

Joseph D'Aquanni West Road Intermediate School



STUDENT HANDBOOK 2019 -2020

Arlington Central School District Strategic Plan December 2012

**Our mission is to empower all students to be self-directed,
lifelong learners, who willingly contribute to their community
and lead passionate, purposeful lives.**

Core Values

We believe that:

- All people have inherent value.
- Lifelong learning is essential for growth.
- A community thrives when all members embrace their independence with compassion and empathy.
- Potential can only be attained through commitment, resilience and high expectations.
- All people can learn.
- Change is essential for progress.
- All people are responsible for their choices and actions.

Strategic Objectives

By 2018:

- Each student will continually pursue new knowledge, deeper understanding or skill in a topic of their interest.
- Each student will continually and willingly contribute to their community.
- Each student will demonstrate initiative, responsibility and action toward a goal of their choosing.

Strategies

We will:

- Develop systems that are clear and consistently applied across the organization that promote interdependence, efficiency and trust in order to support and contribute to our strategic objectives and mission.
- Develop trusting collaborative, interdependent relationships and empower all employees to understand, support and contribute to our strategic objectives and mission.

Strategic Delimiters

We will not:

- Adopt any new programs or service unless it is:
 - Aligned with and contributes to our mission
 - Accompanied by the resources needed for its effective implementation
- Allow past experience or tradition to prevent consideration of new ideas.

Attendance and Punctuality

It is very important for children to be in school every day. Excessive absenteeism is one of the frequent causes for poor school performance. Students also need to be punctual for school. They are expected to be at school by 8:40 a.m. Drop off by parents begins at 8:30 at the side door. If children arrive at school after 8:50 a.m. they need to report to the Main Office to obtain a late pass. They are also expected to remain in school until 3:05 p.m. Picking your child up on a regular basis before the end of the day causes a disruption to the student and classroom program. We appreciate, whenever possible, that doctor appointments and other appointments be made after the end of the school day.

Attendance at evening events is contingent upon our students being present during the school day. If a child is out sick, they cannot attend any concerts, programs or PTA events that evening.

It is understandable that children will not always be able to attend school. Legal reasons for absence are: serious illness or death in the family, religious observance, a required court appearance and personal illness. Absence from school for vacation purposes is considered an unexcused (illegal) absence.

N.Y.S. Education law requires a written parental explanation for all absences. Please send a note with your child when he/she returns to school following any absence. The state requires that this note include the date(s) of and the reason(s) for an absence.

If excessive absenteeism or tardiness occurs, the school will contact home to try to rectify any problems. If significant progress is not made, the school has the responsibility to file a report with the appropriate agencies if so warranted.

Board of Education

The Arlington Board of Education is the official policy making body of the school district. The Superintendent of Schools, Dr. Brendan Lyons, is appointed by the Board and acts as executive officer in administering its policies. The Board of Education meets regularly on the second and fourth Tuesday of each month at 7:00 p.m. Meetings rotate being held at school buildings and at the Administrative Office location of 144 Todd Hill Road in LaGrangeville 845-486-4460. For further information please visit www.arlingtonschools.org.

Bicycling and Walking

Bicycling and walking to our school are not permitted.

Breakfast and Lunch Program

Breakfast is available on a daily basis. All children may purchase breakfast before 9:10 a.m. Breakfast and lunches are sold whenever school is in session for a full day. Our lunches are held from 11:00 a.m. to 1:20 p.m. Students access their accounts by a confidential PIN (Personal Identification Number). The students will need to memorize their PIN, and they are encouraged not to share this information with their friends. When placing money in your child's account, if paying *by check*, please write your child's full name, PIN, and grade on the check. Checks should be made payable to "Arlington School Lunch Fund". When students pay *with cash*, change will be automatically deposited into your child's account unless otherwise specified. In the event that lunch money is forgotten or there are insufficient funds, a child can charge *breakfast* or the *lunch meal only*. If the student has no lunch money three (3) or more days in a row, the student will be served a peanut butter and jelly sandwich or a cheese sandwich with fruit, vegetable and milk. The lunch account will be debited for a meal; parents are expected to replenish lunch accounts on a timely basis.

The District's Food Service Department also provides parents a secure and convenient *online* prepayment service to deposit money at www.MySchoolBucks.com. This site allows you to view your child's school meal account. Parents have the ability to print out a copy of their child's meal purchase history report. This report will show the date and times that your child has purchased a breakfast or lunch within the last 90 days. Additionally, parents can receive low balance email alerts by signing up for 'low balance' notification. You will need your child's name, student PIN and school zip code to create an account and add funds to your child's school meal account. Hot lunch is \$2.95 this year and breakfast will cost \$1.75.

At the start of each school year, applications for free or reduced lunch are sent with all students. Families must reapply at the beginning of each school year. Free and reduced lunch application forms may be obtained through our Health Office at any time. Please direct questions to the Food Services Department: 845- 486-4491.

Bus Passes

A bus pass, which must be requested by a parent/guardian and approved by the school, gives a student written authorization to depart a bus at a stop other than his or her own home.

Due to the limited capacity of each bus, bus passes will only be issued for family emergencies or for regular child care arrangements, which have been requested and approved in advance.

Calendar

A calendar/parent newsletter will be sent home the first week of every month via SchoolMessenger. It will entail monthly events and a parent newsletter. Building and district events may also be viewed through the link at www.arlingtonschools.org.

Celebrations

Classroom celebrations and holiday events are at the discretion of the classroom teacher and are typically discussed at Curriculum Night.

- Birthday treats are for distribution to classmates only.
- Party invitations should be distributed outside of school.
- Please be respectful of specific dietary restrictions (allergies, diabetes, ...)
- Costumes are not permitted in school except for specific school events or school sponsored spirit days.
- Latex balloons are not allowed in school due to our latex-free policy. Mylar balloons can be a disruption to the classroom and are not allowed on the school bus so we ask that they are **not** dropped off at school.
- Spray on hair dye should be reserved for School Spirit Days only.

Clubs

Several clubs are available for students to participate in each year. Not all clubs are necessarily held yearly. Notices for these will go home throughout the year. Some of these clubs may include:

H.A.W.K's Club (4 th grade)	Chess Club (all grades)
Drill Team (5 th grade)	Maker Morning (all grades)
Walking Club (all grades)	Tech Club (5 th grade)

Code of Conduct

The Arlington Central School District expects all students to conduct themselves in a civil manner that shows regard for other students, staff and other members of the school and general community. Student conduct is a direct reflection of the work of our school staff. Therefore, positive behavior demonstrates a positive educational experience. The complete Code of Conduct document may be viewed on the district website: www.arlingtonschools.org. A summary of this document is found in Appendix A.

Students may be subject to disciplinary action when they engage in behavior that is:

- Disorderly (i.e. running, misusing equipment ...)
- Insubordinate (i.e. failure to comply with reasonable directions...)
- Violent (i.e., hurting others, possessing a weapon, threatening others. . .)
- Endangering the welfare of others (i.e., discrimination, harassment, intimidation, possession of alcohol or drugs, ...)
- Dangerous while riding on the school bus.
- Academic misconduct (i.e., plagiarism, cheating, forging notes...)

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties:

Verbal or written warnings; removal from class; notification to parents; detention; in-school suspension; suspension from school or transportation...

Computers and Internet Usage

Use of the Internet for educational purposes and research may be a resource made available as part of your child's instructional program. Arlington Central School District will continue to use passive consent for the Student Acceptable Use Policy (A.U.P.). Parents who do not wish their child(ren) to have access to school district computers must send a written request to the school principal, otherwise an account will be created. Any violations of the provisions in the Acceptable Use Policy may result in suspension and/or revocation of system access and related privileges, other disciplinary action and possible legal action. The AUP is sent home the first day of school and will be reviewed by the classroom teacher with your child.

Curriculum Night

In September, parents and guardians are invited to a meeting held by their child's teacher. Information about grade level curriculum, classroom and teacher expectations and our educational programs are discussed. Curriculum Night is an important step in establishing a positive and supportive relationship with your child's teacher and school. Due to limited space, children are not invited to attend Curriculum Night.

Custody of Children

Custody information must be sent to the principal, who in turn will notify all appropriate staff members. Unless the school receives a legal document from the court indicating restricted access to a parent, either parent of a child may:

- Be contacted in the event of an emergency
- Request to see the child's records with prior approval from the principal
- Visit and/or pick a child up from school

It is the custodial parent's responsibility to ensure that all court papers are in proper order and are up-to-date. If circumstances should ever develop during the year causing you concern about your child's safety, please contact the school immediately and explain the circumstances.

Dress Code

Students are asked to dress appropriately in the school setting. We ask that very short shirts, skirts and shorts not be worn to school since they cause a distraction to the educational process.

- Hats are to be removed upon entering the building.
- Clothing that obstructs a student's identity such as hats, hoods, face masks... may not be worn in school.
- Clothing with inappropriate language, pictures or messages should not be worn. If inappropriate shirts are worn to school, the child will be given the option to turn it inside out or to cover it up.
- Shirts are not to be tied or knotted and shorts are not to be rolled up for the sole purpose of making the clothing appear smaller.
- Undergarments should be covered at all times.

- Spray-on hair color is not permitted in school except on school spirit days.

Dress Code – continued

- Make-up is not permitted.
- Sneakers are needed to participate in Physical Education classes.
- Appropriate foot attire needs to be worn at all times. Flip flops are not safe in our school environment, break easily and are a hazard on the stairs. *Please refrain from sending your child to school wearing flip flops.*
- Heelies are not permitted in school due to being unsafe in the stairwells.

Doctor's Orders

Medications: New York Education Law forbids students to bring medication (prescription and/or "over the counter") to school. Administration of medication at home is preferable. If medication must be given during the day:

- It must be brought in by a parent along with a doctor's order (including over the counter medication).
- The doctor's orders must contain the name of the medication, the reason for which it is being given and the dosage and time to be administered.
- The medication must be in the original container.
- A new order from the physician is required at the beginning of each school year for ongoing conditions such as asthma, or whenever there is a change in the dosage or kind of medication.
- At no time are students to carry medications of any kind on their person without self-carry orders, to take medication without official written directions (from the doctor), or to take medication without supervision.
- Self-carry/Administration orders may be obtained for emergency lifesaving medications only.

Physical Education: Students will be required to participate in the full and regular program unless excused in writing by a parent.

- If the excuse is for more than one day, a physician's note is required.
- If a child is excused from gym for any reason, activity at recess and Walking Club will also be restricted.

Emergency / Contact Information

Emergency dismissal forms were mailed home during the summer. We ask that you return these forms during the first week of school. Having updated contact information allows us to quickly contact you in case of an emergency. Please keep us updated of any changes in your phone numbers during the school year. Also remember to update SchoolMessenger with new phone numbers.

F.E.R.P.A.

The Federal "Family Education and Rights and Privacy Act" of 1974 (F.E.R.P.A.) gives parents and guardians the right to inspect and review official records and files related to their children. Please see the Arlington Central School District website for further information.

Field Trips

Our field trips are planned as extensions to your child's educational experiences. Our goal is to offer field trips that enhance our curriculum. All students are expected to attend all field trips. Signed permission slips are required for student participation, so please return all permission slips promptly. We often invite parents on field trips to help with supervision. We are unable to allow siblings to accompany parents on field trips. The volunteer parent's ultimate responsibility is with supervising our school-aged children.

Fines

Students who have lost or damaged school materials will be required to pay a fine, based on the age and condition of the material damaged. This includes textbooks, library books, equipment and furniture. Vandalism of school property is a serious offense requiring not only compensation of damages, but disciplinary action

Homework and Homework Policy

Each teacher has different homework policies that will be discussed at Curriculum Night. Homework is for the reinforcement, practice, enrichment or maintenance of current skills being taught by the

classroom teacher or skills that have been previously taught. Homework also provides excellent opportunities for developing good study habits and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning.

Homework and Homework Policy - continued

Parents can assist their child with homework by:

- Providing a study area free of distractions
- Asking questions about the content of student homework
- Giving requested assistance, but letting the student do the work
- Helping create a "homework habit" at the same time each night and check that it is completed

Absences for purposes of vacations are unexcused (illegal) absences and create problems for your child's educational program. Parents are requested to not plan vacations that are in conflict with our district calendar. Homework assigned to students is contingent upon daily instruction. *Our teaching staff will not be expected to provide students with homework assignments in advance for extended illegal absences.*

Requests for homework due to excused absences need to be made before 10:30 a.m.

Lost and Found

The Lost and Found items are located in the Main Lobby. It would be appreciated if students and parents check there periodically for misplaced items. Items left at the end of the year are donated to charity.

Money

Students are discouraged from bringing large sums of money to school and they are not permitted at school or on the school buses to buy and/or sell items for personal gain.

Moving – Change of Address

Please be sure to inform the school if you change your address, telephone numbers (work, cell, home...) so we may update your emergency contact information. If you are moving please be sure to contact the Main Office for further information. The district's Central Registration number is 845-227-1821.

Parent Portal

The Arlington Central School District uses a program called SchoolTool to manage student records. The SchoolTool Portal provides parents with secure online access to see a student's:

Emergency contacts	Report cards
Daily attendance	Grade 3 – 8 N.Y.S. Assessment scores
Course schedules	N.Y.S. Regent Exam Scores
Progress reports	Teacher assignments and schedules

If you are signed up for SchoolTool Parent Portal, you do not need to register yearly. If you wish to register for the portal, you may call the school to get information on how to register.

Parent Teacher Association

All parents/guardians, teachers and community members are invited to become actively involved in the school by joining the Pleasant Valley P.T.A. The Pleasant Valley P.T.A. is your local chapter of a national organization with a mission of bringing the home and the school into a closer relationship. This organization represents both West Road Intermediate School and Traver Road Primary School.

- P.T.A. meetings may alternate between the two school sites.
- These meetings may offer an informational presentation (topics and speakers to be announced), followed by a general business meeting.
- The P.T.A. also sponsors a number of special events throughout the school year which are dependent on member support for success.

Parking Lot

It is important for the welfare of our children to drive slowly and safely in the school parking lot. Please be aware:

- **The speed limit in our parking lot is 5 mph.**
- Parking in the front circle of the school is **NOT** allowed between the hours of 8:00 to 9:00 a.m. and 2:00 to 3:00 p.m.
- Enter and exit the parking lot via West Road with caution.
- Always double check for children while driving in our parking lot.

Parking Lot -continued

- Students are not permitted to walk to and from the parking lot unaccompanied.
- During special events, additional parking is available on the blacktop behind the school and/or on the dirt parking area adjacent to the fields.
- Smoking is not permitted on school grounds including the parking lot.

Permission to Publish

The Arlington Central School District is committed to sharing good news regarding student, team and group accomplishments. If you **DO NOT** want your child's image/photo and work to appear in any District/school publications and communications, please visit the Arlington website at www.arlingtonschools.org for the Permission to Publish Revocation Form.

Playground

West Road Intermediate School has a large outdoor play area and multiple pieces of playground equipment. The playground/track is not available for community usage during school hours. It is important for students to know and follow the rules and dress appropriately since recess occurs all year long. Also, students need to listen to all adults responsible for supervision. Teachers will review specific playground rules with their students.

Prohibited Items

Items to be left at home are, but not limited to:

- Fidgets spinners, Slime and similar devices
- Pocket knives, items that look like pocket knives, laser pens
- Rollerblades, skateboards, flip flops, "heelies"
- Water pistols, small toys, trading cards, etc...
- Electronic toys such as I-pods, I-pads, radios and computer games, etc.
- Make-up, mirrors, nail polish, perfume
- Pets from home
- Matches, lighters...

Report Cards – Parent/Teacher Conferences

These documents are utilized to keep parents informed of the students' progress. In December, parent/teacher conferences will be held. These will be scheduled during September's Curriculum Night. The parent/teacher conference is the time to discuss progress to date with your child's teacher. You may request an additional meeting with your child's teacher anytime throughout the year if you feel there are any areas of concern. Report cards will be sent home three times yearly.

Safe Arrival

Joseph D'Aquanni West Road Intermediate School participates in Arlington's "Safe Arrival to School Program" (S.A.S.P.). This is an elective service that notifies elementary parents of their child's absences from school.

- **This program is NOT designed for parents that regularly put their child on the bus or have a designated adult put their child on the bus.**
- This program is designed for the parents of students who board the school bus without any adult supervision.
- Participating parents agree to phone the school each day by 8:15 a.m. to report a child's absence or late entry.
- If we do not receive a call from you, a call will be made to the contact number you provided, to notify you that your child is absent from school.
- If you wish to participate, you must submit a written request to the school, including the name of each child, telephone number of parent or guardian and how the parent or guardian can be reached in the most expedient manner.

Safety Procedures/Drills

We take the safety of our students and staff very seriously and we stress the importance of our security in our schools:

- Security greeters are in place at all schools.
- Security greeter workstations are positioned by the door to maximize visibility and to give the greeter direct access to the camera/buzzer system.
- All schools have an emergency alert system tied directly to

the Town of Poughkeepsie Police Dutchess County Sheriff.

- Schools practice a variety of safety drills all year long to be familiar with procedures in case of a real emergency. The following are drills that we conduct yearly: Fire drills, bus evacuation drills, lock-down drills and hold-in place drills.
- The District Emergency Response Team (D.E.R.T.) and Building Response Teams (B.E.R.T.) operate within the district and school building.

SchoolMessenger

The Arlington Central School District uses the SchoolMessenger Notification System. We use SchoolMessenger to phone you about school closings, delays and early dismissals, and to remind or notify you about school activities, some of our drills and important dates. This communication tool will also be used in the event of an emergency. A message describing the event or providing specific instructions can be created and sent within minutes of its occurrence.

In order to receive messages via email or text messaging, sign up for a SchoolMessenger/Contact Manager account. In addition to receiving phone calls, through SchoolMessenger/Contact Manager you can also choose to get your messages via email and/or text messaging. You will be allowed to select which types of messages you would like to receive and at which phone number or email address. It also works like a mailbox, giving you a place to review messages you may have missed. If you choose not to set up an account, you will only receive messages on your home phone number. You will not receive emails or text messages until you activate this account.

If you have already set up a SchoolMessenger / Contact Manager account, it will remain active for as long as you have a child in an Arlington school. If you did not set up an account, please contact Melissa Erlebacher at keycommunicator@acsdny.org. To expedite your request, please include in your email the names of all of your children attending Arlington schools and their school ID numbers (same as a lunch PIN).

Home phone numbers cannot be changed by a user. **If you discover we have an incorrect home phone, please call your youngest child's school to correct this error.**

S.E.P.T.A – Special Education Parent Teacher Association

A Special Education P.T.A. addresses unique challenges in parenting and educating children with different learning styles and special needs. A.C.S.D. S.E.P.T.A. is a separate organization that is affiliated with the New York State and National P.T.A. S.E.P.T.A. members are also encouraged to join their child's school P.T.A. to be part of what both have to offer the school community. Membership forms are available at all Arlington school offices and more information is available on our website.

Sign-Out Procedure

Be prepared to show photo identification every time a child is being picked-up. I.D. is necessary since not all staff members are familiar with all parents and guardians. Students being picked up early are asked to provide a note signed by a parent/guardian stating when the child will be picked up and who will be picking them up. We do ask that you make every attempt to allow the student to attend class until dismissal at 3:05 p.m.

End of the day dismissal will take place OUTSIDE with parent/guardian cars being met at the side door by a staff member who will check identification before getting the child. **Adults will stay in the car at all times and children will be brought to the vehicle.** Any other early dismissal will take place in the Main Office after signing in with the greeter.

Special Subject Areas

All Elementary Schools will be utilizing a 6-day cycle. Special subject areas will rotate and include two Physical Education classes, two Music classes, one Art class and one Library class. If school is closed due to a scheduled break or for weather related closures, the special day of the week rotation will begin again upon school resuming in session. The 6-day cycle will contain Day 1 to Day 6.

Standardized Testing

Students in grades 3-5 are responsible for taking the New York State Exams. Please refer to the monthly calendar online for specific testing dates. Please avoid scheduling vacations during the state mandated testing windows. These dates are assigned to us by the New York State

Education Department. Make-up days may be provided, but are also dictated by the State Education Department.

Telephones

Student's use of the Main Office telephone should be for emergency calls only. Telephone use will not be allowed to ask parents to deliver forgotten instruments, homework, lunch money, or to ask permission to go to a friend's house.

- **Cell Phone Policy:** The Arlington District's Code of Conduct prohibits student cell phone use while in school. **They are to remain off during school hours. Cell phones are for use before or after school only and are never to be used to text, take pictures or make calls during the school day. This includes riding to and from school on the bus.** Any cell phone that disrupts the learning environment will be held at the Main Office to be picked up by a parent. Parents and students are asked to sign our cell phone policy form each September – Appendix B.
- **Phone Number Distribution:** Phone, address and email information will be requested from parents/guardians at Curriculum Night in September. Completing this form allows us to give out your phone number and address to other students in your child's classroom.

Transportation

Questions or bus related issues can be reported to the Transportation Department at (845) 486-4956 or 486-4955.

- **Buses:** It is the student's responsibility to act appropriately on the bus. Students' safety cannot be infringed upon by unsafe behaviors. If attempts to correct the student's inappropriate behavior have failed, bus suspension may occur.
- **Bus Rules*:** For the safety of all children, students are expected to abide by the following rules:
 - Follow all of the directions of the bus driver
 - Stay in their seats while the bus is in motion
 - Do not use your cell phone for any purpose
 - Keep hands and feet to themselves
 - Sit facing forward with feet on the floor
 - Keep aisles clear at all times

Transportation - continued

- Speak respectfully to everyone on the bus
- Keep noise levels to a minimum
- Keep the bus neat
- Refrain from throwing objects on or from the bus
- No eating or drinking
- No transporting any items that are inappropriate such as pets and glass containers, baseball bats, balloons, etc.

*We ask that parents review these rules with their children.

- **Dropping off students**

If you are dropping your child off at school, please pull up to the side door of the building. **Students cannot be dropped off before 8:30 a.m.** since the side door is locked until that time. If you need to unload a class project or large instrument, please park your car in the side parking lot and escort your child into the building through the front door.

If you are dropping off after 9:00 you may drop your child in front of the school.

- **Alternate Locations pickup / drop-off**

A Transportation Request Form is available on the district website as well as included as Appendix E to this handbook. Please utilize this form in order for your child to be transported to or from another location other than your home address on a regular basis.

Visitor Policy

The Arlington Board of Education visitor policy protocol states that any person who is not a district employee or student at the school is considered a visitor. All visitors must have a scheduled appointment or meeting in order **to enter the school building**. Appointments must be made in advance to volunteer in your child's classroom, to discuss concerns with a teacher or guidance counselor, or to meet with any other school personnel.

If you need to drop something off for your child, you are welcome to leave the item with the greeter.

When visiting a school please adhere to the following procedures:

- All visitors must enter through the designated main entrance of the school

Visitor Policy – continued

- In order to be buzzed into the building, please show a photo ID to the camera
- Report directly to the security greeter
- Be prepared to show your photo identification to the greeter and explain your reason for visiting
- Provided you have an appointment, the greeter will sign you in on the register and issue a visitor badge
- The visitor badge must be worn and displayed at all times while in the school or on school grounds
- When your visit is complete, return the badge to the security greeter and exit the building
- **If you do not have an appointment, you can leave contact information for staff to follow-up with a phone call**

We realize that following these procedures may take a few extra minutes, but for the safety of our students and staff, we appreciate your cooperation. Together, we can make our schools a safer place for our children to learn.

Wellness Policy

The Wellness policy is intended to promote student wellness. The wellness policy provides guidelines and expectations around nutrition, physical activity and other school-based activities.

- As a school we are responsible for providing foods that are high in nutrients, low in saturated fat and added sugars, have zero grams of trans-fat per serving, and are of moderate portion size for all foods and beverages available on school grounds.
- School-sponsored fundraising conducted outside of the school day are encouraged to support the nutrition guidelines of the wellness policy by promoting the sale of healthy food items (fresh fruit and produce) and/or non-food items, such as water bottles, plants, etc.

Wellness Policy - continued

- Staff and families are encouraged to provide students with healthy options at any event where food and beverages are served to students (classroom parties, school-wide events, celebrations, rewards, etc.)
- At school-sponsored events of the school day where food or beverages are sold, 50% of the items sold must be the USDA “Smart Snacks in Schools” Standards.

Health Office

Absent Notes

A note stating the reason for absence along with the appropriate dates **MUST** be returned following all absences.

Communicable Diseases and Illness

Students with a suspected communicable disease should be seen by their physician. The parents should contact the school nurse by telephone before sending their child back to school. All communicable diseases and/or conditions should be reported to the nurse. Examples are: strep throat, head lice (see district policy which follows), pink eye, impetigo, chicken pox, ringworm, etc.

Medications

New York Education Law forbids students to bring any medication (prescription and/or “over the counter”) to school. Please refer to the **Doctors Orders** section earlier in the handbook for more information.

Pediculosis (Head Lice)

Please contact the school nurse if your child contracts head lice so that the affected class may also be checked. If a student is found to have head lice while in school, a parent will be notified and the student must be picked up immediately. After treatment, students must be transported to school by the parent to be checked by the nurse before the student may return to class and school transportation. The nurse can supply you with information regarding treatment. We ask for your support and cooperation regarding the treatment of head lice.

Physical Examinations

New York Education Law requires a current physical examination for all new entrants to the school district as well as all students in grades K, 1, 3, 5, 7, 9, and 11. Please submit your child’s physical exam within 30 days of the start of school. Forms may be obtained from the Health Office if needed. The Arlington Central School District will perform the mandated

Physical Examinations – continued

physicals at no charge if the parent/guardian chooses not to have the exam done by their private physician. Please contact the school nurse if you would like your child’s physical to be done at school.

Screenings

All students are checked each year for height, weight, vision and hearing. Girls in fifth grades are also checked for scoliosis in accordance with state law.

Referrals will be made on students suspected of having problems in any of these areas. If you think your child has a hearing or vision problem, you may discuss your concern with the school nurse and request an earlier screening.

Special Health Needs

If your child has any special health concerns, this should be discussed with the school nurse. This information is very important for your child’s successful experience in school. Examples of such needs are as follows:

- Bee sting allergy, including medication to be given
- Allergy to any other substance
- Asthma, including medication to be given
- Difficulty with vision, hearing or speech
- Need for medication during the school day
- Need for special aids such as crutches, wheelchairs, etc. either on a temporary or permanent basis
- Any activity restriction (physician’s note required)

Vaccines

Please consult your physician for the current New York State Public Health vaccination requirements for your child. The school Health Office will also review your child’s record as well, to ensure compliance with mandated immunizations.

Special Subject Areas

Art

Our Visual Art Program for grades third through fifth introduces students to a variety of art materials, techniques, history and concepts that are appropriate for their age. Our Art Studio is a Choice Based art program. Students attend art 1 time in a 6-day cycle with their class. Lessons are designed for the creative success of each child and can be utilized to supplement classroom curriculum. Artwork is displayed throughout the year in hallways and at annual art shows. All lessons relate to the New York State Arts Standards, which are:

- Creating, performing and participating in the arts
- Knowing and using art materials and resources
- Responding to and analyzing works of art
- Understanding the cultural dimensions and contributions of the arts

Library

The library houses a collection of fiction and non-fiction books for children, as well as reference materials, magazines and audiovisual materials that continually expand. Students are taught to use and evaluate a variety of print and online resources.

Students visit the library 1 time in a 6-day cycle with their class to receive instruction in library skills and to check out library materials. Classes are encouraged to use the library for classroom and independent research.

Library materials that are checked out are due back in one week. They may be renewed if they are still needed. Parents are encouraged to help their student remember to return the library materials on time and in good condition.

Physical Education

The goal of our Physical Education Program is to provide a safe environment for children to learn, to exercise and to play. All students attend physical education 2 times in a 6-day cycle and must be dressed appropriately for participation.

Students will be introduced to health-related and skill-related physical fitness concepts. Physical fitness, sportsmanship, teamwork, effort and skills that are sport specific will be developed during physical education classes. E.L.A. and math concepts are also reinforced during activities.

The curriculum is aligned with the Physical Education standards for the Arlington Central School District as well as New York State.

Music Programs

General Music

General Music is provided 2 times in a 6 day cycle. The main objective of our Music Program for third through fifth grade is to develop the following concepts, aligned with the National Standards for Music:

- Singing alone and with others, a varied repertoire of music
- Learning and respecting music from around the world
- Playing a variety of classroom musical instruments, including keyboards and recorders
- Musical notation
- Learning the difference between harmony, melody and rhythm
- Linking music to social studies and history
- Learning about form, dynamics, tempo and timbre

These concepts are taught through student participation in activities such as singing, playing instruments, critical listening, composing and dancing. Students participate in 1 general music class in a 6 day cycle. Chorus is held in Grade Four and Grade Five. Fourth and fifth grade chorus rehearsals occur during the second classroom time, during a 6 day cycle.

At the end of third grade, students are able to choose to participate in the beginning band or beginning orchestra. These rehearsals are provided during recess time.

Instrumental Music Program

Our Instrumental Music Program is open to students in the fourth and fifth grades. Formal recruitment of beginners is done in the spring of the third-grade year and instruction begins the following September.

The instrumental program is divided into two main components: the lesson and the ensemble rehearsal. Each student receives one half-hour lesson each week. When students have progressed sufficiently, they come together to form an ensemble during the second half of the year. Students in Beginning Band/Orchestra have one rehearsal a week, at recess time, in addition to the weekly small group lesson. Students in Advanced Band/Orchestra have two rehearsals each week, at recess time, in addition to the weekly small group lesson.

During the year, students perform at concerts. In addition, there may be opportunities to participate in other special events throughout the year. The instrumental program offers students a chance to develop responsibility, to be creative and to explore new talents.

Academic Intervention Services

Academic Intervention Service - Math

A.I.S. math support provides small group instruction which supports the math curriculum as it is being taught in the classroom. Through weekly communication, the classroom teacher and the A.I.S. math teacher determine which mathematical concepts need to be re-taught and what skills need additional practice. The children are seen during their Intervention Block, 3 times in a 6 day cycle. While they are out of the classroom, they do not miss new instruction.

Counseling

The school social worker splits his time between Traver Road Primary and West Road Intermediate Schools. The school psychologist is mainly assigned to West Road Intermediate School. Counseling, both individual and group, is provided (with signed parent /guardian permission) to attend to any issues that may have an impact on a student's school performance. All contacts are confidential. Some examples of why a student may meet with the school social worker or psychologist may include divorce/separation, loss, self-esteem, peer relations and various behavioral difficulties. Referrals for counseling come from parents, students and teachers.

E.N.L. – English as a New Language

English as a New Language instruction is provided by a certified teacher. Instruction is designed to help develop listening, speaking, reading/writing skills through content aligned with the student's classroom instruction. The classroom teacher and E.N.L. teacher will help individualize instruction and help select and adapt materials as well as provide strategies. There are different proficiency levels and depending upon needs, services can be provided within or outside the classroom setting.

Language Arts Support

The Language Arts Support program is offered to students who are reading below grade level. Students in this program work on developing reading and writing strategies such as decoding, thinking critically about texts, making connections and responding to literature in writing. This small group instruction takes place outside of the student's classroom with one of the L.A.S. teachers. Students are seen daily during their Intervention Block and while they are out of the classroom, they do not miss new instruction. Students are invited to participate based on teacher recommendation, classroom assessments and performance on New York State exams.

Special Education

A special education program provides an individualized program for a student identified as having a disability. To be considered for these program services, a student may be referred to the school's team. After R.t.I. (Response to Intervention) has taken place, if deemed necessary, signed consent for testing can be requested. The student's test results will be discussed at a meeting of the Committee on Special Education and if the child qualifies for special education services, the committee members, working in consultation with the child's parents, will then decide upon the child's special education plan.

The special education faculty at West Road Intermediate School prepares specific learning objectives as part of the child's Individual Education Program (I.E.P.). Specialized instruction support guides the academic work of the child. This support for a child with an I.E.P. might occur within the child's regular classroom, or it may be delivered as part of a small group of students in another location in the school.

Academic Intervention Services, cont'd

Speech and Language

Students at West Road Intermediate School may receive speech-language services through a variety of programs.

Speech/Language Improvement Program

The Speech/Language Improvement Program was designed for students in third through fifth grade. This program provides articulation therapy (therapy to improve a student's pronunciation of sounds) and/or language therapy (activities to strengthen a student's ability to comprehend auditory information, improve vocabulary skills and oral expression). Students are enrolled in the program based upon poor performance on articulation screenings and/or language assessments as well as teacher referrals.

Special Education Services

Students may receive speech-language therapy as part of their special education program. A student who is enrolled in the Special Education Program has an Individualized Education Plan (I.E.P.). A student's I.E.P. has individualized goals to address a student's particular needs in the area of articulation and/or language therapy. Frequency of therapy is based upon speech and language assessments.



ARLINGTON CENTRAL
SCHOOL DISTRICT

Code of Conduct Summary for Students and Families 2018-2019

The Arlington Central School District has a long standing set of expectations for conduct that are based on the principles of safety, civility, mutual respect, citizenship, character, acceptance, inclusiveness, honesty and integrity. The Board of Education annually adopts a Code of Conduct (Code) that clearly defines expectations for acceptable conduct and identifies possible consequences for unacceptable conduct and ensures that consequences, when necessary, are administered promptly and fairly. The Code applies to all students, employees, parents and other visitors when on school property, school busses, attending a school function, or when engaged in off-campus behavior that endangers the health, safety and well-being of members of the school community or which may substantially disrupt the educational process.

The District is committed to providing a safe and productive school environment where students and staff engage in the teaching and learning process free from disruption or interference. Therefore, students, teachers, parents, support staff and administrators must work together to create conditions that make our school district safe and that support active teaching and learning.

Student Rights and Responsibilities

Every student has the responsibility to attend school regularly, to be considerate of others and to observe the Code of Conduct.

Each student has the right to feel safe at school. All students have the right to concentrate on their school work and activities and enjoy them without worrying about unkind words and actions from others. No student should be subjected to harassment or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression) by school employees or students on school property or at any school-sponsored function. It is against school rules for anyone to make anyone else feel uncomfortable due to any of these characteristics, or to make anyone else feel threatened or unsafe. Even if an action takes place off school grounds, it can be considered against school rules when it negatively impacts the ability of students to focus on their school work and participate in school activities.

Student Conduct

The Arlington Central School District expects all students to conduct themselves in a civil manner that shows regard for other students, staff, and other members of the school and general community.

All members of the school community are expected to engage in school-wide systems to promote positive behaviors, supports and interventions. Each building will inform students and parents of the school rules regarding dress and prohibited student conduct at the beginning of the school year. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in behavior that is:

- Disorderly/Unsafe (*i.e., running, misusing equipment*)
- Insubordinate (*i.e., failure to comply with reasonable directions*)
- Violent (*i.e., hurting others, possessing a weapon, threatening others*)
- Endangering the welfare of others (*i.e., discrimination, harassment, sexual harassment, intimidation, possession of alcohol or drugs, provoking/encouraging/inciting others to violate the Code of Conduct*)
- Dangerous behavior off campus, including the school bus
- Academic misconduct (*i.e., plagiarism, cheating, forging notes*)

Please see the Technology Acceptable Use Agreements and Code of Conduct for a more complete list of prohibited behavior.

Reporting & Retaliation

All students are expected to promptly report any violations of the Code of Conduct to the appropriate adult. This includes incidents of other students or staff being harassed or discriminated against by students, school staff or other individuals on school property. Students who believe they have been harassed or discriminated upon due to their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), are to report allegations to the Dignity Act Coordinator(s) who will investigate all complaints and take prompt corrective action, as necessary. In addition, any district staff member who observes or learns of an incident or possible incident of harassment or discrimination must take immediate and appropriate action to report the incident to the administration. Staff members must also take steps to both end the harassment or discrimination and prevent it from reoccurring. Any act of retaliation against a person who reports, investigates or participates in the review of a complaint of harassment or discrimination will not be tolerated.

All students, staff, and parents are responsible to report violations of the Code of Conduct to a school administrator or law enforcement personnel. Disciplinary action, when necessary, will be firm, fair and consistent. School personnel will consider all circumstances in determining consequences. As a general rule, discipline will be progressive, meaning that a student's first violation will receive a lighter penalty than subsequent violations (unless a law has been broken). Discipline procedures range in severity from a verbal warning to permanent suspension from school. Students must be told what rule has been broken and must be given a chance to tell their version of the facts to the administrator who is imposing a penalty. Additionally, information must be shared with parents if the penalty will result in removal from class, and/or suspension from school, transportation or extracurricular activities.

Please refer to the Code of Conduct for further details.

Note: The District adheres to all Federal and State regulations regarding the discipline of students with disabilities.

Dignity for All Students Act

A state law known as the Dignity for All Students Act focuses on ensuring that our schools are a safe place and that all students know they are protected from certain types of behavior including cyberbullying. Each school has a Dignity Act Coordinator, who is trained in addressing the issues covered by the law. If anyone is making you or anyone else feel unsafe, threatened, harassed or discriminated against, and is therefore causing an imposition on your ability to learn, please talk to your Dignity Act Coordinator, principal, or another adult at school.

Dignity Act Coordinators

The Board of Education shall appoint District Coordinators and Building Level Coordinators on an annual basis and as changes occur throughout the school year. The names of the Building Level Coordinators will be available on the District website (arlingtonschools.org) and by contacting a District Coordinator or any school office.

The District Coordinators are:

Ms. Margaret Muenkel, Assistant Superintendent for Human Resources
Arlington Central School District
144 Todd Hill Road
LaGrangeville, NY 12540
(845) 486-4460 X20116

Dr. Tina DeSa, Assistant Superintendent for Pupil Personnel Services
Arlington Central School District
144 Todd Hill Road
LaGrangeville, NY 12540
(845) 486-4460, X20121

Dress Code

The responsibility for student dress and general appearance rests with individual students and parents. Examples of standards of dress include but are not limited to the following:

- Extremely brief garments and see-through garments are not permitted, including garments that expose a student's mid-section.
- Underwear should be completely covered with outer clothing.
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- Clothing may not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Clothing may not promote and/or endorse the use of alcohol, tobacco (smoking) or illegal drugs and/or encourage other illegal or violent activities.
- Clothing that obstructs a student's identity, including but not limited to hats, hoods from sweatshirts, jackets, and sweaters, as well as face masks, may not be worn in school.

Student Searches

A school administrator may conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct. Student lockers, desks and other school storage places may be subject to search at any time by school officials or law enforcement, without reasonable suspicion, prior notice to students and without their consent.

Academic Integrity

Each students' work should be his or her own. Students have the responsibility to complete their work themselves and to acknowledge sources of information used in that work. The Code of Conduct contains more information about the rules of academic integrity and the consequences for violating them.

Visitors to the Schools

Anyone who is not a district employee or student of the school is considered a visitor. When a visitor wants to visit a building during the school day they must call the main office to make an appointment. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. This includes, but is not limited to, abiding by the no smoking policy, being properly attired, not committing acts of violence or harassment, and not violating any civil law. Visitors are expected to abide by all the rules for public conduct on school property contained in the Code of Conduct. Any visitor who does not abide by the Code of Conduct will be asked to leave school property.

The Code of Conduct is posted on our website at www.arlingtonschools.org.

Please contact your school principal if you have additional questions or need more information about the Code of Conduct.

The Code of Conduct is reviewed and updated as necessary each year. It is approved annually by the Arlington Central School District Board of Education.

This summary document is distributed to all students in the beginning of the 2018-2019 school year.

Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.

Appendix D

ARLINGTON CENTRAL SCHOOL DISTRICT

144 Todd Hill Road
LaGrangeville, NY 12540

Superintendents' Office
(845) 486-4460

Business Office
(845) 486-4450

Personnel Office
(845) 486-4459

Special Ed Office
(845) 486-4494

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all members of the school district community to an educational and work environment that is free from all forms of sexual harassment. To this end, the Board prohibits all forms of sexual harassment on school grounds, school buses, and at all school - sponsored activities, programs, and events including those that take place at locations outside the district. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board prohibits all unwelcome behaviors of a sexual nature, which are either designed to extort sexual favors, or which have the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds a violation of this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. In addition, training programs, for example workshops, shall be designed to avoid sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and the state laws.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Ref: Education Amendments of 1972, Title IX U.S.C. & 1681, Title VII of Civil Rights Act (1964), 34 CFR & 100 et seq.Replaces Policy # 9010.2

Adopted: December 14, 1999

Appendix E

ARLINGTON CENTRAL SCHOOL DISTRICT

144 Todd Hill Road
LaGrangeville, NY 12540

Superintendents' Office
(845) 486-4460

Business Office
(845) 486-4450

Personnel Office
(845) 486-4459

Special Ed Office
(845) 486-4494

Dear Parent/Guardian:

The purpose of this letter is to inform you that under the "Parents' Right to Know" as required by the No Child Left Behind legislation that was approved by Congress in the winter of 2002, you are hereby notified that you may request information regarding the professional qualification of your child's classroom teacher(s) and support staff. If you so choose, you may request information related to the following areas:

- Whether the teacher has met the State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification and licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field discipline of the certification or degree; and
- Whether the child is provided services by teaching assistants, and if so, their qualifications.

You are also entitled to receive information on your child's level of achievement in any of the State academic assessments. This is typically done through a mailing by the school when the results from the State assessments are available.

Please be assured that the District recruits and employs highly qualified professionals to work with all children in your child's school and that the program received by your child is of high quality.

Please feel free to contact me if you have any questions regarding the above.

Yours truly,

Heather H. Ogborn

Principal

Arlington Central School District
Joseph D'Aquanni West Road Intermediate School
181 West Road
Pleasant Valley, NY 12569

Appendix B

Cell Phone Usage Form 2019 -2020

According to Arlington Central School District Code of Conduct, *“using a cell phone or electronic devices that are disruptive in school is prohibited”*. Students are also not to *“use electronic devices in school to take pictures or record voices or images without the express prior permission from an administrator or faculty member”*.

As cell phones have become more commonplace, they have become a huge distraction in the school setting. There is NO reason for them to be used during the school day. We understand that parents often ask their child to call them after they return from school. Students are permitted to use their cell phones once they are **off the school bus**.

Past cell phone issues included:

- Students took video of other students while riding on the bus
- Students were texting other students in other rooms during instructional time
- Students were texting parents to pick them up without prior notification from the office
- Pictures were taken of other students and shared with others without consent

According to our handbook, *any cell phone that disrupts the learning environment will be held at the Main Office to be picked up by a parent*.

We ask your help with reviewing proper use of a cell phone with your child. They need to understand that cell phones need to be off and left in book bags during the day. After this discussion, we ask you both to please sign the bottom portion of this form and return it by **September 23rd**. We realize that your child may not currently have a cell phone of his/her own at this time but ask you to please discuss this issue and sign this form. Students have used cell phones belonging to others with negative consequences.

Thank you in advance for help with this matter.

Heather H. Ogborn

Heather Ogborn, Principal

Detach and return by **September 23rd** to your child's teacher.

I have read and discussed the above information with my child. We understand the consequence that will occur if my child uses their cell phone during the school day.

Parent/Guardian's Signature

Student's Signature

Date: _____

Classroom Teacher: _____

Arlington Central School District
Transportation Department
845-486-4955
Childcare Transportation Request Form

Appendix C

This form must be completed in full and returned to your child's school in order for child to be transported to or from another location other than your home address. Please print.

Childcare Transportation Deadlines: April 1 for *out of attendance zone* daycare center
August 15 for all other childcare providers

Student's Name: _____
(Last) (First)

Address: _____ City, State, & Zip: _____
(Street Address – No P.O. Boxes Please!)

Home Phone: _____ Contact/Emergency Phone: _____ Date of Birth: _____

School: _____ Grade: _____ School Year: _____

Parent(s)/Guardian Name(s): _____ Date: _____

If your child goes to and/or from a childcare provider at a different address than shown above, please fill out the form below including the name, address, and telephone number of the childcare provider. Be sure to return this form to school where your child attends.

Pickup	Drop-off
Check One: _____ Home _____ Childcare Provider	Check One: _____ Home _____ Childcare Provider
Provider's Name: _____	Provider's Name: _____
Provider's Address: _____	Provider's Address: _____
Provider's Phone: _____	Provider's Phone: _____
Check Days: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri	Check Days: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri

Parent/Guardian Signature _____ Date: _____

Note to School Staff: Please fax this form to the transportation department upon receipt. 845-486-4378