EVANS PARK TIGERS

Evans Park Elementary

Parent Handbook

Together We Can

2022-2023

Pearl River School District
Pearl River, New York 10965

2022-23 Board of Education

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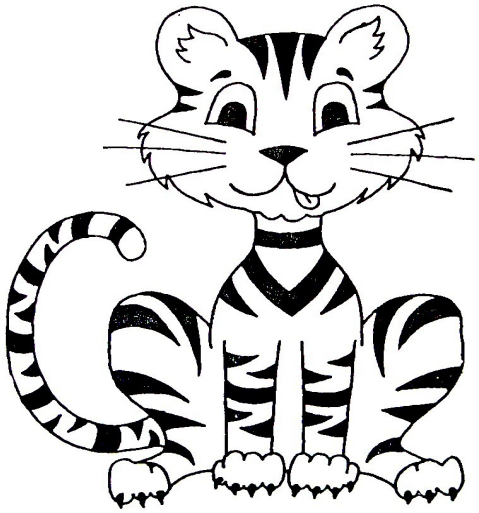
EVANS PARK ELEMENTARY SCHOOL

40 Marion Place, Pearl River, NY 10965
845-620-3950 FAX 845-620-7570 www.pearlriver.org

PRINCIPAL:	Ms. Susanne Pariot
CLERICAL STAFF:	Ms. Michele Zeppetella
	Ms. Karen Freeman
	Ms. Allison McKenna
NURSE:	Ms. Roseann Daly
CUSTODIANS:	Mr. Tom Murray
	Mr. Carlos Garcia
SPECIAL AREA TEACHERS:	
Art	Mr. Tom Price
Music	Ms. Sarah Gill
Physical Education	Ms. Krystal Plattner
	Mr. Ken Driscoll
SUPPORT STAFF:	
Academic Support	Ms. Colleen De Maria
	Ms. Dina Pawlyk
ENL	Ms. Leah Pisaniello
Guidance Counselor	Ms. Morgan O'Donohue
Occupational Therapy	Ms. Maggie Kenney
Physical Therapy	Ms. Susan Chacko
Psychologist	Ms. Krystina Kane
Resource Room	Ms. Jessica Poccia
	Ms. Colleen Doria
Social Worker	Mr. Eric Borcherding
Speech	Ms. Jennifer Kelly
	Ms. Colleen Moore
CLASSROOM TEACHERS:	
Kindergarten	Ms. Devorah Berman
	Ms. Jacinta Winters
	Ms. Tobi Breslaw
	Ms. Lila Moreno
First Grade	Ms. Theresa DiMaulo
	Ms. Elizabeth Marzolla
	Ms. Liza Pandit
	Ms. Joanne Martini
Second Grade	Ms. Gina DiMartini
	Ms. Theresa O'Sullivan
	Ms. Monica Price
	Ms. Nancy McCarthy
Third Grade	Ms. Shari Cooperman
	Ms. Jennifer Coppola
	Ms. Kimberly Duggan
	Ms. Danielle Ritter
	Ms. Krista Potenza
Fourth Grade	Ms. Melissa Alm
	Ms. Johannah Mitchell
	Ms. Molly Servello
	Ms. Laura Sheridan
	Ms. Robyn Smith

TEACHING ASSISTANTS:	Ms. Kathleen Benn Ms. Lynn Capone Ms. Rasa Cassetta Ms. Tara Huston Ms. Karen Kormusis Ms. Li Lee Ms. Gail Loeffler Ms. Jean Maher Ms. Karen Solimano Ms. Robin Stein Ms. Samantha Sullinger Ms. Tara Tully
TEACHER AIDE:	Ms. Liliian Fernandez
MONITORS:	Ms. Annemarie Agosta Mr. Rick Apicella Ms. Gerri Canning Ms. MaryAnn Rifflard Ms. Joanne Woods

Please contact any staff member by calling the school office, 620-3950, and leaving a message. You may also use email; staff email addresses are lastnamefirstinitial@ pearlriver.org.



Welcome to a new school year at Evans Park Elementary School. We hope that the information contained in this handbook will be a useful resource referencing information on the following topics:

- Arrival Procedures
- Attendance
- Birthdays
- Building Use
- Busing
- Cafeteria
- Class Trips
- Code of Conduct/Behavior Expectations
- Communication
- Conferences
- Delayed Openings/School Closings/Early Dismissal
- DASA (Dignity for All Students Act)
- Dismissal Procedures
- Flexible Learning Exchange (formerly known as JET)
- Food in School
- Health Office
- Homework
- Lost and Found
- Parent Teacher Association (PTA)
- Parking
- Pets (animals) in School
- Recess
- Referral Process
- Registering New Students
- Report Cards
- Student Attire
- Toys from Home
- Visiting the School

ARRIVAL PROCEDURES

Elementary school hours are 9:00 AM – 3:15 PM. All students will come directly into the building upon arrival.

All students who walk or are driven to school should plan to arrive between 8:45 and 9:00 AM. Buses typically arrive beginning at 8:50 AM. **Children should never be left at school prior to 8:45 AM as there is no supervision prior to that time.** Should you arrive a few minutes early, please keep your child with you in the car until 8:45 AM.

Associated Vehicular Traffic

On the advice of the Orangetown Police Department, Evans Park Elementary School has carefully designed a plan for vehicles dropping children off at school.

- Private vehicles must stay in the traffic lane and drivers must drive to the end (past the *Student Drop-Off Sign)* before releasing children, even when a bus is not currently present in the driveway. Please refrain from driving in the striped bus lane and blocking school buses.
- Adults should not leave the car unless they have parked in a parking space.
- If family members or neighbors who do not have children at Evans Park are going to be dropping children off, please share these procedures with them.
- Please, **always use extreme caution** when driving in or around the building; again, do not drive in the striped lane designated for buses.

*As we begin the 2021-2022 school year, keep in mind that we are once again anticipating a larger volume of cars than were typical during pre-COVID years.

- Parents may not exit their cars in the *Student Drop Off* lane, but rather must pull up and let children exit. Please practice at home. Staff will also be present to assist.
- If you will get out of your car to assist your child, please pull into a parking space, not the drop off lane.
- Children will come directly into the building using the following doors:

    - Kindergarten: Main Entrance/Front Door
    - Grade 1: Side door near the playground
    - Grade 2: Side door near the playground
    - Grade 3: Main Entrance/Front door
    - Grade 4: Main Entrance/Front Door

ATTENDANCE PROCEDURES

Regular attendance and punctuality are factors that contribute to children's school success.

Attendance

Elementary school hours are from 9:00 AM – 3:15 PM. If your child is absent from school, call the nurse's office (620-3956) before 9:00 AM. If you know your child will be absent for a number of days, one call on the first day of absence indicating the number of days of expected absence is sufficient. If your child is reported absent and the school has not received a call, the office will phone you to verify the absence. **Upon entry to school after an absence or a late arrival, the child is required, *by state law and Board of Education policy*, to bring a written note of explanation from a parent.** Any absence not verified by a written excuse will be recorded as an unexcused absence.

Tardiness

Lateness to class results in a disruption to classroom instruction and activities. Parents should make every effort to ensure that their children arrive at school on time. If your child arrives after the 9:00

entry bell, he/she must report to the greeter for a late slip. Please note that no staff will be on outside duty after 9:00 a.m. If arriving after that time, please ring the bell at the front entrance. Please note that parents may not escort children to class.

Leaving School Early

If it is necessary for a student to leave school early, he or she must leave through the office. Except in the case of an emergency, parents should send a note to the school on the day of the early release request; the note should include the time and reason for early release. If someone other than the parent is to meet the child, that person's name should be noted. ***Except in true emergencies, please make every effort to avoid taking your child out of school before dismissal time.***

BIRTHDAYS

At Evans Park, we honor children's birthdays during morning announcements and with a birthday pencil. In the classrooms, teachers and students celebrate through a variety of activities. July and August birthdays will be celebrated as **half** birthdays in January and February, so as not to be lumped together at the end of the year.

Birthday parties planned for home are a delightful experience as well. However, birthday party invitations are never distributed at school. As you surely understand, young children are in the process of forming friendships and are not cognizant of the limitations involved in party planning. To avoid potential hurt or misunderstanding, parents are asked to use a delivery system other than student backpacks.

BUILDING USE

As we start the 2020-2021 school year, our buildings will be closed to community groups so that we are able to complete cleaning and disinfecting.

BUS TRANSPORTATION

Children who live more than ½ mile from the school qualify for bus transportation. Students who qualify receive bus passes from the Transportation Department, which contain the times for pick up and drop off and the location of their bus stop.

Bus students should be at the bus stop at least five minutes prior to the time they are scheduled to be picked up each morning. All children MUST be wearing masks. Students will sit in assigned bus seats by grade level. Siblings may be seated together in the younger child's section. Kindergarteners will sit closest to the driver, and fourth graders will be seated towards the back of the bus. The bus driver is responsible for the safe delivery of students to school and home. During the time the youngsters are riding the buses, they are expected to behave courteously, to follow the driver's instructions and to practice bus safety at all times. School buses are equipped with seat belts. However, neither bus company employees nor school district employees can require a child to wear a seat belt. Your child will only be reminded of the availability of seat belts and asked to follow parental instructions. If you want your child to wear a seat belt, remind him/her regularly.

Students may ride only their assigned bus to avoid overcrowding and to enable us to track the safe dismissal of all children.

Misconduct on the bus can distract the driver's attention from his/her primary responsibility to transport students safely. Please review these expectations for safe riding and enjoyable travel with your child:

- *Get on and off the bus carefully.*
- *Remain seated at all times.*
- *Keep hands, feet and objects to oneself*
- *Use a quiet voice and speak with friends nearby.*
- *Watch for the stop.*
- *Keep school items in your backpacks, including all food/beverages. A clean bus is desirable for all.* ***There is absolutely no eating or drinking on the bus.***

Riding the bus is a privilege. The school bus driver will refer incidents of inappropriate behavior to the principal and transportation director. For serious or repeated infractions, the principal may exclude a student from riding the bus; parents would be responsible for providing transportation to and from school during that period.

LUNCH

Lunches will be eaten in the multipurpose room, in hallways, and outside under tents. Teachers and monitors will be on alert with food allergy protocols, which will have been reviewed with them by the school nurse.

CODE OF CONDUCT/STUDENT BEHAVIOR

Pearl River annually provides a **Code of Conduct** to all families, on the Parent Portal. Please review and share appropriate content with your children. All students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the safety of any individual in the school. It is the school's goal to assist children in developing behaviors necessary for successful living through programs and activities that promote positive interactions with peers and adults.

The Pearl River Elementary Schools employ a plan based on PBIS, *Positive Behavioral Interventions and Supports,* to instill and promote school-wide expectations. Students are taught expectations early in the year; staff provides ongoing review as well. All expectations in Pearl River elementary schools fall under the attributes, ***Be Respectful, Responsible, Ready and Safe***; there are specific behaviors outlined for classrooms, hallways, cafeteria, bathrooms, playground and bus/bus rooms. The matrix of those expectations can be found at the back of this handbook.

All elementary schools have committees that work on information sharing, acknowledgments and referrals related to school expectations and continuing updates to our PBIS effort.

COMMUNICATION

Communication between home and school is vital to your child's growth and success. Please be aware that parents may talk to staff relative to concerns about assignments, homework, behavior, grades, classroom or school procedures, etc. **at any time they feel necessary**.

Several different forms of communication will be part of our routine. Listed below are the most common practices utilized by staff:

- Agenda notes, communication folders or logs
- Videoconference
- Telephone (Call the main office.)
- Email (lastnamefirstinitial@pearlriver.org)
- Weekly or monthly newsletters
- Backpack fliers
- Website (district and school)

You can be well informed by making sure your contact information is correct, legible and current. **Please also let us know whenever you have a change of home or email addresses, home or work telephone numbers, doctor's number or emergency contact persons.** Changes of address require new proof of residency papers. *(See registration of new students.)*

When parents have questions or concerns, following some simple steps will assure that the concerns are met in a timely manner.

1. Call or email the classroom teacher to make an appointment or have a conversation, allowing 24-48 hours to receive a response. *(If your concern is of a serious or emergency nature, please call the office and ask for immediate contact.)*
2. If the question is not answered or the problem is not resolved between you and the teacher, the next step would be to contact the principal for a meeting between you, the teacher, the child (when appropriate) and the principal.
3. If your concern is still not addressed, the principal will advise you of next steps to take to answer your questions.

CONFERENCES

Teachers will schedule parent-teacher conferences for all children in the fall to discuss your child's levels and early progress at the new grade level. In the spring, parent-teacher conferences are scheduled based on the need of the parent and/or teacher to meet. **If, however, at any time during the school year you have concerns, please do not hesitate to call the school to make an appointment to speak or meet with a member of the staff.**

DELAYED OPENINGS/SCHOOL CLOSINGS/EARLY DISMISSAL

The Pearl River School District has procedures in place for delayed openings, school closings and early dismissals due to inclement weather or other circumstances and emergencies. Staff and parents should become familiar with procedures for access to this information:

School Messenger automated telephone, email and text messages
Log on to the district website, www.pearlriver.org
Call any of the district's main phone lines to hear a voice mail update.
Log on to www.cancellations.com. Follow the directions on screen.
Tune in to WRCR 1300 AM, WHUD 100.7 FM, WFAS 1230 AM/103.9 FM
Turn on Channel 4, Channel 5 or News channel 12

During the school day, there is an established procedure for early dismissals at each elementary building, including first and foremost, the notification via the School Messenger System. **Please complete your *Early Dismissal Action Plan* carefully and update it if necessary.**

DIGNITY FOR ALL STUDENTS ACT (DASA) SUMMARY

The Pearl River School District is committed to maintaining high standards of education for our students. In addition, the District and Board of Education is committed to providing an educational environment that promotes respect, dignity and equality in accordance with the *Dignity for All Students Act (DASA),* and creates and maintains high behavioral standards and expectations.

All students have the right and responsibility to attend and participate in school regularly, be respectful and considerate of others and follow the Code of Conduct in school buildings, on school grounds, on school buses, field trips, and at all other school functions and events. Students are expected to treat others as they would like to be treated. All students have the right to feel safe at school, to grow and learn without worry or fear of physical or emotional harm.

To that end, the administrators, faculty, staff and students will participate in activities designed to support school climates of caring and respect, and to proactively prevent discrimination, harassment, and bullying, including cyberbullying. These developmentally appropriate activities are designed to foster an acceptance and understanding of differences, provide alternative behaviors and responses, and build the capacity to prevent and reduce bullying.

All students have the responsibility to treat each other with caring and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately speak with a teacher, administrator, coach, or other adult.

The Pearl River School District Code of Conduct, in accordance with DASA, specifically prohibits, discrimination, harassment, bullying, taunting, hurtful teasing, and cyberbullying, that negatively impacts the ability of a student to focus on school work and participate in school activities based on the following characteristics:

Dignity for All Students	
Race	White, Black or African American, Hispanic/Latino, American Indian or Alaskan Native, Asian, Native Hawaiian or other Pacific Islander; two or more races.
Color	Color of a person's skin.
Weight	The size of a person.
National Origin	Where your relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of your religious belief, customs, traditions, etc.
Disability	A person's body or mind that does not look or work the same as others.
Sex	Are a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender Identity and Expression	How a person feels about and expresses being a boy or girl.
Socio-Economic Status	How much money a family earns or has.

DISMISSAL PROCEDURES

All walkers will be dismissed at 3:15 PM. Parents are expected to wait on the blacktop regardless of their child's exit door. Students will meet you there. Parking in front of the building (in the striped bus lane) is strictly prohibited during dismissal.

Students going home by bus will go out the main entrance to their bus; they may ride only their assigned buses. Students will be seated back to front according to their stops, one per seat unless seated with siblings.

Changes in dismissal require careful attention and monitoring. For this reason, parents are asked not to make changes unless absolutely necessary. All changes must be made **in writing each school day**, preferably on paper, at the start of the day, but certainly **no later than 12 noon.** Your cooperation in minimizing the number of dismissal changes is appreciated.

FLEXIBLE LEARNING EXCHANGE (FLEx)

Flexible learning exchange is a period of time (approximately forty five minutes each day per grade level) set aside in each elementary school for students to receive a variety of enrichment or support services without disruption to classroom instruction. During FLEx, students may receive academic intervention, resource room, speech, occupational therapy and/or physical therapy for anywhere between 20 to 45 minutes. Throughout this time, activities for all students may include reinforcement or time for research, writing, projects or technology activities, rather than the introduction of new content through direct instruction of the entire class.

FOOD IN SCHOOL

Consistent with our required health and wellness policy, food products will not be used in classroom learning experiences and/or as a reward of any kind.

Due to the rise in severe food allergies, we are mindful of food that comes to school for snack, lunch, and occasional celebrations. **We ask that lunches and snacks that will be consumed in classrooms are *peanut and tree nut free***. Read the nutrition labels to ensure that the product you are sending in for snack does not contain peanuts or tree nuts. The following website is updated monthly and may help you and your child to choose safe and enjoyable foods.

http://snacksafely.com/safe-snack-guide/

Pearl River School District adheres to specific United States Department of Agriculture (USDA) guidelines in providing special dietary accommodations for students. If you would like to request an accommodation for special dietary needs, please fill out the attached form.

Birthdays are recognized through a variety of activities in school and in individual classrooms. The child celebrating his/her birthday may enjoy an individual birthday treat at lunch. However, birthday treats (i.e. cupcakes, cookies, candy, etc.) will not be shared with classmates or staff.

HEALTH SERVICES

There is a licensed registered nurse assigned full time to our school. She participates in all appropriate topics of discussion and implementation related to health and wellness.

- The nurse administers primary first-aid measures to treat minor injuries or illness.
- When a child becomes sick or is injured at school, the nurse will assess the illness and for COVID-19 symptoms. If any symptom is present, the child will be placed in isolation and made

comfortable while they wait to be picked up by a parent or emergency contact. The nurse will call the parent, guardian or emergency contact. ***It is very important that clear and up-to-date contact information be on file in the school office.***

- The nurse is responsible for maintaining all student health records, including required physical examination and immunization information submitted by family physicians.
- The nurse will administer medication to students during school hours in accordance with Education Law and Board of Education policy. *Parents whose children require this service must contact the school nurse and request the required documents and procedural information. An adult must bring the medication to school, in its original container; students may not carry medication into school at any time.*
- **Physical Education exemptions** require a doctor's note excusing them from PE classes. Recess exclusion is included in a PE exemption. Students will be provided an alternate assignment for PE and a quiet activity for recess, typically carried out in the health office.

HOMEWORK

The nature and amount of homework will vary by subject and grade level with consideration to the individual needs of students. Prompt feedback and evaluation by the teacher is an expectation.

Work will not be provided in advance of extended unexcused absences (i.e. family vacations). Teachers will determine the needs for review and/or new learning when the student returns, following up with necessary assignments in class and at home.

LOST AND FOUND

We strongly urge parents to clearly label children's belongings. Every effort will be made to return belongings.

PARENT TEACHER ASSOCIATION

The Evans Park Parent Teacher Association is a self-governing unit of the National Congress of Parents and Teachers. It plans its own activities and programs to carry out the objectives of the PTA. All parents and teachers are urged to join the PTA and participate in uniting home, school and community on behalf of the children. The money raised by dues and fund-raising is used for such projects as cultural arts assemblies, safety programs, field trips, school gifts, etc. Please refer to your Pearl River Public School District Calendar for a complete schedule of Evans Park PTA meetings. Every parent/guardian is welcome to attend these meetings to be informed of upcoming events and/or issues pertaining to our school community.

PTA President, 2022-2023
Ms. Laura Brauer

PARKING

Parking is limited on the property of Evans Park; please park only in marked spaces when coming to the building. Parking along the side streets is also available, but must be in accordance with Orangetown parking rules, clearly marked with signs on the streets. During school events, we will open the front blacktop to parking; **we ask that you proceed with caution when parking in that area.**

PETS/ANIMALS IN SCHOOL

It is the policy of the Board of Education, for health and safety reasons, to prohibit animals and pets of any kind in school buildings and on school district property. Dog walking is strictly prohibited. We ask that, if your children request that you ask their teachers about bringing pets, you let them know that this is not permitted.

RECESS

Students' afternoon participation in class is enhanced by their ability to be outdoors for exercise and fresh air. Children will be sent outdoors to play during recess, unless it is raining or weather conditions are extreme. They will wash their hands before and after going out for recess. Please dress your children appropriately for the season, especially in cold or damp weather. Using layers is the best way to ensure that they are comfortable in and outside of the building. Shoes should be appropriate for running and playing outdoors. Students who have a physician's note exempting them from PE class will also remain inside for recess.

REFERRAL PROCESS

When a child is having difficulty (academically, emotionally or socially), the child may be referred to the building level *Response to Intervention (RtI) Team.* This team consists of the building principal, school psychologist, academic support teacher, resource room teacher and classroom teacher. Concerns are discussed and suggestions are made to assist the student in the area(s) of concern.

If a child continues to exhibit difficulties, he or she may be referred to the district *Committee on Special Education (CSE)* for evaluation. Parents are kept apprised of the above through conversations with the classroom teacher.

REGISTRATION FOR NEW STUDENTS

Any child who is five years old on or before December 1, may be admitted to Kindergarten in September of that year. Kindergarten registration takes place in the late winter, on dates published locally.

Families moving into Pearl River at any time during the school year may register at that time at Central Office. Parents of new students should register their child (ren) in person. The following documents are required for registration:

1. A birth certificate with raised seal or other official documentation providing proof of birth (i.e. a passport)
2. Two proofs of residency within the Pearl River School District (Acceptable proofs of residence include current utility bill or other bills sent to the student's home address, recent pay stub, income tax form, deed or lease to house or apartment, voter registration document or a state or other government issued ID.)
3. Proof of the required NY State immunizations
4. A copy of the last school's progress report to aid in proper placement of the student.

REPORT CARDS

There are four marking periods during each school year. Specific dates for progress reports to be posted on the Parent Portal are noted on the district calendar. In the fall, the parent-teacher conference is scheduled to discuss the progress and review the report card. In addition to the progress report, information about student growth and development is available at any time through contact with the classroom teacher.

STUDENT ATTIRE

Children are requested to dress in clean, comfortable and appropriate clothes, which will not be cumbersome for daily school routines. All students are expected to wear masks while at school. **Sneakers must be worn for physical education.** Hats may not be worn in the building except for special days designated or for medical reasons approved by the principal.

Clothing and masks that would cause a distraction from learning should not be worn, nor should footwear that prevents full participation in class and at recess. (Flip flops are not acceptable footwear for school.)

TOYS FROM HOME

The motivation to bring personal belongings to school is sometimes strong, especially when they are new. The danger in doing so, however, is that the items may be broken or lost. Monitoring these is nearly impossible, and the resulting misunderstandings amongst our students an added quandary.

The Evans Park School rule, therefore, is that **no toys, electronic games, trading cards, etc. be brought to school**. There will be no sharing of school supplies.

Thank you for your cooperation in checking your children's backpacks and in reminding them about this important rule.

VISITING THE SCHOOL

During the 2021-2022 school year, visitor access to buildings will once again be limited.

QUESTIONS AND/OR CONCERNS

Questions, concerns and rumors are bound to arise during the year. Parents are encouraged to address them to a staff member or the principal, where answers or clarifications can be made with just one phone call, email or visit.



Student Behavior Expectations ~ Pearl River Elementary Schools



	Be Respectful	Be Ready/ Responsible	Be Safe
All Settings	Use Positive Talk	Follow Directions	Keep Your Hands and Feet to Yourself
Playground **Volume**: **3**	Take Turns. Use good sportsmanship. Be socially distant.	Line up quickly when called, Stay an arms length apart. Play only where your cohort has been assigned. Be socially distant. Inform adult of unsafe behavior or incidents	Use equipment appropriately Follow game rules Stay on school grounds Stay away from unfamiliar adults and animals
Hallway **Volume: 0-1**	Walk along the arrows, leaving at least an arm's length in front of you. Do not touch or lean on walls.	Go directly to your destination. Stay in line, if the line stops, be socially distant.	Walk at all times. Walk on the right side of the hall, along the arrows. Be sure an adult is present before entering a room.
Bathroom **Volume: 0-1**	Only 2 people may be in the bathroom. Wait your turn. Keep the walls clean Lock stalls when in use and unlock when leaving Give privacy to others	Walk directly to the closest bathroom Flush toilet after use Wash your hands for 20 seconds using two pumps of soap, water and paper towels. Throw paper towels in garbage only Return directly to class	Wear your mask. Keep water in the sink Tell an adult if there is a problem.
Bus **Volume: 1-2**	Wear your mask at the bus stop and on the bus. Move to the back and sit in the last open seat. Sit one to a seat or with your brother or sister. Greet and thank your driver.	Keep all materials inside your backpack. Collect all your belongings before exiting the bus.	Remain seated in one seat until the bus comes to your stop. When entering and exiting the bus, wait until the people in front of you have gotten seated or exited.
Classroom ***This area is for teachers to complete, specific to their classrooms. It varies from room to room.***			