

Rye Neck Elementary F. E. BELLOWS SCHOOL



**Third, Fourth, and Fifth Grade
HANDBOOK
2011—2012**

RYE NECK UNION FREE SCHOOL DISTRICT
Mamaroneck, New York

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RYE NECK PUBLIC SCHOOLS' MISSION STATEMENT

The mission of the Rye Neck School Community is to develop active, critical thinking, creative, responsible citizens with high values, morals, and ethics. These citizens will respect, accept, and appreciate others in a multicultural world and be committed to life-long academic and personal achievement in a supportive learning environment. Students will acquire a suitable educational foundation, mastery of the English language and analytical skills which will help them deal with challenges in their personal and professional lives.

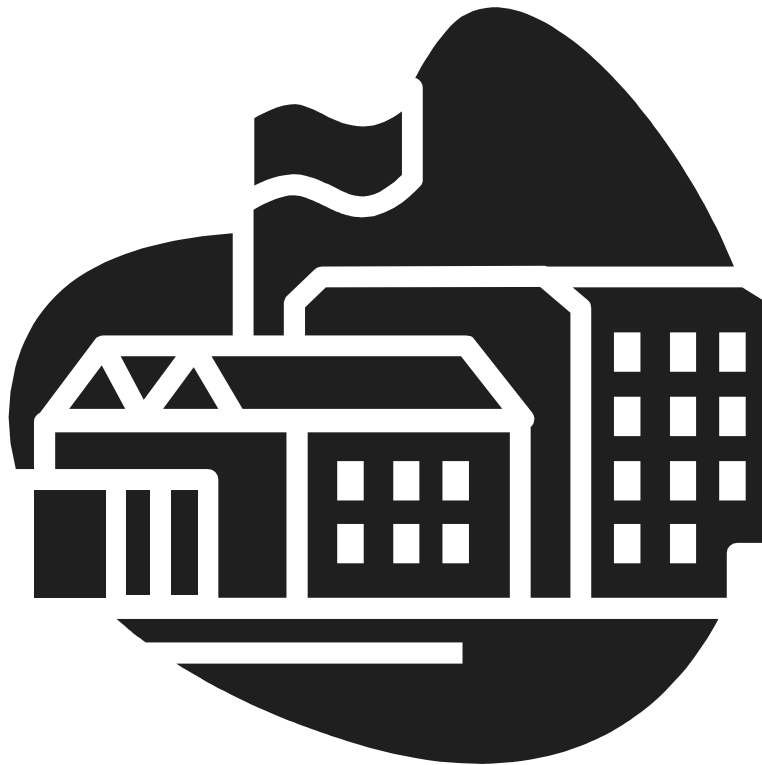


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RYE NECK UNION FREE SCHOOL DISTRICT
F. E. Bellows School

September 2011

Dear Parents:

Welcome to the 2011-2012 school year. This publication strengthens our home-school partnership by providing parents with pertinent information to ensure a successful school year for their child. Please take some time to review the material and discuss the information with your child. Our handbooks are developed from Board of Education policy or state law, depending on the issue.

Please keep this important tool handy for reference during the school year. If you have any questions, please feel free to contact the Ms. Longabucco, the Bellows principal.

Have a wonderful and challenging year.

Yours truly,

Peter J. Mustich, Ed. D.
Superintendent of Schools

**RYE NECK UNION FREE SCHOOL DISTRICT
F. E. BELLOWS SCHOOL**

INTRODUCTION

The F. E. Bellows School has an integrated discovery approach to learning, with an emphasis on reading and writing through the content areas. Its national recognition by the United States Department of Education as a Blue Ribbon School of Excellence attests to its strong academic program, as well as its emphasis on character development and concern for the welfare and well being of each child. The talented, dedicated staff works together to create an environment in which each child can achieve success and reach his or her potential. A strong partnership with parents and community is fostered and encouraged.

Special features of the F. E. Bellows School program are:

- Reading and writing through the content areas
- Problem solving math program congruent with NCTM standards
- Research skills
- Science inquiry and hands-on experimentation
- Technology Research Center
- Foreign Language in Grade 5
- Support Services in Reading, Special Education, Psychology, Resource, Speech and Language, and English as a Second Language
- Instrumental music lessons, string and band instruments in fourth and fifth grades
- School-wide Enrichment Program
- Art, Music, Library and Physical Education
- Cultural Arts Programs and Field Trips that extend and enrich classroom instruction
- Panther Press Publishing Room, fully staffed by volunteer parents
- Active and involved PTSA, sponsoring Cultural Arts Programs, After-School Clubs and other activities
- Wireless internet connection and InterWrite boards in all instructional areas
- EPGY Stanford Math Program
- 21st Century Workshops

Open Houses are held early in the school year to acquaint parents with both teachers and programs. Children in the third and fourth grades work in self-contained classrooms and are grouped heterogeneously with flexible instructional groups established by each teacher for reading, language arts and mathematics. Fifth grades are semi-departmentalized with children having one teacher for ELA and Social Studies and another for Math and Science. Support programs such as resource, reading, computer, ESL and speech are available to students, providing enrichment and remedial instruction.

STAFF LISTING
F. E. BELLOWS SCHOOL - 2011-2012
Principal: Margaret Longabucco

Principal's Secretary: Maura Weissleder

Office Assistant: Jayne Gavigan

THIRD GRADE

Stephanie Adler	Room 203
Francesca Bonitatibus	Room 209
Phoebe Burstein	Room 308
Ann Cullagh	Room 208
Suzanne Losito	Room 207
Lori Russo	Room 204

FOURTH GRADE

Edward DeLucia	Room 309
Katherine Offner	Room 304
Joan Spedafino	Room 303
Ellie Speros	Room 312
Janice Tosi	Room 212

FIFTH GRADE

Karen Colaneri	Room 104
Susan Combs	Room 103
Kenneth Kubaska	Room 109
Joyce Pezzola	Room 105
Lauren Wolman	Room 107

SPECIAL ED.

Rachel Saldi	Room 210
Catherine Prieston	Room 305

Art	Michele Berman	Room 4
ESL	Fiona Lyons	Room 106A
Foreign Language	Mara Cohen	
Library	William McKeon	Library
Music (General & 4th Grade Band)	Thomas Galgano	Room 3
Music (Strings & 5th Grade Band)	Craig Peterson	Room 107
Music (5th Grade Band)	Caitlin Corvini	Room 107
Nurse	Kimberly Barth	Room 211

Bold Print: Team Leaders

Physical Education	Carl Fazio/Nina Savoca/Shawn Lincoln	Gym/Aud.
Psychologist	Vanessa Dioguardi	Room 207A
Chapter I Reading	Christine Ironside	Room 106B
Chapter I Reading	Lise Martin	Room 115B
Speech/Language	Ivy Millman	Room 115A
Occupational Therapy	Kim Duque	Room 107A
Library Teaching Assistant	Maryann Tucciarone	Library
Special Ed. Teaching Assistant	Ellen Verrusio	Room 210
Special Ed. Teaching Assistant	Virginia Pomponi	Room 305
Special Ed. Teaching Assistant	Alicia Minogue	Room 107A
Special Ed. Teaching Assistant	Victor Corona	
Lunch Monitor	Carolann Baal	
Lunch Monitor	Magaly Bayarre	
Lunch Monitor	Janice Kerr	
Lunch Monitor	Nancy LaVecchia	
Lunch Monitor	Franca Salanitro	
Custodian	Philip Reda	Boiler Room
Custodian	Roger Williams	Boiler Room
Custodian	Daniel Zaccagnino	Boiler Room

SECTION I

IMPORTANT INFORMATION



SCHOOL HOURS

	<u>Arrival Bell</u>	<u>Lunch</u>
Morning	8:40 a.m.	12:00 p.m.
Afternoon	1:00 p.m.	3:10 p.m.

ARRIVAL AND DEPARTURE PROCEDURES

Please note these important procedures for arrival and departure that need to be followed carefully every day to ensure the safety of all of our children. Also, please share this information with babysitters, grandparents, or any others who drop off or pick up your child.

It is strongly recommended that, whenever possible, you consider the following alternatives which will alleviate congestion: (1) walk to school (2) park and walk up to the school entrance.

School Arrival-Drop Off:

Upon arrival at school, children wait in the main playground until the bell rings at 8:40 a.m. When the bell rings, children line up in their designated places and proceed, in an orderly fashion, into the building. Since teacher aides begin supervision in the playground at 8:35 a.m., please do not allow your children to arrive before that time. **On RAINY, SNOWY or EXTREMELY COLD DAYS**, children are permitted to enter the building at 8:35 a.m. to wait in the hallways outside their classrooms.

The following procedures are to be followed to ensure a safe and efficient drop off:

- ◆ Children should cross Carroll Avenue only at the crosswalk located by the front door.
- ◆ Never allow children to exit from the through lane (center) of Carroll Avenue. Doing this places them in the dangerous situation of crossing the drop off line where cars may be pulling forward or reversing to pull out.
- ◆ When in the drop off lane, have children exit your vehicle on the left curb side of Carroll Avenue. If your vehicle does not have an exit door on the left-hand side, please pull into a space on the other side of the street, have children exit and walk to the crossing guard stationed at the crosswalk.
- ◆ Drive as far up into the drop off zone as possible to avoid having cars pull around you.
- ◆ Children should be ready to exit the car once you are in the drop off zone. So the line moves smoothly, please give children their “kiss and hug” at home and make sure backpacks and homework papers are ready to go.
- ◆ Children may **never** be dropped off in the Teachers’ Parking Lot on North Barry Avenue, since it is an active parking lot.

LOCATION OF CROSSING GUARDS

East Post Road and North Barry Avenue
East Post Road and Harrison Avenue
Carroll Avenue (in front of school)
Halstead Avenue and North Barry Avenue
Brook Street and North Barry Avenue
Keeler Avenue and Harrison Avenue

TIME AT POST

Monday through Friday

7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 11:30 a.m.-1:00 p.m.,
2:00 p.m.- 4:00 p.m.
7:30 a.m.- 9:00 a.m., 2:30 p.m.- 4:00 p.m.

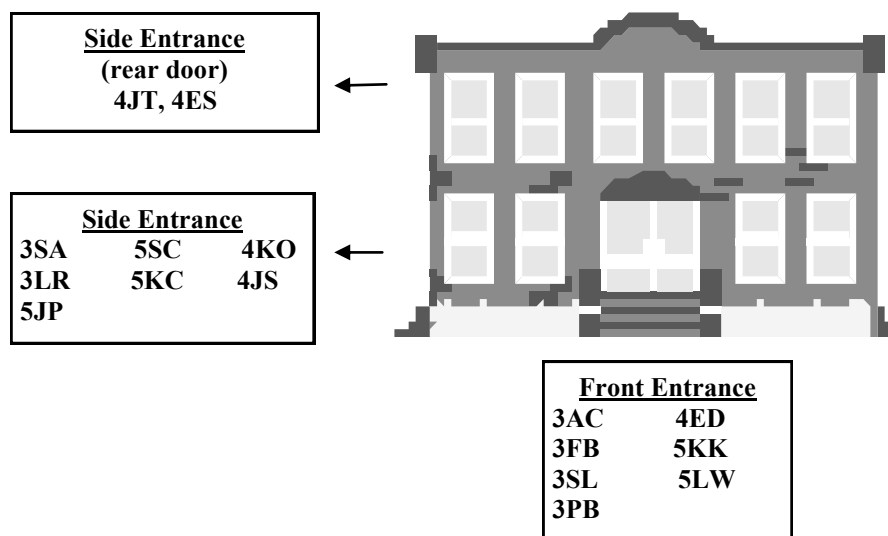
*** Whenever there are after school programs (clubs, extended day, intramural sports, etc.), guards will be at their posts until 4:15 p.m.**

School Dismissal—Pick Up:

Depending on class locations, students will be dismissed either through the main front door or one of the side playground doors at 3:10 p.m. Fourth and fifth grade teachers walk their class outside at dismissal the first two days of school. Thereafter, they are dismissed from the classroom. Third grade teachers walk their class outside at dismissal all year. Third grade students who are not picked up will return to the main office. The following procedures should be followed to ensure a safe and efficient pick-up:

- ◆ Never direct children to enter your car when it is in the through lane (center) of Carroll Avenue. Doing this places them in the extremely dangerous situation of crossing the pick-up line when cars may be pulling forward or reversing to pull out. There have been many close calls in just this situation. For just a couple of minutes saved, the consequences could be tragic.
- ◆ Allow children to cross only at the crosswalk.
- ◆ Do not block the crosswalk or park your car adjacent to the crosswalk, blocking the safe sight line for those attempting to cross. Never back into a parking spot adjacent to the crosswalk.
- ◆ **Never leave your car in the pick-up line for any reason.**
- ◆ Children may **not** be picked up in the Teachers' Parking Lot on North Barry Avenue.

Students enter and exit school according to the diagram below.



PETS

Many of us enjoy the companionship of family pets. Often, we want them to accompany us everywhere, including to school to drop off or pick up our children. However, some children are anxious around animals. Since school is a place where we try to make all children comfortable, please **do NOT bring your dog or other pet to school or on school grounds for any reason**. Your dog may be friendly, but some people are afraid of dogs and some people are allergic to dogs. If you would like to walk your dog to pick up your children, please arrange to meet your children off school grounds. This rule is for the safety of all of our students.

EMERGENCY CLOSINGS

The district uses a K-12 emergency phone system to notify staff and students if school is closed due to bad weather or any other emergency. It is imperative that you notify the office immediately of any changes to your phone numbers.

Delayed openings and school closings, due to weather and/or other emergency conditions, are also announced on local radio stations: WZFM (107 FM), WVOX (1460AM) WFAS (1230AM, 103.9FM, 106.3FM), www.wfasstormcenter.com, as well as on television (Channel 12 cable television). Closing information can also be found on the district website: www.ryeneck.k12.ny.us or by calling the district switchboard at 777-5200.

When inclement weather occurs during school hours, parents who wish to do so may pick up their children early by reporting to the Main Office. A secretary will notify the teacher to release the child. Parents are to sign their children out in the nurse's office.

In the event of an early dismissal, parents will be notified by the automated Blackboard Connect system.

EMERGENCY INFORMATION

It is extremely important to have current emergency information on file for each child. During the school year, please send any changes in emergency information to the school office.

ATTENDANCE

Regular attendance and punctuality are important for all children. They are part of a student's permanent record and imperative for a student's success. If absent or late, a child is required, by law, to bring a written note of explanation from his/her parent. Notes are due the day the child returns to school. New York State Law defines legal absences as sickness or death in family, severe weather conditions, religious observances, or court appearance. Absences and tardiness are recorded on the report card. **If a student exceeds 20 full day absences during the school year, a conference will be held with the school principal to discuss promotion to the next grade.**

Our attendance procedures are as follows:

1. If your child is absent from school, please call the health office (777-4610) by 8:30 a.m. on the day of the absence. You may call before school hours and leave a message on the nurse's voice mail.
2. If your child is reported absent by his/her classroom teacher, and you have not notified the nurse, she will telephone you to verify the absence.
3. In case of severe, contagious disease, pediculosis (head lice), or prolonged illnesses, please notify the school nurse. It is school procedure that the nurse must notify parents of children in the class regarding exposure to a contagious disease.

4. If your child becomes ill in school and needs to be sent home, the nurse will notify you at the emergency number provided. **For this reason, it is important for the school to have both parents' work numbers, as well as additional emergency numbers of neighbors or close relatives. These numbers must be kept current.**
5. **It is essential that children arrive at school in time for the opening bell at 8:40 a.m.** Arriving late, after morning routines and instruction have started, is disconcerting to a child and disruptive to the class. Plan to give your child a fine beginning to his/her day by scheduling ample time for early morning procedures.
6. Children who arrive after 8:45 a.m. are considered late and must go directly to the nurse's office, sign in, and obtain a late pass. This pass should be given to the teacher. Children may not be admitted to the classroom without a late pass.
7. If you need to remove your child from school for any reason during the school day, please report to the Main Office to sign out your child. The secretary will contact the classroom and your child will meet you in the office. **To ensure student security, teachers are not allowed to dismiss children from the classroom until they have been signed out in the office. Please do not go to the classroom as it disrupts instruction.**
8. Children who are out ill or sent home ill during the day by the school nurse may not return later in the day to participate in after school events/performances (i.e., clubs, concerts, etc.).

HEALTH REGULATIONS

New York State Law limits services of the school medical staff to inspection and reporting of health data. Our nurse is available to administer first aid, to care for students who become ill, and to contact parents regarding health conditions on a need-to-know basis. If your child requires medication during the school day, the procedure is as follows:

1. The parent should personally deliver the medication, in the original container, to the nurse.
2. Written doctor's orders indicating name of medication, time it is to be given, and duration of time for which medication is to be administered, must be presented.
3. Written parental permission for the medication to be administered is required.

New York State Law also requires that all children be immunized for diphtheria, toxoid, polio, measles, mumps and rubella. Parents must provide proof of immunizations before a child enters school, and a current record of these immunizations must be kept in the nurse's office. All children entering grades K-6 must be immunized against Varicella (Chicken Pox) or show a history of the disease as documented by a physician.

New York State health regulations also mandate that all children in kindergarten, second, and fourth grades, as well as new entrants, have physical examinations. Forms for physical and dental examinations may be obtained from the nurse or downloaded from the district's website.

VISITING THE SCHOOL

Visitors are welcome at Bellows. However, because we prioritize teaching and learning, any disruption of the educational process is discouraged. Therefore, individual classroom visitations are limited to designated activities to which visitors have been invited. It is important that visitors report to the Main Office before proceeding to a classroom. The secretaries will issue a visitor's badge to be worn while in the building. Each visitor will be asked to sign in and out in the Main Office. By appointment, Ms. Longabucco, the principal, is always pleased to discuss programs, answer questions, and accompany prospective parents on a tour of the building.

If parents need to contact a child during the school day, it should be done through the school secretaries. Lunches, books, homework, clothing, instruments, etc. may be left in the office and will be delivered to the child. When a child is absent, parents may pick up homework from the office at 3:00 p.m. by calling the office in the morning to notify the teacher of the homework request. This will give the teacher ample time to prepare the homework for the child.

For the safety of all children, parents are asked not to approach children outside on the playground without prior authorization from the office.

Parents are asked to pre-plan after school play dates and pick-up arrangements so that children have that information **before** they come to school.



MONTHLY SCHOOL CALENDAR

In addition to the district's yearly calendar, at the beginning of each month a school calendar is posted on the F.E. Bellows' web page with a letter from the principal. This calendar will keep you informed about Bellows' school news and lists all special events such as class trips, assembly programs, important meetings, and holidays. Please post the calendar to keep up-to-date on school events.

LOST AND FOUND

Every year, our lost and found overflows with unclaimed, usable clothing and valuable school items. **Please put your child's name on everything - sweaters, jackets, lunch boxes, etc. - it will make identification much easier.** Do check our lost and found periodically for missing articles. Unclaimed articles are donated to charity every few months. The Lost and Found is located on the first floor, outside the gym.

RELIGIOUS INSTRUCTION

Some children in Grades 3-5 are released at 2:10 p.m. on Wednesdays to attend religious instruction classes at local houses of worship. Parents who pick up their children to transport them to religion classes must sign their children out in the Main Office. **Parents must register their children through their place of worship.**

CHANNELS OF COMMUNICATION

We believe that parent-school communication is essential to the learning process. If you have questions about your child's program, please contact the classroom teacher by note, e-mail or phone. All staff members have a school e-mail address: first name initial, last name @ryeneck.k12.ny.us. (example: mlongabucco@ryeneck.k12.ny.us). Messages may also be left with the school secretary. If you have any additional questions regarding any facet of school programs, please feel free to call Ms. Longabucco, the principal, at 777-4602 or 4603.

HOMEWORK

F. E. Bellows teachers assign homework activities that are natural extensions of classroom learning. Homework is most meaningful when it is designed to suit individual needs and capabilities, when it is interesting, challenging and enriching, and when it reinforces classroom instruction. Homework should also foster good work habits, provide needed skill practice, stimulate creative thinking and expression, help the child assume greater responsibility for his/her learning, and extend and improve the child's understanding. Homework assignments should be about 40 minutes for grade 3, 50 minutes for grade 4, and 60 minutes for grade 5. Since each child's application to a task and skill level may differ, actual individual time will vary. If it regularly takes a child an excessive amount of time to complete homework, that information should be shared with the teacher by the parent. In addition, children should read at least 20 minutes each night.

We believe that parents, school, and children share the responsibility for student learning.

Parents can help by:

- a) checking and signing agenda pad on a daily basis
- b) showing interest in children's homework and school day
- c) providing a study area - free of distractions, with good lighting
- d) avoiding undue pressure
- e) creating a homework habit - same time every night
- f) participating in school activities
- g) reading aloud to children every day



BOOKS AND EQUIPMENT

Children are responsible for all books and/or equipment issued to them. If an item is lost, stolen or damaged, parents will be asked to pay for that item.

FIELD TRIPS

On class trips, designated staff members are responsible for the children's safety. On occasion, a child's classroom or prior trip behavior or medical condition may dictate that a parent accompany his/her child on the trip in order to ensure his/her safety and that of other children. Children are not permitted to bring cell phones and/or computerized or electronic games on class trips. The teachers bring emergency contact information with them in the event of an emergency.

LOCKERS

Lockers are the property of the school and are assigned to children for use during the school year. Children are responsible for their care and cleanliness.

COMPUTERIZED/ELECTRONIC GAMES, RADIOS, IPOD/MP3/CD PLAYERS, CELL PHONES

Computerized/electronic games are not allowed. Radios, cell phones, iPods, MP3 and/or CD players are not to be used in the building or on school grounds during school hours unless authorized by a teacher for instructional purposes. **Cell phones must be turned off from 8:45 a.m. to 3:10 p.m.** These items should be kept in the child's locked locker during school hours. Children are not permitted to bring cell phones and/or computerized/electronic games on class trips.

STUDENT DRESS CODE

All children are expected to come to school clean and dressed appropriately for school and school functions. Hats may not be worn in school. Children and their parents have the primary responsibility for acceptable student dress and appearance.

BEHAVIOR IN SCHOOL

At Bellows, we stress positive reinforcement and respect for others. The school rules are elicited from children every fall, and the following are emphasized:

Be Kind
Be Safe
Be Responsible

Children are expected to walk quietly in the hallways and on the stairs. Children should keep to the right of the stairways at all times and be mindful as they walk through the halls that other classes may be working. Respectful and appropriate behavior is expected at school assemblies. Children should be attentive and courteous.



THE LUNCH - RECESS PROGRAM

1st Lunch Bell - 12:00-12:30p.m. All third grade classes and 2 fourth grade classes eat lunch. All fifth grade classes and 3 fourth grade classes go outside or to the gym if weather is inclement.

2nd Lunch Bell - 12:30-1:00p.m. All fifth grade classes and 3 fourth grade classes eat lunch. All third grade classes and 2 fourth grade classes go outside or to the gym if weather is inclement.

During the course of the year, the fourth grade classes rotate between the two lunch periods so that by June children have the opportunity to interact with all fifth grade students during lunch time.

Once a parent has indicated that his/her child is staying for lunch, the school accepts responsibility for supervising that child in the lunchroom and on the playground. No child is permitted to leave school grounds to have lunch at a local restaurant, unless accompanied by a parent or other authorized adult. **(If your child will be leaving school grounds for lunch on any given day, please notify the classroom teacher in writing. A parent must sign their child out and back in at lunch.)**

Children who remain in school for lunch are expected to use acceptable table manners, maintain a conversational tone, use the proper recycling receptacles provided for cleanup, and remain in their seats until they are dismissed by the aides on duty. Since there are sufficient tables and benches available, any child who has not finished eating during the allotted half hour, may remain until he/she is finished. Proper behavior and courtesy toward other children and supervising adults are expected at all times.

Because the school does not operate a full time cafeteria, it is difficult to resolve the problem of forgotten lunches. Please ensure that your child leaves with his/her lunch every morning. Also kindly label any lunch box or bag with your child's name and class. Your child may bring a nourishing beverage (no soda) in a non-breakable container. Pizza is sold by the PTSA on Thursday (2.00 per slice). The school offers additional lunch selections during the week (\$2.50) and milk (\$.40) which must be pre-ordered per month at www.myschoolmeals.com (link is located on the F.E. Bellows web page). A second entrée may be ordered for \$1.50. The website accepts orders beginning on the 15th of the month for the following month. Orders will not be accepted after the last day of the month.

Weather permitting, children will have supervised play on school grounds during the lunch recess period. We believe that fresh air and exercise are essential to children's well being. Therefore, please ensure that your child wears appropriate outer clothes for recess in the winter including coats, hats, gloves or mittens.

When the weather is inclement, children report to the gym or auditorium where they may play quiet games, read or draw. **No electronic or computerized games are permitted.**

Most children do abide by the Lunch/Recess rules, but for those who persistently abuse both, the following system is utilized:

1. When a child initially misbehaves (either in the lunchroom or at recess), he/she is given at least one warning by the aide on duty.
2. If the behavior persists, or is serious, the child is removed from the table or playground and is sent to the “time-out” area for part or all of the lunch hour.
3. Serious or continuous behavior issues will be referred to the principal and the parents will be notified.

Teachers review these procedures with their classes during the first week of the school year and periodically during the year, as needed.

FOOD ALLERGIES

Due to a number of children with food allergies, children are not permitted to share lunch/snack at any time due to potential safety issues. The school, family and student work together to devise a safety plan for each child with a food allergy.

Family:

- Notification to the school of the child’s allergy
- Develop a Food Allergy Action Plan, which includes a photo of the child, and share it with any adult responsible for the care of the child
- Supply school nurse with child’s emergency medications along with current physician’s orders for the medications
- Educate the child in self-management of the allergy as appropriate for age development
- Supply school nurse with “safe snack box” for student
- Review policies and procedures if a reaction occurs

School:

- Educate all staff who interact with the child on a regular basis about the allergy, symptoms and emergency procedures, as appropriate
- Be sure medications are appropriately stored with an emergency kit that contains a standing order for epinephrine. EMERGENCY MEDICATIONS should be easily accessible and stored in a central location designated for school personnel
- Discuss field trips/bus transportation with an allergic child’s family in order to formulate strategies to manage the allergy
- Enforce a strict “No Sharing” policy for food and utensils
- Food service personnel will be instructed on ways to prevent cross-contamination during handling, preparation and serving of food
- Children should be encouraged to wash their hands after handling food

Children:

- No trading/sharing food
- Should not eat anything that was not provided from home or declared safe by the child’s parent
- Should notify an adult **IMMEDIATELY** if they think they have become exposed to the food to which they are allergic



ACCENTUATING THE POSITIVE

In the Rye Neck Elementary Schools, we are committed to positive reinforcement for behavior modification.

We teach children social problem solving skills, conflict resolution, and peer mediation through an organized, integrated program, Second Step. Information about the specific topics covered in each unit are sent home with students and a follow-up letter is sent home at the end of each unit. We are committed to positive reinforcement for behavior modification.



PLAYGROUND

The following suggestions are made in order to provide the safest possible conditions for play areas. Please discuss them with your child.

RULES:

1. Once children are outside at recess, they must receive permission from an adult if they need to re-enter the building.
2. Food may only be eaten in the lunchroom, and may not be taken onto the playground.
3. Children may not leave the playground with non-school personnel unless the teacher has been notified in writing and the designated adult stops at the office first to sign out the child.
4. If a ball should go into the street or parking lot, a teacher's aide will retrieve it.

USE OF PLAYGROUND APPARATUS:

1. **SWINGS**– Only one child is permitted on a swing at a time. The child must sit in the direction of the school building. Standing on a swing is not permitted. Children should be encouraged to swing themselves, thus eliminating unnecessary traffic around the swing area. No other playing or walking in the immediate swing area is allowed.
2. **SLIDES**– Only one child may climb the ladder and slide down at a time. Walking up a slide is not permitted.

USE OF PLAYGROUND AREA

1. BALL GAMES

- a) Ball games should be played away from the main building, except for basketball, which may be played on the black top.
- b) Rubber balls only are permitted (no softballs, hardballs, or wooden bats).

2. NO SNOWBALLS OR ICEBALLS may be thrown on school property. The hill near the Boston Post Road may not be used during school hours for sliding.

3. THE CEMETERY AREA is private property, and children should not walk on the cemetery wall or in the cemetery. If the ball goes into the cemetery, it will be retrieved by an adult.

4. CLIMBING - The Big Toy may be used for climbing, however, no climbing of trees, rocks or fences is permitted.

5. BICYCLE - All bicycles must be locked onto the bicycle rack in the playground. **Safety helmets must be worn any time a bicycle is ridden to or from school.**

6. SKATE BOARDS AND ROLLER SKATES may not be used on school grounds.

7. CONTACT SPORTS ARE NOT PERMITTED. Wrestling, tackle football, and other contact sports, as well as rough housing and rough play are not permitted.

8. FIGHTING is never tolerated, and the consequences are immediate removal of recess privileges. Parents may also be contacted.

9. Children may not pick up or throw stones or sticks anywhere on school grounds.



RYE NECK IS A “GREEN” SCHOOL DISTRICT

The Rye Neck School District is environmentally minded in many ways:

- 1) Pesticides are not used on our grounds, athletic fields and trees.
- 2) Our building cleaning supplies are environmentally friendly “Green Clean” products which means they are biodegradable, low toxicity, citrus based, or otherwise less harmful than regular industrial cleaners.
- 3) Rye Neck recycles and obeys Westchester County’s Source Separation Law, which means we recycle as much material as possible in all district buildings.

SECTION II

SPECIAL FEATURES



SPECIAL FEATURES OF THE F.E. BELLOWS PROGRAM

ART

All children receive art instruction. Projects are often integrated with social studies, language arts, math or science, and reflect each child's creative interpretation as well as the myriad of skills and concepts gradually developed by the art teacher. Children learn about calligraphy and graphics, color and design, and perspective. Part of the program also fosters appreciation for and study of great artists (Van Gogh, DaVinci, Picasso, etc.). Each spring there is a school-wide Art Show that showcases students' works. In addition, students' art work is often on display in the school halls.

HEALTH AND PHYSICAL EDUCATION

Through health education, we develop and foster responsibility, self-esteem and decision-making skills related to health choices and lifetime wellness in nutrition habits and fitness. The curriculum is integrated with social studies, science, and language arts for maximum effectiveness. Our school nurse serves as a resource to classroom teachers. All children attend physical education classes at least twice a week. Fourth and fifth grade children are scheduled for an additional physical education class once a week as part of the "Early Morning Gym" program.

LIBRARY/TECHNOLOGY RESEARCH CENTER

The F.E. Bellows Library is an essential part of our district's 21st Century Learning Initiative and related educational programs. Facilitated by a teacher and a library assistant, and in collaboration with classroom teachers, its purposes are to:

- foster students as lifelong learners who enjoy engagement in a collaborative space designed to enhance the development of individual strengths and interests
- develop students' abilities to become critical and creative thinkers
- promote an appreciation of literature through exposure to many genres and authors
- teach information and media literacy skills
- encourage content creation

The library is a multi-use learning environment that serves whole classes in addition to small groups. Activities include weekly book exchanges and instruction in data search, management, and research skills. Internet access and up-to-date technology presentations are available in the library and in the adjoining technology research center. During the year, visiting librarians from the public libraries and children's authors provide students with insights into the craft of authorship and encourage the aspirations and productivity of our young readers and writers. The library teacher works closely with classroom teachers to integrate emerging technologies into the classroom curriculum.

The Technology Research Center, which adjoins the library, supports the 21st Century Learning Initiative's emphasis on technology. Its primary function is to teach students information and literacy skills that enhance self-directed learning and provides collaborative opportunities. Teachers and students develop and share essential questions and use Internet resources and databases that make learning relevant to the complexity of the world beyond our classroom walls.



Students also have the opportunity to use the library before school and during lunch recess according to a published schedule.

BOOK EXCHANGE

Children can borrow books, audio books, and magazines from the library.

1. Children return their books or other library materials each week during their library class time or at other designated times.
2. They can borrow two pleasure books or other materials each week.
3. Pleasure reading materials can be renewed twice. Books for classroom projects can be renewed until the assignment is completed.
4. Children who forget to return their materials on time cannot borrow another book. They can reserve a book to pick up the day following their library class.
5. Teacher and parent help is solicited in assisting children to return overdue books.

LOST BOOKS:

1. A book will be considered lost after six weeks.
2. A notice will be sent home with the child indicating the replacement cost of the item.
3. Students will not be able to borrow books until the lost materials payment is received.

MUSIC

Our music program enables children to experience music through singing, movement, playing, musical instruments, reading, creating, and listening to many different genres of music. Instruction in string and band instruments is offered as an elective in grades 4 and 5. A band and string workshop is held mid-year. There is an elementary band and strings concert in the spring. In addition, every grade presents a concert once a year.

ENGLISH AS A SECOND LANGUAGE - ESL

Non-English speaking children receive small group instruction in the English language. The ESL instructor meets regularly with the classroom teacher to ensure that there is congruency between the students' instructional objectives in the ESL program and the regular classroom.

FOREIGN LANGUAGE

Fifth grade children receive instruction in Latin. This introductory course is designed to help them attain an acceptable level of proficiency in the four basic linguistic skills: listening, speaking, reading, and writing



SCHOOL-WIDE ENRICHMENT PROGRAM

The curriculum is enriched with experiences and activities for all children that are purposely designed to stimulate new interests, develop affective processes and provide them with opportunities to develop their particular strengths and talents. These enrichment activities are delivered in a variety of ways within the school day as part of the district School-wide Enrichment Model (SEM).

READING INSTRUCTION

Remedial reading instruction is provided to all children meeting the district's criteria and on an "as needed" basis through the classroom teacher, reading teacher, and tutorial programs.

REPORT CARDS

Children receive report cards in December, March, and June. The computerized report cards are reflective of the New York State Standards. Parent-Teacher Conferences are held prior to the first report card, with both afternoon and evening conferences available for parents' convenience. At other times during the year, parents may request a conference with the teacher by sending a note to the teacher.

SCHOOL PSYCHOLOGIST

Our school psychologist works on a daily basis with teachers, parents and children. She meets regularly with teachers to discuss individual children and to conduct classroom observations. She chairs the Instructional Support Team meetings with principal and support staff. The school psychologist also conducts support groups for children on an "as needed" basis.

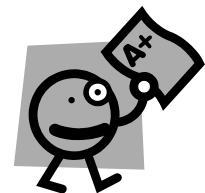
During the year, the school psychologist presents a mandated New York State program, "Social Skills/Good Touches, Bad Touches," in every classroom as an extension of the Second Step program that teachers present to their class.

SCHOOL SERVICE

We believe in developing children's responsibility, character, leadership, and an enthusiasm for school and community service. F. E. Bellows has a Student Council open to children in grades 3-5, and additional opportunities exist for fifth graders to become involved in school service as morning announcement coordinators.

SPECIAL EDUCATION

The Committee on Special Education recommends placement for eligible children in the Resource and Special Education programs. Children are mainstreamed for all special area subjects such as music, art, physical education, library and lunch with their regular homeroom class. Where appropriate, children are also mainstreamed for academic subjects.



SPEECH AND LANGUAGE

A full-time speech and language teacher services children designated by the Committee on Special Education as needing speech and language services. The speech teacher also provides short-term focused support for children in need of speech and language services.

TESTING

Throughout the years, a series of assessments are administered:

GRADE THREE

SEPTEMBER

- The QRI-4 is an individualized, standardized reading inventory to determine oral decoding and comprehension levels. The test assesses decoding, word knowledge and comprehension skills.
- Gates McGinite Reading Test is a timed silent decoding and comprehension test that determines which children are eligible for remedial reading services.

APRIL

- The New York State English Language Arts Assessment (ELA) is administered in April and assesses reading and writing comprehension.
- The New York State Math Assessment is administered in April to assess thinking, computational, and problem solving abilities.

GRADE FOUR

SEPTEMBER

- Gates McGinite Reading Test is a timed silent decoding and comprehension test that determines which children are eligible for remedial reading services.

APRIL

- The New York State English Language Arts Assessment (ELA) is administered in April.
- The New York State Math Assessment is administered in April.
- A performance Science Test is administered in May and children take a written component in June. Both sections of the science test are referred to as the ESPET.



TESTING (continued)

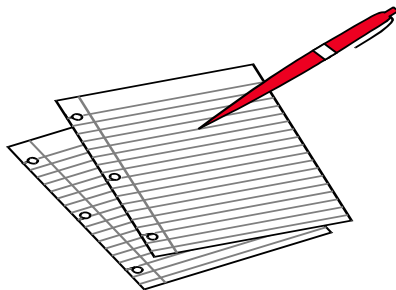
GRADE FIVE

SEPTEMBER

- Gates McGinite Reading Test is a timed silent decoding and comprehension test that determines which children are eligible for remedial reading services.

APRIL

- The New York State English Language Arts Assessment (ELA) is administered in April.
- The New York State Math Assessment is administered in April.



SECTION III

THE SCHOOL-HOME PARTNERSHIP



THE SCHOOL-HOME PARTNERSHIP- PTSA

At Bellows, the school-home partnership is strong. Parents are valued members of our team and essential partners in their children's education. We are pleased to have active, enthusiastic parent interest and support, and encourage every parent to attend school functions, communicate with staff, and become involved in order to promote their children's success in learning.

The **Rye Neck Parent-Teacher-Student Association (PTSA)** is comprised of individuals who meet monthly to discuss educational matters and plan various activities for children, volunteers, and teachers. Cultural programs and after-school clubs are provided for children during the school year. Active membership and financial support of this organization are strongly encouraged and represent a practical and concrete way to help your children and the educational program at Bellows.

The **Special Education Action Committee (SEAC)** is a part of the PTSA. It resulted from a merger between SEPTA (The Special Education Parent Teacher Association) and the district PTSA.

All Rye Neck parents are invited to attend PTSA and Board of Education meetings that are listed monthly on the district calendar. Some PTSA services are:

1. **CLASS PARENTS** - Every year, parents from each class volunteer to help the classroom teacher and to act as liaisons between the school and the home. They assist with parties and special projects, recruit help for special class activities, and keep parents informed about school events.
2. **VOLUNTEER PROGRAM** - Each year, parent volunteers at Bellows provide invaluable services and contributions as teachers' helpers and clerical volunteers. These dedicated and concerned individuals unselfishly devote their time and effort to supplement our educational program. Fortunately, many find their involvement to be truly rewarding because they return each year. Contact the PTSA volunteer coordinator listed in the PTSA calendar for further information. **Any parent who would like to volunteer must complete the Volunteer Application Form each year. The form is available in the school office as well as on the district website.**



3. **AFTER SCHOOL CLUBS** - The PTSA offers After School Clubs for all elementary school students. At Bellows, clubs take place in the fall. Registration information is distributed by the PTSA several weeks prior to the start date. Club dismissal is at 4:15 p.m. through the front door.

4. **CULTURAL ARTS PROGRAMS** - The PTSA sponsors assembly programs and cultural arts activities throughout the year for all grades. These activities enrich and extend the classroom curriculum and are selected by the Cultural Arts Committee that consists of the principal, a teacher representative from each grade, and the PTSA Cultural Arts Chairperson.

5. **LUNCHROOM PIZZA SALES** - Every Thursday, the PTSA sells pizza during the students' lunch hour (\$2.00 per slice). Proceeds from these sales go to the district PTSA.

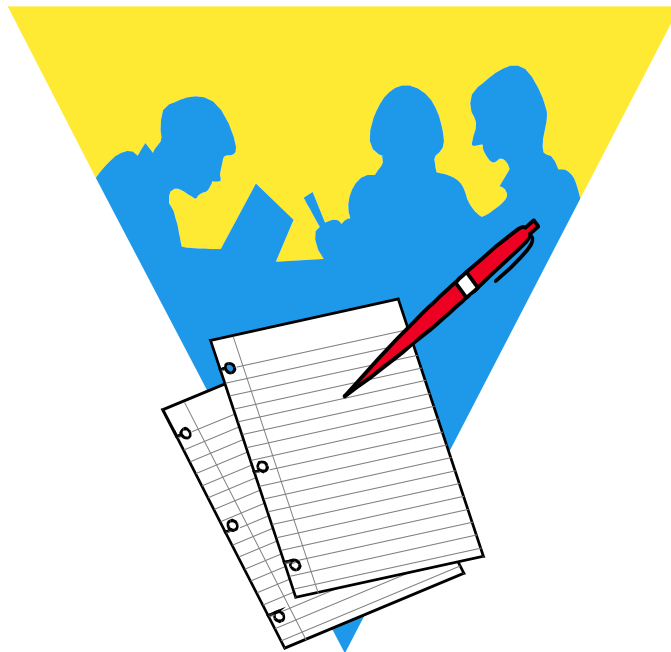
6. **PANTHER PRESS PUBLISHING ROOM** - A vital part of the life of Bellows is the Publishing Room. Completely staffed by parents, this program allows Daniel Warren and Bellows student authors to have their literary works bound in a book. This is an important part of the writing process and is an invaluable component to the school writing program. Volunteers are always needed for this essential program.

7. **SUPPORT FOR CHILDREN ON FREE/REDUCED MILK/LUNCH** - The PTSA provides assistance to children participating in the free/reduced milk/lunch program. This includes coverage of field trip costs, a school supply kit, class photo, tickets for the Spring Fair, a Book Fair coupon, and 2 slices of pizza on Thursday. The PTSA does not provide assistance for after school clubs or bake sales.



SECTION IV

CODE OF CONDUCT



CODE OF CONDUCT

INTRODUCTION

As of July 2001, every New York State school district was required to have in place a District-wide School Safety Plan and a Code of Conduct. Both of these documents are available in the school and district offices.

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare, and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board of Education supports the use of surveillance cameras when necessary in its schools and/or on school grounds. These cameras are only utilized in public areas where there is no "reasonable expectation of privacy."

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property as well as at school-sponsored events, activities, and/or trips, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board has adopted this code of conduct ("code").

A school's primary concern in establishing a code of discipline is to enable our young people to become responsible, respectful, and caring citizens within the school and community settings. The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff.

The parent/guardian is expected to assume primary responsibility for control of his or her child. The parent/guardian may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and educational growth. To this end, a high degree of parent-school communication will be fostered by the school.

This district believes that order and discipline must be a shared responsibility between school, home, and community. The Code of Conduct was developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other Board-approved school personnel.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. The following pages summarize the F.E. Bellows' Code of Conduct.

CODE OF CONDUCT SUMMARY

Assemblies:

Conduct in school assemblies must be respectful and appropriate to the nature of the program. Any student exhibiting improper behavior will be removed from the auditorium and assigned appropriate school detention. Parents will be notified if the offense warrants. Food or beverages are not permitted in the auditorium during assemblies. Any defacing or vandalizing of the auditorium will result in firm disciplinary action.

Cafeteria:

Rough play, throwing food, or other forms of disorderly behavior are not permitted in the lunch rooms. Such inappropriate behavior will result in detention.

Drugs and Alcohol:

Drugs or alcohol are not permitted on school grounds. Persons violating this provision will be subject to penalties and procedures as per the district Code of Conduct.

Fighting:

Fighting on buses, school grounds or in the building, as well as on school-sponsored events, activities, and/or trips, is not permitted. Students involved in a fight will be subject to administrative action.

Fire Drills:

During fire drills all students are to file quickly and quietly out of the building. There is to be NO TALKING. Students are to return to their classes quietly after the appropriate signal.

Fireworks:

Fireworks of any kind are prohibited on the school grounds. Persons violating this provision will be subject to penalties and procedures as per the district Code of Conduct.

Halls:

Running, pushing, and horseplay in the halls are dangerous to the health and safety of others and are unacceptable behavior. Hallways are to remain free of student property.

Leaving School Without Permission:

Students who leave school grounds without permission will be subject to administrative action.

Profanity:

Profanity, threats, or abusive language are unacceptable. Such behavior will result in administrative action.

Radios, Cell Phones, CD Players, iPods/MP3 Players and Other Electronic/Computerized Devices:

Radios, cell phones, CD players, iPods/MP3 players and other electronic/computerized devices are not to be used or carried in the school building during school hours unless authorized by a teacher for special classroom purposes. Failure to follow this rule will result in confiscation of the item. It will only be returned to parents. **Cell phones must be turned off from 8:40 a.m. to 3:10 p.m.**

CODE OF CONDUCT SUMMARY (continued)

School Property:

There shall be no defacing of any school property by any student. Any student found to be responsible for the defacing of school property will be held responsible for its repair or replacement and parents will be notified.

Skateboards:

Skateboards, skates and roller blades are not allowed on school grounds. Failure to follow this rule will result in confiscation of these items. They will be returned only to parents.

Smoking:

Smoking is not permitted in the school building or on school grounds.

Social Behavior:

Certain behavior is contrary to the educational process and the social needs of the school and society as well. This includes threatening, reckless endangerment, inappropriate physical contact, and using abusive and/or obscene language. These and any other actions that school officials deem not to be in the best interest of all students are strictly prohibited. Students violating these rules will face administrative action.

Weapons:

Possessing, displaying or threatening to use what appears to be or can be used as a weapon, is strictly prohibited on school grounds. Persons violating this provision will be subject to the penalties and procedures as per the district Code of Conduct.

Student Dress Code:

All students are expected to come to school clean and dressed appropriately for school and school functions. Hats may not be worn in school. Students and their parents have the primary responsibility for acceptable student dress and appearance.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, video recordings, e-mail address, and class roster.

You may object to the release of any or all of this “directory information.” However, you must do so in writing within 14 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent.

NOTE: Please see the district webpage for our full FERPA letter.

The Rye Neck U.F.S.D. offers equal educational and employment opportunities, including career and technical education opportunities, without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, genetic predisposition or carrier status as defined in the New York State Human Rights Law. Dr. Kimberly Bucci and Dr. Eric Lutinski are the Compliance Coordinators for Titles VI, VII, and IX/EEO and Ms. Diane Santangelo is the Coordinator for Section 504 and the Americans with Disabilities Act. They can be reached at telephone number (914)777-5200.