

Fishkill  
Plains  
Elementary  
School

2017-  
2018

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Parent &  
Student  
Handbook

**Absences:**

If your child is going to be absent from school, please provide a note to the classroom teacher when they return to school. Student work can be gathered while a student is absent for two or more days – contact the Main Office so that a mutual pick-up time can be arranged. Please refer to the WCSD Code of Conduct for a list of excused absences from school.

**Attendance/Tardiness:**

Students must be present in school to learn. The school day starts at 8:25am so please make sure your child is in school on time each and every day. If your child is struggling with coming to school, contact the classroom teacher and Principal immediately so that they may be of assistance.

**Bus Notes:**

All bus notes must be given to the classroom teacher at the start of the school day. Bus changes are not granted without a note from the parent.

**Bus Safety:**

1. Be kind to each other.
2. Cooperate with the driver/monitor.
3. Use the appropriate voice levels.
4. Keep feet out of the aisle.
5. Keep body parts inside the bus.
6. Keep hands and feet to self.
7. Stay in their assigned seat.
8. Report any bus problems/concerns to the driver/monitor/teacher.
9. Cross in front of the bus ONLY when the driver gives the signal.
10. Glass, pets, sports equipment, or anything potentially dangerous are prohibited on the bus.

\*Riding the school bus is a privilege and not a right. It is imperative that students follow the rules and understand this concept as their parents/guardians will have to drive them to/from school in the event that they are unable to ride the bus safely/appropriately.\*

**Bus Seats:**

Typically bus seats are not assigned by the Principal, but the expectations will be that Kindergarten will sit in the front seats and 6<sup>th</sup> grade in the back seats. If there is a violation of the Code of Conduct, an assigned seat may be given.

**Cell Phones:**

Per the WCSD Code of Conduct, cell phones should be off and not visible during school.

### **Change in Address/Moving:**

If you are moving within the Fishkill Plains boundaries or are moving out of the Fishkill Plains boundaries/out of district, please contact the Main Office. You will be asked to provide one proof of residency for your new address.

### **Dismissal Procedure:**

Students are escorted to the busses in bus order by their teacher at the end of the day once a PA announcement is made for their grade level. Any busses that have not yet arrived will be announced and those students are to report to the cafeteria as their class is escorted.

**Students who ride vans** will be dismissed at **3:15pm**.

**Students who are on daily pick-up or who are being picked up that day** are picked up at **3:05pm in the gymnasium**.

**Dismissal occurs AFTER 3:15pm** (when all busses have arrived).

### **Health Office:**

New York State Law requires that any medication given to a child in school must be accompanied by a doctor's written order and parent's written permission. Parents/Guardians must transport medication to the school – do NOT send it to school with a student. The health office will administer all medication, as outlined by the doctor's orders.

### **Homework:**

Students are responsible for writing down their assignments in their personal planners. Daily homework is posted every night on the teacher's website. Please check for long-term and daily assignments. Students should always be reading, writing, and practicing their math facts every night 😊

### **PBIS:**

Positive Behavioral Interventions and Supports (PBIS) is a research-validated approach to discipline which emphasizes defining and teaching students the expectations for behavior in school. At Fishkill Plains, students are taught to be responsible, respectful, and safe at all times and in all locations of the building. Please emphasize these same principles at home to create consistency between home and school. For more information about PBIS, please check out the Fishkill Plains Website under "Videos".

### **PTA Meetings:**

Please join our Fishkill Plains PTA! They volunteer a lot of time and energy to help our kids. It is encouraged that all parents/guardians attend meetings and events put on by the Fishkill Plains PTA.

## **RESPONSIBILITIES OF STUDENTS:**

Students attend school so that they may realize their potential. With this in mind, each student is expected:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. To be in regular attendance at school and in class;
4. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;
5. To dress in accordance with standards promulgated by the Board and the Superintendent;
6. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

## **Safety Drills/Procedures:**

Safety is a priority at Fishkill Plains. Practicing safety drills is a regular part of school. Please make sure that you have a safety plan at home with your child. In the event that school is dismissed early, your child should know where to go or what to do if no one is home.

## **School Entrance/Exit:**

Fishkill Plains operates with a single point of entry (front lobby doors). All building doors are locked while school is in session. At ALL times, visitors must have a purpose for visiting the school and a valid photo ID to show the greeter at the front lobby.

## **Student Behavior:**

Please make sure to teach and remind your child of our Fishkill Plains Expectations: be safe, be responsible, and be respectful ☺ Refer to the WCSD Code of Conduct for more information regarding rules and consequences in schools.