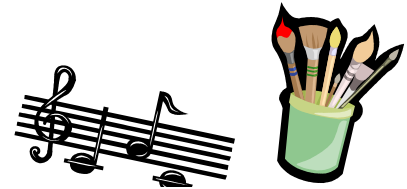
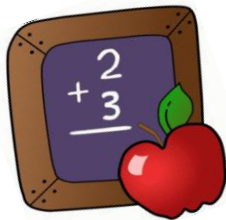


ELEMENTARY HANDBOOK



2010-2011



HADLEY LUZERNE ELEMENTARY SCHOOL Pre K-2

Office Hours: Mon. – Thurs. 7:45 am to 4:00 pm
Fri. – 8:00 am to 3:30 pm

273 Lake Ave.
Lake Luzerne, NY 12846
696-2112 ext. 101



Hadley~Luzerne Elementary School

273 Lake Ave.

Lake Luzerne, NY 12846

Website – www.hlcs.org

Dear Parent/Guardian:

We are delighted to welcome you and your child to Hadley-Luzerne Elementary School. We know how interested you are in the experiences your child will have this year. Each child is a unique individual who is growing and learning according to his/her own personal timetable. We want to work closely with you so that we may meet your child's needs physically, socially, emotionally and intellectually.

Please sign and return with your child as soon as possible, the slip from the last page acknowledging that you have reviewed and read this handbook.

Our faculty and staff are eager to help you and your child. Please don't hesitate to call on us at 696-2112 ext.101, should you have any questions or concerns.

Sincerely,

Irwin H. Sussman
Superintendent

<u>GRADE</u>	<u>TEACHER'S NAME</u>	<u>ROOM NUMBER</u>
Pre-K	Mrs. Davis	101
Kindergarten	Mrs. Bourdeau	109
Kindergarten	Mrs. Davis	112
Kindergarten	Mrs. Pike	114
First Grade	Mrs. Kipp	104
First Grade	Ms. Miller	106
First Grade	Mrs. Winnek	103
Second Grade	Mrs. Bouton	204
Second Grade	Mrs. Elliott	201
Second Grade	Mrs. Zibro	202
Special Education	Mrs. Bradley	209
Special Education	Ms. Eichorst	203A
Special Class	Mrs. Brooks	110
Speech	Ms. Szachacz	203B
Reading/Math AIS Kindergarten	Ms. Arcate	200B
Reading/Math AIS Grade 1	Mrs. Cook	108
Reading/Math AIS Grade 2	Ms. McGinnis	205
Reading/Math AIS Kindergarten	Mrs. Hughes	200A
Music	Mrs. Hastings	208
Art	Mrs. Crombach	207
Physical Education	Mr. Dymond	Gym
Psychologist	TBD	132
Social Worker	Ms. Lori Rosati	132

ATTENDANCE

School is in session from 8:00 a.m. - 2:25 p.m.

ARRIVAL

Students should arrive at 8:00 a.m. Please DO NOT drop students off at school before 8:00 a.m. Any early arrivals must go upstairs to a supervised room until 8:00 a.m. The first floor hallway opens at 8:00 a.m. The students who are going to breakfast should go directly to the Cafeteria before entering the classroom. Morning routines start at 8:00 and regular classroom routines begin at 8:15 a.m.

DROP OFF

K-2 are to be dropped off at the front of the building. Please pull through the parking lot. If you need to enter the building, please find a proper parking space. Do not park in the circle as you will block the mini-buses. Do not park in the NO PARKING area in front of the building or in the HANDICAPPED only spaces without a sticker or license plate.

DISMISSAL

Students are dismissed at 2:25 p.m. Please help us in ensuring your child's safety by following our dismissal expectations. If you plan to transport your son/daughter you will need to park only in the marked spaces and report to the office window and sign your child out each day if they normally ride a bus. Please wait at the top of the entry stairway in the lobby for your child to be dismissed with their class. If you arrive after the class has started to walk toward the buses, **please do not remove your child from their bus line, unless you have signed your child out and have let the teacher know that you are taking your child home. Also, please be sure to wait till classes have ended to pick-up your child.**

What if my child needs to make a change in transportation on a particular day? Your child must bring a note to school and forward this note to the classroom teacher if you wish a change in transportation from the normal dismissal. The note must contain the date that the change should take place, the correct bus number or name of person transporting your child, and a parent's/guardian's signature. **Please, do not make telephone calls** requesting a change in transportation unless there is an emergency situation. **To keep your children safe, requested change must be in writing with a parent/guardian's signature.** We cannot guarantee that your child will receive the correct information for changes at the end of the school day.

Please note: No one can transport your child except yourself, unless you have given your written permission on the student's emergency card that is kept in our office. That person must provide picture ID when requested to do so by the school staff.

8/23/2010

ABSENCES

Regular attendance is important for academic growth and success.

What if my child is absent? Let the nurse know the reason for the absence and the length of time the child will be out of school. If the school nurse does not hear from you, you will receive a call to see why your child is out of school. It is the responsibility of parents to see that children come to school regularly.

What do I need to do when my child returns to school? Upon returning to school your child will need to bring a **written excuse** indicating the dates and the reason for the absence. Any child that has been out with a contagious illness; such as chicken pox, lice, pink eye or strep throat must see the nurse upon returning to school. Any absences not accompanied by a written excuse are marked as "Illegal" absences. Illegal absences are also indicated if a child is absent from school for a reason not recognized by New York State even if a written excuse is provided.

Legal excuses for absence are:

1. Illness of student
2. Doctor or dentist appointments (when possible appointments should be made after school hours or on vacation days)
3. Illness or death in the family
4. Religious observance
5. Court attendance
6. Quarantine

Illegal Absences - Article 65, Section 3205 of the New York State Education Law make it compulsory for all minors between the ages of six and sixteen to attend school full time. A child's success is closely associated with attendance. Severe cases of truancy will be referred to Social Services and County Family Court.

What if my child has an appointment? If there is a need to take your child out of school during the school day, a note to your child's teacher is required indicating the reason and the time you plan to pick up the child. Please report to the office and the secretary will call the classroom to have your child sent to the lobby.

TARDINESS

It is important for children to develop the habit of being on time. Children who are late begin the school day with the possibility of being disorganized for the rest of the day.

What if my child arrives late to school in the K-2 building? When the child arrives to school after attendance is taken at 8:15 a.m., the parent and the late student should report to the elementary office.. The student will then be given a pass to take to their classroom teacher.

EARLY DISMISSAL / SNOW DAY

In some emergency situations and/or during periods of inclement weather, early dismissal may become necessary. Please help prepare your child for these occasions by explaining to them what they should do if they have to be dismissed prior to the regular dismissal time. **The District's Automated Notification System will contact households and emergency contacts when there weather or other emergency situations.** Also, radio stations 1540AM, 107FM, 1450AM, 95.5FM, 99.5FM, 93.5FM, 107.7FM, 101.7FM and channels 6, 10, 13 will alert parents to information regarding dismissal, should an early dismissal exist. If there are specific instructions that you wish the school to follow in the event of early dismissals and/or emergency situations, you should note these instructions in writing and forward it to the attention of both your child's teacher and the elementary office at the beginning of the school year. Any changes from your original request will need to be in writing.

VISITORS

All visitors must report to the school office upon entering the building. If you have a scheduled appointment or are a volunteer in a classroom, you will need to sign in and obtain a Visitor's Pass. If you bring a forgotten item for your child or wish to speak with them, the office staff will assist you by calling your child's room and requesting that they meet you at the school office.

All visitors to the building must sign in at the front office and wear a Visitor's Pass while in the building.

HEALTH OFFICE NOTES

Pre K-2 - Earlyne Payne, Nurse - 696-2112 Extension #110

MEDICATION POLICY

It is our school policy, as with all schools in New York State, that no medication will be dispensed in school without a written note from the doctor as well as a signed consent form from the parent. This form must be up-dated every school term.

What if my child needs to have medication during the school day? Please remember to have the form filled out by your physician and sign it yourself as well. All medications must be brought in to the Health Office by the parent/guardian before the medication can be dispensed to the student.

NO MEDICATIONS ARE TO BE CARRIED BY YOUR CHILD AT ANY TIME.

Medication may be administered if it is accompanied by:

1. The written order of your physician specifying diagnosis, name of medication, dosage, frequency and possible side effects.

AND

2. The dated written consent of the parent/guardian giving the health office the permission to administer the medication as ordered.
3. The family must provide the medication in its original container from the pharmacy, labeled, indicating the date, name of child, physician, dosage, and frequency.

Any over the counter drugs such as cough syrup, aspirin, Tylenol, etc., must be in the original container with a dated and signed note accompanied by the parent/guardian. If your child uses specific meds regularly, please bring in a supply to the school. The school nurse should be informed of any medicine changes (even meds given at home) and diagnoses.

If a student is unable to participate in physical education on a given day, a written parental excuse must be presented. For longer periods of time, a doctor's letter is necessary. Resumption of physical activity after such a period of time requires a parental or doctor's note.

All school accidents and/or injuries must be reported to your teacher and the nurse if they occur on school property or at a school sponsored activity, no matter what time they occur. Injuries will be taken care of and parents will be notified.

IMMUNIZATIONS

Students will not be permitted to attend school unless their immunization record is complete. The New York State Public Health Law mandates this practice.

All students must receive the following immunizations:

- Polio (3 doses)
- Mumps, Measles, Rubella(MMR/2 doses)
- Diphtheria, Tetanus, Pertusis (DPT/3 doses)

PHYSICALS

Physicals need to be completed in kindergarten, and first grade. The school physician conducts physicals for those who have not been completed by a family doctor. If your child had a physical by his/her physician, completed health forms should be forwarded to the school nurse.

EMERGENCY CARDS

You will need to complete data on your child's emergency card which will need to be updated by you each time there is a change in the information that was stated on the card. These cards may be completed at the time of your registration or at the beginning of the school year. Please make sure you indicate names of those who we may contact in the event of an emergency

CHILD CUSTODY

The responsibility for designating legal guardianship rests with the parents and family court. Legal documents must be on file with the school principal if any restrictions have been established regarding a child's custody.

PROGRESS REPORTS

A Parent Teacher Conference will be scheduled for each parent/guardian during the month of November. There is another conference that takes place in early spring. The spring conference will only take place if the teacher or parent feels that it is necessary. A Kindergarten and 1st Grade report card is not sent until the 2nd quarter.

You may contact your child's teacher at school any time during the school year to obtain information on your child's progress.

Student's receiving Academic Intervention Services (AIS) in English Language Arts (ELA) and/or Math will be issued separate progress reports from their AIS teachers throughout the school year.

Reports of student progress will be issued four times each year, except for Kindergarten. Special interim reports at times other than report card times may also be used by teachers to keep the student and parent informed when student achievement falls below expectations.

RETENTION

In cases where a child needs to repeat his/her current grade, every effort will be made to inform parents/guardians as early on in the school year as possible. Academic screening, classroom progress, testing, the child's social and emotional development and classroom teacher recommendations all play a role in this decision. You will be notified in writing and requested to attend a meeting with school personnel should retention be necessary. In decisions on retention, by School Board Policy, final authority rests with the principal.

GRADE LEVEL PROGRAMS

UNIVERSAL PRE-KINDERGARTEN PROGRAM

Children will learn basic academics and social skills in this activity-centered, fun program designed to build the foundation for school. Time will be spent on literacy, physical activity, music, art, and thematic programs designed to engage every learner.

KINDERGARTEN PROGRAM

Your child will spend a block of time each day learning the basic letters, sounds, phonics and system of our written and spoken language. Writing, decoding, listening, and speaking skills will all be part of our program. Time will also be spent utilizing a computer-based teaching system designed to develop the writing and reading skills of kindergarten students. .

Our new Math program, Saxon Math, is a hands-on, manipulative based program.

Science and Social Studies - the children will be exposed to the following units of study; the family, the five senses, animals, the seasons, national holidays, dinosaurs and nutrition.

Skills for Growing - This program fosters citizenship skills in responsibility, good judgment, self-discipline, respect and getting along with others.

FIRST GRADE PROGRAM

Our morning consists of: hanging up our coats, checking job responsibilities for the day, reading the message board with a morning activity to be accomplished.

From there we: take attendance, read the calendar. This is also a time when we do shared reading with the total class where we can introduce or review various reading skills.

After our shared reading, we begin reading groups.

All groups are homogeneously arranged according to reading levels.

The First Grade Saxon Math program will round out our morning schedule. Thematic units, which consist of a Science and Social Studies lessons complete our schedule after lunch and recess.

SECOND GRADE PROGRAM

September brings forth another exciting school year. We look forward to working with your child. We strongly believe the greatest gains are made through a combined effort of home and school. In an effort to keep you informed we would like to share some of our long-range goals for the upcoming year.

- To build a love for reading and expose the students to many different types of literature.
- To read and reread books in order to increase fluency and comprehension and to build appropriate reading strategies.
- To use literature and hands on activities to increase understanding in both science and social studies.
- To increase the students' willingness and ability to write for a variety of purposes.
- To utilize the process approach to writing, this includes developing a topic, writing a first draft, revising, editing and publishing.
- To learn common spelling patterns and frequently used words that will assist them in reading and writing.
- To use the Saxon Math Program to increase math knowledge.
- To participate in classroom discussions to further their understanding of the content being studied.
- To be a caring and cooperative member of our classroom community.

If you have any questions or concerns please feel free to contact us at school. We will do everything we can to ensure your child has a positive 2nd grade experience.

SPECIAL EDUCATION PROGRAM

Each special education program is unique as are the students that we service. This individualized program focuses on building independent skills as part of the classroom setting in Kindergarten and First Grade and in a small group setting in Second Grade.

All teachers and students have one goal, educational success.

SPECIALS

This year (2010-2011) our specials program will follow a four day, A, B, C, D rotation. The first day of school is day A. Snow days and school closings **do not** change the four day rotation.

K-2 ART PROGRAM

Art classes provide an enriching environment for exploring the creativity that all children possess. With guided practice, the students paint, draw, glue, cut and color their way through their art classes. It is here that smaller motor skills are developed and strengthened.

Songs, literature and puppetry are incorporated into many of the lessons with emphasis on the use of imagination and self-expression. The children will work steadily at their pace and learn responsibility, cooperation and independence.

K-2 MUSIC PROGRAM

The K-2 general music program consists of the following elements:

1. SINGING - a wide variety of songs, occasionally in other languages.
2. MOVING - to beats, rhythms, and dramatic ideas, in games, songs, and dances.
3. PLAYING - rhythms, melody fragments, and ostinates on class room instruments.
4. LISTENING - to musical selections with guidance, in order to understand elements such as mood, dynamics, and form.
5. READING - the basic elements of musical notation, and by 2nd grade, beginning to follow notes and words of songs.
6. UNDERSTANDING - how music helps us to celebrate the seasons and holidays of the year and enriches our lives.

PHYSICAL EDUCATION

Combinations of variables are included within the curriculum. The main objective is to enhance physical health and social interaction. The following is an overview of the physical education curriculum:

1. Physical Fitness
2. Movement Excellence and Useful Physical skills:
 - Competency in Body Management
 - Rhythmic Movement
 - Fundamental Skills (Locomotor, Non-Locomotor and Manipulative Skills)
3. Experience and Understanding Movement
4. Social Development
5. Safety Skills and Attitudes
6. Positive Self-Concept

The fundamental skills learned at this level provide the base in which all physical activity is built.

LIBRARY/MEDIA CENTER SERVICES

The goal of the K-2 Thomas Hewitt library staff is to help young children develop a love of reading through a love of their library. We strive to provide a positive atmosphere for all students that will encourage good borrowing skills and library behavior that will enhance their understanding of the golden rule throughout their lives. Class visits combine assistance to children with their own book selection for individual borrowing and with the appropriate stories to reinforce vocabulary and listening skills. The Elementary level program of the library is part of the overall school curriculum that encourages the development of good communication skills through reading, listening, speaking, sharing their reactions to stories, writing and drawing their reactions to stories.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student must spend time at home studying in addition to scheduled class instruction to achieve independence and responsibility.

Long-range assignments require planned study time for their completion. This type of planning eliminates the necessity of spending too much time the day before such an assignment is due.

CODE OF CONDUCT

Students will behave in a way that promotes a welcome and safe environment. Children should demonstrate respect towards faculty, staff and each other. The elementary school promotes a comfortable place that is conducive to learning. Our objective within the academic curriculum is to teach students that they are responsible for their actions.

Each child must adhere to basic safety rules in the school building, outside on school property, on buses, and any location of a school-sponsored activity takes place. Observation of these rules is necessary for the protection of all students and staff.

Students will not display behavior that could endanger others physically or emotionally. Threats or acts of violence will not be tolerated.

Any student that disrupts learning or the structure of the school day will face immediate consequences.

The building level principal will determine and implement an appropriate consequence based on the following criteria:

1. The age of the child. Does the student understand his/her action?
2. Was there intent?
3. The level of danger to self or others.
4. Is there a pattern of continued disrespect or disruption?
5. Is the child able to correct the unwanted behavior, or is more time needed?
6. Is a psychological evaluation needed?

The appropriate consequence will reflect the intensity of the act.

The Consequence must be age and developmentally appropriate.

CONSEQUENCES:

- Time Out
- Apology
- In School Suspension

BICYCLES

Riding bicycles to school is a privilege.

General rules:

1. Park and lock bike in the rack provided. The school is not responsible for damage or theft.
2. Refrain from riding on school grounds before and after school when there is bus or other vehicular traffic.

BOOK BAGS

Kindergarten through Second Grade students will leave their book bags in their classrooms. They are not to be carried from classroom to classroom.

BUILDING AND GROUNDS

The appearance of the school building is related to the way students, faculty, and staff feel about themselves. A good self-image will enjoy pleasant surroundings.

Students, faculty, and staff should all participate in keeping rooms, halls, grounds, lavatories, cafeteria, bulletin boards, etc. free of litter.

CHILD WELFARE

The school has a legal and moral responsibility to act on behalf of a child who may be neglected or mistreated at home. Our staff has been told to report signs of child abuse or neglect to the building principal. Throughout the years the county agencies have cooperated well in conducting investigations along these lines.

FIRE DRILLS

A drill is a practice for a real event. The possibility always exists that a fire drill could be real. Therefore, an ability to follow directions and consideration for other people are very important.

When the fire alarm sounds, everyone must leave the building. There is to be no talking during the drill. Each teacher should see that all students are out of the room before leaving.

General Rules:

1. In classroom-line up quickly and quietly follow directions above the exit or given by the teacher.
2. In hall-move quickly and calmly with **NO RUNNING OR PUSHING**. Courtesy is most important at all times. Should an exit be blocked, use the nearest one.

3. Outside-line up in an orderly manner away from the school on the grass, off the black top and wait quietly. Attendance will be taken. Entrances must be clear for the fire department. An announcement will be made to return to the building.

Between classes/lunch-should the fire alarm sound during the passing of classes or lunchtime, leave the building immediately and quietly through the nearest exit. Assemble in the field and wait for further instructions.

REMEMBER-more people are injured because of confusion, panic and lack of courtesy than from actual fire.

GUM

Do NOT send gum or candy with your child to school unless the teacher requests it.

LOST AND FOUND

Should something be lost or found, please notify the office. There is a lost and found box located in the K-2 building, which is kept in the elementary office.

Students are responsible for their possessions. It is very helpful if the student's belongings are marked. It is easier to return lost items to their rightful owners.

LUNCH/BREAKFAST

Reasonable courtesies are to be observed in the cafeteria. Shouting, changing seats, misuse of food and the like are not acceptable. Respect for each other will ensure a more pleasant lunch.

Teachers on duty will dismiss students.

OTHER STUDENT SERVICES

BUSES

Students are under school jurisdiction from the time they board the school buses in the morning until they are returned to their destination at the end of the school day. Conduct on a bus should not interfere with a driver's ability to handle the bus properly and safely. Consideration of others is expected by all. Each student has rights, but also obligations to respect the rights of others. **THE BUS DRIVER HAS THE AUTHORITY TO CONTROL STUDENT BEHAVIOR ON THE BUS. CONSISTENT VIOLATION OF RULES WILL RESULT IN THE LOSS OF RIDING PRIVILEGE TEMPORARILY OR PERMANENTLY.**

STATE TRANSPORTATION LAW

1. Be ready when the bus arrives.
2. Do not enter or leave the bus while it is in motion.
3. Pass 10 feet in front rather than behind the bus.
4. Report immediately to your bus at dismissal if you do not plan to ride on your bus. If you plan to go on another bus or unload to another place, report to the school office for permission. All permission requests must be from parent or guardian in writing.
5. No food or gum is allowed on the bus.
6. Occupy seat as assigned by driver.
7. Arms and legs are to be kept out of the aisle during the bus trip.
8. Remain seated until the bus stops at your destination.
9. Heads or arms must not be thrust from windows.
10. Swearing or other bad language must not be used.
11. The use of tobacco or liquor is forbidden.
12. Quarreling, fighting nor rough play will be tolerated.
13. Loud speaking annoys the driver and cannot be tolerated. It makes good driving difficult.
14. Obey the bus driver gladly; he is doing his best for you.
15. Please help your bus driver to keep your bus neat and do your part to make his driving safe.
16. Bus drivers will report any irregularity to the principal who may deny the student or students the privilege of riding on the buses.
17. Any student wearing flip flops on their feet will not be allowed to ride the bus.

DRESS CODE

We recommend and encourage that our students maintain a high standard of dress. We do not feel that the classroom is the place for short shorts, skirts, dresses or open midriff blouses, "muscle" shirts, tank tops. Shirts that display lewd and inappropriate comments are also unacceptable. Wearing of the above mentioned apparel would result in a telephone call to the parent requesting that the parent pick up the child, change the mode of dress and return the student to school. For safety reasons in school, on the playground and on the school buses, students are not to wear open sandals, beach footwear (flip-flops), etc. to school

CARE OF PUBLIC PROPERTY

The taxpayers and parents of the school district have provided excellent physical facilities. Students who are involved in stealing, defacing public property, or abusing equipment will be financially responsible for their actions. The Business Office will bill parents.

PARENTS CAN HELP

Put your child's name on everything he/she brings to school.

Children should adhere to the dress code.

Inform the teacher about any health conditions or concerns, which limits your child's activities in learning.

Encourage your child to be independent.

Be sure your child knows how to use the public bathroom properly.

No toys from home.

Encourage your child to learn his or her name, address and telephone number.

Communicate with your child's teacher through phone calls, journals, and the family envelope.

Read to your child each night.

Make sure that your child has completed any unfinished work from school and/or homework that has been sent home.

Have all materials that are needed for specials in your child's bag. Ex: Library books and gym clothes.

PARENTS: SIGN & RETURN TO SCHOOL ASAP

Please sign and return this portion to the office confirming that you have read the handbook. If you have any questions, please contact the school office.

Student's Name _____

Parent Signature _____

Student Signature _____

Date _____

