

LINCOLN AVENUE ELEMENTARY SCHOOL

Live, Laugh, Learn

Parent Handbook

2018-2019

Welcome to a new school year at Lincoln Avenue. We hope that the information contained in this *Handbook for Parents* will be a useful resource throughout the school year.

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

2018-19 Board of Education

Thomas DePrisco, President
Robert V. Davis, Vice President
Bruce E. Bond
Christine Reddy
Jackie Dubil Craig
Mary Flanagan, District Clerk

Central Administration

Marco Pochintesta	Superintendent of Schools
Dr. Robert Roelle	Assistant Superintendent for Curriculum and Instruction
Ann Marie Tromer	Assistant Superintendent for Business

Diana Musich	Assistant Superintendent for Human Resources and Community Services
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District Administration

Carolyn Moffa	Director of Special Services
Todd Santabarbara	Director of Physical Education and Athletics
Robert Nelan	Director of Facilities
Mary Cinelli	Director of Transportation
Shain Jacob	Director of Technology
Mary Flanagan	District Clerk
Cindy Padre, MD	District Physician

Building Administration

Michael Murphy	Principal, Pearl River High School
Suzanne Horton	Assistant Principal, Pearl River High School
Andrea Pompey	Assistant Principal, Pearl River High School
Maria Paese	Principal, Pearl River Middle School

Kristin Talleyrand
Peggy Lynch
Kathleenann Cool
Maureen Alaimo

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

LINCOLN AVENUE ELEMENTARY SCHOOL
115 Lincoln Avenue, Pearl River, NY 10965
845-620-3850 FAX 845-620-3975 www.pearlriver.org

STAFF

PRINCIPAL:

Mrs. Kathleenann Cool

CLERICAL STAFF:

Mrs. Lisa Ross
Mrs. Camille Liftin
Ms. Mary Leonard

NURSE:

Mrs. Linda Higgins

CUSTODIANS:

Mr. Thomas Murray (day)
Mr. Mostafa Chamar (evening)

GREETERS:

Mrs. Claire Terico (morning)
Mrs. Kathleen Agovino (afternoon)

SPECIAL AREA TEACHERS:

Art
Music

Physical Education
Librarian

Ms. Erin Girling
Mrs. Glyn Nixon (K-2)
Mr. Scott Louis (3-4)
Mrs. Diana Gillule
Mrs. Valerie Mui

SUPPORT STAFF:

Resource Room
Speech
Academic Support
Psychologist
Occupational Therapy

Physical Therapy
Hearing Impaired
Elementary Social Worker

Ms. Angel DeSimone
Mrs. Stephanie Hommel
Mrs. Laura Sullivan
Dr. Rebecca Massa
Mrs. Eileen Pipolo
Mrs. Maggie Kenney
Ms. Sharon Sobol
Ms. Fara Schueller
Ms. Natalie Cervantes-Libassi

CLASSROOM TEACHERS:

Kindergarten

First Grade

Mrs. Margaret Lynch
Mrs. Stephanie Shapiro
Mrs. Carolyn Murphy

Second Grade	Mrs. Allison Stone Mrs. Keri Velardo Mrs. Devin Stone
Third Grade	Mrs. Nancy Ferst Mrs. Marie Walmsley
Fourth Grade	Ms. Karen DiMenna Mrs. Kirsten Gorman

TEACHING ASSISTANTS:

Kindergarten	Mrs. Joan Higgins Mrs. Linda Moffitt
FLEx:	Mrs. Maria Accetta Mrs. Noreen Bellotti Mrs. Maureen Damon Mrs. Elizabeth Hannan Mrs. Andrea McGarvey

MONITORS:

Mrs. Maureen Lee (buses and lunch)
Mrs. Donna Brady (lunch)
Mrs. Doreen Sadik (lunch)
Mrs. Diane Murphy (lunch)

AIDES:

Ms. Samantha Alicandri
Mrs. Teresa O'Reilly

Please contact any staff member by calling the school office, 620-3850, and leaving a message. You may also use email; staff email addresses are lastnamefirstinitial@pearlriver.org.

A complete directory of the district administrative staff and other resources may be found in the school district calendar that was mailed to your home as well as the school website. Both resources contain a wealth of material about the Pearl River Schools, which you should find informative.

ARRIVAL

Students who walk or are driven to school should plan to arrive between 8:45 and 8:55 AM. *Children should never arrive at school before 8:45 AM, since supervision is not available before that time.* Students who are “walkers” should enter through the side door by North Lincoln Ave. The younger students will be escorted to their waiting areas by our 4th grade smile team buddies. Parents are welcome to bring their students to the side door. **We ask that you refrain from entering the building for safety reasons.** The exception to this will be the first day of school.

DISMISSAL

All Students:

- ALL students must ride **ONLY THEIR ASSIGNED BUS.** Please don't send notes requesting your child ride a different bus.
- Changes in dismissal can be difficult to monitor. For this reason, all parents requesting any change in a student's dismissal procedures must inform the Principal **in writing (e-mail or fax is acceptable) no later than 12 PM the day of the dismissal.** *If a request is sent by e-mail, it is advised that you follow up by phone to check to make sure it was received, please do not assume the e-mail went through.* The link to the e-mail address and the fax number are located on the Lincoln Ave. web page. **Students will not be called out of classrooms after 3:00 PM.** We respectfully request your cooperation in minimizing the number of dismissal changes. To limit classroom disruptions, as well as to ensure the safety and security of the students, please wait to pick up your child at dismissal. In order to provide for the safe and orderly dismissal of students, parents or their designees, are asked to wait outside the school on the blacktop for the children who are walkers. Email: coolk@pearlriver.org or Fax: 845-620-3975.
- 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 stating this condition and the length of time the condition will be in effect to the teacher. All notes will be then delivered to the mainoffice and kept on file. We will also accept these notes for PTA sponsored after-school programs.
- Scout meetings will require a letter or e-mail each time there is a meeting.
- We understand that emergencies do arise and occasionally a parent may need to pick up their child at dismissal time. In this instance, the parent should enter the building at dismissal, go to the main office to sign their child out, and receive

a bus room pass. At the bus room you will exchange the pass for your child. NO CHILD WILL BE EXCUSED FROM THE BUS WITHOUT A WRITTEN PARENT REQUEST. FOR YOUR CHILD'S SAFETY, TEACHERS HAVE BEEN INSTRUCTED THAT UNDER NO CIRCUMSTANCES ARE CHILDREN TO LEAVE THE SCHOOL WITH AN ADULT OTHER THAN A PARENT UNLESS WRITTEN PERMISSION HAS BEEN RECEIVED AND APPROVED BY THE PRINCIPAL.

Please note that your child's safety is our primary concern and these policies are in effect in an effort to protect your child.

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. 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, please call the nurse's office (620-3823) 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 #5100, to bring a written note of explanation from a parent.** Please do not send e-mails. 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 office 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.

BIRTHDAYS

At Lincoln Avenue, we honor children's birthdays during morning announcements and with a birthday pin from the office. In the classrooms, teachers and students celebrate through a variety of activities.

Please refrain from sending birthday treats of any kind (food or non-food). Information regarding individual class practices will be shared by your child's teacher the first week of school or by contacting your child's teacher directly (well in advance of the birthday).

Birthday parties planned for home are a delightful experience as well. However, birthday party invitations are never to be distributed at school unless the whole class is invited. 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 the 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. Request forms are available at the school office and should be submitted to the principal.

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 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 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 the 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

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 and school 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, students will proceed directly to their tables.
- **Children may buy only 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 discretion 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 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.**
- Bringing fast food items from outside vendors and other sources will not be permitted.

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. 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 returned promptly, well before the day of the trip. No student will be permitted to accompany their class on a trip without the required signed permission slip (verbal permission will not be accepted). **Trip fees should be sent in the form of a check payable to "Pearl River School District."**

CODE OF CONDUCT/STUDENT BEHAVIOR

Pearl River annually distributes a Code of Conduct to all families. 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, and Safe**; there are specific behaviors outlined for classrooms, hallways, cafeteria, bathrooms, playground, and bus/bus rooms.

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

All school level information will be communicated via our school app, "Sangha."

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 & messages left at the office
- Email (lastnamefirstinitial@pearlriver.org)
- Weekly or monthly newsletters
- 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 addresses require new proof of residency (see registration of new students section).

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

1. Call the main office or e-mail 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, AND EARLY DISMISSALS

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 these procedures.

K-12 Alerts notification via automated telephone, email and text messages.

Log on to the district website, www.pearlriver.org.

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

Log on to www.cancellations.com. Follow the directions on screen.

Pearl River zip code is 10965.

Tune in to WRCR 1700 AM, WHUD 100.7 FM, WFAS 1230 AM/103.9 FM.

Turn on Channel 4, Channel 5 or Newschannel 12.

* Please be sure to submit your *Early Dismissal Action Plan* to the office as soon as possible. During the school day, there is an established procedure for early dismissals at each elementary building, including first and foremost, the notification via the K-12 Alert system.

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.

EMERGENCY EVACUATION OF BUILDING/EARLY DISMISSAL

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 *K-12 Alert* will be implemented. School officials will follow the directions given to them by parents/guardians as written on the child's *Emergency Early Dismissal Form* and signed by parents/guardians.

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 K-12 form, including your email address**, the latter of which will be used for nonemergency notices.

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, counseling, 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 ALLERGIES

Consistent with our required health and wellness policy, food products will not be used in classroom learning experiences (without parental consent) 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, 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). Class parents will be responsible for sharing information about food served at class parties. Many parents of students who have allergies or who have students who are "choosy" eaters often send in their own snack from home for these celebrations.

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 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 identify children's belongings. Lost and found articles are turned in to the office and are kept in a box in the lobby for a reasonable period of time. Please have your child check for missing items periodically.

PARENT TEACHER ASSOCIATION

The Lincoln 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 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 Lincoln Avenue PTA meetings. Every parent/guardian is welcome to attend these meetings to be informed on upcoming events and/or issues pertaining to our school community.

Classroom parents are 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 special class events. Your cooperation with these volunteers is appreciated.

PTA Co-Presidents, 2018-2019

Mrs. Liz Hayes

Mrs. Jennifer Whelan

PARKING

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.

"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.

BACK LOT: Please do not park in the center lane of the back lot for AM drop-off or PM pickup. It is a very serious safety hazard for children. The car must be parked in an open space or if no space exists, the car should be parked on North Lincoln Avenue.

PETS/ANIMALS IN SCHOOL

It is the policy (4318) 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.

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, reading 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 are asked to 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 New York State immunization.
4. A copy of 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 report distribution 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 or religious 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, CROCS, SANDALS AND OTHER OPEN TOED SHOES** are not safe footwear for children at school and should not be worn.

TELEPHONE

The school telephone is not to be used to make social arrangements for after school time. Students must make these arrangements at home and bring in a written note stating where they will be going after school and who will be picking them up. Please note students may only ride their assigned buses home.

TOYS FROM HOME

Students are discouraged from bringing toys or special personal items in unless they are included as part of a planned "share" in class.

VISITING THE SCHOOL

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

- All visitors, including parents and guardians, must check in with the main office, show photo identification and sign in before proceeding to classrooms or meeting rooms. After the visit is complete visitors must sign back out before leaving.
- Visitors may go to classrooms, the lunchroom, cafeteria or playground areas **only with the knowledge and permission of the principal.**

QUESTIONS AND/OR CONCERNS

Questions, concerns, and rumors are bound to arise during the year. Parents are encouraged to address them to their child's teacher via e-mail or a phone call. It is always better to ask than to wonder when it comes to questions, concerns, or rumors!

