

STUDENT/PARENT HANDBOOK

2023-2024



CARMEL CENTRAL SCHOOL DISTRICT

WWW.CARMELSCHOOLS.ORG

The KPS School Song

©2008 Bierko Productions, LLC
Lyrics by the students of KPS and The Bierkos
Music by Beth and Scott Bierko



We're a school that grew on Route 52
From K to 2 to K to 4
And when you step inside, you'll get a big surprise
We're a family and so much more

Early in the morning we get off the bus
Getting ready to learn and play
We greet our teachers, say "hello" to our friends
Then we hear the announcements say

KPS! KPS! – That stands for Knowledge, Pride, Success
KPS! KPS! – Where everybody does their best
KPS! KPS! – That stands for Knowledge, Pride, Success
We're the Kent Primary School

We're counting 1, 2, 3 and singing A, B, C
In our Kindergarten class
The first grade's leading to books and reading
And proficiency in math

Repeat Chorus

We're like the eagle, ready to fly
So many people taught us to try
We've learned so much here, now in Grade 4
The time has come to spread our wings and soar

KPS! KPS! – That stands for Knowledge, Pride, Success
KPS! KPS! – Where everybody does their best
KPS! KPS! – That stands for Knowledge, Pride, Success
We're the Kent Primary School
Go Eagles!
We're the Kent Primary School



CARMEL CENTRAL SCHOOL DISTRICT

DANIEL BROWN
Principal

September 2023

Dear Parents and Guardians,

Welcome to the 2023-2024 school year! To our returning families, welcome back, and to our new families, you are joining a fantastic school community. This handbook is the first step in a two-way communication between home and school which is vital for your child's education.

During this upcoming school year your child will be exposed to the learning standards which New York State has adopted. They provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy." You can visit the New York State website designed to implement these standards at:

[Standards and Instruction | New York State Education Department \(nysed.gov\)](https://www.nysed.gov/standards-instruction)

As mandated by the Dignity for All Students Act, please read this handbook with your child. We want you and your child to be aware of all policies that pertain to them in regard to classwork, homework and behavior. There is a form that students and parents must sign electronically, which returning students' parents can complete through the returning student registration process. **This needs to be completed by Thursday, September 28.** Also, as part of the Act, your child has received a folder with an anti-bullying message on it as well as a handout for you, the parent. We always work with our students on providing a safe school environment for all.

If there are any other questions or concerns that are not answered in the handbook, please feel free to contact the office for answers. We all look forward to an educational and enjoyable year!!

Sincerely,

Daniel Brown

Daniel Brown
Principal



Cultivating Opportunities

The Carmel Central School District does not discriminate on the basis of race, color, national origin, sex or disability.

The following policies are on file in each school office and the school website, www.carmelschools.org.

- **DASA Policy 5804** – The Board of Education is committed to providing an educational environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate in and/or witness such acts. [Read More](#)
- Code of Conduct Policy 5300 – [Click here to read more.](#)
- American with Disabilities Act (Section 504 of the Rehabilitation Act of 1973) Policy 5020.3 – [Click here to read more.](#)
- Family Educational Rights and Privacy Act 5500E.1 – [Click here to read more](#)
- Internet/Computer Safety Policy 9266 – [Click here to read more.](#)
 - Students and parents are expected to electronically sign an Internal Use Agreement form through the student information update process. The agreement explains the student's internet use responsibilities.

Mrs. Mary Foster, the District's Interim Section 504 Coordinator, can be reached at (845) 878-2094, extension 246, or P.O. Box 296, 81 South Street, Patterson, New York 12563.

The Assistant Superintendent for Business, Mr. John Fink, can be reached at (845) 878-2094, extensions 215, or P.O. Box 296, South Street, Patterson, New York 12563.

Dignity Coordinator: Daniel Brown (Principal) and Angela Sarita (Social Worker)

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DIRECTORY OF INFORMATION

Board of Education

Dawn Dall – President

Valerie Crocco – Vice-President

John C. Curzio II – Trustee

Jordi Douglas – Trustee

Melissa Orser - Trustee

Jason Paraskeva – Trustee

James Wise - Trustee

Central Office Administration

Joseph McGrath – Interim Superintendent of Schools

Lauren Santabarbara – Asst. Supt. for Instruction

John Fink – Assistant Superintendent for Business

Mary Foster – Interim Assistant Superintendent for PPS and Technology

Patrick Rodia – Director of Food Services

Alberto Venezia – Director of School Facilities, Operations and Transportation

Michael Klenotiz – Supervisor of Transportation

Kent Primary School

Daniel Brown – Principal

Rita Miller – Secretary

Antoinette Bao – Secretary / Registrar

Dori Venezia – School Nurse

Sarah Albrecht – ENL

Angeline Solimine – ENL

Alison Aubry – RTI

Amy Fitts – RTI

Lori Peck - RTI

Angela Sarita – Social Worker

Ritchlyn Garvey – Psychologist

Jessica McAuley – Speech & Language

Eileen Magnotta – Physical Therapist

Jackie Cubberly – Occupational Therapist

Sandra Cairl – Special Education - Skills

Kindergarten

Jennifer Byrd

Susan Paggiotta

Kelly Tierney / Celeste Pregno

Grade 1

Kelly Anderson

Janine Storen / Julie Ann Burton

Corinne Phillips

Daina Sinclair

Grade 2

Peter Brochhausen

Heather Carlson / Celeste Pregno

Lisa Chase

Andrea Shaver

Grade 3

Marie Bova

Samantha Saumell

Alison Spunt / Julie Ann Burton

Grade 4

Amy Constantinides / Sandra Cairl

David Jensen

Andrea Vega

Special Subject Teacher

Art – Sarah Bell

Music – Juliana Schultz

Phys. Ed. – Rochelle Lhotan

Phys. Ed. – Brendan Connolly

TEACHING ASSISTANTS

Denise Blair
Lori Broccoli
Brittany Carrasco
Angela Giardina
Lorraine Green
Joyce Lazarcheck
Patricia McDonald
Melissa Murray
Doris O'Toole
Janet Rossi
Charlene Tretera

MONITORS

Sinead Bermingham
Misty Blanco
Mary Broderick
Anita Canonico
Jamie Cargain
Jen Ciallela
Nicole Crawford
Cathy Gentile
Chiara Lamorgese
Debbie McKenna
Jeananne Moscato
Stephanie Perez
Marie Walencik

CUSTODIAL STAFF

John Trimarchi – Head Custodian
Jim Barker
Katherine Slocum
Joe Valentinetti

CAFETERIA STAFF

Teresa Betterley
Michelle Sanchez
Margaret Zahensky



KPS PTO

Stephanie Perez	President	kpsptopresident@gmail.com
Pamela Carinci	Vice-President	kpsptovicepresident@gmail.com
Alicia Bruen	Secretary	kpsptosecretary@gmail.com
Kathleen Glover	Treasurer	kpsptotreasurer@gmail.com
Antonella Poidevin	Procurement	kpsptoprocurement@gmail.com
Richelle Malafronte	Events	kpsptoevents@gmail.com
Emily Kitson	Events	kpsptoevents@gmail.com
Pamela Carinci	Fundraising	kpsptofundraising@gmail.com

SCHOOL ROUTINES, POLICIES, AND RULES

Attendance

The CCSD recognizes that attendance is a major component of each student's academic success. The Board of Education's Policy governing student attendance requires that you receive and understand a summary of the policy and your role in relation to your child's school attendance.

The past three school years have been difficult when it comes to student illness. We recognize that illnesses may have contributed to some student absenteeism. With this in mind, please understand that it is the responsibility of the school district to communicate with our families regarding student attendance, especially as each student's cumulative absences increase.

Our attendance policy is supported by the New York State Department which defines chronic absenteeism as missing 10 percent of school days; a total of 18 days throughout the school year. With our commitment to student success in mind, we are steadfast in our obligation to notify families of their child's attendance to ensure that they are able to access their education.

Attendance letters are mailed home periodically throughout the school year as another means to notify parents/guardians of their child's attendance. These letters are informational and serve as a reminder that a student's success is in direct correlation to their attendance rates. All students of a compulsory age are required to be in school. If a student is absent due to illness, a parent note and/or doctor note is required for the absence to be deemed "excused." The chronic absenteeism definition of missing 18 days or more throughout the school year is regardless of whether absences are excused or unexcused.

Carmel Central School District is dedicated to the success of its students, and we would like to thank you for your continued support as we help shape our students and create a foundation where they can thrive. Please note:

- You will be contacted by phone when your child is absent.
- You must provide a note documenting the date(s) and reason for the absence when your child returns to school.
- Unexcused absences may result in disciplinary action consistent with the District's practices.
- Your child's attendance data will be documented on a daily basis and it will be reported to you on the report cards.

Please make every effort to have your child attend school on a daily basis. **Family trips and vacations should be arranged to coincide with scheduled school holidays and vacation periods.** If possible, please make appointments for doctors/dentists other than during school hours.

If you are having difficulty encouraging your child to attend school, please notify your child's teacher or contact the school social worker.

Notify the school if you wish to have a complete copy of the CCSD Attendance Policy.

Board of Education Policy #442

"Parents, guardians and/or other persons having charge, control or custody of a minor between the ages of six and sixteen, are responsible for regular attendance. The school administration is expected to enforce the law."

Excused Absences

NYS law requires a written excuse or note from home stating the reason for absence which is due on the first day back to school.

According to NYS law, the following are some examples of excused/unexcused absences: sickness, death in the family, impassable roads, religious observances, and doctor's appointments. If we have not heard from you when your child is absent, our District Attendance Office will attempt to call you in order to confirm the absence.

Tardiness

Students who arrive after 9:10 a.m. are tardy and must sign in at the main office since attendance has already been taken in class. Help your child get a good start to each school day by arriving on time.

Vacation Trips

Absences due to vacation trips are considered unexcused.

Parents should consult the school calendar prior to making vacation plans. Parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by makeup assignments.

When parents decide to take their children out of school for vacations, they must notify the school of their intentions. Because such extended absences are not excused, teachers are not expected to provide make up work or special assignments prior to these vacations. Teachers are not expected to provide special tutoring for those students whose parents take them on vacation during school time.

COMMUNICATION

Kent Primary School makes a strong effort to communicate with each member of our school family in a variety of ways. Look for information about our school:

1. Principal's weekly newsletter
2. in classroom newsletters
3. on Comcast cable network (where available)
4. on the outside and lobby "special events" calendars
5. on local radio stations
6. in district e-mail
7. CCSD Website
8. Twitter
9. Facebook
10. Peach jar

Additional letters from the district office, principal, PTO or teacher will be sent home with your child as needed. **Please check your child's book bag daily for important communications from school.**

CONTACT WITH TEACHERS

Parents are encouraged to visit our school and see our educational program by appointment only. Parents who are interested may make arrangements through the principal and/or teacher involved. As a security precaution, all visitors and volunteers are asked to enter the building through the front door only and to sign in at the office and wear a visitor's badge at all times. School personnel are required to stop all persons that are not properly identified by a badge and ask them to return to the office.

If you need to speak to your child's teacher, call 225-5025 during school hours. The teacher will return your call as soon as possible.

Conferences are scheduled in December and again in March at KPS. However, teachers are available to consult with you at other times, as needed.

CHAIN OF COMMAND

It's often very frustrating when you have a question or concern and you don't know how to go about getting an answer. The following information outlines where to efficiently begin the communication process.

If you have a concern over a school-related matter, please adhere to the following:

WHOM DO I CALL WITH A QUESTION, CONCERN OR COMPLIMENT?

Area	First Step	Second Step	Third Step	Fourth Step
ACADEMIC AND SUPPORT SERVICES				
Attendance	Classroom Teacher	Registrar	Social Worker or Assistant Principal	Building Principal
Student Progress	Classroom/Subject Teacher	HS/MS Counselor	Ass't Principal or Building Principal	Ass't Superintendent for Instruction
Schedules/Placement	Teacher/HS/MS Counselor	Assistant Principal or Building Principal	Ass't Superintendent for Instruction	
Classroom Procedures	Classroom/Subject Teacher	Assistant Principal or Building Principal	Ass't Superintendent for Instruction	
Curriculum	Classroom/Subject Teacher	Department Chair, Assistant Principal or Building Principal	Ass't Superintendent for Instruction	
Discipline	Classroom/Subject Teacher	Social Worker	Ass't Principal or Building Principal	Superintendent
Bus Discipline	Bus Driver	Social Worker or Assistant Principal	Transportation Supervisor	Ass't Superintendent for Business
Support Services	Building Support Services Staff	Assistant Principal or Building Principal	CSE Chairperson	Ass't Superintendent for PPS/Technology
Transcripts	Online Application	Records Clerk		
ATHLETICS AND EXTRA CURRICULAR				
Athletics	Coach	Athletic Director	Building Principal	Superintendent
Extra-Curricular Clubs & Activities	Faculty Advisor	Assistant Principal or Building Principal	Ass't Superintendent for Instruction	
ADMINISTRATIVE				
Food Services	Building Secretary	Cook Manager	Director of Food Services	Ass't Superintendent for Business
Transportation	Bus Driver	Transportation Supervisor	Ass't Superintendent for Business	
Facilities/Building Use	Building Secretary	Director of Facilities	Assistant Principal or Building Principal	Ass't Superintendent for Business
Finance/Budget	Building Principal	Ass't Superintendent for Business	Superintendent	
Health Services	School Nurse	Building Principal	Ass't Superintendent for PPS/Technology	
New Student Registration	Building Registrar	Building Principal	Ass't Superintendent for Business	
Technology	Opens in a new browser tab Technology Help Desk Opens in a new browser tab	Director of Instructional Technology/CIO	Ass't Superintendent for PPS/Technology	Superintendent
GENERAL				
Safety & Security	Assistant Principal or Building Principal	Ass't Superintendent for Business	Superintendent	
District Policies	Administrative Assistant to Superintendent	Superintendent	Board of Education	

HEALTH and SAFETY CONCERNS

A full-time nurse is employed at Kent Primary School to ensure the health and safety of every child. We need your help with the following in order to accomplish this.

PHYSICAL EXAMINATIONS:

A physical examination must be done **after May 1st** of the school year and is required for grades kindergarten, second, fourth, seventh and tenth, as well as those children who are new to the District. It is desirable to have your own physician perform the medical examination because he/she knows your child best. The school doctor will automatically examine students who do not have the required physical privately in order to comply with the New York State Education Law. The school nurse checks weight, height, vision, hearing and scoliosis annually at school. Parents will be notified promptly of any problem found during an examination.

MEDICATION:

If a child needs to take medicine during the day, you must submit written orders from the doctor and a "Medication Permission Form" signed by a parent. It is required that such medications be delivered directly to the school nurse by the parent in the original prescription bottle. This includes over-the-counter medications such as Tylenol or cough medicine.

MEDICAL EMERGENCY FORM:

At the beginning of the school year, parents are asked to fill out an emergency form listing the telephone numbers where each parent can be reached during the school day and two alternate numbers to be called in the event your child becomes ill or injured at school. Please remember to notify the school of any changes during the year. It is also a good idea if you are going to be out of town during the day to make arrangements with someone to be a contact for your child, in case one should be needed.

ACCIDENT OR ILLNESS:

When a child becomes ill or injured in school, he/she is sent to the Health Office. If the school nurse feels that the child is able to remain in school, he/she may be allowed to rest for a short time and then return to class. In case of minor accidents, first aid is given, and the child is sent back to class. When the school nurse determines that the child should not remain in school, the parents are contacted and asked to make arrangements to transport the child home. In case of an emergency and a parent cannot be contacted or cannot pick up the student, an ambulance will have to be called to take them to the hospital.

Kindergarten & First-Grade Parents: Please pack a change of clothes in a zip bag to keep in your child's backpack in case it is needed. Thank you.

Listed below are some helpful guidelines when your child becomes ill during school or is absent due to illness:

- a) Students should not return to school after an illness accompanied by fever until their temperature has been normal for 24 hours.
- b) Students who are taking antibiotics due to illness may return to school after 24 hours of antibiotic treatment if they are well enough to participate in school activities.
- c) Parents are reminded to use discretion when sending their child to school with colds, headaches, or stomach disorders. The child may be exposing others and may not benefit educationally himself/herself.

PEANUT FREE: In order to protect allergic students, we have set up a peanut-free table in the lunchroom for each grade level, if needed. At times if there is a child in the class with a severe peanut allergy, we will ask that food for parties be peanut-free.

EMERGENCY DISMISSAL PROCEDURES

In the event of a school delay or closing, you will receive an automated phone call at approximately 6:00 a.m. or you can obtain information by tuning into the following radio stations:

WHUD (100.7 FM; 1420 AM)
WSPK/WBNR (104.7 FM; 1260 AM)
WXPX The Peak (107.1 FM)
WBPM (92.9 FM)
WPDH/WPDA (101.5 and 106.1 FM)
WRRV/WRRB (92.7 and 96.9)

WCZX (97.7 FM)
WZAB (97.3 FM)
WKXP (94.3 FM)
WRRV (96.9 FM)
Comcast Channel 22 (where available)
Spanish: La Buena 92.7 FM

Also, Carmel has an information telephone line which will give you a prerecorded message about school closings. Please call 845-225-1637 as opposed to calling the school office as we have great difficulty handling the volume of inquiries in the office. This information is also available on our website www.carmelschools.org.

You will receive a special emergency dismissal form from our office. Please review this form carefully, complete it and return it to school immediately upon receiving it. **The Emergency Dismissal Form needs to be returned to school by Thursday, September 28**, as we need to know what arrangement you have made with your child in the event of an early school closing. **Please remember to keep us updated if a phone number changes.**

DROP OFF

We ask that you carefully read and follow these procedures when arriving at Kent Primary School. We are all concerned about the safe arrival of every child at KPS.

Our parking lot is a very busy place. Please observe the following rules when arriving at KPS:

1. Please enter the parking lot with caution.
2. Two lanes against the curb are for buses only.
3. Watch for the custodian's hand signal to unload or to wait. If the custodian does not hand signal you, please wait until he does.

When buses are unloading with red lights, NO traffic is allowed to move.

4. Handicap parking spots are available for cars displaying a Handicap Parking Permit.
5. PLEASE unload at the crosswalk only.
6. If you arrive at school when no one is supervising outside, we ask that you park your car in a spot that is not in front of the building and bring your child into the building.
7. A reminder about drop-off times: 8:50 a.m. for children. We do not have anyone to supervise the children before 8:50 a.m. **Please do not drop off before that time.**
8. While the buses are unloading, please wait until the buses pull away from the curb before dropping your child off at the crosswalk.



**STAY IN LINE TO DROP OFF YOUR CHILD
USE THE CROSSWALK
WAIT FOR A SIGNAL FROM THE HEAD CUSTODIAN**

ARRIVAL / DISMISSAL ROUTINES SCHOOL HOURS

ARRIVAL

The school day officially begins at 9:00 a.m. Supervision is not available in the building before 8:50 a.m. If you are driving your child to school, please do not drop him/her off before 8:50 a.m.

DISMISSAL

Every minute of the school day is an important one for students and teachers. We would appreciate your cooperation in helping us make the end of the school day an educationally productive time. For this reason, early pick-ups, except in the case of real emergencies, are discouraged because they are disruptive to the entire class since the teacher has to stop his/her lesson to help the child get ready, i.e., homework, papers, etc. Please keep this in mind if you attend a function in your child's class, i.e., party, and then decide to pick up a sibling from another class. Also, planned medical visits are not considered emergencies. Please make medical appointments after school hours.

Please send a note in with your child if he/she is going to be picked up early. We strongly discourage phone calls to arrange pickups to minimize classroom interruptions. These phone calls should only be made in cases of an emergency. Thank you.

If you wish to pick your child up at school, a note is required to be sent to the school in the morning.

When you come to pick them up, **park in the parking lot away from the buses.** Please have your government issued photo identification ready to be presented to the staff member at the cafeteria door. Parents will begin entering the cafeteria at 3:20 p.m. Do not appear at your child's classroom door or at the playground to take your child - - they will not be allowed to go. When you arrive in the cafeteria, wait for your child to arrive. You may then step up to the table to sign your child out:

1. The table will have two separate sign-out lists by the first letter of your child's last name (usually A-L and M-Z).
2. Your child will be asked to sit on the stage steps until you have signed him/her out. At that time the staff member will call for your child to step forward and will hand him/her over to you directly. This will eliminate any confusion about which child has or has not been signed out.
3. If you have not sent a note or called ahead for pickup, please go to the Main Office first to ask that a message be sent to the child's classroom. Then go to the cafeteria to await your child's arrival, at which time you may sign him/her out.

Some other related procedures that affect the dismissal process are as follows:

1. A note is required **each time** your child is staying at school for scouts or after-school activities.
2. Parent volunteers who are still in the building at the end of the day and who are taking their children home are asked to leave the classroom at 3:10 p.m. and go to the cafeteria to await the early dismissal announcement. Parents may not return to classrooms until the dismissal process has been completed.
3. Parents who arrive at dismissal time to attend a meeting are asked to wait until the dismissal process has been completed before going to a classroom, art room, gym or conference room.
4. Please do not take out siblings early as it disturbs the other class.

If you have an emergency and decide to pick your child up after he/she has arrived at school, you may call 845-225-5025, **ext. 342** during the day (before 3:00 p.m.) or leave your name with the office staff when you arrive. **A note is always required to authorize someone else to pick up your child. For security reasons we require a parent, guardian or authorized person to sign the child out when picking him/her up at school.** School secretaries will help you in the office. Additional school personnel will help you in the cafeteria.

SAFETY DRILLS

Kent Primary School students and staff practice a variety of emergency drills during the school year including:

1. Fire Drills (8 per year)
2. Intruder lock-down (2 per year)
3. Sheltering plan (for serious weather emergency) (2 per year)

While we cannot announce drills in advance, please be assured the children understand that we are just "practicing" for emergencies.



BUSING

SCHEDULES

Routes and schedules are available in the Home Access Center just prior to the start of each school year. Buses tend to run slowly during the first few days but will get on schedule within a few days as children and drivers become familiar with bus routes.

CHANGES

The Carmel School District does not provide transportation to and from multiple locations if the two locations are on different bus routes. Once school begins and your child has been assigned to a bus, and a change is necessary, please adhere to the following:

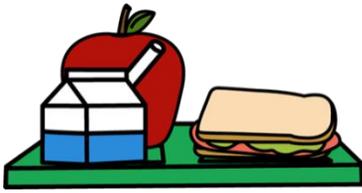
- **A letter for any bus request change must be in writing (hard copy) on the day for which the request is being made**
- **Written notice must be submitted to the school's main office, and they will notify transportation.**

Requests for busing to and from a day-care provider are due in the District Office by April 1 of the year prior to the one in which you need special arrangements. A special form for this purpose will be available in the school office in March of each year.

BUS PROBLEMS

Bus problems will arise on occasion. Please follow this procedure should this occur:

1. Discuss the problem with your child to get "the facts" and then check with the driver. Keep in mind that perception of events vary among individuals. Very often the driver can assist you and your child in resolving discipline issues.
2. If the situation is not resolved, contact Mr. Brown, Kent Primary Principal, for assistance. He will work with you and your child to help him/her deal with the bus situation. On occasion, it may be necessary to work with the principals of both Kent Schools to resolve an issue.
3. The Supervisor of Transportation may be able to assist you if your concerns cannot be addressed at the building level. You can reach the Transportation Department at 225-3200.
4. Bus problems may be reported to the Principal and Transportation Department by the driver. In that case, the school social worker or Mr. Brown will follow up personally with any students who are involved. Frequent referrals may result in suspension of bus privileges.



SCHOOL LUNCH PROGRAM



A hot and cold lunch will be available for all students on a daily basis (except half days of attendance). You will receive a new breakfast/lunch menu each month. Meal prices for CCSD elementary schools for 2023-2024 are \$3.35 for a complete lunch, and \$.50 for milk. Please look for prices of a la carte items on the monthly menu. Breakfast can be purchased for \$1.50 if your child missed breakfast at home.

If your child wishes to purchase lunch or breakfast, we are using the POS system. This is the easiest way for students to purchase lunch or breakfast. Some key points about the POS system:

- Each child has a special PIN # (which is their student ID #) to use each time they make any purchase in the cafeteria. For returning students, the PIN # is the same as last year.
- Parents are encouraged to send checks or cash, in any amount, to be deposited in their child's account for their use. Money should be sent in an envelope marked "Cafeteria". Parents should include their child's PIN #. Teachers will arrange to have the envelope sent to the cafeteria.
- Special alerts can be placed on the system regarding special diet needs and/or food allergies.

Food Services will never deny a child a lunch; however, if an account has a negative balance, no a la carte purchases are allowed, i.e. dessert and bottled water.

SNACK POLICY

Approximately 3 percent of U.S. children have true immunological food allergies according to the National Institute of Allergy and Infectious Diseases. In an elementary school of 400 students, that equates to a possibility of 12 children with a food allergy, which sometimes can be life-threatening. These students are spread out throughout the classes at KPS. Due to that, we need to limit snack to the following items in classrooms where students with food allergies are placed.

1. Pretzels
2. String Cheese
3. Vegetables
4. Raisins, Craisins, Dried Fruit
5. Goldfish Crackers
6. Cereal Bars with no nuts

If there is a snack restriction in your child's class, you will be notified. Snack is an option, not mandatory. If a child brings in any snack other than the snacks listed above, they will be asked to put it in their lunch box until lunch time. We work very hard on keeping the rooms free of any food items, to insure that we have no rodents/insects within the classroom. Each child is responsible for cleaning up after their snack. **All** students may have a water bottle (and water only) at all times with them.

ELEMENTARY SCHOOL CODE OF BEHAVIOR AND CONDUCT

All students are expected to act in a responsible manner. This includes being willing to learn and work and being careful not to interfere with the rights of students to do the same. All students should also take care to behave with respect for people of all ages, races, gender, ethnic groups and religions.

These rules apply not only to conduct occurring at school, they also apply to conduct on school buses and/or bus stops. KPS has adopted and established behavioral expectations outlined on the behavior matrix located on the next page. Please review these expectations with your child.

Students who do not adhere to behavioral expectations, exhibit disrespectful behavior, or disrupt the learning process, will be subject to disciplinary action. Discipline may vary depending upon the circumstances and seriousness of the offense. The final determination pertaining to discipline will be at the discretion of the school principal.

STUDENT DRESS EXPECTATIONS



1. Clothing should be safe, appropriate and not disrupt or interfere with the educational process.
2. Dress items such as halter tops, short shorts, spaghetti straps, and shirts that bare the midriff or show undergarments are inappropriate.
3. Footwear should be safe. We discourage flip flops and heels because it is difficult to play in these. Access to playground equipment will be limited if your child is wearing flip flops or open-toe shoes.
4. Clothing should not include inappropriate words or pictures that are offensive, denigrate others, promote or endorse the use of tobacco, alcohol, illegal substances and/or illegal or violent activities.
5. Wearing hats in the school building is not permitted.

Violations of the dress code will result in asking the student to modify their dress by covering or removing an offending item. The parent/guardian may be asked to bring a change of clothes to school for the student.

GOOD DISCIPLINE ... A TEAM EFFORT

Classroom staff and support staff are available to parents and students to deal with concerns relating to discipline. Support staff will provide social skills training to help children learn more effective social behaviors. Consequences and more regulated supervision will be imposed on students unable to accept their responsibilities. A consequence is most effective when it deals directly with the problem at the time and place it occurs and in a way that is viewed as fair and impartial by the student. However, the ultimate goal of our school discipline policy is for the student to internalize appropriate behavior and be self-disciplined. Progress toward that goal requires a completely cooperative staff effort that has the support of parents as well.

There is no appropriate time for a student to verbally or physically harm another member in our school community. We expect students who are harmed in any way to, first, tell the person to stop; and, if they don't, the student should tell an adult as soon as possible. That adult will speak with or have someone of authority take appropriate measures with the offender.

Critical Thinking

Citizenship

Compassion

Communication

Collaboration

Creativity

Be a 6C Student

	CLASSROOM	HALLWAYS	BATHROOMS	CAFETERIA	OUTDOOR RECESS	INDOOR RECESS	BUS
Be Safe	<p>Keep yourself to yourself</p> <p>Actively listen to announcements</p> <p>Keep walkways clear</p> <p>Walk</p>	<p>Keep yourself to yourself</p> <p>Follow grown-ups' instructions</p> <p>Eyes & body forward</p> <p>Walk</p> <p>Pay attention to your surroundings</p>	<p>Keep yourself to yourself</p> <p>Wash with soap and dry your hands</p> <p>Water stays in the sink</p> <p>Walk</p>	<p>Keep yourself to yourself</p> <p>Follow grown-ups' instructions</p> <p>Raise your hand for help</p> <p>Walk</p> <p>Eat your own food</p>	<p>Keep yourself to yourself</p> <p>Follow grown-ups' instructions</p> <p>Use equipment safely and appropriately</p>	<p>Keep yourself to yourself</p> <p>Follow grown-ups instructions</p> <p>Walk</p>	<p>Keep yourself to yourself</p> <p>Seat to seat, back to back, feet to floor</p> <p>Keep aisle clear</p> <p>See something, say something</p>
Be Respectful	<p>0, 1, 2 Voice level as instructed</p> <p>Use your own supplies</p> <p>Use school words</p> <p>Be kind to all</p> <p>Raise your hand and wait your turn</p> <p>Listen politely</p>	<p>0 Voice level</p> <p>Enjoy hallway displays with your eyes</p>	<p>1 Voice level</p> <p>Stay in your own stall</p> <p>Clean up after yourself</p>	<p>2 Voice level</p> <p>Say please, thank you, and excuse me</p> <p>Keep all food in your space</p> <p>Wait your turn patiently</p>	<p>0 Voice level on line, 3 voice level outside</p> <p>Wait your turn</p> <p>Use school words</p> <p>Be kind to all</p> <p>Include everyone</p> <p>Line up when signaled</p>	<p>0 voice level (on line) 2 voice level (in the classroom)</p> <p>Wait your turn</p> <p>Use school words</p> <p>Be kind to all</p> <p>Include everyone</p> <p>Line up when signaled</p> <p>Ask permission before using someone else's supplies</p>	<p>2 Voice level</p> <p>Greet bus driver</p> <p>Follow the bus driver's directions</p>
Be Responsible	<p>Follow grown-ups' instructions</p> <p>Always use your best effort</p> <p>Complete and turn in assignments</p> <p>Be prepared and ready to learn</p>	<p>Go directly to your destination</p> <p>Hands by your side</p> <p>Be mindful of personal space</p> <p>Stand and wait patiently</p>	<p>Ask permission to use the bathroom</p> <p>Be quick, quiet & clean</p> <p>Flush toilet</p> <p>Throw trash away</p>	<p>Get supplies quickly</p> <p>Keep area clean</p> <p>Listen for signal</p> <p>Sign in/out for bathroom</p> <p>Maintain place in line and at the lunch table</p>	<p>Make safe choices for you and others</p> <p>Put recess equipment back in cart</p>	<p>Make safe choices for you and others</p> <p>Put games and toys neatly away</p> <p>Clean up classroom and personal space</p>	<p>Arrive at bus stop 5 minutes before bus arrives</p> <p>Find your seat</p> <p>Stay in assigned seat</p> <p>Prepare for arrival and exiting of bus</p>

THE SCHOOL YEAR AND THE ACADEMIC DAY

Elementary Curriculum



The elementary school program is designed to develop students' confidence in themselves as learners, to instill a love of learning and a desire to learn. The program helps students develop the knowledge, skills and attitudes needed to communicate effectively, understand the world around them and participate fully in a democratic society.

Students will engage in integrated or thematic study that requires them to read, write, investigate, converse, design, create, analyze, share and present data and opinions as they pursue solutions and understandings.

In addition, health, safety, computer literacy, penmanship and special projects are integrated throughout the rest of the academic day in both classes and special areas.

The core classroom curriculum is aligned with NYS Learning Standards and typically includes the following:

Language Arts: involves students in extensive reading and writing activities in a workshop format designed to develop language competence and skills through literature. Students often choose their own reading materials and topics for writing. The emphasis is to encourage students to love literature and to use reading and writing effectively to express their understanding of what they have learned.

Mathematics: places an emphasis on problem-solving skills to develop understanding of math concepts and applications. Students are presented with situations or problems that require mathematical thinking. Practice arithmetic is also provided to develop computation skills. Students are encouraged to think and talk about mathematical tasks and to seek multiple solutions to problems.

Science and Social Studies: programs are based on NYS curriculum standards. The curricula encourages student inquiry and uses hands-on activities to foster curiosity and a healthy skepticism. Students read widely, use a variety of resources and write often to extend their understanding and knowledge of the world around them.

Technological Literacy: is developed in the elementary school program through the introduction and use of computers and technological tools. These resources are used in the classroom and STEAM lab. Many students are involved in pursuing online research projects, gathering data, interviewing experts and sharing information with peers across the country.

You can visit the NYS website at:

[Standards and Instruction | New York State Education Department \(nysed.gov\)](http://standardsandinstruction.nysed.gov)

Curriculum Open House

Curriculum Open House is an evening in September for you to meet your child's teacher. You will hear about classroom routines, curriculum, assessment and special events.



SPECIAL AREAS



All kindergarten through fourth grade students receive instruction and participate in these special area classes:



Art, Music, Physical Education, and Library



Art: The art program is designed to help develop students' understanding of art through hands-on-experience with imaginary and realistic design.

Music: The music program is designed to foster students' ability to enjoy and understand music. All students in grades 1 through 4 receive general music instruction. In addition, third and fourth graders have the opportunity to learn to play a musical instrument and grade 4 participates in chorus.

Physical Education: The physical education program includes activities in basic and creative movement, rhythm and dance, gymnastics, perceptual-motor skills and lifetime sports. Games are introduced to develop skills for individual and team sports. Students are encouraged to engage in vigorous physical activity daily at home. They must have sneakers to participate.

Library: The library program is designed to support the English Language Arts curriculum and develop research skills and a joy for reading.

ASSESSMENT / TESTING

Teachers continually assess student performance through observation, student conferences and review of each student's written work or informal assessments. Formal district-wide testing includes AIMSWEB Plus and DRA three times per year.

In New York State, third graders and fourth graders are tested in English/Language Arts and Mathematics. These assessments are intended to help students reach higher standards of learning and to focus on basic skills and their applications. The results of these tests are reported annually on the NYS School Report Card and individual student reports are sent home to parents. New York State expects all students to participate in these assessments. If you have any questions about these assessments, please contact the building principal.



September 2023

ANNUAL PARENT NOTIFICATION LETTER

Dear Parent or Guardian,

Carmel Central School District believes in providing the highest quality of education for every student. To meet this goal, we have adopted a three-tiered approach to instruction. This process is a national initiative known as Multi-Tiered System of Support/MTSS.

Within the three-tiered approach to instruction, students will continue to participate in the core curriculum even if they need the support of Tier 2 or Tier 3 interventions. The Tiers are designed as follows:

- In Tier 1, teachers will use different strategies within the core curriculum to address students' needs.
- In Tier 2, students who are not progressing at a rate that allows them to meet end of year benchmarks in Tier 1 will be provided interventions matched to their needs. Tier 2 interventions take place in a small group and occur for a minimum of six weeks, but may continue as needed to help students succeed in the core program. The MTSS team may make adjustments to the intervention plan based on the student's needs and progress such as: changing the intervention or increasing the frequency, time, or intensity of the intervention.
- In Tier 3, the level of intervention is more intense. Students are placed in smaller groups than in Tier 2 and may receive additional targeted instructional time.

At each Tier, students receiving supplemental instruction/intervention will be monitored frequently to ensure that they are progressing towards meeting grade level expectations.

Carmel Central School District recognizes that all students learn differently. We are committed to helping all students succeed. Therefore, we ask for your support in implementing this three-tiered approach to meet the academic and behavior needs of your child along with all of the students in our school. In addition to MTSS services, you have the right, as a parent/guardian, to request an evaluation for special education services at any time.

For additional information on MTSS, please visit the New York State Parent Information link at <http://www.nysrti.org> Click the link that says "Parents and Family".

Daniel Brown

Daniel J. Brown
Principal



Cultivating Opportunities

HOMWORK POLICY

Homework in the early grades is useful for the purpose of establishing good work and study habits and developing a sense of responsibility for personal learning.

Homework assignments for school age children generally focus on oral reading, gathering information or materials for a project or review and skill practice. Practice with certain skills is useful to learners of all ages when appropriately paced. Homework will be assigned to every KPS student four to five days per week. It is expected that students will spend time each night completing homework as per the direction of their teacher. An additional amount of time should be spent on independent reading. Expectations for independent reading will increase as the year progresses. In addition to independent reading, parents are expected to read aloud to their children each night.

Suggested Time Frame Guidelines for Homework

These guidelines are meant to be helpful to parents when supervising their child's homework. A child who is taking more time to complete homework could have a problem understanding the assignment or concepts. A child who finishes too quickly may not be completing all assignments.

<u>Grade</u>	<u>Homework (as per teacher directive)</u>	<u>Independent Reading (including assigned reading)</u>
Kindergarten	15 minutes	10 – 15 minutes
Grade 1	10 – 20 minutes	15 – 20 minutes
Grade 2	15 – 20 minutes	15 – 20 minutes
Grade 3	20 – 25 minutes	20 – 25 minutes
Grade 4	25 – 30 minutes	25 – 30 minutes

Responsibilities of Teacher:

It is expected that each teacher will:

- prepare a daily or weekly homework assignment plan
- encourage children to be responsible for loading homework folders each day, while supporting the development of independence and responsibility for this task
- check returned homework
- follow up with children and parents if homework is not returned or if it needs to be completed in a different way

Responsibilities of Children:

It is expected that children will:

- follow their teacher's daily or weekly homework plan
- pack up homework folder each day and take home all necessary materials to complete arrangements
- complete written and reading homework each night, carefully and neatly
- return folder/ planner to school each day
- return weekly library book
- understand homework assignment before leaving school

Responsibilities of Parents:

It is expected that parents will:

- encourage good work habits by asking children to take responsibility for the completion of their assigned work
- provide a consistent workplace for the youngster's homework
- provide needed supplies at home for the completion of homework
- look at homework folder each night
- assist children with homework as appropriate
- read to and with their child each night; discuss contents of books
- sign homework papers or folder
- help child pack up homework folder each night while encouraging the development of independence and responsibility for the return of homework
- call for and pick up homework assignments when their child is ill and cannot come to school

Teachers will make every effort to provide opportunities for students to make up work when they are absent for legal reasons. If you call the office by 10:00 a.m., appropriate assignments will be prepared for your child. The materials will either be in the office by 3:00 p.m. for you to pick up or will be sent home with a sibling or neighbor, as requested. Teachers will not prepare materials for children when they are absent for prolonged periods of time for unexcused reasons. You can avoid a break in your child's instructional process by avoiding any unnecessary absences.

Consequences of Not Doing Homework:

Teachers will implement, at their discretion, the following consequences when homework is not returned:

- send a note to the parents
- make a phone call to the parents
- arrange parent conference
- have student complete homework during recess, as appropriate

KENT PRIMARY SCHOOL BULLYING PREVENTION INITIATIVES

Initiative	Description
Social Skills Lunch Bunch	Students are offered a variety of lunch bunch groups that target specific social skill and social emotional areas of <ul style="list-style-type: none">- coping skills- anger management- social play / interactions (this group looks at social skills like conversing, initiating play, joining in on play, handling unpleasant or difficult issues).
Special Needs Awareness Program	Classrooms in the building are given a presentation on how to be a friend to someone with special needs, more specifically to someone on the Autism spectrum.
Promotion of 6Cs	We support the District's vision of its Graduate Profile, and we focus on each of the Cs: Compassion, Critical Thinking, Citizenship, Collaboration, Communication, and Creativity.
PBIS Positive Behavioral Interventions & Support	PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from under-represented groups.

HOLIDAYS, BIRTHDAY AND CLASS PARTIES



Teachers will plan school parties for special occasions with room parents. Holiday celebrations will have a curricular connection and age-appropriate educational outcomes. Room parents will get in touch with parents for assistance and contributions, as needed. There is a limit of three parents at each party due to space issues. **We ask that siblings are left home, since the responsibility of the parent must be to the class.** If you have a childcare issue, please contact Mr. Brown directly.

Birthdays may be celebrated in school and can be arranged with your child's teacher. In all K-1 classes, birthdays will be celebrated once a month as a class event, honoring all birthday children at one time. For grades 2, 3 and 4, birthday celebrations will be seasonal. All treats must be in accordance with CCSD Wellness Policy.

Please note that teachers are not permitted to distribute invitations to home birthday parties as this often results in hurt feelings for a child who has not been invited. We advise you to mail invitations to any event planned after school hours.

Guidelines for parties foster a calm, structured, purposeful environment. Guidelines promote student safety. The guidelines are:

- Maximum of 3 parents will be scheduled for each party.
- Only parents on a list for the day will be permitted to attend.
- Parents will only attend the party and will not visit other rooms that day.
- The party is for the children in the class only. We ask that siblings do not attend. Please contact Mr. Brown directly if you have a childcare issue.
- Every parent is required to sign in and wear an ID tag.

PARKING

Kent Primary has limited parking for visitors. Whenever possible, plan to car pool when visiting the school. This is particularly important for special events such as Curriculum Night, Field Day or Parent-Teacher Conferences.

Parking is permitted within designated parking spaces and at the curb when the buses are not expected. Buses arrive between 8:45 and 9:00 a.m. and 3:15 and 3:35 p.m. There is no parking allowed at the curb at that time.



LIBRARY BOOK POLICY

Children in every class visit the library once a week and may take home books. Kindergarten and grade 1 children may take one book which is returnable on their library day. Second, third and fourth graders may take two books which are returnable on any day of the week. In order to protect our books, we request that you provide your child with a heavy-duty, plastic, zip-lock bag in which to carry books back and forth to school. For safety purposes, please punch several small holes in the bag. We will require reimbursement for lost or damaged books.

SUPPLIES



Your teacher will supply you with a list of needed school supplies. This may vary from class to class based on individual teacher preference and class needs. School supplies seldom last for an entire year and should be replenished as needed.

Every youngster is encouraged to carry materials back and forth to school in a secured backpack or book bag of some sort. To avoid spills on school papers and books, lunch and snack should be carried in a separate container. Please be sure to clearly label all of your child's belongings. **We recommend a backpack on the shoulders.** At these grade levels, the load is quite light, suitable for a shoulder backpack. Please avoid purchasing backpacks on wheels.

OUTDOOR RECESS POLICY



Fresh air and exercise are essential to every child's health and development. Please dress your child appropriately (hats, gloves, boots, snowpants, as necessary) for daily outdoor recess. While we encourage children to take responsibility for their proper outdoor attire, our monitors will check on children as they exit the building to play outdoors. In the event of inclement weather, rain, sleet, snow or a "feels like" temperature below 26 degrees, the children will be kept indoors for recess.

LOST AND FOUND

A *Lost and Found* cabinet is located in the KPS cafeteria. Please encourage your child to check there if personal possessions are lost or "missing in action". You, too, are welcome to look through the collection at your convenience. Items left on the bus will be returned to the KPS office. Items remaining at the end of the school year will be donated to CAP.



VALUABLE POSSESSIONS

Children are discouraged from bringing valuable items or substantial amounts of money to school. The school cannot assume responsibility for any items that are lost or broken in school. Glass, sharp objects or animals (no matter how small) are not permitted on the bus. Please make special plans with your child's teacher if a large item or special item is going to arrive at school. Weapons of any kind (including toy guns) are banned at all times.

Please follow your child's teacher's guidelines for items for "Show and Tell". All items for this purpose or for play should be clearly labeled with your child's name. Toys are not permitted on the playground as it is our goal to promote physical activity during the recess period.

All items of clothing, school supplies, lunchboxes, backpacks, wallets, etc. should be clearly labeled to avoid loss.

Cell phones, Smartwatches, Ipods, or any other electronic gadgets, should not be brought to school. We cannot be responsible for these items. If children do bring a device for safety reasons, it is to be kept in the child's bookbag throughout the day.

Additionally, if electronic devices are brought to school for safety reasons, there is to be no picture, video or audio recordings of students or staff. If this is found to happen, the device will be collected and then returned to the parent during a required conference.

RESPECTFUL TIMING

To provide students with an excellent learning experience, teachers spend many hours working outside of actual instructional time. Before school and during their planning time, teachers are often working to prepare for the next lesson. While teachers are happy to talk with parents, if you want to discuss your child's progress, please make an appointment rather than just dropping by. This allows the teacher to give you the attention you deserve. It also ensures that students have the complete attention of their teachers. Please do not drop by during teaching time and expect to have a conversation. While it may only be a few minutes, it takes the teacher away from the important job of teaching.

TRIP PROCEDURES

We recognize that parents are an essential positive component for their child's total educational program. These guidelines should be followed when participating on field trips.

1. Parents are responsible to sign trip permission forms given out by the teachers.
2. Children are responsible to behave in a safe and appropriate manner during school and during field trips.
3. Parents are invited to volunteer to participate on school trips. Teachers will select parents on a rotating basis set forth by the classroom teacher.
4. Chaperones are responsible to ride the school bus and assist the teacher in overseeing students from the time they leave the building to the time they return to school.
5. Parents are required to adhere to the school sign-out procedures. Students are not permitted to be signed out at the field trip location. They can be signed out upon their return to school.
6. Smoking of any form is not permitted during a field trip.



CUSTODIAL AND NON-CUSTODIAL PARENTS

Kent Primary School will maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. If there are court-imposed restrictions regarding visitation, contact, or exchange of information for a parent, a certified copy of the current court order needs to be on file in the office. Without written legal documentation, the school cannot impose restrictions on the non-custodial parent. All school notices and report cards can be mailed to the non-custodial parent if requested.

SCHOOL-WIDE PROGRAMS AND PROJECTS

SPECIAL EVENTS AND PROGRAMS

Kent Primary School sponsors many yearlong programs and projects for our youngsters. A brief description of each follows:

School Store

Our school store is run by parent volunteers. Children act as storekeepers, selling basic school supplies and items made by classes. Youngsters can visit the school store on Friday of each week to make their purchases.

School Spirit Days

KPS Spirit Days are throughout the year. Be on the lookout for notices.

100th Day Celebration

Classes will mark the 100th day of school with projects designed to enhance each child's understanding of our numeric system and use of large numbers.

Author's Day

When able to provide this assembly, this KPSPTO-sponsored day brings famous children's authors to KPS for an "up close and personal" encounter with our youngsters. This event encourages each child to identify with an author and see him/herself as a potentially successful writer.

Safety Programs

Bus Safety, Fire Safety, Halloween Safety

Throughout the Year

September	Kindergarten Bus Orientation, Curriculum Night, Volunteer Welcome Tea, Book Fair
October	School Pictures, Spooky Spectacular
November	Senior Citizen Luncheon
December	Report Cards, Parent/Teacher Conferences, Holiday Gift Shop, Santa Visits
February	Valentines for Veterans
March	Report Cards, Parent/Teacher Conferences, Kindergarten Registration, Circus
April	Book Fair, Grade 3 & 4 ELA Assessment
May	Kindergarten Orientation for Parents, Staff Recognition Day, Grade 4 to 5 Transition Meeting, Grade 4 Science Assessment, Grade 3 & 4 Math Assessment
June	Flag Day Celebration, Field Day, Grade 4 Music Reception, Grade 4 Science Assessment

Additional events may be added during the year.

SERVICES

1. **School Psychologist** - The KPS school psychologist provides support to staff, parents and students by means of evaluations, counseling and program support to the special education classes.
2. **Social Worker** – The KPS social worker is responsible for coordinating services between home and school and with outside agencies. She provides individual and small group counseling to students and parents.
3. **Nurse** – Our full-time nurse provides emergency medical services and is responsible for coordinating students' physicals, keeping medical records to document immunizations required by law and advising parents on student health problems that might require further parent or medical attention
4. **Speech** – Speech and language services are offered to students as designated by the CSE*. Students with minor speech problems, not meeting CSE criteria, are referred by the classroom teacher, nurse, or principal for a speech screening. Scheduling of these services is subject to availability.
5. **ENL** – English as a New Language. The ENL teachers provide language instruction to children who speak another language in their home.
6. **AIS (Academic Intervention Services)** – Children who are identified as needing extra support may work with a reading teacher or a teaching assistant in small groups to address learning/reading needs. This might be during, before, or after school.
7. **RTI (Response to Intervention)** – Multidisciplinary team whose members include the Principal, the school psychologist, the school social worker, and the child's classroom teacher. The purpose is to increase utilization of strategies to meet the needs of students.
8. **OT / PT** – Occupational or Physical Therapy is available as determined by the CSE* to meet a child's individual needs.
9. **ICT – (Integrated Co-Teaching)** – Integrated program where both general education and special education teachers are in the classroom to support students' diverse needs as determined by the CSE.

*CSE – The Committee on Special Education (composed of a school psychologist, a special education teacher, a classroom teacher, other service personnel as appropriate, and a parent representative) in consultation with parents, reviews data on each referred student to determine if special services are needed. A determination of the type and frequency of the service determines the child's program.

PARENT PARTICIPATION

Parents are welcome to join fully in the life at Kent Primary School in a variety of ways, as follows:

VOLUNTEER

-  In the Classroom
-  in the School Store
-  in the Post Office
-  in the Gardens



JOIN AN ACTIVE COMMITTEE

-  Site-Based Committee
-  Author's Day Committee
-  KPS PTO
-  Beautification Committee
-  Yearbook Committee
-  PBIS Committee
-  Building Safety Team
-  Building Equity Team

KPSPTO

The Kent Primary School Parent Teacher Organization (KPSPTO) is a non-profit entity comprised of parents and teachers of students enrolled at Kent Primary School. Parents become members automatically upon enrollment of their child. There are no dues or fees, and active participation is encouraged. The KPSPTO goal is to enhance the academic, social and environmental aspects of your child's educational experience here at Kent Primary. We accomplish this through a variety of programs and services held throughout the school year. Our website, kps.carmelschools.org/groups/11008, is designed to keep families informed and entertained through event reviews, forums and information vital to staying abreast of the many wonderful aspects of the school experience. Our email-based updates provide important dates and details about various events and services, and we encourage parents to sign up for these via our website.

Committees comprised of parents and teachers, overseen by the KPSPTO executive board, manage many of the events and programs held throughout the year. Join a committee and put your talents and skills to work for the benefit of all of our children. Some of the events sponsored by the KPSPTO include: Kindergarten Bus Run, Welcome Volunteer Tea, Picture Day, Halloween Spooky Spectacular, Talent Showcase, Holiday Festival, Snowflake Gift Shop, Author's Day, Circus Project, Family Fun nights, Spring Pictures, assemblies and performances, and much, much more. Through your support, the KPSPTO also provides funding for teacher grants, field trip expenses, technology upgrades, playground and recess equipment, publishing supplies, Field Day, yearbook gift for each fourth grader...the list goes on and on.

As parents of students of Kent Primary School, your KPSPTO knows the value of a quality education, and we're proud to be a part of the top notch learning experience your child receives here. We urge you to reach out with questions, concerns or ideas on how, together, we can make a great school even better.

Call our hotline at 845-878-2094, extension 293, email your KPSPTO President at kpsptopresident@gmail.com or write to KPSPTO, 1065 Route 52, Carmel, NY 10512. You can even contact us via your child's backpack by enclosing your correspondence in an envelope clearly marked KPSPTO.

It's going to be a great year!

GUIDELINES FOR PARENT PARTICIPATION AT KPS



1. All parents must sign in and wear a visitor's tag on every school visit.
2. Parents should set a specific schedule with the teacher for participation and should be prepared to do specific tasks. Some training sessions, as appropriate for the activity, may be necessary.
3. Parents should make every effort to make child care arrangements for younger siblings so that the time spent at KPS is most rewarding. We find that younger children in class often are a distraction for the volunteering parent and for the class. For the same reason, siblings may not accompany a chaperone on a field trip.
4. For security reasons, parents may not have lunch in the cafeteria with their child's class when volunteering in school.
5. Visits in special subject classes are by appointment only.
6. Any volunteers who are still in the building at 3:10 p.m. must report to the cafeteria and remain there to sign their child out if they plan to take their child home. (We do recommend that all children ride the bus every day, even if a parent is volunteering in school.) In any case, please do not return to the classroom until all buses have left the grounds.
7. When volunteering at school, you may not go to another classroom (i.e. sibling) to talk with the child or teacher. This is disruptive to all.
8. In order to promote the safest environment for all in the building, visitors must follow the established entry procedures.

