect, honesty and kindness expectations for all students, and for members of the Plainview Old-Bethpage school community

Identifying each student's academic, social-emotional, aesthetic and physical needs, and striving to meet those needs

And encouraging communication between and among students, teachers, parents, administrators, and community members.



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Attendance

Good attendance is encouraged! Consistent attendance is essential in order for us to be able to provide continuity of your child's education. Excessive absences disrupt the educational process. The Commissioner of Education defines excused absences on the elementary level as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics. Absences due to a family trip or vacation are **not** excused absences and will be reflected as unexcused on the child's permanent record.

If your child is going to be absent you need to use our **First Alert Program** by calling **937-2794** starting at **7:45 AM** and no later than **9:15 AM**. There is an answering machine which will take your message. Speak as clearly as possible and spell your child's last name.

The purpose of this program is to insure the health, safety, and welfare of all the children by following up on each child's absence from school. The following information will be required when you call the school to report your child's absence:

- | | |
|---|---|
| <input type="checkbox"/> Child's full name | <input type="checkbox"/> Child's teacher's name |
| <input type="checkbox"/> The reason for absence | <input type="checkbox"/> Your child's anticipated length of absence |

Please be aware that written absence notes are required for all absences, even when a phone call is made to First Alert. The absence note is to be sent to your child's teacher on the first day your child returns to school.

Reminders:

1. If your child will be late for any reason, please call the office and inform us. Late students **must** be escorted into the Main Office and signed in.
2. If you alert the school that your child will be absent for more than one day, a notation will be made and you will not be expected to call on a daily basis.
3. After attendance is taken, the list of children who are absent will be compared to the list of parent call ins. Phone calls will be made to the home or workplace of any parent who did not call in when their child was absent from school. In the event you cannot be reached, emergency phone numbers will be utilized.

Please note:

In the event of an emergency situation (no adult can be reached by phone, including emergency numbers, or a phone contact indicates that the child should be in school, but is not) **the police will be contacted immediately.**

Academic Intervention Services (AIS)

Extra help is offered to students who have demonstrated a need according to standardized test data and/or teacher's feedback. If your child qualifies for this program you will receive a notification from the school. AIS will be provided during the regular school day.

Arrival and Dismissal

Students arriving on buses are met at the front of the school by a teacher starting at 9:00 AM. Students who come by car are met by a teacher through the second wing classroom entrance. The car loop door will open at 9:00 AM and close at 9:15 AM. All students go directly into their classrooms where the classroom teachers will greet them. Any student arriving late must be escorted to the Main Office by a parent or guardian and signed in before the student will be allowed to report to class.

The school day ends at 3:15 PM. Please refrain from taking your child out of school early since it disrupts the educational and dismissal process. If it is absolutely necessary for your child to leave school early, please pick your child up by 2:45 PM.

Parents of students who go home by car should use the car loop where a teacher on duty will supervise student dismissal. Please pick up your child at the car loop door at the scheduled dismissal time. The car loop door will open at 3:15 pm. Students will not be called to the Main Office for dismissal unless it is an emergency situation

Students who take the bus are called to report to the Main Hall by bus route number and are escorted onto the buses by teachers. Students are assigned a bus route and are not to change their assigned bus or stop. Please refer to the Transportation Manual you received for information regarding the District's transportation policies.

*** Inform us in writing or e-mail [fwolff @pob.k12.ny.us](mailto:fwolff@pob.k12.ny.us) of any changes to your child's daily dismissal.**

Art Program

All students will attend art classes once during the six-day cycle. In order to foster creativity students are exposed to many different media, which at times can be messy. Please make sure to provide your child with an art smock or old shirt which they can use on art days to cover their clothing. All materials used in our art program are non-toxic.

Assessment and Standardized Testing

All of our students are assessed on an ongoing basis in order to provide the best educational environment. Teachers use a multitude of assessment tools to determine and monitor student progress. Class tests, quizzes and projects are given regularly and graded. To keep parents informed of their children's progress a parent signature is required on all classroom tests and/or other assignments the teacher deems necessary of a signature.

State standardized tests will be given to all third and fourth graders.

Backpacks

Please make sure that your child's backpack is appropriate for his/her height and weight. Do not place extra books or materials in your child's backpack that have not been specifically requested by the school. Toys, key chains or any other item may not be hung from the backpacks. These pose a danger as they may get stuck in the bus seats or on the classroom chairs. Also, please **do not** send your child to school with a backpack on wheels.

Birthday Celebrations

Student birthdays are acknowledged each morning during announcements. Parents may contact the classroom teacher for a small celebration in the classroom. These celebrations will be limited to a very short time frame determined by the classroom teacher. Speak with your child's classroom teacher about a classroom celebration. *Snacks must be approved by the classroom teacher.*

Invitations to parties outside of the school will only be distributed in school if the entire class is invited. Otherwise, please mail them. Children's feelings are hurt when they are excluded.

Bringing Things to School

Toys and other materials which are not considered school supplies should not to be brought to school. The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for Show and Tell or a special school project). Items specifically not allowed in school include electronic games, radios, tape recorders, cellular phones and beepers.

Cafeteria Program

The cafeteria program will be in operation every full day of school. Students may buy a hot or cold lunch, or a snack or beverage from the cafeteria. A menu will be sent home at the beginning of every month. Menus are posted on the district website. If a student should forget lunch or lunch money, lunch will be provided and the parent will be notified.

Child Care Program

Plainview Old Bethpage Central School District provides a before and after school child care program which is in operation every day in which school is in session. This program offers before school hours beginning at 7:00 AM and after school hours starting at the close of the school day until 6:15 PM. While at the program the children do homework and engage in various activities including: games, gym or outdoor time, arts and crafts, movies, reading, relaxing and a choice of games. If you need before or after school child care, please contact Mrs. Cindy Duboff at 349-4776 between the hours of 4:00 PM and 6:30 PM.

Childcare is also available for all students on the ½ days. **Registration for the ½ days is separate from regular registration. You must contact Mrs. Duboff if you want your child to participate in the ½ day program.**

In the event of a delayed opening, child care will be provided only for those children who regularly attend child care in the morning.

Code of Conduct

An expansive explanation of the district's Code of Conduct is included in the District calendar.

Dress Code

All students are expected to dress in a manner that, in the judgment of the school faculty and administration, is **safe and appropriate** and does not disturb or interfere with the educational process. Students should wear sneakers or closed rubber-soled shoes to school. Please refrain from having your child wear jewelry to school. The school will assume no responsibility for lost jewelry items.

Please note that baseball caps or other hats are not to be worn inside the school building.

Emergency Cards

It is extremely important that we have up-to-date information including; home address, home, work & cell phone numbers and at least three emergency telephone numbers. This information is kept on record in the school's Main Office as well as in the Nurse's Office. These contact cards must list the names and telephone numbers of three responsible adults (one of whom must live in Plainview or Old Bethpage) who can be notified if you are not readily available. The individuals you choose for this responsibility should be available to come to the school during the day to pick up your child if necessary. **Please notify the school immediately if you have a change of address or telephone number during the school year.**

Also, **please include an e-mail address on the back of the card.** This will enable us to send you school messages via e-mail.

Health Related Issues

The State requires all children to be immunized and that proof of immunizations be submitted to the health office. Physicals and immunization records are required for all new entrants and children in first and third grade.

No medication will be dispensed by the school nurse without parental consent and an Administration of Medication form (available from nurse) or a dated doctor's order. Medications must be in the original bottle issued by the pharmacist with the child's name, dosage, frequency and duration. This also applies to non-prescription medications. Over-the-counter medications must be in the original manufacturer's package with the student's name clearly labeled.

The parent or guardian must assume responsibility for notifying the nurse of any changes in medication or dosage and to have all medication delivered to the health office. Medication must be renewed annually.

Please notify the school nurse of all medications your child is taking.

STUDENTS ARE PROHIBITED FROM CARRYING MEDICATION AND SELF-ADMINISTERING ANY MEDICATION.

If your child is ill, please **do not** send him or her to school. If your child becomes too ill to remain in school, we will reach you by phone and ask you to come and pick up your child. Please make sure we have all up-to-date emergency cards including home numbers, work numbers, cell numbers, or beepers.

It is not uncommon for students to have occasional incidents of head lice. Please encourage your child not to share combs, hats or any other personal items. The school nurse must be informed immediately if your child has head lice in order to check the entire class. Please contact the school nurse if you have any questions about detection or treatment.

Homework

Homework is an integral part of the school experience. It is meant to reinforce concepts, give children an opportunity to fine tune their skills and to promote independence and personal responsibility. It is the student's responsibility to complete homework assignments in a timely manner. **Please note that no student or parent will be allowed to return to the classroom after school to collect missed or forgotten homework, books or other items.**

We have established homework guidelines to regulate the amount of time spent doing daily homework. These times represent the average amount of work time it should take your child to finish the assigned homework. Please note that this is an approximate guide and there is the possibility that on some nights it might take a little more or a little less time for your child to complete the assigned homework.

- First Grade - 15-25 minutes per night
- Second Grade - 20-30 minutes per night
- Third Grade – 25-35 minutes per night
- Fourth Grade – 10-15 minutes per subject area

Students who are out for a day or two are not required to do homework. They may work on their writing journals or read the take home books. Please keep in mind that homework is a review of work done in class, therefore it would be hard for a child to complete an assignment that has not been previously taught. If the absence is going to last longer than a couple of days, contact the classroom teacher directly.

Packets of work or homework will not be provided for students whose absence is construed to be an unexcused absence, such as a vacation.

Inclement Weather

In the event of inclement weather or emergency conditions, the Superintendent of Schools determines if schools will be closed or have a delayed opening. When schools are closed or are delayed in opening, a snow emergency telephone chain will be activated. Class parent representatives will start the chain for each class in order to inform parents.

Media Information Service - In case of a school closing or delayed opening, the following radio and TV stations will be notified and will make announcements, usually from 7:00 - 9:00 AM:

WCBS 880 AM	WINS 1010 AM	WALK 97.5 AM
WKJY 98.3 FM	WGBB 1240 AM	WBAB 102.3 FM
WHLI 1100 AM	Cablevision Channel 12	

A delayed opening schedule means that classes will start one and one half hours later than normal and transportation will be provided one and one half hours later than the normal pickup for all schools.

Pasadena's regular starting time is 9:15 AM and the delayed starting time is **10:45 AM.**

Library Program

All students, grades 1-4, visit the school's Library Media Center at least once during the six day cycle. They are allowed to borrow books to take home. Please note that the care of library books is the responsibility of all students. Any books lost or damaged must be paid for. Students will not receive their final Progress Report if there are any outstanding fees.

Lost and Found

The Lost and Found bins are located in the All Purpose Room. These bins are periodically gone through and found items returned to students. Items that have not been claimed by the last day of school will be disposed of. In order to be able to return lost items to students, it is imperative that you label all items your child brings to school with his/her first and last name.

Moving Up-Fourth Grade

In June we will have a Moving-Up celebration for our 4th graders. More information will be sent as we get closer to the date.

Music Program

All students in grades 1-4 participate in the school's regular music program.

In addition to this program, students in grades 3 and 4 are involved in other musical activities. All third graders participate in our recorder program. All fourth graders participate in Chorus and perform in both our Winter and Spring concerts. Fourth graders also have the option of learning how to play a band or string instrument.

Parent Teacher Conferences

Conference days are built into the school calendar. Every parent will receive an appointment to meet with the classroom teacher for both the Fall and Spring conferences. These conferences are limited to 15 minutes. Please be mindful of the time so that all parents can be accommodated.

Because the entire staff is involved in the conference day activities, we are unable to supervise children on those days. Please make the necessary child care arrangements well in advance.

Parking on School Grounds

School driveways and parking lots have been labeled and allocated in accordance with the appropriate town and PD regulations. Please note that parking within 20 feet of the school, on the curb that is adjacent to the building, blocking access to school buses and within a designated handicapped parking space without a valid permit is in violation of the school and the district's regulations. **For the safety and security of our students and staff members, please park only in designated areas.**

Photographs

As you were informed in the District calendar which was mailed to your home, photographs and video footage of students are part of the district's public relations program. Parental permission is assumed unless the District and school principal is notified in writing by September 15th. Please contact Ms. Miller at 937-2785 with any questions, comments or concerns.

Physical Education Program

All students have Physical Education twice during the six day cycle. Students must wear sneakers on gym days. Loose fitting clothing is strongly recommended. High heel shoes, sandals, platform or backless sneakers are not appropriate for physical education classes or for lunch/recreation.

All students are expected to participate in the Physical Education Program unless a doctor's note has been submitted to the Nurse excusing the child from participating in some aspect of the program. Please note that any child who is excused from physical education will not be allowed on the playground equipment during recreation.

Progress Reports

Progress Reports are issued four times a year. These reports are designed to share with you your child's progress in academic as well as personal development areas. The first and third Progress Reports are issued in conjunction with scheduled Parent Teacher Conferences. The second (January) and fourth (last day of school) Progress Reports are sent home in your child's backpack.

School Events

Parents/Guardians will have several opportunities to visit the school for class and grade level events. Please arrange for childcare for younger siblings. Older POB siblings will not be admitted to Pasadena events if their school is in session.

