



Excellence in Education

Plainview-Old Bethpage Central School District

Stratford Road Elementary School Parent Handbook



2017-2018

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.

Alison Clark, PhD, Principal
Lynn Winters, Assistant Principal

First Alert 434-3405
Main Office 434-3389
Nurse 434-3397

School Hours: 9:20am-3:20pm
www.pobschools.org/Domain/152

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Arrivals/Dismissals

All K-8 students are eligible for bus transportation regardless of the distance between their home and school. Bus information is available through the Infinite Campus Parent Portal. Change of buses (only for emergencies) must be authorized by the Transportation Department.

Due to the number of cars in our parking lot, parents must honor established traffic patterns for the safety of students, parents, and staff members.

Buses will enter from Bedford Road and cars from Essex Road. Students are to exit from the passenger side, along the green curb only. Parents should not leave cars unattended in front of the school or pass other vehicles. These are dangerous situations that could put the students, as well as adult, safety in jeopardy.

ARRIVAL:

Students should be at the bus stop about ten minutes before its planned arrival. It is essential that parents make every effort to have students take the bus the first day of school to assure proper placement on the homebound buses at dismissal.

Students being driven in the morning, should arrive at school at 9:10am to ensure order, safety, and elimination of unnecessary lineup outside of school. **No** staff supervision is available before 9:10am. Parent cooperation is appreciated.

DISMISSAL:

Walker/car dismissal will begin at 3:12pm from the main entrance. For the safety students, parents are requested *not* to enter the school at dismissal time. Students being picked up by car will be escorted outside first. Next, walkers will be escorted out- a few students at a time. All walkers will be waiting behind the yellow line. No students will be released until the parent/guardian comes to the yellow line and is recognized by our staff. Once students are met **outside** of the building, please leave promptly as this will help our dismissal procedures.

Any changes in dismissal plans must be shared with school staff **prior to 1:30pm**. Please write a note to the classroom teacher, and Child Care if necessary, of any change. All notes must specify if the student will be on the car line or walker line.

To make dismissal procedures as smooth as possible, parents should discuss arrangements with the student so that he/she knows what to expect. Writing notes and talking with your child will help alleviate uncertainties he/she might have and will allow for buses to leave on time. Making changes during the school day often causes unnecessary stress and anxieties for students. It is strongly recommended that parents maintain consistent dismissal plans.



Attendance Policy and Absences

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Our attendance policy is based upon the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers. Attendance is a major component of academic success. Poor attendance may be reflected in the class participation components of the student's report card grade.

The Commissioner of Education defines excused absences 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, approved college visits, approved cooperative work programs, or military obligations.

Absences due to a family trip or vacation are NOT excused and will be reflected as illegal on the student's permanent record.

The POB school district has a First Alert Program at each of the elementary schools. It is essential that the school be contacted when a student is absent. Please call the first alert number, 434-3405, between 4:00pm and 9:30am and provide the student's name, reason for absence, date, and teacher's name when leaving a message. At other times, parents may call the Main Office phone number at 434-3389 with this information. Please note the number for first alert (434-3405) should only be used to report absences or late arrivals. All other calls should be directed to the school's primary telephone number (434-3389).

When a student is absent, please notify the school by phoning the school's first alert number as soon as possible. Homework may be requested for absences two days or longer. On the day of return, the student must bring in a written excuse from home.

If a student is absent for an extended period of time due to illness, injury or hospitalization, contact the Office of Pupil Personnel Services for information, and if indicated, an application for Home Tutoring Services.

Parents will be notified of excessive absences, whether excused or unexcused. Should absences persist, a meeting with school personnel will be scheduled to assess the situation and devise an appropriate plan to remedy the situation. Similar procedures apply to excessive tardiness.

Where student's absenteeism is due to parents' failure to enable his or her attendance, and the student is of compulsory age, school personnel are obligated to report the matter as "educational neglect" to the State Department of Social Services.

Bus Seating

Students are to be seated by grade-level order, beginning with kindergarten in the front, and then grades 1, 2, 3, and 4. Younger students may not sit with siblings in a designated older grade

section. At times, administration or the bus driver may require assigned seating for any student not following proper bus safety rules.

Calendars

Monthly calendars listing specific Stratford Road information and events are available on the school webpage.

Child Care Program



The Child Care Program has been operating for more than twenty-four years on the elementary level. In recent years, the Child Care Program has included both before and after care for both elementary and middle schools. The Child Care Program facility is located in each of the four elementary schools and the two middle schools. For further information, please contact Cheryl Dender at 434-3124.

The program at the elementary level offers before school hours beginning at 7:00am, and after school hours starting at the close of the school day until 6:15pm. While at the program, the children do homework and engage in various activities including a choice of games, gym or outdoor time, arts and crafts, movies, reading, and relaxing. Child care is also available for all K-4 students on the half days. Registration for half days is separate from regular registration.

Communicating with Parents



All schools in the district use written reports designed to interpret the student's progress in academic fields and personal development. These reports are issued three times per year. At the elementary level, parent/teacher conferences are held in the fall and the spring. Please see the district calendar for the specific dates.

Parents are urged to review and discuss the schoolwork, tests, and trimester reports with the students. When a student is experiencing difficulties, parents should contact the teacher to determine the reason for the difficulties so that a plan for improvement may be developed and implemented.

Curriculum

Parents will have an opportunity to learn about curriculum at Back-to-School Night in September. Grade-level specific curriculum guides, and other information, are available on the Office of Curriculum and Instruction webpage under Parent Resources. Curriculum-related questions can be referred to the classroom teacher first.

Elementary schools operate on a 6-day cycle for specials area classes. All K-4 students attend art, music, library one time per 6-day cycle, and physical education two times per 6-day cycle. All

students also experience a language one time per 6-day cycle; Kindergarten students attend American Sign Language, while grades 1-4 students attend Chinese.

Emergency School Closings/Delayed Openings



In the event of inclement weather or emergency conditions, the Superintendent of Schools determines whether schools will be closed or there will be a delayed opening of schools.

If it is determined that the conditions will allow for the safe arrival of staff and students, the Superintendent may authorize a two hour delay in the start of the school day. This alternative to closing the schools permits greater flexibility in meeting the 180 day minimum session requirement for students set by the New York State Education Department.

A delayed opening schedule means that classes will start two hours later than normal and transportation will be provided two hours later than the normal pick up for all district and private schools. In the event of a delayed opening, “School Messenger” will be activated in the same way it would be if schools were to be closed for the day. Please make sure the school has your current telephone number in order for you to receive this call.

Delayed Starting Time

K-4 Elementary Schools 11:20am

In the event that schools are closed or delayed in opening because of inclement weather or other emergency, the following radio and TV stations will be notified and will make announcements, usually from 7:00am to 9:00am.

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

In addition, “School Messenger” will send a message to all families with active phone numbers in our system.

Food and Wellness Policy

In 2006 the Board of Education adopted a “Wellness Policy on Nutrition and Physical Activity.” Since its inception, the Stratford Road Site Based Management Team (SBMT) discussed several ways to implement this policy, such as changing fundraisers, sponsoring programs to highlight wellness (National Circus Project, the Mileage Club, Jump Rope for Heart), encouraging and discussing healthy classroom snacks, and providing teachers with some non-food rewards as incentives.

The adopted policy, list of healthy snacks, and non-food celebration suggestions can be found on the district’s website. This letter highlights aspects of the policy which directly impact the distribution of food during school and classroom events, as well as birthday celebrations:

- Foods to be shared with other children shall be limited to *healthy snacks.
- Birthday celebrations are permitted with only *healthy snacks. Non-food celebration ideas are *strongly* encouraged, such as sending in a t-shirt to be 'autographed'
- Foods used for instructional purposes should be related to the curriculum or enrichment of study. All ingredients must be identified.
- The distribution of candy is *not* permitted.

*Healthy snacks are identified by the "Choose Sensibly" guidelines:

- fat- 7 grams or less
- sodium- 360 milligrams or less
- saturated fat- 2 grams or less
- sugar- 15 grams or less

As always, parents who plan to send in a birthday snack for a student's class need to inform the classroom teacher. Snack items must follow the "Choose Sensibly" healthy snack guidelines.

The following are some suggested foods:

- Fresh fruits or vegetables-pre-packaged is recommended
- Cereals without sugar coating
- Mini-muffins or mini-cupcakes without nuts
- Pre-packaged snack bags of popcorn, pretzels, etc.

Please DO NOT send in regular cupcakes or doughnuts. These full-size treats exceed the guidelines and will NOT be shared. Please consider a non-food alternative.

During the 2016-2017 school year, the SBMT reviewed this policy related to the distribution of food for birthday celebrations. Although the SBMT did not make any changes to school guidelines at this time, adherence to District Wellness Policy will be monitored.

Gifted Program



Plainview-Old Bethpage has a gifted program, Project Challenge, for students who qualify in grades three through six. The selection of students is done during the spring of the second, third and fourth grade years and is based upon district administered testing, informal assessments, and teacher input. Students who are admitted to the program are pulled from their classroom one day a week to attend.

The program in Project Challenge is designed to foster self-directed learning by encouraging exploration, inquiry, in-depth study and reflective thinking. Students participate in interdisciplinary learning experiences which focus on critical thinking, intellectual discussion, interpretation, creativity, research, and problem-solving.

Health Services and Guidelines



The registered nurse is a resource for the planning, coordination, and implementation of an effective program meeting all the requirements set forth in the New York State laws and the Commissioner's regulations. These include monitoring of physical examinations, immunizations, heights and weights as well as vision and hearing. A cumulative health record is maintained for all students. Registered nurses are available for emergency care as well as consultation in all matters pertaining to the health and well-being of the students.

Physical examinations are required by October 1 for students, upon entrance into school and in grades 2 and 4. The nurse will also check to make sure that immunizations are up-to-date.

Medication

Parents of any students who need medication in school must contact the school nurse. The school may not give students any medication (including over-the-counter) internally or externally, unless there is written direction by the family physician and parent. Students are not permitted to carry or to administer their own medication in school.

Contact Information

It is most important that all contact information within the Infinite Campus Parent Portal is updated. The individuals you choose for this responsibility should be able to come to school during the day to pick up your child if necessary. Please update your contact information within the Infinite Campus Parent Portal as necessary.

Parent/Teacher Organizations

Each school in the district has a Parent-Teacher Association (PTA) and the district has a Special Education Parent-Teacher Association (SEPTA). If you are interested in getting involved, consult your calendar or district website for dates and times of the meetings.



School Safety

The safety of the students and staff is a priority. Throughout the year, fire drills, lockdown drills, as well as evacuation drills are practiced. All doors are locked while school is in session, therefore all visitors are required to be 'buzzed' into the building. Visitors will be asked to identify their reason for admittance. Additionally, picture identification and signature upon entry is necessary.

Special Education Services



Special education services are provided to students based on recommendations made by the Committee on Special Education. Services may include: consultant teacher services, resource room instruction, integrated co-teaching, special class instruction, related services and declassification support services. For further information, contact the school principal, assistant principal, school psychologist, or Pupil Personnel Services.

Support Services

The elementary program includes support services for those students who have been identified as needing reinforcement or additional instruction in order to meet the New York State Common Core Standards. Academic Intervention Services include reading, math, and social/emotional support. For further information, contact the school principal, assistant principal, or school psychologist.

Elementary School Psychologists:

The school psychologist supports students with emotional, behavioral, social, and academic needs within the school environment. Services provided by the psychologist consist of evaluations, behavioral interventions, individual and group counseling, teacher consultation and school-wide social-emotional education. The psychologist is an integral member of the building team, which aids classroom teachers with differentiated instruction, as well as behavioral management techniques. The school psychologist also serves as a member of the Committee on Special Education and plays an important role in crisis management and intervention.



Students are usually referred to the elementary school psychologist by their teacher, school administrator, and/or parent.

Elementary School Social Workers:



School social workers at the elementary school level perform a variety of services. Support and individual counseling are available to all students, as well as group counseling. Crisis intervention services are also provided to students when necessary. Elementary school social workers also conduct classroom presentations on various school-related issues. Social workers assist families in obtaining information about community resources, as well as make referrals to outside agencies.

Students are usually referred to the elementary school social worker by their teacher, school administrator, and/or parent.

Testing

As required by the Every Student Succeeds Act (ESSA) federal legislation and New York State Department of Education, all students in grades 3 through 8 will be administered a New York State Common Core test in English Language Arts (ELA) and



mathematics. These tests are designed to measure students' understanding of mathematical concepts and to measure students' understanding of written, oral and literal text in keeping with the New York State Common Core Learning Standards. Fourth grade students will also be administered the New York State science exam. The science test assesses a student's progress in understanding science concepts, content and skills. Obtained test scores assist in planning student instruction. They are not, and should not be viewed, as an absolute measure of a student's abilities or potential.

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