



OVERLOOK PRIMARY SCHOOL HANDBOOK/CALENDAR

2024-2025

LETTER FROM THE PRINCIPAL

Dear Families,

On behalf of the Arlington Central School District Board of Education, our Superintendent Dr. Philip Benate, our Superintendent of Schools, and the Overlook Primary School faculty and staff, I want to welcome you to the 2024-2025 school year. I am looking forward to the year ahead.

In this Handbook, you will find important dates and information for the school year. Our Handbook is one of the many ways we will use to communicate between home and school. Please visit this handbook throughout the year. Our website will help keep you updated on the most recent information about all school activities. Weekly Family Letters will also be posted on Parent Square with information about happenings at Overlook and in our Community.

The home-school connection is an important piece of student success. I encourage you to be involved in any way that you can. Please know that you are welcome to visit our school and we encourage you to attend scheduled parent/teacher meetings as well as other family events. I look forward to meeting you and please feel free to reach out at any time.

I hope this Handbook is helpful to you and we wish you, your child and your family a wonderful and productive school year.

Sincerely,

Mrs. Jess Wheeler

Mrs. Jess Wheeler
Principal

Overlook Primary School

2024-2025

JESS WHEELER, PRINCIPAL

KINDERGARTEN

FAGAN, JULIE
FILIBERTI, NICOLE
LONGBARD, ALLISON
MAHER, KAREN
PAKRAD, KRISTEN
TARSIA, ERIC
VENDITTO, SHANNON

SPECIAL EDUCATION

MUSSIG, LIZ
POLITI, JAIME
SHEEHAN, KRISTEN
SILANO, SHANNON

ENL

BAICHWAL, SUE
CHEUNG, LILY

OT/PT

KUHN, CASEY
LUNDSTEDT, JOANNE
RUTLEDGE-CUATT, PENNY

NURSE

STROM, SUSAN

FIRST GRADE

BRICKHOUSE, RHONDA
KORTAN, DAMIAN
PIEHLER, DONNA
THOMAS, NANCY
WAY, CHRISTENE

AIS MATH

EIRISH, CARRIE

AIS READING

ARMSTRONG, SARAH
KUNICKI, MELISSA
MCALLISTER, CLAIRE

SPEECH & LANGUAGE

PUGNALI, JAYNE
GIBSON, CHRISTINA
SARLI, LAUREN

OFFICE STAFF

LEWIS, KELLEY
RINCK, BONNIE

FOOD SERVICES

ALOIA, MICHELLE

SECOND GRADE

HANSON, GENNA
IVERS, PAM
MELIOUS, ALI
RITCHIE, KIM
SANCHEZ, CRYSTAL
SHIM, EUNI

SPECIALS

CIANCIO, STEVE – PHYSICAL EDUCATION
GREY, MINDY – LIBRARY
MIMRAN, EVA – MUSIC
NYARADY, AIMEE – ART
WAYNE ROSE – PHYSICAL EDUCATION
WASZCZAK, CHRISTINE – LIBRARY CLERK

SPECIAL SERVICES

LAURA BAGNAROL (SOC. WKR.)
RODRIGUEZ, TAMMY (SCH. PSYC)

GROUNDS

OLIVA, JOHN

SECURITY GREETER

MANNING, DON

SRO

DANA RUSSO

TEACHING ASSISTANT

BOWEN, NICOLE
BYRNE, SUMMER
CASO, JENNIFER
CLENARD, ROSE
COOK, AMY
FERRI, DEBORAH
FINCHAM, ELLEN
FORREST, MICHELE
JONES, RYAN
MAHER, JESSICA
MEHMOOD, FAIZA
REINOSA, ARELIS
RODRIGUEZ, JENNIFER
SCHETTINO, SHARON
TURNER, ROSEANN
WEYANT, LAUREN
WHITE, STEPHANIE

CUSTODIAL STAFF

BAIRD, STEVE
BUCKLEY, TODD
CARBONE, JOE
DEGUISTO, MATTHEW
WILLIAMS, CHARLIE

DISTRICT MISSION STATEMENT

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.

OVERLOOK VISION STATEMENT

Together, We grow joyful learners for their future and ours.

CORE VALUES

Be Kind • Be Respectful • Be Accepting • Be Your Best • Believe

We believe that:

- All people have inherent value.
- Lifelong learning is essential for growth.
- A community thrives when all members embrace their interdependence 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.

FAMILY ENGAGEMENT

Overlook Primary School highly values family involvement. Family involvement in school leads to greater academic, social, and emotional success. Through our PTA, regular family engagement activities, and communication, we collaborate with families to ensure that everyone is a welcomed and active member of our community. We encourage you to stay connected to our school community, and find ways to actively take part in your child's schooling. School communication can happen through ParentSquare, email and phone calls.

GENERAL INFORMATION

PARENT PORTAL

*Parents/legal guardians may sign up for Parent Portal (a web-based system that allows parents and students a secure way to access **progress reports, report cards, attendance and schedules**). Parent Portal can be accessed at the Arlington Central School website, www.arlingtonschools.org under the tab for Parents.*

For assistance with login/access, parents should email from their registered email account to parentportal@acsdny.org.

Support can only be offered via email.

PARENTSQUARE

Arlington uses ParentSquare for school-to-home communications. This has replaced SchoolMessenger. We are using ParentSquare to send important district information, including alerts for school closings and delays.

District, school, and classroom information will be sent to your computer or phone via email and text. For even more convenience, download the ParentSquare app (fee for iOS and Android devices).

What You Can Do With ParentSquare Content:

- Receive notifications about school closings and delays
- Receive messages from the District and school via email, text, or app notification
- Receive pictures and files, and see calendar items
- Choose to receive information as it comes, or all at once at 6pm daily

How do I register for the ParentSquare App?

Register for the ParentSquare App

- ParentSquare app is available in both iOS or Android stores
- Enter your ParentPortal (Parents) email address and click “Get Started”
- You can also register for ParentSquare on your computer by going to www.parentsquare.com, clicking sign in, and then registering as outlined above

<https://www.arlingtonschools.org/Page/25236>

SCHOOL HOURS

8:45 AM – 3:15 PM

- Our school day starts at 8:45 am; students may arrive at school no earlier than 8:30 am. There is no adult supervision prior to 8:30 am.
- Students who arrive after 8:50 am will be marked late.

EARLY/LATE ARRIVAL

On occasion, circumstances may require that a student arrive late to school or be dismissed before the regular closing time. If it becomes necessary for a student to arrive late or leave early, the parent/guardian must report to the building greeter with proper identification and sign the student in or out on the Student Sign-In/Sign-Out sheet. We kindly ask that parents do not sign students out of school within the last 30 minutes of the day.

DROP-OFF/PICK-UP PROCEDURES

DROP-OFF IN MORNING – The morning bell rings at 8:35 am. Students will not be allowed into the building until 8:30 am. Then they must enter directly into the cafetorium and wait for the 8:35 am bell to ring. All students arriving at school other than by school bus may be brought to the lobby entrance of the school by an adult no earlier than 8:30 am. Adults will not be permitted into the building during arrival.

PICK-UP IN AFTERNOON - If you will be picking your child up, please send in a note to let us know that your child will not be riding the bus home. Without a written note, students must be placed on the bus. It is very difficult for young children when they are unsure of how they will arrive home, so please help us with timely notes. An email is also acceptable to update the office; please send it by 12:00 noon to opsattendance@acsdny.org and your child's teacher.

The school day ends at 3:10 pm. We ask that you not pick up your child prior to 3:10 pm so that classes are not interrupted. Every adult must show identification every time they pick up.

DISMISSAL PROCEDURE FOR PICK-UPS

The following are our dismissal procedures for children who are being picked up at 3:15 pm. These procedures will enhance the safety and efficiency of the process. The teachers will review them with the children. We appreciate your support in discussing the procedures with your child and instructing them to follow these procedures.

- Cars can enter the school campus beginning at 2:45 pm. Before then, we ask that you remain off campus. If needed, you can begin a line at the edge of the property that goes down Hartstone Dr.
- At 2:45 pm, cars can proceed to the curb in front of the building. Please wait in your car.
- In the passenger side front window please have displayed the card that will be provided to you. This card has your family name on it. You will also need your child's dismissal tag to display for Kindergarten and 1st grade students.
- Children will be called from the Cafetorium and brought to your car. Adults must stay in the car. A member of the Overlook staff will help the child into the car.
- If your child needs help buckling their car seat or seat belt, and you would prefer to do it yourself, please pull around to the far side of the parking lot to do this.
- Please be aware that the playground is closed to the public until after school has dismissed and the buses have left the school grounds. No students are permitted on the playground before school. No one, other than attending students or staff, may use the playground during school hours.

Thank you in advance for your understanding and cooperation in this matter.

NEW YORK STATE ATTENDANCE REGULATIONS ([See ACSD District Attendance Policy](#))

There is a strong connection between consistent school attendance and academic success. Our District recently updated our Attendance Policy to encourage regular school attendance.

By encouraging regular school attendance, the policy strives to:

- Increase school completion for all students.
- Improve student achievement and close performance gaps.
- Identify attendance patterns to design targeted improvement strategies.

When a student is absent, a written note for an excused absence must be presented by the student when they return to school

(commonly called an "excuse") stating: (1) the student's full name, (2) days and dates absent from school, and (3) the reason for absence. This excuse is a legal document, which must be kept on file for three years and can be admitted in court as documentary evidence. Failure to present a note following an absence will result in the absence being recorded as unexcused.

Excused absences include: Personal Illness; Family Deaths; Family Emergencies; Religious Observance; Court Appearances; Approved College Visits; Business that cannot be conducted before or after the school day; or other reasons approved by the Building Principal.

The Comprehensive Student Attendance Policy aims to increase school completion, improve academic performance, and ensure the safety and well-being of all students. Schools will monitor attendance, implement interventions, and provide incentives to prompt regular attendance and student success.

ATTENDANCE and AFTER SCHOOL EVENTS

Students who are absent or leave school early may not participate in afterschool activities unless permitted by the building principal. Requests to attend an afterschool event after an absence or early dismissal should be sent to jwheeler@acsdny.org.

VISITOR POLICY AND PROCEDURES

We take the safety of our students and staff very seriously:

- 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 or to the Dutchess County Sheriff's office
- Schools practice a variety of safety drills, including four lockdown drills per year
- The District Emergency Response Team (DERT) and Building Emergency Response Teams (BERT) have been established.
- All buildings have a Raptor System installed. More information can be found at [ACSD Raptor](#).

Erie - 3210 - VISITORS TO THE SCHOOLS

The Board recognizes that a safe and secure environment is necessary for the successful implementation of the school program. Since our schools and the Central Administrative Office (CAO) are places of work and learning, a procedure must be established for school visitors.

The building administrator or his or her designee is responsible for all persons in the building and on the grounds. Any person who is not a district employee or student of the school is considered a visitor.

Visitors who desire to visit a school or CAO must have an appointment or shall do so with the permission of the appropriate administrative staff member. Appointments must be made in order to volunteer in a classroom, to discuss concerns with a teacher or guidance counselor, or to meet with any other school personnel.

The following procedure applies to each visitor, every time he/she visits our schools and CAO when school is in session:

1. All visitors to the schools or CAO must enter and exit through the designated single point of entry/exit - the main entrance.
2. In order to be buzzed into the building, the visitor should:

- a. Show a photo ID to the camera; and
 - b. Identify the purpose of their visit, including with whom they have a scheduled appointment.
3. Upon being granted entry, the visitor must report directly to the building greeter and show photo identification.
4. Provided the visitor has an appointment, the greeter will sign the visitor in on the visitor log and issue a visitor badge and lanyard. The badge must be worn and displayed at all times while in the school or on school grounds. Visitors are only permitted in the area of their appointment.
5. When possible, the person being visited or another building employee should meet the visitor in the main lobby and escort them to their destination.
6. When the visit is complete, the visitor should return the visitor badge and lanyard to the greeter at the main entrance and exit the building. Visitors should not use other exit doors unless there is an emergency in the building requiring evacuation.
7. Any person needing to drop items off for a student or staff member should leave the item in the main lobby with the greeter. It is not necessary to permit the person into the building and register them as a visitor.

The Superintendent of Schools or his/her designee may refuse any individual or group access to the schools when the stated purpose is judged to be unreasonable, disruptive, or not in the best interest of the students.

The building administrator or his/her designee is authorized to take any action necessary to secure the safety of students and school personnel.

Unauthorized visitors shall be required to leave school premises immediately and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be considered an unauthorized person and will be required to leave.

Ref:

Education Law § 1708; 2801

Cross Ref:

Policy 6000--Identification Badges

Policy 5300--District Code of Conduct

Effective: September 1, 2013

Adoption Date: April 23, 2013

Amended Date: June 26, 2018

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. We look forward to a safe and successful school year.

REPORT CARDS

An important component of this position is to maintain close communication with parents. To facilitate this, report cards are issued on a trimester schedule (three times a year). In addition, conferences are scheduled at the end of the first report period and subsequently as needed or desired by either the parent and/or teacher. All conferences must be arranged ahead of time. To schedule an appointment with your child's teacher, call 845-486-4970.

Report Card Distribution to Parents: December 7, 2024 March 15, 2025 June 25, 2025

FAMILY CONFERENCES

Family conferences are formal meetings for families and teachers to discuss student progress and to build strategies to help students be more successful. Additionally, conferences help families understand the academic achievement standards as they apply to their child's progress and performance. We ask that you make it a priority to attend our family conferences. It is important that these meetings occur.

BUS RULES

The safety of our students is very important to us. Below please find a list of rules for them to follow while riding our school buses. Abiding by these rules will ensure a secure trip to and from school.

- Be ready when the bus arrives.
- Board only your assigned bus and only at your established stop.
- Obey the bus driver. He/She is in complete charge of the bus and is doing his/her best for you.
- Cross 10 feet in front of the bus rather than behind the bus. Await the driver's signal before crossing the road.
- Remain seated until the bus stops.
- While on the bus, students should keep hands and heads inside the bus at all times.
- The consumption of food and/or beverages is forbidden.
- Loud voices and noises can be distracting to the driver.
- The bus driver will report any irregularity to the Principal. The Principal may refuse transportation to a student for failure to comply with the above regulations.

If your child is not riding the bus and is being dropped off at school, please park in the front lot and walk your child to the building, or drop off at the "Kiss and Go" sign. Please do not drop off prior to 8:30 am, when supervision is available.

FOOD SERVICE

- All Overlook students are eligible for free breakfast and the daily lunch menu option. Snacks, ala cart items and specialty lunches are charged for.
- Breakfast is available daily. The choice for breakfast is listed on the monthly menu and on the food services section of the ACSD website.
- Lunch is available for \$3.35* and a menu is provided monthly. In addition to the complete meal (protein, bread, vegetable, fruit and milk), a la carte items can be purchased at an additional cost. * All prices are subject to change.

Please visit the district website (<https://www.arlingtonschools.org/domain/31>) and click on the link for School Lunch for more information.

Title One:

Overlook Primary School is designated a Title 1 school. This allows for additional funding based in part on the percentage of our families who are eligible for Free and Reduced Lunch. I strongly encourage all of our families to complete the application for Free and Reduced Lunch.

<https://www.arlingtonschools.org/site/Default.aspx?PageID=20779>

HEALTH AND WELLNESS

The Arlington Board of Education supports a District Wellness Policy that is intended to promote student wellness. The wellness policy provides guidelines and expectations around nutrition, physical activity, and other school-based activities. Working together, we will be able to meet the nutrition guidelines of the wellness policy for the benefit of your children at school.

Please note the following areas and let's work together to do our best to support:

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

There are other nutrition guidelines listed within the wellness policy, however, they do not apply to the elementary school level. If you would like to review the entire policy, please go to the district website and search the Board of Education Policy manual, http://www.arlingtonschools.org/pages/arlington_schools/Board_of_Education/Policy_Manual, or contact our main office and we will send you a copy.

BIRTHDAY POLICY

Student birthdays are important, and are recognized within the child's classroom. Teachers may briefly recognize and celebrate a student's birthday. We kindly ask that you speak to your child's teacher prior to bringing in any items for a child's birthday. It is important that the teacher is able to manage each birthday in an equitable manner for each child. If you wish to celebrate your child's birthday outside of school and would like to invite students from class, the teacher may distribute invitations only if one is being sent for each child in the class. Please also note that some classrooms act as "buddy" classrooms, and students who are part of your child's class for a portion of the day should also be invited. Please ask your child's teacher for more information with respect to their particular classroom celebrations. ACSD is latex free. Balloons are not permitted.

PERSONAL BELONGINGS

Students should ensure that any personal belongings they bring with them to school do not pose a distraction to self or others. Belongings of significant value should also not be brought into school. Please note that the school does not take responsibility for any personal belongings brought to school. This includes cell phones and watches that are capable of communicating through text and voice.

CARE OF SCHOOL PROPERTY

Students will not mark or deface school property or school buses in any way. This includes desks, books, walls, toilet partitions, etc. School pride and a sense of responsibility should also prompt them to make the appearance of the school as attractive as possible. If school property is damaged or lost, the damaged or defaced property or item(s) must be replaced, repaired and/or paid for by the responsible student's family.

LOST AND FOUND

The lost and found box can be found in the front hallway outside the library. Please label all your child's belongings to ensure that you can locate them quickly, if lost. If they should lose their belongings on the bus, call the bus transportation number (845-486-4955) with the bus number right away and they will check the bus that night. Once the school year ends, all lost and found items will be donated to a local charity.

ACADEMIC INTERVENTION SERVICES (AIS)

LANGUAGE ARTS INTERVENTION

The AIS reading program serves students who are performing below grade level. It provides students with intensive instruction in reading and writing. The basic goals of this program are to help students achieve grade-level literacy skills, confidence in dealing with literacy requirements and a greater amount of pleasure in personal reading and writing. This support is typically provided with a reading specialist outside the classroom (pull-out) or occasionally within the classroom setting (push-in) by a teaching assistant.

MATH INTERVENTION

Our math intervention program is designed to support students who may need extra help in mathematics. Faculty and staff work closely to identify students who need these supports, and develop strategies and interventions to ensure that the student is progressing. This support may be provided within the classroom setting (push-in) or outside the classroom (pull-out).

PUPIL PERSONNEL SERVICES

SPEECH/LANGUAGE PATHOLOGIST

Overlook Primary School offers support for the development of communication skills for children so they can meet the academic demands in the classroom and daily communication interactions. Through the use of a wide variety of activities, children practice talking and listening skills so they can express their unique ideas. Curriculum ideas from literature, science and math support practice opportunities for concepts, vocabulary and sentence formulation. Talk with your children at home about the events in their school day. Talk about interesting ideas that are part of the curriculum. Ask questions, for example; “What do you notice?” and “What are you wondering?” about a variety of topics to provide practice talking about our

observations or what we are curious about. Students meet to practice expressive language, receptive language, pragmatic skills, articulation, voice and fluency skills to enhance their ability to communicate for academic and social interactions.

SCHOOL SOCIAL WORKER

For Students: Crisis counseling, support groups for children of divorce, friendship groups.

For Families: Crisis counseling, evaluation and assessment, brief family counseling, community referral, liaison with outside agencies school-family contact.

For Staff: Consultation services, classroom presentations on friendship, anger management, cooperative learning, communication, decision making, problem solving, medication, conflict resolution, working to develop behavior plans for students and families, working as part of a team to work with families and students to improve learning.

SCHOOL PSYCHOLOGIST SERVICES

The primary role of the school psychologist is to work with students, families, teachers and staff to ensure a productive learning environment in which all children reach their full educational potential. Although most commonly thought of as a resource for students with Special Education needs, the school psychologist is also accessible to any student. Services are available in the following areas:

Assessment: A variety of techniques are used to evaluate a student's academic progress, his/her individual learning style, ability to benefit from classroom instruction and behavioral or management needs.

Counseling/Consultation: individual or group counseling environments are available addressing a wide range of issues that adversely impact a student's learning. Referral resources to outside support agencies are also available. Crisis intervention counseling can be quickly implemented should a student experience an unexpected trauma. Information and educational or parenting approaches are also available.

Behavior Management: Positive goal-oriented behavior management strategies are developed between the school psychologist, the student, his/her family and the classroom teacher, which assist the student in understanding and regulating their own actions. Students are encouraged to actively participate in the development of their management plan and to take responsibility for its success with support from staff.

Special Education: The school psychologist coordinates all services for students with special needs. Questions regarding Special Education services or processes may be directed to the school psychologist.

New York State Office of Children and Family Services (OCFS) 1-800-342-3720

The New York State Office of Children and Family Services (OCFS) website: <http://ocfs.ny.gov/main/cps/> contains many resources. Included are a childcare facility listing, information on foster care and adoption, language assistance resources as well as many others.

HEALTH SERVICES

PHYSICAL EXAMS

Physical exams are required in grades 1, 3, 5, 7, 9 and 11. Any student who hasn't had a physical by their personal physician will be required to have a physical by the school physician. Also, any new students entering the Arlington Central School District must have a physical exam.

IMMUNIZATIONS

Proper immunizations are required prior to entrance into school. The school nurse will inform you of the necessary immunization requirements. Students who have not met the requirements may be excluded from school.

MEDICATIONS

A doctor's written order is needed for any medication to be given by the nurse. All medication must be labeled and brought into school by an adult between the hours of 8:30am and 3:30pm. At the end of the school year, all medications must be picked up by an adult and a new prescription obtained for the next school year. A refrigerator is available in the health office for medication. If your child has a special need, please make the nurse aware of the situation.

EMERGENCY INFORMATION

Please notify the nurse and main office if you have any changes in telephone numbers on your emergency card, in order for the ParentSquare (SchoolTool) information to be updated. Your child will not be released to anyone unless they are listed in the student's record, however, in the case of an emergency, you may send a note for someone else to pick up your child. Identification will be checked.

SCREENING

A vision and hearing screening is done annually by the school nurse as directed by NYS in the appropriate grades.

HEALTH-RELATED ISSUES

Please notify the school nurse of any health-related issues your child may develop.

ILLNESS BASICS

Students must be fever-free (fever is below 100°F), without vomiting or diarrhea for twenty-four hours, without the aid of medication, before returning to school.

CONJUNCTIVITIS (PINK EYE)

Students should be on medication for 24 hours before returning to school. Pink Eye is highly contagious.

HEAD LICE

Students may return to school after they are free of any live head lice, and must see the school nurse in the health office before returning to class. Children are not permitted to ride the school bus to school until they have been checked by the nurse. If head lice are found during school hours, a parent or guardian must pick up the student. Any student with head lice may not ride the school bus.

PHYSICAL EDUCATION EXCUSES

A written notice is required if your child is unable to participate in PE. If your child must be out of PE for over one week, a doctor's note is required. A re-entry notice from the doctor is necessary for the student to resume participation in PE class. Children wearing casts, splints and/or ace wraps are not permitted to participate.

SPECIALS

LIBRARY

The Overlook Library has a variety of materials available for our students, including over 10,000 media items such as books, eBooks, computers, academic databases and the Internet.



While the students may not borrow computer software or audio-visual material, these materials are used in the library, and borrowed by the teachers for classroom use. Children may borrow books and magazines during their regularly scheduled class times or anytime during the week at their teacher's discretion.

Children may borrow books for one week and renew if more time is needed; they do not have to have to bring the book back to the library to renew it. Kindergartners are allowed one book and children in first and second grade are allowed two books.

Teachers often schedule extra research periods in the library for classes and small groups. Books signed out for reports or research assignments may be kept for longer periods of time. Every student has two 40-minute library classes each cycle.

ART



The art program is a student-centered choice based learning environment. The children are treated as artists and the art room is their studio. The art studio is organized by media, and students will be creating and exploring in drawing, collage, painting, printmaking, clay, recycled material sculpture, and fiber arts. The focus is on the Studio Habits of Mind: Engage & Persist, Express, Envision, Reflect, Develop Craft, Stretch & Explore, Observe and Understand Art Worlds. Their ideas and questions are respected, supported, nurtured and celebrated. Students will explore with a variety of media, generate original ideas, and learn to care for art tools and materials. Through teacher led skill builders, demonstrations and explorations, students will gather skills and experiences with all types of media and the creative process. They will create personal artwork with these skills with choice over subject matter, media and technique. Creative problem solving, discovery and meaning making are highly honored. Reflection on the process is at the heart of their learning. Students will begin the critique process by sharing their art with their peers and telling the story of their art.



Learning is the goal of the child's art experience- the artwork itself is a wonderful by-product and at the same time the driving force of problem solving, perseverance, satisfaction and joy.

In the art studio children learn:

- Skills and techniques to build their knowledge of art methods and materials.
- Art history, styles and artists which connect to their classroom studies and personal artwork.
- Artists are encouraged to experiment, problem solve, think, build, reflect and share.
- Art connects to other learning and informs understanding outside of art making.
- There are multiple ways to learn, be successful and show understanding.
- Everyone can be an artist. Everyone can learn.
- All art has value.

Artists at Overlook have art once per cycle for 40 minutes. **Please dress for a mess!**

PHYSICAL EDUCATION



The basic aim of a quality Physical Education program is to contribute to the physical, mental, social and emotional growth of the child. Our program successfully achieves this goal by providing the child with age appropriate skill development and activities that range from the development of basic coordination skills to the more sport specific games and activities.

At the primary level, children are introduced to locomotor and non-locomotor movements, skills and activities that develop eye-hand and eye-foot coordination, balance, throwing and catching skills, KiDnastics, and the general development of body control. Students are also exposed to activities that promote free expression and creativity, to know organized games with simple rules and objectives, as well as being involved in small and large group activities that foster the understanding and development of sharing, working and playing cooperatively.

It is imperative that each child comes to Physical Education class with the proper footwear. Sneakers are necessary for safety and we ask that parents provide their child with this necessary component. Sandals, flip-flops, boots and Crocs are not acceptable footwear for safe participation in PE. Comfortable clothes are also very important to the child's safety and enjoyment in PE class. All children attend PE class twice per cycle.

MUSIC

There is a tradition of excellence in music throughout the Arlington Central School District. Students can avail themselves of many opportunities and enriching experiences through their participation in general music at Overlook Primary School

Music, as a creative art, is an integral part of a child's education. It is an area of the curriculum that is concerned with subjective responses and affective growth, yet dependent upon experiences and knowledge. Through the study of music, the child discovers the relationship between knowledge and expression, structure and creativity, history and the universality of man. Through musical experiences, the child grows in self-understanding, self-awareness, and self-expression.



At Overlook, the general music program contributes to the musical growth of children by nurturing their musical interests and abilities, broadening their musical horizons, and enriching their knowledge and enjoyment of music. While guiding children toward aesthetic growth, they develop their awareness of the constituent elements of music: rhythm, melody, harmony, form, expression, and style. Some of the musical experiences provided by the general music program are:

- SINGING ALONE AND WITH A GROUP
- MOVING TO MUSIC
- PLAYING INSTRUMENTS
- LISTENING TO MUSIC
- READING AND WRITING MUSIC
- PLAYING MUSICAL GAMES
- PERFORMING

All students attend general music class once a cycle for 40 minutes.

SIX-DAY ROTATION FOR SPECIALS

Our specials work on a six-day cycle. All students at Overlook will have two PE classes, two library classes, one art class and one music class per six-day cycle. Our days will be referred to as days one through six.

The six-day cycle creates continuity in the special schedule throughout the school year. It also helps the school district share staff more efficiently. Every effort will be made to keep students and families informed of the cycle day throughout the school year so students can be prepared for their day's special (e.g. sneakers on PE day, return of Library books, etc.)

Overlook/Titusville Parent Teacher Association

Join ... Participate ... Make a Difference!

Overlook/Titusville PTA is your local chapter of a national organization with a mission of bringing the home and the school into a closer relationship.

PTA is open to all parents, caregivers, teachers, and community members who care about and work cooperatively in the education and development of our children. Please consider **JOINING** PTA, to support our efforts. Please try to **PARTICIPATE** in PTA events so that you can be a part of the community at Overlook and Titusville Schools. **MAKE a DIFFERENCE in your school community!**

2024-2025 PTA Officers

President – Abigail Daly Vice President - Melanie Caesar

Secretary - Kelly Crawford Treasurer – Christina Chestnut Membership – Dorothy Alessi

2024-2025 OPS/TIS PTA DATES

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
9/18/24	PICTURE DAY TIS	TIS
9/12 & 9/13	PICTURE DAY OPS	OPS
9/20	MEMBERSHIP DRIVE	OPS
10/4	FIRE PREVENTION	OPS
10/18	FALL FEST	TIS
12/13	HOLIDAY SHOP OPS	OPS
1/17/25	POPCORN DAY	OPS/TIS
2/7	2 ND GRADE WINTER DANCE	OPS
1/21-1/31	PARP	OPS/TIS
3/31-4/4	READ-A-THON AND SPIRIT WEEK	OPS/TIS
4/24	BRING YOUR CHILD TO WORK DAY	OPS/TIS

4/28-5/2	STAFF APPRECIATION	PS/TIS
5/16	ICE CREAM SOCIAL	OPS
6/16	5TH GRADE CARNIVAL	TIS

PTA MEETING SCHEDULE

Date	Location	Time		Date	Location	
September 26, 2024	OPS	6pm		March 20	OPS	6pm
October 23	TIS	10am		April 23	TIS	10am
November 21	OPS	6pm		May 29	OPS	6pm
December 12	TIS	10am		June 17 *	OPS	10am
January 16, 2025	OPS	6pm				
February 19	TIS	10am		* Meeting & Volunteer Recognition		

OPS Meetings @ 6:00pm (zoom) @ 7:00pm /
TIS Meetings @ 10:00am (and zoom) @ 7:00pm

OPS/TIS PTA – Committees (2024-2025)

To volunteer for any positions or to help or contact any PTA members, please e-mail: opstispta@gmail.com



ARLINGTON CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

The Arlington Central School District Board of Education (Board) strives to 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. The District is committed to providing a safe and productive school environment where students and staff engage and thrive in the teaching and learning process. All stakeholders, including students, teachers, administrators, staff, parents and visitors, are essential to achieving this goal.

The District has a long standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of safety, civility, mutual respect, citizenship, character, acceptance, inclusiveness, equity, honesty and integrity. The Board recognizes the need to define these expectations for acceptable conduct on school property, to identify the possible consequences and interventions of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and equitably. To this end, the Board adopts this Code of Conduct (Code). This Code applies to all stakeholders, which include students, employees, parents and other visitors when on school property, school buses or attending a school function, including distance learning activities, or when engaged in off-campus behavior that endangers the health, safety and well-being of members of the school community.

SCHOOL CLOSINGS AND DELAYS

Early Dismissal Times

If we anticipate significant inclement weather to arrive during the school day **before** the normal dismissal time, ***Overlook students will be released at 11:30am.***

District early dismissal times as follows:

- **Arlington High School** **10:00 a.m.**
- **Middle Schools** **10:00 a.m.**
- **All Other Elementary Schools** **11:30 a.m.**

These are our traditional bus departure times for an emergency early dismissal. Unless there are extraordinary circumstances that severely threaten students' well-being, we will not conduct an early dismissal later in the day. Although this increases the possibility of dismissing students based on weather forecasts that do not materialize, we believe that this will be safer for students and less confusing for parents.

Emergency Drop off Locations

In order to safeguard each child, ***please confirm with your school a single emergency drop off location*** in the event of an early dismissal. Please discuss this plan with your children. When confusion occurs, it is not always possible to reach parents to confirm their child's destination. We need your help to ensure that every Arlington student is transported safely to the correct location. Please note: ParentSquare automatically calls the home phone number.

Cancellation Procedures

Between 4:30 am and 5:00 am, Dr. Benate will consult with our Transportation and Maintenance Departments, weather forecast services, and other school districts to make the best decision possible about delays and cancellations.

Delayed Openings – Two and Three-Hour Delays

If it appears that weather or road conditions will improve, we will delay the start of school. Our standard delay will be for a two-hour period. However, if weather or road conditions suggest the need for a longer delay, we may call a three-hour delay. PLEASE listen to the announcement carefully or check the website if you have any question about the length of the delay.

If after announcing a delay we determine that safety conditions will not improve, we will announce a school closure between 7:00 am and 8:00 am.

In the event that there is a delay on a scheduled half day of school the half day will be rescheduled for another date and students will remain in school until regular dismissal time.

Information about Cancellations, Delays, and Early Dismissals:

There are a variety of sources of information for school delays, closings, and early dismissals. Please confirm that your ParentSquare information is up to date to receive notifications.

Visit the Arlington Central School District website for more information: www.arlingtonschool.org.

2024 – 2025

ALL DATES ARE SUBJECT TO CHANGE

ACSD BOARD OF EDUCATION MEETINGS – 7:00 PM

<u>Purpose</u>	<u>Date</u>	<u>Location</u>	<u>Purpose</u>	<u>Date</u>	<u>Location</u>
Reorg. Meeting	July 2, 2024	CAO (5:00 pm)	Business Meeting	February 11	Traver Road Primary School
Business Meeting	August 13	CAO	Business Meeting	February 25	CAO
Business Meeting	August 27	CAO	Business Meeting	March 11	Beekman Elementary School
Business Meeting	September 10	CAOI	Business Meeting	March 25	CAO
Business Meeting	September 24	CAO	Business Meeting	April 8	Overlook Primary School
Business Meeting	October 8	West Road Intermediate School	Business Meeting	April 22	Arthur S. May School
Business Meeting	October 22	Titusville Intermediate School	Business Meeting	May 13	Union Vale Middle School
Business Meeting	November 12	Noxon Elementary School	Business Meeting (to accept vote results)	May 20	CAO (approx. 9:45 pm)
Business Meeting	November 26	CAO	Business Meeting	May 27	CAO
Business Meeting	December 10	Vail Farm Elementary School	Business Meeting	June 10	Arlington High School
Business Meeting	January 7, 2024	LaGrange Middle School	Business Meeting	June 24	CAO
Business Meeting	January 21	CAO	Reorganizational Meeting	July 1	CAO (begins at 5:00 pm)

ARLINGTON CENTRAL SCHOOL DISTRICT
TELEPHONE NUMBERS & ADDRESSES

<u>SCHOOL</u>	<u>TELEPHONE NUMBER</u>
ARLINGTON HIGH SCHOOL, 1157 Route 55, LaGrangeville 12540	486-4860
ARTHUR S. MAY SCHOOL, 601 Dutchess Tpke, Poughkeepsie 12601	486-4960
BEEKMAN ELEMENTARY SCHOOL, 201 Lime Ridge Rd, Poughquag 12570	227-1834
LAGRANGE MIDDLE SCHOOL, 110 Stringham Rd, LaGrangeville 12540	486-4880
NOXON ROAD ELEMENTARY SCHOOL, 4 Old Noxon Rd, Poughkeepsie 12603	486-4950
OVERLOOK PRIMARY SCHOOL, 11 Mapleview Rd Ext, Poughkeepsie 12603	486-4970
TITUSVILLE INTERMEDIATE SCHOOL, 128 Meadow Lane, Poughkeepsie 12603	486-4470
TRAYER ROAD PRIMARY SCHOOL, 801 Trayer Rd, Pleasant Valley 12569	635-4300
UNION VALE MIDDLE SCHOOL, 1657 East Noxon Rd, LaGrangeville 12540	223-8600
VAIL FARM ELEMENTARY SCHOOL, 1659 East Noxon Rd, LaGrangeville 12540	223-8033
JOSEPH D'AQUANNI (WEST ROAD) INTERMEDIATE SCHOOL, 181 West Rd, Pleasant Valley 12569	635-4310
Overlook Primary School Principal – Mrs. Jess Wheeler	486-4970
Superintendent – Dr. Philip Benante	486-4460
Deputy Superintendent – TBD	486-4460
Supervisor of Transportation – Mr. Daniel McNamara	486-4955
School Lunch Department – Mr. Mark Hicks	486-4491