



## ELEMENTARY STUDENT HANDBOOK 2019-20

### **Elementary School Team:**

Alex Levine, Principal	Jacque Van Tassel, Special Education
Melissa DeFonce, School Nurse	Coulter Young, Art
Krista DiDiego, School Counselor	Liz Heck, Theater
Jessica Van Dekker, School Psychologist	Paul Connors, Music/Instrumental
Leslie D’Onofrio, Academic Interventionist	Patrick Beckley, Physical Education
Julie Greene, Academic Interventionist	Marisa Gargaro, Speech and Language
Stacy Ricci, Teacher - Kindergarten	Nancy Romano, Technology
Kimberly Katz, Teacher - Grade 1	Cathy Clark, Teacher Aide
Marjorie Guigliano, Teacher - Grade 2	Jill Etere, Teacher Aide
Sara Stevenson, Teacher - Grade 3	Matthew Evans, Teacher Aide
Amy Kuchera, Teacher - Grade 4	Beth Graham, Teacher Aide
Jennifer Pitz, Teacher – Grade 4	Melissa Harris, Teacher Aide
Deborah Earle, Teacher - Grade 5	Sally Martini, Teacher Aide
Robin Waters, Teacher - Grade 5	Emily Shortell, Teacher Aide
Mary Karp, Special Education	Mandy Walsh, Teacher Aide
Megan Smith, Special Education	

September 3, 2019

Dear Members of the Garrison School Community,

I hope all of you enjoyed a wonderful summer with friends and family. I am happy to begin another school year with all of you and your children. It was a productive summer, but awfully quiet without the sounds of our kids in the hallways!

In Garrison, the best interests of our children always comes first in every decision we make. The dedication of staff members to the interests of our students is evident every day. We are all committed to building trusting relationships, positive school culture, and supporting each child from both an academic as well as social-emotional perspectives. We understand the importance of educating the “whole child” and this idea coupled with our district priorities in Curriculum Development, Social Emotional Learning, Communication, and Facilities are what make Garrison a great district.

Over the course of the past school year, I have sent weekly updates via the “Cougar Corner”. I will continue to share the Cougar Corner with all of you in the spirit of celebrating the exceptional work our students and staff do each and every day. If you prefer, you may also find highlights of our day via social media on Twitter ([@SchoolGarrison](#)), Facebook ([Garrison UFSD](#) or search “@garrisonufs”), or Instagram ([@schoolgarrison](#)).

As always, I thank you for your continued support, time, and care. I look forward to another spectacular school year together!

Sincerely,  
Alex Levine  
Principal





**ougar**

**PRIDE**



**BE Safe**

**BE Responsible**

**BE Respectful**

# The arrison School

## Mission Statement

The Garrison School is dedicated to creating a mutually caring, respectful and stimulating environment. This will foster self-esteem and a love of learning by empowering our children to excel academically, socially, creatively and physically.

The School will develop evolving curricula and instructional methods to meet the needs of the children enabling them to experience success and to reach their full potential.

These goals are accomplished when the staff, parents, students and community work as partners to provide enriching educational experiences. Our ultimate objective is to challenge all students to become self-motivated, lifelong learners and contributing members of society.

## Student Goals

A successful student strives to:

1. Achieve academic excellence
2. Be self-disciplined
3. Behave responsibly
4. Recognize his/her own uniqueness and strengths
5. Develop creativity
6. Appreciate differences in others
7. Respect others and their work
8. Solve problems and think independently
9. Understand the importance of contributing to the community
10. Become a lifelong learner

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender identity, sex, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Become familiar with school rules and, when necessary, receive an explanation of those rules from school personnel.

## Student Responsibilities

All District students have the responsibility to:

1. Contribute to the maintenance of a safe and orderly school environment that promotes learning and reflects respect for people and property.
2. Understand and comply with District policies, rules and regulations which concern student conduct.
3. Attend school daily unless legally excused. Arrive at school promptly and prepared to learn.
4. Work diligently in all academic and extracurricular pursuits and strive toward the highest possible level of achievement.
5. Respond to direction given by teachers, administrators and other school personnel, in a respectful, positive manner.
6. Behave in a socially appropriate manner at all times.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events. Hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Respect one another and treat others fairly. Behave in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. Report and encourage others to report any incidents of intimidation, harassment, or discrimination.

# STUDENT DRESS CODE

All students are expected to maintain personal cleanliness and dress appropriately for school and school sponsored functions. Students and their parents have primary responsibility for ensuring acceptable student dress and appearance at school. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Student dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Not include extremely brief garments and/or see-through garments.
- Ensure that undergarments are completely covered with outer clothing.
- Include footwear at all times. Footwear that presents a safety hazard will not be allowed e.g. flip flops.
- Preclude wearing hats and hoods in the classroom except for medical or religious purposes.
- Not include items that are vulgar, obscene, libelous or denigrate others due to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender identity, sex, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

# STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner that reflects regard for the rights and welfare of other students, District personnel, and other members of the school community, as well as the school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as bear the consequences of misbehavior. District personnel are expected to use disciplinary action only when necessary and to place emphasis on students' ability to develop self-discipline.

The Board recognizes the need to publicize specific and clear expectations for student conduct while on school property or engaged in school functions. Those rules of conduct are listed below. Students who do not accept responsibility for their own behavior and/or violate these school rules will be held accountable for such conduct.

Students may be subject to disciplinary action, including suspension from school, if they:

- A. Engage in conduct that is disorderly or willfully act in a manner that disrupts the normal operation of the school community.
- B. Engage in conduct that is insubordinate, evidences disrespect and/or fails to comply with reasonable directions from school personnel.
- C. Engage in conduct that is violent, such as:
  - 1. Aggressive behavior (or attempted behavior) directed towards a school employee, or another student.
  - 2. Possession of a weapon; displaying or threatening to use any implement which can be used as a weapon.
  - 3. Damaging or destroying School District property or the personal property of a student, or District employee.
- D. Engaging in conduct that endangers the safety, morals, health or welfare of others, such as:
  - 1. Lying to school administration.
  - 2. Stealing.
  - 3. Defaming the character of any member of the Garrison School community.
  - 4. Discrimination.
  - 5. Violation of civil rights.
  - 6. Harassment, (i.e. a severe or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group intended to be, or which a reasonable person would perceive, as ridiculing or demeaning).
  - 7. Intimidation.

8. Hazing.
  9. Selling, using or possessing obscene material.
  10. Using vulgar or abusive language.
  11. Smoking.
  12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
  13. Inappropriately using or sharing prescription and over-the-counter drugs.
  14. Gambling.
  15. Indecent exposure.
  16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver.
- F. Engage in any form of academic misconduct. Examples of academic misconduct include: plagiarism, copying, cheating, altering records.

All disciplinary measures resulting from prohibited behaviors are left to the discretion of the Principal, in accordance with the Code of Conduct.

# GENERAL INFORMATION

**Attendance, Absences, Changes in the School Day:** Students who are in regular attendance at school have more positive, successful learning experiences. The Garrison School District encourages and expects excellent attendance from every student. Attendance is mandatory for children between the ages of 6 and 17. **Punctuality and regular attendance are the legal responsibilities of parents and guardians.** A complete copy of the Attendance Policy can be found on the website or in the Principal's Office. In response to NYS mandates, student seat time will be monitored and carefully tracked. Therefore, it is recommended that all personal appointments be scheduled after school hours.

When a student is absent, the parent should call the Nurse's Office to report the absence and provide a reason. Homework may be sent home after two consecutive days of absence. For shorter absences, students should phone classroom buddies for assignments. If a parent must take a child out of school for any reason, missed class work will be given to the child upon return to class. The teacher will make every effort to assist the child in the completion of schoolwork missed due to the absence from class. Students who are absent during the school day may not attend school sponsored afterschool or evening programs.

**Absences, Tardiness, Departure:** 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:

- 1) **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 cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- 2) **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, haircut, oversleeping).

## ABSENCES + TARDINESS

The following procedures will be followed in order to notify parents of absences:

- Upon each absence a parent must call the school or enter the absence in School Dismissal Manager.
- At the tenth absence or lateness, a letter or email may be sent home by our school counselor with the goal of supporting the student's academic well being.
- At the fifteenth absence or lateness, a parent will be asked to meet with school personnel to discuss the situation. An improvement plan will be implemented and monitored by school officials.

- At the twentieth absence or lateness, a letter will be mailed home and a parent will meet with school administrators to discuss the implications of truancy laws mandating educators to notify authorities.
- At the twenty-fifth absence or lateness, child protective services will be notified.

Please be advised that children cannot be in the school hallways or classrooms before 8:15 a.m.

- Supervision is available in the cafeteria from 8:00 until 8:15 a.m.
- School begins at 8:20 a.m. with a brief homeroom period to take attendance and make school-wide announcements.
- Students arriving after 8:25 a.m. will be considered “late” (except when the buses are late) and must sign in at the main office.

The student day ends at 3:04 p.m.

- **Changes in student’s dismissal plans must be placed in School Dismissal Manager by 2:00 PM.**
- **In an emergency**, a change in dismissal can be called to the main office before 2:00 p.m. Arrangements will be made for the parent/guardian to sign the student out. Please follow this procedure - at all times the school must be able to locate every Garrison School student!

**Emergency Preparedness: When school’s delayed or closed due to bad weather or other emergency situations...**

- The Emergency Notification System will notify you of closings, delays or early dismissal.
- Radio stations WHUD (100.7 FM), WBNR (1260 AM), WLNA (1420 AM), or WSPK (104.7 FM) will also broadcast announcements.
- In addition, the message board at 424-3689 ext. 530 and the school website ([www.gufs.org](http://www.gufs.org)) will have current information.

**If your emergency numbers change**, please update them in the Parent Portal. If you are unable to do so, please notify the Main Office so that we can update our database!

**Emergency Contact** - Parents are urged to identify a friend or neighbor who can assume responsibility for their child in the event an emergency closing occurs and the parent/guardian cannot be contacted. Students should be aware of such emergency plans. Parents are asked to complete emergency information sheets online before the first week of school.

**In the event that the Garrison School has to evacuate due to an Indian Point Radiological Emergency, students will be transported to the Kent Elementary School on Route 52 in Carmel, New York.**

**Homework:** Homework reinforces skills introduced and practiced in the classroom. It provides the teacher an opportunity to see how the student performs independently. Homework can be used to apply skills, content, and concepts in different ways to determine whether the student can transfer knowledge. Homework provides the student an opportunity to accept responsibility and employ organizational skills to complete a task. Homework will be assigned on a regular basis and may include reading, writing, math, research, and projects, etc.

Students in grades 3 through 5 are responsible for recording assignments in the official Planner Book that is provided by the school. If lost, replacement books are available for a fee. Folders will be provided for grades kindergarten through 2<sup>nd</sup> and homework is minimal. Parents are encouraged to identify a specified time and place for the child to work. Each teacher will discuss his/her homework expectations for their classes during Open House.

**Report Cards:** Report cards offer an important means of communication between school and home. Report cards are available online and can be mailed upon request made to the Main Office. Kindergarten and 1st grade report cards are only sent home second and third trimesters. Parent Conferences are held two times a year. You may also contact the teacher via phone or e-mail with any concerns or questions.

**State Assessments:** All students in grades 3-5 will take the New York State Math and English/Language Arts Assessment annually. Students in the 4<sup>th</sup> and 8<sup>th</sup> grades will take both a written and performance NYS Science Assessment.

All students in grades K-5 will be administered the Renaissance STAR 360 Assessments in ELA and Math in order to comply with New York State mandates and provide us with valuable information for making targeted instructional decisions.

**Bus and Evacuation Drills:** By regulation, twelve drills (eight evacuation and four lock down) and three bus evacuation drills are held annually. All students must participate.

**Lockers:** Any student using a locker is responsible for any items stored in the locker.

**Book Care:** All texts, library books and school equipment lent to students by the District belong to the school community. These items are entrusted to the care of the student for a limited time, and it is the responsibility of the student to ensure that items are returned in good condition. All textbooks should be covered. The student will be responsible for the cost of a lost or damaged textbook or library book.

**Electronic Devices:** Unless in use for instructional purposes, electronic devices create a distraction and are strongly discouraged. All personal electronic devices are expected to be turned off and stored away in a safe place. Any personal electronic devices used for instructional purposes must be approved by the classroom teacher. All students must follow the guidelines stated in the Acceptable Use Policy (AUP). Students however, may use devices (with headphones)

on the school bus on the way to and from school. If students are using any of these devices during the school day, they will be taken away and returned at the end of the school day.

**Lunch / Recess:** Students must bring lunch each Monday, Tuesday, Wednesday, and Thursday. The PTA offers Hot Lunch on the third Thursday of each month for \$5.00, including dessert. Dessert purchased separately is \$.75. The PTA provides Hot Lunch as a service to the school and as a fundraiser for programs. The PTA hot lunch meets the guidelines of good nutrition as set forth by Board Policy and the Wellness Committee. No student will be denied Hot Lunch due to financial hardship. Families in financial need should contact the School Psychologist on a confidential basis.

The Eighth Grade provides Pizza Hot Lunch on Fridays as a service and as an 8<sup>th</sup> grade fundraiser. For \$5.00 students can purchase pizza, juice, and dessert. Pizza without dessert is \$4.50. Dessert alone is \$.75.

**Playground Areas:** To ensure a safe and happy play period for all children on the playground, it is expected that all students will:

- Wear clothing appropriate for the weather and footwear appropriate for play.
- Display socially appropriate behavior at all times.
- Appropriately seek adult intervention when necessary.
- Refrain from bringing food to the playground unless a staff member approves.
- Use good judgment in playing safely.

**Field Trips:** Field trips are an important component of the educational program. Teachers will send Field Trip Permission Slips home with students at least 1 week prior to each trip, which includes local trips (Garrison School Forest, Garrison Landing, etc.). Students must have a slip submitted in order to attend any field trip. Chaperones are not permitted to transport their own children to or from the trip. All children must ride to and from the trip on the bus.

**Student Communications:** In consideration of the feelings of others, party invitations will only be permitted to be distributed in class and sent home when the entire class has been invited. If the preference is to invite just a few children from the class, parents are asked to send invitations by mail, email or phone.

**Bicycles, Skateboards, Scooters, Skates, etc.:** For safety reasons, children are strongly discouraged from riding bicycles to school. When a parent permits a child to ride a bike to school, the laws of the highway should be followed. The bike should be locked. Remember, helmets are mandatory. Parents must notify the school in writing that their child may ride to and from school on a bicycle. Students riding bikes will be dismissed after the buses leave the school grounds. Students not abiding by these guidelines will not be permitted to ride their bicycles to school. The school is not responsible for bicycles that are damaged or stolen on school property. Skateboards, scooters, and rollerblades are not permitted in school or on school property.

**Lost and Found:** There are two Lost and Found locations: the cafeteria and outside the Main Office. It is recommended that all garments, lunch boxes, etc. be marked with the student's

name. It is a student's responsibility to check the lost and found area for lost items. Items that remain in the area for more than one month will be donated to charity early the following month, beginning in November.

**Physical Examinations/Immunizations:** New York State Law requires that all children have a physical examination upon entrance to school (kindergarten and newly enrolled in all grades), and at grades 1, 3, 5 and 7. Forms can be obtained from the school nurse. Your child can also be examined by the school physician. NYS Law requires all children be properly immunized before they may enroll in school, a list of required immunizations may be obtained from the school nurse.

**Medication:** School nurses cannot routinely dispense medication in school unless medically necessary. For a student to be given medication during school hours the following is needed:

- The parent and physician must complete a two-part medication permission form which may be obtained from the school nurse. No medication can be given unless this form is on file in the school health office. This includes prescription drugs and over the counter medication. This form needs to be completely on a yearly basis.
- The parent must deliver the prescribed medication to the health office. It must be in the original, unopened container with attached label as received from the pharmacy. No student is to bring any medication into school. If a student's physician prescribes a "self-carry" medical order the two-part medication permission form must be completed and given to the school nurse.

**Child Abuse and/or Neglect:** Child abuse and/or neglect is a serious problem. Abuse or neglect can be physical, mental, or emotional. The laws of the State of New York mandate that the school personnel report any suspicions of abuse or neglect. Any citizen can report a suspicion of neglect or abuse by calling 1-800-342-3720.

# The arrison School

GARRISON, NEW YORK 10524

SEPTEMBER 2019

Please sign below to indicate that you have read the Garrison School *Elementary Student Handbook for Grades K-5* with your child or children, and return this page to the Main Office on or before Friday, October 18th, 2019.

**Parents do not have to sign and submit this page if you have already clicked on [this link](#) and submitted the Google Form.**

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Child's Name (Please Print)

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Child's Signature

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Parent/Caregiver Name (please print)

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Parent / Caregiver Signature

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Date