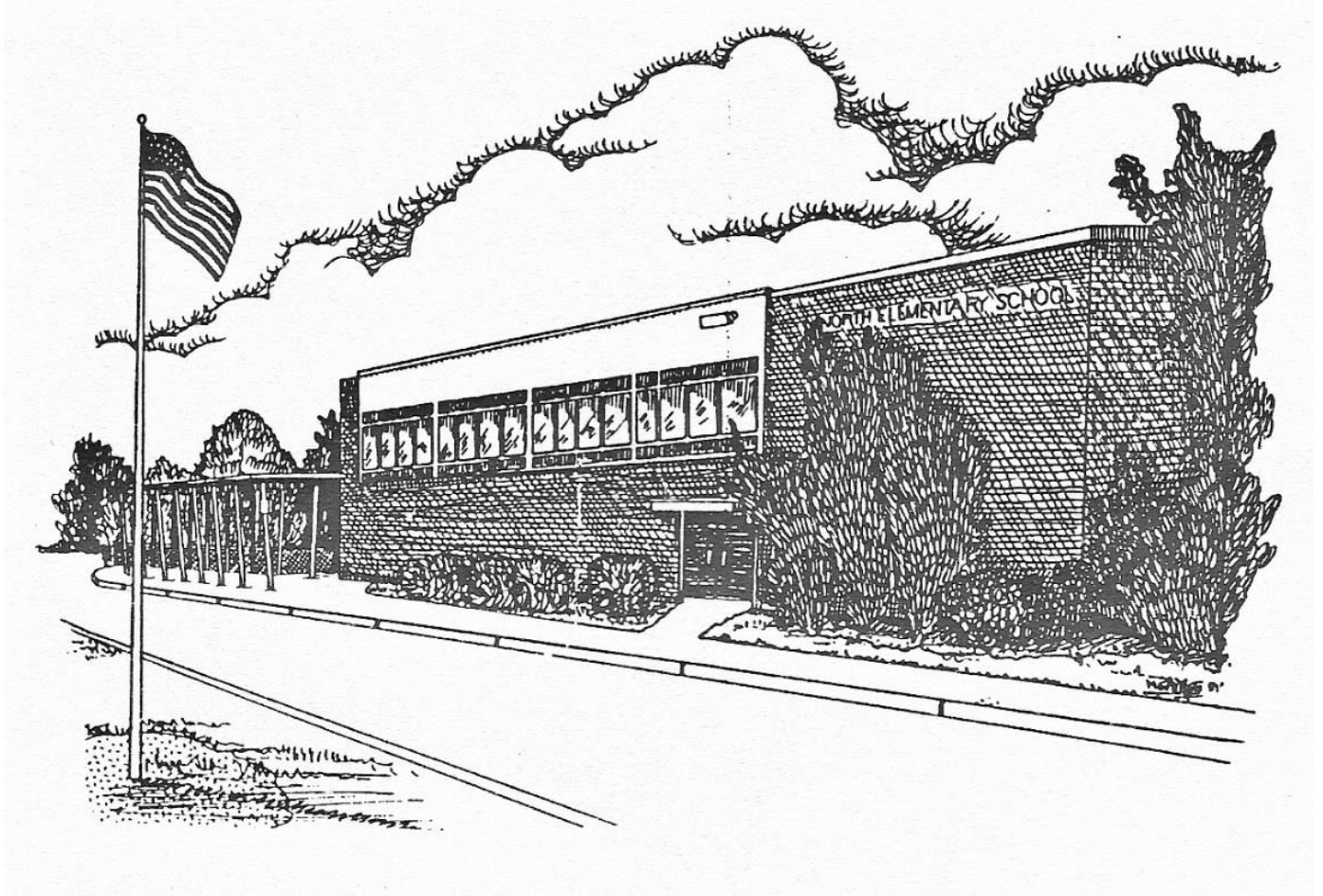


# North Elementary School

*50 W. White Street  
Brentwood, NY 11717*



## Student Handbook

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

Main 434-2275

Annex 434-2444

# Brentwood School District 2017 - 2018 School Calendar

Sep 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sept. 6 First day of school  
 Sept. 21 - 22 Rosh Hashanah  
 Oct. 9 Columbus Day  
 Nov. 7 Conference Day  
 Nov. 10 Veteran's Day  
 Nov. 22 - 24 Thanksgiving

Oct 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec. 25 - Jan. 1 Winter recess  
 Jan. 15 Martin Luther King  
 Feb. 19 - 23 Mid-Winter recess  
 Mar. 29 Conference Day  
 Mar. 30 Good Friday  
 April 2 - 6 Spring recess  
 May 25 - 29 Memorial Day  
 June 22 Conference Day  
 June 22 Last day of school

Dec 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Feb 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Mar 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Apr 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jun 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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## **A Message from the Principals**

Dear Parent:

In order for a school to be effective in its mission to educate our young people it must have clearly stated goals accompanied by reasonable expectations for student behavior. We at North Elementary firmly believe that all our students are capable of learning and that they truly want to do well. This handbook was designed by the staff at North in order to give students and parents the information they need to have a successful, and yes enjoyable, school experience. We hope that parents and students will read and discuss the contents of this handbook in order to have a better understanding of the high expectations we have for our young people. We are very proud of the educational opportunities available at North and proud of the community we serve.

Let us close by welcoming everyone back to school and saying that we look forward to seeing you over the course of the school year.

Sincerely,

Patrick Morris  
Principal

Lee Wright  
Assistant Principal

# **OUR MISSION and GOALS**

## **Mission**

We believe that each child has the ability to learn. We acknowledge and accept our responsibility to provide an environment conducive to serving our students unique intellectual, physical, and social needs, enabling them to develop a positive self-image essential to education, a sense of responsibility for their actions, and life-long learning skills which are necessary to adapt to our continually changing world.

## **Goals**

1. A compassionate, well-trained faculty and staff will provide a healthy, structured, and supportive environment.
2. Decisions will be based on the needs of the students, and will be arrived at through a cooperative decision-making process.
3. Administrator(s), faculty, support staff, and parents will work cooperatively to ensure that all students have the opportunity to reach their potential.
4. Administrator(s), faculty, support staff, parents, and students will follow the guidelines set down in the North Elementary Handbook.

## Important School Information

### IMPORTANT PHONE NUMBERS

Main Office	434-2275
Annex Office	434-2444
Nurse	434-2439
Attendance	434-2444

**School Hours** - Student hours are from 8:50 A.M. to 3:05 P.M. Students may not be dropped off at school before 8:25 A.M. as there is no supervision prior to that time.

**School Closings** - Emergency school closing will be broadcast over stations:

WBLI 106.1 FM	WHLI 1100 AM	WMJC 94.3 FM
WKJY 98.3 FM	WBAB 102.3 FM	WBZO 103.1 FM
WCBS 880 AM	WALK 1370 AM	97.5 FM

The Connect-Ed phone messaging system will be used if available and an announcements will also be made on NEWS 12. Information can also be found on [www.bufsd.org](http://www.bufsd.org).

**Lateness** - Students are late if they arrive after 8:50 A.M. They must obtain a late pass in the Lobby of the Main Building or at the Annex Office.

**Absences** - Please call the school when your child is absent at 434-2444. The student **MUST** bring in an absence note upon returning to school. Each time your child is absent from school, a note should be sent to the child's teacher. Please see forms attached at the end of the handbook.

**Student Telephone Numbers** - Teachers frequently have to reach parents to discuss student progress and concerns. It poses a problem if your telephone number changes during the school year and we are not notified of your new number. ***It is of utmost importance that the school have a number to contact you.*** If you don't have a telephone, please give the school the number of a relative, neighbor, or your employer. If possible, please provide and email.

**School issued items** - Students are responsible for materials issued to them by teachers. Students damaging, defacing or losing items will be assessed a pro-rated value of the item.

**Field Trips** - The parent/guardian must send a signed trip consent form when the child is to go on any trip. No child may go on a class trip without a signed parental consent form.

**Visitors** - All visitors, substitute staff and volunteers ***must*** sign in at the main or annex offices to obtain a staff or visitor's pass, which must be worn visibly while in the building.

## **ACADEMIC PROGRAMS and SPECIAL SERVICES**

**Library** - Children are permitted to take out books, but they must be returned before another book is taken out. Parents are responsible for lost books.

**Physical Education** - All children are required to participate in physical education. Children must wear sneakers and appropriate clothing on physical education days. If a child is to be excused from gym class for an extended length of time, he/she must have a doctor's note exempting him/her from gym.

**Learning Resource Center (LRC)** - provides remedial services for those students recommended by the Committee on Special Education.

**Math and Reading Labs**—provides services to students in grades one through five who fall below the standard reference point on the Terra Nova test or the state reference point on any of the New York State Assessments.

**English as a New Language (ENL)** - provides services to limited English proficient students in grades one through five in the areas of listening, speaking, reading and writing in English.

**Bilingual**—provides services to limited English proficient students in all academic areas. Reading, math, social studies and science are taught in the student's native language while English language skills are developed.

**Psychologist**—provides various psychological services as a means



of enhancing learning, social-emotional development, and enabling students to cope with the demands of growing up.

**Speech**—provides diagnostic and therapeutic services for those children with difficulty in speech (sound production), language and fluency (stuttering).

**Nurse**—provides a variety of services including health screenings, first aid and comprehensive follow-up care. See page 7 - 9 for more information

## HEALTH INFORMATION

Parents should keep children home if they have any of the following symptoms:

- Severe cough
- frequent sneezing
- fever
- stomach pain
- diarrhea
- nausea/vomiting
- rash
- red, itchy eyes
- headache
- presence of head lice

If your child has or has been sent home with fever he/she should remain home for at least 24 hours after the fever subsides.

If your child has an injury and cannot play gym, please send a physician's note of excuse stating the date on which he/she may return to gym.

### **Medicine at school**

State Law mandates:

- 1) A note from the physician with the name, dosage and time medicine is to be given.
- 2) The medicine must be brought to school, by an adult, in a pharmacy labeled container.
- 3) A parent's note of permission to allow the school nurse to administer the medication.

**Emergency cards** must be filled out completely. Our only connection between you and your sick or injured child is his/her emergency card. Please treat them with the importance they deserve! The school must have phone numbers where you can be reached so that your child may receive proper care should the need arise.

**Personal hygiene** is important. Please help your child to take pride in his/her body and appearance.

### **Head Lice**

It is advisable to check your child at home for head lice.

**School policy:** If found in school, the school will contact the parent or guardian. The child will be excluded from school until effective shampooing and nit removal is completed. The school nurse will check all children before they are readmitted.

### **Physical Examinations**

New York State Law requires all children in grades K, 2, 4, 7, 10 and all new entrants to a school system to have a physical examination. It is recommended that every child have an annual examination. The children in the grade levels required to have an exam may have it done privately or by the school physician. If your child has been seen by the family doctor, a form must be filled out and given to the school nurse. The form may be obtained in the nurse's office.

## **Immunizations**

According to New York State Public Health Law #2164, "No child shall be admitted to public school without documented proof of required immunization, signed by the doctor."

Measles 2 doses of measles vaccine

Mumps 1 dose after 1st birthday

Rubella 1 dose after 1st birthday

DPT 3 or more full doses

Polio 3 or more TOPV, 4 or more IPV

Varicella (chicken pox) 1 dose on or after 1st birthday, Serological proof of immunization or physician documentation of illness.

Immunization against HEPATITIS B is now required for the entering Kindergarten class. Three doses are required.

Our Nurse may be reached at **434-2439**.

# **HOMEWORK**

## **Philosophy**

Homework is the reinforcement of instruction and/or a skill which has been introduced in the classroom. It extends the school day for students and potentially increases academic learning time. It also provides a link from the school to the home and the parents. It is a means of maintaining an on-going communication with parents and a way of establishing in the child a sense of responsibility, discipline and positive work habits.

## **Homework Guide**

Parents play an important role in developing their child's attitude and ability to complete homework successfully. A few suggestions might prove helpful:

- ✓ Homework is the student's responsibility.
- ✓ Homework expands on previously taught material and is checked to verify student mastery.
- ✓ Parents may guide, but should not correct or do the work for the child.
- ✓ Students should have a quiet time and place to do homework.
- ✓ If your child seems to be having difficulty completing the assignment, please contact his/her teacher.
- ✓ It is important that the parent acknowledge homework by signing it on a daily basis or as required by the teacher.

# STUDY SKILLS

## Students who study well...

- ✓ Bring notebook, paper, pen or pencil and other materials necessary to class.
- ✓ Are active participants in the classroom, listen well, and take part in discussions.
- ✓ Plan their work and schedule time for homework each day, and make sure they understand the assignment before they leave class.
- ✓ Strive to do their best, not just by getting by.
- ✓ Limit their television viewing and read 15 minutes or more per day.

## Students who do well in class...

- ✓ Eat breakfast at home or at school.
- ✓ Get an adequate amount of sleep each night, at least 9 hours.
- ✓ Are taken for an eye examination if recommended by the school nurse.
- ✓ Wear their eye glasses daily.

## REPORT CARDS

Your child's progress will be discussed at a Parent-Teacher Conference in November. The students bring report cards home in December, March and June. Please review the report card with your child, sign, and return the report card envelope to your child's teacher. You can also retrieve your child's report card from the Parent Portal

### Parent Portal

The Brentwood School District has implemented the eSchoolData Parent Portal, a web-based program that allows parents to access information about their child's academic progress. This allows parents to obtain information such as attendance, schedules, progress reports, and report cards. The link to the Brentwood Parent portal can be found by visiting the Brentwood website at [www.bufsd.org](http://www.bufsd.org).

If there are any issues or concerns regarding accessing the Parent Portal an email can be sent to [parentportal@bufsd.org](mailto:parentportal@bufsd.org) and it will be promptly addressed.

## DRESS CODE

The Board of Education requires all students to attend school in appropriate attire. The Board of Education adopted this policy for the following purposes:

- \* Promoting a more effective learning environment.
- \* Improving student conduct and discipline.
- \* Improving student academic performance.
- \* Fostering student self-esteem.
- \* fostering school unity and pride.

**The Uniform Code of Dress** shall be:

- \* Dark green or white polo shirt with a collar or turtleneck (long or short sleeve).
- \* Khaki or navy blue pants (or shorts in warmer weather), khaki or navy blue skirt or jumper.
- \* Choice of footwear will be either shoes or sneakers.
- \* Denim shall not be part of the uniform code of dress.

*Unless a parent/guardian has filled out the appropriate exemption form, students shall be expected to abide by the Uniform Code of Dress during the school day.*



## DRESS CODE CONTINUED

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other District personnel should reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Nothing listed below shall conflict with the district's uniform code of dress.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Reflect that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or head coverings in the school building, except at building level discretion, or for a medical or religious purpose.
6. Not include items that are vulgar, obscene, or libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or

- illegal drugs and/or encourage other illegal or violent activities.
8. Not include any combination of clothing which law enforcement agencies currently consider gang-related. These items may change from time to time. (Examples include but are not limited to: known gang colors, symbols, emblems, and paraphernalia.)

*\*\* Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension.*

## ITEMS to LEAVE at HOME

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedures.

The following articles may **NOT** be brought to school:

- iPods, iTouch
- iPads, tablets, and other eReaders
- Electronic games
- Trading cards
- Radios/CD players
- Walkie-talkies
- Video games
- Skateboards
- Toy guns
- Dolls
- Action figures
- Expensive jewelry
- Shoes/sneakers with wheels ("Heelies")
- Lighters/matches
- Mace (self-defense pepper spray)
- Fireworks/"snappers"/stink bombs

If any of these articles are brought to school **they will be taken away by the teacher and in most cases will be returned to the student (or parent) at the end of the day. Further disciplinary action may also be taken.**

## **BUS RULES and REGULATIONS**

RIDING THE SCHOOL BUS IS A PRIVILEGE and it is an extension of the school environment. All school rules and regulations apply. Any student who does not observe the "Bus Regulations for Pupils" may be denied the privilege of riding the bus for a period of time (after notification of parents).

- Students should be reasonably quiet and orderly at bus stops as well as on the bus.
- Students are to be ready when the bus arrives.
- Students are not allowed to enter or leave a bus while it is in motion.
- Students should not linger as they cross in front of a bus to board or exit.
- After leaving a stopped school bus, students are to cross at least 10 feet in front of the bus in full view of the driver. **DO NOT CROSS IN THE BACK OF THE BUS.**
- Students are not allowed to lean out of, or put their heads or arms out of the school bus window.
- Students are not allowed to ride the bus for purposes other than transportation to and from their homes. No temporary changes in transportation will be honored without a written note from the parent to the principal.
- If a permanent change in transportation is necessary the parent must contact the Transportation Office at 434-2493.
- Students are to remain in their seats while the bus is in motion.
- Students are not allowed to eat or drink on the bus.
- Students are to obey the bus driver's instructions.
- Students exiting the morning buses are expected to do so in an orderly manner before entering the school building.

## WALKING SAFELY to SCHOOL

Students should make it a habit to:

- Walk on the left, facing traffic.
- Look right and left before crossing the streets.
- Cross the street at corners and never between parked cars.
- Never accept rides from strangers.
- Always notify your parents if you will be late.
- Plan the safest, most direct route home.
- Never cross a railroad crossing when the signals are flashing.
- Be extra alert in bad weather.

### If you drive your child to or from school...

*Parents **MUST NOT**:* let off any child into the roadway into traffic; double park their cars against traffic; block cars already parked in the parking lot; nor park/drop off students in the areas designated for the buses.

When driving on school property, please remember:

- **5 mph** at ***ALL*** times.
- Pedestrians (people walking) have right of way *always!!!*
- All students must exit/enter vehicles on curb side (**NOT driver side**).
- Follow the directions of school staff while in driveway!
- Please note! After 2:45pm, only school buses are permitted through the front gate until **ALL** buses have left the premises.

**Early dismissal** - A note must be sent in to the classroom teacher. The note should include the date, time of pick up and reason for leaving. Parent/designee must sign the dismissal registry in the main or annex office. Proof of identification must be presented. When possible, medical and dental appointments should be made after 3:10pm.

**Delayed opening** - In case of inclement weather, the district may decide to delay schools' opening by two hours. This is to ensure students, teachers, and staff can arrive to school safely. Students should be at their bus stop two hours after their regular pickup time. Children can be dropped off or arrive at school after 10:35 AM. Breakfast will not be provided on days when delayed openings are in effect.

**Emergency Plan** - An important practice, on a daily as well as emergency basis, is to make a plan with your child as to what procedure they should follow if you are not at home when he or she arrives home from school. It is always possible that a parent can encounter an unexpected delay. Children should have a plan that makes them feel safe even if you are not home when they get there.

It is also important to inform the bus driver if your child has a medical condition that may require quick emergency intervention. All buses have two-way radios and the driver can get help if he/she is alerted to a potential problem (diabetes, epilepsy, allergies to insect bites, etc.). The school is not permitted to provide this information to anyone, not even the bus driver, without your written consent.

**Child Custody** - Please be advised that a school cannot legally prevent a parent from removing a child from the premises unless there is a court order on file at the school to that effect. This document may be a restraining order barring any contact with a child or a separation agreement or divorce decree giving sole custody to a parent or limiting visitation to weekends or vacation periods only.

If you wish to place such an order on file with the school, you must bring the original copy with the court's seal to the school. A staff member will examine the document and make a copy for the school files. It is the responsibility of the custodial parent to report any changes or modifications to the school.

Non-custodial parents have a right to examine a child's school records and to have a copy of those records, including the child's report cards, unless there is a specific court order barring the parent, without custody, from receiving this information. This order must be on file in the school front office as outlined above.

## **CAFETERIA RULES**

The North Elementary cafeteria should be treated in the same fashion as a child's kitchen or dining room at home. To provide all students with a positive lunchtime atmosphere, we ask that students:

1. Walk at all time in the cafeteria.
2. Remain seated while eating their lunch.
3. Speak quietly at all times in the cafeteria.
4. Clean up after themselves.
5. Always show respect to everyone in the cafeteria.

## **RECESS RULES**

1. Students will not play roughly on the playground.
2. Students will show respect for others and follow instructions given by staff.
3. Students will stay away from puddles and mud.
4. Students are to stop what they are doing when the whistle blows and should line up quickly.
5. Students will leave rocks, bark, sticks and other dangerous objects alone.
6. Students will play only on playground areas.
7. Students will show pride in their school by keeping the building grounds free of litter.
8. Students will take turns on equipment.
9. No food or gum is permitted on the playground.
10. Students will leave unsafe objects at home.
11. Electronic devices are not permitted.
12. Students will settle differences peacefully. STOP/THINK/PLAN



## **PARENT TEACHER ASSOCIATION (PTA)**

North Elementary School PTA prides itself on maintaining a strong home-school relationship. The Parent Teacher Association is an organization dedicated to enhancing the learning and growth of our students. Fundraising, cultural arts programs, book fairs, parent volunteers, scholarships and parent programs are just a few ways our PTA helps.

Our annual dues support our organization. To get involved in any way, you are welcome to attend any of our meetings. Please call the school for the next meeting date and time.

For further information, contact the PTA President through the school at 434-2275.

## **Board of Education**

Elizabeth Mercado, President

Eileen Felix, First Vice President

Daniel Calderon, Second Vice President

## **Board Trustees**

Julia Burgos

Robert Feliciano

G. Paula Moore

Helen Moss

## **Office of the Superintendent**

Richard Loeschner, Superintendent

Dr. Monique Darrisaw-Akil, Asst. Supt. for Secondary Education

Dr. Aurelia L. Henriquez, Asst. Supt. for Elem. Edu. and Personnel

Stacy O'Connor Asst. Supt. for Finance and Operations

The Student Handbook is a project of the School Improvement Team (S.I.T.) at North Elementary. Handbook Staff:

Melissa Barnych

Ana Briones

Felicia Diaz

Nancy Giffone

Kathleen Hudzik

Dawn Kollmer

Patrick Morris, Principal

Lee Wright, Asst. Principal

Artist - Marianne Savage, PTA



## Absence Note

Dear \_\_\_\_\_,  
\_\_\_\_\_ was absent  
from school on \_\_\_\_\_  
due to:

☐ Illness ☐ Doctor/ dentist  
appointment ☐ Other \_\_\_\_\_

Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_



## Absence Note

Dear \_\_\_\_\_,  
\_\_\_\_\_ was absent  
from school on \_\_\_\_\_  
due to:

☐ Illness ☐ Doctor/ dentist  
appointment ☐ Other \_\_\_\_\_

Parent Signature \_\_\_\_\_  
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appointment ☐ Other \_\_\_\_\_

Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_



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from school on \_\_\_\_\_  
due to:

☐ Illness ☐ Doctor/ dentist  
appointment ☐ Other \_\_\_\_\_

Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_



## Absence Note

Dear \_\_\_\_\_,  
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Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_



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appointment ☐ Other \_\_\_\_\_

Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_