

Casimir Pulaski School Parent Handbook

2016-2017

This handbook has been written to provide both parents and students with important information about the day to day operation of Casimir Pulaski School. We are hopeful you will have a better understanding of the procedures, rules and policies of our school after reviewing the content. We urge all parents and students to review this booklet carefully. Please keep this handbook available during the school year. It will provide a ready reference for many questions you may have. For more information about our school, visit our website: www.yonkerspublicschools.org

MISSION STATEMENT:

The mission of the Casimir Pulaski School is that all children are expected to achieve academic excellence. Students are empowered to be life-long learners and independent thinkers.

Our culturally diverse student body will be provided with the skills and knowledge necessary for educational success in our global society. Our goal is to challenge and support all students.

These goals will be achieved through successful partnerships with home, school and the community. Your continued support of our efforts to improve the Casimir Pulaski School is appreciated.

SCHOOL CONTACT INFORMATION:

Main Office: (914) 376-8575
School Fax: (914) 722-7697

EXPECTATIONS

WHAT PARENTS/STUDENTS CAN EXPECT FROM OUR SCHOOL:

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

- School personnel will communicate regularly with parents concerning the school program
- School personnel will inform parents about the school's academic and behavioral expectations

WHAT THE SCHOOL EXPECTS FROM PARENTS/STUDENTS:

- Parents will send their children to school on time and on a daily basis
- Parents will display a positive supportive attitude toward school and the education of their children
- Parents will make every effort to send children to school properly rested, fed and dressed
- Parents will be active participants in their child's education (i.e. parent-teacher conferences, attendance at Open House, prompt responses to teacher outreach, and PTA involvement and membership)
- Students will fulfill classroom expectations to the best of their ability by participating in class and completing all assignments on time
- Students will respect school property and the personal property of others
- Students will respect their peers and the school staff

Remember, education should never be limited to just school hours. The valuable time spent time at home working with your child will help them meet his/her potential. Your child's progress will depend upon the quality of the partnership between the home and school.

For further details, please refer to the Yonkers Public Schools Code of Conduct.

ATTENDANCE:

Punctuality and attendance are crucial for the success of your children and support the educational environment. A student's success in school depends on positive attendance habits. Regular school attendance is extremely important and will be closely monitored. However, if your child is ill, he/she should remain at home until well. If a child comes to school ill, the school nurse will contact you. In some instances, you may be required to come to the school to pick up your child. If you are unavailable, the person designated on the white emergency card will be contacted. If your child suffers any of the following symptoms, please do not send him/her to school:

-fever of 100 degrees or higher
-infected skin patches
-swollen glands
-unusual spots or rashes

-earache
-sore throat
-head lice
-persistent cough

-upset stomach
-conjunctivitis (pink eye)
-vomiting or diarrhea

Information pertaining to school absences should be provided to the school in the form of a note after each absence, including a doctor's note if appropriate. Please be aware, emails are not considered a legal documentation of your child's absence.

Please arrange for family trips during school holidays. Students are expected to be in school when they are not ill. Teachers are not required to provide classwork/homework in advance of a planned, long-term, unexcused absence.

ARRIVAL PROCEDURES:

Students in grades Pre-K through 5 should not be dropped off any earlier than 8:15am for classes that begin promptly at 8:35am. Students enter the building through the side door on Woodford Ave. and proceed to the school gymnasium where they are supervised by school personnel. Teachers pick up their classes at 8:35am.

Students in grades 6, 7 and 8 enter the building through the main door by the flag pole at 8:25am. They proceed directly to their classrooms on the second floor.

Students requiring breakfast enter the school through the cafeteria door on Woodford Ave. Breakfast is served from 8:15am to 8:45am.

Students arriving to school after 8:40am are considered late and require a late pass in order to be admitted to class.

VISITOR PROCEDURES

There will be a staff member placed at the main entrance desk from 8:45am until 2:45pm. Anyone who is not a regular staff member or student of the school will be considered a visitor to the school and will be required to sign in at the front desk. You will be given a Pulaski visitors pass and then proceed directly to the office. Please note that teachers are not expected to take class time to discuss individual matters with visitors. Please be reminded that the parking lot is for Pulaski faculty and staff only. No parents will be allowed to enter the building through the parking lot or side door. Visitors may enter the school through the main entrance (by the flag pole) only.

EARLY DISMISSAL PROCEDURES:

Early dismissal disrupts classes and interrupts your child's education as well as the education of other students in the class. Please plan appointments accordingly. If there are any changes in the dismissal of your child, especially bus students, please put them in writing. We need to know early enough in the day so that we can inform monitors and teachers. If you must pick up your child due to an unexpected emergency, please be sure to telephone first so that the teacher can have your child ready when you arrive.

Early dismissal for religious education will begin no earlier than 2:45pm.

Parents must sign their child out in the Student Sign-Out Book located at the Security Desk opposite the Main Door when picking their child up before dismissal time. Parents are encouraged to call or send in a written note when signing their child out early. All adults picking up students must be authorized on the student's Emergency Card. Anyone picking up a child early must sign in as a visitor at the Security Desk, present a form of identification and sign the student out in the Sign Out book. No child will be released without a parent's consent.

DISMISSAL PROCEDURES

Dismissal begins at approximately 3:00 p.m. Pick-up for Pre-K and Kindergarten students takes place at the side door opposite the playground. Pre-K and Kindergarten bus students are assembled in a classroom and are escorted to their buses by school personnel and Safety Patrol students.

Bus students in grades 1 – 6 are dismissed through the side door after the PK and K students are already on their buses. Bus students in grades 7 and 8 are dismissed through the Main Door at the end of 8th period.

Student pick-ups and walkers in grades 1, 2, 3, Classes 5-1 and 5-2 are dismissed through the side door at 3:15 P.M. Classes 4-1 and 4-2 are dismissed through the main door. Grade 6 pick-ups and walkers are dismissed at 3:15 p.m. and exit the building using the side door.

HOMEWORK:

Homework is an important tool to foster the academic achievement of students and extend school activities into the home and community.

Value of homework:

- Increases time spent on academic tasks, thus enhancing the academic growth of students
- Enables parents and other family members to become familiar with their child's educational program and homework assignments
- Reinforces concepts taught in areas of academic need
- Reinforces, extends and enriches skills and knowledge learned in school
- Develops independent study skills to foster initiative, responsibility and self-direction

REPORT CARDS:

Students in grades Pre-Kindergarten and Kindergarten receive report cards twice a year. Students in grades 1 through 6 receive report cards three times a year. Report Cards are part of your child's permanent record.

You are encouraged to contact your child's teacher if you desire additional information regarding your child's progress. You may call the school to arrange a meeting with your child's teacher(s). Please use this as an opportunity to discuss your child's progress. In addition to these reports, your child's teacher may contact or write to you in order to maintain a closer alliance between the home and school.

HONOR ROLL/AWARDS CRITERIA

At the end of each marking period, some students will be recognized for their academic achievements and/or progress.

Principal's List

Students must have at least a 95% average and all 4's in every class, both core and non-core, with no behavioral concerns.

Honor Roll

Students must have at least an 85% average and mid 3's - 4's in all core classes combined, with no behavioral concerns.

Merit Awards

Each teacher will select a student from each core subject who demonstrates significant effort, and has no behavioral concerns, within each marking period.

ASSESSMENTS

On several occasions throughout the school year, your child will participate in various academic assessments. Some examples include:

- Local Assessments
- State Assessments
- Classroom Assessments

ACADEMIC INTERVENTION SERVICES (AIS) / TITLE 1:

Your child may qualify for AIS/ Title 1 services throughout the school year. The services are based on teacher recommendations and/or assessment results. You will receive notification in the fall if your child will be benefiting from these services.

ACADEMIC/BEHAVIOR CONCERNS:

There may be times when a teacher has concerns about a student's academic performance or behavior. In order to address these concerns, a teacher may invite parents to attend a meeting with the Pupil Support Team (PST). At this meeting, teachers and parents will have the opportunity to discuss their concerns and develop an intervention plan to address any difficulties a child may be having.

PARENT/ TEACHER CONFERENCES:

Parents are encouraged to be involved in all areas of their child's education. There are two Parent/Teacher conferences per year. (Please refer to the school calendar for the exact dates.) Parent teacher conferences are held in the afternoon after students have been released. Each teacher designs his/her conference schedule a different way. If you are unable to attend, please contact your child's teacher to arrange for a conference at a more convenient time. Keep in mind that if necessary, parents can reach out to their child's teacher at any time to schedule a conference.

PLACEMENT:

At the end of each school year, teachers are responsible for developing a placement list for the following school year. A great deal of effort goes into placing children according to academic performance, learning styles, peer interactions and the needs of individual students. We ask that parents respect this process; individual teacher requests cannot be honored.

OBJECTS NOT PERMITTED IN SCHOOL:

Personal electronic devices are prohibited in the school building. These items are not appropriate for school or the bus, and need to be left at home. If you deem it necessary for your child to have a cell phone, your child's cell phone **must be turned off while your child is in the school building**. If your child needs to contact you during the school day, they will be directed to the Main Office where school personnel will contact you using the school phones. School time cannot be spent attempting to retrieve, repair, or return equipment or to resolve student disputes over them. When these items are brought to school and become a nuisance, they will be confiscated and parents will be required to pick up the item from the principal's office. Please note that the school will not be responsible for misplaced, broken, or stolen electronic devices.

SUSPENSIONS:

A student who is directly involved in a major behavioral incident which presents a clear and present danger of injury to any student or any member of the school staff will be suspended according to the regulations of the Yonkers Public Schools Code of Conduct.

DRESS CODE:

It is expected that students adhere to the district student dress code as detailed in the Yonkers Public Schools Code of Conduct. The Yonkers Public Schools has adopted a School Uniform Policy for all students in grades PK through 12. The wearing of a school uniform enables school personnel to identify students assigned to the school building. The use of uniforms has been shown to reduce absenteeism and competition over clothing. Clothing should appropriately cover the body and not interfere with student safety. Students cannot wear clothing that is likely to cause a disruption in school.

The Pulaski School uniform is as follows:

Boys: White shirt, blue pants

Girls: White blouse, red plaid or navy blue jumper, skirt, skort or pants.

Gym Uniform: White or red T-shirt, gray or blue sweatpants, sneakers

BUS SAFETY RULES:

Students must:

- Get on the bus quietly
- Fasten seat belt immediately
- Remain in seat until the bus monitor gives permission to leave the seat
- Keep arms and legs out of the aisle and inside the bus
- Get permission from bus personnel before opening a window
- Follow directions of bus personnel
- Act in an appropriate, responsible manner so that everyone can have a safe bus trip

Students must NOT:

- Talk to the driver while he/she is driving
- Leave an assigned seat until told to do so by bus personnel
- Engage in disruptive or dangerous behavior

According to the Code of Conduct, students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent. In such cases, the students' parents/guardians will become responsible for seeing that their child gets to and from school safely.

LUNCHROOM RULES

- Proper lunchroom behavior will be expected at all times
- Students must be seated during the lunch period
- Talking is permitted but students are to talk quietly with students at their own table
- Students are responsible for the cleanliness of the table and the area under where they are seated. Lunch trays and paper are to be removed when leaving the table. Recycling rules apply in the cafeteria. Students are to follow the staff directions for recycling.
- Food cannot be carried outside of the cafeteria

INCLEMENT WEATHER:

As winter approaches, the following procedures have been put in place by the Superintendent of Schools. The Superintendent will make the decision to open or close schools due to unsafe weather conditions. A Connect Ed message will be sent to a telephone number on file. Reports on school closings due to weather or other emergency conditions are posted on-line at yonkerspublicschools.org, Cablevision channel 75, FIOS channel 38 and several other radio and television stations. In case of a delayed school opening, the Superintendent may announce a two-hour opening delay citywide. Please be advised that regular school buses will run on a two hour delay. In the event of a delayed school opening, all scheduled school trips are cancelled.

IMMUNIZATIONS:

The New York State Department of Education and the Board of Health require that documentation be secured proving that all students who come to school are fully immunized. We are required to exclude students if they are not immunized and do not have documentation from a physician indicating that they have received all required immunization.

MEDICATIONS:

All current medical information should be on file with the school nurse. Please be sure that the nurse is aware of any medical condition your child may have including allergies.

Please be aware that students may take medication in school if there is:

- Written permission from parent or guardian; and
- Written statement from prescribing physician with dosage
- Original dated medication bottle which contains a legible label

Medication will be kept in a safe place and administered, at times directed by the prescribing physician, by the school nurse. The school nurse will monitor careful administration of medication. Detailed records, as they pertain to the administration of oral medication, will be maintained at the school.

Please be sure to keep the school nurse updated on any changes in your child's medication or dosage. If you have any questions or need to call the school about the change in your child's medication, please contact the school nurse.

Please make sure that you renew your child's medication before it runs out. If at some time during the school year your child becomes ill, we will notify you immediately. It is your responsibility to come to the school and pick up your child.

PARENT TEACHER ASSOCIATION

Our PTA is an integral part of our school. They provide wonderful programs for our students, as well as our families. We encourage you to become an active member of our PTA at the start of the school year. Information regarding their first meeting and membership will follow shortly.

FIELD TRIPS

Each year many of our classes take field trips. Each classroom teacher is responsible for arranging the field trip and chaperones. Arrangements for chaperones will be made according to district policy. Please be aware that if your child is attending a field trip, they must remain with school personnel to and from the location.

STUDENT FORMS

It is essential that each year parents complete the following documents:

- White Emergency Cards
- Application for School Breakfast/Lunch
- Media Release Form
- Internet Usage Form
- Medical forms with a listing of all immunizations
- Emergency Early Release Form

EMERGENCY CARDS:

Emergency contact information must be kept up to date. In the event of a medical or national emergency or school closing, we must be able to reach you or a family member. Please be sure to notify the school of any changes in address, phone number or emergency contact.

BREAKFAST AND LUNCH PROGRAM:

Breakfast and lunch is provided by Food Services to our students. During the first week of school your child will bring home a lunch application form. Eligibility for free or reduced lunch is based on the data that is filled in on this form. Please complete and return this form to the school immediately. There is only one form needed per family. Eligibility does not carry over from one year to the next. A new form must be completed each year. If you have any questions, please contact the Food Services Department.

BIRTHDAYS:

In grades Pre-K through 2, children's birthdays can be honored at school with a *non-food* celebration. Please note that siblings who attend Pulaski cannot be pulled out of their classrooms to celebrate in another classroom. Each teacher will inform parents about the way their classroom will celebrate. Parents can contact the classroom teacher a week before their child's birthday to arrange for the celebration. Birthdays will not be celebrated at school in grades 3-8.