

# **Franklin Avenue Elementary School**

## **Handbook for Parents**

2019 – 2020

**Dr. Kristin Talleyrand  
Principal**

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

**2019 – 20 Board of Education**

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Kristin Talleyrand	Principal, Franklin Avenue
Peggy Lynch	Principal, Evans Park Elementary School
Kathleenann Cool	Principal, Lincoln Avenue

48 Franklin Avenue, Pearl River, NY 10965  
845-620-3965 FAX- 845-620-3981 [www.pearlriver.org](http://www.pearlriver.org)

**STAFF**

**PRINCIPAL:** Dr. Kristin Talleyrand  
**CLERICAL STAFF:** Mrs. Linda Ryan  
Mrs. Lisa Meehan  
Mrs. Pat Nelan

**NURSE:** Mrs. Fiona Burke

**CUSTODIANS:** Mr. Frank Shine (AM)  
Mr. Israel Roman (PM)

**SPECIAL AREA TEACHERS:**  
Art Mr. Tom Price  
Librarian Mrs. Valerie Mui  
Music Mr. Scott Louis  
Physical Education Mr. William Donnelly & Mr. Ken Driscoll

**SUPPORT STAFF:**  
Academic Support Mrs. Yvonne Zielinski  
ENL Teachers Mrs. Beth Toubin & Mrs. Kristen Perez  
Occupational Therapy Mrs. Eileen Pipilo  
Physical Therapy Mrs. Sharon Sobol  
Psychologist Mrs. Ellen McCabe  
Resource Room Mrs. Kristin Acunto  
Social Worker Mrs. Natalie Cervantes-Libassi  
Speech Mrs. Stephanie King

**CLASSROOM TEACHERS:**  
Kindergarten Mrs. Carla Harris  
Mrs. Jeanie Imperati  
Mrs. Kim Mealy

Grade 1 Mrs. Alyson Fishman  
Mrs. Colleen Rourke

Grade 2 Mrs. Patricia Calise  
Mrs. Amy Patchoros  
Mrs. Heather Reekie

**CLASSROOM TEACHERS:**

Grade 3  
Ms. Laurie Lewis  
Mrs. Cathy Mulligan  
Mrs. Regina Zito

Grade 4  
Mrs. Tarra Nicholson  
Mrs. Cornelia Quinn  
Ms. Vivian Toledo

**TEACHING ASSISTANTS:**  
Mrs. Rodi Amanatidis  
Mrs. Kathy Aris  
Mrs. Betsy Blanco  
Mrs. Patricia Lambert  
Mrs. Pilar O'Hara

**MONITORS:**  
Mrs. Barbara Cieszkowski  
Mrs. Lisa DeBree  
Mrs. Karen Dennis  
Mrs. Susan Edwards  
Mrs. Maureen Marsigliano  
Mrs. Cara Martin

*The best way to reach any staff member is by emailing them using the address format below:*

[lastnamefirstinitial@pearlriver.org](mailto:lastnamefirstinitial@pearlriver.org)

*You may also contact any staff member by calling the school office at 620-3966 and leaving a message with a secretary.*

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**Welcome to the 2019-20 school year at Franklin Avenue Elementary School! We hope that the information contained in this handbook is useful in referencing information on the following topics:**

- ❖ **Arrival Procedures**
- ❖ **Attendance Procedures**
- ❖ **Bicycles**
- ❖ **Birthdays**
- ❖ **Book Care**
- ❖ **Building Use**
- ❖ **Busing**
- ❖ **Cafeteria Procedures**
- ❖ **Class Trips**
- ❖ **Code of Conduct/Behavior Expectations**
- ❖ **Communication**
- ❖ **Conferences**
- ❖ **DASA (Dignity For All Students Act)**
- ❖ **Delayed Openings/School Closings/Early Dismissal**
- ❖ **Dismissal Procedures**
- ❖ **Flexible Learning Exchange**
- ❖ **Food in School**
- ❖ **Health Services**
- ❖ **Homework**
- ❖ **Lost and Found**
- ❖ **Parent Teacher Association (PTA)**
- ❖ **Parking and Safety**
- ❖ **Pets/Animals in School**
- ❖ **Questions and Concerns**
- ❖ **Recess**
- ❖ **Referral Process**
- ❖ **Registering New Students**
- ❖ **Report Cards/Conferences**
- ❖ **Student Attire**
- ❖ **Toys from Home**
- ❖ **Visiting the School**

## **ARRIVAL AND DISMISSAL PROCEDURES**

**Elementary School Hours are: 9:00 – 3:15 p.m.**

Students who walk or are driven to school should plan to arrive between 8:45 a.m. and 8:55 a.m. Buses arrive at approximately 8:50 a.m.

**Children should not be at school before 8:45 a.m. as adequate supervision will not be available before this time. Your cooperation is appreciated.**

### **Dismissal Procedure**

All students will be dismissed at 3:15 p.m. In order to provide for the safe and orderly dismissal of students, parents or their designees, are asked to wait outside the school for the children who are walkers. Kindergarteners will be dismissed from their classroom doors onto the kindergarten black top. Older siblings can join their kindergarten siblings in the kindergarten classroom. Grades 1-4 walkers are dismissed from the library side of the school; 2 & 4 from the eastern or rear side door; 1 & 3 from the western or front side door.

Children who are transported home (or to childcare) from school will be escorted to their normal bus each day. If a child will not be riding the bus on a particular day, the parent must send a note to the teacher stating this. If there is a day (or days) that a child will be picked up on a regular basis (for example, for religious instruction once a week), the parent should send a note to the teacher stating this condition and the length of time the condition will be in effect to the teacher; all notes will then be delivered to the main office and kept on file. No child will be excused from the bus without a written parent request. All students must ride their assigned bus only. Please do not send notes requesting your child ride a different bus.

Please refrain from picking up your child from the bus room. This practice creates a situation that impacts the safety of our children and the security of the building.

For your child's safety, teachers have been instructed that under no circumstances, are children to leave the school with an adult unless written permission has been received and approved by the principal.

In order to provide for the safety of our students, it is important that all parents follow these procedures.

## **ATTENDANCE PROCEDURES**

Regular attendance and punctuality are factors in children's school success. It is important that your child attends school every day unless he or she is medically unable; your best sense of your child's physical condition should prevail. Children who have vomiting, 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. In addition, students also need to be

free from vomiting and diarrhea for 24 hours before returning to school. Children are not permitted to have cough drops or candy in school, even for medical reasons. Please make every effort to schedule doctor and dentist appointments 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 (620-3970) 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 nurse has not received a call, the office will phone you to verify the absence. **Upon entry to school after an absence or late arrival, the child is required, by state law and Board of Education policy #5100, 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. Students are admitted to homeroom at 8:55 AM; please note that no staff will be on outside duty after 9:00 AM.

### **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.

## **BICYCLES**

Children may begin to ride bikes to school in the third grade. Bikes must be locked on the racks provided. They should be equipped with good brakes, a horn or bell, reflectors, and a front light, if the bike is used after dark. We require that children wear helmets when biking to school. Children should be reminded to ride on the right side of the road, single file, one person per bike, and to obey the rules of the road. Rollerblades are not permitted on school property at any time.

## **BIRTHDAYS**

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, cookie cakes, candy, etc.) will not be shared with classmates or staff.

## **BOOK CARE**

Parents are requested by the school to be aware of the treatment given to school books and library books while the children have them at home. Pupils who cause unnecessary damage to books will be asked to reimburse the district for replacement of the book. This is also true of lost books or equipment. In addition, no student may take additional books out from the library if he has not returned previously borrowed books. Classroom textbooks should be covered. Your cooperation is appreciated.

## **BUILDING USE**

Community groups are welcome to make use of our building facilities. To request use of the facilities, please go to the District Website under Facilities and complete the Facility Use Application.

## **BUS TRANSPORTATION**

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

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 children 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 only ride 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 all items in your backpacks, including 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 Director of Transportation. 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**

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.

Children are able to purchase lunch, snacks and beverages or bring their lunch 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 into the line or save places for others.
- After getting their food, students will proceed directly to their tables.
- **Children may only buy one snack with lunch per day**; they are not permitted to take opened items from the cafeteria to consume later.
- While eating, students are expected to stay at their tables and talk quietly.
- At the direction of the 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 your child's account as soon as you are made aware, so that he/she is not subject to having to be reminded by the cashier and refused snack purchases.

### **CLASS TRIPS**

Throughout the year, teachers may arrange class trips to enhance the educational program. Parents are often needed to chaperone students on class trips; your child's teacher will contact you concerning this. Please note that siblings are not permitted to go on class trips.

The required signed permission slips, along with any money requested should be returned promptly, well before the day of the trip. No student will be allowed to go on a class trip without the required permission slip. Trip fees will be paid online through MySchoolBucks.com.

## CODE OF CONDUCT/BEHAVIOR EXPECTATIONS

Pearl River annually posts an up-to-date Code of Conduct on the district website. 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, bus room and when riding the bus. All elementary schools have committees that work on information sharing, acknowledgements 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., 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:

- In person
- Email ([lastnamefirstinitial@pearlriver.org](mailto:lastnamefirstinitial@pearlriver.org))
- Telephone
- 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. Also, please let us know whenever you have a change of home or email address, as well as home, work or cell phone numbers, doctor's number and emergency contact persons.

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.

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 the 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 and discuss things. 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 school closings, delayed openings, and early dismissals due to inclement weather or other circumstances and emergencies. Staff and parents should become familiar with these procedures.

In the event of a school closing, you will receive an alert message through our School Messenger alert system. It is strongly suggested that you ensure you are signed up for School Messenger Alerts.

\* PLEASE be sure to complete the online form *Early Dismissal Action Plan* (the link to the form is included in the Welcome to 2019-2020 letter). In the event of an early dismissal the plan submitted on this form will be followed.

As in years past, announcements are also made on the following radio stations:

**WHUD 100.7 FM**                      **NBC TV**  
**FOX TV**                                **NEWS 12**  
**School Messenger (If you are signed up)**

The decision to close schools due to weather will be made by our Superintendent, Marco Pochintesta and the Director of Operations, Ann Marie Tromer, after checking the Accuweather forecasts, local highway authorities, bus companies and other school districts in Rockland County. Closings and delayed openings are called in to the radio stations by 6:00 a.m. You will be informed by our School Messenger alert system, and a message will be placed on the voice mail system and the web page immediately following. Any delayed openings result in corresponding delays in transportation schedules for both public and private school students transported by the district.

## SCHOOL HOURS

Grades K - 4

9:00 a.m. - 3:15 p.m.

Classrooms are locked at dismissal time. We are encouraging our students to be responsible for the assignments and materials they need in order to do their homework and study for tests. The building will not be opened for students after dismissal.

### Emergency Evacuation of Building

In the rare event of an emergency evacuation of the school building (ex. severe storm, no heat, loss of power, etc.) during the school day, the *School Messenger Alert System* will be implemented. School officials will follow the directions given to them by parents/guardians on the *Emergency Early Dismissal Form* completed online (the link to the form is included in the Welcome to 2019-2020 letter).

Please review the directions you specified on the form with your child, so he/she is aware of the plan. **Please be sure to update your School Messenger, including your email address**, the latter of which will be used for non-emergency notices.

### Early Dismissal

Children should only be dismissed early in the event of a medical or family emergency. Teachers are teaching up until dismissal time. When parents take children home early, children lose vital instructional time. If such an emergency takes place, please send a note to your child's teacher. When picking up your child early, for any reason other than illness, you will need to sign him/her out at the front window.

## FLEXIBLE LEARNING EXCHANGE (FLEx)

Flexible learning exchange is a period of time (approximately 45 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 anywhere between 20-45 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 calendar events which include Halloween, 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).

### **HEALTH OFFICE**

When a child becomes sick, or is injured at school, the home is contacted. If the parent cannot be reached, a neighbor or relative (as noted on the emergency form) is then called. In the event that the child requires immediate doctor's care or hospitalization and the parents cannot be reached, the school personnel then act in loco parentis and contacts the child's physician or goes to the nearest hospital. For these reasons, it is very important for the school to have the name and telephone number of your child's doctor and two neighbors.

### **Injuries**

A child who has sustained an injury and cannot participate in physical education must give the nurse a note from the doctor. The child will not be allowed to participate in recess during that period of time. A note from the doctor is necessary for the child to return to PE and recess.

### **Medication**

When the following conditions are met, the nurse may administer medication:

- The principal or school nurse must have on file a written request from the family physician, which must indicate the frequency and dosage of a prescribed medication. The school physician may request additional information.
- The principal or school nurse must have on file a written request from the parent to administer the medication as specified by the family physician. School personnel responsible for dispensing medication cannot accept a verbal or telephone request from the parent or physician.

- The medication should be kept in the Health Office in a locked drawer or file, completely separated from any supplies for emergency care.
- The principal or school nurse will periodically evaluate the procedures for administration of medications and the specific procedure for each individual pupil receiving a medication. Parents should immediately report to the principal or the nurse any change in prescribed treatment or medication. The school nurse will share with the parent and family physician any reactions observed by school personnel. Close and continuing communication is essential for the re-evaluation process.

### **HOMEWORK**

Pearl River Board of Education policy recognizes homework as an integral part of the educational program. Homework should provide 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:**

- K and Grade 1: 15 minutes
- Grade 2: 20 minutes
- Grades 3: 30 minutes
- Grade 4: 40-45 minutes

Homework 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**

Small lost and found articles are turned in to the main office. They are kept in the office for a reasonable time. We strongly urge parents to use name tags and/or permanent markers to identify your child's belongings. Lost articles are also displayed in the school lobby for children to see and recognize. Please have your child check periodically. After several months, items are donated to People to People

## **PARENT TEACHER ASSOCIATION (PTA)**

The Franklin Avenue 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. It is a way of uniting the home, school and the 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, etc. Please refer to your Pearl River Public School District Calendar for a complete schedule of Franklin Avenue 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.

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**PTA PRESIDENT FOR 2019 – 2020**  
**MRS. ALICE TOM**  
[alice.yuentom@gmail.com](mailto:alice.yuentom@gmail.com)

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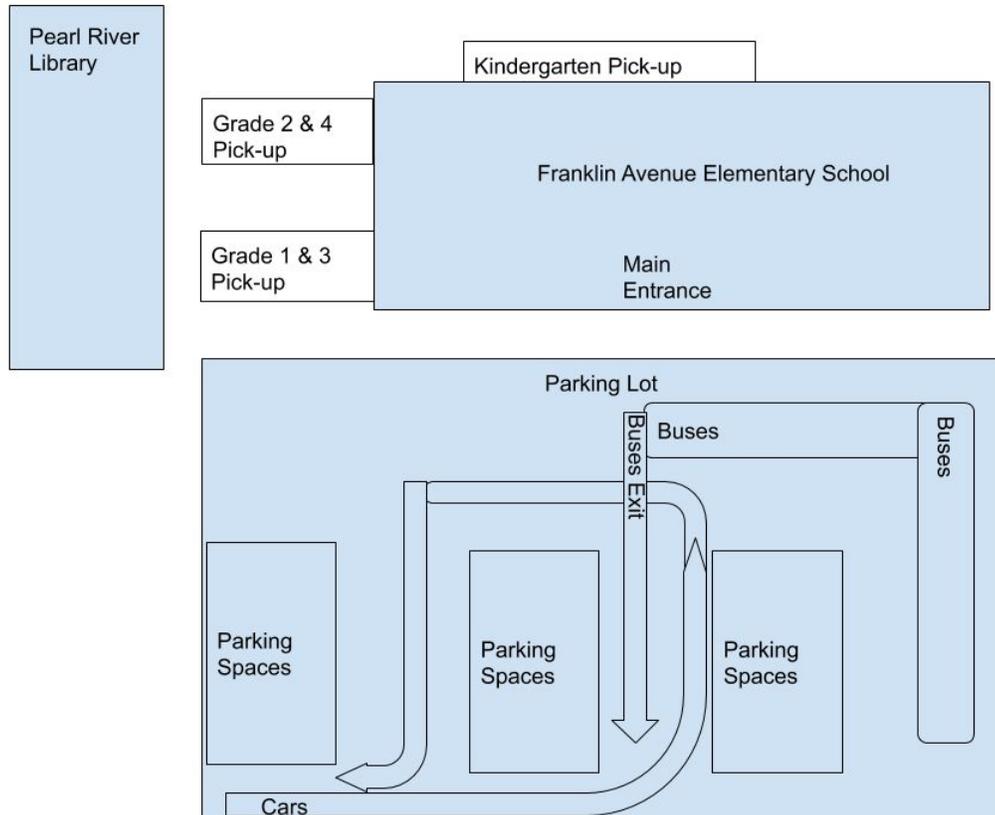
## **PARKING AND SAFETY**

The combination of vehicular traffic and small children is always potentially dangerous. For this reason, parents are asked to obey traffic and parking signs on school property and park in the slots designated. **Always use extreme caution when driving through the parking area - 5 mph.**

To ease the flow of traffic during certain times of the day (beginning of the school day and dismissal time), a traffic pattern has been designed. Below is a pictorial representation of this plan. This plan was developed in consultation with the Pearl River Director of Transportation, The Chestnut Ridge Bus Company and our PTA. In order to keep the bus lane open, and keep our children safe, please be sure to use the center lane to enter when dropping off children in the morning and picking them up in the afternoon. Do not leave your car unattended. Please do not drive or park in bus lanes.

At dismissal time, since parking is so limited, you may take advantage of parking on Franklin Avenue or on William Street if you are picking up your child. In addition, please do not leave your car double-parked. Please be extremely careful when driving past the crosswalk, and remember to yield to all adults and children who may be crossing.

“NO PARKING” signs in areas in front of the school must be observed. It is important to leave the fire lane area in front of the school free of cars at all times during the school day and during special evening events. It is especially important that the “NO PARKING and “ONE WAY” regulations be observed at all times.



**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. Children may never bring their pets to school.

**QUESTIONS AND/OR CONCERNS**

Questions, concerns and rumors are bound to arise during the year. Parents are encouraged to address them to the principal, where answers or clarifications can often be resolved by just one phone call or visit.

**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.

Students who have a physician’s note exempting them from PE will also remain inside for recess.

## **REFERRAL PROCESS**

When a child is having difficulty (either academically or socially), the child may be referred to the building level Instructional Study Team (IST). This team consists of the building principal, school psychologist, academic intervention 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, a child may be referred to the District Committee on Special Education for testing.

## **REGISTERING NEW STUDENTS**

Any child, who is five years old **before December 1<sup>st</sup>**, 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 during the school year must register at Central Office.

### **Parents of new students must present:**

- Legal proof of birth (birth certificate, baptismal certificate, passport or other legal proof of birth; with an official raised seal).
- Proof of residence in Pearl River (copy of lease, copy of deed or contract to purchase; copy must be notarized).
- Proof of the required New York State Medical Vaccinations and inoculations.
- A copy of last school's progress report to aid in proper placement of the student.

## **REPORT CARDS/CONFERENCES**

There are four marking periods during the school year. Specific dates for report card distribution are noted on the district calendar. In the fall, parent-teacher conferences are scheduled to discuss your child's progress in November. Each marking period, all report cards will be posted online; parents can view their child's report card by going onto the parent portal. In the spring, a half-day is set aside for parent-teacher conferences based on the need of the parent and/or teacher to meet. Please note that a conference can be scheduled at any time during the school year in addition to the above dates.

## **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 activities. Clothing which would cause a distraction from learning should not be worn. Flip flops and crocs are not acceptable footwear for school. During recess, children need rubber soled shoes to use the playground equipment.

## **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 is an added quandary. Students may not bring toys to school.

### **VISITS AND CONFERENCES**

Please remember, for the safety of our children, all visitors to Franklin Avenue, including parents and guardians, are required to check in with the School Greeter at the window in the lobby, and sign in/out in our visitor's log. Parents are only permitted to visit classrooms, lunchroom or be in the hallways **with permission only**.

**All visitors must present an ID at sign in, as per BOE policy.**