

# **Fishkill Elementary Parent Student Handbook**



2016-17

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# GENERAL INFORMATION

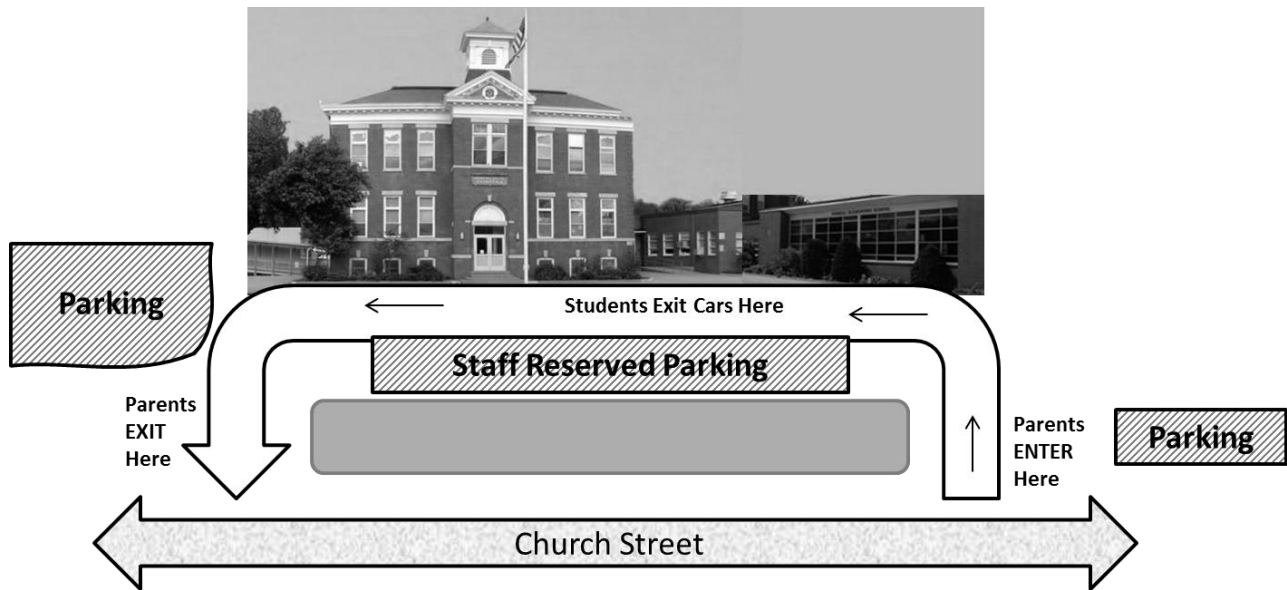
## SCHOOL DAY/HOURS

Regular school hours are: **9:00 am to 3:30 pm.** (Students are considered absent after 9:05 am.)

**PLEASE DO NOT DROP YOUR CHILDREN OFF BEFORE 8:50 A.M. THERE IS NO SUPERVISION BEFORE THIS TIME.**

## STUDENT DROP OFF

- **When dropping your children off, please drive to the front entrance of the school and a school employee will help get your child out of the car and safely into the building.**



## CONTACTING THE SCHOOL

Please call the school at **897-6780....** Someone is available to answer your questions from 8:00 am to 3:15 pm (press 0).

- **TO REPORT A STUDENT ABSENT**, press the number 1.
- **FOR DELAYS AND CANCELLATIONS OR SCHOOL ANNOUNCEMENTS**, press the number 2.
- **TO REACH THE PRINCIPAL OR THE MAIN OFFICE**, press 0.
- **TO REACH THE NURSE**, use Ext. 12005.
- If you have a school-related emergency and you need immediate assistance after 4:00pm, please call Central Office at 298-5000 Ext. 40100.
- If you have a **transportation**-related emergency call Transportation at 298-5225 Ext. 44100.

It is a practice 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.

It is most important that we have the correct address and telephone number of each child and parent.

**Please notify the school if you have a change of address or telephone number.**

## VISITING THE SCHOOL

Parents are welcome to visit the school. For safety reasons, it is important that arrangements are made with the teacher, in advance, to visit a classroom. If you would like to arrange to talk with your child's teacher(s), please telephone the school to leave a message to request an appointment.

### Siblings visiting the school:

- **Classroom Events:** Siblings are permitted to attend class events/activities with teacher approval only.
- **School-wide events:** The principal will make the decision if siblings are allowed to attend school-wide events. For safety reasons, siblings will not be permitted to attend our school's annual H.U.G.S. Day celebration.

***When visiting the school, PLEASE CHECK IN WITH THE LOBBY MONITOR UPON ENTERING THE BUILDING. You must be prepared to present a photo ID.***

## STUDENT PICK UP

**If you plan to pick up your child at dismissal,** it is requested that you send a note with your child in the morning and arrive at school prior to 2:50 p.m. for early pick up to sign him/her out in the main lobby. Students will be called for regular dismissal beginning at 3:30 p.m. Parents should wait in the cafeteria for their child(ren).

**If you are picking your child up during the school day,** please send a note with your child in the morning, report to the lobby monitor or school office and your child will be called for dismissal. ***ALL CHILDREN WHO ARE TO BE PICKED UP MUST BE CLEARED THROUGH THE OFFICE.*** He/she must be signed out at the time of dismissal. If for any reason someone other than a parent would be picking up the child, written permission from the parent or guardian **MUST** be received by the Main Office or the child **CANNOT** be released. **THIS WILL BE STRICTLY ADHERED TO.** Photo identification must be shown before a child is released.

**If an emergency occurs and a note has not been written,** please call the school prior to 2:00 p.m., when possible. Each time a parent calls the school for a change in plans, we must contact the teacher with the information. When numerous last minute phone calls are received, classroom instruction is disrupted causing constant interruption in thought process.

Sample Note:

Student's Name: _____
Date: _____ Teacher: _____
<input type="checkbox"/> is late due to _____
<input type="checkbox"/> will be picked up by _____ at _____ AM/PM.
<input type="checkbox"/> was absent from school on _____ due to _____
Parent/Guardian Signature: _____

# TRANSPORTATION

If at any time, you wish to make a change in your child's dismissal, please make such requests in writing to Dr. McNally.

Teach your child the importance of safety at bus stops.

- Make sure your child stands clear of the bus until it comes to a complete stop.
- If your child must cross the road, have him/her do so in **FRONT** of the bus never to the rear.
- Children should stand away from the road at all times.

## DOES YOUR CHILD KNOW WHAT TO DO AND WHERE TO GO IN CASE OF AN EMERGENCY DISMISSAL?

- It is important that your child knows what to do and where to go in the event of an emergency dismissal. On rare occasions, we may experience a situation that requires an unplanned student dismissal. Health and safety reasons, boiler failure, water or sewer outages, and inclement weather are examples of such occurrences.
- Coming home to a locked door could be a very traumatic experience to a child. Please instruct your child what to do and where to go if their routine return from school is disrupted. It would be prudent to make arrangements with a neighbor or friend who might be available to supervise your child in the event you are not aware of an emergency dismissal. We will ask local radio stations to broadcast information about emergency closings.
- In addition, our District's Alert Now (School Messenger) system will be activated to contact you at the numbers you have provided. This information must be updated whenever there is a change.
- In case of inclement weather local radio stations will broadcast school closings starting at approximately 6:00 a.m. In addition, information will be posted on the District's website and by pressing option 2 on the school phone menu. **PLEASE DO NOT CALL THE SCHOOL OFFICE!**

The following websites and radio stations announce emergency closings, delayed openings, and early dismissal of schools:

<b>Websites:</b>	<b>FM Stations:</b>
<a href="http://www.wappingersschools.org">www.wappingersschools.org</a>	WFGB - 89.7
<a href="http://www.cancellations.com">www.cancellations.com</a>	WCWZ - 93.3
	WBFB - 94.3
<b>AM Stations:</b>	WCZX - 97.7
WHVW - 950	WHUD - 101.0
WGNY - 1220	WFMN - 103.0
WBNR - 1260	WSPK - 104.7
WEOK - 1390	WRVH - 105.5
WKIP - 1450	

# HEALTH CONCERNS

## RECESS

Students have a scheduled recess on a daily basis. They are allowed to go outside to the playground whenever possible. Students should be dressed suitably for the weather each day. If there is a medical condition that would keep your child from participating in recess, please send in a doctor's note and contact the health office.

## DAILY ATTENDANCE

- Regular attendance at school is important if your child is to keep pace with the rest of his/her 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. If your child is absent, please call the school and press #1 to report the absence. Otherwise, the school will be required to call your home on each day of the absence. Written notes are required upon return to school even though you have called in the absence.
- For the benefit of your child, every attempt should be made to have him/her in attendance at school every day and for the full length of the school day. Excessive tardiness or early dismissals will impact your child's success. If your child is absent and you wish to obtain the missed class work or homework, please call ahead early in the day and give at least a half school day notice before coming to pick it up.

## HEALTH FACILITIES

A registered nurse is on duty at the school daily during school hours. Children who become ill or injured during the school day are cared for by the school nurse until the parent can be contacted and suitable arrangements can be made for further medical care. The health office also provides annual health screenings (hearing, vision, and scoliosis) and arranges for physical exams, if necessary, and advises parents of any abnormal findings which may need further medical evaluation.

## MEDICATIONS

The principal and teachers are not permitted to administer medication of any kind. When it is necessary for a child to have medication during the school day, the school nurse may cooperate with the physician and the parents, but certain requirements must be met. If it becomes necessary for your child to have medication in school, please contact the school nurse.

## **REGULATIONS CONCERNING MEDICATION (OVER THE COUNTER OR PRESCRIPTION) IN SCHOOL:**

\*Please note: ALL of the following regulations must be met before ANY medication including over the counter (example: Tylenol, cough drops, topical creams or prescription medication) can be given.

The Nurse must have a written order signed by the doctor giving the following information:

- Name of Medication
- Reason for giving
- Dosage
- Time
- Number of days
- All medication must have a professional label (either drug store or company, if proprietary).

## **An ADULT MUST bring medications to the Health Office. UNDER NO CIRCUMSTANCES MAY A CHILD BRING IN MEDICINE TO SCHOOL.**

- The parent or guardian **MUST** sign a permission slip allowing the Nurse to give the medication as directed.

It will be the responsibility of parent or guardian to come to the Health Office to obtain any UNUSED medication. If the unused medication hasn't been picked up, it will be discarded seven (7) days after date of final dosage. Medication that has been prescribed for a period extending to the end of the school year will be discarded the last day of school in June if the parent has not picked it up.

**\*\*NEW PRESCRIPTIONS ARE REQUIRED AT THE BEGINNING OF EACH SCHOOL YEAR IN SEPTEMBER.\*\***

## **IMMUNIZATIONS**

According to NYS Public Health Law 2164 all students must be properly immunized. Proof of immunization must be present at time of registration. The only exceptions to this are medical and religious exemptions. Medical exemptions must be certified in writing by your physician and renewed yearly. Religious exemption forms are available in the Health Office and are subject to approval by the building principal.

If you have questions or concerns about immunizations, please contact the school health staff.

## **DRESS AND PERSONAL GROOMING**

- Dress and personal grooming at Fishkill Elementary 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. Clothing should also be seasonally appropriate. Lightweight, cool clothing is requested for warm weather, while hats, coats, gloves, and boots are requested for winter weather.

- The Dress Code of Fishkill Elementary School prohibits students from wearing articles of apparel which:
  - A. Supports or promotes profanity, the consumption of alcohol, drugs, and/or tobacco.
  - B. Have sexually suggestive phrases or any other inappropriate phrases or symbols
  - C. Expose a student’s midriff or private parts (including rear ends) while standing, sitting, walking, or participating in normal school activities.
  - D. Are shorter than mid-thigh (shorts and dresses).
  - E. Do not cover undergarments.
  - F. Endangers the safety of the student.
  - G. Endangers the health of the students.
  - H. Inappropriately expose a student. Example: wearing short-shorts, halters, halters with the back out, tube tops and exposed belly.
  - I. Causes a disturbance in the classroom or are so distracting as to interfere with the learning and teaching process.

**See the district’s Code of Conduct for further clarification.**

## OTHER INFORMATION

### BULLYING

- Harassment of others will not be tolerated in any form.
- Enforcement of the Code of Conduct will occur.
- If your child believes that he/she is being bullied or harassed, please contact the teacher or building administrator.

### CAFETERIA

- Students in Grades K through 6 eat in the cafeteria. The school provides well-balanced nourishing meals, including breakfast and lunch.
- Grab and go breakfast is available from 8:50 to 9 a.m. each day.
- The school lunch program is in operation from approximately 10:44 a.m. through 2:00 p.m. for lunch each day. Both hot and cold meals are available.
- Students may bring money in each day or deposit money into their own account that they access with their student id number. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to set up an account.
- A monthly menu is distributed to the children the first of each month.
- Due to limited space, parents may not visit their children during the lunch hour.
- Free and Reduced Meal Applications are sent home every September and as requested during the school year.



## FIELD TRIPS

We will follow District guidelines for any possible field trips this school year.

## FISHKILL PTA

Fishkill Elementary School is proud to have a very active Parent Teacher Association (PTA). Membership information, dates and events of interest, are sent home in a packet every September. Check the PTA website for additions and updates. Messages can be left for the PTA through the main office.

## LOST AND FOUND

Our school's lost and found is in the main floor of the Tower. If any item is lost, please have your child check the lost and found.

## PUBLIC INSPECTION AND COPYING OF RECORDS

- Request for access to records may be made in person to the appropriate school and office in which records sought are kept. Records are available during business hours in each school.
- Student records:  
Parents, legal guardians, or students who are 18 years of age or older may have access to their child or their own records. Requests to review these records will be made to the appropriate building principal or designated guidance counselor. Copies can be provided upon request for a small fee.

## REPORT CARDS

Formal reporting of students' academic progress is made quarterly. The first quarter report will be given at 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 the envelope and returning it to your child teacher the next day.*

## TESTING

Students in Grade 3, 4, 5, and 6 are given New York State tests in Language Arts and Math. In addition, Grade 4 will be tested in Science.

# Wappingers Central School District Contacts

## Board of Education

Peggy Kelland, President

Robert Rubin, Vice President

Paul Galletta

Barbara Goodman

Karen Karath

John Lumia

Babu Munusamy

Tracy Pelton

Eddy Sloshower

## Superintendent of Schools

Jose L. Carrion

## Central Office Staff

Dwight Bonk: Assistant Superintendent for Human Resources and Labor Relations

Daren Lolkema: Assistant Superintendent for Compliance and Information Systems

Michelle Cardwell: Assistant Superintendent for Curriculum and Instruction

Kristen Crandall: Executive Director for Finance and Business Development

Richard Zipp: Executive Director of Special Education and Student Services

Ronald Broas: Director of School Facilities and Operations

## **Wappingers Central School District Elementary Principals:**

<b>School</b>	<b>Principal</b>	<b>Phone</b>
Brinckerhoff	Ursula Platz	897-6800
Evans	Lauren Hernandez	298-5240
Fishkill	Andrew McNally	897-6780
Fishkill Plains	Eric Seipp	227-1770
Gayhead	Adam Gerson	227-1756
Kinry Road	Mary Bish	463-7322
Myers Corners	Sydney Goldstein	298-5290
Oak Grove	Angelina Alvarez-Rooney	298-5280
Sheafe Road	James Daley	298-5290
Vassar Road	Richard Dominick	463-7860