

WAPPINGERS CENTRAL SCHOOL DISTRICT

BRINCKERHOFF ELEMENTARY SCHOOL



SO YOU MAY KNOW US



Brinckerhoff Elementary School • Ursula Platz • Principal
16 Wedgewood Road • Fishkill, NY 12524 • (845) 897-6800 • Fax (845) 897-6802



Welcome to Brinckerhoff Elementary School. Our Mission is to instill in our students the knowledge, attitudes, and skills to become humane problem-solvers, creative thinkers, responsible citizens, effective communicators and avid learners for life.

Please take time to review our “So You May Know Us” booklet, located on our website, to better understand the educational setting your child will be participating in. We pride ourselves on our open communication with parents and guardians of our Brinckerhoff students. If you ever have questions or concerns, do not hesitate to contact us at 897-6800.

The success of your children and our students is directly linked to our partnership of home and school. We are looking forward to a great school year!

Sincerely,

Ursula Platz
Principal
Brinckerhoff Elementary School

BRINCKERHOFF – CONTACT INFORMATION



Absence Call Line: (845) 897-6800 #1

For Delays and Cancellations: (845) 897-6800 #2

Main Office: (845) 897-6800 Fax (845) 897-6802

Lisa ext. 10001/ Theresa ext. 10000

Health Office: (845) 897-6800 ext. 10008

Psychologist's Office: (845) 897-6800 ext. 10006

Social Worker's Office: (845) 897-6800 ext.10007

Principal's Office: (845) 897-6800 ext. 10001

ursula.platz@wcsdny.org

**WAPPINGERS CENTRAL SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION POLICY & COMPLIANCE OFFICER FOR
STUDENTS**

The Wappingers Central School District does not discriminate in offering educational opportunities on the basis of race, color, national origin, weight, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, gender identity, gender expression, age, military/veteran status, genetic predisposition, marital status, and domestic violence victim status or any other basis prohibited by New York State and/or Federal non-discrimination laws.

Inquiries should be directed to the District's Compliance Officer for Students:

Daren Lolkema
Assistant Superintendent for Compliance
And Technology
(845)298-5000, extension 40131
Daren.lolkema@wcsdny.org

Wappingers Central School District
25 Corporate Park Drive
Hopewell Junction, NY 12533

GENERAL INFORMATION

1. **School Day:** Arrival Departure
Grades K-6 8:25 3:25
2. **Course Descriptions:** The instructional program consists of the following subjects as mandated by the State Education Department.

Language Arts: Reading, Writing, Grammar, Spelling
Mathematics
Social Studies and Citizenship Education
Science/Health, Safety and Physical Education
Art, PE, and Music are also offered including chorus, orchestra and band in the intermediate grades (grades 4, 5 and 6).

3. **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's teacher the next day.

4. **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's 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.

5. **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.

6. **Children Carrying Money**: If it is necessary that children carry money to school, it would be helpful if they could carry money in a change purse or wallet that can be carried on their person.

7. **Cafeteria**: Children in Grades K through 6 eat in the cafeteria. The school provides well-balanced nourishing meals. The school lunch program is in operation from approximately 10:50 a.m. through 1:50 p.m. for lunch each day. Both hot and cold meals are available. Children may bring money in each day or deposit money into their own account that they access by their personal code. 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 Lunch Applications are sent home every September and as requested during the school year.

8. **Lost and Found**: Our school's lost and found is in the gym lobby. If any item is lost, please have your child check the lost and found.

9. **Dress and Personal Grooming**: Dress and personal grooming at Brinckerhoff 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 Brinckerhoff Elementary School prohibits students from wearing articles of apparel which:

- a. endanger the safety of the student. Example: flip flops, party shoes with slippery soles or heels, or shoes with wheels.
- b. endanger the health of the students. Example: going without shoes.
- c. inappropriately expose a student. Example: wearing short-shorts, halters, halters with the back out, tube tops and exposed belly.
- d. cause a disturbance in the classroom or are so distracting as to interfere with the learning and teaching process.
- e. advertise illegal or addictive substances such as tobacco, alcohol, or drugs.
- f. exhibit offensive language.

Your help in the above matters will be deeply appreciated.

10. **Field Trips**: We will follow District guidelines for any possible field trips this school year.

11. **Homework**: Homework is assigned by classroom teachers and follows District policy.

12. **PTA**: Brinckerhoff is proud to have a very active PTA. Membership information, along with dates and events of interest, is sent home in a packet every September by our PTA officers. Messages can be left for the PTA through the main office.

HOME – SCHOOL CONTACT

1. **Telephone Numbers**: To call in an absence, please call the school at 897-6800 and press the number 1. To hear information regarding **“Delays and Cancellations” or school announcements, please press the number 2** when you reach the school. You may contact the principal or the main office at 897-6800 (press 0), the nurse at Ext. 10008, or the cafeteria at Ext. 10011. It is a 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. 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 your telephone number.

2. **Visits**: Parents are welcome to visit the school. We would appreciate it if you would make arrangements in advance to visit a classroom. No child guests are allowed to visit the school when classes

are in session. If you would like to arrange to talk with the teacher(s), please telephone the school to leave a message for the teacher to request an appointment. When visiting the school, PLEASE CHECK IN WITH THE LOBBY MONITOR UPON ENTERING THE BUILDING. You must be prepared to present a photo ID.

3. **Parents Picking Up Children:** If you plan to pick up your child, it is requested that you **send a note with your child in the morning** and arrive at school prior to 3:00 for **early pick up** to sign him/her out in the main lobby. Students will be called for **regular dismissal** beginning at 3:10 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 1:30 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 students' thought process.

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.

HEALTH CONCERNS

1. **Children's Clothing:** It is advisable to have your child's clothing and overshoes marked with his/her name. Please have overshoes large enough for the child to put on himself. We would like to suggest that children be provided with smocks for art and sneakers for physical education.
2. It is felt that fresh air and exercise are vital to growing bodies. Children are allowed to go outside to the playground whenever possible. They should be dressed suitably for the weather each day. **Individual requests for students to stay in cannot be accommodated due to lack of student supervision. If there is a medical condition please send in a doctor's note and contact the health office.**
3. **Daily Attendance:** Regular attendance at school is important if your child is to keep pace with the rest of his 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 even though you have called in the absence.**

4. 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 tardies 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.

5. **Health Facilities:** A nurse is on duty at the school daily during school hours. Children who become ill or injured in school are cared for by the school nurse 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. Please be sure your emergency cards are complete and kept up to date.

6. **Medications:** The principal and the teachers are not permitted to administer internal 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 call the school nurse well in advance. Please note that ALL of the following regulations must be met before any medication, whether prescription or over-the-counter can be given to a child at school.

- A. The school nurse must have a written order, signed by a doctor giving the following information:
 - A. Name of student
 - B. Student's medical condition
 - C. Name of medication
 - D. Reason for giving
 - E. Dosage, time of day, and number of days
 - F. List of possible side effects to be watched for
- B. It must have a professional label (either a drug store or drug company, if a proprietary).
- C. It must be brought to the Health Office by an adult. No medication of any kind is allowed on the school buses or accepted by office or teaching staff.
- D. The parent or guardian must submit a written request to the school nurse to give medication as directed.

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

7. **Immunizations:** All students according to State Law must be properly immunized or present to the school the valid reason for not being immunized. New York State Law Section 2164 requires certain immunizations (shots) to enter kindergarten and attend school. Please check with your health care provider as soon as possible to make sure that your child has all the needed immunizations. Please check the school nurse's website for updated information as it becomes available regarding changes in immunization requirements.

Please send proof of immunization to the school nurse where your child will be attending school.

Proof of immunization must be **any 1 of the 3** items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your county health department
- A blood test (titer) lab report that proves your child is immune to the diseases
- For varicella (chickenpox), a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

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.

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

TRANSPORTATION

1. **Bad Weather Regulations:** During the course of the winter, there may be a day when it is necessary to dismiss school early. You will be contacted by our School Messenger system. Please be sure these contact numbers are updated. The numbers are not automatically changed from year to year. 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. Be sure your child is aware of emergency plans to avoid student distress. If school will not be in session for the day, the announcement of such will be made.

Local radio stations will broadcast school bulletins 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!**

2. **Emergency Transportation Plan:** In the event that some or all of the buses of the District are not available for the transportation of children to the elementary schools, the following plan will be used for the arrival and dismissal of children assigned to this school.

Please keep your radio tuned in to your local radio station for information concerning the emergency transportation plan. If this plan goes into effect, school will be open and teachers will be at their designated teaching assignments.

If your child's bus does not appear at the bus stop at the usual time (or within a reasonable period) you can assume that the school bus will not arrive and the following plan should be used:

Transportation should be provided by the child's parent/guardian. If this is not possible, it is the responsibility of the parent/guardian to provide other means of transportation for their child. The means by which your child arrives at school are the means by which he/she must depart from school.

3. **Bus Information:** All buses in the school district have been organized to operate with a maximum safety pupil load. It is imperative that children do not transfer from their regular bus to another except in cases of an emergency. If at any time you wish to make a change in your child's dismissal, please make such requests in writing to Mrs. Platz.

4. Teach your child the importance of safety at bus stops. On "pick-up", have your child stand clear of the bus until it comes to a complete stop. On "drop-offs", if your child must cross the road, have him/her do so in FRONT of the bus- never to the rear. Children at all times should stand away from the road.

5. Dropping children off and picking them up in front of the school can be very dangerous when buses are in line. Please do not have your child(ren) enter or leave the building by walking between the buses. Thank you for your cooperation.

PLEASE DO NOT DROP YOUR CHILDREN OFF BEFORE 8:25 A.M. THERE IS NO SUPERVISION BEFORE THIS TIME.



When dropping your children off, please enter the drop off/pick up parking area. As you enter the drop off/pick up lot, you will see a black and white sign indicating “cars only” with an arrow pointing to the parking lot. A red and white sign indicating “Parking for student drop and pick up” is also located in that area. Please drive around the perimeter of the lot and drop your child off at the sidewalk. Your children can then walk safely along the sidewalk and enter the school. Our staff will be on duty to assist you and to protect our students. Students and/or parents will no longer be permitted to walk through the bus line or in the bus area during arrival and dismissal times. We sincerely hope that with everyone’s cooperation, we will have a speedy and safe arrival and dismissal. If you should have any questions, please do not hesitate to contact the administration at 897-6800.

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.

It may never occur, but it's best to be prepared. 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. We will ask local radio stations to broadcast information about emergency closings. In addition, our District's Alert Now system will be activated to contact you at the numbers you have provided. This information must be updated whenever there is a change. Depending on the emergency situation, please be aware that there may be very limited time to reach you, and in some instances, depending on the emergency situation, phone lines may not be available to use at the school. Therefore, it is still essential that the child have emergency plans in case of failure to reach you and ask that you not instruct your child to phone you from school. This not only ties up the phone lines in case of emergency, but adds to your child's concerns if he/she is unable to reach you. Your assistance in this matter is greatly appreciated.

**Wappingers Central School District
Elementary Schools**

<u>School</u>	<u>Phone</u>
Brinckerhoff	897-6800
Evans	298-5240
Fishkill	897-6780
Fishkill Plains	227-1770
Gayhead	227-1756
Kinry Road	463-7322
Myers Corners	298-5260
Oak Grove	298-5280
Sheafe Road	298-5290
Vassar Road	463-7860