

# Charles H. Perkins Elementary School

**H.E.A.R.T.S.**



**Perkins School**

Hard Work - Excellence - Accountability  
Respect - Teamwork- Safety

## Parent Handbook

2018-2019

*“Every Student, Every Day”*

September 2018

Dear Parents,

On behalf of the faculty and staff, I would like to welcome you and your child to Perkins School. It is our hope that the 2018-2019 academic year will be a successful and productive one for your child. The primary purpose of attending school is the acquisition of knowledge, skills and attitudes that enable students to function as productive, concerned citizens. The elementary schools in Newark have adopted behavior policies to foster a safe, supportive environment in which students can learn. The attached booklet has been compiled to give you some basic information about our procedures and policies. The first part focuses on information for parents/guardians and the last section deals with student guidelines and responsibilities. Your comments about the content, layout and usefulness of this guide would be greatly appreciated.

Please be sure to review the listing of Superintendent's Conference Days and early release days for the 2018-2019 school year.

If there are any questions, concerns or comments please feel free to contact me at 332-3310.

Sincerely,



Principal

Charles H. Perkins School  
439 West Maple Avenue, Newark NY 14513  
Phone (315) 332-3310

Perkins School is one of two primary (Pre-K through grade 2) schools in the Newark School District. Our building contains Pre-K classes, full-day Kindergartens, special education classes at each grade level, and Newark Education Center classes.

We also have many family volunteers and foster grandparents who spend time in our classrooms on a daily basis. The faculty and staff of Perkins School are proud of the support received from the entire community in providing a strong early childhood experience for Newark's children.

### **Perkins School Values/Mission/Vision**

**VALUES STATEMENT:** We believe that with appropriate support and in a nurturing environment, ALL STUDENTS CAN LEARN.

**MISSION:**

To provide an environment that enables our students to actively demonstrate the qualities of our school vision.

**VISION:**

Every day Perkins School students show their **HEARTS** through:

- Hard Work** - Putting in the time and effort that is needed to be successful even when it is not fun or easy.
- Excellence** - Always working to do their personal best.
- Accountability** - Being responsible for their actions in their work and their behavior.
- Respect** - Acting in a way that shows others they care about their feelings.
- Teamwork** - Cooperating and working nicely with classmates.
- Safety** - Being careful and showing care through what they do and what they say, everywhere they go.

# NEWARK CENTRAL SCHOOL DISTRICT 2018 - 2019 SCHOOL CALENDAR



## JULY

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## AUGUST (2)

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## SEPTEMBER (19)

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## OCTOBER (22)

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## NOVEMBER (18)

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## DECEMBER (15)

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## JANUARY (18)

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## FEBRUARY (15)

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

## MARCH (21)

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## APRIL (17)

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## MAY (21)

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## JUNE (18)

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- First Day for Students
- Holiday / Recess
- Regents Exams
- Conference Day

DATE	DESCRIPTION
July 4	Independence Day Holiday
Aug 29 & 30	Superintendent's Conf Day
Sept 3	Labor Day Holiday
Sept 4	School Opens for Students
Oct 5	Superintendent's Conf Day
Oct 8	Columbus Day Holiday
Nov 12	Veteran's Day Holiday
Nov 21-23	Thanksgiving Recess
Dec. 24-Jan 4	Holiday Recess
Jan 21	Martin Luther King Holiday
Jan 22-25	NYS Regents Exams
Feb 18	President's Day
Feb 18-22	Winter Recess
Mar 29	Superintendent's Conf Day
Apr 1-8	Grades 3-8 ELA Assessments (computer based)
Apr 2-4	Grades 3-8 Assessments (paper based)
Apr 15-19	Spring Recess
Apr 30	Grades 3-8 Math Assessments (computer based)
May 1-7	Grades 3-8 Math Assessments (computer based)
May 1-3	Grades 3-8 Math Assessments (paper based)
May 24-27	Memorial Day Holiday
June 3	Regents Exam Day
June 18-25	Regents Exams
June 21	Graduation
June 26	Last Teacher Work Day

**EMERGENCY MAKE-UP DAYS**  
Vacation days may need to be used in the event snow emergencies cause excessive closing in school.  
(If needed: April 19, 18, 17, 16, 15)

Adopted: April 11, 2018

## **Welcome to the Perkins School PTA!**

**The Perkins School PTA** is comprised of volunteer parents, teachers and family members who work hard fundraising throughout the year to be able to provide activities, field trips and events that enrich our students' academic and social needs. We work with the school on the Heart Bucks School Store, Reading Week and other special activities...and **create a fun environment where students are excited and WANT to come back to school to attend our monthly PTA Events!**

We meet once a month to talk about projects, ideas, and programming for the students, and discuss any questions or concerns from parents and teachers alike. We realize that everyone's time is valuable, so we try to keep our meetings to an hour and offer our meeting minutes online so that everyone can be up-to-date on what we are doing!

**(Go online to the Newark Central School's Website: [www.newarkcsd.org/domain/409](http://www.newarkcsd.org/domain/409))**

### **The 2018-2019 Perkins School PTA Board Members are:**

*Perkins PTA President: Kate Coons*

*Perkins PTA Vice-President: Ashley Stoughton*

*Perkins PTA Treasurer: Kelly Arbogast*

*Perkins PTA Co-Secretaries: Katy Barker*

*Perkins PTA Membership Chair: Julia Anello*

*Perkins PTA BoxTops Coordinator: Elisabeth Haynes*

**For questions or concerns about our committees and positions or how YOU CAN HELP, please email us at [PerkinsSchoolPTA@gmail.com](mailto:PerkinsSchoolPTA@gmail.com)**

## NEWARK CENTRAL SCHOOL DISTRICT OFFICERS

Superintendent of Schools	Mr. Matthew Cook	<a href="mailto:matt.cook@newarkcsd.org">matt.cook@newarkcsd.org</a>
Assistant Superintendent for Curriculum and Instruction	Ms. Krista Lewis	<a href="mailto:krista.lewis@newarkcsd.org">krista.lewis@newarkcsd.org</a>
Assistant Superintendent for Business	Mr. Ed Gnau	<a href="mailto:ed.gnau@newarkcsd.org">ed.gnau@newarkcsd.org</a>
Director of Pupil Services	Ms. Jen Singer	<a href="mailto:jennifer.singer@newarkcsd.org">jennifer.singer@newarkcsd.org</a>

---

[www.newarkcsd.org](http://www.newarkcsd.org)

*Use this site for lunch menus, calendars, news and more!*

*Please follow us on Twitter:*

<https://twitter.com/NewarkCSD>

---

**CHARLES H. PERKINS SCHOOL  
FACULTY**

<b>PRINCIPAL</b>	<b>EMAIL</b>	<b>ROOM #</b>
MRS. SUSAN ACHILLE	<a href="mailto:susan.achille@newarkcsd.org">susan.achille@newarkcsd.org</a>	Main Office
<b>ASSISTANT PRINCIPAL</b>		
MR. GREGORY HERBST	<a href="mailto:gregory.herbst@newarkcsd.org">gregory.herbst@newarkcsd.org</a>	3310
<b>SCHOOL SECRETARIES</b>		
MRS. SARAH GRIEPSMA	<a href="mailto:sarah.griepsma@newarkcsd.org">sarah.griepsma@newarkcsd.org</a>	3310
MRS. MANDY CROWDER	<a href="mailto:amanda.crowder@newarkcsd.org">amanda.crowder@newarkcsd.org</a>	5909
<b>PRE-KINDERGARTEN</b>		
MRS. CHERYL MCGURK – FULL DAY	<a href="mailto:cheryl.mcgurk@newarkcsd.org">cheryl.mcgurk@newarkcsd.org</a>	107
MRS. CORY ROBINSON – AM & PM	<a href="mailto:cory.robinson@newarkcsd.org">cory.robinson@newarkcsd.org</a>	109
<b>KINDERGARTEN</b>		
MRS. CAITLIN ARBOGAST	<a href="mailto:caitlin.arbogast@newarkcsd.org">caitlin.arbogast@newarkcsd.org</a>	110
MS. KAITLYN BARRAGATO	<a href="mailto:kaitlyn.barragato.@newarkcsd.org">kaitlyn.barragato.@newarkcsd.org</a>	112
MRS. TIFFANY COHRS	<a href="mailto:tiffany.cohrs@newarkcsd.org">tiffany.cohrs@newarkcsd.org</a>	114
MRS. BETH JAMES	<a href="mailto:beth.james@newarkcsd.org">beth.james@newarkcsd.org</a>	108
MRS. STEPHANIE POTTER	<a href="mailto:stephanie.potter@newarkcsd.org">stephanie.potter@newarkcsd.org</a>	106
<b>GRADE ONE</b>		
MRS. SHANNON BREEN	<a href="mailto:shannon.breen@newarkcsd.org">shannon.breen@newarkcsd.org</a>	207
MISS CHELSEA DARCANGELIS	<a href="mailto:chelsea.darcangelis@newarkcsd.org">chelsea.darcangelis@newarkcsd.org</a>	211
MRS. KELLY FAUST	<a href="mailto:kelly.faust@newarkcsd.org">kelly.faust@newarkcsd.org</a>	208
MRS. JENNIFER HOWLAND	<a href="mailto:jennifer.howland@newarkcsd.org">jennifer.howland@newarkcsd.org</a>	212
MRS. AMANDA QUKU	<a href="mailto:amanda.quku@newarkcsd.org">amanda.quku@newarkcsd.org</a>	208
MRS. CHERYL ROBBINS	<a href="mailto:cheryl.robbins@newarkcsd.org">cheryl.robbins@newarkcsd.org</a>	214
<b>GRADE TWO</b>		
MRS. JESSICA BITTNER	<a href="mailto:jessica.bittner@newarkcsd.org">jessica.bittner@newarkcsd.org</a>	314
MRS. JESSICA HERENDEEN	<a href="mailto:Jessica.Herenden@newarkcsd.org">Jessica.Herenden@newarkcsd.org</a>	308
MRS. JESS MCNABB	<a href="mailto:jessica.mcnabb@newarkcsd.org">jessica.mcnabb@newarkcsd.org</a>	306
MRS. KATHRYN MEEK	<a href="mailto:kathryn.meek@newarkcsd.org">kathryn.meek@newarkcsd.org</a>	307
MRS. SARA BETH STACHURA	<a href="mailto:sara.stachura@newarkcsd.org">sara.stachura@newarkcsd.org</a>	305
MRS. CHRISTINE VANDEMORTEL	<a href="mailto:chris.vandemortel@newarkcsd.org">chris.vandemortel@newarkcsd.org</a>	307

## SPECIAL AREA TEACHERS

### ACADEMIC INTERVENTION SERVICES

MRS. DEBBIE CHAPPELL [debra.chappell@newarkcsd.org](mailto:debra.chappell@newarkcsd.org) 210

### ART

MRS. COURTNEY DENTEL [Courtney.dentel@newarkcsd.org](mailto:Courtney.dentel@newarkcsd.org) 309

### ENL

MRS. HENRIETTA BINDA [henrietta.binda@newarkcsd.org](mailto:henrietta.binda@newarkcsd.org) 311

### INSTRUCTIONAL COACHES

MRS. VALERIE MICHAELS [valerie.michaels@newarkcsd.org](mailto:valerie.michaels@newarkcsd.org) 310

MRS. ELIZABETH WEIERMILLER [elizabeth.weiermiller@newarkcsd.org](mailto:elizabeth.weiermiller@newarkcsd.org) 310

MRS. KATY BARKER [Katy.barker@newarkcsd.org](mailto:Katy.barker@newarkcsd.org) 310

### LIBRARY

MRS. JENNIFER BAY [jennifer.bay@newarkcsd.org](mailto:jennifer.bay@newarkcsd.org) 104

### MUSIC

MS. LARA LARSSON [lara.larsson@newarkcsd.org](mailto:lara.larsson@newarkcsd.org) 216

### PHYSICAL EDUCATION

MRS. SUSAN MOAK [susan.moak@newarkcsd.org](mailto:susan.moak@newarkcsd.org) 103

### READING RECOVERY & COMPENSATORY READING

MRS. RHONDA PRECOURT [Rhonda.precourt@newarkcsd.org](mailto:Rhonda.precourt@newarkcsd.org) 311

MRS. MICHAEL DAVANZO [Michael.Davanzo@newarkcsd.org](mailto:Michael.Davanzo@newarkcsd.org) 312

### SPECIAL EDUCATION

MRS. BETH JAMES [beth.james@newarkcsd.org](mailto:beth.james@newarkcsd.org) 108

MRS. KELLY FAUST [kelly.faust@newarkcsd.org](mailto:kelly.faust@newarkcsd.org) 308

MRS. CHRISTINE VANDEMORTEL [christine.vandemortel@newarkcsd.org](mailto:christine.vandemortel@newarkcsd.org) 307

MRS. KATIE SCHILSTRA [katie.schilstra@newarkcsd.org](mailto:katie.schilstra@newarkcsd.org) 108

### SPEECH THERAPIST

MRS. SHARON HENNESSY [sharon.hennessy@newarkcsd.org](mailto:sharon.hennessy@newarkcsd.org) 215

### OCCUPATIONAL THERAPIST

MS. JANE SEAMANS [Jane.seamans@newarkcsd.org](mailto:Jane.seamans@newarkcsd.org) 217



**PHYSICAL THERAPIST**

MRS. JULIE HOWIE [julie.howie@newarkcsd.org](mailto:julie.howie@newarkcsd.org) 216

**SCHOOL PSYCHOLOGISTS**

MS. JILLIAN CHERRY [jillian.cherry@newarkcsd.org](mailto:jillian.cherry@newarkcsd.org) 318

MR. BRYAN MALCHOFF [bryan.malchoff@newarkcsd.org](mailto:bryan.malchoff@newarkcsd.org) 219

**CHARLES H. PERKINS SCHOOL  
STAFF**

**NURSE**

MRS. LAURA BOUWENS [laura.bouwens@newarkcsd.org](mailto:laura.bouwens@newarkcsd.org)  
315.332.3312

**TEACHER ASSISTANTS**

MRS. BRITTANY ASHBURN

MRS. BUNNY BOGAN

MRS. ROXANNE BURGESS

MRS. KATHY CAMBLIN

MRS. MANDY CROWDER

MRS. KARIE DEWATERS

MRS. ELISA HERRING

MRS. MAURIE HOVEN

MRS. PENNY KNAPP

MS. ANNE MONAHAN

MRS. KELLY PUCKETT

MRS. MICHELLE RENZI

MRS. MARGARET RUSSELL

MRS. LINDA STOPFEL

MRS. CARI TAYLOR

MRS. JODI JANDREAU

MRS. HOLLY SYRON

**CUSTODIANS**

MR. JUSTIN FOSTER

MR. JOHN BENNE

**CAFETERIA**

MRS. CORRINNA DEJOHN

MRS. YVONNE LATHROP

MRS. LINDA SANTINO

**CAFETERIA MONITORS**

MRS. MANDY HUTT

MRS. EJ JOHNSON

MS. ANDREA PICKNELL

**GREETERS**

MRS. ROBIN MCDONALD

## GENERAL INFORMATION

### THE SCHOOL DAY SCHEDULE

School will begin on Tuesday, September 4, 2018 with a full day schedule for grade K-2 and primary special classes.

**All classes: 8:40AM-3:15PM**

### MORNING ARRIVAL

Perkins School students should not arrive at school before 8:40AM. The 1<sup>st</sup> bell rings at 8:40AM. **The tardy bell will ring at 8:55AM. Students who are tardy must report to the greeter desk to sign in and receive a pass. Afternoon dismissal:** Walkers leave at 3:10, bus students at 3:15.

### INFORMATION UPDATE:

You will receive an information update sheet at the beginning of the school year. **Please return with your child as soon as possible.** As the school year progresses, please notify us as soon as possible if there is a change of address, telephone number, babysitter, emergency numbers, work schedules, etc. The information is extremely important in an emergency. Thank you for your cooperation.

### LUNCH INFORMATION

Breakfast for students runs from 8:40 – 8:55AM. Students are given ½ hour for lunch. The lunch schedule begins at 11:00AM. Students may bring lunch or receive a free lunch in the cafeteria. Nutritionally balanced lunches are freshly prepared and offered daily. Menus are sent home once a month and can also be located on our website [www.newarkcsd.org](http://www.newarkcsd.org)

We have a secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a website called [myschoolbucks.com](http://myschoolbucks.com). Money will be credited to students' accounts unless they request change back

## **OUR SCHOOL VISION**

Perkins School students show their HEARTS through their Hard Work, Excellence, Accountability, Respect, Teamwork and Safety. They can be recognized by earning Ice Cream with the Principal which takes place on a monthly basis.

# **Academic Expectations for Daily Instruction K-2**

## **EXPECTATIONS FOR DAILY INSTRUCTION K-2**

### *Language Arts Instruction*

Language Arts, in grades UPK through grade 2 is taught using Making Meaning to provide reading comprehension instruction to meet the CCLS for the grade level.

Language Arts will also include Guided Reading and Accountable Independent Reading (GRAIR) where teachers will work with students in developmentally appropriate groupings. Teachers will use the Being A Reader resources to develop groups and guided reading lessons as well as independent work to develop and practice language arts skills to meet students' individual needs. The purpose of this time is to build independent, interested, and capable readers. Being a Reader integrates reading instruction with the social learning needed to build a caring classroom community.

Reading Comprehension

Fluency

Phonics

Decoding

High-Frequency Words

### *Writing Instruction*

Writing instruction in all grade levels, UPK through grade 2, will focus on meeting the NYS standards and use Being A Writer at the K -2 grade level. The Being A Writer is a yearlong curriculum that offers two goals for age-appropriate instruction at each grade level.

Goal 1: Developing the Creativity and Skills of a Writer

Goal 2: Developing the Social and Ethical Values of a Responsible Person

Additionally, students will develop the craft of writing, skills in grammar, usage, and mechanics as well as develop socially.

### *Math Instruction*

Math instruction in grades UPK through grade 2 is taught using the NYS Math Modules as a platform with the goal being to meet the NYS standards for math at each grade level. At these grade levels, instruction in mathematics should include the progressive development of the following math-related abilities:

1. Concepts and reasoning (e.g., basic number concepts, meaning of operations such as addition, geometric concepts).
2. Automatic recall of number facts.
3. Computational algorithms (the written procedure or series of steps for solving more complex types of calculation, e.g., for two-digit addition with regrouping, calculation starts in the right-hand column and tens are "carried" from the ones to the tens column).
4. Functional math (e.g., practical applications such as time and money).
5. Verbal problem-solving (e.g., solving word problems).

The expectation will be for students to develop skills as they progress in their grade level and from one grade to the next, building upon previously learned skills and receiving sufficient practice to acquire new skills.

Integration of Science/Social Studies Content K-2 (i.e. Listening and Learning, Book Choice, NGSS Curriculum Pilot)

### **Support Services**

A wide range of support services exists to support the instructional needs of each individual child. Teacher teams meet regularly to address specific student concerns. These teams are multi-disciplinary in nature, include support personnel, general education teachers and parents, and follow a structured problem solving approach focused on the individual student. These teams are responsible for implementing plans, determining best interventions, and monitoring the student's progress. Building support personnel are also available to manage necessary and mandated referrals to the Committee on Special Education.

Several services are offered as part of the general education program. These services include:

- Academic Instructional Support for Reading
- Academic Instructional Support for Math
- Diagnostic/prescriptive teaching
- Speech or Language Improvement
- Occupational Therapy
- Physical Therapy
- Regular education classroom with teaching assistant support for part or up to full day
- Counseling Service – through the school counselor
- Psychological services provided by the School Psychologist
- English language learner support
- Health services including: vision, hearing and scoliosis screening, assessing/monitoring and responding to sick children, administering medications/consulting with school personnel on health issues.

### **Textbooks and Library Books**

Books are prize possessions and must be treated with care. Students will be required to pay for lost, damaged, or books that have been written on.

# Instructional Programs Notice of Nondiscrimination

Newark Central School District provides equal opportunity for students and does not discriminate against any student enrolled in (or any candidate for admission to) its programs and activities on the basis of actual or perceived race, color, national origin, sex, disability, or age. Further, Newark Central School District does not discriminate on the basis of weight, ethnic group, religion, religious practice, sexual orientation, gender, or any other basis prohibited by state or federal non-discrimination laws, and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Inquiries regarding Newark Central School District's non-discrimination policies and grievance procedures should be directed to:

[Jennifer.singer@newarkcsd.org](mailto:Jennifer.singer@newarkcsd.org) or to:

Title IX Officer  
100 East Miller Street  
Newark, NY 14513  
315-332-3214

Inquiries concerning the application of Title IX may also be referred to the Assistant Secretary for Civil Rights at: [ocr@ed.gov](mailto:ocr@ed.gov)

## ABSENCE OR ILLNESS

Please call the school nurse, Mrs. Bouwens, (332-3312) when your child is not coming to school. We will call each family of an absent child. **If she does not answer, you may leave a message with your child's name, the teacher's name, the reason for the absence, and the date of the absence. Please be sure to send in a written excuse each time your child has been absent from school.** A sample of legal absences include sickness, doctor's appointment (part of day), religious observance, court appearance. A sample of illegal absences: family vacation, or truancy.

## CAFETERIA

In the cafeteria, students are expected to:

- Use a quiet voice
- Stay in their seat
- Raise their hand if they need help
- Remember to clean up after themselves
- Listen to the directions of the cafeteria monitors

## CODE OF CONDUCT

School safety is on everyone's mind these days. We work hard at Perkins to ensure a safe, secure, learning environment for all students. We are proud that our students display positive and responsible behavior. They are cooperative, friendly, and follow school and classroom rules.

School rules are assigned to ensure student and staff safety, to teach responsible self-managing behavior, and to enable your child to maximize his or her academic learning. In the event that you believe any person has been subjected to discrimination, bullying, or harassment, please contact our building's Dignity Act Coordinator, Susan Achille at 315-332-3310 or [susan.achille@newarkcsd.org](mailto:susan.achille@newarkcsd.org). If you have any questions please refer to our District Code of conduct which can be found at our website [www.newarkcsd.org](http://www.newarkcsd.org).

We believe that teaching the rules and cooperative behavior is a shared responsibility between home and school. We are clear with students and the rules, the rewards for following the rules, as well as consequences for not. Please review and discuss these rules with your child.

By working together, we can create a safe, positive learning environment for all the students at Perkins School.

### **We believe:**

No person shall be subjected to discrimination, bullying, or harassment based on their:

- |                           |                     |                          |
|---------------------------|---------------------|--------------------------|
| -actual or perceived race | -religion           | -gender or perceived sex |
| -color                    | -religious practice | - national origin        |
| -weight                   | -disability         | - ethnic group           |
| -sexual orientation       |                     |                          |

That people who are honored, valued, and respected learn to honor, value, and respect others, their property, and their learning environment.

That when students are responsible for their own learning and behavior, they will feel successful.

That staff, teachers, and parents need to guide children to learn to be accountable and responsible for their learning at home and at school by working together.

## **DAYCARE**

Many children go to daycare after school, or to different places on different days. It is upsetting to a child when the school has different information regarding what the child has. Please make sure that the school has the correct and current information about where the child is to go. The school cannot allow the child to go somewhere different without your authorization.

## **DISMISSAL**

Students who are picked up will be dismissed to the small gym at 3:10pm. If you pick up your child please follow these steps: Sign in at the table at the west entrance. Give you child's 3-digit number to the staff member in charge. Take the paper given to you and proceed to the gym to pick up your child. You will give the paper to the adult at the exit as you leave. If you don't remember the number, you must go to the main office (be sure to give the number to anyone that you send to pick up the child in your place). This process ensures that each student leaves school accompanied by a parent or designed guardian. All changes to normal procedures must be in writing and all adults picking children up from school will be asked to provide identification. Thanks for your cooperation.

## **DRESS**

Clothing and footwear (winter boots) worn should be compatible with safety and must not interfere with the ability to engage in classroom or school activities. Clothing should not create a disruptive influence. Long and untied shoelaces are a real safety hazard for the children. Please monitor your child in this area. Also, sandals are dangerous on stairs and the playground and are not allowed for physical education class.

## **EARLY DISMISSAL**

Students should know where they are to go when school is dismissed early. Regular early dismissal days are announced in this parent handbook. In the event that school should close early for emergency reasons, it is extremely important that the child and the school know where the child is to go, i.e. current babysitter. It may be necessary to contact the parent/guardian; therefore, current phone numbers are vital.

## **EMERGENCIES**

Sometimes in the course of a day a pupil becomes ill or injured and it becomes necessary to communicate with the home. Often, we find that parents are employed or not at home. When such an emergency arises, it is necessary to have the

telephone number of a relative, or neighbor who will pick up and care for a child. It is vitally important that the school is kept current on emergency telephone numbers and parents' employer's telephone numbers and babysitter's names and telephone numbers. For the safety and well being of all students, sick and injured students should be picked up by their families rather than riding home on school buses. In case of a medical emergency, it is necessary to have an employer's telephone number or other number at which parents can be reached on a regular basis during the day. Parents or other adults must sign the child out and pick the child up in the health office. The school office must be notified if someone other than the parent or guardian is picking the child up.

## **FIRST AID**

Emergency first aid is given to any child who is injured in school. In the event that it seems necessary to have further treatment, the parent will be notified. **This is why it is always necessary to have an update on your address and phone number and where you can be reached at all times**

## **HEALTH SCREENING**

**Physical** - Kindergarten and second grades. Physicals can also be done by the family physician. Forms are available from the nurse. Please notify the nurse as soon as possible in September if you wish your own physician to do the physical, otherwise it will be done by the school physician.

## **MEDICATION**

During the school year, many requests are received to dispense medication. While we want to cooperate and help wherever and whenever legally possible, there are requirements by which we must abide. These regulations are as follows:

1. The school nurse must have on file a written request from the family physician in which he/she indicates the frequency and dosage of a prescribed medication and/or any over the counter medications.
2. The nurse must have on file a written request from the parent to administer the medication as specified by the family physician. Verbal or telephone requests are not acceptable.
3. The medication must be delivered directly to the nurse by the parent or responsible adult.
4. The medication must be in the original prescription container or over the counter container. The pharmacy is willing to give you an extra prescription container to be kept at school.
5. The medications must be kept in the nurse's office in a locked area. These state-mandated requirements are designed to protect each and every child and the school has to adhere to them. Please check with the nurse before bringing in



medication (this includes aspirin, Tylenol, cough drops, or medication for rashes or bites.) She should be contacted at 332-3312 prior to sending any medication to school. Mrs. Bouwens is available 8:10AM - 3:40 PM.

### **mySchoolBucks**

The Newark Central School District uses the mySchoolBucks system. This system provides parents a convenient, easy and secure online prepayment service to deposit money into their child's school meal account at any time. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

If you register online, there will be a convenience fee of \$1.95/. Payment can be made using Visa, Mastercard, Discover or Electronic Check. The Newark Central School District will NOT profit financially from the use of this site.

If you choose not to use the online payment system, cash and check payments may be made directly to the building cafeteria. Please make checks payable to: Newark Central School District and include your child's five digit ID number.

### **Registering for mySchoolBucks**

You will first need your child's five digit student ID number; you may get this number from the temporary ID card that was sent home with your child. Go to the district website at <http://newarkcsd.org> then under **Parents & Students** select **Food Services**. Click on the mySchoolBucks link on the left side of the screen. This screen will provide information regarding the new system and how to add money to your child's school meal account. Click on the mySchoolBucks link and sign up for an account.

### **PHYSICAL EDUCATION**

The Newark Central School District require all students to be safely dressed for proper participation in physical education classes. Physical education instructors are not able to allow student participation in physical education class without **safe** clothing, footwear, jewelry, etc. Because of the risk of injury, this safety precaution is recommended for all physical education classes in New York State. Student must have sneakers for physical education.

A statement from the doctor is required if a child, for medical reason, is not to take physical education for a period of time or is to have a limited program. A doctor's statement is also required to remove limitations and return the student to regular physical education classes. All statements are to be processed by the school nurse. For a single session, a parent may request exclusion or limitations for medical reasons.

## **PLAYGROUND RULES**

- Play safely.
- Wear sneakers to be safe.
- On the slide, go up the stairs, down the slide, feet first, on your bottom.
- Sit on swings, front to back, stop and get off. Give swings a big space and do not get close to others on the swings.
- Games on the grass, hands to yourself.
- On monkey bars, go across the bars, not on top, no standing on parallel bars.

## **PRE-KINDERGARTEN PICK-UP/DROP OFF**

Parents of pre-K students may park in the staff lot to drop off, and pick up their children. These students should be walked into the building by the parent for drop-off and should be picked up at the Pre-K classroom at dismissal. **ALL PARENTS ENTERING THE BUILDING FOR THIS PURPOSE SHOULD STOP AT THE GREETER'S TABLE AND GET A VISITOR'S PASS BEFORE PROCEEDING TO THE CLASSROOM.**

## **PROCEDURE FOR DROPPING OFF/PICKING UP CHILDREN**

Parents driving their children to school should use the student drop-off area in front of the main entrance in the parking lot on the west side of the building (clock tower). There will be signs designating the area for dropping off at the curb. If you wish to drop your child off in the front loop on the Maple Avenue side of the building, you may do so, however, adult supervision will only be provided at the location of the main entrance.

Students should not arrive at school before 8:40 AM as the building does not open until 8:40 AM. School staff will supervise arrival. The children will be marked tardy after 8:55 AM. To develop independence, parents are encouraged to allow their child to enter and exit the building on their own, unless they are tardy and must be brought to the office with an excuse as to why the child is late.

## **SCHOOL CLOSINGS**

There may be times, due to adverse weather or other emergencies, when it will be necessary to close school. In case of bad weather, please tune in to one of the following radio stations:

WACK 1420 AM	WNNR 103.5 FM	WHAM 1180 AM
WVOR 100.5 FM	WPXY 98 FM	WNYR 98.5 FM
WGVA 1240 AM	WECQ 101.7 FM	WHEN 620 AM

Should it be necessary to close during the day, notice will also be given to the above mentioned radio stations.

The fastest way to get school closure information is to follow this twitter feed:  
@NewarkCSD

**PLEASE DEVELOP A PLAN WITH YOUR CHILD AS TO WHAT HE/SHE IS TO DO IN THE EVENT OF AN EARLY CLOSING.**

## **SCHOOL HEALTH INFORMATION**

The responsibility for a child's health belongs to the parent. A school health program is based on the cooperation with the parent, the local public health department and the entire school staff. The school health services of Newark Central School include the following:

The annual health appraisal of each child in kindergarten, grade 2, 4, 7, and 10, in addition to examination for special purpose. Conditions needing attention are referred to the parent for follow through by the family doctor.

An annual vision exam by the school nurse for all children K-12. Parents are notified when conditions are found which indicate any suspected need for professional hearing examination. Parents are urged to communicate with the school at any time if a vision, hearing, or other problem is of concern. Parents and school working together can better provide adaptations needed for the best educational process. The school cooperates closely with the Public Health Department in maintaining a high level of immunity in this community. The Public Health Law requires parents or guardians to have each child immunized against polio, three-day measles and mumps in order to attend public, private or parochial schools in New York State. Evidence of these immunizations must be presented at time of entrance into school.

## SCHOOL NOTIFICATION OF CHANGES IN CHILD'S DAILY DISMISSAL ROUTINE

Please notify the office of any changes in your child's daily dismissal routine. If he/she is to be bused to a place other than home, if he/she is to be walker rather than taking a bus or you change your child's dismissal routine in some other manner you must notify the office (332-3310) and the bus garage (332-3330) and we ask that you provide at least **24 hours in advance**. The request is to be made by calling the transportation department directly and the school office. We prefer that the notice be in writing, but in emergency situations a telephone call is certainly acceptable. If the office has not been notified of a change, the child will follow his/her usual routine. If there is not a note sent in to school, the teachers and staff will send your child on their normal bus *without exception*. The school must be notified in writing, if someone other than a parent/guardian is picking a student up. We cannot release a student to anyone other than the parent, unless we have a written note from the parent.

## SIGNING OUT

To support goals in academics, attendance, and safety; students are expected to be in their classroom until final dismissal (3:08 PM) on a daily basis. There are no provisions for early pickup unless there is a pre-determined appointment or child illness. If there is a pre-determined appointment, please send in a note to school with your child. If the need arises in picking up your child during the day for an appointment/illness please sign your child out at the greeter's table inside of the main entrance. Greeters (Mrs. McDonald or Mrs. Jandreau) will call the classroom when you arrive a have your child sent to meet you. If your child is in the health office, you will be directed to that location to pick up your child after signing him/her out with the greeter. The school must be notified if someone other than the parent is picking a student up. That person still must follow the above procedure.

## STUDENT RULES AND BEHAVIOR GUIDELINES

The following guidelines were developed with suggestions from staff and students to help maintain a stable and positive school environment. These guidelines will be discussed by school staff during the first weeks of school and reviewed throughout the year.

1. Respect and follow directions of all adults working in the building.
2. Act in a manner that will show respect for the learning of others.
3. Show respect for school property and the property of others.
4. Use appropriate language. Criticism, name-calling, harassment and ridicule are offensive to others and are unacceptable.
5. Hands and feet stay to ourselves; fighting and hitting is not allowed.
6. We recommend the following items not be brought to school: electronic toys of any kind including iPods, iPads, cell phones or any hand held electronic game.

7. The following are not allowed:
  - gum chewing
  - skateboards
  - rollerblades
  - sneakers w/built in wheels
  - snowballs
  - weapons – knives, toy guns, and pointed objects
  - scooters
8. We also recommend against the trading of toys.

## **VISITORS**

All visitors must sign in and out when entering and exiting the school at the greeter's table inside of the main entrance, which is located near the first floor main entrance. All visitors will be logged into our school district's Hall Pass Visitor Management System using a driver's license identification. Once your identification is logged into the system at any of our 5 schools, you will not need to show identification again. Upon signing in, visitors will be given a visitor's pass. If you need to sign your child in or out of school, you must sign in at the greeter's table and proceed into the main office. For building security purposes, admission to the building from 8:30-3:15 will be through the front office door by the clock tower only. If you wish to speak to your child's teacher regarding concerns or questions you must either leave a message with Mrs. Griepsma or schedule an appointment to do so. Teachers are unable to conference with parents during the school day, as they are involved in their instructional duties. If you wish to observe your child's class for a period of time, please call to schedule the visit at least 24 hours in advance. Having parents drop in to visit can be disruptive to the instructional process and scheduling the visit ahead of time can help to accommodate the least disruption possible. Your cooperation is greatly appreciated.

## **VOLUNTEERS**

Newark Central School District is proud of its active volunteer program. We are extremely grateful for the numerous parents that volunteer at Perkins School. We would like to once again extend an invitation to you to become involved as a volunteer at Perkins School. Volunteers are asked to sign in at the office when entering the building. Signing in enables us to monitor the total number of volunteers and to properly recognize the individuals who are donating their time. Please contact the district volunteer coordinator, or the school office if you would like more information about parent volunteers.

If you are interested in volunteering you may contact:

Deb Barry    [Debra.barry@newarkcsd.org](mailto:Debra.barry@newarkcsd.org)    315-332-3240

## COMMUNICATION FROM SCHOOL

Parents will receive communication from school in a variety of ways according to the Elementary Communication Plan below.

### Plan and Expectations for Communicating with Parents and Families Perkins School

In an effort to ensure consistency in communicating with parents regarding events, information regarding school related issues including curriculum, updates, school-wide topics and information specific to individual students, grade levels or classrooms, all of our schools at the elementary level will use consistent means of communication with parents in a variety of forms. At the elementary level, faculty, staff and administrators will use the methods listed below to communicate information with parents. In addition, per our board of education goal, responding to communication from parents will be within 48 hours from any faculty or staff member:

Communication	Time Frame
DISTRICT WEBSITE – GENERAL INFORMATION	ONGOING
SCHOOL WEBSITE – GENERAL INFORMATION	ONGOING
PARENT E-MAIL (PARENT AND STAFF)	ONGOING OR AS NEEDED
SCHOOL NEWS FROM PRINCIPAL OR TEACHER (NEWSLETTERS, TWITTER, WRITTEN NOTICES, IMPORTANT DATES AND EVENT NOTICES AND MONTHLY REMINDERS)	WEEKLY/MONTHLY
DISTRICT NEWSLETTERS	DISTRICT – FALL/BACK TO SCHOOL AND SPRING
EVENING SCHOOL EVENTS	AS SCHEDULED
PARENT HANDBOOK	ANNUALLY
SCHOOL/COMMUNITY EVENTS (PTA SPONSORED EVENTS, PUBLIC LIBRARY, ATHLETIC EVENTS, ETC.)	AS SCHEDULED
PTA MEETINGS	MONTHLY
PARENT CONFERENCES (PHONE & FACE-TO-FACE)	TWO TIMES PER YEAR AND AS NEEDED
PHONE MESSAGES TO PARENTS	ONGOING OR AS NEEDED
SIGNS/POSTERS	ONGOING
CONNECT ED. MESSAGES	ONGOING
AGENDAS & AND STUDENT FOLDERS/NOTEBOOKS	WEEKLY
STUDENT SUPPORT TEAM MEETINGS	WEEKLY
ACADEMIC PROGRESS/REPORT CARDS	REPORT CARDS THREE TIMES/PROGRESS REPORTS ONCE AND AGAIN AS NEEDED
MAIL FROM THE DISTRICT/SCHOOL	ONGOING
DISTRICT/SCHOOL – CALENDAR OF EVENTS ON WEBSITE	DAILY – CALENDARS UPDATED REGULARLY