



# **Link IB World Elementary School**

## **Family Handbook 2023-2024**

# FAMILY HANDBOOK

## IB LEARNER PROFILE TRAITS: Out Students will strive to be:

<b>Inquirers</b>	Their natural curiosity has been nurtured. They have acquired skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.
<b>Communicators</b>	They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
<b>Risk-takers</b>	They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
<b>Knowledgeable</b>	They have spent time in our schools exploring themes which have global relevance and importance. In doing so, they have acquired a critical mass of significant knowledge.
<b>Principled</b>	They have a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice.
<b>Caring</b>	They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.
<b>Open-minded</b>	They respect the views, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
<b>Balanced</b>	They understand the importance of physical and mental balance and personal well-being.
<b>Reflective</b>	They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

*Adapted from "Making the PYP Happen : What are the beliefs and values that drive the PYP? © International Baccalaureate Organization*

# CLARKSTOWN CENTRAL SCHOOL DISTRICT

62 Old Middletown Road  
New City, New York 10956

**2023-2024**

## BOARD OF EDUCATION

Mrs. Zizette Deutsch, President  
Mr. John Maltbie, Vice President  
Ms. Christine Alia  
Mrs. Tamara Bierker  
Mr. David Gosman  
Dr. Brian Montes  
Ms. Irene Tagaris

## SUPERINTENDENT OF SCHOOLS

Dr. Marc Baiocco

## SUPERINTENDENT'S STAFF

Mr. John LaNave, Assistant Superintendent & Chief Administrative Officer  
Mr. David Carlson, Assistant Superintendent for Special Education  
Mr. Jeff Sobel, Assistant Superintendent for Personnel  
Dr. Julie Kotler Snider, Assistant Superintendent for Curriculum & Instruction

## DISTRICT GOALS 2023-24

### **Focus Area #1: ACADEMIC**

-Ensure that the curriculum across all grade levels (K-12) is aligned and allow for smooth transitions for students as they progress through the CCSD.

### **Focus Area #2: SOCIAL-EMOTIONAL & ETHICAL**

- Promote emotional intelligence and social-emotional learning (SEL) in all schools through the expansion of the Yale RULER approach.

### **Focus Area #3: CAPACITY BUILDING**

- Create a comprehensive Global Competency model that provides students with authentic learning experiences, with the goal of fostering a broader understanding of the world.

### **Focus Area #4: SAFETY**

- Improve the infrastructure and overall learning environment in schools by upgrading and replacing priority 1 items identified in the Building Conditions Survey.

## VISION

CCSD is where students become well-rounded critical thinkers able to communicate effectively and become responsible, ethical contributing members of a global society. As life-long learners, students will be able to use their respective talents and skills to collaborate, innovate and positively change their community and the world.

## **SCHOOL MISSION STATEMENT**

The Link Elementary School, in a mutually respectful partnership with our community, strives to guide students toward becoming well educated, globally responsible citizens. Our vision is to create a learning community that focuses on the heart, as well as, the mind and addresses social, academic, physical, emotional and cultural needs of each child.

### ***Link Vision***

The Link Community has studied and embraced the International Baccalaureate Primary Years Philosophy which focuses on developing independent, skilled learners through inquiry based curricula and instruction that reflects a unique global perspective. The PYP program does not replace the Clarkstown Public School's curriculum, nor does it compromise our New York State Standards for learning. Instead, the PYP philosophy and methodologies enrich CSD's curriculum and operational procedures encouraged by a solid grounding in research and the philosophy of the International Baccalaureate Primary Years Program, Link embraces the awareness and appreciation of diverse cultures and fosters the individuality and creativity of students through inquiry and application.

As a World School, the development of explicit attitudes and the expectation of socially responsible behavior are essential elements of our school culture. These attitudes and traits form the Learner Profile, where each student will aspire to be.

- Inquirers
- Thinkers
- Caring
- Open-Minded
- Knowledgeable
- Principled
- Communicators
- Balanced
- Reflective
- Risk-Takers

### **PARENT/SCHOOL/STUDENT ESSENTIAL AGREEMENTS:**

The school, its parents and students working cooperatively to provide for the successful education of the children agree:

#### **Link Staff will do their best to:**

- Provide a quality instructional program for each student.
- Provide a safe school environment.
- Provide programs and activities that respond to the developmental needs of each student.
- Help children in developing discipline, respect, and self-confidence in order to participate in our school and community as responsible members through Learner Profile traits and Student Actions.

### **Link Parents are asked to do their best to:**

- Send their children to school each day on time.
- Send children prepared with all necessary materials, and well rested.
- Check their children's work and homework on a regular basis.
- Provide their child with suitable study conditions at home.
- Encourage 20-30 minutes of independent reading daily
- Communicate with their child's teachers when they are concerned about their child's work or health.
- Provide cooperation and support with appropriate discipline.

### **Link Students are asked to do their best to:**

- Demonstrate the Learner Profile traits
- Be in school on time.
- Have required classroom supplies available daily at home and in school.
- Actively participate in classroom discussions.
- Ask questions and tell the teacher when work is not understood.
- Do their personal best at all times.
- Complete homework

#### **NOTICE OF NON-DISCRIMINATION**

CCSD does not discriminate on the basis of race, color, national origin, sex, gender orientation, disability, or age in employment or its educational programs, in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1973;

Section 504 of the Rehabilitation Act; the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, disability, and age respectively. If you have questions regarding the district's responsibilities under these regulations, wish to make a complaint, or require services related to a disability, please contact the appropriate person.

- For Title IX, which prohibits discrimination based on sex, and the Age Discrimination Act, which prohibits discrimination based on age, contact: Maureen Sullivan at 845.639.5631.

- For Section 504 and the ADA, which prohibit discrimination based on disability, contact: Arnold Fucci at 845.639.6482.

CCSD ensures that students are provided the option to participate in Advanced Placement and other challenging academic courses and programs. Access to, admission into, and the administration of such courses are provided on a nondiscriminatory basis consistent with Title VI of the Civil Rights Act of 1964 and its implementing regulations at 34 C.F.R. Part 100.

**Link IB World School  
2023-2024 Staff**

Principal	Mary Bish
Office Staff	Maria Napoli, Jennifer Gavin
IB Coordinator	Lauren Haugh Fox

**KINDERGARTEN**

Siobhain Tucek	Room 101
Stacy Gusler	Room 102

**1st GRADE**

Stephaine Bracconeri	Room 106
Katie Statsky	Room 109

**2nd GRADE**

Lauren Hoeneveld	Room 113
Courtney Tully	Room 114
Marci Ryan	Room 115

**3rd GRADE**

Gia Isaacs	Room 012
Gina Connington	Room 014
Ashley Meisner	Room 015

**4th GRADE**

Alexis Maloney	Room 05
Cristen Edwards	Room 06
Robin Nolan	Room 010

**5th GRADE**

Sophia Poggi	Room 07
BethAnn Garvey	Room 08
Tami Furst	Room 09

Nurse	Emily Stapleton	Room 104
Art	Melanie Rodriguez	Room 120
Music	Cindy Kimmel	Room 117
PE	Jason Daw (others TBD)	
Library	Lisa Protzmann	
Reading/AIS	Jennifer Kilb	Room 112A
	Michelle Partenza	Room 112B
	Joanne Karounis	Room 013
Math/ AIS	Danielle Clancy	Room 011A
ELL	Laura Hagan	Room 016B
	Jessica Kilb	Room 103
Speech	Kerri Proctor	Room 016A
Dimensions	Christie Trento	Room 116
Spanish	Marcelita Rivas Rodriguez	push-in
Special Education	Lauren Fox	
	Meagan Allen	
	Jennifer Nelson	
	Kayla Tucek	
	Nisha Samuel	
Psychologist	Danielle Smith	
	Jennifer Grundstein	Room 112
SAC	Jaime DiGirolamo	Room 123
	Laurie Anello	Room 123
OT	Douglas Hallam	Room 011B
PT	Tara Lisewski	
	Helen Schouten	Room 011B
Behaviorist	Julie Bates	Room 123

## **Link Telephone Numbers**

**Link - Main Office 624-3494**

**Link - School Nurse 624-3494, ext. 4504**

**Transportation 639-6380**

**Psychologist 624-3494, ext. 4509**

**Food Services 624-3494, ext. 4505**

## **School Hours:**

<b>Instructional Day:</b>	<b>8:00 a.m. to 2:35 p.m.</b>
<b>Students Admitted:</b>	<b>7:52 a.m.</b>
<b>Classes Begin</b>	<b>8:00 a.m. * - Late Arrival 8:05</b>
<b>Dismissal:</b>	<b>2:30 p.m.- Buses</b>
	<b>2:45 p.m.- Walkers</b>

## **GENERAL INFORMATION**

\*In alphabetical order by topic

### **AFTER SCHOOL PROGRAMS**

There are various after school programs which may be available for students through different organizations. The FRC (Family Resource Center), CLC (Community Learning Center), PTA and RYSAC are such groups that offer programs ranging from homework help to enrichment programs. Other organizations will send out notices as various programs become available. After school programs are generally canceled when there is an early dismissal. You will be notified via the emergency calling system in such cases.

### **ANIMALS ON SCHOOL GROUNDS**

*(Refer to CCSD regulation 665)*

This is the district policy regarding animals in the schools: "No animals, domestic or otherwise, except for seeing-eye dogs, are permitted on school grounds. Permits requiring use with animals will not be approved. The exceptions to the preceding will be those animals which are used in science experiments, and/or which perform a security or safety function, and which are part of any cultural arts programs provided for the students. Animals used for this purpose must be under the control of an adult and must

be handled in a way that does not endanger children. Notification of any “animal visits” must be sent home to parents in case of allergies.

## **ARRIVAL**

Thank you for supporting us during the arrival process. It is imperative that everyone follow school procedures to keep our children, staff, and families safe. Procedures are subject to change. Please be patient as we establish the safest and most efficient protocols. We appreciate your collaboration as we keep our Link students as safe as possible.

### **ARRIVAL (7:50 – 8:00 A.M)**

Families are encouraged to use the district transportation, but if you choose to drive your child, please adhere to the requests of the staff member directing traffic:

1. The parent drop-off window is from **7:50 a.m. – 8:00 a.m.** If you arrive early, please wait in your car until a staff member is outside to receive your child(ren).
2. Please pull in the student drop off lane in the first parking lot on your right, located before the main entrance. Security personnel and staff will be there to assist traffic and help students enter the building safely, quickly and efficiently.
3. Please **DO NOT** drive around the cars in front of you.
4. When on the Link campus, drive slowly at all times.
5. All students, including kindergarteners, will exit the car on the left side only, and stay on the sidewalks/walkways. Cars must be in **PARK** while a child exits on the left side. Pull up behind the last car in line and continue to move forward until your child is out of the car. We will attempt to unload as many cars as quickly and efficiently as possible. Please do not allow your child to get out of the car unless you are waved to do so by a staff member.
6. Due to safety guidelines, children need to be able to exit the car independently without assistance from a parent or staff member. Please begin practicing this skill now so your child develops independence. Security and staff will be there to support this process as needed.
7. To keep the flow of traffic moving, parents should not exit the car. Staff will be outside assisting children.

### **LATE ARRIVALS: (8:05a.m.)**

Any child arriving after 8:05 a.m. is late and **MUST** sign in with the Greeter. The attendance records are corrected and the child is then sent to the classroom with a late pass. Thank you for doing all that you can to send your child on time for school.



## **ATTENDANCE – Daily attendance for students**

*(refer to CCSD policy & regulation 5100)*

The Clarkstown Central School District, in keeping with New York State Education Law, which requires that we inform parents of their right to be notified when their child is absent from attendance at school, has implemented the following procedure.

1) We request that parents call the school attendance line at 624-3494 prior to the start of school on the day of the absence. You can leave a message on the Nurse's answering machine between the hours of 4 p.m. and 7:45 a.m. Kindly state the student's name, grade, teacher, days of anticipated absence and reason for absence.

2) If a child is absent from school and the school has not been called by 9 a.m., the school nurse will attempt to call the parent or person in parental relation to the child either at home or place of business, during the morning to confirm the child's absence and reason. Please note that a written excuse is also required for each absence on the day the child returns to school. The importance of regular attendance at school cannot be emphasized enough. When a student is kept out of school for reasons other than illness, the significance of school to the child is diminished. The class work missed is only one of the negative aspects of an illegal absence.

The District recognizes the following reasons for student absences from school as valid:

- Sickness or death in family
- Impassable roads
- Religious observance
- Illness
- School approved and supervised trips

Student absences for the purpose of vacationing while school is in session are illegal under the rules of the NYS Education Department. Since such absences are illegal, school officials are not in a position to approve parent requests for such absences and urge the parents make every attempt to plan vacations during days when school is not in session.

It is our obligation; however, to see to it that such illegal absences cause a minimum of educational harm to students. We, therefore, require that parents and students assume the responsibility to accomplish the following whenever students are absent for an extended period of time.

1) Parents shall submit notification, in writing, to the principal of the school as early as possible, but not later than one week prior to the planned absence.

2) While on such vacation, students will engage in activities, which can be considered to be extensions of school-related work. Examples include the following: read literature and brochures related to the vacation site, or other subjects, or take home

materials or novels which have been assigned as a long-term project, write a daily log of experiences; calculate expenditures by maintaining an account of vacation expenses. Other relevant activities may also apply.

Failure to follow the preceding procedure may seriously impede educational progress and result in a decline of academic performance and grades. Parents and students should note that notification of the school does not alter the fact that such absences are illegal and will be so recorded.

## **BICYCLES**

Children riding bicycles to/from school must have a parent permission note on file in the office. Students riding bicycles must wear a helmet. All bicycles must be placed in the racks and should be locked.

## **BIRTHDAYS**

Individual student birthdays may be recognized and celebrated in the classroom in keeping with the NYS and CCSD guidelines. Such celebrations should be coordinated with the teacher a few days in advance so as to not interrupt the instructional plans. Invitations for home parties are not to be distributed in school unless all students are invited. Allowing students to hand out invitations is at the discretion of the teacher. RSVPs must be made **DIRECTLY TO PARENTS AND MAY NOT BE COMMUNICATED THROUGH SCHOOL.**

## **BUS TRANSPORTATION**

Those students who are eligible for bus transportation will receive a bus pass at the end of the summer. Parents with concerns or questions can call the bus garage at 639-6380. Students who ride the bus will be put on their bus everyday unless we have a note from the parent. Students may not ride on any bus other than their own, without special permission from the bus garage. You can fax the transportation office for such a request at (845) 639-4061.

In the event of a family emergency or special circumstance, students who receive transportation may ride to or from school on a different bus. Requests for bus changes must be made in writing to both the principal and the bus garage. Because most buses are close to capacity, changes are not granted for after school play dates or routine after-school activities.

## **CAFETERIA**

Breakfast and lunch are available to students. Please refer to the CCSD Food Service Department for the current cost and for an application to apply for free or reduced costs (if qualified). Breakfast is available to all students as a grab and go option as the school day begins.

Hot lunch, including milk, is served daily. Healthy snacks are also available for purchase. The monthly lunch menu will be posted online. For more information on the breakfast and lunch meals, please contact the Food Services Department at 639-6546.

## **CELL PHONES** (refer to CCSD policy & regulation 5410)

As per the district policy, “students may not use a cell phone or beeper or have an activated cell phone or beeper during the regular school day.”

## **CLASS PARENTS** (refer to CCSD policy & regulation 5495)

The PTA and the school will work to determine a class parent/class liaison for each class. Class parents will be designated with the responsibility of organizing class events and possibly assisting with supervision needs of the teacher (i.e. chaperoning trips).

## **CHILD CUSTODY/VISITATION RIGHTS & INFORMATION**

For the protection of the child, it is imperative that parents provide the main office with a copy of any legal document specifying the custodial parent/visitation rights. This is intended to prevent the release of a student to a parent who may no longer have the legal right to see a child or remove him/her from school. The office will share this confidential information with pertinent staff members.

In the absence of any court order to the contrary, a non-custodial parent who makes the request is entitled to receive copies of the following documents:

- Report card
- Progress reports
- Information about parent-teacher conferences
- Notification of concerts, plays, field trip

## **CLOTHING**

Be sure to label all of your children’s clothing and other belongings. There is a “lost and found” table and bin located near the main office for students to check when items have gone missing.

Please ensure that your child's footwear is safe and appropriate, to avoid accidents and injury. (Flip flops are not safe for the playground or gym.) During the winter months, we will have outdoor recess, weather permitting. Please make sure your child comes to school with appropriate cold weather clothing: a warm coat, hood or hat, and gloves or mittens.

Please refer to the CCSD Code of Conduct for information about the district dress code.

## CLASS PLACEMENT

*(refer to CCSD policy 5140 & regulation 514)*

Class placement meetings will take place in May and/or June with members of the current and following grade level teachers. Class placement will be finalized in August and parents will be informed in the last week of August.

District regulation states: "Prior to placement of students within their next year's class, the building principal will meet with appropriate staff members. Factors considered for placement include: academic aptitude, achievement levels, behavior, emotional needs, health, independence, interaction with peers and adults, leadership, learning styles, motivation, social needs, & special needs. Principals will communicate with parents, in a timely fashion, their right to provide information regarding placement. Parents who wish to provide information about their children concerning any of the above factors should forward that data, in writing, prior to May 1 to the building principal for consideration." Requests for teachers are not accepted.

## CODE OF CONDUCT

*(refer to CCSD policy 5410 and the link on the right for [Code of Conduct.](#))*

### **DEVELOPING GLOBAL CITIZENS: LINK'S DISCIPLINE WITH DIGNITY PLAN**

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- Inquirers
- Thinkers
- Caring
- Open-Minded
- Knowledgeable
- Principled
- Communicators
- Balanced
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- Do their personal best at all times.
- Complete homework

## **DISCIPLINE WITH DIGNITY**

In alignment with the PYP/IB philosophy, Discipline with Dignity (Curwin, & Mendler) is defined as an affirming approach to managing the classroom that promotes respect for self and others. The emphasis is on preventing problems by helping students to understand each other, work well together, and develop responsibility for their own actions. Our Link Discipline Plan affords every student the guidance in making good decisions about his or her behavior and, as such, an opportunity to learn in a positive, nurturing classroom environment. Our Plan clearly states expectations and positive recognition for appropriate behavior, as well as, interventions and consequences for inappropriate behavior.

### **Expectations:**

*As members of the Link Family and Clarkstown Community, students are expected to:*

1. Use words and actions to demonstrate respect for self and others.
2. Be on time and prepared for school each day with books, supplies, homework and assignments.
3. Be responsible and care for all books, materials, equipment, and school property.
4. Follow rules and directions – look at and listen to the teacher when he/she is speaking.
5. Raise their hand to speak and wait my turn.
6. Listen to and respond to anyone who is speaking in a respectful manner.
7. Walk quietly and respectfully in the school hallways.
8. Keep their hands, feet, and objects to myself.
9. Always use words and actions kindly. Know and understand that fighting, name calling, cursing and starting arguments are not acceptable behaviors.
10. Use words and actions to help make Link Elementary School a place to be proud of.

\*\* These expectations apply in all areas of our building, including classrooms, special areas, outdoor recess, cafeteria, halls and bathrooms.

## **Positive Recognition:**

Discipline with Dignity views positive recognition as a powerful tool for encouraging and affirming responsible behavior and raising student self-esteem. The Positive Recognition that students receive on a regular basis include, but are not limited to: praise, “thumbs up”, positive notes to students; positive calls or notes sent home to parents; first in line; select your own seat; privilege pass, etc.

## **Consequences:**

Although the emphasis of our Discipline with Dignity approach is on preventing problems by helping students to develop responsible behaviors and make respectful choices, consequences result when students choose not to follow rules and expectations. The levels of consequences are flexible depending on the Stage, frequency and severity of the infraction. Chronically misbehaving students and/or students acting in ways that are unsafe to self or others may go directly to consequences outlined in Stages 5-8. These consequences are aligned with the District Code of Conduct.

**Stage 1** – Warning/Verbal Reminder

**Stage 2** - Time away from group (can be in same class or in a colleague’s class);

**Stage 3** - Reflective Journal Entry: “Making Responsible Choices” and discussion with teacher/staff member; signature of parent.

**Stage 4** - Parent Phone Call and/or Conference, may include child

**Stage 5** - In-school ½ day detention with work to be supervised by TA

**Stage 6** - In-school full day detention with work supervised by TA

**Stage 7** - After school detention ½ hour-(parent notified will take place the following day)

**Stage 8** – Suspension: refer to District Code of Conduct on District Webpage

**Students who chronically misbehave, bully or engage in acts that are unsafe to self or others may lose the privilege of participating in events.**

### **Extreme and/or Violent Acts, Bullying or Destruction to School Property:**

Students will be sent to the Principal for investigation and disciplinary action as per district policy. The consequence may result in suspension as outlined in the District Code of Conduct.

## **COMMUNICATION PROTOCOL**

In order to facilitate the receipt of information, discuss ideas, gain clarification or share concerns, we ask that you follow the Protocol outlined below:

1. **Classroom Matters** – Telephone the classroom teacher FIRST. If you are in need of

additional assistance, contact the school Principal, Ms. Bish. After speaking with the building administrator, if you have further questions, seek the support of central administration.

2. **Building Wide Matters** – Telephone Ms. Bish. If you are in need of additional assistance after speaking with the building administration, follow the protocol (as above)

3. **PTA Matters** – Telephone the Parent Teacher Association Co-Presidents. IF you are in need of additional assistance, after speaking with the PTA Presidents, contact the Central Council Presidents for Clarkstown School District.

4. **Transportation Matters** – Telephone the Clarkstown Transportation Office 639-6380. If you are in need of additional assistance, contact CCSD central office for direction.

5. **District Wide Matters** – Telephone the Link office for the appropriate central administrator for assistance and further direction.

### **FOR OTHER NEEDS:**

1. **Personal and Family Matters** – Telephone Ms. Anello, School Assistance Counselor (624-3494), or Mrs. Grundstein, School Psychologist (624-3494).

**General Information** – Telephone Mrs. Napoli, school secretary at 624-3494.

2. **Health Issues** – Telephone Mrs. Stapleton, the School Nurse at 624-3494.

3. **Preschool or After School Enrichment Programs** – Telephone the Family Resource Center at 639-56194.

4. **After School** – Beyond the Bell/JCCY of Rockland at 362-4400 ext. 111.

## CONFERENCES & COMMUNICATION with STAFF

The purpose of the parent teacher communication is to establish and maintain a good working relationship between the home and the school. Parent-teacher conferences are always encouraged whenever questions or problems arise. If you would like to speak with the teacher, please send a note in with the child and the teacher will contact you at their earliest convenience. The Main Office will not interrupt the class unless an emergency exists. In order to preserve instructional time, teachers will often get back to you at the end of the day. If you have a concern regarding a classroom practice or procedure, please contact the classroom teacher first. If you are in need of additional assistance, contact the school Principal, Ms. Bish.

District-wide parent teacher conferences have been scheduled throughout the year. Please check the school calendar or visit the school website for the dates and times.

In addition to the district scheduled conferences, parents and teachers can initiate additional conferences as needed. This must be scheduled in advance and should not interrupt the instructional day. Please refrain from having discussions with teachers while they are supervising students (i.e. in the classroom or hallway) or extend a morning conference beyond 7:50 AM since we are engaged in the supervision of students at these times.

## CONTACTING YOUR CHILD DURING SCHOOL HOURS

If there is an urgent need to reach your child, or an emergency during school hours, please contact the main office. Your child will be called to the main office to speak with you. (Please note: students are not permitted to use their cell phones during the school day.)

## CROSSING GUARDS

A Crossing Guard is provided for the safety of the students at the entrance on Red Hill Road. between 7:30 – 8:00 a.m. and 2:30 – 3:00 p.m. The Clarkstown Police Department assigns the Crossing Guards.

## CONFIDENTIALITY

We hold our responsibility of confidentiality very seriously and will observe our ethical and professional responsibility of confidentiality of student information. The CCSD policy states that staff members “shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.”

We ask that parents also exercise good judgment when sharing information about students seen during any visit they should make to school or at community events.

## DISMISSAL PROCEDURES

General Guidelines:

- Individual Student: Students may not leave the classroom or the school grounds without permission. Students may be released to parents during the school day only by written request. All children must be signed out with the security desk.. No child will be dismissed directly from the classrooms.
- Time frame at End of Day: At dismissal time( approximately 2:30), all bus children will leave the classroom as their buses are called; after the buses have left the grounds (2:45) students being picked up by car will be escorted by their teachers to the front doors; walkers (with written permission) will be dismissed after the buses have left the grounds.
- The time between 2:20 and 2:35 is used to review homework, check assignment books and prepare for dismissal. This is an important time to help your children get organized and to develop responsibility and good work habits. PLEASE DO NOT request early dismissal during this time unless it is an emergency. To do so interferes with the safe and orderly dismissal of all our students.
- **PARENTS WISHING TO CHANGE DISMISSAL ROUTINE:** As you know, we are always concerned with the safety of your children. This atmosphere of safety relies most importantly on communication between the home and school. For this reason, in the event you need to change your child’s dismissal procedure on any given day, you must put the requested change in writing with all the details. This information must be given to the teacher on the day before or on the morning of the request and is only good for the date(s) you specify on the note. If you place the letter in a sealed envelope, please mark the envelope “DISMISSAL” in case of teacher absence. A separate note for each sibling affected by the change should be given to that child’s teacher. This note must include a telephone number where you can be reached.

Except in the event of an emergency, there will be NO EXCEPTIONS to this policy requiring a written note. If an emergency arises, please call the office.

## EMERGENCY CLOSING/DELAYED OPENING

When school is closed due to inclement weather or other emergencies, announcements are made via multiple mediums:



- NTI: The District Emergency Notification System will distribute the message via contact numbers you submitted on the emergency contact forms.
- The CCSD website main page lists closing or delayed openings

The decision to close or delay openings is made after consultation with local police, the highway department, various weather services, and the Transportation Department. Should the number of days of inclement weather closings exceed the number of days provided, the excess days will be made up as indicated on the School Calendar.

## EMERGENCY PROCEDURES

School safety and security are paramount here at Link. In accordance with NYS Education guidelines, we prepare and plan for a variety of emergency situations. Drills will be conducted during the course of the school year for emergency preparedness, and these include:

- District-wide early dismissal drill (please refer to the district calendar)
- County-wide drill (announced at the time of the drill)
- Emergency drills determined by the school building (i.e. lock down, weather drill, etc...)
- Evacuation (Fire) drills

## EXTRA HELP SCHEDULE

Each teacher will schedule two additional help periods per week either before or after the instructional day. Teachers will inform parents of their extra help schedule. Extra help sessions may be general or specific based on class and student needs.

## FIELD TRIPS

Field trips may be scheduled that complement the regular instructional program. All students who participate in a field trip must have written parental consent. Individual teachers will communicate if any trips are scheduled and will provide the details of these trips.

## HEALTH SERVICES

*(Refer to Regulations 546-549)*

Students requiring medical attention will be referred to the school nurse. Accident reports will be filed for all accidents that require medical attention.

The school nurse will provide teachers with a “conditions list” of ALL students in the school who have specific medical alerts and needs. This list will be updated as needed throughout the year.

- Allergies: Parents of students with food allergies are asked to release information about their children's food allergies to the school and the school community via written communication. The school nurse will share this information with the entire staff. Students with food allergies will sit in a designated area with other students who purchase lunch. Teaching assistants on lunch duty will supervise these students with extra care to avoid contact with any food or wrapper that may cause an allergic reaction.
- Immunization: The Public Health Law of New York mandates that every child be immunized. The parent/guardian must provide the school with a physician or clinic verified record or a copy of a school health record. Students will not be admitted to school without completed immunizations.
- Medication Administration: If a student is required to take medication during school hours, and the parent, or adult designated by the parent, cannot be at school to administer the medication, only the school nurse will administer the medication and only under certain conditions as per district regulations.

## **HEALTH GUIDELINES**

Please refer to any recent communication from the Clarkstown CSD concerning updates to our health protocols due to the pandemic or other health emergency that may arise.

### **ACCIDENTS AND INJURIES:**

In the event an accident occurs and a student is injured at Link, the teacher or a staff member who is supervising at that time will alert the school nurse. If the injury is only minor, the child may remain in class. Parents will generally not be notified in these cases. If a child is sent to the nurse for a more serious injury, Mrs. Greisberg will treat that student, contact the parent, and review the need for completing an accident report. Mrs. Greisberg or school staff will notify parents or designated emergency contact if further care is needed, e.g. medical care by doctor or parental follow-up at home.

### **HEALTH:**

The health of each child at Link School is of primary importance. As parents, you play a vital role in your child's physical well being. It is important for each child to have adequate sleep and a good breakfast before coming to school. By making it possible for a child to come to school clean and well groomed, you will be assisting him/her in developing a good feeling about them.

If your child has a communicable disease, please notify the school nurse at 624-3494. A child must remain home for the required number of days unless your doctor examines him/her and finds them completely recovered, and writes a note to that effect. Immediate care of illness makes for a prompt recovery. We request that you avoid sending your child to school with symptoms of illness. If your child becomes ill in school, you need to arrange for your child's transportation home. We do not permit an ill child to walk home under any circumstances.

**Strep Throat or Scarlet Fever:** A doctor's note is required if the child has not been on medication for 48 hours and wishes to return to school. If a child receives a throat culture to test for Strep Throat, please keep the child home until a diagnosis is made and it is determined that the child may return to school.

The minimum recuperation period for your child's protection is as follows:

- Chicken Pox 7 consecutive days
- German Measles 3 consecutive days
- Regular Measles 10 consecutive days
- Mumps 7 consecutive days

**Temperature:** If your child has an elevated temperature (over 100 degrees) in the evening or morning before school and/or symptoms of a cold, cough or sore throat, keep him/her home and seek the advice of your physician. A child should remain at home for 24 hours following an elevated temperature.

**Immunizations:** New York State Public Health Law (Section 2164) mandates that any new entrants into a school district be immunized against polio, measles, German measles (Rubella), mumps and diphtheria. Exceptions are made only for valid medical or religious reasons, evidenced by a certificate from a physician or clergyman. The health law also provides that, should these requirements not be completed, the child must be excluded from attending school until all required immunizations are complete.

**Medication in School:** Only the school nurse may administer medication in school. A written request from the parent and a written order from the family physician must be submitted along with the medication in the original container to the school nurse. Please contact the school nurse about this procedure.

**Dental Examinations:** Each child must have a dental examination upon entrance to school and upon entering the first, third, seventh and tenth grades. If a report is not received by October 1st, the dental appraisal will be conducted in school as part of the Health Service Program.

**Physical Examinations:** Each child must have a physical examination upon entrance to school and upon entering the first, third, seventh and tenth grades. When done by your family physician, he can diagnose, prescribe treatment and update immunizations. School forms are available for his findings. If the form is not returned by October 1st, the school physician will examine your child. This is called a health appraisal because it is not as complete as when done by the family physician in his office. Health problems detected in school will be referred to you.

**Screening Programs:** Each child in the elementary school is given a vision and hearing screening every year. If a condition is found as a result of the vision and hearing screening, the school nurse will contact you. Scoliosis screening (observation of the spine for lateral curvature and other defects) will be administered to children 11 years of age or older. More information about this program will be forthcoming during the school year. All entering kindergartens and new admissions are also screened for speech and language.

**Pediculosis:** Head lice occur from time to time among school children. Therefore, the school nurse does periodic checks on all children. Head lice do not carry disease, but do cause itching because they feed on the scalp. They are small (1-2mm) and light in color. Their eggs (nits) are whitish in color, usually found attached to hair close to the scalp, and, unlike dandruff, cannot be brushed away. If you suspect that your child may have pediculosis, it is recommended that you seek the advice of your family physician for diagnosis and treatment. Also, please notify the school nurse. Since pediculosis is spread only through direct contact, we urge you to caution your children against sharing hats, combs, scarves and other personal articles. Keeping hair and scalp clean and thoroughly combed is a must.

**When a child is ill in school:** We request that the emergency contact(s) person that is listed on the form resides locally for the benefit of the child. It is most distressing for a sick or

**injured child to have to wait for someone to come to school from out of the immediate area. Please contact the office as soon as possible if home or emergency telephone numbers/addresses have been changed.**

### **MODIFICATIONS FOR PHYSICAL EDUCATION:**

Parental requests for modification of physical education program:

- a) May be honored for one or two class sessions when confirmed by teacher and/or school nurse observation, and
- b) Repeated excuses deserve medical validation.

Referrals from a physician to the School Nurse are required:

- a) if health condition makes student's attendance questionable
- b) if health problem appears to need follow through by the school nurse
- c) if problems recur periodically.

Any excuse from Physical Education classes is also considered exclusion from Recess, which is an extension of the Physical Education Program.

## **HOMEWORK & PROJECTS**

*(Refer to CCSD policy & regulation 6630)* The purpose of homework is to support classroom learning through practice, pre-learning, processing, or checking for understanding.

### **Assignments are developed for specific purposes:**

- to aid in diagnosis of student's needs, interests, abilities
- to provide drill or exercise **as needed** by student
- to enrich or extend knowledge
- to encourage inquiry and recognize talents or interests

### **Teachers will:**

- clearly explain the homework assignment to students
- post the homework assignment
- check homework consistently
- assign work that is appropriate to the age, level and needs/interests of the student
- (Teachers may differentiate assignments for students- particularly those with special needs and consider their accommodations.)

It is recommended that the time allotment for homework (in totality- for all subjects, including reading log) is as follows:

- Kindergarten: on an individual basis
- Grades 1 – 2: 15-30 minutes per night
- Grades 3 – 4: 30-45 minutes per night
- Grade 5: 45-90 minutes per night

Most homework assignments will be given Monday-Thursday. On occasion, assignments may be given on a Friday. Extended research projects may also be assigned over a period of weeks, in the upper grades.

### **Parents Should:**

- Establish a regular time for homework, and stick to it. A good routine is an hour of play after school followed by homework time before dinner.
- Establish a homework area. It may be at a desk or at a table. Make certain it is well lit, quiet and comfortable.
- Have homework supplies handy. Keep paper, pencils, pens, and an eraser near your homework spot to save time and avoid interruptions.
- Concentrate on the task at hand, and see individual assignments through before taking a break.
- Keep a calendar of long-range assignments.
- Check homework assignment pad daily

## INTERVENTION SERVICES and SPECIAL EDUCATION

Link ES offers a continuum of intervention and special education services inline with the CCSD Special Education Plan (<http://www.ccsd.edu/files/filesystem/SpecialEd-%20DistrictPlan.pdf>). . Referrals for academic intervention services (AIS) are made within the RTI & IST teams. Referrals for formalized special education services are made in CSE meetings.

We currently offer the special education services of consultant teaching services (direct/indirect) and ICT (integrated co-teaching). In addition, there are related services such as speech & language, occupational therapy, and counseling. If the need for more intensive services are not available in the building, students can be referred to another school in the district or be placed outside the district to receive needed services

### Academic Intervention Services (AIS)

Students considered “at risk” will receive AIS services. Such services include reading or math support, ENL (English Language Learner) services, counseling services, speech and language services, and/or after school or summer classes. Classroom teachers will make referrals for AIS services to the RTI team after incremental and appropriate classroom interventions strategies have been attempted and documented. Students can also be referred for AIS programs based on state and district assessments.

### Instructional Support Team (IST) / RTI Team

The goal of the IST/RTI Team is to maximize individual student success within a mainstream classroom. The team is a vehicle for staff members to address concerns regarding a child who displays academic, behavioral, social or emotional problems.

#### Procedures for Pre- Meeting

- Teacher observes concerns with a student and tries different modifications with moderate or low success.
- Teacher fills out an RTI referral form with support from case liaison and submits to the coordinator.
- RTI Coordinator schedules a meeting and sends all committee members a copy of the referral form, student report card, and writing sample (if pertinent).

- Teacher & case liaison prepares supporting documents (i.e. charts, data, tests, class work)
- Teacher contacts parent regarding RTI meeting.

### Procedures for During Meeting:

- Assess Teacher Concerns
- Inventory student strengths and talents
- Review baseline data
- Select target teacher concerns (define the top 1-2 teacher concerns)
- Set goals
- Design an intervention plan
- Choose method of monitoring progress
- Review plans and set plans for parent communication and follow-up meeting

### Procedures for Post- Meeting

- Referring teacher will contact parents.
- Meeting notes/plans are shared with all staff involved and with the child (as needed).
- Progress monitoring form is developed & given to teacher(s)
- Plan is implemented by the teacher(s) and documented for a follow-up meeting.

## MEET THE TEACHER NIGHT

Each school has a “Meet the Teacher Night” early in the school year. It is intended to be an opportunity for parents to meet the teacher and see the classroom and curriculum materials. Because of the proximity to the beginning of school, it is not intended as a time for conferences about your child’s progress. Please check the school calendar for the date of this year’s Meet the Teacher Night.

## OUTDOOR RECESS CONDITIONS

Unless the “feels like” temperature is lower than 32 degrees or there is a weather advisory which may jeopardize the safety of our students, there will ALWAYS BE OUTDOOR recess. If the grounds are wet or covered in snow, we may call a “blacktop only” recess. It helps students to run around and get fresh air. Thank you for sending your child dressed appropriately for the weather.

## PARKING

Parking is prohibited in loading zones and fire lanes. Do not park in front of the building or in the circle. Kindly use the designated Visitors’ parking spots in the parking lot. Please do not park in assigned (numbered) parking spaces.

## PHONES

Students will not be allowed to use the school phone. In case of emergency, the secretary will process the call. Students may bring a cellular phone to school (for emergency purposes), but may not use it during the school day. They must leave the phone turned off and in their backpack during school hours.

## PTA

PTA membership meetings are held during the year. Notices are sent home and posted online prior to each meeting. Link parents have developed a very active PTA whose main goal is to maintain the safety and health of all students and to provide educational experiences which will enhance the child's learning. Each child benefits from the efforts of the PTA. Therefore, we strongly urge you to join in this important part of school life. Your ideas and suggestions are welcome. We would love to have 100% membership at Link!

## RELIGIOUS OBSERVANCE DAYS

(Refer to CCSO policy & regulation 5100)

On specific days recognized as days of religious observance by the school district and when school is in session, the following regulations are in effect:

- Every effort will be made by teachers to schedule tests on days other than a religious observance day.
- Homework may be assigned, but students absent for religious observances on recognized days will have at least as long to make up the homework as a student out ill on the same day.
- Field trips and special programs will not be scheduled on these days whenever alternative dates can be scheduled.
- New material may be introduced.
- No special penalties will be applied due to a student's absence for religious observances on a recognized day.

## REPORT CARDS

Communication of student learning is one key to student success. Clarkstown CSD has developed a Standards-Based Elementary Report Card. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. In a standards based learning environment, students receive marks that show how well they mastered each skill. Our new standards-based report card is based on three marking periods. Teachers will use marking period rubrics to evaluate student progress. These rubrics will provide consistency between teachers and schools because all teachers will be using the same rubrics. Report cards will be sent home in December, March, and June.

## REVIEWING STUDENT RECORDS

If parents wish to review their child's records, they may fill out the appropriate form in the main office (or at the district offices) and make an appointment to review the file.

## SAFETY & SECURITY

The school staff is committed to ensuring a safe and secure school environment for students. We ask your cooperation by helping us to enforce the following procedures:

- For security purposes, all entrances to the building will be locked during the school day and after school hours, including the main lobby doors.
- ALL visitors MUST BE buzzed in by the greeter or office personnel both during the school day and after school hours when there are no scheduled after school activities.
- All parents and visitors must sign in with the Greeter and then report to the main office.
- Community members may not use any area of the school grounds during school hours. All community members are welcome to use our playgrounds when school is not in session.
- Possessing articles, materials, toys, etc. or engaging in any activity, which may be considered injurious to the health, safety, and welfare of oneself or others is prohibited. Therefore, the use or possession of tobacco products, narcotics, alcoholic beverages, fireworks, firearms, weapons, knives, water pistols or other devices that cause bodily harm is prohibited on school property and on school buses. Violation of these rules may result in suspension from school.

**All visitors must have a scheduled appointment and/or pre-approved purpose for coming to Link.**

## SNACK TIME

Parents are requested to provide a nutritious snack for their children. A nutritious snack could include a half sandwich, low-fat cheese, a piece of fruit, a small box of raisins, carrot sticks, whole grain crackers, etc. Please avoid sweets.

## SPECIAL AREA CLASSES

A well-rounded education is valued at Link Elementary. In addition to our core curriculum, students also receive instruction in the areas of Spanish, art, music, physical education, and library.

## STUDENT STUDY SKILLS

Children who are successful in school know how to study. They reorganize, assimilate and use the information they are learning. Their tools for academic success in all subject areas



are Study Skills. Students with good study habits:

- Have a regular place to study
- Have supplies and materials ready before starting
- Have an organized time plan
- Have regular study hours
- Organize their work

**Forgotten Books:**

In our attempt to help our children to be organized and independent, we ask that children not return to school after dismissal for forgotten items (textbooks, notebooks, homework assignments, etc.). We urge children to pack up their belongings and take whatever items are needed for that night. If they do not have what is needed, they will need to explain this to their teacher the next day. We ask the parents to assist us by explaining this policy to their children. Children can accept the idea that school policy prohibits returning to school. This policy can also be shown to the child. When a parent attempts to return to school, it only diminishes the message that parent and school are working together and have consistent expectations.

## TOYS AND VALUABLES FROM HOME

For education and safety reasons, students are not permitted to bring toys to school. For special occasions or events, teachers may permit favorite games or toys. You will be notified by the classroom teacher of such exceptions. The school staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

## VISITORS and VOLUNTEERS

All visitors will be met in the front hallway by our “greeter.” You will be asked to sign in upon arrival and show proof of identification. You will receive a special visitor’s identification badge displayed during your visit with us. This procedure is designed to maintain the safety and welfare of all our students