

Bardonia



Building A Better World...

One Child At A Time

Family Handbook

2013-14

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WELCOME

On behalf of the entire Bardonia Faculty, I would like to welcome you to a new school year! We are looking forward to providing many exciting and rewarding experiences for both students and parents throughout your time at Bardonia. I want to assure you that we are committed to working with you to provide the best possible educational program for your child. Please feel free to contact us at any time with questions, concerns, or to touch base. A special welcome to all of our new families – you are joining a wonderful home-school community at Bardonia!

Within this handbook you will find a lot of information regarding Bardonia Elementary School, including our procedures and expectations. It is the intent of this handbook to provide important information. It has been carefully prepared, so that all students and their families may know and understand the policies and practices at Bardonia Elementary School. Our school has a proud tradition of academic and social-emotional excellence, and with your help, we are sure that this tradition of excellence will continue.

BARDONIA'S MISSION

Our goal is to motivate all children, encouraging interdependence between learning and teaching, in a nurturing, secure, and challenging environment. Our staff provides a safe, nurturing, respectful and stimulating environment which fosters a love of learning and discovery. We are a community of learners with teachers, parents and students modeling and supporting the behaviors we value: tolerance, honesty, responsibility, and respect for self and others. Bardonia addresses the whole child, building the foundation for them to meet the challenges of our growing global community and inspiring them to live their daily lives with courage, compassion and joy.

Bardonia Staff Members will:

- Provide a quality instructional program for each student.
- Provide a safe school environment.
- Provide programs and activities that respond to the developmental needs of each student.
- Help children in developing discipline, respect, and self-confidence in order to participate in our school and community as responsible members.

Bardonia Parents are asked to:

- Send children to school each day on time.
- Send children prepared with all necessary materials, and well rested.
- Check their children's work and homework on a regular basis.
- Provide their child with suitable study conditions at home.
- Communicate with their child's teachers when they are concerned about their child's work or health.
- Provide cooperation and support with academics and social-emotional growth.



Bardonia Students are asked to do their best to:

- Be in school on time.
- Have required classroom supplies available daily at home and in school.
- Actively participate in classroom discussions.
- Ask questions and tell the teacher when work is not understood.
- Do their personal best at all times.

BEHAVIOR

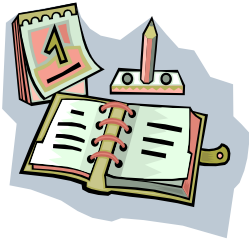
Playground:

- Demonstrate respect and responsibility
- Display good sportsmanship
- Allow everyone to play
- Stay in your playground area



Hallway:

- Demonstrate respect and responsibility
- Always walk quietly
- Stay in place in line
- Do not disturb artwork/class work that is displayed in the hallway
- Go directly to destination
- Stay to the right



BARDONIA SCHEDULES AT A GLANCE

DAILY SCHEDULE

8:22 – 3:05

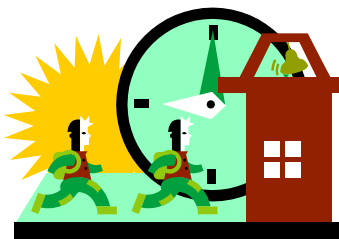
Bardonia Elementary School Hours

8:22-8:30 AM	Student Arrival – Students go directly to classrooms
8:30 AM	Classes begin
8:31 AM	Any student arriving at this time or later is marked late
3:05 PM	Dismissal

LUNCH AND RECESS SCHEDULES

	LUNCH	RECESS	SPECIALS
Kdg.	10:50 - 11:25	11:25 - 11:50	12:25 - 1:05
1	11:15 – 11:50	11:50 – 12:15	2:00 – 2:40
2	11:30 – 12:05	1:45-2:10	10:00 – 10:40
3	11:55 – 12:30	10:45 – 11:10	1:15 – 1:55
4	12:10 – 12:45	12:45 – 1:10	10:50 – 11:30
5	12:45 – 1:20	12:15 – 12:40	9:15 – 9:55

SCHOOL EVENT DATES – Please refer to the district calendar and information sent home by the school and/or PTA regarding each event.



ARRIVAL

We count on all of our parents to help us observe established morning routines and to ensure the safety of our children. Therefore, please be aware of the following arrival procedures for cars and buses:

- According to our Transportation Department, statistics show that children who ride school buses are safer than traveling to school by other means. This also helps ensure a smooth and efficient arrival procedure.
- If you do choose to drive your children to school, please adhere to the requests of the staff member directing traffic in the front.
- Students may exit vehicles from the **PASSENGER SIDE ONLY**. Please **DO NOT GET OUT** of your car. Staff will assist students as needed. **Patience is critical to our children's safety, so we ask that you never back out or attempt to drive around a bus or other vehicle. Please wait until the bus or vehicle in front of you has unloaded passengers before pulling away from the curb.**

It is the family's responsibility to get children to school on time. The first ten minutes of school set the tone for the entire day. Instruction begins promptly at 8:30 AM. Students use the time between arrival and the official start of instruction to organize and prepare themselves for the day. Therefore it is critical that students be in school no later than 8:30 AM. Children who arrive after 8:30 AM will be marked late. Children who arrive ten minutes late each day will miss 50 minutes of instruction each week, and 30 hours of instruction over the course of the year. Please help us ensure your child's success by facilitating his/her timely arrival each school day.

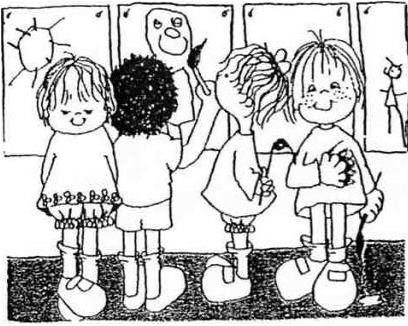
Please review the following arrival safety rules with your children:

1. Leave buses in good order.
2. Walk into the assigned areas in school.
3. Do not linger on the front walk, waiting for friends.
4. Settle into class quickly and quietly.

DISMISSAL

- 2:40 PM - Bardonia entrance is closed to cars. Only school buses are allowed to enter.
- 3:00 PM - All Walkers are dismissed. Staff escorts walkers.
- 3:05 PM - Students are dismissed to buses.
- **AFTER** all buses have loaded and departed the school grounds, cars are permitted to pull up to the circle in single file. A staff member will signal cars when they may enter and pull up to the curb.
- Staff members will escort students to their cars. Children may only enter vehicles on the curbside. Drivers should not get out of their cars.

Please drive carefully onto the school grounds and be patient. An extra few seconds of waiting is a small sacrifice to ensure the safety of our children. Also, remember not to pass a stopped school bus or van. It is the law.



General Information

Animals on School Grounds: Dogs and other household pets are not permitted on school grounds. The only exceptions to this prohibition are animals that are used in classrooms for instructional purposes. Animals used for this purpose must be under the control of an adult and must be handled in a way that does not endanger children. Please refer to CCSD regulation #665.

Assembly Attendance: Throughout the school year, our students perform at a variety of concerts and assemblies. Parents, preschool age siblings, and other adult family members are usually invited to attend these special events at the school. This decision will be based upon many factors, including space considerations, appropriateness and timing of the assembly. Please read the invitation flyer as this information will be clearly noted. Siblings who are students at Bardonia Elementary may not attend, as this disrupts their instructional day.

Attendance: Since regular attendance and punctuality are factors contributing to desirable achievement, you are urged to make every effort to have your child arrive promptly to school each day and to be in attendance daily except in cases of legal absences. Students returning to school after an absence must bring a note signed by a parent/guardian indicating the reason for the absence. **Students will be marked late if they arrive after 8:30 am.** Student attendance will be analyzed and followed up on a trimester basis.



Absence: Clarkstown Central School District, in keeping with New York State Education Law, which requires that we inform parents of their right to be notified when their child is absent from attendance at school, has implemented the following procedure. The process is simple and designed to help ensure that parents are aware of their child's absence from school.

Parents will utilize the call-in system (639-6460) to inform the school if their child will be absent. Parents will leave a brief message with the nurse that includes the child's name, grade, teacher, the nature of the absence, and the projected number of days of absence. If the nurse does not hear from you regarding your child's absence, she will call you to confirm the absence.

Students who are absent must bring a **written note signed by the parent or guardian when they return to class** indicating the reason for absence from school. Children who are late must also bring a note of explanation signed by the parent or guardian. Family vacation absences will be recorded as illegal absences. The school recognizes the following reasons for student's absences from school as valid:

- Sickness or death in the family
- Impassable roads
- Religious observance
- Illness
- School approved and supervised trips

Student absences for the purposes of vacationing while school is in session are illegal under the rules of the New York State Education Department. Since such absences are illegal, school officials are not in a position to approve parent requests for such absences and urge parents to make every attempt to plan vacations during days when school is not in session.

It is our obligation; however, to see to it that such illegal absences cause a minimum of educational harm to students. We, therefore, require that parents and students assume the responsibility to accomplish the following whenever students are absent for an extended period of time. Parents shall submit notification, in writing, to the principal of the school as early as possible, but not later than one week prior to the planned absence. While on vacation, students will engage in activities, which can be considered to be extensions of school-related work. Examples include the following: read literature and brochures related to the vacation site, or other subjects, or take home materials or novels which have been assigned as a long-term project, write a daily log of experiences; calculate expenditures by maintaining an account of vacation expenses. Other relevant activities may also apply.

Parents should inform the school immediately of any change in address, phone number or emergency number. Parents should let us know if you will be away for more than a day and will be leaving your child(ren) in the care of a relative, friend, or neighbor.

Birthday Celebrations: Birthdays are wonderful, joyous events for children and we enjoy sharing in their excitement with recognition of the birthday child at school. Celebrations are encouraged in accordance with the District's policy and guidelines on this matter. (Board Policy #5496) For grades K – 2, you are welcome to come into the classroom on this special day as your child is being honored. We request that you arrange the timing of this visit in advance with the teacher.



Students are welcome to choose from a menu of birthday celebration options determined by the classroom teacher. Please note that the child can choose only **one item from the list with the teacher's prior approval**. Fruit and vegetable platters are allowed only if the student is not choosing a non-food celebration. Parents must discuss the timing of this with the classroom teacher beforehand and the teacher makes the final decision about the timing of the celebration.

Birthday celebrations involving food include fruits, vegetables, and water only. Any foods brought to the building must meet two guidelines. First, they must comply with Board Policy #5496, and state and local sanitary regulations. This means that food that is brought into our school during the school day (other than for individual meal or snack consumption) must be purchased from a commercial establishment, have an ingredients label and cannot be prepared at home. ***Please note: store purchased foods cannot be prepared in our school kitchen as per the state and local sanitary regulations.*** For example, a bag of grapes purchased at a grocery store cannot be washed in our school kitchen. Only pre-packaged, pre-washed, and pre-cut fruits and vegetables can be served. Second, foods brought into the school must be approved by the building principal. Detailed descriptions of these changes and policies can be found on the district website.

We care deeply about the feelings of our students at Bardonia Elementary and request that you follow this simple rule of thumb: If you are inviting the entire class to an out of school party, you may distribute invitations in school. However, if you choose a smaller party, please mail invitations directly to those students.



Bus:

Changes: In the event of a family emergency or childcare, pupils who receive transportation may ride to or from school on a different bus. **Requests for bus changes must be made, in writing, then be approved by the transportation department, via fax 845-639-4061 or email skatt@ccsd.edu, before presenting the information to the school office.** Because most buses are close to capacity, changes cannot be made for routine after-school activities such as play dates.

SAFETY: Students may be involved in behavioral incidents on our school buses. If a student is the recipient of any verbal or physical abuse, please report the incident immediately to the Transportation Department at 639-6380. They will conduct a follow-up investigation and report back to the parent/school.

SAFETY RULES: For the safety of all students, please stress the importance of these rules.

- Students are to be orderly on the bus. Any activity that distracts the bus driver is not permitted.
- Students should remain seated until disembarking. Changing seats during the ride to or from school is **NOT** allowed.
- At the bus stop, students are expected to be as well mannered as in all other areas.
- Upper grade students are our role models and are expected to help the younger students.

TRANSPORTATION: Those students who are eligible for bus transportation will receive a bus pass at the end of the summer. Parents with concerns or questions can call the bus garage at 639-6380. **Students who ride the bus will be put on their bus everyday unless we have a note from the parent stating otherwise.** Students may not ride any bus other than their own, without special permission from the bus garage.

Please stress bus safety with your children. All students riding school buses are expected to wear their seatbelts while riding to and from school and all school activities. Students must remain seated during the entire bus ride to or from school, and must refrain from getting up from the seat until the bus makes a complete stop. Students are expected to keep hands to themselves, and treat others with respect. The district will conduct periodic bus safety drills during the course of the year for all students.

Cellular Phones: When visiting the school, please set your cellular phones and electronic devices to “off” or “vibrate.” Also, please exit the classroom before you answer your call. This will help us minimize disruptions during instructional time. Students are not permitted to use cell phones in school or on the school bus.

Child Custody/Information Rights: For the protection of the child it is imperative that parents provide the main office with a copy of any legal document specifying custodial or visitation rights. This is intended to prevent the release of a student to a parent who may no longer have the legal right to see a child or remove him or her from school. The office will share this confidential information with pertinent staff members.

In the absence of any court order to the contrary a non-custodial parent who makes the request is entitled to receive copies of the following documents; report card, progress report, information about parent teacher conferences and notifications about school events.

Class Placement: School personnel create balanced classes based upon students' personalities, learning styles, scholastic aptitude, social and behavioral needs, gender, and student "working friendships" – that is, students who work well together in school. As parents are not privy to all of the information required to make these professional judgments for pupil class placement, parent requests for specific teachers are not accepted. If, however, a sibling has had a particular teacher and you feel your younger child should have a new and individual experience, you may request that your child not be placed with that teacher. If you wish to bring a particular educational and/or social need to our attention, please do so in writing to the principal prior to May 1st. As per district policy, the final decision for class placement will be made by the school. Once a child's placement has been finalized by the school it will not be changed. Placement information will not be printed on the end of year report cards but will be mailed to families in mid-August.

Clothing: Children should come to school appropriately dressed. This includes discretion as to comments and suggestive language written on shirts. Foul language, sexual connotations, and statements of improper values are not appropriate for school attire. Boys may not wear only undershirts. Girls may not wear very short skirts, shorts or shirts that bare the midriff to school. Children should wear sneakers on days that they have physical education classes. Students who are not wearing appropriate footwear will not be permitted to participate in physical education classes and recess.



Code of Conduct:

1. Students have primary responsibility for their actions. We encourage self-control.
2. Students must observe the safety rules of the school for their own security and that of others.
3. Students are reminded any teacher or staff member in the school has the right to correct unruly individuals at any place at any time.
4. Students shall show respect for the person and property of others around them.
5. Students are expected to show respect for school property and take good care of books, desks, and other furniture and equipment.
6. Students shall follow the classroom rules established by the teacher(s).
7. Students shall not bring to school items nor wear clothing that is distracting, disruptive or dangerous.
8. Hats will not be worn in the building.
9. Students will follow our School-Wide Anti-Bullying Rules:
 - We will not bully others.
 - We will help students who are bullied.
 - We will always say, "Everyone can play."
 - If we know that someone is being bullied, we will tell an adult at home and an adult at school.

Consequences (not to supersede established classroom consequences):

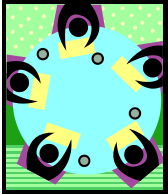
- 1. Warning**
- 2. Loss of Privilege**
- 3. Administrative Intervention**

Communication Protocol: In order to facilitate the receipt of information and the resolution of concerns, we ask that parents follow the District's chain of command.

To Resolve:

- Classroom Issues: Contact the classroom teacher first. If you are in need of additional assistance, contact the Principal.

- Building Wide Issues: Contact the Principal.
- PTA Issues: Contact PTA Co-Presidents, Lori Galgano or Jennifer McPhee.
- Transportation Issues: Telephone the Transportation Department at 639-6380. If your child is having a problem on the bus, please also contact the Building Principal.



Conferences: Parents or teachers will notify the other party if they wish to schedule a conference. Please do not have discussions with teachers in the hallways or on the sidewalk since we are engaged in the supervision of students at these times. Additionally, teachers cannot discuss students during Meet the Teacher, Open House or any other non-conference function.

Early Dismissal: If, for compelling reasons, you would like your child excused prior to the usual dismissal time, a note is required. All parents/designees are required to sign the child out in the main office whenever a child is picked before the regular dismissal time. All children will wait for their parent in the main office. A child may only be signed out of school by the parent or legal guardian unless the parent requests otherwise in writing. The person signing your child out **MUST BE 18 years of age** or older. Please refrain from picking children up between 2:45-3:05 p.m.

Early Dismissal Days: Every year the district has early release days dedicated to professional development for our teachers. On those days, students will be dismissed at 11:00 a.m. Please refer to the district calendar for specific dates, and ensure an after school plan for your child. Please do not send your child in with lunch on that day. Feel free to send your child in with a healthy snack, as snack time will still occur.

Additionally, please be sure to complete and return the **UNANTICIPATED** Early Release Form. This provides us with information as to how your child will go home should there be an unannounced early dismissal (i.e. inclement weather, mechanical failure, etc.). Please note this is **NOT FOR** the Early Release Days listed on the district calendar.

EMERGENCY CLOSINGS: School closings resulting from inclement weather or emergency conditions will be announced by the following:

- WOR (710 AM)
- WLNA (1420 AM)
- WHUD (100.7 FM)
- WFAS (1230 AM or 103.9 FM)
- Television stations FOX 5 and Cablevision.
- Internet (<http://www.ccsd.edu> and <http://cancellations.com>.)

Please be sure to have an up to date Unanticipated Early Release Form completed and on file in the main office for all children. This will assist us in knowing how your child will go home in the event of an unanticipated early release, due to such unforeseen circumstances as inclement weather, power outages, mechanical failures, etc. On such an occasion all after school activities and the Y program are cancelled. Since we will have limited time to prepare students for dismissal, Bardonia staff cannot call parents. A call will come from the district's automated calling system. Having these plans in place will greatly assist us to safely and accurately dismiss all students, as well as eliminate confusion should an early release be

necessary. Please be sure to discuss these plans with your children periodically during the school year as well as having a copy at home, as office staff cannot accommodate parent calls to check on each individual plan. We will follow the plan as submitted. Please note: this form is **NOT FOR USE** for district early release days as stated on the district calendar.

The District NTI system will be activated in the event of an emergency closing. Please be sure all information is correct and updated on emergency contact forms. These are the numbers used by the NTI system. Please list numbers in order of preference that the system should call.

Emergency Forms: An Emergency Form *must* be filled out for *each* family. List emergency phone numbers of people other than yourself to notify in case your child becomes ill or injured and you are not available. Complete and return these forms promptly each year. The school *must* be notified of **changes of address, phone number, name (family or individual), and temporary residence due to family emergency.** Parents and guardians are always called first.

Extra Help: Each teacher is available for two extra help periods per week. The schedule for each teacher will be communicated by each individual teacher. Parents will be notified in advance if a teacher wishes a child to attend an extra help period so that transportation can be arranged. These periods are available for both remediation and enrichment.

Field Trips: As a key part of hands-on learning, classes take field trips throughout the year. Parents are often asked to help chaperone these trips. All chaperones for field trips will be chosen through a lottery. Parents who have not chaperoned on a previous trip will be given priority in future lotteries. Chaperones must agree to abide by school rules and guidelines while on the trip and will refer discipline matters to school personnel on the trip. Parents must read, sign and return a copy of the chaperone guidelines to the school prior to chaperoning a field trip. One signed form per parent, per year is required.



Parents will receive notification of a planned field trip in advance of the trip. A signed permission slip and any money involved must be turned in to the teacher prior to the field trip. **Children who do not have either the permission slip or the field trip money will not be allowed to go on the trip.** Please spare your child disappointment and make sure to turn in the necessary items. Additionally, on many occasions, teachers have found it unwise to include a trip to a gift shop as part of the trip. These situations are difficult to supervise and take time away from the educational purpose of the trip. Teachers will tell chaperones ahead of time if a visit to the gift shop will be included. Parents who chaperone are asked to refrain from purchasing items for their child, as this leads to bad feelings among the group.

According to district policy, students on a school-sponsored trip must start, remain and return with the group with the following exceptions:

1. A student may leave the group in an emergency under the direction of the teacher.
2. A student may leave the group to return home with his/her parent or guardian if there is a **prior written arrangement on file with principal.** However, the parent/guardian must pick up the student while the student is a member of the formal group; a student may not leave the group to meet a parent/guardian elsewhere.

Food Allergies: Parents of students with food allergies must alert the school nurse and office of the extent of the allergy. This information must be included on medical reports from the physician. If the child requires the use of an Epi-pen, the school nurse and principal must be notified.

In the case of a peanut allergy, the school will take the following precautions to help create a peanut-controlled environment in the cafeteria and in the child's classroom:

- The school cafeteria will not serve foods containing peanut products
- Students with peanut allergies will be seated at "nut free" tables in our cafeteria with students who purchase their lunch and as far away from those who bring their lunch as possible
- Students will wash or sanitize their hands after eating snack and lunch
- Tables will be washed between lunch periods to remove food residue
- In classrooms with students with peanut allergies, all parents will be notified of the allergy and asked to comply with our directions regarding foods in the classroom, specifically, only sending in store purchased foods with ingredient listings clearly visible
- *All foods sent in to the classroom for snacks or celebrations as per district policy must not contain any peanut products or have peanuts listed as a potential allergen.*



Health: Physical exams are required in Grades Kindergarten, Second and Fourth and are due by October 1st. Physicals are also required for children entering the Clarkstown School District for the first time. Screening by the school doctor will follow for those children not in compliance.

Scoliosis exams must be done on all students entering the Fifth Grade. Each child must have a dental examination upon entrance to school and upon entering Second and Fourth Grades. It is also required for students entering the Clarkstown School District for the first time. If a report is not received by October 1st, a dental appraisal will be conducted in school.

All students except fourth graders are given annual vision acuity and hearing screening. The convex lens test is given to all First Grade children. A color perception screening is also done on all students that are new to Bardonia Elementary.

Pediculosis (Head Lice) is transmitted through close contact with someone who may unknowingly have it. Please check your children's hair weekly. Report to the nurse any confirmed cases or suspicions (excessive scratching of the head) so that classmates and friends may be checked.

Cold weather brings us indoors and in closer contact with one another. Germs are on all objects we handle. Encourage children to wash hands frequently, especially before meals and after bathroom use.

Strep Throat requires a throat culture for positive diagnosis. Your child should remain at home until results are reported. A child must remain at home while a strep culture is pending, even if a rapid strep was negative. A child may return to school with a doctor's note after 24 hours on medication and/or 48 hours on medication without a doctor's note.

A doctor's note is required for medication to be given at school, including over the counter drugs. This is a State mandate.

The health of each child at Bardonia is of primary importance. It is therefore important for all of us to work together in maintaining the health of the children and preventing the spread of infection.

If your child has an elevated temperature (over 100) in the evening before or morning of school and symptoms of a cold, cough or sore throat, keep him/her at home and seek the advice of your physician. A child should be fever free for 24 hours before returning to school.

If your child has a rash that is itchy or oozing, or red eyes with a discharge, please keep him/her at home and seek the advice of your physician.

Health – Immunizations: New York State Public Health Section 2164 mandates that each student be immunized against diphtheria, polio, measles, mumps and rubella (German Measles). Each child must have had:

- (3) doses of oral polio vaccine,
- (3) doses of diphtheria vaccine given as DPT or DT and
- (1) each of live measles, mumps and rubella vaccine given after the age of one year.



Any child born after January 1, 1985 is required to have (2) doses of measles vaccine.

MMR is preferred for both doses of measles.

All students born after January 1, 1993 must receive (3) doses of Hepatitis B vaccine to enter.

The Health Law mandates that, should these requirements not be complete, your child must be excluded from attending school until all required immunizations are complete.

Homework:

Kindergarten: Homework is given to review concepts taught in school. Differentiated assignments are distributed as needed. Daily homework includes at least 10 minutes of reading activities, such as sharing bedtime stories, “pretend reading,” children reading to adults, and adults reading to children.

Grade 1: Trimesters 1 and 2 – Daily reading and recording in reading log
Daily math practice
(Total minutes: approximately 15)
Trimester 3 – Assignments above plus,
Daily spelling practice
(Total minutes: approximately 20)

Grade 2: Approximately 30 minutes of homework is given 4 days per week, plus long-term projects

Grade 3: 20 - 30 minutes of written homework daily
15 minutes of nightly reading

Grade 4: 30-40 minutes per night plus term projects

Grade 5: 60 minutes of homework is given each night (math, science, social studies, language arts)
15 minutes of nightly reading

In the event a student forgot items for homework or projects, a trip back to the building may be warranted. As all doors are locked, anyone returning to the building must ring the front door bell. Y program staff members are not allowed to open any door for anyone other than family members of students in their care. In the event of a consistent pattern of missed homework or forgotten materials, the teacher will request a conference with the student, parents, principal and other support staff as applicable to resolve the issue.

Lost and Found: The Lost and Found is located in the main hallway near the main office. Parents are asked to place name tags inside student clothing and on all other personal belongings so that lost items may be identified more easily. Items not claimed in the lost and found will be donated to charity at the end of each trimester.

Lunch Money: If a child forgets his/her lunch money or lunch, the student will be allowed to purchase a lunch with the understanding that the money will be repaid the following day. Students who borrow money for lunch can always purchase a cheese or other sandwich. Hot lunch generally will not be available as lunches are made based on orders taken at the beginning of the day. Parents are responsible for paying any lunch monies owed directly to Food Services. Parents may opt to replenish student accounts on line, or by sending a check to Food Services.

Lunch Orders: Students purchasing lunch order their lunch each day when they arrive at school. Students will be given a ticket for the particular lunch item they ordered, such as grilled cheese, hot lunch, tuna sandwich, and will hand the ticket in to the cashier when they pay. Students may not take lunch that is different than what they ordered and what is printed on their ticket. This procedure ensures that all students receive the lunch they ordered.

Lunchroom: The goal is to provide a pleasant environment for our children so that the lunch period is safe, relaxing and enjoyable.

Lunchroom Rules:

1. Demonstrate respect and responsibility. This means:
 - Enter the lunchroom quietly. Line up by the cafeteria or sit down at a table.
 - Wait your turn on line for your food. Be polite when ordering. Know your ID number.
 - Allow anyone to sit next to you (food exception at nut-free tables).
 - Always use your inside voice when you are in the lunchroom.
 - Always walk when you are in the lunchroom.
 - Stay in your seat while you eat. Only leave your seat when your table is called, or you have permission from an adult.
 - Eat your own food. **No sharing of food.**
 - Keep the lunchroom clean and safe. Clean up after yourself.
 - Follow the instructions of the teachers, teaching assistants, and cafeteria staff.
 - Always get permission before you leave the lunchroom, return quickly, and let the monitors know you are back.



In order to ensure the safety of students with peanut allergies, the Bardonia cafeteria will not serve foods containing peanuts. Students may, however, bring peanut products from home to eat in the lunchroom. Students who are allergic to peanuts will be seated at the nut free tables only with students who purchased lunch from our cafeteria, which will minimize the possibility of contact with peanut products.

Make-Up Work: If a child is absent more than one day, arrangements can be made for work to be sent home providing the child is able to do schoolwork. Such requests should be made early in the day so that the teacher has ample time to prepare materials. On the first day that a child is absent, if extenuating circumstances exist, a special request can be made to the principal for selected assignments. Although teachers are not expected to prepare assignments for students who are illegally absent, we do encourage students to read, keep a journal, and create a scrapbook of their experiences out of school.

PARKING - Parking is not permitted along the yellow curb in front of the building or around the circles, as this is the school's fire zone. For the safety of all students and staff please abide by this law. There are visitor spaces available on the first circle out front of the building and on the left hand side as you exit the grounds towards Route 304. Please remember that the side lot is for staff and handicapped parking only

during the school day. Often staff travels from other buildings and must have their spot available when they arrive at Bardonia. If there are no spots available out front or as you head towards Route 304, please find parking where allowed on streets near the school. Please **DO NOT PARK** in the shopping plazas around the school. All vehicles must be legally parked before you enter the building. Any vehicle not parked in a legal spot could result in being ticketed and/or towed.

Please note that visitor spaces have been reserved and are clearly marked. Please drive past the school before parking in one of the visitor spots. Additionally, two handicapped spots are located in the parking lot by the building in the staff parking lot. Please remember that these are legal spots reserved for those with handicap parking permits only.

Parties and Celebrations: In compliance with the Clarkstown district wellness policy, *School celebrations (including those that occur in the classroom) during the school day shall be non-food celebrations. However, celebrations may include fruit or vegetable platters (in compliance with the Food in Schools Policy #5496, and state and local food safety and sanitation regulations). Exceptions by the school principal will be made where an event or holiday is celebrated with a lunch, e.g., Thanksgiving feast or winter holiday. In such a case, the menu will be developed with healthy selections. In certain holidays where candy is typically exchanged (Valentine's Day), the candy must be taken home for consumption. Festivities that include the entire building, or an entire grade level, will be lunchtime "healthy menu" events; e.g.; end of the year celebrations, multicultural events, 5th grade celebrations, etc. To the extent possible, students should be involved in the development of the menu for the festivities. Food will not be used as a reward or as part of a curriculum lesson.*

Pupil Progress: Children's progress is reported to parents at regular intervals throughout the school year. Report cards are issued approximately every thirteen (13) weeks. Conference appointments with your child's teacher may be made by contacting the teacher. Following the 5th, 15th, 25th, and 35th week of school, supplementary progress reports will be mailed home if necessary.



Report Card Distribution: Report cards will be distributed on a trimester schedule. If your child is absent on the day that report cards are distributed, you may pick up his/her report card in the office after school is dismissed. Report cards will not be sent home prior to the distribution date. Please refer to the Elementary Standards Based Report Card on the district web site for trimester curriculum, rubrics, and grading information, or speak with your child's teacher for further information.

Religious Observance - Instructional Policy: On specific days recognized as days of religious observance by the school district and when school is in session, the following regulations are in effect.

1. No examinations for the purposes of grading will be given on specific days recognized as days of religious observance by the school district.
2. No penalties will result from a student's absence.
3. Students who are absent will be given every opportunity to make up work that has been missed.
4. Field trips and special programs will not be scheduled on these days whenever alternative dates can be scheduled.

The calendar of days of religious observance that are recognized by the district is as follows:

Rosh Hashanah
Ramadan

Feast of the Elevation of the Cross (Orthodox)
Yom Kippur
First Days of Sukkot
Shemini Atzeret/Simchat Torah
Feast of All Saints
Hanukkah
Feast of the Immaculate Conception
Christmas
Epiphany
Nativity of Christ (Orthodox)
Holy Thursday
Good Friday
Purim
Easter
Easter (Orthodox)
Annunciation of the Virgin Mary (Orthodox)
First Days of Passover
Holy Friday (Orthodox)
Last Days of Passover
Easter (Orthodox)
Feast of Ascension
Feast of Ascension (Orthodox)
Shavuot

Safety

Locked Facility: Please be aware that during the school day and after school hours, Bardonia is a locked facility. This means that **ALL visitors MUST BE** buzzed in both during the school day and after school hours when there are no scheduled after school activities. This is for the safety of all. The bell is located to the right of the right main entrance door. If requested, please have identification available to present.



School Safety Plan: Each school has a BERT (Building Emergency Response Team). This plan outlines “who” and “how” staff members are to respond to safety issues that may occur in a school setting.

Visitors: For the safety of all, visitors must enter through the main entrance and sign in with the Greeter. Visitors may be asked to present identification, so please have a picture i.d. available. Visitors must then obtain a pass from the greeter before going anywhere in the building. All visitors must sign in with the Greeter when entering the building for any reason other than during a scheduled parent teacher conference day. All visitors must wear a visitor’s pass. This is for the safety of all in the school and therefore, you will be stopped and questioned if you do not have a visitor’s pass. Except in emergencies, teachers and children will not be called from their classrooms. Forgotten items, such as lunch, homework, library books, musical instruments, etc. must be brought to the greeter. For the safety of the children, **VISITORS CANNOT** bring food or beverages into any room in the building. Please help us keep our children safe while at school.

Standardized Test Schedule: All Students K-5 will be assessed in English Language Arts and Mathematics three times a year. Our 3 – 5th graders participate in the New York State Assessment program that includes: English/Language Arts Assessment and Math. Additionally, our fourth graders take the NYS Assessment in Science. Teachers use a variety of assessments to monitor growth and progress of their

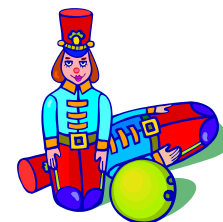
children, including the Fountas and Pinnell Reading Assessment, the Developmental Reading Assessment (DRA) and/or Teacher's College Reading Assessment periodically throughout the year to help determine guided reading groups and gain valuable information about individual reading skills.

Student Dismissal - All students will be dismissed at the conclusion of the school day. Students may stay after school only if written permission has been granted by a parent. This includes students staying after school for extra help, special classes, Y program, etc. Please do not send an e-mail to the teacher during that day regarding dismissal, as it may not be retrieved until after the conclusion of the school day.

Student Support Services - Our School Psychologist and Student Assistance Counselor are caring and helpful professionals who support the social and emotional needs of our students. They hold friendship lunch groups, support positive conflict resolution, oversee our Mentor Program, and are our liaisons with CANDLE and Olweus programs, and offer parent programs. They are available to speak with and support children and their families.

Telephone/Voice Mail: The school telephone number is **639-6460**. You may leave a voice mail message for teachers at any time. A directory of mailboxes will be distributed at the beginning of the school year. **Time sensitive information must not be left on a voice mail message. Please speak directly with the office regarding dismissal information or other time-urgent information.** Children are discouraged from using the telephone in the Office unless it is a compelling reason. Children are not permitted to have cell phones turned on in the school building. Any such phone ringing, student texting or using a cell phone to take pictures in school will be confiscated.

Toys in School: For educational and safety reasons, students should not bring toys, including electronic games, to school. Toys resembling weapons will be confiscated. For special occasions or events, teachers may permit stuffed animals or favorite games. You will be notified of this.



Transportation: The health and safety of all our children is of utmost concern. Your cooperation in discussing with your child sound safety habits at bus stops, while riding the bus, walking or riding their bicycles to school, or entering and leaving the car is appreciated.

Bus: Children may only ride their assigned bus. In the rare case of a true emergency, the principal and transportation department must approve a bus change. The parent must send in a note explaining the situation and a phone number to call to confirm or deny the request. Every effort should be made to seek alternate arrangements that do not rely on bus changes.

Car Drop-off and Pick-up: All cars will pull up to the front of the school in a single line and discharge children curbside onto the sidewalk. Cars will then leave as soon as the children are dropped off so the line of cars can move quickly and continuously. There is absolutely no parking in front of the school, in any of the yellow lines or sign areas designated as the fire zone or “no parking”, and no double parking to drop off children.

PARENTS WHO WISH TO PARK AND COME INTO SCHOOL MUST ENTER AND PARK IN DESIGNATED “VISITOR” SPOTS OR LEGAL PARKING SPOTS.

Additional Information

BIRTHDAYS



Birthday celebrations involving food include fruits, vegetables, and water only. Any foods brought to the building must meet two guidelines. First, they must comply with Board Policy #5496, and state and local sanitary regulations. This means that food that is brought into our school during the school day (other than for individual meal or snack consumption) must be purchased from a commercial establishment, have an ingredients label and cannot be prepared at home. ***One change to note from last year is that store purchased foods can no longer be prepared in our school kitchen as per the state and local sanitary regulations.*** For example, a bag of grapes purchased at a grocery store can not be washed in our school kitchen. Only pre-packaged, pre-washed, and pre-cut fruits and vegetables can be served. Second, foods brought into the school must be approved by the building principal. Detailed descriptions of these changes and policies can be found on the district website.

We care deeply about the feelings of our students at Bardonia Elementary and request that you follow this simple rule of thumb: If you are inviting the entire class to an out of school party, you may distribute invitations in school. However, if you choose a smaller party, please mail invitations directly to those students.

FOOD

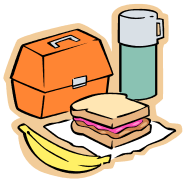


Food Services: A menu is sent home each month listing the day's choice(s) and price for lunch, milk and snack. Parents are encouraged to read the menu daily to avoid confusion at lunchtime.

Parents have the option of utilizing a “cashless” payment system, (www.myLunchMoney.com). You may deposit money in your child's account that may be used at any time until the balance is depleted. The computerized account system will keep a record for your child. Deposits may be made at any time by cash or check payable to “CCSD Food Services.” It is recommended that deposits be large enough to cover one month's purchases. Students also have the option of paying for meals with cash. Please contact Ms. Leonard, our food services manager, for additional information. The kitchen will loan the cost of a meal to students who forget lunch. Please remember that this must be repaid.

Breakfast and Lunch: Students may purchase breakfast and lunch at school. Breakfast is served from 7:45 to 8:15 AM. Menus are sent home each month to assist you in planning your child's meals. The cost of elementary school student meals for 2010-2011 can always be found on the menu.

Please DO NOT drop students off for breakfast prior to 7:45, as there is NO supervision available.



Bardonia is a nut aware school. There are designated nut-free tables throughout the cafeteria, which are clearly labeled. If your child has a nut allergy, he or she will sit at a nut-free table with other students who buy school lunch, or with friends that have pre-arranged nut free lunches through parent communication.



Snack: Parents are requested to provide a nutritious snack for their child. A nutritious snack could include a half sandwich, some cheese, a piece of fruit, a small box of raisins, carrot sticks, whole grain crackers, 100% fruit juice, water, etc. Chips and candy are not acceptable snacks. Please keep snacks small and avoid sweets. Under no circumstances is

soda allowed. Due to a variety of allergies, please do not provide a nut snack. Nut products are allowed for lunch. Please refer to the District Wellness Policy.

RECESS: Weather permitting, students will have outdoor recess. Students must be appropriately dressed for the weather, especially during colder months. As we have recess equipment, **NO BALLS OR TOYS** may be brought from home for use during recess.

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance	Present			
	Absent			
	Tardy			

REPORT CARDS: Communication of student learning is one key to student success. Clarkstown CSD has developed a new Standards-Based Elementary Report Card. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. In a standards-based learning environment, students receive marks that show how well they mastered each skill. The marks are listed in four categories:

Level 4, Meeting Learning Standards with Distinction: Student performance demonstrates a thorough understanding of the knowledge and skills expected at this grade level.

Level 3, Meeting Learning Standards: Student performance demonstrates an understanding of the knowledge and skills expected at this grade level.

Level 2, Partially Meeting Learning Standards: Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level.

Level 1, Not Meeting Learning Standards: Student performance does not demonstrate an understanding of the knowledge and skills expected at this grade level.

Our standards-based report card is based on three marking periods. Teachers will use marking period rubrics to evaluate student progress. These rubrics will provide consistency between teachers and schools because all teachers will be using the same rubrics.

If a student receives special education services through an Individualized Education Plan (IEP), it includes a great deal of information including evaluation results, present levels of educational performance and goals. IEP progress updates have been scheduled to coincide with the timing of the three report cards.

School Telephone: The school telephone number is 639-6460. Children are not permitted to use the telephone without permission from their teacher and main office staff. Calling home for instruments, books, sneakers, lunch, etc. is normally not permitted. Teachers and children will not be called from the classroom for phone messages except in cases of emergency. In all other cases, please leave a message and it will be forwarded.

Under NO CIRCUMSTANCES may students have cell phones on and/or with them during the school day. Upon getting on the school bus, all cell phones must be turned off and placed in book bags. Cell phones must remain turned off and in book bags for the entire day, and may not be turned on or be out until after disembarking the school bus.



School and District Phone Directory – Please refer to the district calendar or website for phone numbers of specific district departments.

Bardonia Elementary School Main Office	639-6460 (press 3)
Bardonia Elementary School Nurse/Call-In System	639-6460 (press 2)
Bardonia Elementary School Psychologist (Ms. Schmidt)	639-6460 Ext. 4309
Bardonia Student Assistance Counselor (Mrs. Lagstein)	639-6460 Ext. 4314

CLASS DIRECTORIES – Classroom teachers are only allowed to share current names of students in their class. The school is prohibited from creating or disseminating a student directory of addresses and/or phone numbers. As a member of the PTA, you have an option of being part of the PTA directory, which lists parent names, phone numbers and/or addresses by teacher. Joining this directory is at each adult's discretion, and is only open to current PTA members.

Emergency Closing Information

School closings resulting from inclement weather or emergency conditions will be announced by the following:

- WOR (710 AM)
- WLNA (1420 AM)
- WHUD (100.7 FM)
- WFAS (1230 AM or 103.9 FM)

- Television stations FOX 5 and Cablevision.

- Internet (<http://www.ccsd.edu> and <http://cancellations.com>.)

Partners with Bardonia



CLARKSTOWN FAMILY RESOURCE CENTER PARTNERSHIP

The Clarkstown Family Resource Center Partnership (CFRCP) will offer a variety of programs at Bardonia Elementary School during the school year. These may include the Early Riser Club and After School Enrichment classes. If you have any questions about the CFRCP, please contact the CFRP Director by emailing clarkstownfrc@gmail.com or by calling 845-639-5619. You may also contact Marion Arbuco, CLC Director at marbuco@ccsd.edu.

EARLY RISERS CLUB

The Early Riser Club is a program designed to help parents meet their childcare needs in order to balance work and other obligations. You can drop your child off at 7:00 AM as your child is safely awaiting the start of the school day. For more information, please contact Marion Arbuco, CFRCP Director at clarkstownfrc@gmail.com or (845) 639-5619.

AFTER SCHOOL PROGRAMS

The YMCA runs an after school program here at Bardonia Elementary School. The program runs Monday through Friday, 3:00 – 6:00 PM. For more information, please contact the YMCA at (845) 727-1037.

Throughout the year several programs and classes are offered. They include Brownies, Girl Scouts, Cub Scouts, and computer classes. Classes are also offered through our Community Learning Center. Information including course descriptions, dates and times will be sent home.

PTA

Bardonia has a very active and supportive PTA. It is through our combined partnership that our children and families have opportunities to participate in a wide variety of activities and events.

Please refer to PTA mailings and distributions for a list of PTA Board members, meetings and special events.



SITE-BASED MANAGEMENT COMMITTEE



As part of the New York State Compact for Learning, the Clarkstown Central School District has created a plan for shared decision-making and cooperative planning at the school site. The Bardonia site-based management team is comprised of teachers, teaching assistants, parents, and the principal. Meetings are held once a month and are open to the public. The goal of the committee is to formulate policies that will result in the improvement of learning and instruction. Please see the Principal for more information.

Notice of Non-Discrimination

Clarkstown Central School District does not discriminate on the basis of race, color, national origin, sex, gender orientation, disability or age in employment or its educational programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1973; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively.

If you have questions regarding the district's responsibilities under these regulations, wish to make a complaint, or require services related to a disability, please contact:

Dr. Deborah O'Connell at (845) 639- 5607 Title IX, which prohibits discrimination, based on sex, and Age Discrimination Act, which prohibits discrimination based on age; and Dr. Laura Lavine at (845) 639-6475 on Section 504 and the ADA, which prohibits discrimination based on disability.

For further information, contact the United States Department of Education, at 1-800-421-3481, or OCR NewYork@ed.gov.