

Hoosic Valley Elementary School

22 Pleasant Avenue
Schaghticoke, NY 12154

518-753-4458

518-753-7576 fax

2019-2020

Student & Parent Handbook

Pre-K ~ 6th grade



Dear Parents and Students,

Our handbook is written to provide both parents and students information about our day to day procedures in the Elementary building. We urge you to review this handbook carefully and keep this handbook available during the school year should you have questions. If we left something out that would be useful for parents and students to know please tell us so we can include it in future handbooks.

You may visit our website at www.hoosicvalley.k12.ny.us or reach us by phone at (518) 753-4458 ext. 3506 OR 3507.

**Our Open House is scheduled for September 12
from 6:30pm – 8:00pm, hope to see you there!**

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Board of Education

- Ms. Christine Pepe - President
- Mrs. Maureen Gifford-Mayer - Vice President
- Mr. David Paul
- Mr. Michael Reilly
- Mrs. Carolyn Stannard-Carlo
- Mrs. Margaret Rice
- Mr. Joseph Barton

Board meetings are held once a month (with exception) at 7:00pm in the HS Large Group Instruction Area. A public access time is provided at the beginning of each meeting. Additional meetings are scheduled as needed.

Administration

- Mr. G. Michael Apostol, Superintendent
- Mr. Eric Papandrea, HS Principal
- Mr. Mark Foti, ES Principal
- Ms. Patti Sawyer, CSE Director
- Mr. Marc Iorio, Business Administrator
- Mr. Wayne Akin, Transportation Supervisor
- Mr. Andrew Davey, Building and Grounds
- Mrs. Kathy Yavaniski, District Data Coordinator

Elementary Staff

- Mrs. Debra Ellett, School Nurse
 - Ms. Lisa Foster, CSE Secretary
 - Ms. Michelle Gillespie, Cafeteria Manager
 - Mrs. Cori Kinnicutt, Secretary
 - Mrs. Beth McQueeney, Guidance
 - Mrs. Lisa Waldron, School Psychologist
 - Mrs. Amy Vautrin, Secretary
- See website for complete listing of Faculty & Staff

Directory

Elementary School (K-6)	753-4458, ext. 3507
Jr./Sr. High School (7-12)	753-4458, ext. 2506
Special Education	753-4458, ext. 2509
Business Office	753-4458, ext. 1506
Transportation	753-4458, ext. 1503

Who to Ask

When you have a problem, all organizations have a procedure that allows you to take a problem to a person in authority. Our school system is no exception.

You should start with the person who is closest to the problem. You should contact:

- First** Your child’s Teacher
- Second** If you are not satisfied, your child’s Principal
- Third** If not satisfied, see the Superintendent
- Fourth** If still not satisfied, see the Board of Education

SCHOOL HOURS

Grades K-6: **8:05pm – 2:20pm** **8:15am or after – students are tardy**

Students should not arrive before 8:00am, as there is no supervision until 8:05am. Students arriving after 8:15am need to be signed into school by a parent or guardian. Students walk to their classroom unaccompanied. Parents/Guardian may not walk students to class.

Pre-K: **8:30 am – 1:30 pm**

A small number of students designated for Head Start programming will have an extended school day, from 8:00 am – 2:00 pm.

Extra Help Period: **2:20pm – 3:05pm**

Arrangements for intramurals, band, chorus and any other extracurricular activities will be made by the faculty member who is responsible. A late bus run for students involved in after school activities departs the Elementary School at 3:20 pm daily.

PARENT DROP OFF PROCEDURES

Grades K-6: Parents dropping their children off at school should follow the signs on Pleasant Avenue to the end of the sidewalk near the primary playground. A Faculty and a Staff member is present at the start of each day to assure that students exiting vehicles will safely make their way along the sidewalk to the school entrance. If you need to enter the school with your children, park in the lot near the tennis courts. **Parents should not drop students off in the faculty lot; students let off there must cross bus traffic. This is dangerous and slows progress of student and buses into the school.**

Pre-K: All parents must arrange for transportation to and from the program daily. Student sign-in occurs at the doors to the right of the main entrance, starting at 8:30 am. Pick-up occurs at the same door at 1:30 pm daily. Parents are expected to be at school or have a designated person to pick up their child at 1:30 pm.

VISITOR PROCEDURES – Elementary Building

Our school building is locked during the day. All visitors should enter through the front entrance, and report to the main office first. They must present a valid NYS Driver's License or Government ID so it can be scanned, and a badge printed. Unannounced visitors to school are prohibited. Anyone entering the building should be identifiable by either a faculty staff badge signifying that they work in the building, or with a visitor's badge.

If you wish to volunteer in the classroom, attend a field trip or classroom event you must first submit a **Volunteer Application**, and be an approved visitor before being allowed into the classroom. All applications must be received at least one week prior to the event in which you are attending, this will allow us to review your application in a timely manner.

PARENT VOLUNTEERS

Many teachers look for parents to assist in classroom activities during the year. If you are interested in volunteering, please let your child's teacher know. Arrangements must be made with the teacher in advance. You must have an approved **Volunteer Application** on file in order to come in.

CUSTODY

The Main Office must have the most recent custody order on file if you have one. This will ensure we are following those orders accurately and ensuring the safety of your children. In the absence of a court order limiting rights of a biological parent to see, or pick up their child, the district is required to allow such parent to sign the child out of school upon request.

ACADEMIC INTERVENTION SERVICES

State Education Department regulations outline requirements for Academic Intervention Services for students not meeting state standards as measured through New York State tests, however, in addition, Hoosic Valley has identified a number of other ways to measure student progress, and the potential need for interventions, such as classroom based assessments, benchmark reading assessments and teacher recommendation. Interventions range from additional after-school help with the classroom teacher, to small group, or one-to-one support. Also, if warranted, referral to the Committee on Special Education may also occur to determine if learning or other disability is present. Processes used to determine how and when support services are recommended are outlined in the district's Academic Intervention Services, (AIS), Plan. Parents can and should always contact their child's teacher with any concerns about their child's academic progress. The teacher can clarify their understanding of the child's progress and begin the process if necessary, of accessing support services.

ATTENDANCE GUIDELINES

If your child is unable to attend school because of illness etc., please call us so we can alert your child's teacher. If we do not receive notification by phone, the nurse's office will call home to determine the reason for the child's absence. Even if you have notified us by phone of the student's absence, we ask you to send written notification as well. Board policy outlines procedures for school interventions in cases of excessive absences. After 10, 15 and 20 days absent, the principal will send a letter to the parents identifying the number of days absent and requesting that the parent call the school so that we can help to address whatever issues may be causing the absences.

Absences/Tardiness:

When a student is absent or tardy, the parent/guardian must provide a written notice (excuse) upon the student's return to school. This is a legal document and will be used to determine whether an absence is **excused** or **unexcused**. All absent excuses must be received within 5 days of the student's return to school, absent excuses received after 5 days will be recorded as illegal regardless of the reason written. Examples below:

Excused:

- Personal illness
- Illness or death in family
- Religious observation

- Quarantine
- Court appearance
- Cooperative work program
- Attendance at an emergency as a member of a rescue organization

Unexcused:

- Truancy
- Vacation/Shopping/Family Visit
- Family Obligation/Confidential reasons
- Car trouble/No ride/Missed bus
- Overslept
- No written excuse received

Pick - up at Dismissal or Early:

If you need to pick up your child early from school, a written note to the teacher should be sent in that morning with your child. This alerts the teacher, who in turn gives the notice to the office so we are aware when you arrive to pick up your child.

Bus Changes:

If a child is going somewhere other than home at the end of the day and needs to ride a different bus, you must send a note. It should include the child's full name, the Route # the child will be riding and the full name and address of the person that will be expecting him/her. For the safety of the students, telephone calls are not recommended.

REPORT CARDS and MARKING PERIOD DATES

Report cards for all students offer extensive information on your child's progress. Dates when these report cards will be sent home are linked to the school district's website under calendar. Kindergarten report cards are distributed in January and June. Report cards for Grades 1-6 will be distributed four times per school year as follows:

MP 1	Sep 5-Nov 1	Report Card Issued	Nov 8
MP 2	Nov 4-Jan 17	Report Card Issued	Jan 31
MP 3	Jan 27-Mar 26	Report Card Issued	Apr 3
MP 4	Mar 30-Jun 16	Report Card Issued	Jun 25

TRANSPORTATION

Help protect your children by teaching them about bus safety and expected behavior. It's important for kids to understand that the bus ride to and from school is not another recess period. In fact, many of the same classroom rules apply on the bus - stay in your seat, keep your hands and feet to yourself, treat others as you wish to be treated and don't disrupt the class or in this case distract the driver.

Bus Rules

These rules have been posted in all school buses:

- 1) Observe the same conduct as in the classroom.
- 2) Be courteous, use no profane language.
- 3) Do not eat or drink on the bus.
- 4) Keep the bus clean.
- 5) Cooperate with the driver.
- 6) Do not smoke.
- 7) Do not be destructive.
- 8) Stay in your seat.
- 9) Keep head, hands and feet inside the bus.
- 10) Bus driver is authorized to assign seats.

Babysitting or Change of Bus Stop:

If your child requires a permanent/temporary change of pickup or drop-off locations please contact the Transportation Department at 753-4458, extension 1503. ** See Bus Changes for day to day changes

Use of Video Cameras on District Buses:

After due consideration of balancing discipline and to ensure safety on our school buses, the Board of Education has authorized the use of video cameras.

Private / Parochial School Transportation Request:

According to State Law, all requests for private/parochial transportation must be submitted by April 1st. Even if your child's placement or acceptance at a particular school has not been finalized, make the request in anticipation of attendance. You may jeopardize your child's right to transportation if requests are late. Call the Transportation Supervisor for more information.

PARENT TEACHER ORGANIZATION (P.T.O)

The Parent-Teacher Organization has a mission to support academic and enrichment activities throughout the Hoosic Valley School District. Their aim is to support the educational world of our children and they provide many services. Meetings are held monthly in the ES library, look on the website for dates. Come join the interested parents and teachers to show your support for your child's education. New ideas are always welcomed and encouraged.

FOOD SERVICE

Breakfast and lunch are available daily through the school cafeteria. Breakfast is served from 7:50am – 8:15 am and lunch is served from 10:45 am – 12:30 pm. Breakfast and lunch menus are sent home with students monthly. Breakfast costs \$1.25 per student, and lunch costs \$2.15 per student.

The Nutri-Kids program is now able to offer on-line account management, called My School Bucks. You may create an account for your child by following the instructions on www.myschoolbucks.com. For every \$25 added to a student's account, a bonus meal will be given to the student to offset the service charge from the system. You can view transactions and add money to multiple student accounts at one time. More information about this system can be found at <http://learnmyschoolbucks.com/Parent/>

Free and reduced breakfast and lunches are available for income qualified applicants. If you would like to find out if your family may qualify for free or reduced-price meals, you can fill out an Application for the 2019-2020 school year. Questions can be directed to Marc Iorio, Business Administrator at 753-4458 ext. 1509.

SAFETY DRILLS

Hoosic Valley's District Safety Plan outlines the safety drills that are required each year in accordance with NYSED guidelines. These include, but may not be limited to Fire Drills, Lockdown drills, Duck and Cover drills, Evacuation drills and Shelter in Place drills. In order to make these drills as realistic as possible, and to assure the most focused and serious implementation of safety procedures, drills are not always announced in advance to parents, students or faculty and staff. We will always inform parents following a lockdown drill and we will always inform parents if a real emergency requires us to implement actions to keep children safe from a real or threatened emergency.

During all safety drills, students should listen carefully to the instructions given to them by the adult supervising them at the times. Disruptive student incidents during safety drills will be handled as disciplinary incidents and consequences may be administered per the District Code of Conduct.

DISCIPLINE (please see also K-12 Code of Conduct)

The district is committed to providing a safe and orderly school environment where students receive, and district personnel delivers quality educational services without disruption or interference. Responsible behavior by everyone in the school community (student, parent, staff member, and visitor) is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The district recognizes the need to clearly define expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

BUILDING RULES

Rules have been developed for the areas of the playground, hallways, buses, and cafeteria and are posted in the appropriate places.

Hall Rules

1. Each class will stay to the right, preferable walking in two lines.
2. Students will remain quiet in the halls so as not to disturb other students who are working.
3. Keep hands and feet to yourself and away from student work or other decorations that may be posted or displayed.

Playground Rules

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.
3. Use playground equipment appropriately and safely.

Cafeteria Rules

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when speaking.
4. Keep your eating area neat by cleaning up after yourself.

Please Note items Below Prohibited from School Under any Circumstances:

Cigarettes, cigarette lighters, matches, tobacco, any kind of play or real knives, water pistols, any type of play or real guns, and any type of fireworks or explosives

The following Items may be brought to school but should be turned off and/or remain out of sight for the school day: Fidget Spinners, Cell phones, cameras other music players, laser pointers, other electronic devices. A violation will warrant severe disciplinary measures by the principal.

Board Of Education Policy 3 1530, 3121, 5310, 5312-5312.3

HEALTH ASSESSMENTS

A school nurse assists those students who need health care while at school. In the event a child becomes sick and is too ill to stay in school, the nurse will contact the parent, requesting that the parent come to pick up the child.

Immunizations:

New York State Public Health Law 2164 requires all students entering and attending school to be immunized. Children entering Hoosic Valley Elementary school are required to have the following immunizations: OPV, DTP, Hepatitis B, MMR and Varicella. Students who are entering 6th grade and are 11 years old must have a Tdap immunization; those students will be tracked to ensure the immunization is done. In order to avoid interruption of your child's educational process, a period of two weeks will be allowed for you to arrange for the proper immunizations.

Medication:

It is understood that certain circumstances require a child to take internal medication during school hours. Parents of students who need to take medication during school hours should make all arrangements with the school nurse. **No student is to take medication without having made prior arrangements with the nurse. All medication will be kept in a locked cabinet.** In order to comply with Education Law governing medication, the procedure listed must be followed and all requirements met:

1. The medication and prescription must be delivered directly to the school nurse by a parent in its original container.
2. The parent must complete a medication card which indicates medication, dosage and time given.
3. The Physician must provide written requests for the school nurse to administer the medication, including frequency and dosage.

Physical Exams and Health Assessments:

New health regulations effective 7/1/2018: doctors physicals will be required in grades PreK, K, 1, 3, 5, 7, 9, and 11, and all newly enrolled students. Students in these grade levels and new students without evidence of physical examination by a family physician will be examined by the school physician. The school physician also conducts physical examinations for interscholastic sports.

Vision, hearing and scoliosis screenings are conducted by the school nurse. Parents are notified when results of testing procedures require follow-through

Accidents/Injuries:

Any injuries or accidents which occur at school **must** be reported to the teacher in charge, regardless how minor they might be. The teacher will file a written report to the nurse within 24 hours of any accident. The nurse will call home to report the accident circumstances to parents/guardians. Emergency medical forms

will be sent home in September; parents **must** fill this out and return. **It is the responsibility of the parent to notify the school when the emergency information changes.** **An excess-type medical insurance is carried by the school. This means that family insurance must be used first and the remaining balance reported under school insurance.

LOST AND FOUND

Lost items will be set up in the lobby outside the main office. Items will be kept for two weeks at minimum. If lost items are not claimed within two weeks, the school reserves the right to dispose of items or donate them to charitable organizations. Students seeking lost items should check the main office as soon as items are noted as missing. Parents are requested to check also, since children often do not recognize their own property.

STUDENT COUNCIL

The Student Council consists of one student per class from grades 4-6. Each year, the Council is involved in many activities to serve the school. The students serve as pages for, Open House and the Graduation Ceremonies, and many other activities throughout the year. Student Council elections are held early in each school year to choose representatives from each class. A Faculty advisor serves as a facilitator for all Student Council activities.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades 6, 7, and 8 are eligible to be inducted into the Hoosic Valley chapter of the National Junior Honor Society. The NJHS was founded in 1929 and promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and community service. To be eligible for induction, students must have an overall average of at least 90% for the first semester of the school year. Students who meet the scholarship eligibility minimum are notified in late March. Students who wish to be considered for selection should submit an application and return it to the National Junior Honor Society advisor by the date specified.

A Faculty Council of five middle school teachers reviews the applications submitted for membership. Students who have submitted applications are evaluated based on community service, leadership, character, and citizenship. Applicants are rated on a point system. Points are earned based on the information from the student's application as well as a student evaluation form given to staff in each building. During the selection process, the points each student earned in the areas of character, leadership, citizenship, and community service are totaled and averaged together. A cut-off point is then selected for each grade, which determines how many students are inducted at each grade level. All students applying are notified of the Faculty Council's decision by mail. Family members of students selected are invited to attend the induction ceremony, which takes place late in the spring semester.

CHARACTER EDUCATION

The Character Education Program is designed to develop and sustain a school environment that allows all students to feel safe, confident and eager to learn. We will accomplish these goals by providing services and opportunities that promote positive characteristics. We have established a set of "school-wide expectations" which is a key step in building a positive school climate. The expectations are: Act Responsibly, Be Ready to Learn, Create Respect and Display Self-Control. Our monthly virtues include: Ready to Learn, Self-Control, Citizenship, Empathy, Integrity, Friendship, Responsibility, Tolerance, Civility, and Courage. Respect is our eleventh character trait and it's so important we promote the virtue of respect all year long.