

***BRITTONKILL CENTRAL  
SCHOOLS***

***TAMARAC  
ELEMENTARY***

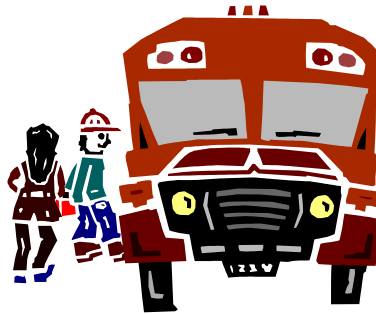
***STUDENT / PARENT  
HANDBOOK 2016-2017***

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# WELCOME TO



# TAMARAC ELEMENTARY SCHOOL

Dear Parents and Students,

This handbook has been written to provide both parents and students with important information about the day-to-day operation of the elementary school. We are hopeful you will have a better understanding of the procedures, rules and policies of the elementary school after reviewing the contents. We urge all parents and students to review this booklet carefully. Please keep the handbook available during the school year. It will provide a ready reference for many questions you might have.

For more information about our district and elementary school, please visit our website at [www.brittonkill.k12.ny.us](http://www.brittonkill.k12.ny.us) . Our phone number is (518)279-4600, ext. 2003.

The mission of the Brittonkill Central School District is to provide an education that fosters excellence, creativity, responsibility, citizenship, and lifelong learning. Your continued support of our efforts to improve Tamarac Elementary School is appreciated.

Sincerely,

Elementary Teaching Staff

## PERSONNEL

### BOARD OF EDUCATION

Michael Fortun, President  
Leah Wertz, Vice-President  
Andrew Casale  
Darren Galipeau  
Anthony Grab  
Margaret McCarthy  
Kevin Murphy  
Jack Roddy  
Judy Wienman  
Gaetana Baldwin, Student Liaison

Board meetings are usually held on the 3rd Thursday of each month at the High School Library at 7:00 PM. Additional Board Meetings are scheduled as needed.

### ADMINISTRATION

Dr. Angelina Maloney, Superintendent of Schools	279-4600	Ext. 2601
Lyn Derway, Director of Business Operations	279-4600	Ext. 2603
Lindsay Morris, Elementary Principal	279-4600	Ext. 2002
Richard Pogue, Secondary School Principal	279-4600	Ext. 2402
Christopher Rockwell, Assistant Secondary School Principal	279-4600	Ext. 2201
Myles Goss, Special Education Director	279-4600	Ext. 2701
Whitney Colvin, Supv. of Transportation & Maintenance	279-4600	Ext. 2822 /2801
Joy Wright, Cafeteria Supervisor	279-4600	Ext. 2208

### ELEMENTARY ADMINISTRATION

Lindsay Morris, Principal	279-4600	Ext. 2002
Maureen Lynch, Secretary	279-4600	Ext. 2002
Colleen Sargood, Office Assistant	279-4600	Ext. 2003

### STUDENT SERVICES

Don Sindon, School Social Worker	279-4600	Ext. 2004
Jennifer Ellerbrock, School Psychologist	279-4600	Ext. 2707
Jamie Baksa, R.N., School Nurse	279-4600	Ext. 2012

**ELEMENTARY TEACHERS  
2016-2017**

Pre-Kindergarten

Nicole Rhodes

Kindergarten

Kami Hodgson  
Stephanie Bonesteel  
Lynn Nadareski  
Barbara Hotaling

Language Concepts K-2

Stacey Shelhamer

Grade 1

Sharon Dongelewic  
Sanada Bailey  
Cathy Croson  
Gina Huneck  
Alicia Devine

Grade 2

Cate Cullen-Doin  
Tina Greenwood  
Jamie Levandusky  
Amy Quackenbush

Grade 3

Brittany Freeman  
Dana Rosenberg  
Diane Seaver  
Wendy Tarricone

Grade 4

Johanna Gela  
Kaylin Willimott  
Angelica Roddy  
Kate Tully

Grade 5

Heather Cipperly  
Marie Klaiber  
Nicolle Motzer  
Brittany St. Onge

## **SPECIAL AREA TEACHERS**

Art Pre-K - 5  
Library Media Specialist  
Library Aide  
Music K-4  
Music Grade 5  
Band Grade 5  
Physical Education  
Physical Education  
Physical Education  
RTI/AIS Reading  
RTI/AIS Reading  
RTI/AIS Reading  
RTI/AIS Math

Barbara Place  
Maureen King  
Jeanne Gilchrist  
Chris Siegenthaler  
Kathryn Siegenthaler  
Kevin Barcomb  
Daniel Pryde  
Erick Roadcap  
Susan Turner  
Nicole Reed  
Daphne Muench  
Tanya Kane  
Mary McNeice

## **SPECIAL EDUCATION**

Angie Harris  
Hannah Widrick  
Rachel Hoffman  
Sue Delano  
Lara Vazquetelles

## **RELATED SERVICES**

Michelle Ring	Speech/Language
Laura Rickard	Speech/Language
Jill Harris	Occupational Therapist
Deborah McCormick	Physical Therapist

## **TEACHING ASSISTANTS**

Judy Anderson	Roberta Jones
Monique Duval	Laurie Lemner
Carrie Galluzzo	Cindy Pollock
Donna Gibson	Amy Spotten
Catie Hoodack	Pat Wasiczko
Trisha Bronson	MacKenzie Cavotta

Shannon Burton (Teacher Aide)

## **LUNCH MONITORS**

Mandy Duncan  
Jessica Hubbard  
Susan Miller  
Laura Arnold

## ELEMENTARY SCHOOL HOURS

The elementary school day begins at 8:45 AM and ends at 3:25 PM. Elementary bus students are released from their buses at 8:45 AM each morning. Parents are requested not to bring their children to school before 8:45 unless they are enrolled in the before care program which opens at 7 AM. The half day schedule for the elementary school is 8:45 – 11:40. **Whenever there is a half day the children will be dismissed at 11:40 AM.** Students are considered tardy at 8:55 AM and later. Students that are tardy **must** be signed in by a parent.

## ATTENDANCE

Daily attendance in class is directly related to a student's ability to benefit from instruction through class participation and the completion of required assignments. Parents are responsible, under New York State Law, for the regular and punctual attendance of children between the ages of 6 and 16. Regular attendance and punctuality are important from the first day of school. Good attendance is essential for steady progress throughout a child's school career.

The State Education Department requires an accurate record of every child's attendance at school. Such records must show the specific cause of every absence. For this reason, all students are required to bring written excuses from parents or guardians in every case of absence or tardiness, preferably on the day they return to school. If an excuse is not forthcoming, the absence will be considered illegal.

It is our school policy to contact parents of all children who have been reported absent. When your child is absent, it would be helpful if you call the Health Office so that we will not need to disturb you at home or work.

**Students who are absent or leave school due to illness are not eligible to attend after-school events or activities on that date. Exceptions are for those participating in Music Department concerts.**

**Tardiness:** Keep tardiness and absence at a minimum, but keep an ill child home. Please come directly to the Office window to sign your child in if he or she is late. You will need to fill out a tardy slip. Please make every effort to schedule appointments outside school hours so that your child will not be late.

**Early Dismissal:** If your child is to leave school prior to the regular dismissal time, please send a note with them in the morning. When picking up your child, come directly to the window at the main office to sign him/her out.

**Bus Permission / Student Dismissal Changes:** If your child is going to a different location after school, please send in a note that morning. If you pick up your child/children from school, please wait until dismissal. We have classes until the end of the school day, and it interrupts class time to call students to the office. If you have an early doctor or dental appointment, please send in a note that morning so we know that your child will be leaving early. We will call your child to the office when you arrive there.



## **VISITORS**

We welcome parent visitations to our school. To protect and ensure the safety of the children in the building, all visitors **MUST** report to the office to sign in/out and receive a visitor badge.

If it is necessary to talk to a staff member during school hours, be sure to phone the office first. We will arrange for the teacher to return your call or assist with setting up an appointment.

## **VOLUNTEERS**

We welcome volunteering in our schools. All volunteers must be cleared through the Principal. Volunteers are reminded to sign in and out in the main office.

## **EMERGENCY INFORMATION**

Each year forms are sent to all parents requesting emergency information to be used in case of student illness, injury or emergency school closings. This information is extremely important. Parents are asked to complete these forms and to notify the school whenever any changes occur. In the event of an emergency closing, the local radio and television stations will be notified and we will make every effort to call the numbers you provided on the emergency sheet to advise you of the early closing.

## **CRISIS PLAN**

We recognize the importance of protecting the health and safety of students and staff, as well as ensuring the security and safety of school property. To that end, we have developed an emergency management plan which is on file in the district office.

We also have established a building Crisis Team that is responsible for the management of the safety plan.

## **SCHOOL CLOSINGS**

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over the local television and radio stations and posted on the district website.

## **GENERAL PERMISSION NOTES**

Should a student need to be absent for a period of time, be excused early, or wish a change of bus stop, a dated note signed by the parent is required. Notes should state the reason for the child's leaving school and are to be made out on a day-to-day basis. Such notes should be brought to the classroom teacher when the student arrives at school in the morning. This is necessary so that the principal and the teacher will be informed and bus arrangements can be made.

Students will **NOT** be permitted to leave school premises or change bus stops without written permission. If emergency busing changes become necessary during the day, **please contact the school before 2:00 PM.**

Parents are asked to come to the office window when they wish to pick up their child. If someone other than the child's parent/guardian is to pick them up, we **must** have a note from the parent.

## **HEALTH OFFICE INFORMATION**

### **IMMUNIZATIONS:**

In order to enter school on the first day your child needs written confirmation that the following immunizations have been administered:

- (2) MMR Immunizations
- (3) DPT Immunizations
- (3) Doses Oral Polio or (4) doses Immunized Polio  
Hepatitis B (3 shot series)

### **PHYSICALS:**

Physical examinations are required for every new student and at Grades PreK, K, 2 and 4. Your child will need to have a physical examination after June 1 and prior to school starting in September. If you are unable to obtain a physical for your child the school physician will be available for exams a few times during the school year.

### **COMMUNICABLE DISEASES:**

Please report all communicable diseases to the Health Office

Examples:    Strep Throat  
                  Chicken Pox  
                  Pink Eye  
                  Head Lice  
                  Pneumonia  
                  Impetigo

We send notices home in the classrooms where these exposures occur. No names are given out.

## **HEALTH OFFICE EMERGENCY CARDS:**

It is important to fill cards out promptly and return them to the health office. A separate card must be completed for each child. Please inform the school of any change in phone numbers.

## **MEDICATIONS:**

1. Prescription Medications: To administer medicine we must have permission in writing from parent and doctor. The medication must be in an original container and have the dosage on it. Your child may not transport medication on the bus. Parents must bring it to school.
2. Medication supplied by the Health Office: Examples: Tylenol, Advil, Neosporin. A complete checklist will be sent home. You and your doctor must sign the form.

## **Peanut Free Classrooms**

We have several children in the elementary with life threatening peanut allergies that require Epi Pens. Their classrooms must be peanut-free. This means **no snacks or party treats can be brought containing peanuts, including store-bought products that have labels showing nuts in the ingredients, or that say nuts may be in the manufacturing process.** If your child is in such a classroom, you will receive additional information at the start of the year. Your child can have anything they want for snacks and lunch, but we ask you to avoid peanut-containing products for field trips. If you bake for the classroom using a mix (e.g. cakes, cookies or brownies from a box), please send the label from the box so we can check the ingredients. If you send a prepackaged food, please send it in the original package so we can check the label.

If you have any questions please call the Health Office at 279-4600, extension 2012.

## **SCHOOL BREAKFAST/LUNCH PROGRAM**

Tamarac Elementary School operates a food service to provide a nutritious well-balanced breakfast/lunch for children.

Cost for the breakfast program is \$1.00. The complete lunch is \$2.45 per day, \$12.25 weekly. Children intending to participate in the breakfast/lunch program on a regular basis are requested to bring their money in each Monday. Please make checks payable to the Brittonkill Cafeteria Fund. In addition to the luncheon menu, we offer milk, juice, snacks and fruit. Credit can be given when a child forgets his money; however, our policy is to allow only two lunch charges. Please note on your check or with cash, the name of the student.

Menus are distributed each month. We would ask parents to:

1. Review the menu with your children and help them select the meals and meal choices they will be buying
2. Encourage your children to try different foods

Information on free and reduced breakfast/lunches is available in the elementary office.

## The Dignity for All Students Act

**New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.**



The Dignity Act was signed into law on

September 13, 2010 and took effect on July 1, 2012. Amendments to the act are effective as of July 1, 2013 and are noted below under **\*\*\*DIGNITY ACT NEWS\*\*\***.

The original legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment.

## **CODE OF CONDUCT**

The staff at Tamarac Elementary School is committed to helping children develop self-control strategies that teach and encourage sound decision making. The ultimate goal of schools is to provide an environment that encourages children to become productive citizens. To this end we adhere to the following expectations for students, teachers, and parents.

### **What students can expect from our school:**

- That students will receive a challenging curriculum from competent, well-prepared staff
- That all students will have the opportunity to participate in a variety of school-wide programs
- That students will have the opportunity to attend school in a safe, well controlled setting that is conducive to learning
- That students will be respected as individuals and be appreciated for their unique talents
- That students will be encouraged to participate in school and community activities

### **What parents can expect from our school:**

- That school personnel will communicate regularly with parents concerning the school program
- That parents will be welcome in school and be provided with an opportunity to play meaningful role in the schools
- That school personnel will inform parents about the schools' academic and behavioral expectations

### **What the school expects from parents:**

- That parents will send their children to school on time and on a regular basis
- That parents will display a positive, supportive attitude toward school and the education of their children
- That parents will make every effort to send children to school properly rested, fed and dressed
- Parents will be active participants in their child's classroom, i.e., parent teacher conferences, PTSA, classroom events

### **What the school expects from students:**

- That students will come to school on a daily basis
- That students will fulfill classroom expectations to the best of their ability by participating in class and completing all homework assignments on time
- That students will respect school property and the personal property of others
- That students will respect their peers and the school staff

Student discipline is the responsibility of all building personnel. Elementary school age children need to work hard at developing self-discipline but for those instances when there needs to be some other intervention the following procedures of offenses and responses will be followed.

**Level I** - Minor misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the orderly operation of the school.

**Offenses** – The following are examples and not intended as an all inclusive list

- Non-compliance to classroom behavior plan
- Offensive language or gestures
- Inappropriate display of affection
- Cheating or lying
- Bus misconduct
- Unreasonable disruptive noise
- Lunchroom misbehavior
- Non compliance to school rules

**Procedures** - Immediate intervention is required of any staff member observing inappropriate student behavior

Appropriate records will be maintained by staff

Repeated misbehavior may require a parent conference

**Responses** – Listed below is a guideline of possible responses that can be used by teachers and administrators

- Verbal reprimand
- Parent conference (phone or in person)
- Counseling referral
- Time out
- Lunch detention
- Referral to Child Study Team or Committee on Special Education

**Level II** – Frequent or serious misbehavior that tends to disrupt the learning climate of the school and requires the intervention of administration.

**Offenses** – The following are examples and are not intended as an all inclusive list

- Continuation of unmodified Level I behavior
- Threatening remarks and/or intimidation toward staff and students
- Insubordination
- Disruptive classroom behavior which cannot be immediately corrected
- Forging notes or excuses
- Lack of respect toward school and personal property

**Procedures** –

- The teacher contacts the parent, either in writing or by the phone, to advise the parent of the situation before referring to the principal
- The student is referred to the principal with a written office referral
- The administrator meets with the student for the appropriate disciplinary action
- The parent is sent home a copy of the action taken
- An accurate record is maintained of the offense and response for each student

**Responses** – Some or all of the following responses may be used depending on the severity of the behavior.

- Referral to the office
- Parent/teacher, parent/teacher/administrator conference
- Behavior contract
- Exclusion from extra curricular activities
- In-school suspension
- Suspension
- Counseling referral
- Referral to Child Study Team or Committee on Special Education
- Exclusion from non-instructional activities, i.e., lunch detention, loss of recess

**Level III** – Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others

**Offenses** - The following are examples and not intended as an all inclusive list

- Continuation of unmodified Level I and Level II misbehavior
- Leaving school without permission
- Fighting
- Stealing
- Acts of vandalism
- Violation of Drug Free Zone
- Use of obscene language or gestures

**Procedures** –

- The administrator initiates disciplinary action by investigating the infraction based on the written referral to the office
- The administrator meets with the student and confers with the parent about the misconduct and the resulting disciplinary action
- An accurate report is maintained of the offense and the response for each student and each situation

**Responses** – Some or all of the following responses may be used depending on the severity of the offense

- Parent conference
- Temporary removal from class
- In-school suspension

- Out of school suspension
- Bus suspension
- Lunch detention
- Counseling referral
- Referral to Child Study Team or Committee on Special Education
- Referral to outside agencies
- Student assigned home instruction with tutoring support
- Restitution for damage to property caused by student

**Level IV** – Acts which cause serious disruption to the educational process, pose a direct threat to the safety of others and/or result in violence to another person’s property

**Offenses** – The following examples are not intended as an all inclusive list

- Continuation of unmodified Level I, Level II and Level III misbehavior
- Acts of major vandalism
- Arson
- Theft
- Deliberately striking a staff member
- Severe physical attack of another student
- Possession or use of a weapon
- Bomb threat or false emergency alarm

**Procedures** –

- The administrator verifies the offense, confers with the staff involved and meets with the parent
- The student is immediately removed from the school environment and the parent notified

**Responses** – Some or all of the responses may be used depending on the severity of the offense

- Multi day in-school suspension
- Up to a five day out of school suspension
- Informal or formal superintendent’s hearing
- Alternate placement
- Restitution of property or repair of damages by the student
- Referral to Child Study Team or Committee on Special Education
- Referral to law enforcement agencies

**Dress Code** – The Brunswick C.S.D. dress code can be found in the District Policy manual Section 8.360. The policy states that “in order to provide a positive environment conducive to learning, clothing that is inappropriate shall not be worn by students, teachers, administrators, other personnel or visitors on the Brunswick School property”. Please refer to the policy for an explanation as to what is meant by “inappropriate clothing” and other information pertinent to the Dress Code Policy.



**Sexual Harassment** – The Brunswick Central School District Sexual Harassment and Discrimination Policy can be found in the District Policy manual section 8.120. The policy clearly describes examples of harassment and the procedures to be followed. Please refer to the policy for detailed information.

### **TOYS AND HOBBY ITEMS AT SCHOOL**

Children frequently bring dolls, stuffed animals, beanie babies, action figures, and other toys to play with at school, at recess times or on the bus. Sometimes card collections and other collectibles and displays are brought, either to show others, or perhaps, to make trades. Radios, CD and DS, cameras and a wide variety of electronic toys and games are also popular among children.

### **THE PROBLEMS...**

Toys, hobbies, and electronic equipment can create several problems at school:

1. Identification becomes a major problem, as many children possess items of the same brand and of identical color and size. Often these items are not marked with the owner's name.
2. The temptation is great to play with these items during instructional time.
3. Secure storage of personal property is impossible for the school to provide or to guarantee.
4. If items are mishandled or are dropped, expensive equipment can be easily damaged beyond repair.
5. Borrowing, theft, or unfair trading causes conflict and potential loss of items. Staff time is spent monitoring property disputes and attempting to retrieve, repair, or store these items.
6. Electronic or motorized games and toys are often distractible nuisances in classrooms and on buses.
7. Radios, CD players and tape players are distracting in school and they reduce active play on the playground.
8. When items are lost, stolen or damaged, it is not uncommon to discover that they frequently have been brought to school without parental knowledge or permission.

### **GUIDELINES**

The problems can be reduced by being aware of the following:

1. These items are not appropriate for school or the bus and need to be left at home.
2. The school district and school personnel will not assume responsibility for the loss, breakage, or theft of personal items; and school time cannot be spent attempting to retrieve, repair, or return equipment or to solve student disputes over them. When toys, games and electronic equipment are brought to school and become a nuisance, they will be confiscated and parents may pick up the item in the Principal's office.

Thank you for your cooperation!

\*Please note that any toy or look-alike weapon brought to school is prohibited under the Safe Schools Act.

## **COMPUTER USERS CODE OF CONDUCT**

The following code of conduct for Computer users must be read and signed by all students and their parent(s)/guardian(s) before using computers in the Brunswick Central School District. This list will be handed out to students. A form is attached to the list for student and parent/guardian signatures and must be returned to the teacher before the student can have access to a computer.

As a computer user, I agree to follow the rules and code of ethics explained below.

1. I will use the school's computer for educational work only.
2. I will respect school property. I will not steal, deface, or vandalize school equipment.
3. I will not disturb others while working on school computers.
4. I will not view, send, or display offensive messages or pictures.
5. I will not make unauthorized copies of software found on school computers as I recognize that software is protected by copyright law.
6. I will not attempt to gain unauthorized access to programs.
7. I will not use anyone else's password or file.
8. I will not download or save information on the hard drives of any school computer without classroom instructor's permission.

## **DRUG AND SMOKE FREE ZONE**

Our school is a Drug and Smoke Free Zone. Smoking tobacco, consumption of alcoholic beverages, and illicit use of drugs, as well as possession of any of these substances, are not permitted in school buildings, or on school grounds.

## **PLAYGROUND**

The playgrounds and recreational areas are open to use by elementary pupils during school hours and when school is not in session. Rules are discussed in each classroom. Students are expected to follow these rules whenever they are using the playground.

After school hours, the responsibility for any damage to school buildings, grounds, equipment, or injury to the pupils using these facilities, is placed with the parents. The use of recreational vehicles is prohibited on all school property.

## **TRANSPORTATION**

Pupils riding on buses are reminded that from the time they board a bus in the morning until they leave the bus in the afternoon, they are under the care of the school. They are responsible for their conduct on a bus as much as in the classroom.

Remember, your driver has a big responsibility for safe transportations; students should conduct themselves in such a way that the driver may give full attention to the road.

Bus rules are posted in the front of each bus and reviewed with all students within the first full week of school during a mandated bus safety drill.

The Transportation Department will contact parents/guardians with a courtesy note/call if their child needs a reminder about obeying these rules. Students abusing bus privileges during the school year will be reported to the building principal who will contact the parent, and may result in a suspension of riding privileges for a period of time. DOT regulations require that we cannot transport any packages that do not fit on a student's lap. We also cannot transport any animals, insects, etc.

Throughout the district, certain points have been designated as bus stops. As it would be impossible to stop at every house in a densely populated area for the pickup or discharge of pupils, bus stops have been established. If a bus stop is located at or near your home, please see that your children are out at the pickup sufficiently early as to not cause delay in our busing schedule. We remind parents that supervision of the students is their responsibility until the students load the buses.

We maintain video cameras throughout the bus fleet to help maintain the safety of our children while traveling to/from school.

### **TRAFFIC REGULATIONS**

It is illegal to pass near a stopped school bus when red signal lights are flashing while on school property – unless directed by a law officer. Violators may be ticketed. At its January 26, 1993 meeting, the Brittonkill Board of Education passed a resolution that required adherence to the Vehicle and Traffic Law which governs traffic control signals such as stop signs, flashing signals, passing a stopped school bus boarding students, yield signals, and speed restrictions on school property. This resolution is enforceable by local law enforcement agencies.

Do not pass a school bus whose red flashing signal lights are activated. Please note the one way, stop signs, handicapped area parking, walkways, and no parking zones when visiting. The rules are to protect our students and all who visit our schools during the day, evenings, and weekends. Please observe these rules. It is against New York State Law for vehicles to be in motion on the school grounds when buses are loading or discharging passengers. This law is strictly enforced.

### **BOOKS / EQUIPMENT**

Pupils and their parents are expected to cover the costs of books, equipment or instruments, which are lost or damaged beyond the usual level of wear and tear.

### **FIELD TRIPS**

Each year many of our elementary classes take field trips. Such trips are an extension or supplement of the program being offered in the school. These trips make it possible for the

children to visit and see, first-hand some area, which they have been studying about in their schoolwork. Each classroom teacher is responsible for planning the field trips and arranging for chaperones.

Parents are asked to sign a field trip permission slip for their children to attend school-planned field trips. Parents will be notified, well in advance, of all scheduled field trips. For your child's safety a health office emergency contact card needs to be on file before your child will be allowed to attend a field trip.

## **HOMEWORK GUIDELINES**

Homework is an integral part of the learning process and is designed to help students learn by providing practice in the mastery of skills, experience in data-gathering, integration of knowledge and an opportunity to remediate learning problems. Also, it will provide an opportunity for the exercise of independent work and judgment.

Homework will be introduced during the kindergarten year and is generally recommended to be an average of two days per week for a maximum of 15 minutes per day during the second half of the year. In grades 1-3, homework is generally recommended to be an average of three days per week for a minimum of thirty minutes per day and not to exceed sixty minutes per day. The students are responsible for completing all assignments due

When absent, students need to complete any assignment or homework which teachers deem necessary. If a child will be absent because of a family commitment, please check in advance with the teacher about assignments that can be completed independently during that time.

Specific information concerning expectations for each classroom will be brought home by your child in early September.

Help your child be responsible for completing assignment by scheduling an allotted time period, in a quiet, well-lit area in which to work. Help your children to succeed, but expect them to do their own work.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher conference days are scheduled in November/December. All parents will be invited to meet with their child's teacher on one of those days to discuss their child's progress. In November the first report card will be sent home. We truly want to make your child's school life a rich and rewarding one. Help us to do so by attending your conference.

Please feel free to request other conferences at any time during the school year.

## **STUDENT PLACEMENT**

Promotion, retention and placement of a student will be considered according to the following criteria: academic achievement as compared to district curriculum, social and emotional development of the child, age of the child and physical growth (size) of student. What is best for the child will be the determining factor. A Student Placement Procedures brochure is available upon request.

The promotion or retention decision is based on conferences involving parents, classroom teacher, principal and any other school personnel who would have information pertinent to the child's educational program. Final authority for grade placement rests with the Building Principal.

## **REPORT CARDS**

The school year is divided into three 10 week periods. Students will receive a report card at the end of each period. The report cards should be signed by the parent and returned to the classroom teacher for the first two periods. Parents then retain the report card at the end of the school year. **Report cards go home on November 18<sup>th</sup>, March 17<sup>st</sup> and June 22<sup>nd</sup>.**

## **TESTING AND ASSESSMENT**

Standardized tests are administered to help measure student progress in the areas of English Language Arts and Math. The results of this testing helps us identify possible program weaknesses and to identify student who may need extra assistance through academic intervention services.

### **STANDARDIZED AND STATE TESTING PROGRAM**

Pre-K	Screening Readiness
K-5	Fountas & Pinnell 2-3 times/year
Grade 3	NYS English Language Arts Test NYS Math
Grade 4	NYS English Language Arts Test NYS Math NYS Science Test
Grade 5	NYS English Language Arts Test NYS Math

Your child will bring home reminders as to the testing dates. A child who is well rested, who has eaten breakfast, and who has been given encouragement from the parents will do better on the tests.

## TRANSFERRING OUT OF THE DISTRICT

If a student will be transferring from this district during the school year parents are asked to notify the Registration Office. Additionally, parents are asked to return any books/materials prior to the student's departure. Student records will be forwarded to the new school upon their written request.

## SPECIAL AREA CLASSES

All Pre-K through fifth grade students participate in special area classes including art, computer, library, music, and physical education.

**Art:** The study of art develops creative thinking and is a necessary preparation for a wide variety of professions needed by today's society. In order to encourage and continue these creative processes, art classes provide each student with opportunities to develop an understanding of art history and to develop techniques, skills and confidence to meet the challenges of the future. Students cover topics such as Native American art, famous artists and their art, art techniques, media example, clay marble mazes, crayon resist mosaics, and rain sticks. Students have art classes once a week.

**Computer:** Students are scheduled for a class led by their classroom teacher. The computers in the lab are fully networked and Internet ready. The Windows platform is used.

**Library:** Students attend regularly scheduled library classes. General topics covered are literature appreciation, leisure reading, research, and information problem solving skills. Activities include story time, creative dramatics, and exploration of award winning titles, book location skills, catalog and reference book use. Use of the Internet and other electronic reference skills are also covered.

**Music:** All students will attend a music class each week. Topics and activities covered include singing, movement, dancing, instrument playing, listening, creating music through composition, multicultural music, patriotic and holiday music, composers, basic music history, folk dancing, instrument families, creating instruments from recycled materials, styles of music, e.g., jazz, blues, ragtime, folk, classical, and rock-n-roll.

**Physical Education:** All students are scheduled for Physical Education Class 3 times per week. Units covered throughout the year are playground orientation, cardiovascular fitness, gymnastics, basketball, volleyball, track and field, floor hockey, softball, Project Adventure, cooperative games, and soccer.

## **RESPONSE TO INTERVENTION**

Response to Intervention (RTI) refers to an individual, comprehensive student-centered assessment and intervention model. This model focuses on applying a problem-solving framework to identify and address the student's difficulties using effective, efficient instruction and leading to improved achievement. The core characteristics of RTI include:

- ❖ Students receive high quality instruction in their general education setting;
- ❖ General education instruction is research-based;
- ❖ General education faculty and staff assume an active role in students' assessment in that curriculum;
- ❖ Universal screening of academics;
- ❖ Continuous progress monitoring of student performance;
- ❖ Continuous progress monitoring to pinpoint students' difficulties;
- ❖ Systematic assessment of the integrity with which the intervention is implemented;
- ❖ Using progress monitoring data to determine interventions' effectiveness and to make any modifications.

## **SPECIAL SERVICES**

**Elementary School Social Worker:** The counseling center at Tamarac Elementary School offers a warm and supportive environment for children at the beginning of their educational careers. The priority is to assist in meeting the academic needs of students as well as encouraging their academic success.

**Title I:** Students enter the Title I program by teacher recommendation and performance on standardized tests. These students are given assistance in the development of skills in the areas of Reading and Mathematics.

**Speech:** The Speech/Language Therapist works with students on language development and individual speech development. This person works primarily with students identified by the Committee on Special Education (CSE), but also works within some classrooms.

**School Psychologist:** The School Psychologist is available to assist teachers in identifying student's individual learning needs, to work with the Committee on Special Education (CSE), to help teachers in developing programs to meet individual needs within the classroom, and to assist parents with any concerns they may have regarding their child's development and learning style.

**Special Education:** This service is provided to students who have been identified by the Committee on Special Education (CSE) as having a learning disability or other special education needs.

## **SPECIAL PROGRAMS**

### **Assemblies**

Throughout the year special performing and informational assemblies are presented to the students either in large or small group settings. Some of these assemblies include science demonstrations, puppet shows, musical performances, guest authors or artists, dramatic performances and themed presentations. These assemblies are age appropriate and provide supplementary educational experiences for the students.

### **Character Education Program**

This program is a Pre-K, K-5 character-building project. There are themes presented throughout the year dealing with areas like responsibility, honesty, caring, sharing, and respect. There are many aspects to this program. Themes are reinforced through classroom activities, guest speakers, a parent newsletter and school-wide assembly programs.

### **D.A.R.E. (Drug Abuse Resistance Education)**

The 5<sup>th</sup> grade program content is organized into seventeen 45-60 minute lessons taught by a certified D.A.R.E. Instructor. The lessons offer a variety of interactive, role-playing and cooperative learning activities, which are designed to encourage students to solve problems of major importance in their lives. A few of the DARE topics include: effects of mind-altering drugs, considering consequences, resistance techniques, building self-esteem, media influences and dealing with stress.

### **B.E.E.P. (Brittonkill Educational Enrichment Program)**

B.E.E.P. (Brittonkill Educational Enrichment Program) is a K-5 after school program that meets for six weeks in the winter. The program relies upon volunteers to provide enrichment activities ranging from sports to arts and crafts.

### **CHILD CARE PROGRAM (BCCCP)**

The Brittonkill Community Child Care Program offers before and after school care to students in Kindergarten through Grade 5.

The before care program runs from 7:00 – 8:45 AM and the aftercare program runs from 3:30 – 6:00 PM each day that school is in session. On afternoon conference days, this program will run from 11:40 AM – 5:30 PM. If interested, please call 279-4600, ext. 2003 to receive an application and further information.



## **BRITTONKILL EDUCATIONAL FOUNDATION**

The Brittonkill Educational Foundation is a non-profit organization, which exists for the sole benefit of the students of Brittonkill schools. The enterprise, one of the first of its kind in upstate New York, was established in 1995. It is governed by a Board of trustees and operates independently from the school Board of Education. The organization provides funding for innovative and creative programs, which go above and beyond the basic educational requirements for public education. Tax-deductible contributions can be cash, checks, securities, or personal property in any amount. All donations are spent with the approval of the trustees in accordance with school and district policies.

### **PTSA (Brittonkill Parent Teacher Student Association)**

PTSA seeks to enhance the partnership between parents and teachers and provides a variety of programs to this end. Previously, the PTSA has sponsored book fairs, teacher and parent workshops, assemblies, adult education, school pictures, roller skating, the Brittonkill Educational Enrichment Program (B.E.E.P.), and school banking. The PTSA is always open to your ideas and talents and encourages your involvement. All parents are encouraged to join us for our meetings.

### **PTSA Meeting Dates and Information**

<b>September 13, 7:00 PM</b>	<b>Meeting</b>
<b>October 11, 7:00 PM</b>	<b>Meeting</b>
<b>November 8, 7:00 PM</b>	<b>Meeting</b>
<b>December 13, 7:00 PM</b>	<b>Meeting</b>
<b>January 10, 7:00 PM</b>	<b>Meeting</b>
<b>February 7, 7:00 PM</b>	<b>Meeting</b>
<b>March 14, 7:00 PM</b>	<b>Meeting</b>
<b>April 11, 7:00 PM</b>	<b>Meeting</b>
<b>May 9, 7:00 PM</b>	<b>Meeting</b>
<b>June 13, 7:00 PM</b>	<b>Meeting</b>

## LOCAL LIBRARIES

Students are encouraged to borrow books from and attend programs at local public libraries, especially during school vacation periods. Students who read during leisure and break times do better in school than those who do not. Your local public libraries have many materials, programs and services to offer you. Visit them online and in person. Local public libraries are listed below:

Brunswick Community Library  
4118 NY 2  
Troy, NY 12180  
[www.brunswicklibrary.org](http://www.brunswicklibrary.org)

North Greenbush Public Library  
P. O. Box 249  
Wynantskill, NY 12198  
[www.uhls.org/NICHE/ngreenbush.htm](http://www.uhls.org/NICHE/ngreenbush.htm)

East Greenbush Public Library  
10 Community Way  
East Greenbush, NY 12061  
[www.eastgreenbushlibrary.org](http://www.eastgreenbushlibrary.org)

Poestenkill Public Library  
P.O. Box 305  
Poestenkill, NY 12140  
[www.poestenkilllibrary.org](http://www.poestenkilllibrary.org)

Grafton Community Library  
2455 NY 2  
Grafton, NY 12082  
[www.uhls.org/grafton](http://www.uhls.org/grafton)

Troy Public Library  
100 Second Street  
Troy, NY 12180  
[www.uhls.org/troy](http://www.uhls.org/troy)