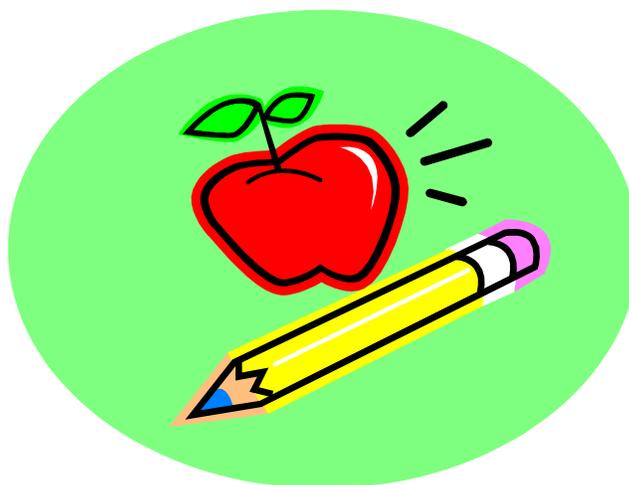


School Handbook

William B. Ward Elementary School

311 Broadfield Road
New Rochelle, NY 10804
914-576-4450



A guide for Students and Families of Ward School
Updated March 2016 v1.8

Important Contact Information **4**

Who was William B. Ward?
From the Principal

Code of Behavior **6**

Students' Rights & Responsibilities
Discipline & Philosophy
Everyone Has a Role to Play
Possible Consequences of Inappropriate Decisions/Behavior
Anti-Bullying Program

Basic School Procedures & Policies **10**

School Hours
Half Days
Security/School Safety/Visitors
Emergency Procedures/School Closings and Delayed Openings
Absences
Registration of New Students
School Tours
Change in Student Status
Access to Student Records/Parent Home Access Center
Communication with the School
Dress Code
Lost & Found

Drop-off & Pickup/Transportation **14**

Morning Drop Off and Early Arrivals
Traffic Circle Rules
End of Day Pickup and Early Pickup
Parking
Bicycles
Bus Transportation
After School Bus Transportation to Child Care/Religious Instruction
Bus Policy Regarding Play Dates
Bus Safety

Medical Policies **18**

Health Screenings
Medications
Food Allergies/Peanut, Tree Nut Policy
Dogs on School Grounds
Accident/Emergency Policy
Medical Emergency Cards
Medical Dismissal

Meals & Recreation **20**

Breakfast/Lunch Procedures
Recreation
Classroom Snack, Parties & Celebrations
Field Trips
Play Dates

Academic Requirements/Special Programs **23**

Curriculum

Homework Policies
Class Pages On Line
School Supplies
Report Cards
Meet the Teacher Night/Parent-Teacher Conferences
Standardized Academic Testing
Dual Language Program (CILA)
Kaleidoscope
Special Education

CAMPEL Programs **27**

A Week/B Week Schedule
Computers
Art
Music
Physical Education
Library/Media

Support Services/Child Study Team **30**

School Psychologist
Social Worker
Speech Therapy Services
Remedial Reading/Reading Recovery
English as a Second Language

Parent Involvement **32**

Parent Teacher Association (PTA)
Head Class Parents/Class Parents
PTA Grade Representatives
PTA Activities and Fundraisers
Special Education PTA (SEPTA)

Student Programs **35**

Service Squad/Safety Squad
School Store/Going GREEN at Ward
Wells of Love and Hope Project

Sports & Extracurricular Activities **37**

Ward Warriors and Ward Liberty
Checkmates Chess Club
PTA After School Activities
Instrumental & Vocal Music (Orchestra, Band and Chorus)

Handbook Credits **39**

Important Contact Information



Main Office

(914) 576-4450

School Website

ward.nredlearn.org

Reporting an Absence

(914) 576-4452

Principal's Office

(914) 576-4450

Mr. Franco Miele

fmiele@nredlearn.org

Assistant Principal's Office

(914) 576-4451

Ms. Kimberly Peluso

kpeluso@nredlearn.org

Nurse's Office

Karla Murphy/Kim Trozzi

kmurphy@nredlearn.org/mktrozzi@nredlearn.org

(914) 576-4453/(914) 576-4872

Attendance Office (914) 576-4452

Cafeteria (914) 576-4660

Custodian (914) 576-4456

Library (914) 576-4445

Phys. Ed. Office (914) 574-4483

City School District of New Rochelle

(914) 576-4300

www.nredlearn.org

(to search for a word in the Handbook, use CTRL+F)

Who was William B. Ward?

The Ward family was a prominent New Rochelle family who owned the Ward Baking Company and a large amount of land in the North End of New Rochelle, known as Ward Acres Farm. Robert Boyd Ward founded the Ward Baking Company in Pittsburgh in 1878. He bought the first 100 acres of the farm in 1912. Mr. Ward, also a founder of modern baseball through his involvement with the early Federal League, died in 1915. His son, and successor William B. Ward, lived on the New Rochelle farm with his wife, Ethel Haney Ward, and added 300 acres to it. William died suddenly in 1929 at the age of 44, leaving the farm to his wife and their five children. The Ward Baking Company evolved over the years to become Continental Bakeries, the makers of "Wonder Bread" and "Hostess Twinkies".

Ethel Haney Ward and her children continued to live at Ward Acres Farm after the death of her husband. One of her sons, Jack Ward, began a horse breeding business considered one of the best horse stables for show horses in the country. The business flourished until 1957, and the former horse barns have been used as the site of the "Haunted House" at Ward Acres during the Halloween season.

In 1956, the Ward family donated approximately 13.3 acres of the farm to the New Rochelle City School District for a new elementary school as well as a 60-foot strip of land to extend Broadfield Road. In a letter, Mrs. Ward wrote, "I am aware of some of the many financial and other problems which confront the Board of Education in providing adequate educational facilities for the City of New Rochelle and I should like to contribute in a measure toward their alleviation..."

The Board of Education accepted this gift of land in December, 1956. In July, 1957, the Board authorized \$1,865,000 worth of serial bonds to build the school on the Ward site. The school was completed in time for a September, 1959 opening, and has had four principals to date.



Mr. William B. Ward

From the Principal

William B. Ward Elementary School is a wonderfully diverse and vibrant elementary school. We strive to provide a nurturing and safe learning environment that not only develops a child's mind, but develops the whole child as well. We teach and demonstrate respect for each other and the value of our cultural diversity. Responsibility and positive behaviors are fostered and strengthened here. At Ward, students are encouraged to become lifelong learners and constructive members of our community.

Code of Behavior



At Ward we **CARE:**

Cooperate

Are Responsible

Respect Other

Encourage

[Click here for a copy of the CARE Program Brochure](#)

Students' Rights and Responsibilities

- I have the right to go to school every day. I have the responsibility to be on time and come to school every day unless I am sick.
- I have the right to be spoken to courteously, in a nice voice. I have the responsibility to speak to all staff members and other students courteously.
- I have the right to be respected as an individual and the responsibility to respect others as individuals.
- I have a responsibility to treat everyone as I want to be treated.

I have the right to be safe in school at all times. I have the responsibility to make the school safe. This means:

- I will follow directions of all staff members at Ward School.
- I will be gentle with all staff members and other students at all times, even when I am upset and angry.
- I will use my words when I need to solve a problem.
- I will keep my hands at my side and control my body so I don't hurt anyone.

I have the right to work and learn in a calm school. I have the responsibility to maintain a calm and quiet school. This means:

- I will speak in a quiet voice when I am in the school building.
- I will remember that other people are working and learning and need my cooperation.
- I will walk calmly and quietly through the halls.

I have the responsibility to respect the property of others. This means:

- I will treat other people's property carefully.
- I have the right to have my personal property respected and safe.
- I will use my own things unless given permission to use things that belong to someone else.
- I will return lost things to their owners or to the front office.
- I will take care of my school and be careful with school property.
- I have the right to be helped to learn self-control and the responsibility to control myself in this school.
- I will expect to be corrected if I do abuse the rights of others as they shall be corrected if my rights are abused.

I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

Please refer to the [District's Code of Conduct](#) for detailed policy information on student attendance and conduct. The [Dignity for All Students Act \(DASA\)](#) prohibits discrimination, bullying, and cyberbullying of students on school property, including at school functions by any student or employee. Please go to the [Ward School Website](#) Parents & Community Tab to download this document.

Discipline & Philosophy

We, at Ward School, provide for our children a safe, healthy, nurturing learning environment. We promote fairness, decency and equity in education.

We model cooperation, awareness of others and respect for authority and peers. We encourage enthusiastic participation in all school activities.

In life, as in school there are rules and limits. To help our children learn self-control, cooperation and decision-making skills, it is necessary to provide positive reinforcement. Complimenting appropriate behavior promotes the continuation of that behavior and enhances self-esteem. Appropriate and timely praise often eliminates the need for consequences and helps change inappropriate behavior.

Our goal in discipline is self-discipline:

- To have children become responsible for their own behavior.
- To help children make good and caring decisions.
- To make children work out conflicts with others.
- To have children accept the consequences of their decisions.

Everyone Has a Role to Play

Each person in a student's life at Ward plays an important part.

Teacher's Role

- Explain school and class rules to the students.
- Set limits and consequences which are explained to the students.
- Protect the individual student's dignity while correcting behavior or interceding in a conflict.
- Help the student(s) identify specific problems.
- Allow student(s) some time and guidance in solving conflicts.
- Allow for a "cooling down" period when needed.
- Help him/her find ways to monitor and control him/herself when upset.
- Guide the student to a better decision.
- Help students set a plan for better behavior.
- Apply appropriate consequences where necessary.
- Contact parents if inappropriate behavior is serious or becomes repetitive.
- Contact the school psychologist or social worker for assistance or insight.
- Send the child to the Assistant Principal or Principal for additional guidance.

School Psychologist/Social Worker's Role

- Provide support for teachers and students.
- Add insight regarding situations possibly affecting the student's behavior.
- Assist teachers in parental contact.
- Conduct activities designed to promote social/emotional growth.
- Work with groups of students with similar concerns.
- Refer to outside counseling and other family services.

Administrator's Role

- Work with students and teachers to solve problems or determine consequences.
- Serve as liaison between school and home.
- Help when serious problems occur.
- Consult with teachers, parents or students at their request.

Parent's Role

- Read and explain school rules to your child.
- Keep open and regular contact with your child's teacher. (Discipline is a "work in progress;" it does not stop.)
- Help your child set limits and consequences for his/her behavior.
- Help your child to identify and solve problems.
- Guide your child to choose better decisions.
- Help your child plan for better behavior.
- Contact and support teachers in discipline concerns. At Ward, we CARE about you and your children very much.

Possible Consequences of Inappropriate Decision/Behavior

- Verbal correction.

- Chance to "make up" for the inappropriate behavior, i.e. apology (verbal or written), something positive for the other child, something helpful for the class.
- Time to form a plan of correct behavior.
- Denial of a privilege, in-class "time out".
- Parental contact.
- Out-of-class "time out" and sent to the Assistant Principal or Principal.
- "In house" suspension; denial of class participation.
- Suspension from school according to the District rules.

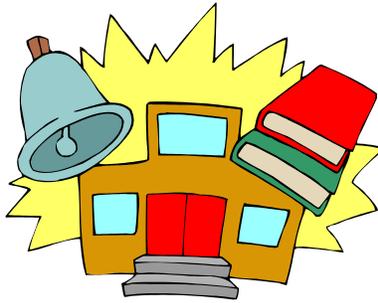
Parents should understand that the above list is not a scale from mild to severe action on the part of the school. The actual consequences of any inappropriate decision or behavior will vary depending on the age of the child and the specific circumstances involved.

Anti-Bullying Program

Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying is unwanted, aggressive (physically, verbally, and/or socially), involves a real or perceived power imbalance, and is repeated over time.

The Ward School supports the [Olweus Bullying Prevention Program](#). Students and teachers receive support and coaching on recognizing bullying behavior and their responsibilities.

Basic School Procedures & Policies



School Hours

First Bell: 8:27 AM

Last Bell: 8:45 AM – Students are marked tardy if arriving after Last Bell and should check in at the Attendance office.

Dismissal: 3:00pm-3:15pm (staggered by grade)

Half Days

On half-days, dismissal for all grades will be at 11:40 AM. Half-days are mostly scheduled on Mondays, and parents should refer to the District Calendar for the exact days during a given school year.

Security/School Safety/Visitors

All visitors will be required to enter through the main entrance at Ward. Upon arrival, please ring the buzzer. You will be asked to identify yourself and your reason for visiting. You will then be buzzed in and will sign in at the Security Desk. Please be aware that you will need to provide identification at the Security Desk when you sign in. All visitors must wear a security issued name badge when in the building. These measures ensure that our students, staff, and families are safe at Ward School. Parents and visitors are not permitted to bring “left behind” items such as lunches or homework to their child’s classroom. The child will be called to the Security Desk to pick up their item. [Parents can also click HERE for District-wide Safety Plans and Information.](#)

Emergency Procedures/School Closings

Fire, severe weather, safety training, evacuation, and lock down drills are conducted periodically throughout the school year in accordance with New York State Law. In the event of a school closing or an actual emergency, parents will be notified by telephone through the District's ConnectEd automated telephone and text message system as well as through the District Website, announcements through local media, Cablevision EDUC Channel 77, and Verizon Channel 30 in New Rochelle. **IT IS CRITICAL THAT YOUR EMERGENCY CONTACT INFORMATION IS KEPT UP TO DATE.**

In the event of school closings due to bad weather, families will receive a telephone call and/or a text message (usually around 6am but in some cases the night before) through the District's ConnectEd system. For that reason, it is IMPERATIVE that home and cell phone numbers are kept up to date. Closings are also announced through the following media outlets:

WNBC News Channel 4
WABC News Channel 7 - parents can sign up for email and text alerts
News 12 Westchester (Cablevision)
Cable 77 (Cablevision)
Cable 30 (Verizon)
FIOS Channel 1 or 501HD

www.cancellations.com (sign up for an e-mail and text message subscription service)

WVOX 1460 AM, 93.5 FM
WFAS 130 AM, 103.9 FM
WRTN 93.5 FM
WHUD 100.7 FM
WINS 1010 AM, 6 mins. after the hour
WCBS 880 AM 20 mins. after the hour/ 10 mins. before the hour from 5:20 am to 8:20 am.

Regular schedules will apply unless announcements are made about New Rochelle Schools through the above sources. In the event there is inclement weather and the school district elects to have a 2 hour delayed opening, school doors will open at 10:25am. Buses will operate but MAY BE LATE picking up your student.

Attendance and Punctuality

Ward School strongly encourages good attendance and punctuality at all grade levels. Good school attendance increases a child's opportunities to learn. Late arrivals and absences are recorded on a student's report card.

The doors at Ward open to students at 8:27 AM, and the last bell rings at 8:45 AM. Children are expected to go promptly to their classrooms upon arrival. **Any child arriving at school after 8:45 AM must check in at the Attendance Office before going to class.**

Parents have the responsibility of making sure that their children arrive at school on time. Chronic lateness can be viewed as a lack of respect for the teacher and fellow pupils because it creates interruptions and distractions. A teacher may find it difficult to begin the day when students are still arriving, and late students may miss important morning announcements.

Absences

If a child is absent from school, the parent or guardian must call or email the Attendance Office (914-576-4452 or jcastaldo@nredlearn.org) to report the absence. In addition, the parent or guardian must send a written note explaining the absence when the student returns to school. For specific questions regarding school absences, please contact the Attendance Office directly.

Registration of New Students

Children who will be five years old by December 31 are eligible to attend Kindergarten in September. New Kindergarten students are registered at Ward during scheduled dates which are announced each spring in the local newspaper as well as in a letter sent home to all Ward parents. A packet is sent home containing necessary forms to be completed. At registration, parents or guardians should bring THREE proofs of residency (e.g. - utility bills), a Birth Certificate, and immunization records. The child will accompany the parent to the registration session so that initial screening can take place. The registration process takes about one hour.

For all other new student registration (either new city residents or transfers from other New Rochelle schools and Magnet programs), parents or guardians should call Ward's Attendance Office for an appointment. For students residing with an adult other than their parent or legal guardian, enrollment must be made through the Office of Pupil Services at (914) 576-4274.

School Tours

School tours for new students and parents are arranged by request. Please email the Principal for an appointment. fmiele@nredlearn.org.

Change in Student Status

Parents or guardians should immediately report any change in a student's status, such as change of address, apartment numbers, telephone number, email address, or family names to the Attendance Office at Ward. Parents or guardians must update the above information as well as emergency contact information on the emergency cards which are used by the nurse, the School District and class parents for emergency dismissal procedures.

Access to Student Records and Parent Home Access Center

Parents, legal guardians and students over age 18 may inspect the cumulative record of their child or their own record, respectively, under the terms of the Family Educational Rights and Privacy Act. In order to do so, the interested party must send a written request for review to the Assistant Superintendent of Schools.

Parents now have the ability to log into the [City School District Home Access Center](#) to check attendance, schedules, transcripts/GPAs, progress reports, report cards, and emergency contact info. It is a FREE service. You must register in person with a Photo ID. Call 914-576-4209 to make an appointment.

Information/Memo Rack in Entrance Hall

Did you miss a notice? The PTA and School Office maintains a rack of recent notices by the Security Booth. If you missed a note that was sent home in your child's backpack, you can usually obtain a copy from the rack.

Communication with the School

If a parent has a concern about their child or the school, the recommended procedure for handling this issue is to talk first with the child's teacher; then, if necessary, to the Principal; next, the Assistant Superintendent in charge of Elementary Education or the District Office in charge of the area of concern; and finally, the Superintendent of the School District. The school encourages this procedure in the interests of efficiency and courtesy.

Dress Code

Ward School has certain guidelines on dressing children for school:

Parents should dress their children in clothing appropriate for the season. In winter, the school's policy is to have the children go outside for recreation unless the temperature is less than 20 degrees F with the wind chill factor. Hats and gloves are necessary.

In the warm weather, the following items of apparel should be avoided:

- Shorts more than three inches above the knee.
- Tank tops and bare midriffs.
- Clogs and strapless shoes or sandals.
- Roller shoes ("heely sneakers")

Students should avoid wearing hats in the school, especially in the lunchroom.

These guidelines are established for safety reasons as well as to help children learn that there are certain standards for dress at school just as there are standards for dress in the workplace. Improper apparel at school could distract students, especially in the upper grades, from their schoolwork. Students who do not dress according to the above guidelines will be detained in the Main Office until proper apparel is brought to school for them. Clothing with inappropriate pictures or phrases is not permitted.

For further details of New Rochelle School District Policies, please see page 5 of the [Code of Conduct](#).

Lost & Found

- The Lost & Found area is in the hallway downstairs by the Cafeteria.
- Click [HERE](#) for photos of items in Lost & Found. This link is updated weekly.
- PTA parents monitor and clean the Lost & Found on a regular basis and try to match items to owners based on labels.
- However, **parents and children are responsible for looking for lost items as much as possible**. Lunch boxes, hats, mittens, scarves, pants, shirts, jackets, books, shoes, and boots all show up in Lost & Found.
- Parents are encouraged to mark all items of clothing, lunch boxes, and other property with their child's name using permanent marker or name tags.
- Near the end of the school year, items will be displayed for last claims and then all unclaimed property is donated to local charities.

Drop-off & Pickup/Transportation



Morning Drop off

Walkers, bikers, and those traveling by car enter and exit from the front of the school. Drivers must use the traffic circle for drop-off. Students who take the bus use the back entrance.

Early Morning arrivals

In the morning, children arriving before the 8:27 bell will remain in the front courtyard before the first bell rings. In case of inclement weather early arriving students are allowed to wait in the auditorium. At the 8:27 bell, children will then walk on their own to their classrooms.

Traffic Circle Rules

Drivers should enter the traffic circle slowly from Broadfield Road (alternating entry as much as possible from both ends of Broadfield Road), and wait until the child(ren) can get out of the car as guided by School Traffic Monitors. **PLEASE DO NOT BLOCK THE DRIVEWAY ENTRANCE TO THE PARKING LOT WHILE WAITING TO DROP OFF AS THIS IMPEDES BUS AND CAR ENTRY.** Upon entering the traffic circle for drop off, please instruct your child to be prepared to exit the car (i.e.: have jacket/coat on, have book bag and lunch ready, know how to open seat belt and door handle). If your child is experiencing separation issues, please notify the Traffic Monitor, so that you can pull to the curbside and deal with issues. If your child has special needs or accommodations required (e.g., a broken leg), notify the Traffic Monitor and you will be given permission to pull to the side of the traffic circle. All cars are to remain in single file when inside of the traffic circle. Please do not pass a car, as children may be entering or exiting their car. Children are to exit from the right side of the car only. Adults must stay in the car. If you have a need to get out of your car, please park your car. Cars may not be left unattended in the traffic circle. **Dropping off your child on the sidewalk in front of the school is hazardous due to the activity in the traffic circle; please drop off ONLY in the circle.**

End of Day Pickup

By Car

If you are picking your child(ren) up in your car, the car line forms in one direction on Broadfield Road. School Traffic Monitors and New Rochelle Police will ensure everyone's safety when the car line opens at approximately 3:10 P.M. Please prepare your child(ren) to watch for you and your car at dismissal by remaining on the sidewalk, under the covered walkway, within the traffic circle. The Traffic Monitors will assist them in getting into your car and parents should remain in their cars. The Traffic Monitors

should not be responsible for searching for your child on the playground while you are waiting in the circle.

Waiting for your child before pickup

Parents who park and walk in to pick up their child will wait in the front courtyard area or by the traffic circle exit door depending on their child's grade. In the case of inclement weather, parents may wait inside the Main Lobby Door by the Security Desk **but should ensure that the exit is clear for classes coming through.**

Dismissal locations – Pickup spots are marked by signs for each Teacher

- **Kindergarten students** are dismissed at the Main Door to the courtyard then walked to designated area in the courtyard.
- **First and second grade students** enter the courtyard by the side doors and then are walked to the traffic circle by their teacher.
- **Third grade students** are dismissed to the courtyard by the side doors. If they are to be a car pickup, the child is responsible to go to the traffic circle on their own.
- **Fourth and Fifth grade students** are dismissed from the doors to the covered walkway by the traffic circle and wait for pickup on their own.
- **Special Education students** who are bused are taken directly to their buses in the rear of the school.

Older children picking up younger siblings

If older children come to Ward from other schools to pick up younger siblings, parents must notify the Main Security Desk **IN WRITING AND IN ADVANCE.**

Early Pickups

To pick up a child early from school, the parent or guardian **must send a note to the child's teacher** with a reason and time of pick-up. In case of a last minute early pick-up, the parents should call the Main Office before arriving at the school. Upon arrival, the parent must check in at the Front Desk by the Main Office and sign out the child in the book provided. The Security Monitor will call your child's classroom and your child will come to the Front Desk to be picked up. In no case will parents be allowed to go to the classroom for pickup.

For dismissal procedure in case of illness, see **Medical Dismissal.**

Parking

When parking at Ward School, parents should park in the lot to the side of the school or in the spaces or on the Ward Acres side along Broadfield Road within the posted parking signs. Please adhere to the "No Parking Zone" rules on the park side of Broadfield Road opposite the school to avoid fire hydrants or impeding a double lane. The New Rochelle Police will ticket illegally parked cars. The rear of the school is not available for parking during the day, but is used for evening events at the school. The four-car parking section in the circle and designated spots on Broadfield Road are for school/office personnel only. No parking or idling is permitted in the driveway leading to the parking lot.

PARENTS MAY NOT PARK OR IDLE WHILE WAITING ANYWHERE IN THE TRAFFIC CIRCLE OR ON THE DRIVEWAY LEADING TO THE PARKING LOTS - INCLUDING THE FIRE LANE WHICH IS MARKED IN YELLOW. Drivers who violate these rules will be ticketed by the New Rochelle Police. Parking spaces are clearly marked in blue or with parking signs for handicapped accessibility and should only be used by persons with valid handicapped permits. Please be respectful of those that need these spaces for special reasons even if for a quick drop off or pick up.

Bicycles

Students may ride their bikes to school but may not ride them on school property. When arriving at school, students should walk their bikes to the bike racks provided at the front of the school. All unattended bicycles should remain locked during the school day. Students are responsible for their bikes while parked on school property. State law requires that all bike riders under the age of 14 wear bike helmets.

Bus Transportation

Click here to access the [Transportation Office](#) page web page.

Free bus transportation is provided for children who live at least 1.5 miles but less than 10 miles from Ward. Parents will be notified in August about the bus stop location and time of pick-up and bus passes will be sent home before school begins listing bus route names, pickup time and drop off time and location of your child's bus stop.

The District is not required to provide door-to-door service except for students enrolled in self-contained Special Education programs. Parents and guardians are responsible for getting the children to the bus stop in the morning and for meeting the bus in the afternoon. **If your child is not at their assigned stop at the scheduled time, the bus driver is not obligated to wait.** Bus drivers are NOT required to wait for an adult when dropping off a child at a bus stop.

If your child is ill and will not be attending school, there is no need to call the Transportation Office.

After School Bus Transportation to Child Care/Religious Instruction

Transportation to Child Care Providers is offered to bus-eligible Ward students. Applications are due by August 1st. The child-care location must be 1.5 miles from school, within New Rochelle and attended at least three days per week.

Transportation to After-School Religious Instruction is also available only if the location is on an existing bus route. Applications must be submitted annually to the Transportation Office and will be approved on a first come first served basis, according to the following priority: 1. Bus-eligible students assigned to designated bus routes. 2. Bus-eligible students assigned to another bus route. 3. Ineligible students.

Further details and requirements are printed on the back of the application. Applications for all after-school transportation are available at Ward's Main Office or the Transportation Office in City Hall.

Bus Policy Regarding Play Dates

Children who are not eligible for bus transportation are NOT allowed to ride the bus for a play date with a child who regularly takes the bus. A child may go home on the bus with another child ONLY under the following conditions:

1. BOTH children must ride the same bus.

2. AND Parents must send a note to the teacher, which is forwarded to the Principal, who will then authorize the child to go home with the other child on his/her bus.

If a bus-eligible child has a play date with a non-bus child, the parents or guardians must make their own arrangements for the children to get together after school.

In ALL cases, children must have a note from home allowing them to go to another child's house directly from school. Please refer also to the Play Date Section on page 22.

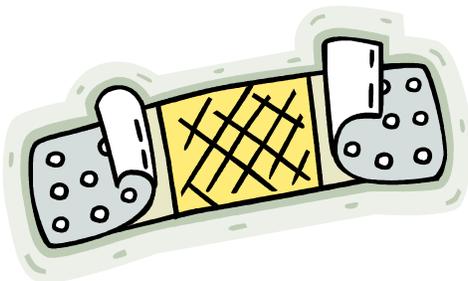
Bus Safety

Parent should warn their children to use caution when getting on and off school buses. Children should be aware that clothing such as jackets and sweatshirts with drawstrings, backpack straps, scarves or other loose clothing could get caught in handrails, doors or to other sections of the bus.

Parents should discuss the following safety rules with their children:

- Stay away from "danger zones" around the bus (i.e. directly in front of or behind the bus.)
- If you drop something near the bus, do not pick it up because the driver might not see you. Tell the driver, and follow his/her instructions.
- Remember that motorists do not always stop for the school bus. Always look both ways when getting on or off the bus.

Medical Policies



Ward has two full-time nurses. The Nurse's Office is staffed with both nurses during lunch and recreation periods Monday-Friday. A physical exam is required yearly by New York State law. Parents should send completed medical forms to the Ward School Nurse's Office by October 15th. The nurse will notify parents of all students who do not have updated medical forms, and if the forms remain outstanding, the students will be examined by the school physician.

Health Screenings

Vision and hearing tests are given in Grades K, 1, 2, 3 and 5. Tests are not mandated for Grade 4. If your child was examined as part of their annual physical, those results will be an acceptable substitute exam. Parents will be notified only in the event that the student does not meet the minimum requirements for vision or hearing. Please note these tests do not take the place of yearly private exams conducted by a family physician for students who wear glasses or hearing aids. For more information, Dr. Weiss can be reached at the [New Rochelle School District Health Services Dept.](#) and at 914-576-4453. Also, the Ward School Nurse can be reached at 914-576-4453 or 576-4872.

Medications

New York State law required that medications to be given in school follow these guidelines:

- Physician must give written permission for the medication to be given in school, as well as dosage and time of administration.
- Medication must be brought to the health office by the parent in the ORIGINAL container received from the pharmacy. This policy applies to BOTH prescription and non-prescription drugs.
- All medications must remain in the Nurse's Office, and at no time may they be carried by the child.

Asthma

If a student has asthma, see nurse for a *Self Medication Form* or ask your physician. Asthma pumps can be held by students throughout the day if and only if this form has been completed and a copy has been provided to the school nurse.

Food Allergies - Peanut/Tree Nut Policy

In the beginning of the year, the classroom teacher will be notified if any students have allergies as well as the School Nurse. An allergy action plan will need to be completed by the student's doctor and medication needed must be given to the School Nurse. The classroom and class parties will be nut-free for students with medically documented allergies. The students will also sit at a nut-free table in the cafeteria. All this information can be found on the District Website, Health Services Department.

Dogs on School Grounds

Due to health and safety concerns, **dogs are not permitted anywhere on school property.**

Making Healthy Choices for your Children

For a great resource, click here for the [Healthy Schools, Healthy Kids](#) website. This site was created to help educate teachers, students, and parents about healthy living practices. Parents can find valuable information about the health curriculum and links to great home safety and nutrition sites.

Accident/Emergency Policy

If a student has any kind of medical emergency at school, every effort will be made to reach the parents or guardians. In the case of a life-threatening emergency, the nurse will call an ambulance to bring the child to Montefiore Medical Center in New Rochelle. At that point, if the parents still have not been reached, the child's pediatrician will be notified and the hospital will continue to try to reach the parents.

Medical Emergency Cards

Emergency cards are sent home at the beginning of every school year. It is critical that these cards are filled out clearly and completely and returned to school immediately. It is the parents' responsibility to keep all information on the card current. Please report any changes to the staff in the Nurse's Office.

Medical Dismissal

If a child needs to be dismissed early from school due to illness, the parent or guardian must sign out the child in the Nurse's Office. It is not necessary to sign out at the Main Office Front Desk.

Meals & Recreation



All grades have lunch and recreation daily between 11:30 AM and 12:45 PM. Kindergarten, Grades 1 and 2, Special Education and Dual Language Program students have approximately 30 minutes to eat lunch in the cafeteria. Grades 3-5 have about 20-25 minutes.

The remainder of the period is spent in recreation. In order to accommodate all students, some grades eat lunch before recreation, and others eat afterwards. This arrangement is rotated during the year. **Each class is accompanied at all times during the meal and recreation periods by a regular lunch monitor.**

Breakfast/Lunch

Menus, prices, nutritional information and reduced price information are readily available on the New Rochelle School District [Food Services Page](#). Teachers will distribute menus to the children monthly. Questions about the menus can also be directed to the Food Services Director at 914-576-4611.

Breakfast - Ward offers breakfast daily to students. (For prices refer to the Food Services webpage.) Breakfast is served in the cafeteria beginning at 8:00 AM. Fresh fruit, cereal, bagels, enriched muffins or doughnuts are offered with a drink included. Alternate offerings are always available.

Lunch - Students may either bring their lunch from home or purchase a lunch at school. In compliance with New York State nutrition guidelines, Ward offers a hot lunch daily. All lunches offer a choice of a vegetable or fruit and a drink such as juice, water, or milk. Produce is locally sourced when seasonally available. Alternate offerings are always available. Snacks/Soda ARE NOT available. Students who bring their lunch from home may also buy a drink or additional food in the cafeteria.

Reduced price meals - Some children may be eligible for a reduced cost of free lunch and/or breakfast. Parents or guardians should check in the school materials mailed at the beginning of the school year, check the [Food Services Page](#) or call 576-4216 to check eligibility requirements or to obtain an application.

Lunch Procedure: Students who bring their lunch from home will have their lunch boxes collected and brought down to the cafeteria each morning by a Service Squad member. Each student is responsible to TAKE OUT their snack before lunch boxes are taken downstairs. Alternatively, parents can pack the mid-morning snack in a separate bag.

Lunch may be purchased on a daily basis or pre-paid in advance. Every student is given a student number at the beginning of the year. When pre-paying, the child's user id number is noted in the computer system to obtain lunch. (Parents don't need to use the number.)

To purchase lunch, money should be put in a sealed envelope, labeled with the child's name and placed in the child's folder to bring to school. The envelope will be processed at school. If a child wishes to purchase lunch but forgets to bring money, the student ID will be used for the purchase and a bill from Food Services will be generated and mailed home.

PREPAID LUNCH ACCOUNT - parents can go online and deposit funds into their child's lunch account using the [CSDNR Web Store](#). You will need your child's ID number to set up an account. It's convenient and easy to do!

If you have any questions about a bill you receive, please contact Food Services at 576-4216.

Recreation



For recreation, students go to their grade's designated playground for approximately 30 minutes every day. When the temperature is between 20F - 32F, students are given the option of indoor or outdoor recreation, although outside play is encouraged.

If there is precipitation or if the temperature (with wind chill) is below 20F, students remain inside. Indoor activities vary by grade, but include some or all of the following: watching videos, playing in the gym, board games, reading. When there is snow on the ground, children must wear boots to play outside.

Classroom Snacks, Parties & Celebrations

Snacks - Generally, a mid-morning classroom snack is permitted in grades K-2 and may be permitted in upper grades (3-5), depending on the teacher's policy. If a teacher does permit a classroom snack, the school encourages parents to send in a nutritious one.

Parties & Celebrations - Each teacher manages classroom birthday and celebrations differently. Please check with your child's classroom teacher before purchasing or preparing for a celebration at school. Children should not distribute birthday invitations in school unless the entire class is included.

In the beginning of the year, the classroom teacher will be notified if any students have allergies as well as the School Nurse. An allergy action plan will need to be completed by the student's doctor and medication needed must be given to the School Nurse. The classroom and class parties will be nut-free for students with medically documented allergies. The students will also sit at a nut-free table in the cafeteria. All this information can be found on the District Website, Health Services Department.

Field Trips

The number and type of field trips during the school year varies per grade level. Some field trips may supplement the curriculum for that grade. Teachers will prepare students to produce writing and/or artwork incorporating ideas and information learned on the trip.

Permission slips are sent home well in advance of the trip and must be signed by the parent or guardian of the child in order for the student to participate in the field trip. Typically, parent volunteers are needed to chaperone the students. If possible, all interested parents may attend the field trip; otherwise, chaperones are chosen by lottery.

The cost of a field trip is determined by the activity and usually includes admission fee and bus transportation. This cost is sometimes defrayed by PTA fundraising dollars but there will be occasions when a nominal fee is required. Depending on the length of the outing students will be instructed to bring a snack or a brown bag lunch. Parents are encouraged to dress their children in their Ward T-shirts and to remind them of proper behavior on the bus and during the outing. A School Nurse will attend the field trip if there is a student on the trip with a history of medical attention (such as seizures).

Play Dates

If a child has a play date after school, parents must send a note to the teacher, informing her/him about the change of pick-up or bus. In the case of bus-eligible students, parents should refer to the "Bus Policy Regarding Play Dates" on page 17. Students are not allowed to board an alternate school bus for Play Dates or any other occasion.

Academic Requirements/Special Programs



Curriculum

Click here to access the [New Rochelle Elementary Schools Curriculum Outlines](#). Your child's teacher can provide you with specific information for each class and grade level. **Ward School has implemented the Common Core Standards as mandated by NY State.** These standards serve as a consistent set of expectations for what students should learn and be able to do. [Click HERE for information regarding Common Core.](#)

Homework Policies

Ward teachers and staff believe that homework is an imperative part of a child's education. However, the time spent on homework should be balanced with time spent on other activities such as sports, cultural interests, hobbies and unstructured play. Homework improves independent achievement and promotes development of personal skills, such as time management and organizational skills. Most children in the upper grades are required to keep a homework agenda where daily assignments are written down. Parents should ask to see these agendas nightly to ensure homework completion.

Lower Grades: Homework in the lower primary **Grades (K-2)** consists of language arts activities, including reading, writing or spelling. Occasionally, teachers assign work in basic math. Additionally, second graders are given projects or assignments that involve other disciplines.

Upper Grades: Students in **Grade 3** can expect up to one hour of homework including reading (Monday-Thursday). Occasional projects will be given that strengthen understanding of learned concepts.

Students in Grades 4 and 5 can expect up to 1 1/2 hours. These times should be used as general guidelines. Actual work time will vary depending on the child's ability and the particular assignments. Approximately 30 minutes of this time consists of daily independent reading. In addition to reading, students can expect some or all of the following types of assignments:

- Nightly reviewing of class notes in ELA, math, science, and social studies.
- Various assignments in subject areas designed to develop independent work habits and enhance understanding of taught concepts.
- Major projects requiring research and use of various resources. Teachers will inform parents and students about topics, expectations, and deadlines for major projects.
- Remedial work - specific assignments designed to improve the student's understanding in areas of weakness.

- Completion of regular school work that children were not able to complete during the school day.

NOTE: Parents should also read to and with their children at all ages. Reading aloud to young children is not only one of the best activities to enhance language and cognitive skills; it also builds motivation, curiosity, and memory.

Class Pages On Line

Many teachers maintain a class page on line in conjunction with classes being taught. Ask your child's teacher if he or she has developed a class page so you may conveniently access important class news. Teacher web pages communicate information to students and parents, including useful Internet resources, homework assignments, project due dates, and class notes. Class pages further promote the "Green Initiative" by reducing the use of paper and allowing parents and students the ability to check important information throughout the day. Please use the following link for [Class Pages](#).

School Supplies

Student supplies needed for the classroom (such as notebooks, pencils, items for general classroom use, etc.) varies by grade and by teacher. For those families wishing to purchase supplies in advance, a list of supplies for the upcoming year may be distributed by teachers at the end of the prior school year and may also be posted on the PTA website. All students will receive a supply list during the first week of school in September. During the year, teachers may also request special items for their particular classroom needs. The School Store is also open in the mornings (see section on the School Store below.)

Report Cards

Report cards are distributed three times per year: December, March and June. There are different formats of report cards for each grade level. All formats provide a full assessment of each student's academic and developmental progress throughout the year. They are sent home with the children and should be reviewed by parents and students for the purpose of creating academic goals in order to achieve further learning and success. The report card envelope should be signed and returned after the December and March distributions.

Meet the Teacher Night/Parent-Teacher Conferences

During the first weeks of school, Meet the Teacher Night is held for parents to meet their child's teacher. This is a wonderful time to ask questions about curriculum and grade level expectations. The school also provides one regularly scheduled teacher conference for parents about their child during the school year. The District calendar sets aside two half-days in December, one evening in December and one half-day in March as conference days. Parents may also work out other mutually convenient times with the teacher.

Standardized Academic Testing

Standardized tests are given to all students in Grades 2-5. Both achievement and ability tests are used to evaluate each student's academic performance. Tests vary by grade, and parents are notified of all test results. The schedule of tests is provided in the District Calendar. The school will notify parents of specific dates for each test (as well as make-up dates if a child is absent) about one week before the test. Specific tests are as follows:

Second Grade: A math and writing test is given at the end of the year to assess student's abilities in these areas.

Third Grade: The Test of Cognitive Skills (TCS) is given in the fall. This is a standard ability test which evaluates thinking ability. Third graders also do a writing activity that is used as one of the criteria for the *Kaleidoscope* program. Also, the New York State English Language Arts (ELA) and the New York State Math Assessments are given.

Fourth Grade: The New York State English Language Arts (ELA) and the New York State Math Assessments are given. Also, the Elementary Science Program Evaluation Test (ESPET) is given which evaluates the school's science program through the use of students' test results.

Fifth Grade: The New York State English Language Arts (ELA) and the New York State Math Assessment and Supera tests are given.

NOTE: Parents should not expect to get a complete picture of their child's abilities based on one test score. Test results should be seen as only one factor in the total evaluation of a student.

Dual Language (CILA) Program

Ward houses a 50-50 model dual language program offered to children in Grades 1-5. Native speakers of English AND Spanish are serviced in this program. Admission to the program is by lottery. The curriculum follows the guidelines of New York State standards in all areas as well as ESOL (English to Speakers of Other Languages). Students are required to take the same District and State assessments as those in the regular, monolingual program. Application to the Dual Language Program begins in kindergarten. For more information about admission to and content of the Dual Language Program, please refer to the District website [Dual Language/CILA Program](#).

Kaleidoscope

Kaleidoscope is a language arts and mathematics enrichment program offered to all fourth and fifth grade students commensurate with their abilities. All students will participate in some Kaleidoscope enrichment programs offered throughout the year. In addition, those students who meet specific academic criteria qualify to participate in either the half-day Modified Kaleidoscope program based at Ward (focusing solely on reading and math) or transfer to the full-day Kaleidoscope program at Webster School (focusing on reading, math, social studies and science). Selection for the half-day and full-day program is based on the results of standardized tests, creativity ratings and a writing portfolio, all of which are given in third grade.

Parents of all third graders receive a letter in mid-June notifying them the branch of Kaleidoscope for which their child has qualified. Because the full-day program is District wide and limited to 60 students (30 each from fourth and fifth grades), the students who are eligible for the full-day program are selected by a lottery held in late June. All students from the lottery who are not selected for the full-day program will go into the half-day program.

Special Education

Ward School provides a full program of special education services including classes for students with a range of disabilities, including: emotional, physical, health, speech, and language needs. The goal of the

program is to assist the student in making a successful transition into the mainstream of students to the extent possible. To this end, children who have learning needs as qualified by the Committee on Special Education (CSE), work in small "transition" classrooms for a portion of the day and return to typical classes in the remainder of the day with the support of the learning specialist.

Resource rooms are also available for students requiring additional support in reading, writing, mathematics or study skills. Children attend the resource room several times per week for a small portion of the school day.

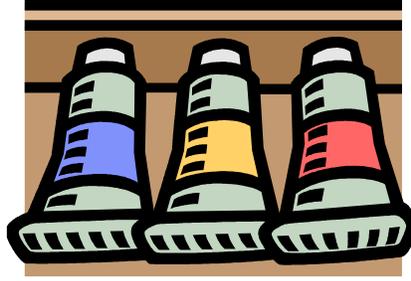
The CSE is required to place a student in the least restrictive setting appropriate for the child so that he/she is only removed from general education to the extent that educational needs require that the child receives the additional support(s).

Parents who think their child may need special education services should discuss their concerns with the classroom teacher, and the school psychologist or social worker. A child may be referred in writing by the parent or a member of the school staff, to the CSE for a formal assessment which includes a comprehensive psychological evaluation, medical review, classroom observations and a full assessment by specialists, as deemed necessary.

For further information, contact the School District's [Office of Special Education](#). (914) 576-4267 and/or request a copy of "A Parent's Guide to Special Education."

Section 504: Students who present a need which does not require Special Education services may receive support and accommodations through Ward's Section 504 Team (Child Study Team). Parents may contact the Principal or a member of the Child Study Team for further information.

CAMPEL Programs



CAMPEL is the acronym for **Computers, Art, Music, Physical Education, Library/Media**. These five enrichment subjects are taught by specialists in their fields, and are briefly described below.

A Week/B Week Schedule

To facilitate scheduling, Ward CAMPEL runs on a biweekly schedule (called A Week/B Week). Activities are scheduled in two week cycles - some activities take place weekly (Phys. Ed), others are on alternate weeks (Library). Your child will be given a schedule at the beginning of the school year. Parents should keep the schedule handy so that children are prepared and dressed appropriately for their CAMPEL activities.

Computers

K - 5 Computer Lab

Ward School has a hands-on computer lab program for students in K through 5 with 30 Dell computers on a secure, filtered network. Students use lab computers to develop problem-solving skills, improve their basic math skills and develop confidence and competence using computer equipment. The program also introduces them to keyboarding skills, teaches them to use a word processor and productivity programs to create presentations, signs, posters, crossword puzzles, and more.

- Students use web-based applications and SuccessMaker software for Computer Assisted Instruction (CAI), which reinforces the students' math skills in an individualized digital environment.
- A partnership in education, between the Instructional Technology Facilitator, Classroom Teachers, and the Technical Assistant, creates a learning environment that accentuates classroom instruction.

Waterford Computer Lab

Ward School is also using an exciting supplemental early reading instruction computer program called Waterford Early Reading Program. Waterford, from Pearson Digital Media, offers both phonetics and reading comprehension strategies. This software is utilized by selected students in Kindergarten through Second Grade for remediation or enrichment. Eighteen specialized computers with an integrated media server use this computer aided instruction package to provide either additional reading support or reading enrichment opportunities. **COMPUTER LAB (914) 576-4446**

William B. Ward School was pleased to expand the Waterford program to include 10 workstations of the Waterford Math and Science Program. Waterford Math and Science, from Pearson Digital Media, offer a blended digital environment that engages learners in both math and science skill building through song. This program may be used for either remediation or enrichment for selected students in grades K through 3.

Classroom Computers and SMART Boards

Classrooms at Ward have computers for use by the students. The computers are tools to be integrated in current instruction not a replacement for instruction. Ward continues to work with the District's Technology Department to continuously embrace advances in technology. All classroom computers are networked to deliver appropriate software titles. Waterford software is being introduced into the classrooms in grades K – 2 as part of a new District initiative to facilitate reading acquisition. The Internet on all school computers is filtered to provide a safe instructional experience.

All homerooms have a Smart Board, interactive whiteboard, for digital learning. SMART Boards facilitate student growth by combining audio, visual, and tactile methods of instructional delivery. The key is the interaction between teachers and students and students and the board. Ward School also has an inventory of Chrome Books which are used in the classroom at the discretion of the teacher.

Use of all school computers is contingent on agreeing to and following the District's [Acceptable Use Policy](#)

Ink Cartridge and Cell Phone Recycling Program

In an effort to be more earth-friendly, all used ink cartridges within the school are recycled through Funding Factory. Retired cell phones can help us earn additional points. Used ink cartridges and cell phones from home can be sent directly to the school drop off locations (main entrance and computer labs). Local businesses can also support this recycling effort. Points earned are redeemed for technology supplies and used as a PTA fundraiser.

Art

Art is an essential and enriching form of human expression. Our art program incorporates the elements of art, such as, line, shape, color theory, dimension and design. Personal growth of our students is enhanced by hands-on, affective, expressive, experimental, and sequential studio experiences. During the year, student art work is selected for an annual New Rochelle School District show at City Hall and at The New Rochelle Public Library.

Music

The music program is organized into different levels of experience, study, and performance. In Music for Living, children focus on the social, cultural, and historical values of music and song. Making Music involves individual and group performance to develop confidence and self-esteem. Sing and Celebrate includes holiday and patriotic songs. Reading Music involves the study of music reading, writing and overall music literacy. Ward offers vocal music to all students. The music program is organized into five different levels of experience, study, and performance. Instrumental Music and Chorus are offered as After School Activities.

Physical Education

Fitness is an integral part of the total educational program that contributes through positive experiences, primarily through physical activity, to the total growth and development of all students. Physical education is a learning process that focuses on knowledge, attitudes and behaviors that are relative to physical activity. These activities include exercise, sports, games, and dance.

All grades meet for 30 minutes twice a week. Children must wear appropriate clothing and sneakers. If your child cannot participate in normal physical activity for more than one week, a note from the child's physician is required. A note is also needed to resume normal activity. A parental note is sufficient if a child cannot participate for one or two classes.

The P.E. Department also supervises the school-wide Field Day activities which traditionally take place on school grounds on three or four days in early June. Competitive and non-competitive games are organized to encourage teamwork and school spirit. PTA volunteers provide drinks during these events and also coordinate the sale of T-shirts which the children may purchase and wear for the events.

Library/Media

The mission of the Library/Media program is to provide students with the materials and skills needed to become life-long learners. Reading is promoted as a foundational skill for learning, personal growth, and enjoyment. Multiple literacies, including information, media, visual, and technology literacy are addressed. Students have access to books, magazines, and Internet subscriptions for learning, research, and fun.

Ward's Library is a great resource. Students in Grades K-2 take out one book during their library period. Students in Grades 3-5 may take out two books during their visit. Overdue books can be returned to the library any time during the school day. Lost books must be paid for or replaced. The money will be refunded if the book is found within the same school year.

Birthday Books: Parents, guardians and students are invited to donate a book to the Ward School Library in honor of the student's birthday. A special book plate is placed in each birthday book identifying the birthday child, their birthday and their class. For more information, please contact the Library.

SUPPORT SERVICES - The Child Study Team



School Psychologist

The school psychologist provides services to help students achieve maximum benefit from school. The psychologist may work directly with students, indirectly, and through collaboration with school staff and administration. The psychologist aids in the prevention of problems by participating in the presentation of topics such as self-awareness, bullying prevention, peer relationships and conflict resolution. The psychologist also acts as a resource for parents by providing information about child development in addition to some of the above mentioned issues. Parents may contact the school psychologist to discuss concerns that they have about their child. **PSYCHOLOGIST'S OFFICES (Grades K-2) (914) 576-4448, (Grades 3-5) (914) 576-4455**

Social Worker

The social worker provides a variety of supportive services to students and families. These may include individual or group counseling for children with emotional, behavioral or social difficulties; consultation with families or teachers; evaluation of students with special needs using a social history interview and classroom observation; crisis intervention; liaison between school, families and private practitioners or community-based agencies; assistance to needy families; and assistance in prevention, recognition and reporting of child abuse and neglect. **SOCIAL WORKER'S OFFICE (914) 576-4478**

Speech Therapy Services

Speech Therapy Services are administered through the CSE or through regular education "RTI" (Response To Intervention) services. The speech pathologists at Ward identify and work with children who have any of the four major types of communication problems. Children with speech problems may have difficulty producing certain speech sounds, may stutter, or have voice disorders characterized by excessive hoarseness. Those with language disorders have difficulty understanding the ideas of others and/or have difficulty expressing their own ideas. Hearing disorders, which can affect both the child's speech and language development, are caused by the blocking of sounds to the outer ear, middle ear or along the auditory pathway itself. Children with social (also known as "pragmatic") language difficulties have trouble using language.

The speech pathologists assess children's needs through observation, discussion and both formal and informal evaluation. In order to facilitate growth in communication skills, they work with children but also consult with teachers, parents, doctors, dentists, mental health professional, audiologists and other speech-language pathologists. When appropriate, they may recommend alternate methods of presenting

information and strategies for helping the child retain information. **SPEECH OFFICE (914) 576-5396/4665,**

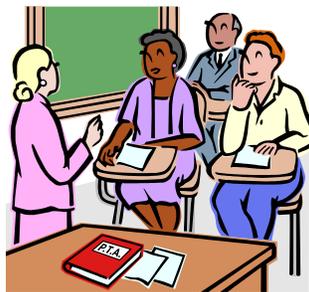
Remedial Reading/Reading Recovery

The Remedial Reading staff at Ward provides remedial instruction to an identified student population in Grades 1-5; administers and coordinate individual and group testing; collaborates with classroom teachers regarding the evaluation and selection of appropriate reading materials for use by the entire student population; serves as members of the Child Study Team; and provides reading instruction to selected at-risk first grade students through the Reading Recovery Program. The Remedial Reading program also employs the Waterford Reading Computer Lab which consists of eighteen computer terminals for use by the students.

English as a Second Language (ESL)

Students enter Ward School from many countries and speak a variety of languages and dialects. The District works to meet the academic, social, and cultural needs of its immigrant population through its English as a Second Language (ESL) program. Once placed in the ESL program, English Language Learners (ELLs) receive instruction in small groups aimed specifically at developing English skills in listening, speaking, reading, and writing. In addition, the school provides parent involvement that is designed to help parents of ELLs address important issues. At Ward School, students are also offered a curriculum using group instruction as well as current technology such as SMART Boards and laptops. ELLs benefit from both visuals and hands on activities.

Parent Involvement



Parental involvement is a key factor in your child's school experience. All parents are encouraged to participate and contribute their talents to the Ward School community. Your child will benefit immensely by seeing your interest and actions on their behalf.

Parent-Teacher Association (PTA)

Click here for the [Ward PTA](#) website. Ward PTA also has a [Facebook Page](#) where we share announcements and school updates.

The Ward PTA provides many programs and services to the Ward community. Each fall, parents may join the PTA by paying a small fee (dues) and returning membership forms, which are sent home with the children and are also available at Meet the Teacher nights. All families are encouraged to join the PTA. Once you join you are NOT required to attend any PTA meetings or serve on any committees, however you are welcome to do so and your help is wanted and appreciated.

In late August, parents are sent a letter listing the members of the PTA Board, and meeting dates for the upcoming school year. The meeting dates may also be found in the New Rochelle School District calendar and in E-Ward and ForWARD. You can sign up for e-Ward Newsletter on the PTA website. Most PTA information is sent home via email so maintaining current email information is crucial. In addition, important PTA related information is posted on the PTA Bulletin Board located in the courtyard by the main entrance to the school.

Head Class Parents/Class Parents

The PTA recruits Class Parents from each class at every grade level at the beginning of the school year to help with classroom events, field trips, etc. Signup sheets are provided at Meet The Teacher Night in September. Each class has one Head Class Parent and up to six other class parents who also provide a vital communication link to the class and Ward families in general. An orientation meeting for class parents is held in the fall. Head Class Parents will coordinate directly with teachers regarding the distribution of a Class Telephone and Email List, special activities, and any other support the teacher may need in the classroom. Each teacher and grade level will have different requirements.

PTA Grade Representative

Each grade has a PTA Grade Representative who works with teachers on each grade level, provides information to the Head Class Parents in their grade level, provides information on E Ward and the paper "ForWARD" Newsletter on grade activities, reports at PTA meetings and helps coordinate grade level activities such as trips and performances with the other Head Class Parents. The Fifth Grade has several coordinators as they have a need to raise their funds for special Fifth Grade activities including a theater trip, end of year outing, yearbook and commencement party.

PTA Activities:

- Curriculum Enrichment Programs provide grade-appropriate activities which vary from year to year, but usually include art, music, dance and theater programs.
- Trip Subsidies provide funds for each child to help parents pay for class trips.
- Scholarship Fund for the Principal covers the costs of school supplies, class trips and after-school activities fees for families unable to provide these.
- "ForWARD", The paper-based Ward Newsletter is published throughout the year. It contains important information about school events; activities in which the children participate and other issues that affect the community.
- The PTA maintains and updates the "E Ward" electronic newsletter. It is up-to-date with ALL the school's happenings and district information. As Ward continues its effort to go "green" this is the main avenue of contact with our parents so you are urged to sign up on the PTA website.
- After-School Activities Program. (See After-School section)
- Staff Holiday Breakfast & Recognition Luncheon are held in December and the Spring, respectively, to express appreciation to the staff for their hard work and dedication to the children.
- Family Events take place during the year, including a Welcome Back BBQ in the fall, a Halloween Dance, movie nights, a magic show, etc.

PTA Fundraisers/Events

- **Apparel Sale** – organized by the Third Grade Parents, takes place at various times throughout the year.
- **Welcome Back BBQ** – hosted by the PTA is a great way to see old friends and meet new ones!
- **Read-A-Thon**, takes place every year in the fall and raises nearly all of the PTA's yearly revenues.
- School Photos are offered as both a service to parents and as a source of revenues for other programs.
- **Fall/Spring Book Fairs** provide appropriate grade level reading material and are also important fund-raisers.
- **Popcorn Fridays** – On the first Friday of the month, all students can purchase a bag of freshly popped popcorn for \$1. Proceeds support the Fifth Grade Committee
- **Recycle Printer Cartridges and Cell Phones** – Collection Box at the Main Door.
- [Stop & Shop A+ Rewards](#) – renew your card every year to earn \$\$'s for Ward!
- [Box Tops for Education](#) – collect Box Tops from General Mills products. Each one is worth 10¢ and they add up!

Early Drop Off Service

Need to get to work early? Ward PTA offers an Early Drop Off Program. Students may be enrolled “one off” or on a schedule. For an Application and Fees, click [HERE](#)

SEPTA - Special Education PTA

SEPTA's goal is to work in collaboration with the New Rochelle School District to provide education to parents and the broader community on Special Education issues and services. SEPTA works to foster understanding, respect, support, and appropriate education for all students with special needs in our community. We seek to ensure those students' needs are consistently met according to New York State Education Department guidelines.

Our goals and objectives are to be a positive and solution-oriented PTA, serving as a resource to families of children with special needs from preschool through high school. We seek to provide support, information, and encouragement in order to ensure that the educational, social, and emotional needs of our students are met.

If you associate with our mission, you can be part of SEPTA. All parents from every school are encouraged to become a member of New Rochelle SEPTA, volunteer to be on a committee, attend SEPTA general meetings as well as support and assist in fundraising efforts. Much of what we do benefits and impacts all children in the District. Your child does not have to have a 504 or IEP designation to benefit from our programs and initiatives.

More information can be found by clicking here for the [New Rochelle SEPTA](#) website.

Home Access Center

The Home Access Center is available for Parents & Guardians of children who attend schools in the City School District of New Rochelle. Parents/Guardians can view ONLINE, their child's daily attendance, homeroom assignment with email links to their child's teacher, progress reports, report cards, and check emergency contact information. It's FREE! To register, make an appointment by calling the City School District Technology Office at 576-4209. Please note that in-person registration is required with a Photo-ID. [Click HERE for a link to the Home Access Center.](#)

On Line Learning Links

The Ward School Website “Students” Tab provides links to over 15 different learning websites for your child as well as a link to Google Classroom which is used by teachers for online assignments.

Student Programs



Service Squad

Students from Grades 4 and 5 are introduced to the Service Squad through several assemblies held in the fall. Students who then express a desire to be part of this program are selected by the Assistant Principal with the approval of the classroom teacher. Students are chosen on the basis of classroom performance, acceptable behavior and responsibility. Due to popular demand, some students may be substitutes or alternates. The Service Squad is divided into two separate areas:

- **Service Squad I:** "Children Helping Children". These students assist lunch monitors in Kindergarten and first grades as well as Special Education classes. They assist the adult monitors in the lunchroom as well as recess period.
- **Service Squad II:** These students provide services for the school through the mobile unit, lunch squad, beautification, communication, student store, as well as newspaper delivery.

Safety Squad

Membership in this program follows the same guidelines as for the Service Squad. These students monitor school corridors, student bathrooms, and playgrounds during the lunch hour to help maintain a safe and calm atmosphere in the school.

School Store

The School Store is located at the foot of the main stairs on the ground floor. It is open 8:27am - 8:35am. It is run by students and is overseen by the Main Office. The Store carries the following items for students to purchase (prices subject to change).

Sports Pencils: \$.35
Pens (3 in 1): \$1.20
Pens (6 colors): \$1.40
Grips: \$.35

Folding Rulers: \$1.75
Folders: \$1.75
Notebooks/Planners: \$2.50
Stapler: \$2.00

Going Green at Ward

Children can have a direct and positive impact on our Earth. Curriculum has been developed that targets this idea and includes trips to Ward Acres Garden and allows students to enjoy hands-on experiences in the science lab that actively affect the preservation of our world. Children become familiar with "Green

Week" during instruction in the science lab, and they later commit to one specific idea that allows them to effect a positive change for the betterment of our planet.

Engaging grade-appropriate lessons in the classroom compliment students' experiences in the lab. Each grade is involved in additional activities related to "Going Green" that compliment individual lab and classroom experiences. These subsequent lessons are developed accordingly as the year progresses. Finally, plastic and paper recyclable receptacles are placed in every classroom, in hallways, and in the cafeteria so that children become thoroughly invested in and committed to the "Green Initiative" by using the proper bin to dispose of their trash. These practices promote the idea of sustainability and allow students to feel empowered that they can make a difference.

Wells of Love & Hope Project

The "Wells of Hope, Love & Peace Project" was started in 2007 as part of the Ward International Peace Magnet & the Peace Education program. The "Wells Project" raises money to dig wells in the Kibwezi region of Kenya, Africa. Through fundraisers, selling water at the Student G.O. Store, and parent contributions, funds were raised to dig the first well at the Utini primary school which had had no water supply. Since then, the project has raised money to dig 4 more wells in this area desolated by drought. The wells also support the Seedling for Sustainability program where Mango and Moringa trees are planted to balance the ecology and assist in the economy and health of the people of Kibwezi, Kenya. ["Wells of Hope"](#) is an ongoing project

Sports and Extra Curricular Activities



Ward Warriors and Ward Liberty

Ward School participates in the New Rochelle Parks and Recreation Basketball League for Elementary Schools. In the fall, boys and girls from Grades 4-5 may try out for the Ward Warriors (boys) or Ward Liberty (girls) basketball teams for participation in this highly competitive school league. Students are selected on the basis of team needs and player talent. Players must also maintain good standing in their overall school profile.

Checkmates Chess Club

The Checkmates Club meets weekly on Thursday and Friday afternoons as part of the PTA After School Program. Available to children of all grade levels K-5 and to all skill levels from absolute beginner to advanced tournament player, the club's goal is introduce students to Chess and to deepen their knowledge of The Royal Game. They also organize the Ward Checkmates Chess team which regularly participates in both local and national scholastic chess tournaments.

In addition, the New Rochelle Board of Education organizes in-class instructor visits about once a month to teach chess in some grade levels.

PTA Sponsored After School Activities

The Ward PTA coordinates a variety of interesting and enjoyable eight-week classes at the school from 3:20 PM to 4:20 PM, Tuesdays - Fridays. These non-credit courses vary but have included art, magic, nature, music, sports, science, cooking, computer design, acting, tennis, karate, chess, magic, dance, soccer, and basketball.

Grade eligibility varies as does the enrollment limit per class. Program schedules are distributed to students twice a year (fall & winter) listing course descriptions, teachers and fees. The classes usually run October - December and late February - May. All checks are payable to the PTA. PTA Members receive discounted rates for the classes. Those interested in financial assistance should contact the Principal, as the PTA does provide many scholarship opportunities for children to participate in the classes.

A late bus leaves the school at 4:30 PM to accommodate all children who normally take the bus home from school. When registering for an after school program, parents must complete a transportation requesting the late bus in order to assist the bus company in planning its routes. Students who walk or take other transportation should be met at the school in the front courtyard by a responsible adult at 4:20 PM.

Instrumental Music (Orchestra and Band)

Fourth and Fifth Graders may elect to take weekly lessons in stringed instruments (Orchestra) or brass, percussion or woodwind instruments (Band) in groups with other students of similar abilities. In the fall of 4th Grade, the orchestra and band teachers hold assemblies to give the children demonstrations of the various instruments for which instruction is offered. Children may choose an instrument to study, and the parents are asked to sign a form giving their permission. Ward cannot provide instruments for all children, but it does have a limited number available for use on a financial need basis. (To qualify, parents must submit forms showing proof of need.) Additionally, the music teachers provide parents with a list of local music stores that rent instruments. Students receive instruction once each week in reading music and playing their instruments. The lessons are scheduled at various times during the school day on a rotating basis. In addition, violin is currently offered to 3rd Graders with the same requirements as 4th and 5th Grade band/orchestra in regards to classroom procedure and homework assignments.

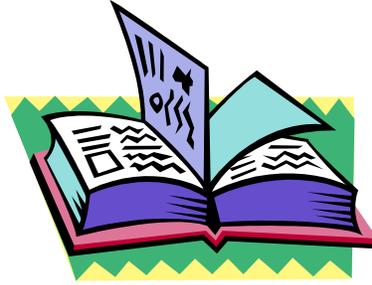
At a certain skill level, students may become eligible to join either the string orchestra or the band. Younger students taking private lessons may also be eligible. Students are expected to practice their instruments for one-half hour at least three times per week. The beginner and advanced orchestras meet once a week during lunch period. The band meets twice weekly during lunch period. In the spring, both orchestras and the band prepare for spring performances.

Chorus

Fourth and fifth graders may audition for Ward's school chorus. In addition, some third graders may also be invited to join the chorus based on their vocal abilities. Chorus meets once each week during lunch period to practice songs ranging from classics to ethnic and seasonal music to popular favorites of the students. The chorus performs at Ward twice each year for students, parents and guests, and they occasionally accept an invitation to perform at another location.

PLEASE NOTE : All students involved in extra-curricular activities are expected to maintain good conduct and academic performance in their classes. Students are limited to two extracurricular activities (excluding after-school activities) at any given time.

Handbook Credits



This handbook was first developed through the volunteer efforts of the
2010-2011 Ward School Handbook Committee:

Franco Miele, Principal
Susan Russon, Parent
Christine Baranski, Teacher
Tricia Farrell, Teacher
Janet Frey, Parent
Lori Hall-Armstrong, Parent
Lovetta James, Librarian
Hema Khanna, Parent
Kim Santoiemma, Teacher
Jackie Wager, Teacher

The Ward Handbook is a “living” document.

*If you have comments or suggestions, please communicate them through the Main Office.
The most current version of the handbook will be maintained on the Ward School website.*