

September Newsletter

Pulaski Road School Parent Information Bulletin Policies and Procedures



September 2017

Pulaski Road School 623 Ninth Avenue, East Northport, NY 11731

Main Office: Tel: 631-262-6850 Fax: 631-262-6855
Nurse's Office: Tel: 631-262-6853 Fax: 631-262-8527

Dates to Remember

Sept. 6 - First Day of School for Grades 1-5
Sept. 6 - Kindergarten Conferences
Sept. 7 - First Day of School for Kindergarten
Sept. 12—Music Instrumental Registration
Sept. 14 - Board of Ed Mtg. 7:00pm WJB Bldg.
Sept. 18 - OPEN HOUSE Kindergarten 7:00pm
Gr. 1 & 2 7:30pm
Gr. 3, 4 & 5 8:15pm
Sept. 21– 22 Schools Closed Rosh Hashanah
Sept. 26 - GTPA Open House 7:30pm @ Ocean
Sept. 27 - PTA Welcome Tea and Meeting 7:00pm
Sept. 28 - Board of Educ. Mtg. 7:00pm WJB Bldg.
Oct. 6 - Districtwide Emergency Management Drill Dismissal 15 min. early
Oct. 9 - Schools Closed Columbus Day
Oct. 11 - Bd of Educ. Mtg. 7:00pm WJB Bldg.
Oct. 13 –Fall Pictures Fall Festival
Oct. 16-20—Book Fair
Oct. 18—Blood Drive
Oct. 18—PTA Mtg. 7:30 pm
Oct. 20—Fall Festival Rain Date

PRINCIPAL'S CORNER by JEFFREY HAUBRICH

UNITY

By Cleo V. Swarat

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher:
the tools she used were books and music and art;
One was a parent
With the guiding hand and gentle loving heart.

And when at last their work was done,
They were proud of what they had wrought.
For the things they had worked into the child
Could never be sold or bought!

And each agreed she would have failed
if she had worked alone.
For behind the parent stood the school,
and behind the teacher stood the home!

I hope the summer vacation was everything you wanted it to be for you and your family. Once again we begin another school year. There is always such excitement and anticipation connected with September. For our children it represents a new stage of growth with new challenges, experiences and discoveries. As the new year commences, let us join together as partners in a cooperative venture, seeking the best possible education for our youngsters.

TELEPHONE NUMBERS

Pulaski Office 262-6850 Fax 262-6855
Pulaski Nurse 262-6853 Fax 262-8527

MORNING ARRIVAL

The school day begins at 8:05 a.m., with the buses scheduled to arrive at approximately 7:50. Members of the staff supervise the chil-

dren until 8:05, at which time students proceed to their classrooms. Therefore, if your child is a walker or is driven by car to school, please make sure that he/she does not arrive until 7:50. This policy will ensure adequate supervision of all children.

The following are designated areas for children to meet prior to the commencement of school:

Grades K-2 All-purpose room
Grades 3-5 Main entrance

SECURITY

All doors to the building will be locked shortly after the students arrive. If your child is arriving late to school, you must accompany your child into the building by using the buzzer/intercom system at the main door. A school monitor or secretary will admit you into the building.

➡ PARENT NOTICES/NEWSLETTER

All newsletters and parent notices will be posted on our website or sent through email. You may access this information at <http://web.northport.k12.ny.us>, then click on the schools tab to find Pulaski. Please make sure that we have your current email address on file. If you do not have access to the internet and require a paper copy, you may submit such a request to the main office.

➡ PARENT PORTAL/REPORT CARDS

You may now access your child's report card and attendance records through our secure Parent Portal. If you have not done so already, you may apply for an account by visiting the school's website, <http://web.northport.k12.ny.us>, and clicking on the Parent Portal link.

ATTENDANCE

New York State Law requires that all students between the ages of 6 and 16 be in attendance at school on a daily basis. Regular attendance is essential for successful academic growth and

inevitably result in the child's missing the introduction or development of a necessary skill. Therefore, our expectation is that a child be in school every day that he/she is physically able.

ABSENCE

It is the responsibility of the parent or guardian to notify the school when a child is ill or will be absent from school. Parents are requested to call the Attendance Office (262-6853) prior to 9:00am on the day of absence. In this way, the school will know that provisions have been made for the child, and a call to the home will not be necessary.

Absences due to family business or vacation are considered illegal and are so recorded on the child's official attendance card. No new work can be provided for the child as an assignment during such absences.

Students returning to school after an absence must bring a note signed by their parent explaining the reason for the absence. This note should be given to the classroom teacher on the day the child returns.

EARLY DISMISSAL

Parents should send a note with their child or come to the Main Office if there is any reason that a student needs to leave school early. Parents, or a designated adult, must sign the student out of school when leaving before dismissal. Early dismissals must occur at least 30 minutes prior to the end of the school day. Those who arrive to sign out a child less than thirty minutes from dismissal time will be asked to wait and pick up their child at the normal dismissal time and location. We understand that sometimes a change in dismissal plans may take place during the school day. These changes must be received by the main office at least 90 minutes prior to dismissal. This procedure is designed for the safety and protection of our children.

Whenever possible, parents should schedule appointments for their child during non-school hours to avoid interrupting his/her academic program.

If a child is returned to school before the end of the day, parent and child must

sign in with the school monitor in the front lobby before the student re-enters the classroom.

AFTERNOON DISMISSAL

It is our responsibility to ensure the safe egress of our students from the building at all times of the day, including dismissal. Parents of kindergarten, first and second graders should meet their children at dismissal in the All Purpose Room. Please pick up your children at the teacher's designated table. Parents are not to congregate in the hallway near the All Purpose Room as this creates a problem with exiting from the building. Parents of third, fourth and fifth graders are requested to wait along the covered walkway in the front of the building. Please do not block the walkway. Parents and students must exit through the main entrance. If you are changing the dismissal process for your child, we request a note from the parent stating the change. If this change affects SCOPE, you must contact SCOPE directly at the number provided by this group. Unless there is an unexpected emergency, there will be no changes made to dismissal AFTER 1:45 pm. If your child is scheduled to attend SCOPE and you elect to pick your child up at the end of the day instead, you can meet SCOPE in the APR after 2:30 pm.

LATENESS

Children who arrive late to school -- after 8:05 a.m. must report **with their parent** to the school monitor in the front lobby. A note from the parent is necessary in order for the student to obtain an excused tardy.

MAKE-UP WORK/HOMEWORK

Parents requesting assignments for legally absent children should make the request early in the day (prior to 10:00am) if they plan to pick up the material after school. Such requests should only be made if the child will be absent for two or more days.

BEHAVIOR

Pulaski Road School is a special place of learning for children. We strive to cultivate an atmosphere of care and concern in which children are helpful, courteous and considerate. We expect children to show respect for themselves, for each other and

for every adult in our school community.

BUS TRANSPORTATION

Requests for changes in transportation due to babysitting needs must be submitted in writing to the Transportation Department on an ANNUAL BASIS. Please be sure to submit your request to the Transportation Department in the William J. Brosnan Building by April 1 each year, or as soon as babysitting arrangements have been made.

Please encourage your child to be a "bus-rider" and avoid driving him/her to school. We stress bus safety at school, with at least three bus drills conducted during the school year. Students are expected to behave in a safe and respectful manner while waiting at the bus stop and when riding on the school bus. We would appreciate home reinforcement of bus safety and courtesy. Children jeopardizing their safety and/or the safety and well being of others due to misconduct risk the suspension of their bus privilege.

Parents should note that the bus drivers are instructed to pick up and drop off children only at scheduled stops.

Kindergarten children will be riding the regular "big buses" on their way to and from school. These children will be given priority seating in the front of the bus. Older students are asked to provide assistance, when necessary in identifying scheduled bus stops.

Bus drivers will only discharge a Kindergarten student to his or her parent/guardian or another adult designated in writing to the school. If the parent/guardian is not present or visible at the bus stop, the kindergartener will be returned to school. The parent/guardian will then be responsible for picking up the child and bringing him/her home.

Questions or concerns about bus transportation should be directed to the Principal or the District Transportation Office 262-6865.

CAR TRANSPORTATION

To ensure the safety of our students and to facilitate the flow of buses and vans, parents driving children to school

in the morning should drop them off in the first parking lot to the left as you enter the gates. You may park only on the east side of the parking lot in the morning and walk your child into the front foyer by the yellow benches. You may choose to drop your child off in the morning by pulling up parallel to the curb in the parking lot and leave your child by the crosswalk. At dismissal time adults should park their cars in the first lot to the left as you enter the gates. Please do not block other cars from entering or exiting. At no time should you enter or park in the school circle.

CHILD CARE PROGRAM: "SCOPE CARES FOR KIDS"

The "SCOPE Cares For Kids" Child Care Program is available for District children in grades K-5. The goal of the program is to provide quality after-school care in a supervised setting that is safe, nurturing and fun. The program operates on school days from immediately after dismissal until 6:00 p.m

For further information and registration, contact SCOPE at 360-0800.

EMERGENCY CONTACT INFORMATION

Updated emergency information is essential for communication in the event of illness or accident. Your child will receive his/her emergency contact form on the first day of school. Please update completely and have your child return it to his/her teacher on the following day.

In addition, please notify the office of any changes to your emergency information as soon as your contact information has changed.

FIELD TRIPS

Field trips can add a new dimension to a child's learning as they complement or enhance the instructional program. Such experiences are encouraged when the activity is appropriate and enriching, and when the cost is reasonable. Whenever possible, field trips are planned so that District buses can be used with no transportation charge to parents. Permission slips--signed by a parent or guardian--are required for all field trips. This applies even to local

trips to other schools in the District. Parents are frequently asked to serve as chaperones on field trips. If you are interested in participating in this type of learning experience, let your child's teacher know early in the school year.

FOOD DISTRIBUTION PROCEDURE

In an ongoing effort to ensure the health and safety of all our students, parents will not be permitted to send in food for children other than their own; this includes food sent in for birthdays and other classroom celebrations. Birthday and holiday celebrations will remain in place, but food will no longer be the focus of these events. Teachers will work with class parents to identify fun and engaging activities to make each celebration special.

BREAKFAST & LUNCH PROGRAMS

The district has adopted an exciting way of providing a simple and efficient way to increase the level of service and accuracy in our school lunch program. This new system "mySchoolBucks" Point of Sale System tracks account information and food selections made by each child. Funds made be deposited into your child's account either online or by check made payable to the Northport-East Northport School District. For further information, please visit <http://web.northport.k12.ny.us>.

To avoid disruptions to the lunch periods, we request that you not deliver food to your child at this time.

You can also find the menu for the month on this webpage.

MEDICAL INFORMATION

Students in kindergarten, second and fourth grades, as well as students new to the district, are required by New York State to have a complete physical examination. This may be done by the family physician or school physician. All physicals must be performed within one year prior to the start of the first day of school.

Screening tests of hearing and vision are performed annually by the School Nurse. As per New York State Education Law, all 5th Graders will receive a school screening for scoliosis (curvature of the spine). Parents are informed if such testing reveals any possible concern and are encouraged to pursue appropriate follow-up with their family physician.

Parents are encouraged to call the School Nurse any time to discuss matters affecting the health and well-being of their children. Ailments such as diabetes, epilepsy, asthma, and allergies are some of the conditions which should be noted on health records and discussed with the School Nurse.

Parents are specifically requested to report to the School Nurse all cases of communicable disease.

Student illness occurring during the school day will be evaluated by the Nurse. The child will either be sent home or allowed to rest in the Health Office.

When it is necessary for a student to take medicine during school hours, the Nurse may cooperate with the family physician and the parents if the following requirements are met:

- A) the medicines must be retained by the Nurse in the school Health Office;
- B. The district's Medication Administration Form (available online) must be completed by both the physician and parent/guardian, and submitted to the nurse with the appropriate medication. This form is required for all medication, including over-the-counter medications. Please contact Mrs. Tirone, the school nurse, regarding the use of sunscreen in school.

All students who require EMERGENCY MEDICATION for ALLERGIES, ASTHMA or SEIZURE DISORDERS should submit the completed medication administration form and their medication to the nurse by the first day of school.

Teachers are not permitted to hold or administer medication to students, and students are not allowed to carry medication to administer to themselves.

MESSAGES

To avoid interruption of instructional time, only messages of an emergency nature will be delivered to students in the classroom.

It is usually impossible for teachers to come to the telephone to receive a call, unless prior arrangements have been made. Parents who have concern of an immediate nature should leave their telephone number and the teacher will return the call as soon as possible.

Any "forgotten" item brought to school by parents (lunch, homework, books, instruments, etc.) should be left with the school monitor. We will make sure that your child

receives it.

PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

Students will receive three Progress Reports during the year. Two parent-teacher conferences are scheduled during the school year—one in November/December and one in the March—and a report card is sent home in June. The conferences provide parents and teachers with an opportunity to share information and concerns and to review the child's progress in all areas of instruction as well as his/her relationship with others.

Please do not wait for the conference time if you have a problem or concern relating to your child. Contact your child's teacher and arrange for an appointment to discuss the issue together.

PARKING

When visiting the school at any hour, please park in the school parking lot on the left as you enter the gate. Before 8:10 a.m. do not park on the west side of the lot. At no time is parking allowed in the school driveway or in any marked fire zone.

PTA

The Pulaski PTA seeks to promote the well-being of our students by encouraging parent involvement, facilitating communication, supporting programs, and sponsoring activities. Evening meetings are planned to accommodate parent work schedules. Please see the district calendar for dates and times of monthly meetings. This year's PTA Co-Presidents are Shannon Hecht and Mairead Reardon.

RECESS

Lunch recess is an important part of the children's day, for it provides them with an opportunity for healthful activity in the fresh air. Our expectation is that all students in attendance will participate in outdoor recess. Parents, therefore, should use discretion in selecting appropriate outer wear (i.e. secure shoes—not flip flops—and jackets in cool weather). Teacher aides provide general supervision on the playground. When the weather is severely inclement, all children will remain indoors for recess.

SCHOOL CLOSING

Should hazardous conditions necessitate our school's closing earlier than scheduled, it is important that the children know

what to do, or where to go, in the event you are not home. In homes with working parents, arrangements should be made to have a neighbor take in the child or to have the child go to the house of a friend. Backup arrangements should also be planned. It is most important that these emergency arrangements are clearly understood by your child.

In the event of a school closing or an early dismissal due to hazardous conditions, an automated telephone message will be sent to all phone numbers (home, work, cell) and email addresses that we have on record. Please be sure to keep this information up-to-date by notifying us of any telephone/email address changes. You can do so by sending a note to your child's teacher or calling the main office.

When school is closed because of bad weather, extra-curricular activities and meetings held at the school are also cancelled.

SCHOOL DISCIPLINE

A district and school discipline handbook—an elementary conduct code—has been developed by faculty, staff, parents, and students. It will be reviewed with the students in September and again in January. This handbook is available on our website at <http://web.northport.k12.ny.us>.

SPECIAL PROGRAMS

In addition to the core K-5 academic program, each child will receive instruction from Special Area faculty in Art, Library, Music, and Physical Education. Further, the Board of Education has provided each elementary school with other full/part-time specialists (e.g., counselor, computer, speech, etc.) who will work with class groups, individual students, and parent groups. For those children in need of remedial/corrective help (e.g., math, reading, writing, speech, etc.), Academic Intervention Services are provided.

TEACHER AIDES

Teacher aides perform a wide variety of tasks at Pulaski Road School which enable classroom and special area teachers to give more attention to students. By doing clerical tasks, supervising the lunchroom, playground and buses, and by helping students study, the aides and not only free teachers to work more individually with children, but provide addi-

tional opportunities for us to guide children in constructive activities.

TELEPHONE

Children are permitted the use of the Main Office telephone only for messages or requests deemed essential by the teacher. We discourage calls for forgotten lunches, gym clothes, social matters, and by frequent users.

TESTING

The process of evaluating the growth and diagnosing the needs of children is a complex one. The daily and ongoing observations of teachers and parents constitute the major element in this process. However, we also use more formalized instruments—standardized testing—to provide information about our students' development. A comprehensive testing program, beginning in Kindergarten and continuing through fifth grade, supplies us with information needed for educational guidance and program planning. New York State also requires school districts to give certain achievement tests. Our 3rd, 4th and 5th Graders are administered a statewide English Language Arts test in April and a statewide Math test in May. Our 4th Graders also participate in a Science test in May. Other diagnostic testing may be administered if a student is having learning difficulties. These tests can be initiated by parents, guardians, or school personnel. However, parental consent is mandatory before they will be administered. When such diagnostic tests are completed, the staff and parents meet to review results and discuss possible recommendations.

TEXTBOOKS

The care of textbooks, workbooks and library books are the student's responsibility. A charge will be issued for lost or damaged books.

VISITORS

Parents are always welcome at Pulaski Road School, and we certainly hope you will visit during the school year. Please note, however, that the doors are locked during the day and a buzzer/intercom system is in place. To gain entry into the building, you must press the buzzer to the left of the main door and state your business to the monitor

or secretary. District policy requires that all visitors—including parents—report directly to the school monitor in the lobby and register before proceeding anywhere in the building while school is in session. This policy is designed for the protection and safety of all of our children.

VOLUNTEERS

In the past parents have volunteered to help the school in a wide range of activities. Some volunteers assist in the special areas, while others help in the regular classroom. If you are interested in serving as a school volunteer, please contact the PTA or leave your name and telephone number at the school.

WALKER/BIKER SAFETY

Parents whose children walk or bicycle to and from school, are requested to inform their children of the route they wish them to travel and urge them to observe pedestrian and traffic safety precautions. We urge every parent to advise their child against talking to strangers at any time.

TITLE I SCHOOL

Pulaski is a Title I School, which means that we receive additional funding due to the fact that a high percentage of our students are from low-income families. We use these funds for instructional materials, resources to support educational programs, and for our teachers' professional development. Programs and resources

obtained through Title I funding have consistently benefited our children from low-income families. These resources also improve the overall quality of our educational programs, and this benefits all our students in the end.

NON DISCRIMINATORY NOTICE

The Northport-East Northport Union Free School District, in compliance with federal and state mandates, does not unlawfully discriminate on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status, age, or sexual orientation. Compliance insures that discrimination does not occur in any policies or practices of admission, program, activity, placement, vocational opportunity, or employment. Questions or grievances concerning this matter should be directed to the Section 504 District Compliance Officer, Ms. Christina Pulaski (631)262-6616, or the Title IX District Compliance Officer, Ms. Cynthia Fitzgerald (631)262-6627. Questions or grievances may also be made in writing to those named above at P.O. Box 210, Northport, NY 11768