

Putnam Valley



Elementary School

STUDENT-PARENT HANDBOOK

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Dear Putnam Valley Elementary School Parents and Students,

Welcome to Putnam Valley Elementary School!

In addition to the Putnam Valley District calendar this handbook was created to inform you of our school policies and procedures. We hope that you will review this information with your children, refer to it and find it to be a helpful resource throughout the year.

This handbook includes ideas for parent participation here at Putnam Valley Elementary School. It is our hope that you will attend a PTA meeting so your voice can be heard and/or volunteer in your child's classroom. Here at Putnam Valley Elementary School we recognize and value the vital role parents play in their child's education.

We look forward to seeing you and supporting you as we work together towards our mutual goal: Child First and Foremost. If you have any questions about the information contained in this handbook, please do not hesitate to contact us.

Jamie Edelman
Principal

Tricia Murray
Assistant to the Principal

Academic Intervention Services (AIS)

Academic Intervention Services are designed to provide extra support for those students who have not met or are at risk of not meeting the standards in math and English Language Arts. AIS teachers will pull out identified students or push in to a class to provide additional support in reading and/or math. This support supplements the instruction provided in the classroom. The AIS teachers will work closely with the classroom teacher, keep them informed of the students' progress and assist in marking report cards.

Appropriate Behavior/Great Expectations

During the first week of school the faculty and administration will share with the students our Code of Conduct and Great Expectations for safe, respectful, responsible and kind behavior.

Be Kind - Treat others the way they want to be treated.

Be Safe - Be aware that our actions have consequences.

Be Responsible - Be responsible for your schoolwork, homework and behavior.

Be Respectful - Show good manners in your words and deeds.

These are expectations for our Putnam Valley Elementary School community.

It is the practice and responsibility of the entire school community to reinforce these expectations through discussion and modeling of desired behaviors. In doing so we strive to have each child develop an internal standard for his/her own behavior.

We expect our children to be kind, safe, responsible and respectful throughout the school building at all times (before, during and after school); on the school grounds at all times; and in the community. We encourage families to discuss these expectations thereby providing the school and home a joint opportunity to support our children in developing positive and satisfying ways of dealing with others. At the beginning of the school year, each child will receive a Behavior Contract. Parents and students will be asked to review the contract, sign it and return it to school. A copy of the contract is below and a list of consequences for inappropriate behavior on the bus and/or at lunch/recess is provided.

Consequences for Inappropriate Bus Behavior:

1. the driver speaks with the child
2. child is given an assigned seat
3. driver prepares bus conduct report and gives it to Assistant Principal - parent is notified by Assistant Principal
4. if inappropriate behavior continues, bus privileges may be suspended

Consequences for Inappropriate Behavior During Lunch/Recess:

1. monitor will remind the student of our school rule(s)
2. a time out may be given by the monitor and the classroom teacher notified
3. a referral form written by the monitor and submitted to the Assistant Principal and parent notified
4. lunch and/or recess detention may be assigned
5. parent/student meeting with the Assistant Principal

Attendance Policy

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures, encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student absence, tardiness and early departure, and develop effective intervention strategies to improve school attendance.

School attendance is both a right and a responsibility. The Putnam Valley School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school district recognizes that consistent school attendance, academic success and school completion have a positive correlation, the school district will develop, review and if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
 - b) To raise student achievement and close gaps in student performance;
 - c) To identify attendance patterns in order to design attendance improvement efforts;
 - d) To know the whereabouts of every student for safety and other reasons;
 - e) To verify that individual students are complying with education laws relating to compulsory attendance;
 - f) To determine the District's average daily attendance for state aid purposes. Description of Strategies to Meet Objectives
- The Putnam Valley Central School District will:
- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
 - b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from administration, faculty, students and parents. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy)
 - Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
 - d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
 - e) Develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) **EXCUSED: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.**
- b) **UNEXCUSED: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).**

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:

- a) For students in non-departmentalized elementary through middle school (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after taking the attendance once per school day, provided that the students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch.

- b) For students in high school or departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion of a school day shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work. Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the middle school/senior high school level, any student with more than 18 absences in a course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departure will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s). For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly. Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent student program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed, shall be counted as the equivalent to regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

ALL ABSENCES, TARDINESS, AND EARLY DEPARTURES MUST BE ACCOUNTED FOR.

It is the parent/guardian's responsibility to (1) call or email the school attendance office within 24 hours of the absence, tardiness or early departure and (2) to provide a written explanation within 5 days of the student's return to school. Any absence which remains undocumented after the 5 day time period will be recorded as unexcused.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District/s policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines shall be followed:

- A. Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/guardians and provided to students at the beginning of each school year or at the time of enrollment in the District.
- B. School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Details of the Attendance Policy will also be included in parent/student handbooks.
- C. At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/guardian of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/guardian cannot be reached by telephone, a letter shall be sent detailing this information.
- D. A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Notice of Students who are Absent, Tardy or Depart Early Without Notification to the School

A designated staff member shall notify by telephone the parent/guardian of a student who is absent, tardy or departs early without proper notification to the school. . Procedures for proper notification will be outlined at each building level. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District/building level intervention procedures, and if appropriate, the relationship between student attendance and course credit. If the parent/guardian cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/guardian to promote awareness and help ensure compliance with the policy. If deemed necessary by appropriate school officials, or if requested by the parent/guardian, a school conference shall be scheduled between the parent/guardian and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/guardians will be notified by designated district personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/guardian.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- A. Identify specific element(s) of the pattern (e.g. grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- B. Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- C. Discuss strategies to directly intervene with specific element;
- D. Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- E. Implement changes, as approved by appropriate administration;
- F. Utilize appropriate District and /or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- G. Monitor and report short and long term effects of intervention.

Appeal Process

A parent/guardian may request a building level review of their child's attendance record. The actual steps for this process will be determined at each building level and communicated to parents/guardians at the beginning of the school year.

Building Review of Attendance Records

Commencing with the 2003-2004 school year, the building principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each quarter. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures. Annual Review by the Board of Education

The Board of Education shall annually review the building level attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or guardians to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/guardians;
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy, and
- c) Including the attendance policy in Student Handbooks (Agendas) to be reviewed with the students at the start of the school year; and
- d) Providing copies of the policy to any other member of the community upon request. Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2, and 175.6

Breakfast

Research has proven that eating a healthy well balanced breakfast can have a positive effect on a student's ability to learn and perform. Breakfast is available in our cafeteria from 9:00 - 9:10 AM each morning for students who are **unable** to eat at home. Breakfast may not be eaten in the classroom. Supervision will be provided.

Building Steering Committee

The purpose of the Building Steering Committee is to have the Putnam Valley Elementary School continue to make improvement in the areas that the Effective School movement has identified as characteristic of an effective school. These areas are listed below.

The Correlates of an Effective School:

1. Positive School Climate
2. Planning Process
3. Academic Goals
4. Clearly Defined Curricula
5. Monitoring of Student Progress
6. Teacher/Staff Effectiveness
7. Administrative Leadership
8. Parent and Community Involvement
9. Opportunities for Student Responsibility and Involvement
10. Rewards and Incentives
11. Order and Discipline

The team is made up of the building principal, three parent members, two non-teaching staff members, and seven teacher members who are elected to provide for overlapping terms.

The activities of the Building Steering Committee are communicated to the staff by sharing minutes from each of the meetings. Each committee member has contact people to whom they communicate the actions of the committee. They also return feedback from their contact people.

Prospective goal areas are presented to the staff for their decision and any subsequent action plan would be given to the staff for their approval/modification.

The members serve as delegates for the staff that they represent rather than acting as an independent decision making body. The Building Steering Committee attempts to make its decisions by using the collaborative model whereby these decisions are made on the basis of consensus.

Cell Phones

Cell Phones have become a widespread modern means of communication. However, students are discouraged from bringing cell phones to school. If a student brings one in order to communicate with their parents before or after school, it needs to be kept off and in the child's backpack. If a cell phone rings during school hours, it will be confiscated by the supervising adult and kept in the office until a parent picks it up. It will not be returned to the student.

Code of Conduct

The Building Steering Committee created the following code of conduct to clearly articulate the behavior expectations at Putnam Valley Elementary School. Each year parents should review this with their children.

Behavioral Referral Forms

A Behavioral Referral Form is sent home by the Principal and/or Assistant Principal when our Great Expectations have not been met and/or when an inappropriate behavior is consistent or serious in nature. Consequences for receiving a Behavioral Referral Form may include a phone call home, lunch/recess detention or suspension in or out of school. A record of Behavioral Referral Forms is maintained, but does not become a part of a student's permanent record.

School Community

I am responsible for keeping Putnam Valley Elementary School a place where all students can learn, be safe, and have fun. To accomplish this I will:

Be Kind. I will treat others the way I want to be treated. I will demonstrate kindness by:

- Treating others the way I want to be treated
- Helping others when needed
- Resolving conflicts using kind words
- Including others during activities
- Thinking about others' feelings before acting

Be Safe. I will be aware that my actions have consequences. I will demonstrate safety by:

- Walking quickly and silently out of the building when there is a fire drill
- Walking through the hallway, not running
- Sitting in my seat on the bus
- Not sharing food and/or personal items (hats, combs, chap stick)
- Obeying all rules
- Asking permission before leaving an area
- Telling an adult when some one is bleeding or hurt

Be Responsible. I will be responsible for my schoolwork, homework, and behavior. I will demonstrate responsibility by:

- Coming to school prepared and ready to learn (homework, specials, lunch, trips)
- Appropriately using the bathroom including flushing the toilet and washing hands
- Being prepared for lunch and recess
- Coming to school clean and appropriately dressed for the day

Be Respectful. I will show good manners in my words and deeds. I will be respectful by:

- Cleaning up after myself (cafeteria, classroom, playground, bathroom)
- Using appropriate language when speaking to adults and peers
- Listening when others are speaking
- Walking quietly throughout the school building
- Admiring students' work on display without touching it

Classroom Community Consequences

Level 1

Supervising adult and student discuss the problem. Problem is resolved by student and adult. If teacher is not present, he/she will be notified by supervising adult. An incident form is completed by the supervising adult if necessary.

Level 2

Parent contacted by phone by classroom teacher/supervising adult.

Level 3

Teacher fills out a referral form and sends it to the assistant principal. A meeting may take place with teacher, parent, and assistant principal.

Level 4

The consequences at this level will be determined by the principal following a thorough investigation of the incident.

Further information regarding appropriate student behavior can be found in the Putnam Valley Central School District Code of Conduct at http://www.pvcasd.org/pdf/Code_of_Conduct_Policy.pdf.

Communication

There are many different ways that the school communicates with and gets information to parents. **Therefore, it is imperative that each family update a Verification Form at the beginning of the school year and also throughout the year as needed.**

Connect Ed – ConnectEd is an automated telephone service that allows the school to send recorded messages to families. In the event of an emergency the system will call up to six phone numbers per child almost simultaneously. The system also, has a community outreach option which only calls the home phone number. It is extremely important to inform the school of any changes in phone numbers during the year. This system will be utilized in the event of a school closing, change in schedule or whenever necessary.

“It’s Elementary” – “It’s Elementary,” is a newsletter that is published several times during the school year. It features an article written by the principal, highlights interesting events and lists upcoming important dates.

E-Mail – Every teacher in the district has been given an email account and is required to check it regularly. Parents are welcome to utilize e-mail as a means of correspondence.

Web-page – There is a link to the elementary school’s web-page on the district’s website, www.pvcasd.org. The page is updated frequently and offers a wealth of information about happenings at the school.

Thursday backpack mail – Thursdays are our distribution day for flyers and notices. Parents should be sure to check their child’s backpack on Thursdays. Electronic copies of all flyers and notices can also be found on our web-page.

Behavioral Referral Form - is sent home by the Principal and/or Assistant Principal when our Great Expectations have not been met and/or when an inappropriate behavior is consistent or serious in nature. Consequences for receiving a Behavioral Referral Form may include a phone call home, lunch/recess detention or suspension in or out of school. A record of Behavioral Referral Forms is maintained, but does not become a part of a student’s permanent record.

Inclement Weather

In the event of a delayed opening or school closing, the Connect Ed system will be activated and the information will be posted on the district’s website. School closings and delays will also be broadcast on the following radio and tv stations:

WHUD

FM 100.7

TV Channels 4, 5, 7 and 12

These stations have pledged their cooperation in broadcasting school bulletins.

Please note:

If a **ONE HOUR DELAY** is announced, all students including morning kindergarten children will be picked up one hour later than normally scheduled. There will be no change in the pick up time for afternoon kindergarten children.

If there is a **TWO HOUR DELAY**, there will be no morning kindergarten session and all other children will be picked up two hours later than their regularly scheduled time.

Computer Use Policy

The Putnam Valley School District employs computers as one way of enhancing its missions to teach the skills, knowledge and behaviors students will need as successful and responsible adults living in their local and global communities. The district’s computers provide unequalled opportunities to explore and use varied and exciting resources including computer programs, CDs, and the Internet. In order to make these resources available to everyone, the district expects in return that those who use the computers will do so in a way that is consistent with its educational mission.

Permission to use the school's computers is dependent upon a student and his/her parent or guardian signing the acknowledgement form which will be given to the student in Computer Class. By signing the form you and your child agree to all the regulations regarding computer usage here at the Elementary School.

Discipline

In the beginning of school, each teacher will work with the students to establish a supportive, respectful environment in which all the children can learn. Guidelines and expectations will also be discussed. We often draw upon our "Great Expectations" as a touch stone to define appropriate behavior. Teachers often deal with discipline issues directly with the student. At times, however, parents may be called and advised of the problem. It is essential for parent and teacher to work together to rectify the situation. In certain situations, a teacher may refer a student to the Assistant Principal who will then notify a parent through a Behavioral Referral Form and/or by phone.

Dismissal

The school day does not end until 3:20 PM, therefore parents should not be picking up their child before 3:20 PM.

1. All changes in dismissal must be made in writing by a parent. Please use the dismissal pad distributed at the beginning of the year to notify us. These letters are kept on record to help us keep track of the whereabouts of all the students.
2. Changes made by phone will **NOT** be honored.
3. On the blue Student Information Verification Form, you will note that you are asked to assign your child a pin number.
No child will be released unless the person picking him/her up knows the pin number and has written permission from the parent.
4. **PLEASE BE SURE THAT WHOMEVER COMES TO PICK UP YOUR CHILD KNOWS YOUR CHILD'S PIN NUMBER.**
5. For security reasons, it is not advisable for your child to know their pin number.
6. **Since dismissal does not run smoothly with last minute changes, please avoid doing so, especially after 2 PM.**

Early Dismissal

In the beginning of the year, you will be asked to fill out a blue Student Information Verification Form. It is very important that this card be updated on a regular basis. On rare occasions, we will need to do an early dismissal of the whole school due to inclement weather or an emergency situation. Therefore, it is important that your designated emergency contact live near the school and be readily available.

If an early dismissal is needed, a phone Connect Ed message and email messages will be sent as soon as possible. **In an emergency/early dismissal it is always best for children to take their regular bus home.**

Homework Policy

Homework is an important part of the PVES academic program. It is our expectation that homework will be a priority in our students' educational plan. We believe homework can:

1. Reinforce learning
2. Promote growth in responsibility
3. Provide an opportunity to reinforce good work habits
4. Help students use time productively
5. Serve as a vital link between school and home

We believe that all the above contribute to success at school.

Criteria

Homework should be meaningful and purposeful. When assignments are given the following criteria should be considered:

- Students should be clear about what they are to do.
- Students should be able to do the work even though support and assistance from parents is encouraged.
- Emphasis should be on quality rather than quantity.
- Appropriate teacher feedback should be given on homework in a timely fashion.
- All required materials should be readily available.

Frequency and Duration of Homework

Homework will be assigned 3-4 days per week and may include weekends. Homework assignments may encompass long-term assignments and assigned independent reading. It is expected that students complete this homework within the time periods appropriate to their grade level, as listed below:

Kindergarten:	10-20 minutes	First Grade:	20-30 minutes
Second Grade:	30-40 minutes	Third Grade:	35-45 minutes
Fourth Grade:	50-60 minutes		

- When independent reading is assigned it is included in the time period specified above.
- Children who play a musical instrument are expected to practice their instruments in addition to the grade level homework.
- If a child will be absent due to non-school scheduled vacation (illegal absences), school work and homework will NOT be provided for the child before the planned vacation. The child will receive the missed schoolwork when they return.
- If a student will be absent from school for more than two days due to illness, parents should make a daily request for homework from the teacher.
- No homework will be given over scheduled school breaks or religious holidays when school is not in session. However, daily reading is always expected.

Immunizations

New York State Law requires schools to prohibit from attendance ALL students who do not have properly documented immunizations in the school health records. Parents must provide proof that the following immunizations have been given:

1. Diphtheria (DPT) - 4 doses
2. Polio Myelitis (OVP) - 3 doses of Oral (Sabin) Vaccine or 3 doses of injected IPV.
3. Measles- 2 doses of live vaccine should be given after 12 months of age.
4. Rubella (German Measles) - 1 dose of live vaccine should be given after 12 months of age.
5. Mumps Vaccine - 1 dose should be administered after 12 months of age.

6. Hepatitis B - 3 doses.

7. Varicella (chicken pox) - for any child born on or after January 1, 1998 and after 12 months old.

Acceptable proof includes any certificate of immunization signed by a physician or previous school health record signed by a school nurse.

The only exceptions to these requirements are a physician's statement that administering the vaccine to a specific youngster is detrimental to his/her health under present conditions, or a written statement of membership from a recognized religious organization whose teachings are contrary to immunizations.

Lice

If nits (lice eggs) or live bugs are detected, a parent will immediately be notified and will need to pick up their child. It is recommended that you use NIX or any commercial product specifically for the removal of lice. Lice are extremely contagious and need to be treated seriously. When your child returns, the school nurse will check your child's head to make sure that the lice are completely removed. You may find it helpful to browse [Head Lice.org](http://HeadLice.org).

Lost and Found

The lost and found box is located in the health office. Please check this area regularly for any personal items that may be missing. We recommend labeling all clothing, books, notebooks, etc. in order to ensure that they will be returned to the rightful owners.

Lunch Program and Schedule

Parents/guardians are requested to keep their child(ren)'s lunch account up to date and remind their child(ren) that their pin number is private. Questions regarding accounts or the cafeteria program should be directed to Elizabeth Williams, Food Service Director - Williams-elizabeth@aramark.com.

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>
Childside	11:15 – 11:40	11:40 – 12:05
2nd Grade	11:25 - 11:50	11:50 - 12:15
1st Grade	12:05 – 12:30	12:30 - 12:55
3rd Grade	12:35 – 1:00	1:00 – 1:25
4th Grade	1:10 – 1:35	1:35 - 2:00

Requests for a bag lunch may be made on a day of a class trip. A Request Form will be enclosed with your child's trip agenda and permission slip.

Cafeteria and Recess

Putnam Valley has implemented a POS Computer system for cafeteria sales. ALL incoming students at the Elementary School will be issued Pin numbers. This pin number will remain with your child and will not change from year to year as they go through the Putnam Valley Schools. Please have your son or daughter bring a check to the cafeteria made out to Putnam Valley School lunch. The check can be for any dollar amount. Please indicate on the check as to whether you want the funds to be used strictly for lunches (lunch only), or for lunch and snacks. Please also indicate your child's name and classroom teacher. If you have more than one child in school, please send a separate check for each child.

	Daily	5 Day	10 Day	15 Day	20 Day
Student Lunch	\$2.00	\$10.00	\$20.00	\$30.00	\$40.00
Breakfast (Egg Sandwich, Cereal, Bagel, Roll)	\$1.00				
Premium Breakfast (Egg Sandwich w/meat)	\$1.25				

At lunch, students may choose from each category:

1. Main Entrée
We offer a hot or cold entrée listed on your monthly menu. We also have available daily the following alternatives, PB&J, cheese sandwich, bagels, Danimal lunch (yogurt and hot soft pretzel with carrot and celery sticks), and garden salad. Seconds are available for an additional \$1.50.
2. Fruit or Juice
Fresh fruit, fruit cup, dried fruit or 100% fruit juice
3. Vegetable of the day or carrot and celery sticks
4. Choice of milk
1/2% chocolate, 2%, 1% or skim milk
5. Pay at the register
Students punch in their pin number or pay with cash.

Medication In School

New York State Education Law prohibits the dispensing of medication in school except under the following situation:

1. A note from the parent permitting the child to take medication during school hours must be given to the nurse.
2. The student must bring a note from the family physician stating the reason the medication must be taken in school, dose, time, duration, and side effects, if any.
3. Medication is to be brought directly to the school by the **PARENT** and kept in the nurse's office for safe keeping. Medication may **ONLY** be administered by the School Nurse or the Elementary Principal.

The above procedure is essential for the protection of all children. Any medication left in the classroom and/or carried by the student is a potential hazard.

Morning Drop Off

Students may be dropped off along the designated curb beginning at 9 AM. There is no supervision prior to 9 AM and parents/guardians are asked to drop off along the entire curb.

Parent Teacher Association

The Putnam Valley PTA is a volunteer organization that provides educational information, resources, and activities to the Putnam Valley Elementary and Middle School communities. They are linked to the New York State PTA and the National PTA. Their meetings are held monthly -- all are welcome. For more information on membership, programs, etc., please feel free to contact a PTA Executive Board member.

PARP

PARP (Parents as Reading Partners) is a program sponsored by the PTA to encourage parents and children to read together. The purpose is to help children become lifelong readers by getting them into the habit of reading every day. Information will be sent home throughout the year or can be found on our website.

Parties

Teachers guide their students in becoming a class community and school birthday parties should be held only at the discretion of the teacher. Most teachers designate a date and time for celebrations if not, arrangements for such parties should be made well in advance and should not take such a place of importance that they get in the way of regular classroom instruction.

In alignment with our Wellness Policy, it is encouraged that the celebration include healthy foods.

Safe Appropriate Attire

Students are expected to dress appropriately and safely for school each day. Special attention should be given to seasonal changes and the weather. Flip Flops and Heelies with wheels may not be worn. The children should always wear shoes safe and appropriate for physical education class and outdoor recess.

School Mission Statement

The Putnam Valley Elementary School is committed to the creation of a nurturing environment in which the individual child is motivated and challenged to develop to his/her potential, academically, socially, physically and emotionally. We recognize this as the cooperative responsibility of staff, students, parents and community.

Snack Time

Teachers may permit the students to have a small snack during the course of the school day. Snacks should be healthy and small so they can be eaten quickly.

Testing

In compliance with the mandated testing schedule of New York State, the following assessments are administered to our students and scoring reports will be sent to parents upon our receiving them from the state.

Please note the month and assessments for third and fourth grade.

April	New York State English Language Arts Assessment	Grades 3
April	New York State English Language Arts Assessment	Grade 4
May	New York State Math Assessment	Grade 3
May	New York State Math Assessment	Grade 4
May	New York State Science Assessment	Grade 4

Trips

Trips are often an integral part of a curriculum. Trips may be taken by a whole grade level or by individual classes. A child may only participate in a class trip with written permission from the parent. Permission slips and itinerary will be sent home well in advance and signed permission slips need to be returned at least three days prior to the trip. Permission by phone will not be accepted.

Valuables

Students may not bring valuable personal belongings to school - Cell phones, Game Boys, C.D. and DVD players, iPods, etc. If they are brought for before or after school programs, they must remain in the backpack throughout the school day. The consequences for using these will be: item taken from the student and returned to the parent only.

Visitors

Parents are always welcome visitors to our school. Upon entering the school, all visitors **MUST** first go to the office, sign in and receive a pass. No one will be permitted on the school grounds, in the halls or in the classrooms without authorization. Visitors are also reminded not to smoke on school grounds. When assisting a teacher, parents are also requested not to bring younger siblings with them.