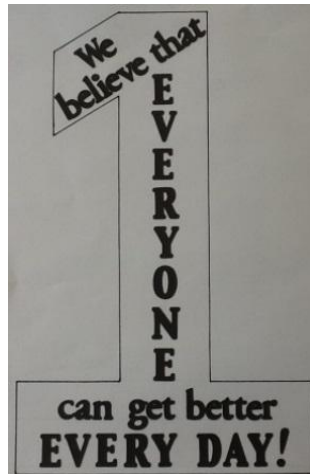


# Vail Farm Elementary School

Parent/Student  
Handbook

## 2021-2022



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

# **Arlington Central School District**

On August 24, 2021, the Board of Education approved the following priority areas and goals for the 2021/2022 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.

### **Academic Growth and Success**

All Arlington Central School District students will experience rigorous, relevant, and personalized learning opportunities that prepare them for success in college, career, and life.

### **Belonging and Wellness**

The Arlington Central School District will create safe, inclusive environments that support the mental, social and emotional well-being of all students. The District will foster a sense of belonging by honoring the dignity of each individual, and by developing students' abilities to be inclusive and welcoming while affirming students' personal and cultural identities.

### **Communication, Community Engagement, Partnerships**

The Arlington Central School District will facilitate meaningful and open two-way communications that increases awareness and support of District initiatives and enhances the relationships between students, families, and schools. Arlington supports collaborative school-family and school-community partnerships that foster learning and a positive atmosphere in our schools and community.

### **Fiscal and Organizational**

The Arlington Central School District will maintain a strong financial position in order to support and enhance a comprehensive, equitable education program by ensuring that systems are in place that leverage financial, human, and physical/building resources and that maximize cost-effectiveness.



**2021-2022**

Dear Vail Farm Community:

The Vail Farm Elementary Student/Parent Handbook provides general school information. At the beginning of each month you will receive a Family Newsletter along with a calendar of events for that month. A wonderful source of up-to-date information can be obtained by logging onto the Arlington Central School District Website: [www.arlingtonschools.org](http://www.arlingtonschools.org). Select “Our Schools”, then “Elementary Schools”, then “Vail Farm Elementary School”.

<b>Main Office:</b>	<b>(845) 223-8030</b>
Mrs. Claudine Khare	Principal
Mr. Christopher Quaranto	Assistant Principal
Mrs. Karen Curran	Secretary
Ms. Cathi DeLeon	Secretary
Mrs. Karin Riley	Secretary
Mrs. Holly Schwartz	School Psychologist
Mrs. Susan Grencer	School Social Worker

<b>FAX:</b>	<b>(845) 350-4150</b>
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<b>Nurse’s Office:</b>	<b>(845) 227-6028</b>
Mrs. Lynn Eves, RN	School Nurse
Mrs. Linda Puma, RN	School Nurse

<b>Vail Farm Kitchen</b>	
Ms. Tina Dahlgren	Kitchen Manager

<b>ACSD Food Service:</b>	<b>486-4491</b>
<b>ACSD Transportation:</b>	<b>486-4955</b>
<b>ACSD Central Office:</b>	<b>486-4460</b>

## **District Visitor Policy and Procedures**

### **Visitors to the Schools** (from ACSD Re-Entry Plan - 8/17/21)

- Our Visitors to the Schools policy only allows visits by scheduled appointments. This will be strictly adhered to.
- Nonessential visitors will not be allowed into Arlington buildings.
- All visitors must meet the criteria to attend school in order to enter an Arlington building.
- If a parent/guardian is picking up a child while school is in session, whenever possible the child will be escorted to the front door to avoid parents entering the building.
- For parents who are picking their children up from school early, please notify the main office of the time your child will be picked up. Your child will be at the front door at the designated time and staff will confirm who you are picking up and check your ID. Your child will be signed out by staff. If someone other than a parent or guardian is picking up your child, the person will need to be listed on the emergency card and have an ID in order for your child to be released to them.
- If a child forgot an essential (non-medical) item, a guardian should show ID at the door, clearly label the item, and place it in an identified drop-off area located at the front of the school. Individuals dropping off non-medical items will not enter the school building. If you need to drop off medical items, please inform the main lobby greeter.
- Visitors will not be permitted to drop off any food items for the class to share.

## **Arlington Central School District** **COVID Guidelines**

### **COVID Prevention Strategies** **2021-2022 Re-Entry Plan** **Indoor Mask Requirement**

# **GENERAL SCHOOL INFORMATION**

## **School Hours**

Office Opens: 8:00 a.m.  
Student Drop Off Begins: 8:30 a.m.  
Buses Unload: 8:45 a.m.  
Instructional Day Begins: 8:55 a.m.  
Instructional Day Ends: 3:05 p.m.  
Parent Pick Up Begins: 3:05 pm  
Office Closes: 4:00 p.m.

## **SCHOOL CLOSINGS/DELAYS/EARLY DISMISSALS:**

Occasionally, due to adverse weather conditions or a school/community emergency, it may be necessary to delay or cancel school, or send children home before the regular dismissal time. Such closings will be announced on the radio, on the district website, and by our School Messenger system. Weather related early dismissal will be at 11:30 AM. **Each child is required to have on file at school an Emergency Early Dismissal Plan filled out by the parent detailing their emergency plan.** This plan will guide us on where your child will go on an early emergency dismissal day. **Please make sure your child knows what to do in each set of circumstances.** Please review the plan with your child. A form with your plan will be requested from you in September/October. Please keep the school informed of changes to these plans.

## **CANCELLATION INFORMATION:**

There are a variety of sources of information for school delays, closings, and early dismissals.

## **SCHOOL MESSENGER:**

This system is designed to call phone systems, utilize email addresses and send text messages depending upon the information available in the system. The system has the ability to call all possible phone numbers for a student or family simultaneously for a minimum of three attempts. If an answering machine responds, a message will be left.

In order to avoid receiving duplicate calls, please listen to the message introduction. If you hang up immediately, the system thinks the call has been dropped and will call you again.

If you have questions about School Messenger, please visit the Arlington website at [www.arlingtonschools.org](http://www.arlingtonschools.org) for the information.

**WEBSITES:** [www.arlingtonschools.org](http://www.arlingtonschools.org) [www.cancellations.com](http://www.cancellations.com)

**FOLLOW US ON TWITTER** - @ArlingtonCSD, @MrsKhareVFE, @cqvaranto

## **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 of the principal, and
- 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 develop during the year causing you concern about your child's safety, please contact the school immediately and explain the circumstance.

## **VISITOR PARKING**

Use of parking marked for "Handicapped" is limited to cars displaying proper authorization to use that spot. In addition, there is **NO** parking in the area where the busses line up or along the front drive of the school which is a fire lane.

## **VAIL FARM ELEMENTARY SCHOOL SAFETY PLAN**

Numerous drills occur all year long to practice safety procedures in case of a real emergency. The following are drills that we conduct yearly:

- Twelve fire drills are held each school year.
- Three bus evacuation drills.
- Four lockdown drills.
- Three hold in place drills.

## **FERPA**

The Federal "Family Education and Rights and Privacy Act" of 1974 (FERPA) gives parents and guardians the right to inspect and review official records and files related to their children. After a written request to review official records is received, an appointment will be scheduled at the convenience of the parent and school

## **MOVING FROM THE DISTRICT/CHANGE OF ADDRESS**

If you move during the school year or your address changes, please notify your child's teacher and contact Central Registration at (845) 227-1821. You are required to register your student in school in the district where you will be residing. Your student will be dis-enrolled from Arlington when proof of registration in the new district is received.

## **SCHOOL LUNCH AND BREAKFAST**



Our school cafeteria provides a nutritious breakfast for those children coming directly to the cafeteria food service line upon arrival. The school lunch program provides a balanced hot meal whenever school is in session for a full day. Any registered Arlington student will be eligible to receive a free breakfast and lunch. The free breakfast and lunch option **ONLY** includes the daily meal listed on the [weekly breakfast menu](#) and the [monthly lunch menu](#). If a student wishes a snack or ala carte item, they must pay for this meal through the student's [myschoolbucks](#) account or with cash. 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 are to be made payable to "Arlington School Lunch Fund". Students will access their accounts using a lanyard that is worn during lunch that displays their name and PIN#.



## **ATTENDANCE AND PUNCTUALITY**

It is very important for children to be in school every day. Good attendance maintains the continuity of the academic program and fosters a sense of responsibility which will last a lifetime. 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 in their classrooms by 8:55 AM.** If children arrive at school after 8:55 AM, they must be signed in by a parent/guardian in the main office and obtain a late pass. It is understandable that children will not always be able to attend school. The legal reasons for absence as recognized by state law are as follows:

- Personal illness
- Critical illness/death in the immediate family
- Extremely bad weather
- Impassable roads
- Recognized religious holidays
- Required court attendance
- Attendance at health clinics and medical appointments.

Any other reason given for absence from school will be considered an illegal absence. When your child returns to school after an absence, state law requires that the parent or guardian send a signed written excuse stating:

- **The reason for the absence, and**
- **The date(s) of the absence**
- **Student's full name**

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.

## **EARLY ARRIVALS**

Students are **NOT** permitted to arrive at school early unless they are attending a meeting or club where there is adult supervision. **Supervision does not begin in the morning until 8:30 AM.** No children should be dropped off before that time. If arriving before 8:30 AM, parents can wait with their child in the parking lot.

## **5162-STUDENT DISMISSAL DURING THE SCHOOL DAY**

No student may be released from school to anyone other than the parent, legal guardian, or Child Protective Services personnel and law enforcement officers pursuant to law, unless the individual's name seeking the release of the student appears on a list provided by the parent or legal guardian. Persons other than the parent or legal guardian designated for pick up will be required to produce a state issued driver's license upon arrival.

Parents are urged to make appointments with outside service providers after school hours. If a request for early dismissal is necessary, parents should submit a note in advance indicating the date, time and reason for the release. Children will not be excused without an advanced written request by the parent or legal guardian, and will only be released to the parent or legal guardian, unless otherwise noted.

A student may be released to either parent unless the custodial parent supplies the building principal with a certified copy of a court order or divorce/custody decree to the contrary.

The Superintendent shall develop procedures to enable parents or legal guardians to amend the list of persons authorized to obtain the release of their children.

**Cross-ref:**

**5100- Student Attendance**

**Ref:**

**Education Law 3210 (1)(c)**

**Adoption date: May 9, 1995**

**Revised: November 27, 2018**

Arlington Central School District

## **DISMISSAL**

Any student being picked up must bring a note stating the person picking up, as well as date and time of pick-up. Students with a permanent pick up may bring in ONE note stating such; if this plan changes, they must bring in another note. ALL notes are handed to the classroom teacher and delivered to the office by 9:00 AM each day. IF YOU MUST pick up your child earlier than 3:05, the note must indicate what time you will arrive. You must report to the main lobby to sign the Early Dismissal Register and the office staff will call your student from the classroom. ***Students may not leave school property with an adult other than their parent or legal guardian without written permission from the parent or guardian.*** Occasionally, emergencies will arise where a family may need to pick up a child early but have not sent in a note. **FAMILY MUST CALL THE OFFICE NO LATER THAN 2:00 PM.**





## **Parent Picking Up a Child at Dismissal**

- Pick Up begins at 3:05 PM, ending by 3:30 PM.
- It will be curbside.
  - No adults are getting out of the car.
  - Students will enter the car on the passenger side.
- **If your child will be a permanent pickup or picked up on certain days of the week, please send a note in with them. You will be given a “name plate” (a piece of paper containing your last name) in the first week to put in your car for pick up that must be displayed on the passenger side dashboard.**

## **Bus Passes**

Students are not permitted to ride any other bus route but their own. The bus routes are at capacity and all students have assigned seats. If a student needs to ride their bus route but get off at a different bus stop, this is permissible.



## **TRANSPORTATION (845)-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 a student’s inappropriate behavior have failed, a bus suspension or other disciplinary consequences could occur. If a problem develops on the bus parents are asked to speak to the bus driver and/or call transportation. If the problem is not resolved, call the school office and ask to speak with the Assistant Principal.



**Bus Rules:** Parent(s)/Guardian(s) – Please review these rules with your children.

### **Waiting for and boarding the bus:**

- Wait in a safe place, back from the road.
- Running and chasing games are unsafe and are not allowed.
- Children should form a single line off the road.
- Remain in line, off the road, as the bus approaches the bus stop.
- Wait until the bus stops and the bus driver signals before moving towards the bus.

### **Riding the bus:**

- Obey the bus driver.
- Stay in your assigned seat.
- Leave the windows closed unless you have the permission of the bus driver to open them.
- Do not throw objects from the bus.
- Be courteous: use no abusive or profane language.
- Do not bring glass containers, live animals or medications on the bus.
- Use your seatbelt, if the bus is so equipped.
- Keep your food packed away.

**Leaving the bus:**

- When leaving the bus, walk ten feet ahead of it. Drivers are unable to see a child who is walking close to the bus.
- Wait for a signal from the bus driver before crossing the road.
- Go directly home after leaving the school bus.

## code of conduct

The Arlington Central School District has always based its rules for conduct on the principles of safety, civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board of Education annually adopts a Code of Conduct that clearly defines expectations for acceptable conduct and identifies possible consequences for unacceptable conduct and ensures that discipline when necessary is administered promptly and fairly. This Code applies to all students, school personnel, parents and other visitors when on school property, on school busses, attending a school function, or when engaged in off-campus behavior that endangers the health, safety and wellbeing of members of the school community or which disrupts the educational process. The District is committed to safeguarding the rights of all students and to promoting a safe and orderly school environment that offers the best learning opportunities for all without disruption or interference. [The complete Code of Conduct document may be viewed on the District website.](#)

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

- Disorderly/Unsafe behavior (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 on the school bus.
- Academic misconduct (i.e., plagiarism, cheating, forging notes)

### **Computer and Internet Usage**

The Arlington Central School District has made a strong commitment to use computers as instructional tools throughout the district. Use of the Internet for educational purposes and research is a resource made available as part of your child's instructional program. Any parent who has a concern about student use of technology for instruction should address that question to their child's teacher.



### **Appropriate School Dress**

We expect our students to attend school in “appropriate” dress that meets health and safety standards and does not interfere with the learning process. 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.

## **ITEMS TO LEAVE AT HOME**

Students should come to school each day prepared with necessary items and supplies to be productive at school. Items such as, but not limited to, pocket knives, rollerblades, skateboards, water pistols, yo-yo's, trading cards, and expensive toys such as iPods and computer games create serious distractions to our instructional program. Students are to leave such items at home. Students are discouraged from bringing large sums of money to school. Glass bottles of beverages are not to be sent to school.



## **TELEPHONES**

Student's use of the 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 Central School District Code of Conduct prohibits student cell phone and smartwatch use while in school. They are to remain off during school hours. Cell phones and smart watches 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/guardian.



## **LOST OR DAMAGED MATERIALS**

Students who have lost or damaged school materials will be required to pay a fee, based on the age and condition of the material damaged. This includes text books, library books, equipment, and furniture. Fines not paid by the end of the school year will result in the withholding of the student's report card.



## **BACKPACKS**

Choose a backpack for your child WITHOUT WHEELS.



## **LOST AND FOUND**

The Lost and Found is located in the hallway near the Main Office; please check in with the main office prior to checking the lost and found. Check with the bus driver for items left on the bus. Please label your child's belongings.



## **RECESS**

Whenever the weather permits, all students go outside for recess as a regular part of their school day. A request to keep a child in at recess for health reasons must be accompanied by a doctor's note.



## **CURRICULUM NIGHT**

In September parents are invited to a meeting held by their child's classroom 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.

**2021-2022**

**All the Fall Curriculum Nights will be virtual.**

**Special Area Curriculum Night**

October 28 - More information to follow.

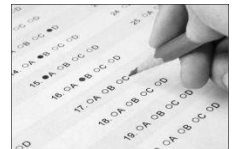
## **PARENT/TEACHER CONFERENCES**

Formal parent conferences are held at the end of the first trimester on **December 2 (full day) & December 9 (1/2 day)**. Conferences during the school year are also encouraged. Parents should direct questions concerning their child's progress to the classroom teacher. Parents are requested not to drop in for a conference without making prior arrangements. Please note that Curriculum Night and Parent/Teacher Conferences are most productive when children are left at home. Your cooperation will be greatly appreciated.



## **NYS ASSESSMENTS**

The New York State Department of Education requires all elementary schools to access the academic abilities of each student. Each test covers material and academic progress from kindergarten through the time the test is given. Please avoid scheduling vacations during the mandated testing window. These dates are assigned to us by the State Education Department. The make-up window is also provided to us by the State Education Department.



[IReady Diagnostic Assessment](#)

[I Ready Family Communication - Fall](#)



## **NEW YORK STATE DIGNITY FOR ALL STUDENTS ACT**

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

School is one of the places where children learn how to be increasingly independent. Initially, the focus is on understanding and following simple rules and courtesies. As they grow older, they will become better able to manage their own behavior and to respond appropriately to the behaviors of others.

### **Students will:**

- Follow class, school, and bus rules safely and respectfully.
- Demonstrate an understanding of time management with homework and class work.
- Show preventative and proactive ways to handle stress and frustration in self and others.
- Use polite and respectful manners.
- Develop and enhance organizational skills, such as deliver school and home notices, clear access of materials in desk, cubby and book bag, and prepare materials for learning.

### **Vail Farm Elementary - Dignity Act Coordinators**

Mr. Christopher M. Quaranto, Assistant Principal  
Mrs. Susan Grencer, School Social Worker

CQuaranto@acsdny.org  
SGrencer@acsdny.org

# HEALTH OFFICE INFORMATION

Mrs. Lynn Eves, RN



## IMMUNIZATIONS:

New York Public Health Law mandates that schools not permit a child to be admitted unless the parent provides a certificate of immunization or proof from a physician that the child is in the process of receiving the required immunization.

## **IMMUNIZATION REQUIREMENTS ALERT**

The New York State Department of Health has made changes to the immunization requirements, effective September 1, 2015. One change is to the number of required vaccinations at some grade levels. In addition, the Department of Health has changed the minimum intervals between some vaccinations. **These changes are retroactive.** If your child does not meet these new intervals, he/she will be required to receive additional vaccinations before attending school this Fall. An updated schedule of required immunizations is posted on the district website under “Health Forms.”

Our school nurses are in the process of reviewing student records to determine if students need additional vaccinations. We will contact you if your child does not meet the new requirements. **However**, we also urge you to speak to your pediatrician during summer visits to ensure that your child meets the new requirements. **If your child has not met the new requirements, he/she may be prohibited from attending school in September until he/she receives the mandated vaccinations.** Please contact your child’s physician if you have any questions or concerns about your child’s immunization history.

## PHYSICAL EXAMINATIONS:

New York Education Law requires each elementary student in grades K, 1, 3, 5, and new to the district to have a physical examination. If you have not provided proof of a physical, your child will be scheduled for an examination by our school physician or one of her associates. All physicals must be forwarded to the Health Office 30 days after the new school year begins.

## HEARING, VISION, AND SCOLIOSIS SCREENING:

Hearing and vision screening are done each year for students in K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade and any student that is new to the district. If a physician has completed the hearing and vision exam and documentation is provided to the health office, then these students do not need to be rescreened at school.

Scoliosis screenings are done on all fifth grade students who have not been screened by a physician within the past year. If you have any questions or concerns, or if your child is under the care of a specialist for these health issues, please contact the school nurse.

## **MEDICATION:**

New York Education Law **forbids students to bring medication (prescription or “over the counter”) to school.** If medication must be given during the day, it must be brought in by an adult along with a doctor’s order and written parental consent and will be kept in the health office. Doctor’s orders must be written each school year for all medications.

\*Please note that an over the counter medication form is available in the health office for you **and your healthcare provider** to complete. All medications (with the exception of topical creams, ointments, etc.) must specify a dosage in mg. An order for oral medications that states, “per package/label instructions”, **cannot** be accepted per New York State law.

## **DOCTOR’S EXCUSE REGARDING RECESS AND PHYSICAL EDUCATION:**

A child may be excused from physical education or recess due to injury or illness with a note from your healthcare provider only.

## **ABSENCES:**

**Send a note to the nurse explaining your child’s absence.** If your child saw a healthcare provider, please share that information. A child who misses school regularly or is tardy frequently will often experience difficulty with school work. Talk to the nurse or your child’s teacher if this is occurring. An absent note must be written neatly, and must include the child’s first and last name, reason for and date of the absence, and **must be signed by the parent.**





# **PARENT TEACHER ASSOCIATION**

The National Parent Teacher Association was founded in 1897. Today, there are 6.5 million members who are involved in issues that concern child education, health, and welfare. The PTA at Vail Farm Elementary School is dedicated to providing quality education. Research has proven that children with involved parents do better in school and are more successful in life.

## **Vail Farm Elementary School PTA BOARD 2021-2022**

**President: Alix Hoffman**

**Vice President: Sarah Hanganu**

**2nd Vice President: Nicole McPhee**

**Treasurer: Mike Vandemark**

**Recording Secretary: Karen Ziermann**

**Corresponding Secretary: Katrina O'Malley**

### **PTA Meetings**

Usually the 1<sup>st</sup> Wednesday of each month~ 7:00 PM

There are many easy-ways to get involved in the PTA. Whether you work full-time, part-time, have little ones at home or are flexible, there are volunteer opportunities that fit every schedule! Please join us for our monthly PTA meetings or feel free to contact one of our PTA Board Members to find out more information. We have many fun and exciting programs that need just an hour or two of your time! Thanks for your support and we look forward to another wonderful year!

## **PTA Committees**

**Join the team that provides our children so many additional opportunities- JOIN THE PTA!!**

**Annual membership dues are \$10.00 (individual) and \$18.00 (family).**

**Join using [Member Hub](#)**

Visit our website on the Vail Farm Elementary School homepage under:

<https://www.arlingtonschools.org/Page/15919>

# Vail Farm Pledge



I pledge to be the ONE and treat others the way I want to be treated. I will not bully; I will have the courage to stand up for myself and others remembering to be S.A.F.E. As a good friend and student, I promise to be caring, respectful, fair, honest, helpful, and always lead by example. **I pledge to do this, even when no one is watching.**