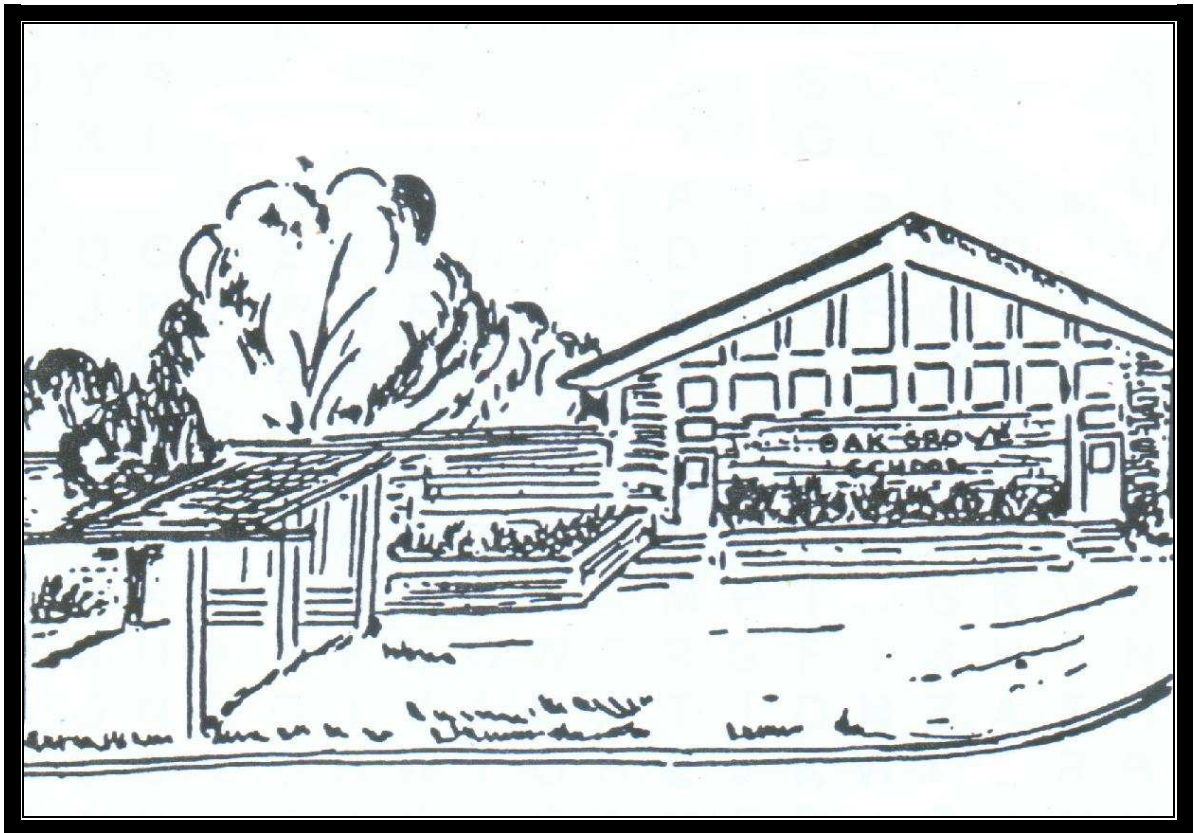


Wappingers Central School District

# OAK GROVE ELEMENTARY SCHOOL



**SO YOU MAY GET TO KNOW US**

2011 - 2012

WAPPINGERS CENTRAL SCHOOL DISTRICT

Superintendent of Schools

Dr. James Parla

Assistant Superintendent for Administration

Marco Pochintesta

Assistant Superintendent for K-12 Curriculum and Instruction

Dr. Kathleen Walsh

Director – Special Education & Student Services

Johanna Hudak

Director - Technology

Daren Lolkema

Director of Human Resources

Joanne Sereda

School Business Manager

Kristen Crandall

Board of Education

Aziz Ahsan, Esq.

Lori Jiava – President

Wendy McNanara

Ved Shrivah

Norma Drummond

John Lumia

Ramesh Babu Nandi

Marilyn Shultz

Versie Walker

# WAPPINGERS

Central School District



Tri-State  
Consortium

Member

## OAK GROVE ELEMENTARY SCHOOL

40 KERR ROAD

POUGHKEEPSIE, NEW YORK 12601

(845) 298-5280

FAX (845) 298-5270

ANGELINA ALVAREZ-ROONEY, PRINCIPAL



Middle States Association  
of Colleges and Schools

Member

September, 2011

Dear Parents/Guardians:

Welcome to the 2011 – 2012 school year! I would encourage you to review the enclosed information concerning procedures and policy here at Oak Grove.

As part of the district's continued focus on safety, the Board of Education reviews and approves each school year the District's Code of Conduct. This booklet will be sent home separately with your child. Please read through it and share the information with your student.

The Board of Education already has in place an attendance policy. Your help is needed to implement one aspect of the policy. In order to ensure that all students are accounted for, the school will call your home on each day of absence. Therefore, the Board of Education has recommended that you call the school by 9:00 a.m. when your child will be absent. If you know your child will be out for several days, you can provide that information as well. ***Oak Grove has a special extension to record your call – 298-5280 Press 9. Please leave a message concerning your child's absence and/or request for homework.***

We hope that the information in this booklet is helpful. If you have any further questions, please feel free to call the school at 298-5280.

We are looking forward to a great school year!

Sincerely,

Angelina Alvarez-Rooney  
Principal

AAR:mal

## INFORMATION CONCERNING PROCEDURES AND POLICY

|   |              |
|---|--------------|
| <b><u>SCHOOL DAY:</u></b> Kindergarten - A.M. | 8:50 - 11:30 |
| Kindergarten - P.M.                           | 1:00 - 3:30  |
| Grades 1 - 5                                  | 8:50 - 3:40  |

**Students are not to be dropped off at school before 8:45 a.m.**

**TELEPHONE NUMBER:** 298-5280

You may contact the principal or nurse or leave messages for teachers at this number. It is the policy of the school that children cannot be called to the telephone except in an emergency as this disrupts the educational process. We will, however, be glad to convey a message to your child.

**BUS INFORMATION:** All buses in the school district have been organized to operate within a safety pupil load. It is imperative that children do not transfer from their regular bus to another except in cases of emergency. **Please have an emergency plan in place should the parent/guardian not be at home.**

*Students are not to transfer to another bus for social reasons. This is a District-wide procedure.*

**IF AT ANY TIME YOU NEED TO MAKE A CHANGE IN YOUR CHILD'S DISMISSAL, PLEASE MAKE SUCH REQUESTS IN WRITING ADDRESSED TO THE PRINCIPAL.**

**TELEPHONE NUMBERS AND ADDRESSES:** It is most important that we have the correct address and telephone number of each child. **Please notify the school if you have a change of address, home telephone number, work number or cell number.** It is imperative that emergency cards be filled out accurately and completely.

**DAILY ATTENDANCE:** Regular attendance at school is important if your child is to keep pace with the rest of the class. If a child is absent, a written excuse is required and must contain the date of the absence and the reason for the absence. Examples of excused absences include illness of student, death in family, urgent medical appointments, religious observances, mandatory legal circumstances. Examples of unexcused absences include absences without written excuses, vacation, non-approved religious observances.

**To report an absence and/or request homework, please call the school at 298-5280, Press 9 and leave a message by 9:30 a.m. Otherwise, the school will call your home on each day of absence.**

**HEALTH FACILITIES:** The health facilities at the school are open daily during school hours. A nurse or a health aide is on duty. Children who become ill or injured in school are cared for until the parent can be contacted and suitable arrangements can be made for further medical care. Accidents that occur at home or away from the school property cannot be cared for by the school.

Children returning from absence due to communicable diseases (i.e. chickenpox, pink eye) must be brought in by the parent to the health office. *Children should not return to school until twenty-four hours after being fever-free.*

**MEDICATIONS:** The school nurse is not permitted to administer internal medication of any kind without written permission and directions from a doctor.

Children may NOT bring medication of any kind to school. Oral medications and medication for use on the external surfaces of the body are all included in this restriction (e.g. aspirin, cough syrups, ointments, etc.). Medications brought to school will be confiscated and may be claimed only if a parent reports to school.

In some circumstances, the school nurse may cooperate with physicians and parents in administering medication. A written order must be presented, signed by a physician, giving the following information:

|                          |           |
|--------------------------|-----------|
| Name of medication       | Time      |
| Reason for administering | # of Days |
| Dosage                   |           |

Medication must have a professional label (either a drug store or drug company) and be delivered by hand to the school nurse by the parent. The parent must also give permission by a written request to the school nurse to give as directed.

Parents must claim unused medicine at the Health Office within 7 days after the last date of administering, after which time the medicine will be discarded. Any request for change in dosage must be accompanied by a written request of the physician and the parent.

These procedures comply with New York State regulations.

**IMMUNIZATIONS:** All students, according to State Law, must be properly immunized or present to the school the valid reason for not being immunized. Immunization against a given disease means immunization with an approved licensed vaccine in the following manner:

1. Three or more doses of diphtheria toxoid.
2. Two doses of live measles vaccine.
3. A single dose of live rubella vaccine.
4. A single dose of live mumps vaccine.
5. Three or more doses of oral/inter-muscular poliomyelitis vaccine.
6. Three doses of Hepatitis B if born on or after January 1, 1993.
7. One dose of Varicella if born on or after January 1, 1998, or written proof from a physician that the child has had the disease.

This must be certified by a physician licensed to practice medicine. **NO STUDENT WILL BE**

**ALLOWED TO ATTEND SCHOOL WITHOUT A CERTIFICATE OF IMMUNIZATION SIGNED BY A PHYSICIAN.**

**PARENTS PICKING UP CHILDREN:** *Please send a note with your request addressed to the classroom teacher.* If you plan to pick up your child, it is requested that you arrive prior to dismissal, but not before 3:30 p.m. *At dismissal, sign out is in the Cafetorium.* If you must arrive after the buses have left, please include that message in your note.

If you are picking your child up during the school day, please send a note to the classroom teacher. He/she must be signed out by the Hall Monitor. If for any reason someone other than a parent is picking up your child, written permission from the parent or guardian must be received by the Main Office or the child CANNOT be released. **THIS WILL BE ADHERED TO STRICTLY.** A photo ID will be required.

**VISITS:** Parents are welcome to visit the school. However, to visit a classroom, you should make arrangements with the principal/teacher in advance. If you would like to arrange to speak with a teacher, please send a note to the teacher to call you. When visiting school enter by the main entrance, stop at the greeter's desk and ask for a Visitor's Pass. The Hall Monitor will direct you. A photo ID may be requested. Children are not allowed as guests during school hours.

**CHILDREN'S CLOTHING:** It is advisable to have your child's clothing and boots marked with his/her name. Please have boots large enough for the child to put on him/herself. We suggest that children be provided with smocks for art and sneakers for physical education.

**DRESS CODE:** Dress and personal grooming at the Oak Grove School should be appropriate for an educational setting. Each student should select and wear his/her clothing with this in mind, combining good judgment and common sense in his/her choice of clothing.

The Dress Code of the Oak Grove School prohibits students from wearing articles of apparel which:

1. endanger the safety of the student. Example: party shoes with slippery soles or heels, flip-flops
2. endanger the health of the student. Example: going without shoes
3. indecently expose a student. Example: wearing short-shorts, halters, halters with the back out, and tube tops
4. cause a disturbance in the classroom or are so distracting as to interfere with the learning and teaching process
5. advertise addictive substances (examples: drugs, alcohol, tobacco)
6. promote violence or include profanity.

***Wearing outdoor apparel or hats indoors during the school day will NOT be permitted.***

**CAFETERIA:** Children in Grades 1 through 5 eat in the cafeteria. The school provides well balanced, nourishing meals. The school breakfast/lunch program is in operation from

approximately 8:50 – 9:00 a.m. for a “bag breakfast” and 11:00 a.m. to 1:45 p.m. for lunch each day. Both hot and cold lunches are available. Children may bring money each day or parents can arrange to fund their child’s lunch account. A monthly menu is distributed to the children the first of each month.

Family applications for “Free and Reduced Price School Meals/Milk” are sent home at the beginning of each school year and are available throughout the school year for application at any time. Applications can be requested through the Main Office.

**PUBLIC INSPECTION AND COPYING OF RECORDS:** Request for access to records may be made by phone, by letter, or in person to the appropriate school and office in which the records sought are being kept. Records are available during regular business hours in each school for a small fee.

**STUDENT RECORDS:** Parents, legal guardians, or students who are 18 years of age or older may have access to their child's or their own records. Requests to review these records will be made to the appropriate building principal.

**EMERGENCIES:** In the event of an emergency that impacts Oak Grove students, you will be notified from the District Office through the Alert-Now system.

**TRANSPORTATION FOR OAK GROVE ELEMENTARY SCHOOL:**

All buses and vans are assigned an Oak Grove bus number (example OG 1, OGV 1). Each child reports to a bus/van room at the end of the day and is dismissed by bus number from that room. It is important for each child to know their Oak Grove bus/van number. Please fill in your child's name and bus number below and keep this information for your records.

**STUDENT’S NAME** \_\_\_\_\_

**BUS # / VAN #** \_\_\_\_\_

In the event that your child's bus does not arrive at its normal stop, transportation should be provided by the child's parent or guardian. If this is not possible, it is the responsibility of the parent to provide other means of transportation.

**BAD WEATHER REGULATIONS/EMERGENCY CLOSINGS:** During the course of the school year, there may be a day when it is necessary to dismiss school early. Should you see threatening weather conditions, **please listen to the radio or check on the district web site for early dismissal information.** If you would like to be notified of this early dismissal by telephone, please send a note to the Main Office and a sincere effort will be made to contact you.

If school will not be in session for the day, OR, if we are on a DELAY, the announcement of such will be made on the following radio stations:

|                     |          |         |       |
|---------------------|----------|---------|-------|
| WHUD – PEEKSKILL    | 100.7 FM | WCZH-FM | 100.7 |
| WBNR - BEACON       | 1260     | Q92-FM  | 92.1  |
| WKIP - POUGHKEEPSIE | 1450     | WRWD-FM | 107.3 |
| WEOK - POUGHKEEPSIE | 1390     | WSPK-FM | 104.7 |
| WPDH - POUGHKEEPSIE | 101.5 FM | WGNV-AM | 1200  |

These stations will broadcast school bulletins periodically starting at approximately 6:00 a.m.

**PLEASE NOTE: For a delayed opening, we are on a two hour delay.** In addition, you may learn about delayed openings, early dismissals and closings by going to the District website at [www.wappingersschools.org](http://www.wappingersschools.org) or by calling **Oak Grove after 6:30 a.m. – 298-5280, Press 2.**

**HOMEWORK GUIDELINES** for Wappingers Central School District state the following recommendations:

Grades K-2 students be assigned an average of 10 – 20 minutes daily

Grades 3-4 students be assigned an average of 40 minutes daily

Grades 5 students be assigned an average of 50 minutes daily

**ABSENCES AND HOMEWORK ASSIGNMENTS:** Parents may call for homework assignments for students who are ill. Please call before 9:30 a.m. to enable the teacher to fulfill the request (**Press 9 on the menu and leave a message.**) We cannot interrupt a class to request work for an absent child. Homework will then be available for pick-up by 3:15 p.m. in the Main Office.

**AVAILABILITY OF STANDARDIZED TEST DATA:** All information derived from standardized tests is available to parents. School personnel will assist parents in reviewing and interpreting data during report card conferences or upon request. New York State assessments will be given in third, fourth and fifth grades in English Language Arts (ELA) and Mathematics. Science is administered in fourth grade. These tests provide information regarding pupil achievement in specific skill areas. Staff members use this information in planning work for their classes and individual pupils. Students who score below New York State standards on any of these assessments (score of 2), must participate in Academic Intervention Services.

**REPORT CARDS:** Formal reporting of student academic progress is made quarterly. The first quarter report will be a parent/teacher conference. Report cards will be sent home for the remaining three quarters of the school year. Please acknowledge receipt of the report card by signing and returning the envelope. Students who are mandated to receive Academic Intervention Services will receive a progress report every ten weeks.

**PARENT INVOLVEMENT:**

We encourage you to get involved with your child's education. The National PTA has set standards for parent and family involvement:

- I. Communicating – Communication between home and school is regular, two-way, and meaningful.
- II. Parenting – Parenting skills are promoted and supported.
- III. Student learning – Parents play an integral role in assisting student learning.
- IV. Volunteering – Parents are welcome in the school, and their support and assistance are sought.
- V. School decision making and advocacy – Parents are full partners in the decisions that affect children and families.
- VI. Collaborating with community – Community resources are used to strengthen schools, families, and student learning.

We look forward to working with you to foster a safe and stimulating learning environment.

**FIELD TRIPS:** Class field trips to cultural or educational places enrich the lessons of the classroom. An educational field trip is an important aid to the instructional program. It should provide meaning and interest to classroom activities and be valuable in bridging the gap between real experiences and the sometimes relative abstract thinking of the classroom.

Permission slips will be sent home, and will indicate details of the trip, including departure and return times. Students who go on school district approved field trips must be transported to and from the location by district transportation. All field trips are subject to the approval of the Office of Administration.

Parental involvement is an important aspect of a successful field trip. This involvement includes advance information regarding planned activities: purpose, costs, benefits, etc. Parents are given the opportunity to approve the involvement of their children in field trips.

### **OAK GROVE VILLAGE**

Students have an opportunity to take part in realistic work situations as part of the Oak Grove Village. Started by the School Leadership Team, the Village now has a post office, publishing company, LAND (Landscaping and Nature Department), bake shop, used book store and advertising agency.

## **BEFORE AND AFTER SCHOOL ACTIVITIES**

We offer a large variety of activities to our fourth and fifth grade students. In addition to all of the benefits of participation, we believe the clubs also offer an opportunity to practice making choices, while fostering responsibility and commitment.

**Peer Mediation** - Fourth and fifth grade students are trained in the various skills of communication, conflict resolution, and mediation. The mediators use these skills to assist their peers in resolving disputes.

**Intramurals** - Various sports are offered at different times throughout the year for fourth and fifth graders. The students will be informed of the offerings.

**Acorn Actors** - Students in fourth and fifth grade meet twice a week and become familiar with the structure of a play and theater terminology. Some short skits are practiced during meetings. The year culminates with a production performed for parents and students. Participants must make a commitment to attend practice sessions and be available for extra practices near production time.

**LAND (Landscaping and Nature Department)** - Oak Grove is fortunate to be located on beautiful property. Students and the community help to preserve and enhance the grounds by planting and maintaining our Nature Garden in the Main Lobby of our school and surrounding outside property.

Adopted 02-28-11

## WAPPINGERS CENTRAL SCHOOL DISTRICT 2011 - 2012 SCHOOL CALENDAR

| SEPTEMBER |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    | X  | SC | SC |
| X         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | X  | 30 |

| OCTOBER |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | T  | F  |
| 3       | 4  | 5  | 6  | 7  |
| X       | 11 | 12 | 13 | 14 |
| 17      | 18 | 19 | 20 | 21 |
| 24      | 25 | 26 | 27 | 28 |
| 31      |    |    |    |    |

| NOVEMBER |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          | 1  | 2  | 3  | 4  |
| 7        | 8  | 9  | 10 | X  |
| 14       | 15 | 16 | 17 | 18 |
| 21       | 22 | X  | X  | X  |
| 28       | 29 | 30 |    |    |

| DECEMBER |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    |    | 1  | 2  |
| 5        | 6  | 7  | 8  | 9  |
| 12       | 13 | 14 | 15 | 16 |
| 19       | 20 | 21 | X  | X  |
| X        | X  | X  | X  | X  |

| JANUARY |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | T  | F  |
| X       | 3  | 4  | 5  | 6  |
| 9       | 10 | 11 | 12 | 13 |
| X       | 17 | 18 | 19 | 20 |
| 23      | 24 | 25 | 26 | 27 |
| 30      | 31 |    |    |    |

| FEBRUARY |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    | 1  | 2  | 3  |
| 6        | 7  | 8  | 9  | 10 |
| 13       | 14 | 15 | 16 | SC |
| X        | 21 | 22 | 23 | 24 |
| 27       | 28 | 29 |    |    |

| MARCH |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | T  | F  |
|       |    |    | 1  | 2  |
| 5     | 6  | 7  | 8  | 9  |
| 12    | 13 | 14 | 15 | 16 |
| 19    | 20 | 21 | 22 | 23 |
| 26    | 27 | 28 | 29 | 30 |

| APRIL |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | T  | F  |
| X     | X  | X  | X  | X  |
| 9     | 10 | 11 | 12 | 13 |
| 16    | 17 | 18 | 19 | 20 |
| 23    | 24 | 25 | 26 | 27 |
| 30    |    |    |    |    |

| MAY |    |    |    |    |
|-----|----|----|----|----|
| M   | T  | W  | T  | F  |
|     | 1  | 2  | 3  | 4  |
| 7   | 8  | 9  | 10 | 11 |
| SC  | 15 | 16 | 17 | 18 |
| 21  | 22 | 23 | 24 | X  |
| X   | 29 | 30 | 31 |    |

| JUNE |    |    |    |    |
|------|----|----|----|----|
| M    | T  | W  | T  | F  |
|      |    |    |    | 1  |
| 4    | 5  | 6  | 7  | 8  |
| 11   | 12 | 13 | 14 | 15 |
| 18   | 19 | 20 | 21 | SC |
|      |    |    |    |    |

|      |           |       |               |                                  |
|------|-----------|-------|---------------|----------------------------------|
| 2011 | SEPTEMBER | 1-2   | Thurs.- Fri.  | Superintendent's Conference Days |
|      |           | 5     | Monday        | Labor Day                        |
|      |           | 6     | Tuesday       | School Opens                     |
|      |           | 29    | Thursday      | No School                        |
|      | OCTOBER   | 10    | Monday        | Columbus Day Observed            |
|      | NOVEMBER  | 11    | Friday        | Veteran's Day                    |
|      |           | 23-25 | Wed. - Fri.   | Thanksgiving Recess              |
|      | DECEMBER  | 22-30 | Thurs. - Fri. | Winter Recess                    |
| 2012 | JANUARY   | 2     | Monday        | Winter Recess                    |
|      |           | 16    | Monday        | Martin Luther King Day           |
|      |           | 24-27 | Tue. - Fri.   | Regents Exams                    |
|      | FEBRUARY  | 17    | Friday        | Superintendent's Conference Day  |
|      |           | 20    | Monday        | President's Day                  |

|       |       |               |  |
|-------|-------|---------------|--|
| APRIL | 2-6   | Mon. - Fri.   | Spring Recess  |
| MAY   | 14    | Monday        | Superintendent's Conference Day                              |
|       | 25-28 | Fri. - Mon.   | Memorial Day Weekend   |
| JUNE  | 13-21 | Wed. - Thurs. | Regents Exams  |
|       | 22    | Fri.          | Superintendent's Conference Day                              |
|       | 23    | Sat.          | John Jay High School Graduation<br>Roy C. Ketcham Graduation |

Note: X = No School  
SC = Superintendent's Conference Day/Staff Development Day  
Students do not attend school on these days.

**Make-up Days** (if more than 5 emergency days are used):  
1<sup>st</sup> day: May 25; 2<sup>nd</sup> day: April 2; 3<sup>rd</sup> day: April 3; 4<sup>th</sup> day: April 4, 5<sup>th</sup> day: April 5

**Return Days** (if fewer than 5 emergency days are used):  
1<sup>st</sup> day: April 9, 2<sup>nd</sup> day: April 10, 3<sup>rd</sup> day: April 11, 4<sup>th</sup> day: April 12

| Summary  | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | April | May | June | Total |
|----------|-------|------|------|------|------|------|------|-------|-----|------|-------|
| Teachers | 20    | 20   | 18   | 15   | 20   | 20   | 22   | 16    | 21  | 16   | 188   |
| Students | 18    | 20   | 18   | 15   | 20   | 19   | 22   | 16    | 20  | 15   | 183   |

**IMPORTANT NOTE:** The date of the spring Supt's Conference Day, currently scheduled for 5/14/12, is subject to change when the 2011-12 state assessment exam schedule is released by NYSED (June 2011 anticipated release). Any necessary revision to this calendar will be made as soon as possible thereafter.