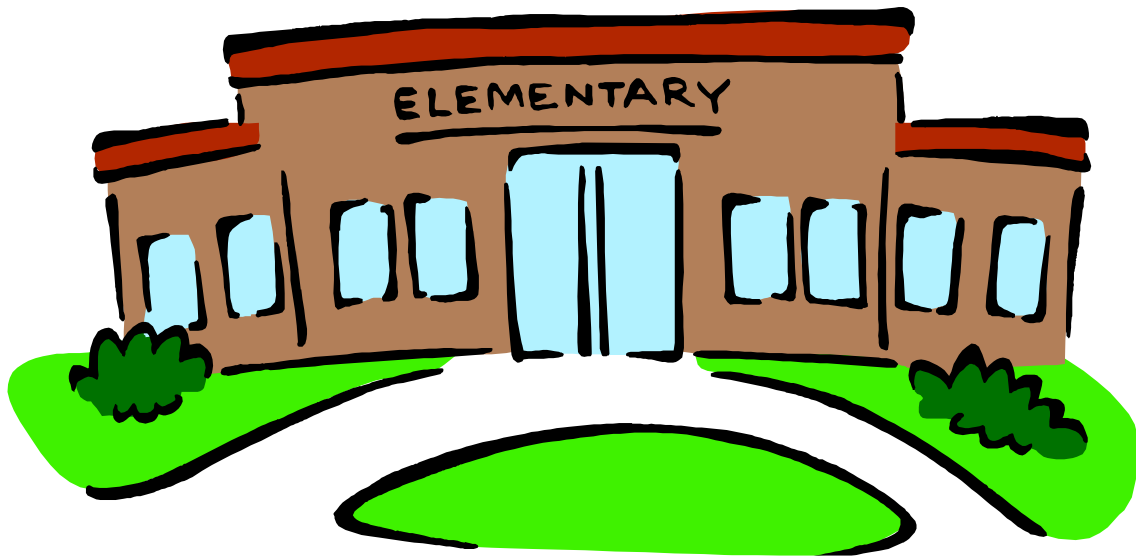


# Clinton Avenue Elementary School Student Handbook 2018-2019



Dear Students and Parents,

Welcome to the Clinton Avenue Family! Our school has been in existence since 1968. We are very proud of our school and the achievements of our students and faculty throughout the years. The purpose of this handbook is to acquaint you with the philosophy of the school as well as the rules and regulations, and to encourage you to take advantage of the many opportunities that exist for your education and enlightenment. Please take some time to go through it and address any questions you may have to the faculty or me.

## **2018-2019 School Hours**

Bus Arrival: 9:00 A.M.

School Begins: 9:10 A.M.

Dismissal: 3:20 P.M.

Bus Departure: 3:30 P.M.

## **Mission Statement**

The mission of the Clinton Avenue Elementary School is for all students to become lifelong learners in a school where everyone matters. We strive to always do our best, be respectful and responsible citizens and never forget our community.

**L**ifelong learners

**E**veryone matters

**A**lways do our best

**R**espectful and **R**esponsible

**N**ever forget our community

Toni M. Bifalco, Principal

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## Contact Information

|                                   |                   |
|-----------------------------------|-------------------|
| Clinton Avenue Main Office        | 631-474-8150/8151 |
| Clinton Avenue Fax                | 631-474-8499      |
| Clinton Avenue Health/Attendance  | 631-474-8154      |
| District Transportation Office    | 631-474-8124      |
| Extended Day Care                 | 631-474-8263      |
| Superintendent's Office           | 631-474-8105      |
| Assistant Superintendent's Office | 631-474-8110      |
| High School Main Office           | 631-474-8178      |
| JFK Main Office                   | 631-474-8160      |
| Boyle Rd. Main Office             | 631-474-8140      |
| Terryville Rd. Main Office        | 631-474-2834      |
| Norwood Ave. Main Office          | 631-474-8130      |

## Board of Education

Comsewogue's Board of Education consists of seven members. The Board of Education is frequently the closest link between the community and the school aside from the pupils in the district. Board members are elected for three-year terms and serve without pay. All regularly scheduled board meetings are open to the public and it has always been the policy in Comsewogue to encourage attendance at these meetings. Comsewogue Board of Education meetings are held at the Norwood District Office Board Room on the first Monday of each month, starting at 8:00 p.m.

The Board of Education sets school policies, approves the appointment of personnel, adopts budgets, approves courses of study, and in many instances, must be the final arbiter on many controversial issues. The Board and Superintendent are concerned about an effective program of communication, keeping the community informed to the point that understanding and confidence are engendered in the school program.

## Instructional Programs

### The Elementary Program

The Comsewogue School District has the highest expectations for its elementary school programs. Children are provided a well structured and caring learning environment consistent with the community's goal of high quality, creative, and challenging instruction for Comsewogue students.

All students receive appropriate instruction in Mathematics, English Language Arts (Reading, Writing, Listening and Speaking), Science, Health, Music, Art and Physical Education. Teachers plan units of study and daily lessons consistent with the New York

State learning standards. All elementary classrooms have a minimum of three computers to assist students in the instructional program.

Support for the regular instructional program is provided by the AIS Reading and English as a Second Language. A full array of support services from school psychologists, speech teachers and special education staff provide assistance for children requiring program accommodations and extra help. Internet access in the media center and the classrooms enable students to do supervised research.

## **School Discipline Policy**

School discipline is the shared responsibility of the School District employees, parents and students. Because of this, all parties will work together to make certain that appropriate polices are instituted and effectively applied.

### **A. Student Bill of Rights**

All Comsewogue students have a right to each of the following:

1. A learning environment free from physical danger;
2. A school free from harassment and ridicule;
3. A clean and healthy environment;
4. Security for personal and school property;
5. A school which protects them from those who would steal their ideas through cheating and plagiarism;
6. Instruction free from disruption;
7. Orderly and secure lunch periods;
8. School sponsored social events free from disruption;
9. Access to all district activities on an equal basis, regardless of sex, race, religion or natural origin;
10. A student discipline policy which guarantees their due process rights by providing them the opportunity to present their version of the facts prior to the imposition of any disciplinary penalty.

### **B. Student Responsibilities**

All Comsewogue students will have the following responsibilities:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of their abilities in all academic and extracurricular pursuits;
3. To hold themselves to the highest standards of conduct, demeanor and sportsmanship;
4. To be in regular attendance of school and in class;

5. To respond to direction given by teachers, administrators, school bus drivers, and other school personnel in a respectful and positive manner;
6. To seek help in solving problems that might lead to disciplinary actions;
7. To dress appropriately for school and school functions;
8. To accept responsibility for their actions;
9. To conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events on or off school property, and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

## **School Conduct & Discipline**

### **A. Unacceptable Behavior**

1. Inappropriate Language is the use of abusive or vulgar language either in general communication or directed at another person.
2. Inappropriate Cafeteria Behavior is characterized by the misuse of food and the disruption of the environment.
3. Disruptive Noise is any noise that is excessive, intolerable or interferes with the learning process of others. Such noises include, but are not limited to, the following:
  - a. whistling
  - b. screaming
  - c. loud noises
  - d. amplified music
4. Harassment is any crude, intimidating or insulting behavior.
5. Insubordination occurs when a student disregards a directive issued by a staff member or administrator.
6. Objectionable Physical Behavior is not tolerated. Examples of such behavior include, but are not limited to, running in the halls, shoving, fighting, throwing objects and using offensive gestures.
7. Inappropriate Displays of Affection are unacceptable in school or on school grounds.
8. Students must conduct themselves in a manner which reflects respect for both them and others.
9. Dishonest Actions such as cheating, plagiarism, writing papers or homework for others and forging notes are never acceptable.
10. Misuse of Computer/Electronic communication including any unauthorized use of computers, software or Internet accounts; accessing inappropriate websites; or any other
11. violation of the District's acceptable use policy.
12. Engaging in misconduct while on a school bus. Once a child boards the bus, and only at that time does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

13. In view of the fact that a bus is an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
14. Any other violations of an individual's civil rights.

## **B. Disciplinary Actions for Unacceptable Behavior:**

Student discipline will be commensurate to the seriousness of the violation. When appropriate, disciplinary actions will be progressively applied; a student's first penalty merits a lighter penalty than subsequent violations. All relevant factors shall be taken into account in determining an appropriate penalty.

The range of penalties which may be imposed for violations of the student disciplinary code include the following:

1. Verbal Reprimand
2. Detention and/or Parent Notification
3. Denial of School Privileges
4. In-School Suspension
5. Suspension

## **C. Inappropriate Attire**

1. Inappropriate attire affects the learning environment. All students are expected to dress and groom themselves neatly in clothes that are appropriate and safe.
2. Upon referral, the principal will determine whether a student's attire is sufficiently distracting or unsafe to warrant the student's removal from the learning environment.

## **D. Gum**

Absolutely no gum chewing is allowed in the school.

## **E. Hats**

Wearing of hats inside the school building is prohibited.

## **F. Smoking**

State law prohibits smoking on school property by anyone of any age.

## **G. Early Identification and Resolution of Student Discipline Problem**



Pupil service personnel, administrators, teachers and others will report students to the building principal when they believe such students present a discipline problem. The principal will conduct an investigation of the reports, which may include a conference with the complainant, student, parents, teachers, other pupil service personnel or others, as he/she deems appropriate for the early identification and resolution of the suspected problem.

## **H. Students with Disabilities**

If the principal suspects that a specific student problem is a manifestation of a disability, the matter should be referred to the Committee on Special Education (CSE). The CSE will determine whether the offense was related to the student's disability. Depending on that determination, the CSE will either review the student's placement and Individualized Education Program (IEP) for possible change or return the case to the principal for normal discipline.

In the event that the behavior of a student with a disability poses an immediate danger, the principal may suspend without waiting for the CSE review.

## **School Emergencies & Illnesses**

There is a nurse at each of our schools to administer first aid in emergencies and be of assistance to students, parents, and teachers with each student's health concerns.

In case of an emergency, the school must be able to reach the parent, a neighbor, or a relative of each child. Parents or a person authorized by the parents are expected to provide transportation for students who become ill during the school day and require early dismissal.

For the safety of the child and for the personal satisfaction of knowing that a responsible adult will look after the child should illness occur during the school hours, each parent must provide the school with the contact information required.

### **Important Note**

Unlisted or confidential telephone numbers must be made available to the school authorities so that the parents or responsible adult may be reached should the child become so ill that he/she cannot remain in school. Parents should keep the school office advised of any change of home or emergency telephone numbers. A separate emergency contact card must be completed for each child in the family.

## **A. Administering Medications**

Students will not be permitted to take medications, prescription or non-prescription, while at school unless such medication is given to them by authorized school personnel acting under specific request of parent/guardian and underwritten directive of the pupil's physician.

## **B. Physical Examination**

All new entrants and students in kindergarten and second grade are required to have a physical examination by the school physician or the family physician. Any abnormalities detected by the school physician will be reported to the child's parents with the hope that the family physician will be consulted.

## **Absence & Attendance**

Regular attendance and punctuality are important to the education and well-being of each student. Parents or guardians are legally responsible to see that each child is in attendance every day and arrives on time.

If illness does make it necessary for a child to be absent, parents are requested to telephone the Nurse's Office at 474-8154. Absence notes are required when a student returns to school.

## **Security**

### **A. Sign in & Sign-out and Release Procedures**

All visitors to the Clinton Ave School must sign in at the security desk in the main lobby upon arrival and must sign out before departure. A book, for this purpose, is on the desk in the lobby. The lobby is monitored between the hours of 8:30 a.m. to 4:00 p.m. Be prepared to show proper identification.

Name tags are available and should be worn while in the school building. School personnel will question unidentified people inside the building and/or on school grounds.

Parents wishing to visit the classrooms to see teachers and/or students must first get permission from the main office.

### **B. Parking Lots**

All cars of faculty, staff and visitors should be parked in the parking lot. No one may be parked in the front of the building between 8:30-9:15 a.m. and 2:45-3:30 p.m. parents dropping off and picking up students may not park their cars along the curb in the parking lot.

If you are dropping off or picking up your child, you should park in the parking spot and escort your child to and from the car. This is for the safety of your child and all of the other children at Clinton Avenue School.

### **C. Release Procedures**

Bus transportation will be provided to all students. Any change in dismissal mode must be accompanied by a note from the parent or legal guardian. i.e., Bus R to Bus S; Child to be picked up by a parent or another authorized adult. Notes must be submitted to the office for authorized approval and signature.

Children will not be released to another person without written authorization from the parent or legal guardian.

Parents are encouraged not to remove their child from school prior to the end of the school day in anything other than emergency situations.

## **Weather Emergency**

### **A. Delayed Opening/School Closings**

Listen to WALK-FM (97.5), WBLI (106.1) or watch Channel 12 for information on the Comsewogue School District.

\*Receive automated phone messages from the school or district.

### **B. Early Dismissal**

Listen to WALK-FM (97.5), WBLI (106.1) or watch Channel 12 for information on the Comsewogue School District.

\*Receive automated phone messages from the school or district.

\*\*An effort will be made by the class parent to call all parents to inform them of early dismissal. Forms of phone numbers are distributed in the Back-to-School packets every August.

\*\*\*All children will be dismissed from school during an early dismissal, therefore, it is important for parents to have a contingency plan for someone to meet their child in case of early dismissal. Please familiarize your child with this plan.

# **Parent Teacher Association (PTA)**

## **The Clinton Avenue PTA**

An important part of our students' educational environment is rooted in the collaborative efforts of parents, teachers and the principal who volunteer through the Clinton Avenue PTA.

Our PTA offers programs and services to students throughout the year and serves as a resource for all school, community and district affairs. All PTA meetings are open to parents and teachers, but in order to vote on an issue at a PTA meeting you must be a dues paying member.

A typical PTA agenda features: The Principal's Corner, information provided by representatives of PTA Council, the Board of Education, Special Education PTA, Legislation, subcommittees and committee reports on Education, Community, Membership and Fundraising.

PTA's are not intended to build large treasuries. As a non-profit organization, the unit is responsible for maintaining reasonable operating expenses and turning profits over to the students through educational programs and services. Any spending over \$25.00 must be approved by the general membership.

We encourage your membership, support and involvement. All meeting dates can be found on the district calendar.

## **PTA Events**

### **Kindergarten Roundup**

An August function to introduce new kindergarteners to the school.

### **Fall and Spring Book Fair**

A service provided by the PTA for families to purchase books for their children. It also serves as a fund-raiser for the PTA.

### **Holiday Dinner Dance**

A Friday evening in December with dancing and entertainment.

### **Holiday Boutique**

An opportunity for children to buy something inexpensive for family members for the December holidays.

### **Thanksgiving Day Drive**

Food drive for needy families in our community.

### **RIF (Reading Is Fundamental)**

A federally funded program, subsidized by PTA funds that gives your child three free books per year.

### **Teacher/Staff Recognition Day**

A special luncheon is provided by the PTA for the Clinton Avenue faculty and staff.

### **Author Day**

An author/illustrator visits the school.

### **Mother's Day Plant Sale**

An opportunity for children to purchase plants at a reasonable cost.

### **Newsletter**

The "Clinton Courier" is published several times a year with information from the PTA.

### **Class Parents**

One or more parents volunteer to be "class parent" for the school year. They organize parties throughout the year and come to school to help supervise those events. They might assist the teacher with class projects or call on other parents from the class to help.

## **School Programs**

### **Primary Project**

Children with special needs meet in a play/therapy format.

### **Cultural Arts**

Cultural programs are brought into the school after being selected by a committee of teachers and parents.

### **Field Day**

A fun-filled game and contest day, organized by the Physical Education Department, assisted by PTA volunteers.

### **Adopt-a-Family**

Immediately preceding the holiday season, food items, gifts and clothing are collected for families in need in the community.

### **Flag Day**

A school-wide celebration of song, flags and a parade. This event is held every June.

### **Fire Prevention**

The Terryville Fire Department gives a variety of age appropriate presentations to our students in the Fall season of the school year.

# Food Service Programs

The Clinton Avenue Elementary School has a breakfast and lunch program for all students.

## A. Breakfast Program

A full breakfast menu is provided every morning for students. THE CAFETERIA OPENS TWENTY FIVE MINUTES BEFORE THE START OF THE SCHOOL DAY. A teacher is on duty to assist students. Parents and students should consult the monthly school menu for prices. Transportation to school, for the breakfast program, is the responsibility of the student and/or parent.

## B. Lunch Program

All students at the Clinton Avenue School are given a thirty minute lunch period each day. Well balanced meals are offered at a reasonable price to encourage good nutrition. Students who bring their lunch to school may purchase a beverage and/or snack each day. Parents should use the monthly menu for prices, food choices and other helpful information.

## C. Food Allergies

Food allergies are taken seriously in the cafeteria and there is no sharing of food. Peanut free tables are provided for each class. Parents are advised to make the school nurse aware of any food allergies or medical concerns.

## D. Free and Reduced Meal Program

Free and reduced lunch is available to qualifying students. Eligibility information is available in the main office of the school.

# Field Trips

The faculty and staff of Clinton Avenue School believe that field trips are an integral part of a students' education. All children are encouraged to participate in all field trips as they are co-curricular in nature and enhance the learning process. Families with financial difficulties should contact the individual teacher, on a per trip basis, if assistance is needed in this area. The following are general rules for all field trips:

1. All students participating must have signed permission slips from the parent/guardian.
2. All participating chaperones must complete and sign the Volunteer Workers' Compensation form and check either yes or no (your choice). The number of

- chaperones per trip is determined by the nature of the field trip and/or the circumstances surrounding the availability of seats and/or tickets.
3. Chaperones are expected to adhere to time schedules and assigned responsibilities.
  4. Teachers, with the principal's authority, reserve the right to exclude a student from a field trip for gross violations of school rules or where it has been determined that he/she is or could be a danger to himself/herself or others.
  5. All school rules apply.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled once a year for each student on either an evening in November (as scheduled on the school district calendar) or on the Wednesday before Thanksgiving. Conference time is limited. If more time is needed, parent and teacher will choose a convenient time for both to continue the discussion. Teachers are always available to have a conference with parents if the need arises. A telephone call to the school (474-8150) with your request to your child's teacher will be returned in a timely and professional manner.

## **AIS Services**

Small group instruction in Reading is available to all those who qualify based on assessments and teacher recommendation. Students are afforded the opportunity to use high interest materials that are suited to their individual needs. Computer assisted instruction that enhances and strengthens skills is also used. The classroom and AIS teachers work together to provide instruction that will enhance student performance.

## **School Rules**

### **A. Cafeteria Procedures**

1. Walk at all times.
2. Sit down while eating.
3. Speak quietly and politely
4. Raise your hand to get a teacher or an aide to come to your table.
5. Never leave the cafeteria without permission from the TEACHER ON DUTY.
6. Stand in lunch or snack lines in a quiet and orderly manner.
7. All children are expected to clean up after themselves.
8. Restrooms should be used before or after the lunch/recess period.
9. Use of the water fountain is allowed with adult permission.
10. When lunch or lunch money is forgotten, lost or misplaced, the student will receive a meal from the cafeteria. An I.O.U. form will be sent home for payment.

\*If lunch is left in the classroom, the child will be allowed to go back to the classroom with an adult to get the lunch.

## **B. Playground Procedures**

On most days, children go outside for 25 minutes of recess. They should be dressed warmly with coats, hats and gloves in the winter. During the warm weather, they should wear shoes appropriate for outdoor activities. Flip-flops are not permitted in school or on the playground. Doctor's notes are required for exclusion from outdoor recess.

Students will:

1. Be given a 25-minute activity period on the school playground (weather permitting).
2. Follow all school rules concerning appropriate behavior and show respect for others.
3. Use equipment safely and according to the rules.
4. Always obtain a pass from an aide or the teacher in charge to enter the building.
5. Report all accidents and/or behavioral issues to an aide or to the teacher in charge.
6. Return all borrowed equipment when the whistle is blown to line up.
7. Wait in line quietly for their teacher.
8. Students are not permitted near the loading platform, parking lots, door alcoves, classroom windows or fences.

\*Public use of playground during school hours is prohibited.

## **C. School Assembly Procedures**

Students will:

1. Enter and leave quietly
2. Follow the directions of the teacher
3. Sit quietly
4. Remain seated throughout the program
5. Use applause (hand clapping) to express approval and appreciation
6. Listen politely
7. Do not talk during the program

## **D. Hallway Procedures**

The hallways of Clinton Avenue Elementary School are designed to provide safe passage for all students. The following responsibilities will help to ensure this.



1. Remember to walk.
2. Stay to the right.
3. Go around the yellow caution circles.
4. Use an appropriate voice level.
5. Respect others in classes you pass.
6. Stay with your class or group; no loitering.

## **E. Restroom Procedures**

Students are permitted to use the bathrooms with permission from the teacher. The following guidelines should be followed by the students:

1. Always ask permission to use the restroom.
2. If/when leaving the classroom to use the restroom, use the buddy system.
3. Be quiet and orderly when using the restroom.
4. Wash your hands before leaving the restroom.
5. Throw paper in the trash can and make sure the water is turned off when you are finished.
6. Report any problems you see to your teacher when you return.

## **F. Phone Procedures**

The counter phone in the main office is for student use only in emergency situations, with a note from the classroom teacher.

## **G. Bus Procedures**

1. All children should be on the side of the road, waiting at their bus stop.
2. When riding on the bus, all children should be using their seatbelts safely and in an appropriate manner.
3. Kindergarten children should sit in the front of the bus.
4. There should be no standing, yelling, jumping, throwing things, etc.
5. If for any reason a child does not follow these rules, they will be warned by the driver.
6. If the behavior continues, a bus referral is submitted to the principal.
7. Future violations of bus rules may result in a bus suspension.

Each student is assigned a specific bus on which to travel to and from school. Permission may be granted for a student to go home on the bus with another student on a particular day, provided that the change does not create an overcrowded condition on the bus and these procedures are followed:

1. Students must have a note from their parents giving them permission to go home with the other student on a particular date and state which bus number or letter.
2. The note should be brought by the student to the office early in the school day for the appropriate signature.

## Report Cards

Students will be assessed in the following subject areas: ELA Reading, ELA Writing, ELA Speaking/Listening, Mathematics, Social Studies, Science, Special Subjects (Art, Music, and Physical Education), Social Growth and Behavior, Work Habits.

The following numeric grades will be used to evaluate academic performance levels for standards:

- 4: Meeting state learning standards with distinction
- 3: Meeting state learning standards
- 2: Partially meeting state learning standards
- 1: Not meeting state learning standards

The following letter grades will be used to evaluate academic performance levels for progress:

- E: Excellent
- C: Consistent
- P: Progressing
- N: Needs Improvement

## Rights of the Child

In 1979, the International Year of the Child, the United Nations approved a Declaration of the Rights of the Child. These rights applied then and they still apply to our children today. We, as parents, have the responsibility to see that our children receive these rights. The rights as approved of the United Nations are:

- The right to affection, love and understanding.
- The right to adequate nutrition and medical care.
- The right to free education.
- The right for full opportunity for play and recreation.
- The right to a name and nationality.
- The right to special care, if disabled.
- The right to be among the first to receive relief in times of disaster.
- The right to be a useful member of society and to develop individual abilities.
- The right to be brought up in a spirit of peace and universal brotherhood.

- The right to enjoy these rights, regardless of race, color, sex, religion, nationality, or social origin.

The fulfillment of these rights is the responsibility of society as a whole, and of the parent or guardian who is a child's first contact with the world we live in.

Parental responsibility includes providing for a child's basic needs of clothing, food, shelter; providing physical and emotional security for the child; and seeing to the hundreds of small tasks that help our children grow.

Our most prized possessions are our children. They need our care and understanding at all times. What they become will be determined in part on how we care for them. Let's give them the best start we possibly can!

At Clinton Avenue Elementary School, we all have a concern for the whole child.

- Help each child acquire the greatest possible understanding of himself or herself and appreciation for his/her self-worth.
- Help each child acquire understanding and appreciation of persons belonging to all social, cultural and ethnic groups.
- Help each child acquire the mastery of the basic skills in the use of words and numbers.
- Help each child acquire an active curiosity.
- Help each child attain the habits and attitudes of responsible citizenship.
- Help each child acquire good health habits and an understanding of the conditions necessary for maintaining physical and emotional well being.
- Give each child opportunity and encouragement to be creative in more than one field.
- Help each child understand the opportunities open to him/her and to prepare for a productive life and help each child take full advantage of these opportunities.
- Help each child to understand, appreciate and respect human achievement in the natural sciences, the social sciences and the humanities and the arts.
- Help each child prepare for a world of rapid change and unforeseeable demands in which continuing education throughout adult life should be a normal expectation.

### **Principal Pledge**

- Provide an environment that allows for positive communication between teacher, parent and student.
- Provide a safe, pleasant and caring atmosphere at school for learning.
- Provide information throughout the year to explain current educational issues.

### **Teacher Pledge**

- Provide an environment that allows for positive communication between teacher, parent and student.
- Keep children's confidence level up and create an atmosphere where good self-esteem for students can exist.
- Teach in a variety of ways to meet the needs of all children's learning styles.
- Respect and celebrate cultural differences of students and their families.
- Assist students in developing a sense of personal and civic pride.
- Provide parents with timely and specific progress reports.

## **Parent Pledge**

- Make every effort to see that my child is punctual and attends school regularly.
- Provide my child with a proper breakfast of nutritional value.
- Try to schedule appointments and vacations around school's time off.
- Provide a quiet, well-lit study space.
- Provide a set routine for study time and bedtime.
- Provide a public library card for my child and look into library programs for my child.
- Provide my child with outside experiences.
- Be involved in the amount and content of my child's TV viewing and computer usage.
- Support and reinforce academics when school is not in session such as long vacations and summer break.

## **Student Pledge**

- Make an effort to do my best.
- Attend school regularly.
- Come to school prepared each day with pens, pencils, paper and any other materials that may be needed.
- Accept responsibility by my own actions.
- Resolve conflicts peacefully.
- Show respect for myself, other people, pets and property.
- Strive to make good choices.
- I will read everyday.
- I will be responsible for my own learning and study habits,
- I will strive to do my best and put in 100% effort.
- I will set goals for myself every marking period.