

September 2020

“Alone we can do so little; together we can do so much.”

As you enter the Village of Floral Park, there is a sign that reads, “Floral Park – A Great Place to Live.” That sentiment applies to all within our school community. Our schools are extensions of our homes, whether we are part of the parent community, faculty/staff community, or one of our precious children. What makes our community strong is our sense of togetherness and our tradition of coming together to help those who need it most. This community has unyielding strength in the face of even the most difficult circumstances.

The bonds that tie this community together are strong, because they are built from a sense of unity and love. The legacy that the Floral Park–Bellerose community continues to leave for each new generation is caring for our neighbors.

As we begin the 2020-2021 school year, I am confident that the strength of this community will carry us through and provide for our children, our future, a foundation that will serve them well and strengthen them for years to come. Together, we will continue to ensure that every child is provided with world-class opportunities in education, and that these opportunities extend beyond the classroom.

We continue to be in unprecedented times; times during which we are all called upon to demonstrate resilience, commitment, creativity, and above all else, kindness.

The Covid-19 pandemic has taught us that community is our lifeline. We came together as a community to ensure the safety, health, and well-being of our shared community. Moving forward, we will continue to stick together because we know that “together we can do so much.”

*Dr. Kathleen Sottile
Superintendent of Schools*

Editor’s Note: Due to the pandemic, the information contained in the 2020-21 calendar grids is subject to change. In addition, the information contained in the text pages summarizes the District’s standard procedures. For 2020-21, many items including hours of the school day, tunnel hours, School Life Plus, programs and field trips will differ.

Board of Education Floral Park-Bellerose Union Free School District

Mrs. Laura A. Ferone.....*President*
Mr. Douglas P. Madden*Vice President*
Mr. Michael L. Culotta.....*Trustee*
Mrs. Laura J. Trentacoste.....*Trustee*
Mr. Douglas J. Vigo*Trustee*

The Floral Park-Bellerose Board of Education consists of five members, each elected by the District’s citizenry, to a three-year term of office. Board members serve without pay and, representing the children and community, are responsible for the formulation of educational and School District policies, preparation for voter approval of the District’s annual budget and adherence to State Law and State Education Department regulations. As residents and neighbors, Board members share a vested interest in providing an enriched learning experience for all District students.

Two members of the Board of Education, Mrs. Ferone and Mr. Vigo, serve on the Sewanhaka Central High School District (SCHSD) Board of Education, addressing the needs of our student population, grades 7-12.

Regular Board of Education meetings are held each month at the John Lewis Childs School. Special monthly Workshop meetings are held at One Poppy Place and afford the Board an additional opportunity to discuss and explore important areas requiring their attention. All meetings are open to the public and are listed in this calendar. Communication with the Board may be addressed to the Administration Office, One Poppy Place, Floral Park, N.Y. 11001, or by calling 434-2725.

THE FLORAL PARK-BELLEROSE UFSD MISSION STATEMENT

The Floral Park-Bellerose Union Free School District is committed to fostering a safe learning environment that promotes social-emotional, physical and intellectual growth, where students use their creativity, critical thinking and problem-solving skills to be successful, kind and compassionate members of a global society. Students will be prepared for their future, while embracing their individuality with an eagerness to face challenges. Through open, on-going communication, we strive to have our parents, teachers and community members actively involved in educating and developing the whole child.

ON-LINE RESOURCES

FLORAL PARK-BELLEROSE ALERT SYSTEM/TextCaster

Sign up for FLORAL PARK-BELLEROSE ALERT! and receive important information about the Floral Park-Bellerose Schools sent as text messages directly to mobile phone. Items such as: emergency information, school closings, delayed openings and school event reminders. Just go through the simple two-step process on the District website (www.fpbsd.org). TextCaster is an opt-in service for residents and parents alike. *Parents – This is a secondary system, and most school to home communication is sent via the ConnectED system. If you are not receiving messages from the school, please contact the main office of the school.*

WEBSITE

The expanded District website serves as a component of our school communication and offers families and residents the opportunity to obtain updates on the calendar of events. District website can be found at www.fpbsd.org.

STUDENT ON-LINE RESOURCES

Our goal is to provide families with information to support their children's learning in an engaging and fun manner. Families can access Reading Streets, GoMath, and Inspire Science libraries which contain student edition books, videos and practice material. To obtain log-on information, please contact to your child's teacher.

FACEBOOK

FPBSD is happy to share its Facebook page with students, parents and community members. Log-in to see pictures and videos of students, faculty and staff participating in school-related activities, as well as fun facts and student quotes. Use the link on the school site or find us on Facebook [@fpbsdspirit](https://www.facebook.com/fpbsdspirit).

E-MAIL

E-mail may be a fast and convenient way to send messages. It is important to note that some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

IN ORDER TO BEST SERVE INDIVIDUAL NEEDS OF THE FLORAL PARK-BELLEROSE UFSD CHILDREN, THE FOLLOWING ARE PROVIDED:

ENL: ENGLISH AS A NEW LANGUAGE

Children from various countries attending school in the Floral Park-Bellerose UFSD are provided special assistance and individualized instructional support. The FPBSD understands that an effective, successful transition to the English Language is important for these students' academic success. All incoming families are required to complete a Home Language Questionnaire (HLQ) as part of the registration protocol. This along with additional information starts the identification process set forth by NYSED. When a student is identified as an English Language Learner (ELL), he/she will be placed in the district's ENL program, taught by certified ENL teachers. The amount of services vary from 90 minutes to 360 minutes per week based on a student's level of proficiency. NYSED has established an exit criteria as well, where students take the NYSESLAT exam which determines the amount of services they will receive the following year.

SUPPLEMENTARY SUPPORT INSTRUCTION

Children that need extra support in reading, writing and math, based upon standardized testing results as well as teacher data, participate in the supplementary support program. Instruction is provided in reading, writing and mathematics by our professional staff. The supplemental program offers a variety of instructional support based on level of need. The continuum ranges from maintenance to five days per week where a student is monitored closely by his/her teacher. Communication is on-going and decisions are made collaboratively by members of the student's instructional team.

PSYCHOLOGICAL SERVICES

Our District provides educational and psychological services, including counseling and parent support, on an as needed basis.

SOCIAL WORK SERVICES

A District social worker is available for children and families in need. The social worker provides in-school support for students, and will refer families to specialized services agencies when needed.

SPECIAL EDUCATION

The Floral Park-Bellerose UFSD's comprehensive special education program includes a continuum of services. For additional information, contact the Office of Special Services at 516-434-2773.

IMPORTANT NOTICE TO PARENTS OF CHILDREN WITH DISABILITIES

In compliance with Part 200.2 Regulations, the Board of Education is required to conduct a census in accordance with Education Law, sections 3240, 3241, and 3242. If your child is between the ages of 0-5 years, and has been diagnosed with a disability, please contact the Office of Special Services at 516-434-2773.

TRANSPORTATION

The District owns 18 buses (8 large buses and 10 minibuses). The children's safety is our priority. Parent, student, driver and attendant education regarding all safety procedures is ongoing.

Our District's buses are kept on a preventive maintenance schedule and are inspected by the Department of Transportation every six months.

SCHOOL LUNCH PROGRAM

The District provides a hot lunch program which is State-subsidized.

A varied lunch menu, with multiple selections each day, is included on the District website on each school's homepage. A balanced, nutritionally sound offering of food items is provided. For example: milk or juice, spaghetti with marinara sauce, salad, bread, butter and fruit.

There is a new interactive lunch website which provides nutritional information for all meals. For those students with dietary restrictions, please consult the school lunch office.

SPECIAL PROGRAMS

MAKERSPACE LAB

Our Makerspace Lab will emphasize many important skills necessary in today's world and in developing critical 21st century habits. Students will be working collaboratively to learn, explore and share ideas. They will participate in hands-on learning, apply critical thinking skills and even enjoy a boost of self-confidence. Core in our belief of Makerspace is the maker's mindset. Students will be challenged to create something out of nothing by exploring their own interests in the fields of art, literacy, science, technology, engineering and math.

PROBE

PROBE, Programs Reaching Out to Broaden Experience, is the Gifted and Talented Program of the Floral Park-Bellerose School District. Following the Renzulli model, its purpose is to foster development of cognitive thinking and sensitivity about self and world, promote personal growth, and teach research skills. Its primary emphasis is on self-directed learning based upon individual interests. The student's academic achievement, assessment results, aptitude scores and recommendations comprise the criteria considered for PROBE participation.

ENRICHMENT PROGRAMS

The children of the Floral Park-Bellerose UFSD are given the opportunity to participate in a wide variety of activities which serve to enrich the elementary school learning experience, such as chorus, orchestra, band, drama club, and physical education intramural program. Student Council and Operation Respect programs provide opportunities for students to develop important leadership skills and act as respectful role models for others. In addition, there is a Saturday Enrichment Program. Programs and club offerings are constantly being updated with exciting new offerings addressing the interests of parents and students. Further information will be made available. Board of Education leadership, a talented professional staff and community involvement make these fine programs available.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for all Students Act (The Dignity Act also known as DASA) was signed into law on September 13, 2010 and went into effect on July 1, 2012.

The legislation amended State Education Law by creating a new Article 2, Dignity for All Students. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, ethnicity, religions or religious practices, mental or physical disabilities, sexes, sexual orientations, gender identities or expressions.

The Dignity Act Coordinators for the Floral Park-Bellerose School District are: Mrs. Dominique Kawas-Siebert, Mrs. Kristina Lynch and Dr. Juli Mulcahy. Mr. Paul Gustafsson is the District's ADA Coordinator and Dr. Juli Mulcahy is the Title IX Coordinator.

FLORAL PARK-BELLEROSE SCHOOL PEDESTRIAN TUNNEL POLICY

The pedestrian tunnel, constructed by the School District in 1929, is owned by the Long Island Rail Road, under the auspices of a revocable lease. Its purpose is to permit children access to school property.

Maintenance of the tunnel is the School District's responsibility. It is cleaned first thing each morning; graffiti, when present, is removed as soon as practical; and every effort is extended to keep the tunnel well lit and clean. Inspection by appropriate authorities is conducted on an annual basis.

Pedestrian Tunnel Hours and Supervision: The tunnel is opened each school day at 7:00 a.m. There is a school crossing guard at the North side of the tunnel from 8:15 a.m. to 9:15 a.m. and again from 2:45 p.m. to 3:45 p.m., as well as a teacher aide at the South side of the tunnel during the same hours. This provides supervision during the school hours when children will be walking to and from the Floral Park-Bellerose School. Security personnel are posted at the tunnel on school days from 3:30 p.m. until tunnel closing. Hours are coordinated with Daylight Savings Time and specific hours are posted at the tunnel. The tunnel will remain open during such school activities as concerts and PTA functions.

The District maintains a closed campus and children are not permitted to leave during lunch unless there is express written permission to go home for lunch with assurance of parental presence. There is no supervision at the tunnel during the noontime hour.

When children use the tunnel during the hours that it is unsupervised by the District, parents may wish to take precautionary measures.

FOR YOUR INFORMATION:

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), the Floral Park-Bellerose School District's AHERA Management Plan is kept on file in the Administration Office and is made available for any interested person to review.

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Floral Park-Bellerose School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications, environmentally friendly treatments, are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

The Floral Park-Bellerose School District utilizes an Integrated Pest Management (IPM) Program and utilizes only environmentally friendly treatments. In the event an emergency application of a regulated pesticide is necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification, please contact Mr. Paul Gustafsson, Director of Facilities and Operations, Floral Park-Bellerose Elementary School District, One Poppy Place, Floral Park, NY 11001.

PARENT RESOURCES

Parents seeking support are encouraged to speak with their child's teacher or building principal. Utilization of various community services and resources, coupled with the expertise of the school social worker, school psychologist and school nurse, ensures an effective program addressing our students' needs.

Objectives encompass:

1. Promote and reinforce the spirit, skills and confidence of today's families.
2. Enhance and promote healthy parent/child relationships.
3. Help parents communicate more effectively with family members.
4. Assist parents to acquire positive and creative approaches to child rearing.
5. Help parents foster their child's developmental steps by increasing parents' knowledge of the developmental capabilities of children at various ages.

Specific areas that may be addressed at the Pre-K through sixth grade age levels include: the single parent, fears of separation, sibling rivalry, academic progress and motivation, discipline and pre-adolescence.

Our School District has secured the support of various community agencies as well as outside organizations, i.e., North Shore Child and Family Guidance Center, Steven and Alexandra Cohen Children's Medical Center of NY, Nassau County Department of Mental Health, Nassau County Department of Drug and Alcohol Addiction, Nassau County Police, Floral Park Police, officials of the Villages of Floral Park and Bellerose, Lions Club, Rotary Club, Kiwanis Club, Floral Park CREW (Coalition of Resources for Education and Wellness), the Floral Park-Bellerose and John Lewis Childs Schools' PTAs, as well as representatives of industry and business.

OBTAINING APPR RATINGS FOR TEACHER/PRINCIPAL

In compliance with New York State Education Law 3012-d, parents and legal guardians of a student may request the final rating and the overall effectiveness score for each teacher and building principal their student is assigned to for the **current school year**.

Scores will not be available until the fall when they are finalized.

Only the overall composite score (0-100) and rating (Highly Effective, Effective, Developing, and Ineffective) will be provided.

Requests should be made to the superintendent.

Information will only be provided for the teacher(s) that are providing instruction to your child for the *present school year*. Information will only be provided directly to parents and legal guardians. Information must be requested in writing. No information will be provided over the phone or through electronic means.

FPBSD PROGRAM OVERVIEW

GO Math!

Go Math is a comprehensive, research based math program used in grades K-6 designed to meet the objectives and intent of Learning Standards for Mathematics.

Go Math emphasizes on providing students with an in-depth understanding of core math standards such as number theory, data analysis, geometric principles, and algebraic functions. Lessons begin with real life situations and progress towards abstract concepts. Students love the interactive nature in which the lessons are presented, and the ability to differentiate enables every child to feel success.

Go Math, the district's first web based curriculum, affords students the opportunity to access material on line as well as through standard textbooks. We are confident that students will continue to develop their mathematical foundation with practical, point-of-use problems. Students are on the road of thinking like mathematicians while developing a love for math.

Reading Streets

The District utilizes the Reading Streets Literacy Program for English Language Arts. Reading Streets will take students from the most basic stages of reading to understanding complex ideas.

Authentic, rigorous text presented in engaging stories will provide students with the opportunities to make connections, build comprehension and think critically about text.

Units of instruction are developed around a big idea to build content knowledge, across curriculums.

Students will develop their writing ability by delving deep, making connections within and between stories.

All of the material can be accessed digitally. Students can look forward to animated songs, big ideas/concept talk video, and word skill activities.

Students can show what they know in a variety of ways. Information will be obtained to differentiate and personalize instruction.

Reading Streets nurtures readers and writers by laying the foundation for a life-long love of reading.

Inspire Science

Inspire Science brings science to life! The curriculum is designed to help spark students' curiosity and empower them to ask more questions, think more critically, and generate innovative ideas. Students bring solutions to everyday challenges through inquiry-based, hands-on investigations of real world phenomena.

An additional resource is the Page Keeley probes which present real-world phenomenon that is used to promote student thinking and discussion, revealing commonly-held misconceptions.

The student edition books, workbooks, videos and activities are available both as hard copies and as interactive digital books.

STAR

It is State mandated that districts select a local measure for student achievement and growth. FPBSD is using Renaissance Learning, STAR, for this measure.

STAR Early Literacy, Reading and Math are the computer-adaptive benchmark assessment tests students are given three times per year; fall, winter and spring.

Data is collected which is analyzed by teachers. This results in teachers making more informed decisions regarding targeted skills that the student is ready to learn. This information is useful for assigning students in appropriate instructional groups.

Some students are given STAR assessments more often than 3 times a year. This progress monitoring feature allows teachers to track progress and view growth over time.

Students are comfortable taking these assessments. Questions are matched to their performance levels which minimizes frustration. Feedback is immediate so students see their progress. This provides intrinsic motivation to reach for the next level. Results of STAR assessments and progress monitoring are distributed to parents after each screening is completed.

OUTDOOR EDUCATIONAL PROGRAMS

The Floral Park-Bellerose Union Free School District provides programs in environmental education which feature direct experiences utilizing the natural environment while integrating and enhancing all areas of school curriculum. The program encompasses interdisciplinary experiences using skills taught in Art, Mathematics, Social Studies, Science and Language Arts. The program's structure, presently three-tiered, encompasses grades four, five and six.

TIER 1 — GRADE LEVEL FOUR:

Old Westbury Gardens – Old Westbury, New York

At Old Westbury Gardens, the students will participate in an outdoor educational program. Students will learn the science behind pollination as they observe birds and butterflies in the gardens. The program explains adaptations, environmental benefits of pollination and the role of nocturnal pollinators. Students participate in a guided hands-on tour of Old Westbury House and Gardens, which is a 200-acre living museum and educational facility.

TIER 2 — GRADE LEVEL FIVE:

Greenkill – Huguenot, New York

A three-day/two-night experience provides students with the opportunity to interact with both their teachers and each other in a multitude of activities. Students are exposed to scientific processes of measuring, discovering, predicting, observing, and other inquiry skills experiences. The program fosters an awareness of responsibility for the individual and as a member of a team.

TIER 3 — GRADE LEVEL SIX:

The Dolphin

A seventy foot, traditionally rigged, coasting cargo schooner, the Dolphin is berthed in Freeport, New York and sails in Hempstead Bay, East Bay, Bay of Fundy and Jones Bay. Designed to simulate a research vessel, with the presence of a marine biologist and ship's captain, students have the opportunity to conduct laboratory experiments not easily completed in a classroom setting.

Activities include flora and fauna recognition, sounding techniques, collecting microscopic marine life, measuring population densities, effects of pollution and testing bottom sediment. Weather conditions and the effects of winds, tides, currents, and visibility on navigation are covered.

This three-tier program is comprehensive, interdisciplinary and assists greatly in achieving the District's goal of cultivating awareness, knowledge, appreciation and concern for the natural environment.

SCHOOL LIFE PLUS PROGRAM

The School Life Plus program provides a caring, safe and supportive environment for our K-6 students in need of after school care. The program commences on the first day of school and every full day of school thereafter, from dismissal until 6:00 p.m. Certified teachers and paraprofessionals supervise the students within a flexibly structured program in a variety of activities. Each day, time is provided for homework, and a snack is served. Registration and tuition are required. All participants should sign up for TextCaster and ConnectEd messages in order to receive timely updates regarding early closings.

SAFETY IN OUR SCHOOLS

Floral Park-Bellerose School

K-Gr. 2 - 8:45 a.m.
Gr. 3-6 - 9:00 a.m.

Pre-K a.m. - 8:45 a.m.
Pre-K p.m. - 12:15 p.m.

John Lewis Childs School

K-Gr. 6 - 8:15 a.m.

Pre-K a.m. - 8:30 a.m.
Pre-K p.m. - 12:00 p.m.

SCHOOL STARTS

SCHOOL BUSES

School buses are met by the professional staff and teacher aides, who supervise line-up areas in the schoolyard and in the corridors.

ARRIVAL

Children should arrive at School no sooner than 10 minutes before School is scheduled to start. Early morning activity arrival time - 8:20 a.m.

NOTE: Supervision begins at 8:30 a.m.

Children should arrive at School no sooner than 10 minutes before School is scheduled to start.

NOTE: Supervision begins at 8:05 a.m.

ARRIVAL PROCEDURES

Children are met at the school bus. Children in grades K-3 line up in the schoolyard where supervision is provided. Children in grades 4-6 proceed directly to their classrooms under the supervision of teacher aides. The Principal and Assistant Principal oversee the entire arrival procedure.

Children are met at the school bus, enter using the Flower Avenue entrance and report to the classroom door. All walkers enter designated doors when the opening bell rings at 8:15 a.m. The Principal and Assistant Principal oversee the entire arrival procedure.

DISMISSAL PROCEDURES

Children in Grades K-2 are dismissed at 3:15 p.m. Teachers dismiss walkers at the same doors they entered. Children in grades 3-6 are dismissed at 3:30 p.m. Children in grades 3-4 are picked up at their classrooms by teacher aides and escorted to designated buses. Children in grades 5 and 6 proceed independently to their bus lines. All walkers are dismissed at the appropriate doors by the classroom teachers.

Children in Grades K-6 are dismissed at 2:45 p.m. The children who walk or are picked up by their parents are dismissed at the designated doors. Bus students are brought to the gym, organized and escorted to the buses. The last bus departs at 2:55 p.m. PreK and kindergarten classes dismiss through the playground gates and are sight supervised to the designated adult. Students attending extra-curricular activities are dismissed at 3:30 p.m. via the main entrance. Parents are advised to wait outside the school building on Elizabeth Street.

PRE-K ARRIVAL

A.M. children arrive at 8:45 a.m. and P.M. children arrive at 12:15 p.m. Children will line up outside in the school yard and wait there with their parent/guardian until picked up by their teacher.

A.M. children arrive at 8:30 a.m. and P.M. children arrive at 12:00 p.m. J LCS parents must utilize the playground access to classrooms.

MONITORING ABSENCES

There is an attendance procedure in place, which is monitored by the Health Office. All absences should be called in to the Health Office prior to the start of the school day. If the School has not been notified of a child's absence and the teacher reports the child absent, a call will be made immediately to verify the absence.

FPBS Health Office — 434-2765

J LCS Health Office — 434-2795

APPOINTMENTS

Parents should always make appointments to see any member of the professional staff (Classroom Teacher, Principal, Special Area Teacher). This courtesy will ensure that the staff is prepared for your visit and will have ample time to dedicate to the issue at hand.

LUNCH

Closed campuses are maintained. Children may go home for lunch only with written permission from the parent(s). Leaving the Schools for lunch, absent a guarantee of supervision, is prohibited. Parents may take the child home for lunch but must sign out and sign in the child when returning.

PHYSICALLY CHALLENGED ACCESS

There are designated accessible entrances at both Schools. Individuals seeking access activate a call button which is monitored in the Main Office.

EARLY ARRIVAL AND DISMISSAL

Parents must notify the teacher via a note that the child is to be dismissed early. This note is sent to the Main Office. Parents should come to the Security Desk and the child will be called from his/her classroom. The student will then be signed out by the parent(s). It is understood that unforeseen circumstances arise from time to time. This is why the Schools request that parents provide more than one emergency contact. As your Schools cannot positively identify telephone callers and persons not properly authorized, we will not accept verbal instructions. Parents should review emergency/alternate procedures with the child(ren).

SCHOOL LIFE PLUS PROGRAM PICK-UP

Security personnel monitor the School Life Plus Program area for student pick-up. Parents should only use areas designated by the School Life Plus Program staff.

DISTRICT PUBLICITY

The District utilizes photos of the elementary students in District and local publications, e.g., "School News," budget brochures, newspapers, other publications and on the District website. Authorization forms will be distributed by the classroom teacher.

VISITORS

All parents/guardians are visitors and must follow all procedures established for visitors. Upon arrival, all visitors must report to the Security Desk in the Main Lobby and sign in. Photo identification is required for all visitors. Visitors will be provided additional information based on the nature of the visit. For the convenience of visitors, a security desk is staffed with school personnel to provide assistance. Parents and visitors **must sign in** for CSE and CPSE meetings; as helping moms and dads; and in a health emergency as called by the School Nurse. No sign-in is necessary for class plays and day concerts.

ELECTRONIC SURVEILLANCE AND SECURITY DURING THE SCHOOL DAY

All doors are locked. Access to the buildings may only be gained through the main entrance. Children and staff have been instructed not to open the doors to anyone requesting entrance.

Surveillance cameras are in place at both schools. The district has installed a "one button lockdown" system in each school, where in the event there is a threat in the building this system will activate a recorded lockdown notification message within the building, activate exterior strobe lights and notify the police.

Each School has **emergency telephones that are direct lines to the Floral Park Police and Fire Departments.** The district also utilizes the RAVE Alert System. This phone app based notification system provides immediate notification to the Nassau County Police 911 system and the Floral Park Police department.

All members of the Staff have been instructed to **challenge any unidentifiable person** who may be walking in the building, direct such person to the Main Office, and call the Main Office immediately.

Teacher Communication: Each classroom in the Schools is equipped with an intercom system, providing direct access between the Main Office and the classroom.

Buddy System: Children in grades K-3 always leave and return to the classroom with a buddy.

PLAYGROUNDS

At JLCS the playground gates are open to facilitate arrival and dismissal, including the Pre-K program. The playground gates are closed during recess hours.

At both Schools, the playground is for student use only during school hours.

At both Schools, children utilizing the playgrounds during the school day are always supervised by school personnel.

SCHOOL BUILDING SECURITY IN THE EVENING HOURS

Each School is equipped with a sophisticated electronic security system. When activated, the system is linked directly to a security alarm service and the Floral Park Police. Response time is less than two minutes. All areas of the buildings are secured.

USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS

The Floral Park-Bellerose Elementary District requires that each community group, requesting the use of the Schools through the Board of Education, provide appropriate supervision for their activities. An adult supervisor should be easily identifiable and provide security for the activity.

WORK PEOPLE IN THE BUILDING

Generally, all work is scheduled for evenings, weekends or the summer months. When emergency repairs are required, work people are directly supervised by School District staff and are identified as such.

PTA OFFICERS AND COMMITTEES

JOHN LEWIS CHILDS SCHOOL

Co-President	Eva Bose Chatterton	917-679-6954
Co-President	Janice LaVaute	646-526-3606
1st Vice President.....	Danielle Dietrich	509-9570
2nd Vice President.....	Marisa Kowalski	347-723-2998
Treasurer.....	Dana Laffey	917-270-6676
Recording Secretary.....	Angela Rella.....	526-8402
Corresponding Secretary.....	Melissa O'Leary.....	917-704-5297
Art Show & Alice Power		
Blue Ribbon Bake-Off.....	Dana Laffey.....	917-270-6676
By-Laws	Nancy DiMaggio.....	917-886-8342
Book Fair	Nancy DiMaggio.....	917-886-8342
Boosterthon Fun Run.....	Marisa Kowalski.....	347-723-2998
	Janice LaVaute	646-526-3606
Class Photos	Sue Catterson	547-3965
Field Day.....	Jessica Ring.....	917-691-3952
Friendship Book.....	Serene McPartland.....	917-485-3538
Harvest Pumpkin Parch		
& Carlucci's Creative Corner.....	Melissa O'Leary.....	917-704-5297
Holiday Fair.....	Jamie Boccia.....	917-406-8166
	Jackie O'Donohoe.....	852-5134
Installation Dinner.....	Dana Hehir.....	646-339-4393
	Angela Rella.....	526-8402
Junior Achievement - Hospitality	Nancy Kelleher.....	523-1409
Kindergarten and New Student Orientation.....	Elle Rudzewick	917-602-9036
Membership.....	Janice LaVaute	646-526-3606
MLB Game & Chorus Fundraiser	Angela Rella.....	526-8402
Mom's Night Out.....	Angela Rella.....	526-8402
Movie Night.....	Marisa Kowalski.....	347-723-2998
Multicultural Celebration.....	Everly Mineo	917-513-8743
Plant Sale	Fran Owen	286-5775
	Angela Rella.....	526-8402
Promotion Reception		
(Fifth Grade Parents Only)	Melissa O'Leary.....	917-704-5297
Read-A-Thon & PARP	Nicole Schaffer	917-841-7098
Reflections.....	Danielle Dietrich	509-9570
	Geralyne Halsey	315-0687
Rewards (Box Tops).....	Kelly Mallia.....	917-714-9817
Safety & Wellness Committee.....	Liza Moore (Safety).....	216-5330
	Liz Rudzewik (Wellness).....	917-602-9036
School Supplies/Planners	Liz Santos	510-4304
SEF-SEPTA	Courtney Elliott.....	641-8498
Sixth Grade Events.....	Eva Bose Chatterton	917-679-6954
	Angela Rella.....	526-8402
Spirit Wear	Patti VanBuskirk.....	917-373-2782
	Christine Gafforio	631-220-3923
Square 1 Art.....	Kate Solis.....	917-882-4096
Staff Appreciation Day.....	Danielle Dietrich	509-9570
	Nicole DeStafano	917-662-1227
	Dana Laffey.....	917-270-6676
World Language Program	Jody Filoso	641-8310
Yearbook Class of 2021	Catherine Tutrone	459-5132
	Kris Thomas	

FLORAL PARK-BELLEROSE SCHOOL

President.....	Rosalie Cancellarich	917-548-9047
Vice President	Sanjeev Kumar "SK" Naraine.....	917-370-7913
Vice President	Dierdre Moore.....	456-5805
Treasurer.....	Meg Finney	fpbstreasurer@gmail.com
Recording Secretary	Amanda Talty	amtalty@gmail.com
Corresponding Secretary.....	Melissa Mazzocco.....	718-813-6728
Art Fair.....	Cheryl Spigonardo	993-6436
	Yurika Mezzetti	646-957-0729
Audit Committee.....	Maggie Weickert.....	417-0348
	Eileen Prymaczek.....	917-301-7762
	Jessica Alfonsi.....	917-553-5534
Book Fair.....	Rosalie Cancellarich.....	917-548-9047
	Sanjeev Kumar Naraine.....	917-370-7913
Box Tops and Stop and Shop Rewards	Susan Croon.....	435-7857
Bulletin Board.....	Lenore McQuade.....	359-1664
By-Laws	Susan Murphy.....	908-868-5757
Chalk Talk Newsletter.....	Lenore McQuade.....	359-1664
Class Parent Coordinator	Christine Cardella.....	917-513-0455
Dance A Thon	Kate Marsanico.....	279-0789
Food Allergy Awareness	Danielle Dalton	655-5526
	Kate Marsanico.....	279-0789
Halloween Party	Jennifer Galla.....	680-3619
	Michelle Petruzzi.....	347-834-1118
Holiday Sale	Christine Rizzo-Torres	417-6478
	Michelle Petruzzi.....	347-834-1118
Hospitality.....	Deirdre Moore.....	456-5805
Installation Dinner	Christine Cardella	917-513-0455
Little Doctors Blood Drive.....	Kate Vine.....	435-4167
March Math Madness	Eileen Prymaczek.....	917-301-7762
Membership	Melissa Mazzocco.....	718-813-6728
Movie Night.....	Terry Paterno.....	917-816-6296
Multicultural Night.....	Lenore McQuade.....	359-1664
	Pamela Sommo.....	917-968-0607
Nominating Committee	Maggie Weickert.....	417-0348
PARP	Michael Richitelli.....	201-519-8455
Pie Sale.....	Michelle Petruzzi.....	347-834-1118
	Michael Richitelli.....	201-519-8455
Plant Sale.....	Kate Trainor.....	521-3227
	Jeanine Driscoll	917-543-0916
	Michelle Petruzzi.....	347-834-1118
Reflections.....	Rosanna Chronister	459-6949
Safety	Susan Murphy.....	908-868-5757
SEPTA.....	Lois Katcher	582-7453
School Apparel.....	Lisa Vigo	287-5660
	Rosalie Cancellarich.....	917-548-9047
School Pictures.....	Lisa Condran.....	917-685-5154
	Dierdre Moore.....	456-5805
School Supplies.....	Danielle Dalton	655-5526
Sixth Grade Coordinator/Reception	Kate Marsanico	279-0789
Sixth Grade Dance.....	Michelle Petruzzi.....	347-834-1118
	Christine Cardella.....	917-513-0455
Special Persons' Day.....	Nancy Eisenhuth.....	646-824-4703
Square One Art Fundraiser	Melissa Mazzocco.....	718-813-6728
Staff Appreciation Day	Lenore McQuade.....	359-1664
	Pamela Sommo.....	917-968-0607
Sewanhaka Central Council of PTAs.....	Eileen Prymaczek.....	917-301-7762
World Language Program (5th/6th).....	Rosalie Cancellarich.....	917-548-9047
Worlds Finest Chocolates.....	Lisa Condran.....	917-685-5154
Yankee Candle Fundraiser.....	Michelle Schneider.....	448-3246



FLORAL PARK-BELLEROSE ELEMENTARY SCHOOLS

www.fpbsd.org

Floral Park-Bellerose School

2 Larch Avenue
434-2750

John Lewis Childs School

10 Elizabeth Street
434-2780

BOARD OF EDUCATION

- Mrs. Laura A. Ferone, *President*
- Mr. Douglas P. Madden, *Vice President*.....
- Mr. Michael L. Culotta, *Trustee*
- Mrs. Laura J. Trentacoste, *Trustee*
- Mr. Douglas J. Vigo, *Trustee*

ADMINISTRATION

- Dr. Kathleen Sottile, *Superintendent*.....434-2725
- Dr. Juli Mulcahy, *Assistant Superintendent for Curriculum and Student Services*434-2773
- Mr. Michael Fabiano, *Assistant Superintendent for Business*434-2725
- Mrs. Susan Fazio, *Principal, John Lewis Childs School*.....434-2780
- Mrs. Kristina Lynch, *Assistant Principal, John Lewis Childs School*434-2780
- Mrs. Jamie Adams, *Principal, Floral Park-Bellerose School*.....434-2750
- Mrs. Dominique Kawas-Siebert, *Assistant Principal, Floral Park-Bellerose School*.....434-2750
- Mrs. Marybeth Altobelli, *District Clerk*434-2725
- Frazer & Feldman, LLP – *School District Counsel*434-2725
- Mrs. Deborah Sawicki, *Treasurer, Editor*434-2725
- Mrs. Denise Longobardi, *Claims Auditor*.....434-2725
- Mrs. Karen Crenshaw, *School Lunch Program*.....434-2725
- Transportation*, Mr. Tyrone Kelsie.....434-2740
- Buildings and Grounds*, Mr. Paul Gustafsson434-2740
- Technology*, Mr. Daniel Cunneely.....434-2745
- Floral Park-Bellerose School Nurse*, Nora Epstein, RN.....434-2765
- John Lewis Childs School Nurse*, Deborah Falco, RN434-2795
- School Life Plus Program-FPBS*(cell) 322-0825
- School Life Plus Program-JLCS*.....(cell) 322-9691
- School Life Plus After School Program*, Mrs. Marie Wells.....434-2750/434-2780

Floral Park-Bellerose School PTA President:Rosalie Cancellarich 917-548-9047
John Lewis Childs School PTA Co-Presidents:Eva Bose Chatterton 917-679-6954 and Janice LaVaute 646-526-3606

HANDBOOK FOR STUDENTS AND PARENTS OF THE FLORAL PARK-BELLEROSE ELEMENTARY SCHOOL DISTRICT

The purpose of this Handbook is to provide students and parents with the basic policies and rules that govern their schools. It is essential that parents and students be thoroughly familiar with this Handbook and follow its instructions. The objective of this Handbook is twofold: to develop a cooperative effort on the part of both the community and school and to foster proper student conduct and respect for each other within the school system. Should you have any questions, feel free to ask a teacher or contact the building principal.

OUR ELEMENTARY SCHOOL DISTRICT

The Floral Park-Bellerose Elementary School District is responsible for the education of approximately 1,600 students housed in the Floral Park-Bellerose and John Lewis Childs Schools. It requires the services of a staff of various skills and talents to operate both these facilities. Part of the operating cost of the school district is borne by the local property tax paid by the resident taxpayers. The community elects five individuals to serve on the school board for a three-year term. Board members serve without pay. They are responsible for setting policy, hiring all personnel, budgets and other related school matters.

ATTENDANCE AND SCHOOL HOURS

Attendance — Regular school attendance and on-time arrival are crucial to receive the benefits of any educational program. The only absences considered legal are: illness of student; illness in the family (emergency only); religious observances; and required court attendance.

Chronic absence from school, which is defined as missing at least ten percent of enrolled school days, warrants our urgent attention because it diminishes successful student outcomes and undermines learning. The connection between instructional time and achievement is intuitive, and there is extensive research in the area of absenteeism that indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. The following procedures will be used in the event that absenteeism and/or tardiness becomes an issue: 1. Letter home; 2. Letter and phone call home; 3. Letter and meeting with administration.

It is the parent’s responsibility to notify the Nurse’s Office of any absence by 9:00 a.m. for the JLCS and 9:30 a.m. for the FPBS. The Nurse will call the home if no notification of the child’s absence is received and the child is not in school. This procedure is designed to account for the whereabouts of each child at all times.

SCHOOL HOURS — School hours are as follows:

FLORAL PARK-BELLEROSE SCHOOL

Pre-K A.M.
8:45 AM–11:15 AM
Pre-K P.M.
12:15 PM–2:45 PM
Kindergarten
8:45 AM–3:15 PM
Grades 1 & 2 — 8:45 AM–3:15 PM
Grades 3–6 — 9:00 AM–3:30 PM

JOHN LEWIS CHILDS SCHOOL

Pre-K AM
8:30 AM–11:00 AM
Pre-K PM
12:00 PM–2:30 PM
Kindergarten
8:15 AM–2:45 PM
Grades 1–6
8:15 AM–2:45 PM

Students are requested not to arrive on school property more than ten minutes before their school starts unless they are involved in a special supervised activity. Students should leave the school grounds immediately at dismissal and proceed directly home.

EMERGENCY CLOSINGS (Additional Information available on the District website)

A. **Before School Starts** — If the schools must be closed or their opening delayed due to an emergency, notification will be made in the following manner:

1. Notification will be posted on the School District website (www.fpbsd.org) and telephone messages will be sent from the schools’ automated system.
2. Announcements will be made on local radio stations and on Cablevision News Channel 12, Long Island.

B. **Signing Students Out Early** — Elementary school children will not be released before the regular dismissal time until/unless the parent or person listed on the Emergency School-Closing Card is notified. The parent(s) will then pick their child(ren) up at school.

Parents who desire to remove their children before dismissal must come to the school office at that time and sign them out. Bus aides are not permitted to release any child from the bus lines.

Loitering and Trespassing — No one is permitted to loiter near or around the school building. A valid reason must be given for anyone being on school property.

Visitors — ALL parents and visitors must report to the Information Desk upon entering the building. All visitors must show identification.

COURTESY AND DISCIPLINE

Courtesy — Students must behave in a manner which will be a credit to themselves and their schools. Each student must be considerate of others; pass through corridors and stairways quietly; not block traffic; pick up all refuse and discard it in proper containers.

Dress — Student dress, grooming and appearance should be safe, appropriate and not disruptive to learning. Students should wear appropriate footwear at all times.

Behavior — The general behavior of students anywhere within the school building and grounds is subject to the control of the building principal, teachers and school staff. Students will conduct themselves in a manner that will not interfere with learning.

Discipline — Success of any discipline program depends on the cooperation and support of the parents with the school authorities. The school board, administration and staff will not tolerate improper conduct by students.

Classroom Misbehavior — Insubordination, vandalism, physical and verbal assault of a teacher, staff member or other students may result in suspension from school. New York State Law makes parents responsible for up to \$5,000 for damage caused by acts of vandalism by their children. The school district will enforce this law.

Smoking — Smoking is prohibited on school property.

STUDENT DUE PROCESS RIGHTS

Pupil service personnel, administrators, teachers and others will report students to the Building Principal when they believe such students present a discipline problem. The Principal will conduct an investigation of the reports, which may include conferences with the complainant, student, parents, teachers, other pupil service personnel or others, as he or she deems appropriate for the early identification and resolution of the suspected problem. If the Principal suspects that the problem may be a manifestation of a handicapping condition, he or she will refer the matter to the Committee on Special Education in the manner prescribed by 200.4 of the Commissioner’s Regulations and by district policy.

When a child misbehaves in such a way as to cause a dangerous situation to him/herself or his/her classmates or when his/her behavior interferes with learning, the following will occur:

1. The student will be reported and the teacher will have a meeting with the student to inform him/her as to what he/she is doing wrong. The teacher will make a written note for future reference.
2. When the student misbehaves again following the first infraction, a letter will be sent home to parents by the Principal. A meeting of the parent, teacher, and child may be called.
3. When repeated infractions are noted, action must be taken. Action could be the suspension of privileges, i.e., riding the bus, eating in the cafeteria, class trip, etc., for a predetermined period of time. A meeting of the parent, teacher, child, and Principal shall be called. This builds on a warning letter to parents and offers help to the parents as well.

(Continued on next page)

- The school will request (by telephone or letter) that the parent or legal guardian attend a conference with the student and administrator(s). Such a conference will precede in-house suspension, suspension from school, and any matter deemed appropriate by the Building Principal.

CONSEQUENCES

The range of consequences which may be imposed for violations of the student disciplinary code includes the following:

- oral/written warning
- written notification to parent
- suspension from transportation
- suspension from social or extracurricular activities
- suspension of other privileges
- in-school suspension
- removal from classroom
- suspension from school

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination. Such penalties will be imposed by the Building Principal or with his/her permission.

Initiation of a Student Disciplinary Proceeding

Any teacher, administrator, board member, parent or other person may report a violation of the student disciplinary code to the Building Principal. The Principal will then make an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral to the Committee on Special Education, as he/she deems necessary.

This policy and the Board's rules and regulations for the maintenance of public order on school property will be publicized and explained by the teaching staff to all students and provided in writing to all parents on an annual basis. In order to insure the effectiveness of this student discipline code, the Board of Education requests the continuing assistance of parents in explaining and enforcing the code. **The District's Code of Conduct is published on the website for parent and staff information.**

PROHIBITED CONDUCT

A student may be subjected to disciplinary action when the student engages in:

- conduct that is disruptive;
- computer/electronic communications misuse;
- conduct that is insubordinate;
- conduct that is violent, including weapons possession, making threats, and damaging or destroying property;
- lying, theft, defamation, discrimination, harassment, intimidation, use of vulgar or abusive language, substance abuse, or falsely reporting an emergency;
- misconduct on a school bus;
- academic misconduct, including plagiarism, cheating, copying, altering records, or assisting another in doing so;
- negative pattern of attendance.

SUSPENSION

Suspension from school is a disciplinary action to be taken only after every other measure has been exhausted, except for a very serious violation of school behavior.

Under State Law the following pupils may be suspended from required attendance:

- a pupil who is insubordinate or disorderly, or who assaults or threatens bodily harm against any member of the School Staff; and/or
- a pupil whose physical or mental condition endangers the health, safety, or morals of him/herself or of other pupils.

A Building Principal may suspend a pupil for a period not to exceed five school days. Direct and personal contact must be made with the Parent or Guardian preceding this action. The Superintendent of Schools will be promptly notified of the action taken.

Suspensions of this kind are undertaken only after careful and thorough consideration and evaluation of all factors related to the welfare of the child and the welfare of other children in school with whom he/she is associated. Except under emergency circumstances, suspensions of these kinds are a last resort.

The Parents or Guardians may request an informal conference with the Principal at which time they shall be authorized to question witnesses. At this point, the Principal may reinstate the pupil.

In the event of a suspension longer than five school days, the pupil and his/her Parents or Guardians must be given the opportunity for a Superintendent's hearing.

STUDENT RECORDS

In the maintenance of student records, the Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with Federal statutes and the Commissioner's Regulations.

Statement of Parent's/Guardian's Rights

- the right to inspect and review the student's educational record;
- the right to be provided, on request, with a copy of all or part of the student's education records;
- the right to exercise a limited control over other people's access to the student's education record;
- the right to designate a representative who will inspect, review, or copy such records;
- the right to request of and receive from the District a reasonable explanation of information contained in the education records of the student;
- the right to seek to correct the student's education record, at a hearing if necessary;
- the right to report violations of the FERPA to the Department of Health, Education, and Welfare; and
- the right to be informed about FERPA rights.

All rights and protections given parent(s) or guardian(s) under the FERPA transfer to the student when he/she reaches age eighteen or enrolls in a post-secondary school. The student then becomes an "eligible student."

Persons interested in receiving a copy of this policy should contact the Office of the Superintendent of Schools at 434-2725.

STUDY AND REPORT CARDS

School Work — The completion of class work and homework is essential for each student's progress in the educational program. It is expected that parents will cooperate with the teachers to assure that all students' assignments are completed on time. The teacher will notify the parents if class work and homework are incomplete. Children who are absent are responsible to make up assignments.

Textbooks — The school furnishes books to all students. Lost textbooks must be paid for and/or replaced immediately by the parent or guardian.

Report Cards — Report cards are issued three times per year and provide information about the students' academic skills, work habits and character development. The third (final) report card is sent home on the last day of school.

Consultations — Parents should request an appointment with the teacher at their mutual convenience to discuss specific problems or questions concerning a student's work or behavior. At times the teacher or other staff member may initiate a consultation in the interest of the student.

TRANSPORTATION

Walkers — It is expected that parents will carefully instruct their children concerning safety while walking to and from school. Crossing Guards are located at strategic intersections and students must follow their instructions. Students must use sidewalks and cross at corners. It is important that students not walk in yards of private residences or on Long Island Rail Road property.

Bicycles — Students riding bicycles must wear helmets to and from school. They should ride singly and obey traffic signs, lights and Crossing Guards. Bicycles must be walked in the schoolyard and parked in the bicycle rack. They should be securely locked while the student is in school. The school cannot accept the responsibility for damage and/or theft of bicycles which are ridden to school.

Buses — Children in grades Kindergarten – Grade 6 will be given bus riding privileges if they live at least ½ mile from the school. All students are required to ride only on their designated bus. Information about buses may be obtained from the school or district office.

Excessive noise, pushing, shoving and fighting will not be tolerated. Behavior disruptive to the bus driver and affecting safety can result in loss of bus riding privileges. It is important that those waiting for buses conduct themselves properly with respect for the rights and property of others.

All requests for transportation to out-of-district schools (private or parochial) for K–6 children must be submitted in writing by the parents or guardian of the pupil prior to April 1 for the school year beginning in September. Requests received after April 1st will not be considered except for new residents, who are required to apply within 30 days after establishing residency in the District.

HEALTH

The health and safety of our students is essential for effective learning.

Health Office — Each school maintains a Health Office staffed by a registered nurse.

Health Appraisals — New York State law requires that all **new entrants (whether Pre-K or K), 1st, 3rd, 5th, 7th and 10th graders** and all new students entering a school district for the first time, have a physical examination. This appraisal is a screening process to evaluate the health of each student and discover who needs medical attention. The School Health Office does not have the authority to **diagnose or prescribe treatment**. It is the **parent's responsibility to seek advice and diagnosis from their family physician**. The School Nurse will follow up the doctor's recommendations.

Absences and Illnesses — Parents/Guardians MUST call in their child everyday they are not in school.

Illness at School — When children become ill at school they are sent to the Health Office accompanied, if need be, by another person. The School Nurse or a designated person are the only persons who may excuse a student for illness. No child is ever sent home from school alone. Any child dismissed because of illness must be accompanied by a parent, guardian or a person designated by the parent. If transportation is necessary, it is the responsibility of the parent to make such arrangements.

Allergies — Anyone with concerns about allergies should inform the School Nurse. Procedures are listed on the District website.

Accidents—Every accident of the following categories must be reported to the school nurse:

- A. Before, during or after school hours, if occurring on school property and/or relating to a school activity. School buses are considered school property.
- B. During attendance or participation in all school-sponsored field trips.

Emergency Procedures — First aid which will protect the life and health of the patient will be handled by the School Nurse. In all accidents and emergencies, further care and treatment of the student shall be placed in the hands of the parent or guardian as soon as possible. Standing orders for the care of emergencies (ill or injured) are on file in the Health Office. Depending on the nature of the illness or injuries, the following steps are taken, some simultaneously: attend to the care and welfare of the student; contact parent or guardian (if unavailable, contact person designated responsible by parent indicated on health record card); contact family doctor, if necessary; contact school physician, if necessary; call Village emergency rescue squad, if necessary.

Medical and Dental Appointments — ALL medical and dental appointments should be arranged outside the school hours.

DRILLS

Evacuation, shelter and fire drills are required by law and are a safety procedure. It is essential that, when the first signal is given, everyone obeys the orders of the teacher or staff and clears the building as quickly as possible. When outside the building, students will stay with their class and follow the instructions of their teacher.

CAFETERIA

Table Manners — Throwing of food, shouting and pushing others in line will not be tolerated. Students are expected to be considerate of others and talk quietly. The use of a cafeteria is a privilege and may be denied to those who abuse it.

Aides — The Cafeteria Aides are responsible for supervising the lunch periods, and are to receive the same respect as that received by teachers. Directions given by them are to be followed.

EXTRACURRICULAR ACTIVITIES

Many students will be interested in special activities which are available at each school. Music and sports offer opportunities to develop talents and skills through practice and performance. Students are encouraged to participate in these activities.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designated to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous and will not be permitted.

FIELD TRIPS

The same rules governing student conduct at school apply to all trips outside the school. Field trip permission slips must be signed by each student's parent or guardian and returned to the classroom teacher prior to the trip.

LOST AND FOUND

There is an area in each school designated for lost and found items. It is recommended that where possible all materials, clothing, etc. be labeled with the student's name.