

 **EVANS PARK**  
**TIGERS**



*Evans Park Elementary*

**Parent Handbook**

*Together We Can*

2019-2020

**Pearl River School District  
Pearl River, New York 10965**

**2019-20 Board of Education**

Thomas De Prisco, President  
Robert V. Davis, Vice President  
Bruce E. Bond  
Jackie Dubil-Craig  
Christine Reddy  
Jennifer Braunagel, District Clerk

**Central Administration**

Marco Pochintesta  
Dr. Robert Roelle  
Ann Marie Tromer  
Diana Musich

Superintendent  
Assistant Superintendent for Curriculum and Instruction  
Assistant Superintendent for Business  
Assistant Superintendent for Human Resources and  
Community Services

**District Administration**

Carolyn Moffa  
Artie McCormack  
Robert Nelan  
Cindy Padre, MD

Director of Special Services  
Director of Physical Education and Athletics  
Director of Facilities  
District Physician

**Building Administration**

Michael Murphy  
Suzanne Horton  
TBD  
Maria Paese  
Andrea Pompey  
Peggy Lynch  
Kathleenann Cool  
Dr. Kristin Tallyrand

Principal, Pearl River High School  
Assistant Principal, Pearl River High School  
Assistant Principal, Pearl River High School  
Principal, Pearl River Middle School  
Assistant Principal, Pearl River Middle School  
Principal, Evans Park Elementary School  
Principal, Lincoln Avenue Elementary School  
Principal, Franklin Avenue Elementary School

**EVANS PARK ELEMENTARY SCHOOL**  
**40 Marion Place, Pearl River, NY 10965**  
**845-620-3950 FAX 845-620-7570 www.pearlriver.org**

<b>PRINCIPAL:</b>	Ms. Peggy Lynch
<b>CLERICAL STAFF:</b>	Ms. Michele Zeppetella Ms. Karen Freeman Ms. Donna Pitts
<b>NURSE:</b>	Ms. Roseann Daly
<b>CUSTODIANS:</b>	Mr. Philip Zannetti Mr. Carlos Garcia Mr. Thomas McGrath
<b>SPECIAL AREA TEACHERS:</b>	
Art	Mr. Tom Price
Music	Ms. Glyn Nixon
Physical Education	Mr. Christopher Woolgar Mr. Ken Driscoll
<b>SUPPORT STAFF:</b>	
Academic Support	Ms. Giselle Bender
ENL	Ms. Kristen Perez
Library Media Specialist	Ms. Valerie Mui
Occupational Therapy	Ms. Maggie Kenney
Physical Therapy	Ms. Sharon Sobol
Psychologist	Ms. Krystina Kane
Resource Room	Ms. Jessica Poccia Ms. Audrey Sokol
Social Worker	Ms. Natalie Cervantes-Libassi
Speech	Ms. Colleen Moore Ms. Stephanie King
<b>CLASSROOM TEACHERS:</b>	
Kindergarten	Ms. Devorah Berman Ms. Valerie Ellis Ms. Joanne Martini Ms. Jacinta Winters
First Grade	Ms. Theresa DiMaulo Ms. Lila Moreno Ms. Theresa O'Sullivan Ms. Liza Pandit
Second Grade	Ms. Gina Attinello Ms. Tobi Breslaw Ms. Jennifer Coppola Ms. Megan Vanden-Bulcke
Third Grade	Ms. Shari Cooperman Ms. Krista Crisci Ms. Colleen Doria Ms. Kimberly Duggan
Fourth Grade	Ms. Dina Pawlyk Ms. Melissa Alm Ms. Danielle Ritter Ms. Laura Sheridan Ms. Robyn Smith

**TEACHING ASSISTANTS:**

Ms. Kathleen Benn  
Ms. Lynn Capone  
Ms. Eileen Fleming  
Ms. Tara Huston  
Ms. Karen Kormusis  
Ms. Li Lee  
Ms. Gail Loeffler  
Ms. Judy McPadden  
Ms. Karen Solimano  
Ms. Robin Stein  
Ms. Regina Sullivan  
Ms. Annmarie Vecchio

**TEACHER AIDE:**

Ms. Allison McKenna

**MONITORS:**

Ms. Karen DePaola  
Ms. Peggy McKiernan  
Ms. MaryAnn Riffard  
Ms. Joanne Woods

***Please contact any staff member by calling the school office, 620-3950, and leaving a message. You may also use email; staff email addresses are lastnamefirstinitial@pearlriver.org.***



**Welcome to a new school year at Evans Park Elementary School. We hope that the information contained in this handbook will be a useful resource referencing information on the following topics:**

- Arrival Procedures
- Attendance
- Birthdays
- Building Use
- Busing
- Cafeteria
- Class Trips
- Code of Conduct/Behavior Expectations
- Communication
- Conferences
- Delayed Openings/School Closings/Early Dismissal
- DASA (Dignity for All Students Act)
- Dismissal Procedures
- Flexible Learning Exchange (formerly known as JET)
- Food in School
- Health Office
- Homework
- Lost and Found
- Parent Teacher Association (PTA)
- Parking
- Pets (animals) in School
- Recess
- Referral Process
- Registering New Students
- Report Cards
- Student Attire
- Toys from Home
- Visiting the School

## ARRIVAL PROCEDURES

Elementary school hours are 9:00 AM – 3:15 PM. **Kindergarten, first and second graders** will play on the front blacktop and playground before school. Teaching assistants will bring them to their classrooms at 8:55 AM. **Third and fourth graders** will come in through the front door (main entrance) and go out to play on the back blacktop and playground. Teaching assistants will lead them to their classrooms at 8:55 AM.

All students who walk or are driven to school should plan to arrive between 8:45 and 8:55 AM. Buses typically arrive beginning at 8:50 AM. **Children should never be left at school prior to 8:45 as there is no supervision prior to that time.**

**If you arrive a few minutes early, you must remain with your child until you see one of our staff members on duty outside in front of the building. *Please do not drop your child off in the driveway without looking to see if an adult is outside to supervise.***

### Associated Vehicular Traffic

*On the advice of the Orangetown Police Department, Evans Park Elementary School has carefully designed a plan for vehicles dropping children off at school.*

- Private vehicles must stay in the traffic lane and drivers must drive to the end (past the *Student Drop-Off Sign*) before releasing children, even when a bus is not currently present in the driveway. Please refrain from driving in the striped bus lane and blocking school buses.
- Adults should not leave the car; if a child requires assistance in exiting your car, kindly pull into a parking space and take the necessary time to provide that.
- If family members or neighbors who do not have children at Evans Park are going to be dropping children off, please share these procedures with them.
- Please, **always use extreme caution** when driving in or around the building; again, do not drive in the striped lane designated for buses.



## ATTENDANCE PROCEDURES

Regular attendance and punctuality are factors in children's school success. It is important that your child attend every day unless he or she is medically unable. Clearly, your best sense of your child's physical condition should prevail. Children who have fever or contagious conditions are better cared for at home while other children are not unnecessarily exposed. Children should be fever-free for 24 hours, without medication, before returning to school. Doctor and dentist appointments should always be scheduled after school hours.

### Attendance

Elementary school hours are from 9:00 AM – 3:15 PM. If your child is absent from school, call the nurse's office (620-3956) before 9:00 AM. If you know your child will be absent for a number of days, one call on the first day of absence indicating the number of days of expected absence is sufficient. If your child is reported absent and the school has not received a call, the office will phone you to verify the absence. **Upon entry to school after an absence or a late arrival, the child is required, by state law and Board of Education policy, to bring a written note of explanation from a parent.** Any absence not verified by a written excuse will be recorded as an unexcused absence.

### Tardiness

Lateness to class results in a disruption to classroom instruction and activities. Parents should make every effort to ensure that their children arrive to school on time. If your child arrives after the 9:00 entry bell, he/she must report to the greeter for a late slip. Parents may not escort children to class. If there is a concern, please come to the office.

### Leaving School Early

If it is necessary for a student to leave school early, he or she must leave through the office where he/she is signed out by a parent. Except in the case of an emergency, parents should send a note to the school on the day of the early release request; the note should include the time and reason for early release. If someone other than the parent is to meet the child, that person's name should be noted. ***Except in true emergencies, please make every effort to avoid taking your child out of school before dismissal time.***

## BIRTHDAYS

At Evans Park, we honor children's birthdays during morning announcements and with a birthday pencil at the office. In the classrooms, teachers and students celebrate through a variety of activities. July and August birthdays will be celebrated as **half** birthdays in January and February, so as not to be lumped altogether at the end of the year.

Birthday parties planned for home are a delightful experience as well. However, birthday party invitations are never distributed at school. As you surely understand, young children are in the process of forming friendships and are not cognizant of the limitations involved in party planning. To avoid potential hurt or misunderstanding, parents are asked to use a delivery system other than student backpacks.

## **BREAKFAST PROGRAM**

Due to the lack of participation in previous years, the Pearl River School District is seeking an exemption from the Federal Breakfast Program. Please call 845-620-3833 with any concerns.

## **BUILDING USE**

Community groups are welcome to make use of our building facilities. Please contact the office to arrange for room use well in advance of your need.

## **BUS TRANSPORTATION**

Children who live more than ½ mile from the school qualify for bus transportation. Students who qualify receive bus passes from the Transportation Department, which contain the times for pick up and drop off and the location of their bus stop.

Bus students should be at the bus stop at least five minutes prior to the time they are scheduled to be picked up each morning. At bus stops, younger children should board before older children. The bus driver is responsible for the safe delivery of students to school and home. During the time the youngsters are riding the buses, they are expected to behave courteously, to follow the driver's instructions and to practice bus safety at all times. School buses are equipped with seat belts. However, neither bus company employees nor school district employees can require a child to wear a seat belt. Your child will only be reminded of the availability of seat belts and asked to follow parental instructions. If you want your child to wear a seat belt, remind him/her regularly.

**Students may ride only their assigned bus** to avoid overcrowding and to enable us to track the safe dismissal of all children.

Misconduct on the bus can distract the driver's attention from his/her primary responsibility to transport students safely. Please review these expectations for safe riding and enjoyable travel with your child:

- *Get on and off the bus carefully.*
- *Remain seated at all times.*
- *Keep hands, feet and objects to oneself*
- *Use a quiet voice and speak with friends nearby.*
- *Watch for the stop.*
- *Keep school items in your backpacks, including all food/beverages. A clean bus is desirable for all. **There is absolutely no eating or drinking on the bus.***

Riding the bus is a privilege. The school bus driver will refer incidents of inappropriate behavior to the principal and transportation director. For serious or repeated infractions, the principal may exclude a student from riding the bus; parents would be responsible for providing transportation to and from school during that period.



## CAFETERIA PROCEDURES

Children are able to purchase lunch, snacks and beverages or bring their lunches to school with them. The monthly menu lists each day's selections and is available on the district website.

In the cafeteria:

- Students purchasing lunch wait in an orderly lunch line; they know that they should not break in line or save places for others.
- After getting their food and seeing the cashier, students will proceed directly to their tables.
- **Children may buy only one snack with lunch per day;** they are not permitted to take snack items from the cafeteria to consume later.
- While eating, students are expected to stay at their tables and talk quietly.
- At the direction of staff, students will line up and follow the protocols for dismissal from lunch.
- Students whose *Point of Sale* account balance may be depleted or who do not bring money for lunch will be permitted to "charge" their meal, but not snacks. **We ask that you refresh the account as soon as you are made aware so that your child is not subject to having to be reminded by the cashier and refused snack purchases.**

During each lunch period, a *safe-food zone* will be designated at cafeteria tables to provide a safe eating area for those children with severe allergies and their classmates with safe-foods. These *safe-food zones* will be carefully monitored and washed after each lunch period. When the need arises, we may impose seating restrictions during snack time in the classroom and at lunch. Protecting all students is our collective responsibility; we appreciate your cooperation.



## CLASS TRIPS

Throughout the year, teachers may arrange educational class trips to augment the educational program. Parents are often needed to chaperone students on class trips. Class parents are given priority for attendance on class trips, but your child's teacher may contact you concerning the need for additional chaperones. **Please note that siblings are not permitted to attend class trips.**

The required signed permission slips, along with any money requested, should be managed through your My School Bucks account. You will receive a message apprising you of upcoming field trips. No student will be permitted to accompany their class on a trip without the required parent permission. (Verbal permission will not be accepted.)

## **CODE OF CONDUCT/STUDENT BEHAVIOR**

Pearl River annually provides a **Code of Conduct** to all families, on the Parent Portal. Please review and share appropriate content with your children. All students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the safety of any individual in the school. It is the school's goal to assist children in developing behaviors necessary for successful living through programs and activities that promote positive interactions with peers and adults.

The Pearl River Elementary Schools employ a plan based on PBIS, *Positive Behavioral Interventions and Supports*, to instill and promote school-wide expectations. Students are taught expectations early in the year; staff provides ongoing review as well. All expectations in Pearl River elementary schools fall under the attributes, ***Be Respectful, Responsible, Ready and Safe***; there are specific behaviors outlined for classrooms, hallways, cafeteria, bathrooms, playground and bus/bus rooms. The matrix of those expectations can be found at the back of this handbook.

All elementary schools have committees that work on information sharing, acknowledgments and referrals related to school expectations and continuing updates to our PBIS effort.

## **COMMUNICATION**

Communication between home and school is vital to your child's growth and success. Please be aware that parents may talk to staff relative to concerns about assignments, homework, behavior, grades, classroom or school procedures, etc. **at any time they feel necessary.**

Several different forms of communication will be part of our routine. Listed below are the most common practices utilized by staff:

- Agenda notes, communication folders or logs
- In person meetings
- Telephone (Call the main office.)
- Email ([lastnamefirstinitial@pearlriver.org](mailto:lastnamefirstinitial@pearlriver.org))
- Weekly or monthly newsletters
- Backpack fliers
- Website (district and school)

You can be well informed by making sure your contact information is correct, legible and current. **Please also let us know whenever you have a change of home or email addresses, home or work telephone numbers, doctor's number or emergency contact persons.** Changes of address require new proof of residency papers. (*See registration of new students.*)

When parents have questions or concerns, following some simple steps will assure that the concerns are met in a timely manner.

1. Call or email the classroom teacher to make an appointment or have a conversation, allowing 24-48 hours to receive a response. (*If your concern is of a serious or emergency nature, please call the office and ask for immediate contact.*)
2. If the question is not answered or the problem is not resolved between you and the teacher, the next step would be to contact the principal for a meeting between you, the teacher, the child (when appropriate) and the principal.

3. If your concern is still not addressed, the principal will advise you of next steps to take to answer your questions.

## **CONFERENCES**

Teachers will schedule parent-teacher conferences for all children in the fall to discuss your child's levels and early progress at the new grade level. In the spring, parent-teacher conferences are scheduled based on the need of the parent and/or teacher to meet. **If, however, at any time during the school year you have concerns, please do not hesitate to call the school to make an appointment to speak or meet with a member of the staff.**

## **DELAYED OPENINGS/SCHOOL CLOSINGS/EARLY DISMISSAL**

The Pearl River School District has procedures in place for delayed openings, school closings and early dismissals due to inclement weather or other circumstances and emergencies. Staff and parents should become familiar with procedures for access to this information:

**School Messenger** automated telephone, email and text messages

**Log on** to the district website, [www.pearlriver.org](http://www.pearlriver.org)

**Call** any of the district's main phone lines to hear a voice mail update.

**Log on** to [www.cancellations.com](http://www.cancellations.com). Follow the directions on screen.

**Tune in** to WRCR 1300 AM, WHUD 100.7 FM, WFAS 1230 AM/103.9 FM

**Turn on** Channel 4, Channel 5 or News channel 12

During the school day, there is an established procedure for early dismissals at each elementary building, including first and foremost, the notification via the School Messenger System. **Please complete your *Early Dismissal Action Plan* carefully and update it if necessary.**



## **DIGNITY FOR ALL STUDENTS ACT (DASA) SUMMARY**

The Pearl River School District is committed to maintaining high standards of education for our students. In addition, the District and Board of Education is committed to providing an educational environment that promotes respect, dignity and equality in accordance with the *Dignity for All Students Act (DASA)*, and creates and maintains high behavioral standards and expectations.

All students have the right and responsibility to attend and participate in school regularly, be respectful and considerate of others and follow the Code of Conduct in school buildings, on school grounds, on school buses, field trips, and at all other school functions and events. Students are expected to treat others as they would like to be treated. All students have the right to feel safe at school, to grow and learn without worry or fear of physical or emotional harm.

To that end, the administrators, faculty, staff and students will participate in activities designed to support school climates of caring and respect, and to proactively prevent discrimination, harassment, and bullying, including cyberbullying. These developmentally appropriate activities are designed to foster an acceptance and understanding of differences, provide alternative behaviors and responses, and build the capacity to prevent and reduce bullying.

All students have the responsibility to treat each other with caring and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately speak with a teacher, administrator, coach, or other adult.

The Pearl River School District Code of Conduct, in accordance with DASA, specifically prohibits, discrimination, harassment, bullying, taunting, hurtful teasing, and cyberbullying, that negatively impacts the ability of a student to focus on school work and participate in school activities based on the following characteristics:

Dignity for All Students	
Race	White, Black or African American, Hispanic/Latino, American Indian or Alaskan Native, Asian, Native Hawaiian or other Pacific Islander; two or more races.
Color	Color of a person's skin.
Weight	The size of a person.
National Origin	Where your relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of your religious belief, customs, traditions, etc.
Disability	A person's body or mind that does not look or work the same as others.
Sex	Are a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender Identity and Expression	How a person feels about and expresses being a boy or girl.
Socio-Economic Status	How much money a family earns or has.

## **DISMISSAL PROCEDURES**

All students will be dismissed at 3:15 PM. **Parking in front of the building (in the striped bus lane) is strictly prohibited during dismissal.**

**First through fourth grade walkers** will exit from the easternmost side of the building; they will be escorted to the front playground and dismissed from in front of the garage-type exterior door. Parents or their designees should wait outside **on the blacktop** for their children; please plan to arrive a few minutes prior to dismissal time.

**Kindergarten walkers** will be dismissed hand-to-hand from an exterior door located next to the garage-type door. Adults who are meeting these youngest students must come to that waiting area to receive their children from the staff member responsible for their dismissal. If you have children in other grades, please instruct them to meet you there.

**Students going home by bus** will go out the main entrance with the teaching assistant assigned to their bus; they may ride **only their assigned buses**. Parents who, at the last minute, need to pick up their child at dismissal time should enter the building and see the staff member with the clipboard who is discharging the buses. The staff member will provide assistance in retrieving the child from the bus line while the parent signs the child out at the main office. **Under no circumstances should parents take their children from bus lines or enter the bus room.**

Changes in dismissal for over three hundred students require careful attention and monitoring. For this reason, all parents requesting any change must inform the office **in writing each school day**, preferably on paper, at the start of the day, but certainly **no later than 12 noon**, so that teachers can obtain this information from both their electronic and physical mailboxes at lunch times. ***Please be aware that if you call, you will be asked to come to the office to sign your child out.*** Your cooperation in minimizing the number of dismissal changes is appreciated; too many calls and parent entries leave an uncomfortable margin for error.

**For your child's safety, staff members have been instructed that, under no circumstances, are children to be released to an adult other than their parent or designee without written directions from that parent. Parents should never offer students a ride home without the prior written consent of those students' parents.**

## **FLEXIBLE LEARNING EXCHANGE (FLEX)**

Flexible learning exchange is a period of time (approximately forty five minutes each day per grade level) set aside in each elementary school for students to receive a variety of enrichment or support services without disruption to classroom instruction. During FLEX, students may receive academic intervention, resource room, speech, occupational therapy and/or physical therapy for anywhere between 20 to 45 minutes, in small group instruction rooms or their classrooms. Throughout this time, activities for all students may include centers, reinforcement for groups or individuals, or time for research, writing, projects or technology activities, rather than the introduction of new content through direct instruction of the entire class.

## **FOOD IN SCHOOL**

Consistent with our required health and wellness policy, food products will not be used in classroom learning experiences and/or as a reward of any kind.

Due to the rise in severe food allergies, we are mindful of food that comes to school for snack, lunch, and occasional celebrations. We ask that snacks that will be consumed in classrooms are **peanut and tree nut free**. Read the nutrition labels to ensure that the product you are sending in for snack does not contain peanuts or tree nuts. The following website is updated monthly and may help you and your child to choose safe and enjoyable foods.

<http://snacksafely.com/safe-snack-guide/>

**In the cafeteria**, during each lunch period, a *safe-food zone* will be designated at cafeteria tables to provide a safe eating area for those children with severe allergies and their classmates with safe-foods. These *safe-food zones* will be carefully monitored and washed after each lunch period. When the need arises, we may impose seating restrictions during snack time in the classroom and at lunch. Protecting all students is our collective responsibility; we appreciate your cooperation.

**Occasions that include food will be limited to calendared events, Thanksgiving, winter, spring and end-of-year celebrations.** Information about foods being served during these celebrations will be provided to all families in advance of the event so each can plan accordingly for their child(ren).

**Birthdays** are recognized through a variety of activities in school and in individual classrooms. The child celebrating his/her birthday may enjoy an individual birthday treat at lunch. However, birthday treats (i.e. cupcakes, cookies, candy, etc.) will not be shared with classmates or staff.

## **HEALTH SERVICES**

There is a licensed nurse assigned full time to our school. She participates in all appropriate topics of discussion and implementation related to health and wellness.

- ❖ The nurse administers primary first-aid measures to treat minor injuries or illness.
- ❖ When a child becomes sick or is injured at school, the nurse will determine the necessary action, including calling the parent, guardian or emergency contact if she feels the child should go home. ***It is very important that clear and up-to-date contact information be on file in the school office.***
- ❖ The nurse is responsible for maintaining all student health records, including required physical examination and immunization information submitted by family physicians.
- ❖ During each school year, the nurse sees that each child is weighed and measured and given screening tests for vision and hearing. If any further examination is needed, parents are notified.
- ❖ The nurse will administer medication to students during school hours in accordance with Education Law and Board of Education policy. ***Parents whose children require this service must contact the school nurse and request the required documents and procedural information. An adult must bring the medication to school, in its original container; students may not carry medication into school at any time.***

- ❖ **Physical Education exemptions** require a doctor's note excusing them from PE classes. Recess exclusion is included in a PE exemption. Students will be provided an alternate assignment for PE and a quiet activity for recess, typically carried out in the health office.

## **HOMEWORK**

Pearl River Board of Education policy recognizes homework as an integral part of the educational program. Homework provides for reinforcement and extension of learning that takes place in classrooms and the development of positive study habits. Teacher, student and parent each play an important role in ensuring that homework is completed for this purpose.

**The nature and amount of homework will vary by subject and grade level with consideration to the individual needs of students.** Prompt feedback and evaluation by the teacher is an expectation.

Homework:

- Is planned and assigned regularly
- Provides for the practice of skills and integration of knowledge and independence
- Includes daily independent reading
- May include exploring and researching new subject matter

Approximate Time Allotments:

- Kindergarten and Grade 1: 15-20 minutes
- Grade 2: 20-30 minutes
- Grades 3 and 4: 30-45 minutes

**Work will not be provided in advance of extended unexcused absences (i.e. family vacations).**

Teachers will determine the needs for review and/or new learning when the student returns, following up with necessary assignments in class and at home.

## **LOST AND FOUND**

**We strongly urge parents to clearly label children's belongings.** Lost and found articles are turned in to the Greeter and are kept in a box in the lobby for a reasonable period of time. Lost articles are also displayed outside the multi-purpose room from time to time for children and parents to see and recognize. Please have your child check for missing items periodically.

## **PARENT TEACHER ASSOCIATION**

The Evans Park Parent Teacher Association is a self-governing unit of the National Congress of Parents and Teachers. It plans its own activities and programs to carry out the objectives of the PTA. All parents and teachers are urged to join the PTA and participate in uniting home, school and community on behalf of the children. The money raised by dues and fund-raising is used for such projects as cultural arts assemblies, safety programs, field trips, school gifts, etc. Please refer to your Pearl River Public School District Calendar for a complete schedule of Evans Park PTA meetings. Every parent/guardian is welcome to attend these meetings to be informed of upcoming events and/or issues pertaining to our school community.

Classroom parents are PTA volunteers from each class who assist the teacher in a variety of ways. Their responsibilities may include planning class parties, collecting class dues and assisting with field trips and special class events. Your cooperation with these volunteers is appreciated.

## **PARKING**

Parking is limited on the property of Evans Park; please park only in marked spaces when visiting the building. Parking along the side streets is also available, but must be in accordance with Orangetown parking rules, clearly marked with signs on the streets. During school events, we will open the front blacktop to parking; **we ask that you proceed with caution when parking in that area.**

## **PETS/ANIMALS IN SCHOOL**

It is the policy of the Board of Education, for health and safety reasons, to prohibit animals and pets of any kind in school buildings and on school district property. Dog walking is strictly prohibited. We ask that, if your children request that you ask their teachers about bringing pets, you let them know that this is not permitted.

## **RECESS**

Students' afternoon participation in class is enhanced by their ability to be outdoors for exercise and fresh air. Children are sent outdoors to play during recess, unless it is raining or weather conditions are extreme. Please dress your children appropriately for the season, especially in cold or damp weather. Using layers is the best way to ensure that they are comfortable in and outside of the building. Shoes should be appropriate for running and playing outdoors. Students who have a physician's note exempting them from PE class will also remain inside for recess.

## **REFERRAL PROCESS**

When a child is having difficulty (academically, emotionally or socially), the child may be referred to the building level *Instructional Support Team (IST)*. This team consists of the building principal, school psychologist, academic support teacher, resource room teacher and classroom teacher. Concerns are discussed and suggestions are made to assist the student in the area(s) of concern.

If a child continues to exhibit difficulties, he or she may be referred to the district *Committee on Special Education (CSE)* for evaluation. Parents are kept apprised of the above through conversations with the classroom teacher.







## **REGISTRATION FOR NEW STUDENTS**

Any child who is five years old on or before December 1, may be admitted to Kindergarten in September of that year. Kindergarten registration takes place in the late winter, on dates published locally.

Families moving into Pearl River at any time during the school year may register at that time at Central Office. Parents of new students should register their child (ren) in person. The following documents are required for registration:

1. A birth certificate with raised seal or other official documentation providing proof of birth (i.e. a passport)
2. Two proofs of residency within the Pearl River School District (Acceptable proofs of residence include current utility bill or other bills sent to the student's home address, recent pay stub, income tax form, deed or lease to house or apartment, voter registration document or a state or other government issued ID.)
3. Proof of the required NY State immunizations
4. A copy of the last school's progress report to aid in proper placement of the student.

## **REPORT CARDS**

There are four marking periods during each school year. Specific dates for progress reports to be posted on the Parent Portal are noted on the district calendar. In the fall, the parent-teacher conference is scheduled to discuss the progress and review the report card. In addition to the progress report, information about student growth and development is available at any time through contact with the classroom teacher.

## **STUDENT ATTIRE**

Children are requested to dress in clean, comfortable and appropriate clothes, which will not be cumbersome for daily school routines. **Sneakers must be worn for physical education.** Hats may not be worn in the building except for special days designated or for medical reasons approved by the principal.

Clothing that would cause a distraction from learning should not be worn, nor should footwear that prevents full participation in class and at recess. (Flip flops and Crocs are not acceptable footwear for school.)

## TOYS FROM HOME

The motivation to bring personal belongings to school is sometimes strong, especially when they are new. The danger in doing so, however, is that the items may be broken or lost. Monitoring these is nearly impossible, and the resulting misunderstandings amongst our students an added quandary.

The Evans Park School rule, therefore, is that **no toys, electronic games, trading cards, etc. be brought to school**. Sufficient play items for both indoor and outdoor recess are available to the students.

Thank you for your cooperation in checking your children's backpacks and in reminding them about this important rule.

## VISITING THE SCHOOL

Visitors are welcome at Evans Park. To insure the safety of students and staff, established procedures must be adhered to at all times.

- **Visitors may go to classrooms, the lunchroom, cafeteria or playground areas only with the knowledge and permission of the principal.**
- **All visitors, including parents and guardians, must check in with the Office Personnel at the front desk, present an ID, sign in AND out and stop at the office before proceeding to classrooms or meeting rooms.**

## QUESTIONS AND/OR CONCERNS

Questions, concerns and rumors are bound to arise during the year. Parents are encouraged to address them to a staff member or the principal, where answers or clarifications can be made with just one phone call, email or visit.



## Student Behavior Expectations ~ Pearl River Elementary Schools

	<b>Be Respectful</b>	<b>Be Ready/ Responsible</b>	<b>Be Safe</b>
<b>All Settings</b>	Use Positive Talk	Follow Directions	Keep Your Hands and Feet to Yourself
<b>Playground</b>	Take Turns Use good sportsmanship Include others	Line up quickly when called Remember your belongings Return equipment Inform adult of unsafe behavior or incidents	Use equipment appropriately Follow game rules Stay on school grounds Stay away from unfamiliar adults and animals
<b>Volume: 3</b>			
<b>Cafeteria</b>	Keep your food on your tray or in your mouth Use table manners	Have your lunch or money ready Know your lunch number Wait your turn on line Clean up after yourself	Eat only your food Walk Keep the floor clean Raise your hand for help
<b>Volume: 1-2</b>			
<b>Hallway</b>	Let others pass	Go directly to your destination Stay in line	Walk at all times Walk on the right side of the hall Be sure an adult is present before entering a room
<b>Volume: 0-1</b>			
<b>Bathroom</b>	Keep the walls clean Lock stalls when in use and unlock when leaving Give privacy to others	Walk directly to the closest bathroom Flush toilet after use Wash your hands using two pumps of soap, water and paper towels. Throw paper towels in garbage only Return directly to class	Keep water in the sink Tell an adult if there is a problem
<b>Volume: 0-1</b>			
<b>Bus/Bus Room</b>	Talk only to those in your seats or next to you Greet and thank your driver, teaching assistant Make room for others on the bus	Collect all your belongings before exiting the bus Keep all materials inside backpack	Remain seated in one seat until bus comes to your stop When entering and exiting the bus wait your turn
<b>Volume: 1-2</b>			

<p><b>Classroom</b> <i>This area is for teachers to complete, specific to their classrooms. It varies from room to room.</i></p>			
--	--	--	--

