

*Hoosic Valley Elementary School*

22 Pleasant Avenue  
Schaghticoke, NY 12154  
518-753-4458

**2017-2018**

**Student & Parent Handbook**  
**Pre-K ~ 6<sup>th</sup> grade**



Dear Parents and Students,

Our handbook is written to provide both parents and students information about our day to day procedures in the Elementary building. We urge you to review this handbook carefully, and keep this handbook available during the school year should you have questions. If we left something out that would be useful for parents and students to know please tell us so we can include it in future handbooks.

You may visit our website at [www.hoosicvalley.k12.ny.us](http://www.hoosicvalley.k12.ny.us) or reach us by phone at (518) 753-4458 ext. 3507.

**Our Open House is scheduled for September 14  
from 6:30pm – 8:00pm, hope to see you there!**

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**Board of Education**

Mr. Timothy Salisbury - President  
Mr. David Paul - Vice President  
Mrs. Maureen Gifford – Mayer  
Mr. Michael Reilly  
Mr. James Ryan  
Mrs. Christine Pepe  
Mrs. Rebecca Van Vorst

Board meetings are held once a month (with exception) at 7:00pm in the HS Large Group Instruction Area. A public access time is provided at the beginning of each meeting. Additional meetings are scheduled as needed.

**Administration**

Mrs. Amy V. Goodell, Superintendent  
Mrs. Julie Adams, HS Principal  
Ms. Miriam Dobbs, 7-12 Assistant Principal  
Mr. Mark Foti, ES Principal  
Ms. Patti Sawyer, CSE Director  
Mr. Anthony Cammarata, Business Administrator  
Mr. Wayne Akin, Transportation Supervisor  
Mr. Andy Davey, Building and Grounds

**Elementary Staff**

Mrs. Debra Ellett, School Nurse  
Ms. Lisa Foster, CSE Secretary  
Mrs. Cori Kinnicutt, Secretary  
Mrs. Beth McQueeney, Guidance  
Mrs. Lisa Waldron, School Psychologist  
Mrs. Amy Vautrin, Secretary  
Mrs. Kathy Yavaniski, District Data Coordinator

**Directory**

Elementary School (K-6)	753-4458, ext. 3507
Jr./Sr. High School (7-12)	753-4458, ext. 2506

Special Education	753-4458, ext. 3508
Business Office	753-4458, ext. 1506
Transportation	753-4458, ext. 1503

**Who to Ask**

When you have a problem, all organizations have a procedure that allows you to take a problem to a person in authority. Our school system is no exception.

You should start with the person who is closest to the problem. You should contact:

- First**            Your child’s Teacher
- Second**        If you are not satisfied, your child’s Principal
- Third**            If not satisfied, see the Superintendent
- Fourth**         If still not satisfied, see the Board of Education

**Elementary Faculty/Staff Directory**

<b>Grade PK</b>	Tara Smallwood Brandee Silloway	<b>Aides/Assistants</b>	Kelly Akin Maggie Brenenstuhl Holly Burke Christine Davis Patti Delano Marisa Dwyer Diane Hyldelund Diane LePage Tanya Mathisen Betsy McGeoch Gail Morin Melissa Popp Kaitlyn Rizzo Terri Robert Linda Salisbury Jillian Simpson-Lampham
<b>Grade K</b>	Katherine Gerwin Janice Lee Nicole Neary Nicole Peterson		
<b>Grade 1</b>	Laura Dennis Aimee Hanna Kristin Nazarian		
<b>Grade 2</b>	Bridget Chapko Kate Cruz Sandra Fancher Kerri Greco		
<b>Grade 3</b>	Gina Mastromarchi Ericka Silverman Kim Soden	<b>Specials</b>	Teresa Beamish Adrienne Cosey Kristy Koonz Jennifer Gregg Kelly Rogers Andrew Smith Jeanmarie Verruso James Zeger
<b>Grade 4</b>	Jennifer DeCuyper Sherry Pruiksma BriAnna Williams		
<b>Grade 5</b>	Blake Bochette Charles Pemburn	<b>Office Staff</b>	Debra Ellett

Karen Smith

Janet Folkman  
Mark Foti  
Michael Hough  
Cori Kinnicutt  
Beth McQueeney  
Patti Sawyer  
Amy Vautrin  
Lisa Waldron  
Kathy Yavaniski

**Grade 6**

Jessia Clark  
Chelsea Baranowski  
Eileen LaCourse

**SCHOOL HOURS**

**Grades K-6: 8:05pm – 2:20pm.**

Walkers or those driven by parents should not arrive before 8:00am, as there is no supervision until 8:05am. Students that arrive at 8:15am or after are tardy and need to be signed into school by a parent/guardian. Students may then walk to their classroom. If you feel that because of special circumstances, that you need to drop your child off at their classroom door, arrangements should be made with the principal first.

**Parent Drop-Off: Procedures K-6**

Parents dropping their children off at the start of the school day should follow the signs on Pleasant Avenue to the end of the sidewalk near the primary playground. A Faculty member is present at the start of each day to assure that students exiting vehicles will safely make their way along the sidewalk to the school entrance. If you need to enter the school with your children, park in the lot near the tennis courts. **Parents should not drop students off in the faculty lot; students let off there must cross bus traffic. This is dangerous and slows progress of student and buses into the school.**

**Pre-K: 8:30 am – 1:30 pm**

A small number of students designated for Head Start programming will have an extended school day, from 8:00 am – 2:00 pm.

**Parent Drop-Off: Procedures Pre-K**

Transportation is provided only to Special Education students enrolled in the UPK program. All other parents must arrange for transportation to and from the program daily. Student sign-in occurs at the doors to the right of the main entrance, starting at 8:30 am. Pick-up occurs at the same door at 1:30 pm daily. Parents are expected to be at school, or have a designated person to pick up their child at 1:30 pm.

**Extra Help Period: 2:20pm – 3:05pm**

Arrangements for intramurals, band, chorus and any other extracurricular activities will be made by the faculty member who is responsible. A late bus run for students involved in after school activities departs the Elementary School at 3:20 pm daily.

**VISITOR PROCEDURES – Elementary Building**

In order to ensure the safety of all students and staff members at Hoosic Valley Elementary School, visitor procedures have been developed by our staff and reviewed by the Board of Education. They reflect both the need to maintain a safe environment and the realization that our school serves the community. We hope all those who enter our building recognize that learning at a high level can only take place when all those individuals in our school feel safe and secure.

Our school building is locked during the day. All visitors should enter through the front entrance, and report to the main office first. They will then be to sign in and take a visitor's badge before being allowed entry into the

building from the office. Anyone entering the building should be identifiable by either a faculty staff badge signifying that they work in the building, or with a visitor's badge. Please understand that if you are asked by a staff member to stop in the office and get a visitor's badge, that by doing this, they are assuring the safety of your child and all children in the school.

We welcome and encourage parents to attend assembly programs such as Character Counts and awards ceremonies. We will inform you of these activities in advance in order to enable you to make arrangements to attend. For some of these activities where we expect a large number of visitors, we may reroute visitors through the Sixth grade entrance. Under these circumstances, signs will direct visitors to the appropriate entrance into the building.

## CUSTODY

Please make sure the office has the most recent custody order on file; this will ensure we are following those orders accurately. In the absence of a court order limiting rights of a biological parent to see, or pick up their child, the district is required to allow such parent to sign the child out of school upon request.

## ACADEMIC INTERVENTION SERVICES

State Education Department regulations outline requirements for Academic Intervention Services for students not meeting state standards as measured through New York State tests, however, in addition, Hoosic Valley has identified a number of other ways to measure student progress, and the potential need for interventions, such as classroom based assessments, benchmark reading assessments and teacher recommendation. Interventions range from additional after-school help with the classroom teacher, to small group, or one-to-one support. Also, if warranted, referral to the Committee on Special Education may also occur to determine if learning or other disability is present. Processes used to determine how and when support services are recommended are outlined in the district's Academic Intervention Services, (AIS), Plan. Parents can, and should always contact their child's teacher with any concerns about their child's academic progress. The teacher can clarify their understanding of the child's progress and begin the process if necessary of accessing support services.

## ATTENDANCE GUIDELINES

Good attendance is absolutely critical to your child's success in school. Please make school attendance a priority with your child by arranging all vacations, appointments, etc. outside of the school day. If your child is unable to attend school on a particular day because of illness etc., please call us so we can alert your child's teacher. If we do not receive notification by phone, the nurse's office will call home to determine the reason for the child's absence. Even if you have notified us by phone of the student's absence, we ask you to send written notification as well. Board policy outlines procedures for school interventions in cases of excessive absences. After 10, 15 and 20 days absent, the principal will send a letter to the parents identifying the number of days absent and requesting that the parent call the school so that we can help to address whatever issues may be causing the absences.

### ***Absences/Tardiness:***

When a student is absent or tardy, the parent/guardian must provide a written notice (excuse) upon the student's return to school. This is a legal document and will be used to determine whether an absence is **excused** or **unexcused**. All absent excuses must be received within 5 days of the student's return to school, absent excuses received after 5 days will be recorded as illegal regardless of the reason written. Examples below:

#### **Excused:**

- Personal illness
- Illness or death in family
- Religious observation
- Quarantine
- Court appearance
- Cooperative work program
- Attendance at an emergency as a member of a rescue organization

#### **Unexcused:**

- Truancy
- Vacation/Shopping/Family Visit
- Family Obligation/Confidential reasons
- Car trouble/No ride/Missed bus
- Overslept
- No written excuse received

**Pick – up at Dismissal or Early:**

If you need to pick up your child early from school, a written note to the teacher should be sent in that morning with your child. This alerts the teacher, who in turn gives the notice to the office so we are aware when you arrive to pick up your child.

**Bus Changes:**

If a child is going somewhere other than home at the end of the day and needs to ride a different bus, you must send a note. It should include the child's full name, the Route # the child will be riding and the full name and address of the person that will be expecting him/her. For the safety of the students, telephone calls are not recommended.

**REPORT CARDS and MARKING PERIOD DATES**

Report cards for all students offer extensive information on your child’s progress. Dates when these report cards will be sent home are linked to the school district’s website under “calendar”. Kindergarten report cards are distributed in January and June. Report cards for Grades 1-6 will be distributed four times per school year as follows:

MP 1	9/6 – 11/9	Report Card Issued	11/17
MP 2	11/13 – 1/26	Report Card Issued	2/2
MP 3	1/29 – 4/13	Report Card Issued	4/20
MP 4	4/16 – 6/13	Report Card Issued	6/20

**TRANSPORTATION**

Help protect your children by teaching them about bus safety and expected behavior. It's important for kids to understand that the bus ride to and from school is not another recess period. In fact, many of the same classroom rules apply on the bus - stay in your seat, keep your hands and feet to yourself, treat others as you wish to be treated and don't disrupt the class or in this case distract the driver.

**Bus Rules**

These rules have been posted in all school buses:

- 1) Observe the same conduct as in the classroom.
- 2) Be courteous, us no profane language.
- 3) Do not eat or drink on the bus.
- 4) Keep the bus clean.
- 5) Cooperate with the driver.
- 6) Do not smoke.
- 7) Do not be destructive.
- 8) Stay in your seat.
- 9) Keep head, hands and feet inside the bus.
- 10) Bus driver is authorized to assign seats.

**Babysitting or Change of Bus Stop:**

If your child requires a permanent/temporary change of pickup or drop-off locations please contact the Transportation Department at 753-4458, extension 1503. \*\* See Bus Changes for day to day changes

**Use of Video Cameras on District Buses:**

After due consideration of balancing discipline and to ensure safety on our school buses, the Board of Education has authorized the use of video cameras.

**Private / Parochial School Transportation Request:**

According to State Law, all requests for private/parochial transportation must be submitted by April 1st. Even if your child's placement or acceptance at a particular school has not been finalized, make the request in anticipation of attendance. You may jeopardize your child's right to transportation if requests are late. Call the Transportation Supervisor for more information.

**FOOD SERVICE**

Breakfast and lunch are available daily through the school cafeteria. Breakfast runs from 7:50am – 8:15 am and lunch is served from 10:45 am – 12:30 pm. Breakfast and lunch menus are sent home with students monthly. Breakfast costs \$1.25 per student, and lunch costs \$2.15 per student.

The Nutri-Kids program is now able to offer on-line account management, called My School Bucks. You are able to create an account for your child by following the instructions on [www.myschoolbucks.com](http://www.myschoolbucks.com). For every \$25 added to a student's account, a bonus meal will be given to the student to offset the service charge from the system. You can view transactions and add money to multiple student accounts at one time. More information about this system can be found at <http://learnmyschoolbucks.com/Parent/>

Free and reduced breakfast and lunches are available for income qualified applicants. If you would like to find out if your family may qualify for free or reduced price breakfast and lunch, you can fill out an Application for the 2016-2017 school year. Questions can be directed to Anthony Cammarata, Business Administrator at 753-4458 ext. 1509.

## **SAFETY DRILLS**

Hoosic Valley's District Safety Plan outlines a number of safety drills that are required each year in accordance with NYSED guidelines. These include, but may not be limited to Fire Drills, Lockdown drills, Duck and Cover drills, Evacuation drills and Shelter in Place drills. In order to make these drills as realistic as possible, and to assure the most focused and serious implementation of safety procedures, drills are not always announced in advance to parents, students or faculty and staff. We will always inform parents following a lockdown drill and we will always inform parents if a real emergency requires us to implement actions to keep children safe from a real or threatened emergency.

During all safety drills, students should listen carefully to the instructions given to them by the adult supervising them at the times. Disruptive student incidents during safety drills will be handled as disciplinary incidents and consequences may be administered per the District Code of Conduct.

## **DISCIPLINE (please see also K-12 Code of Conduct)**

The district is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by everyone in the school community (student, parent, staff member, and visitor) is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The district recognizes the need to clearly define expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. \*The principal may withhold the report card if restitution is not made

## **CHARACTER EDUCATION**

The Character Education Program is designed to develop and sustain a school environment that allows all students to feel safe, confident and eager to learn. We will accomplish these goals by providing services and opportunities that promote positive characteristics. We have established a set of school-wide expectations" which is a key step in building a positive school climate. The expectations are: Act Responsibly, Be Ready to Learn, Create Respect and Display Self-Control. Our monthly virtues include: Ready to Learn, Self-Control, Citizenship, Empathy, Integrity, Friendship, Responsibility, Tolerance, Civility, and Courage. Respect is our eleventh character trait and it's so important we promote the virtue of respect all year long.

## **BUILDING RULES**

Rules have been developed for the areas of the playground, hallways, buses, and cafeteria and are posted in the appropriate places.

### **Hall Rules**

1. Each class will stay to the right, preferable walking in two lines.
2. Students will remain quiet in the halls so as not to disturb other students who are working.
3. Keep hands and feet to yourself and away from student work or other decorations that may be posted or displayed.

### **Playground Rules**

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.

3. Use playground equipment appropriately and safely.

### **Cafeteria Rules**

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when speaking.
4. Keep your eating area neat by cleaning up after yourself.

### **Please Note:**

#### **Items Below Prohibited from School Under any Circumstances:**

**Cigarettes, cigarette lighters, matches, tobacco, any kind of play or real knives, water pistols, any type of play or real guns, and any type of fireworks or explosives**

**The following Items may be brought to school, but should be turned off and/or remain out of sight for the school day: Fidget Spinners, Cell phones, cameras other music players, laser pointers, other electronic devices.**

**A violation will warrant severe disciplinary measures by the principal.**

Board Of Education Policy 3 1530, 3121, 5310, 5312-5312.3

## **HEALTH ASSESSMENTS**

A school nurse assists those students who need health care while at school. In the event a child becomes sick and is too ill to stay in school, the nurse will contact the parent, requesting that the parent come to pick up the child.

### ***Immunizations:***

New York State Public Health Law 2164 requires all students entering and attending school to be immunized. Children entering Hoosic Valley Elementary school are required to have the following immunizations: OPV, DTP, Hepatitis B, MMR and Varicella. Students who are entering 6<sup>th</sup> grade and are 11 years old must have a Tdap immunization; those students will be tracked to ensure the immunization is done. In order to avoid interruption of your child's educational process, a period of two weeks will be allowed for you to make arrangements for the proper immunizations.

### ***Medication:***

It is understood that certain circumstances require a child to take internal medication during school hours. Parents of students who need to take medication during school hours should make all arrangements with the school nurse. **No student is to take medication without having made prior arrangements with the nurse. All medication will be kept in a locked cabinet.** In order to comply with Education Law governing medication, the procedure listed must be followed and all requirements met:

1. The medication and prescription must be delivered directly to the school nurse by a parent in its original container.
2. The parent must complete a medication card which indicates medication, dosage and time given.
3. The Physician must provide written requests for the school nurse to administer the medication, including frequency and dosage.

### ***Physical Exams and Health Assessments:***

Physical examinations are required for students in grades K, 2, 4, 7 and 10, and all newly enrolled students. Students in these grade levels and new students without evidence of physical examination by a family physician will be examined by the school physician. The school physician also conducts physical examinations for interscholastic sports. Vision, hearing, height, weight and scoliosis screenings are conducted by the school nurse. Parents are notified when results of testing procedures require follow-through.

### ***Accidents/Injuries:***

Any injuries or accidents which occur at school **must** be reported to the teacher in charge, regardless how minor they might be. The teacher will file a written report to the nurse within 24 hours of any accident. The nurse will call home to report the accident circumstances to parents/guardians. Emergency medical forms will be sent home in September; parents **must** fill this out and return. **It is the responsibility of the parent to notify the school in the event that**

**the emergency information changes.** \*\*An excess-type medical insurance is carried by the school. This means that family insurance must be used first and the remaining balance reported under school insurance.

### **PARENT TEACHER ORGANIZATION (P.T.O)**

The Parent-Teacher Organization has a mission to support academic and enrichment activities throughout the Hoosic Valley School District. Their aim is to support the educational world of our children and they provide many services. Monthly meetings are held the third Wednesday throughout the school year at 6:30pm in the Elementary Library. Come join the interested parents and teachers to show your support for your child's education. New ideas are always welcomed and encouraged.

### **PARENT VOLUNTEERS**

Many teachers look for parents to assist in classroom activities during the course of the year. If you are interested in volunteering in your child's class, you should make these arrangements **in advance** with the teacher. The teacher will then give your name to the secretaries in the main office, and they can expect your arrival.

### **LOST AND FOUND**

Lost items will be set up in the lobby outside the main office. Items will be kept for two weeks at minimum. If lost items are not claimed within two weeks, the school reserves the right to dispose of items or donate them to charitable organizations. Students seeking lost items should check the main office as soon as items are noted as missing. Parents are requested to check also, since children often do not recognize their own property.

### **STUDENT COUNCIL**

The Student Council consists of one student per class from grades 4-6. Each year, the Council is involved in a number of activities to serve the school. The students serve as pages for, Open House and the Graduation Ceremonies, and many other activities throughout the year. Student Council elections are held early in each school year to choose representatives from each class. A Faculty advisor serves as a facilitator for all Student Council activities.

### **NATIONAL JUNIOR HONOR SOCIETY**

Students in grades 6, 7, and 8 are eligible to be inducted into the Hoosic Valley chapter of the National Junior Honor Society. The NJHS was founded in 1929 and promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and community service. To be eligible for induction, students must have an overall average of at least 90% for the first semester of the school year. Students who meet the scholarship eligibility minimum are notified in late March. Students who wish to be considered for selection are asked to submit an application and return it to the National Junior Honor Society advisor by the date specified.

A Faculty Council of five middle school teachers reviews the applications submitted for membership. Students who have submitted applications are evaluated based on community service, leadership, character, and citizenship. Applicants are rated on a point system. Points are earned based on the information from the student's application as well as a student evaluation form given to staff in each building. During the selection process, the points each student earned in the areas of character, leadership, citizenship, and community service are totaled and averaged together. A cut-off point is then selected for each grade, which determines how many students are inducted at each grade level. All students who submitted an application are notified of the Faculty Council's decision by mail. Family members of students selected are invited to attend the induction ceremony, which takes place late in the spring semester.

