

PAUMANOK

Elementary School



Parent Handbook

2016 / 2017

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GROWING AND LEARNING TOGETHER

Paumanok is a family of students, teachers, staff and parents. As a family we are proud of our school and all that it represents. With this in mind, it is our hope that all members of the Paumanok family will keep our school a safe and happy place in which to learn. Please join us in maintaining the beauty of our school inside and out and protecting its property. In this manner, we can grow and learn together.

IMPORTANT PHONE NUMBERS

Office 592-3650

Nurse 592-3651

Attendance 592-3655

Psychologist 592-3661

SCHOOL HOURS

School begins at 9:10am and ends at 3:20pm. To ensure their safety we ask that no students be on the school grounds prior to 9:05am unless requested to attend an activity or extra help session.

VISITORS TO THE BUILDING

In order to have a safe environment for our children, as well as others, the following should take place when visiting the building:

- No cars should enter, drive through or park in front of the school.
- The drop off and pick up of students is to take place on the side of the school by the yellow line.
- Park only in the parking area, not along the drop off area.
- No U-turns should be made by the crosswalk.
- Entry into the building should be through the front door.
- All visitors are required to sign in immediately upon arrival. (Photo identification may be necessary.)

Thank you for your cooperation in keeping our children safe.

EMERGENCY SCHOOL CLOSINGS/DELAYED SCHOOL OPENINGS

Whenever some emergency necessitates the closing of school or a delayed opening, an announcement will be posted on the District's website:

www.hhh.k12.ny.us

Parents may also receive an automated phone call/email.

A delayed opening is used when the appropriate set of circumstances is present. This simply means that a school scheduled to open at 9:10am would not open until 10:10am or 11:10am depending upon a designation as a one hour delayed opening or a two hour delayed opening. An abbreviated school day schedule is used.

Early dismissal procedures involve transportation of all students by bus. At the beginning of the school year your child will receive an early dismissal card. It is critical that you return this to your child's teacher and instruct your child where they are to go in the event of early dismissal. The sequence for early dismissal will be as follows:

1. High Schools
2. Middle Schools
3. Elementary Schools

All walkers will be sent home by bus unless released to a parent or designee.

STUDENT ABSENCES

The Half Hollow Hills School District share everyone's concern and awareness of the ever increasing incidents of "missing children". When a child is absent, parents are expected to call the Attendance Office (592-3655) anytime prior to 9:30am. If your child does not arrive at school by 9:30am the attendance office will call you at home.

When a student is absent from school. He/she is required to bring in a written note form his/her parent indicating the reason for the absence. The note should include the date of the absence and signature of the parent.



EMERGENCY HEALTH CARD

This health card, which your child will bring home to you on the first day of school, will enable us to contact you or a neighbor in the event your child become ill or is injured at school. Please complete it accurately and return it to school promptly. This information **MUST** be updated as changes occur. Your cooperation is necessary to ensure the well-being of your child.



CALLING BY PARENTS

Our office is often asked to deliver personal messages to students during the school day. To maintain an uninterrupted learning environment, please restrict requests for messages for emergencies only.

STUDENT USE OF THE TELEPHONE

In our efforts to foster responsibility, we greatly discourage calls home for various forgotten items or last minute social arrangements.

HEALTH INFORMATION

Students should be kept home when ill. Body temperatures should be normal for 24 hours before returning to school.

PHYSICAL EXAMINATIONS



New York State Law requires all children in grades K, 2, 4, 7, 10 and all new entrants to a school system to have a physical examination. It is recommended that every child have an annual examination. The children in the grade levels required to have an exam may have it done privately or by the school physician. If your child has been seen by the family doctor, a form must be filled out and given to the school nurse. The form may be obtained in the nurse's office.

IMMUNIZATIONS

According to New York State Public Health Law #2164, "No child shall be admitted to public school without documented proof of required immunization, signed by the doctor."

Measles	2 doses of measles vaccine
Mumps	1 dose after 1 st birthday
Rubella	1 dose after 1 st birthday
DPT	3 or more full doses
Polio	3 or more TOPV, 4 or more IPV
Varicella (chicken pox)	1 dose on or after 1 st birthday, Serological proof of immunization or physician documentation of illness.

Immunization against HEPATITIS B is now required for the entering Kindergarten class. Three doses are required.

If your child has had any of the diseases indicated below, documentation is required as follows:

Measles/Mumps A physician's written statement

Rubella Serological evidence with a submitted lab report

Records must show dates of all immunizations with authorized signature.

FOOD ALLERGIES

Environmental and food allergies are on the rise. We have students in our school with severe peanut and nut allergies, and exposure to these products can cause a life threatening reaction, anaphylaxis. Safety for all children is important to us at all times. Therefore, I would like to reinforce one of our health concerns.

Some of our youngsters have a severe allergy to peanuts and/or tree nuts (such as walnuts, pecans, hazelnuts, etc). This is a very important issue for us, since this can be life threatening for these children. Therefore, we are asking for your cooperation regarding this matter.

We are strongly encouraging our parents to send peanut free and nut free lunches and snacks for their children. In addition, all party food sent to school must be peanut-free, nut-free and include an attached ingredient label.

Also, there may be other food allergies that affect students, requiring your cooperation. You will be notified of these concerns, as needed.

Thank you for your support in our combined efforts at keeping our students healthy and safe at school.

MEDICATION

In order for any medication (including over the counter) to be given at school, the school nurse must be given the following:

1. A written notification from the family doctor stating diagnosis, the contents of the prescription and dosage.
2. A written request from the parent asking that the medication be given.
3. Medication must be in the original pharmacy bottle with the child's name, dosage, date and the doctor's name.

STUDENTS MAY NOT CARRY ANY MEDICATION WITH THEM.

HEAD LICE - PEDICULOSIS

It is advisable to check your child at home for head lice.

School policy: If found in school, the school will contact the parent or guardian. The child will be excluded from school until effective shampooing and nit removal is completed. The school nurse will check all children before they are readmitted.

SCOLIOSIS

Effective February 1, 1979, New York State Education Law requires that all children between 8 and 16 years of age receive a school screening examination to find children with possible curvature of the spine (Scoliosis).

The procedure for screening is simple. School nurses who have been specially trained will look at the child's back, standing and bent forward. For this examination, boys and girls will be screened separately.

The chances of a child having Scoliosis are very small, but we have a responsibility to find those few cases early. If a child has a possible problem, parents will be contacted promptly.

TICKS

If a tick is discovered on a student, the school nurse will notify the parent so that appropriate follow-up can be made.

RULES FOR DISMISSAL

Regular dismissal begins at 3:10pm for all students in K - 5. Parents/designee who wish to pick their children up at regular dismissal are requested to send a note stating that their child will be picked up. Regular dismissal pick-ups are at the side entrance of the building. Parents must enter the building at the side entrance and sign the dismissal registry before their child will be released.

Early dismissal - A note must be sent in to the classroom teacher. The note should include the date, time of pick up and reason for leaving. Parent/designee must sign the dismissal registry at the reception desk in the main lobby. When possible, medical and dental appointments should be made after 3:10pm.

For building security, no one is permitted to enter the building without signing in at the reception desk in the main lobby.

CHILDREN WILL BE DISMISSED ONLY UNDER THE SUPERVISION OF A PARENT/ADULT DESIGNEE.

Thank you for helping to keep our children safe!

WALKERS/EARLY ARRIVALS

If your child will be walking to or from school, please notify your child's teacher in writing, as well as the main office. Students should not arrive before 9:05am, unless requested by a teacher or they are participating in the REACH/CYA or School Breakfast Program. This is for your child's safety, as there is no supervision prior to 9:00am. Children will be allowed to enter the building at 9:10am.

BUS STUDENTS

Students must take their assigned bus to and from school.

If your child is going to a different stop on his regular bus route, please send in a note for the bus driver.

BUS SAFETY RULES

1. Wait at your designated location in an orderly manner.
2. Be on time.
3. Go directly to your seat when you board the bus.
4. Keep the aisles clear.
5. Keep hands and arms inside the bus.
6. Stay in your seat.
7. Keep the noise level down.
8. Leave the bus in an orderly manner.
9. Cross at least 10 feet in front of the bus and only after the bus driver has given the signal that it is safe to cross.



**VIOLATION OF THESE RULES MAY
RESULT IN THE LOSS OF BUS
PRIVILEGES FOR AN INDEFINITE
PERIOD.**



CAFETERIA



SCHOOL BREAKFAST PROGRAM

All students may participate in our School Breakfast Program. You will be notified when the program will begin.

ARRIVALS

- As buses arrive, beginning at 8:55am, only those students who are partaking in the Breakfast Program will be released at the front entrance. ALL OTHER STUDENTS WILL REMAIN ON THE BUS.
- Walkers and those children arriving by car will enter the building beginning at 8:55am.
- Children attending Extra Help Sessions and members of the CYA Breakfast Club may also participate in the breakfast program beginning at 9:05am.
- Children must walk directly and quietly to the cafeteria.
- Children will quickly get on line to purchase breakfast.
- Cafeteria behavior rules apply including cooperative clean-up.
- Although children may sit with family members or friends, children are encouraged to complete their meals quickly so they can arrive to class on time.

BREAKFAST COSTS:

\$1.75 for Hot Breakfast

\$1.50 for Cold Breakfast

Those eligible for reduced or free lunch are **also eligible** for reduced (\$.25) or free breakfast.

Children **must** remember to bring their money as no funds are available for borrowing.

LUNCH PROGRAM



Hot Lunch Program Prices are as follows:

Elementary School Lunch	\$ 2.50
Reduced Lunch	\$ 0.25
Milk/Water	\$ 0.50
Pre-Paid Lunch (50 lunches)	\$125.00
Pre-Paid Lunch (5 lunches)	\$ 12.50

Should you have any questions or need information, please call Ms. Scally, Food Services Director at 592-3021.

The District offers parents the convenience and security of putting cash/checks into an account to be used for the purchases of lunch and snack items in the cafeteria. All students will be issued a PIN number for use when purchasing. While "good old fashioned cash" will still be accepted in the cafeteria, the ease of prepaying lunches is a timesaver. All checks should be made payable to: **HHH School Lunch Fund**. In addition, you may now pre-pay lunches on line (<http://www.halfhollowhills.k12.ny.us>). Please allow 24 to 48 hours for payment to process.



CAFETERIA RULES

The Paumanok cafeteria should be treated in the same fashion as a child's kitchen or dining room at home. To provide all students with a positive lunch time atmosphere, we ask that students:

1. Walk at all time in the cafeteria.
2. Remain seated while eating their lunch.
3. Speak quietly at all times in the cafeteria.
4. Clean up after themselves.
5. Always show respect to everyone in the cafeteria.



Cafeteria Discipline

All teachers will be notified if inappropriate behavior takes place in the cafeteria or at recess. In the event that inappropriate behavior continues, students will lose cafeteria/playground privileges and will be assigned to a classroom.

Outdoor Recess

The lunch period will consist of a 25 minute period during which students will eat in the cafeteria. An additional 20 minute period will be provided for students supervised play. Please send your child to school with weather appropriate clothing and proper footwear. All students will go outside weather permitting. The only exception made will be for students who have a note from a doctor stating that the student is to remain inside. Those students will sit in the nurse's office.

Recess Rules

1. Students will not play roughly on the playground.
2. Students will show respect for others and follow instructions given by staff.
3. Students will stay away from puddles and mud.
4. Students are to stop what they are doing when the whistle blows and should line up quickly.
5. Students will leave rocks, bark, sticks and other dangerous objects alone.
6. Students will play only on playground areas.
7. Students will show pride in their school by keeping the building grounds free of litter.
8. Students will take turns on equipment.
9. No food or gum is permitted on the playground.
10. Students will leave unsafe objects at home.
11. Radios, tape players, etc are not permitted.
12. Students will settle differences peacefully. STOP/THINK/PLAN



HOMEWORK

Homework Responsibility

The faculty of Paumanok is firmly committed to a homework policy that enhances and extends the school learning experience. The purpose of homework is fourfold:

- To help develop good study skills.
- To reinforce skills learned each day in school.
- To provide for extended learning experiences beyond the classroom.
- To establish a daily contact with parents who will be constantly aware of the child's academic work, both successes and needs.

Student's Responsibility

- It is the student's responsibility to know their homework assignments.
- The student should make sure he/she understands what to do before leaving class.
- The student should attempt to complete the assignments on his/her own.
- The completed assignments, if written, should be neat.
- Study assignments should also be considered as homework.
- For safety and security reasons, students may not return to the classroom after dismissal for any forgotten items.

Parent's Responsibility

- It is the responsibility of parents to see to it that the child knows what is expected and completes daily and long term assignments.
- The child should be encouraged by parents to do his/her best.
- The teacher should be contacted immediately if the child is experiencing unnecessary difficulty with assignments.
- If your child will be observing a religious holiday, please inform the teacher so that the appropriate homework allowance may be made.

Assignments Missed (Due to Absence)

Missed assignments will be available for students who are absent more than three consecutive e days due to illness. These assignments can be picked up by the parent on the fourth consecutive day of the absence at the front desk between 2:00pm and 4:15pm. Work will not be sent home with siblings. A cover sheet will state the date that work should be returned to the classroom teacher. New concepts that were addressed during the absence will be reviewed with your child upon return to school. Tests will be made up at the discretion of the teacher,

Family vacations during the school calendar are not condoned. If a child is to be absent for more than three days due to a family vacation, it is recommended that a journal of the trip be kept in addition to 15 minutes of reading in grades K - 2 and 25 minutes in grades 3 - 5.

Report Cards

The Half Hollow Hills Central School District is pleased to announce that the Elementary Report Card is available online. If you already have Parent Portal Access to Infinite Campus you can view your child's report card online.

If you do not have access to the Parent Portal, you will not be able to view the report card online. However, gaining access is easy! Information can be found on our district website, <http://www.halfhollowhills.k12.ny.us/>. Click on the "Quick Link" tab at the top of any page; the drop down menu will have a selection "Infinite Campus for Parents/Students." Click here and you will find all the information you need to gain access to the Parent Portal.

The purpose of the elementary report card, which is updated three times a year (Trimesters) is to:

- Communicate your child's achievement in relation to learning standards.
- Promote student learning.

It is important to keep in mind that the report card is only part of an effective achievement reporting system. The key to making the most of this report card is ongoing, open dialogue between you and your child's teacher.

Physical Education

Physical Education is a time of learning, fitness and cooperation. To make the time in the gym most beneficial and safe for all students, they should come properly prepared. Please be aware of the following guidelines:

- Appropriate clothing would include shorts, pants, or sweat pants and laced up sneakers with flat soles (no heels or platform sneakers). Skirts, dresses and jeans present a safety hazard in Physical Education class and are not appropriate.
- Jewelry such as rings, watches, hanging earrings necklaces and bracelets present an acknowledged safety hazard. These items can get caught on the hands, fingers and clothing of students in the class, as well as on or in the equipment. Therefore, students may not wear jewelry in Physical education class or in intramural activities. Teachers cannot be responsible for lost jewelry. Since there is no secure place to store jewelry, please leave all jewelry home on P.E. days.
- In accordance with student policy, gum chewing is not permitted in Physical Education class.
- A note is required from a parent if a student is not able to participate for one or two classes due to illness or injury. If the excuse is for a long period of time (over one week) a physician's letter is required by law.



SCHOOL PROPERTY and TEXTBOOKS

1. Proper care of school property is to be stressed at all times. Each textbook must be covered by the student and kept covered throughout the year.
2. Students will be fined for the cost of any books that are abused.
3. Lost library and textbooks must be paid for in full prior to receipt of final report card.

LIBRARY

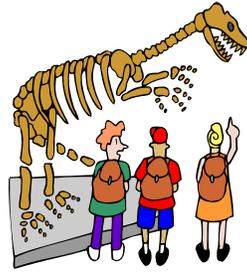


The Paumanok School Library is designed to provide library instruction, assist in research, and to nurture love of books and reading. There are several family-oriented reading incentive programs held throughout the year. Informational notices are sent home.

Kindergarten students come to library once a week for stories and book related activities. Each child selects a book to bring to the classroom, but does not take the book home until November. At that time a letter will be sent home from the school librarian informing you of Kindergarten book selections and return procedures. Students in grades 1 - 5 also come weekly for instruction and select books that may be taken home. They are responsible for returning books on time. Students failing to return books on time can reserve books to be held until overdue books are returned.

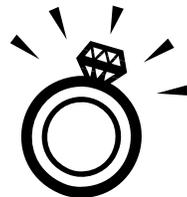
Parents are asked to help students be aware of the importance of book care and timely return of materials. Overdue notices are sent out when materials are more than two weeks overdue.

FIELD TRIPS



- Field trips are an integral part of the instructional program.
- To alleviate placing teachers, students and parents in an awkward position, only parents who have been assigned as trip chaperones should attend field trips.
- Written parental approval is mandatory for all trips. Medical forms must be completed prior to the first field trip each year.
- When a school trip ends after the usual school hours, it is the responsibility of parents to pick up the children promptly.
- The cafeteria can prepare a bag lunch for your child when the class goes on an all day field trip. The lunch includes a sandwich; a 12 ounce can of juice and a fresh fruit. The cost is the same as in-school lunch.

MONEY AND VALUABLES AT SCHOOL

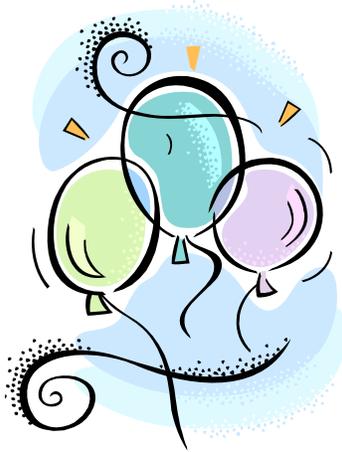


Whenever money is sent to school, it should be sent in an envelope with the child's name, teacher's name, class and purpose written on the outside. Please emphasize to your child that money and valuables should not be left in the desks, cubbies or other places at school.

Please do not send in expensive toys, games or equipment as the school cannot be held responsible for lost or stolen items. These items include trading cards, iPods, iPads, cellular phones, etc. If these items are found in school, they will be taken and you will need to make arrangements to claim them.

INVITATIONS TO PARTIES

Invitations to parties outside school cannot be distributed by either the children or the teachers in school unless there is an invitation for every child in the class. This prevents hurt feelings on the part of those children not invited. Please, also understand that the teachers, office staff, as well as class mothers, are not permitted to share students' addresses and telephone numbers, without parental consent.



CLASSROOM PARTIES

You will be made aware of grade level classroom party guidelines at the beginning of each school year.



KINDERGARTEN REGISTRATION

Parents will register children at Paumanok the January prior to Kindergarten entrance. Children may be registered only if their fifth birthday occurs on or before December 31.

Registration requirements are as follows:

1. Proof of residency, i.e. mortgage contract, tax bill, deed rental lease etc. (Driver's license not accepted)
2. Birth Certificate (original copy)
3. Parental guardianship (copies of court papers) if applicable
4. Immunization record signed by a physician

KINDERGARTEN SCREENING

The following areas are measured: language development, cognitive development, motor skills, speech and physical status. Since language development is probably most important in everyday school functioning, a careful screening of this area is performed.

Two general types of language areas are screened:

1. Receptive Language is how well a child can understand everyday concepts, simple directions and knowledge of common objects. An example of a receptive direction would be, "Put the ball next to the paper." The child is being measured on knowledge of everyday objects, *ball and paper*, with the concept of, *next to*, in a simple direction form.
2. Expressive Language measures the way a child communicates verbally. Children are asked to define common words, answer simple questions about themselves and repeat sentences.

Measures of a child's fine motor skills are made through a simple paper and pencil task of copying designs and drawing.

Gross motor skills are also reviewed by the physical education teacher such as running, hopping, throwing and catching a ball, etc. In addition, speech articulation is reviewed by the speech teacher.

Paumanok School Based Management Team

In order to meet the requirements of the state compact for learning, the Half Hollow Hills Board of Education adopted a plan in February, 1993 for the participation by parents and teachers with administrators in school based planning and shared decision making. The purpose of each school's team shall be to improve the educational performance of all students through the discussion of issues and the implementation of educational programs.

If you are interested in joining the SBM team, please contact the Main Office for more information.

PTA Statement

PTA Statement

Welcome to the start of a new and exciting school year from the 2016-2017 Paumanok PTA Executive Committee. Whether it's your first experience in elementary school or you are a returning parent, we look forward to seeing a lot of you.

The Paumanok PTA is a friendly and welcoming environment for all families. We hope you will join us in making this a successful school year. With your help we can continue to provide the programs, services and fun-filled events that greatly enrich the educational experiences for all of our students. We encourage you to become a PTA member and to get as involved as possible. Your involvement in and support of Paumanok's PTA is essential to our success. Whether you chair one of our many events or committees or volunteer some of your time, we appreciate the support.

We look forward to seeing you throughout the year. Together, let's make this a great school year for the children of Paumanok!

Virgie Torres
PTA President

PTA Officers 2016/2017

President	Virgie Torres
1 st Vice President	Darcy Greene
2 nd Vice President	Sandi Melissen
3 rd Vice President	Rita Karagiannis
Treasurer	Stephanie Jose
Recording Secretary	Vincenza Cripò
Corresponding Secretary	Dena Klein
Council Delegate	Tony Balcan
Council Delegate	Aya Sabbah
Past President	Stephanie Zervakos
Teacher Liaison	Barbara Marder
Principal	Kendra Cooper



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