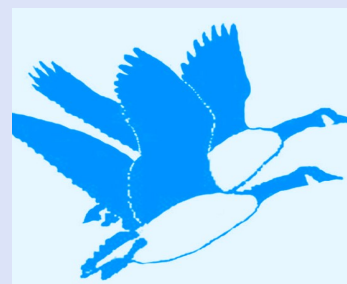


**Rondout Valley Central School District**

# **Kerhonkson Elementary School**

Jackie VanNosdall, Principal  
P.O. Box 9, Accord, NY 12404  
(845)626-2451

***“Home of the Little Ganders”***



September 8, 2015

Dear Families:

Welcome back! Another school year is underway. It was wonderful to see all of the students rested, excited and ready to learn! As we proceed, we will provide you regularly with newsletters, strategies for helping your child at home, and updates of important events. Our first order of business is review of the Student Handbook. Attached you will find the following items:

- Student Handbook and Student Handbook signature form
- Bus Pass Form
- “Opt-Out” form

The **Student Handbook** contains information that will be helpful to you and your child as the school year unfolds. Several sections have been revised. Please review it with your child, and return the **signature form** indicating you have done so to us by **Friday, September 11**.

Please return the **“Opt-Out” Form only if you DO NOT consent** for child’s name, photograph or video to be published. Please note that **student names are not used together with their photograph or video**. Student names, photographs and videos are used **ONLY** for educational and/or public relations purposes, as in school newsletters or on the District’s website.

In the interest of safety, no child will be allowed to change buses without **written** permission signed by a parent or guardian. Children should only change buses because of a change in childcare. Please use the golden-colored **bus forms** sent home with this handbook when a bus change is necessary. **The school will not accept changes over the phone**. You may send your request in with your child or fax it to the Main Office at 626-5767. The District has the right to deny a change if a bus is at capacity.

Your help and support with regard to these items is greatly appreciated. We are looking forward to a great year. Please feel free to call or email me with any questions you may have!

Sincerely,

Jackie VanNosdall  
jvannosdall@rondout.k12.ny.us

# Kerhonkson Elementary School

P.O. Box 9  
Accord, New York 12404  
(845)626-2451

Please fill out each section listed below and return this form to your child's teacher by Friday, September 11<sup>th</sup>. We have to keep this form on file. Thank you.

## Acknowledge Receiving Handbook

I, \_\_\_\_\_, the parent/guardian of  
(Parent/Guardian's Name)

\_\_\_\_\_, have read and received the Student/Parent  
(Student's Name)

Handbook.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please return this page off and return it to your child's classroom teacher.

# Kerhonkson Elementary School

"Home of the Little Ganders"



Student/Parent Handbook  
2015-16

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# Kerhonkson Elementary School Staff

2015-2016

**We want to hear from you! Please contact us as needed. In the event that you need to call a teacher or staff member, please call the Main Office at 626-2451. The teacher or staff member you wish to reach will return your call when they are not instructing students.**

Faculty / Staff Name	Position	E-Mail
<b>Teachers:</b>		
	Lederman's Childcare UPK Class	
Katie Thurst	Lederman's Childcare UPK Class	kthurst@rondout.k12.ny.us
Darlene Cummins	Kindergarten Teacher	dcummins@rondout.k12.ny.us
Shirley Currey	Kindergarten Teacher	scurrey@rondout.k12.ny.us
Andrea Kortright	Kindergarten Teacher	akortright@rondout.k12.ny.us
Cindy Carubia	1 <sup>st</sup> Grade Teacher	ccarubia@rondout.k12.ny.us
Debbie Eck	1 <sup>st</sup> Grade Teacher	deck@rondout.k12.ny.us
Linda Young	1 <sup>st</sup> Grade Teacher	lyoung@rondout.k12.ny.us
Maria Dunham	2 <sup>nd</sup> Grade Teacher	mdunham@rondout.k12.ny.us
Alison Fischer	2 <sup>nd</sup> Grade Teacher	afischer@rondout.k12.ny.us
Sue Gillis	2 <sup>nd</sup> Grade Teacher	sgillis@rondout.k12.ny.us
Robin DePew	3 <sup>rd</sup> Grade Teacher	rdepew@rondout.k12.ny.us
Dorothy Mayone	3 <sup>rd</sup> Grade Teacher	dmayone@rondout.k12.ny.us
Mary Schoonmaker	3 <sup>rd</sup> Grade Teacher	mschoonmaker@rondout.k12.ny.us
Anne Gullickson	Special Education Teacher	agullickson@rondout.k12.ny.us
Janet Shaw	Special Education Teacher	jshaw@rondout.k12.ny.us
James Ortner	Special Education, 12:1:1 TIP Program	jortner@rondout.k12.ny.us
	Special Education, 15:1 Program Grades K-1	
Shannon VanNorman	Special Education, 15:1 Program Grades 2-3	svannorman@rondout.k12.ny.us
<b>Academic Intervention:</b>		
Elizabeth Battaglia	Reading Teacher	ebattaglia@rondout.k12.ny.us
Michele Pauley	Reading Teacher	mpauley@rondout.k12.ny.us
Kim Strauss	Math Coach	estrauss@rondout.k12.ny.us
Katie Thurst	Math Coach	kthurst@rondout.k12.ny.us
<b>Special Area Teachers:</b>		
Gregg Jones	Physical Education Teacher	gjones@rondout.k12.ny.us
Joy Miller	Music Teacher (T, Th)	jmiller@rondout.k12.ny.us
Stephen Protoss	Art Teacher (W, F)	sprotoss@rondout.k12.ny.us
Catherine Turner	Library Media Specialist	cturner@rondout.k12.ny.us

# Kerhonkson Elementary School Staff

2015-2016

<b>Support Staff:</b>		
Austin Cook	Crisis Intervention Counselor (12:1:1 and 15:1 Programs)	acook@rondout.k12.ny.us
Kim Gorney	Speech/Language Pathologist	kgorney@rondout.k12.ny.us
Rebecca Horwitz	English as a Second Language	rhorwitz@rondout.k12.ny.us
Jennifer Leipham	Occupational Therapist	jleipham@rondout.k12.ny.us
Laura Mehalak	School Psychologist	lmehalak@rondout.k12.ny.us
Carlos Perez	Physical Therapist	cperez@rondout.k12.ny.us
Alicia Serson	Speech/Language Pathologist	aserson@rondout.k12.ny.us
Rita Stoddard	School Nurse	rstoddard@rondout.k12.ny.us
	School Counselor	@rondout.k12.ny.us
<b>Aides and Assistants:</b>		
Jennifer Bonelli	Teaching Assistant, 2 <sup>nd</sup> Grade	jbonelli@rondout.k12.ny.us
Loren Dugan	Teaching Assistant, Kindergarten	ldugan@rondout.k12.ny.us
Melissa Frumenti	Teaching Assistant, 3 <sup>rd</sup> Grade	mfrumenti@rondout.k12.ny.us
Donna Henebery	Teaching Assistant, 15:1 Program Grades 2-3	dhenebery@rondout.k12.ny.us
Annmarie Huffman	Teaching Assistant, Kindergarten	ahuffman@rondout.k12.ny.us
Stephanie Correa	Teaching Assistant, 15:1 Program Grades K-1	scorrea@rondout.k12.ny.us
	Teaching Assistant, 15:1 Program Grades K-1	@rondout.k12.ny.us
Nancy Lawrence	Teacher Aide, Library	nlawrence@rondout.k12.ny.us
Zulma Martinez	Teaching Assistant, 15:1 Program Grades 2-3	zmartinez@rondout.k12.ny.us
Rita Mekulik	Teaching Assistant, 2nd Grade	rmekulik@rondout.k12.ny.us
Gail Wikane	Teaching Assistant, 1 <sup>st</sup> Grade	gwikane@rondout.k12.ny.us
<b>Cafeteria Staff:</b>		
Kim Demorest	Cafeteria Staff	
Kathleen Donlin	Cafeteria Staff	
Gloria Greer	Cafeteria Staff	
<b>Custodial Staff:</b>		
Carolyn Mesceda	Custodial Staff (Evening)	
John Nichols	Custodial Staff (Day)	
Ray Zorn	Head Custodian	
<b>Office Staff:</b>		
Anne Goetz	Secretary	agoetz@rondout.k12.ny.us
Mary Gray	Secretary	mgray@rondout.k12.ny.us
Jackie VanNosdall	Principal	jvannosdall@rondout.k12.ny.us

## KES 2015-16 Calendar Dates

<b>Date</b>	<b>Activity</b>
<b>September:</b>	
Monday, September 7	<b><i>Labor Day, <u>School is Closed</u></i></b>
Tuesday, September 8	<b><i>First Day of School for Students</i></b>
Tuesday, September 8	<b>Boo-Hoo Breakfast</b> for Kindergarten parents 9:00-10:00 AM
Wednesday, September 9	KES PTA Meeting, 6:30 PM, KES Library
Wednesday, September 16	<b>Curriculum Night and PTA Open House</b> , 6:00-8:00 PM
Thursday, September 10- Monday, September 28	PTA Fall Catalogue Fundraiser
Tuesday, September 22	<b><i>Half-Day for Students, 12:30 Dismissal</i></b>
Wednesday, September 23	<b><i>Rosh Hashanah, <u>School is Closed</u></i></b>
<b>October:</b>	
Friday, October 2	<b>Fall Pictures</b> (During School Hours)
Friday, October 2 (After School)	<b>Fall Festival</b> , 6:00 PM, KES Gym
Thursday, October 8	<b>KES Evening Parent/Teacher Conferences</b>
Thursday, October 9	<b><i>Half-Day for Students, 12:30 Dismissal, KES Afternoon Parent/Teacher Conferences</i></b>
Monday, October 12	<b><i>Columbus Day, <u>School is Closed</u></i></b>
Wednesday, October 14	KES PTA Meeting, 6:30 PM, KES Library
Friday, October 23	<b>Half-Day for Students, 12:30 Dismissal</b>
Friday, October 23 – Sunday, October 25	<b>Barnes and Noble Book Fair</b> (Halloween Parade in store Saturday, October 24, 1:00 PM)
<b>November:</b>	
Sunday, November 1	<b>Trunk or Treat</b> 5:00 – 7:00 PM, KES Parking Lot
Wednesday, November 4	KES PTA Meeting, 6:30 PM, KES Library
Wednesday, November 11	<b><i>Veteran's Day, <u>School is Closed</u></i></b>
Thursday, November 12	<b>Fall Picture Re-Takes</b>
Friday, November 20	<b>Pajama Bingo</b> , 6:00-7:30 PM, KES Gym
Wednesday, November 25 – Friday, November 27	<b><i>Thanksgiving Recess, <u>School is Closed</u></i></b>
Saturday, November 28	<b>KES Applebee's Pancake Breakfast</b> , 8:00-10:00 AM
<b>December:</b>	
Tuesday, December 1 – Friday, December 4	<b>Holiday Shoppe</b> (During School Hours)
Saturday, December 5 (Snow Date: Saturday, December 12)	<b>Holiday Festival and Tricky Tray Auction</b> , 2:00 PM, KES Gym
Wednesday, December 9	KES PTA Meeting, 6:30 PM, KES Library
Thursday, December 24 – Friday, January 1	<b><i>Winter Recess, <u>School is Closed</u></i></b>
<b>January / February:</b>	
Wednesday, January 13	KES PTA Meeting, 6:30 PM, KES Library
Monday, January 18	<b><i>Martin Luther King, Jr. Day, <u>School is Closed</u></i></b>
Wednesday, February 10	KES PTA Meeting, 6:30 PM, KES Library
Friday, February 12	<b>Valentine's Day Dance</b> , 6:00 – 7:30 PM, KES Gym
Monday, February 15	<b><i>President's Day, <u>School is Closed</u></i></b>

<b>March:</b>	
Wednesday, March 9	KES PTA Meeting, 6:30 PM, KES Library
Friday, March 11	KES PTA <b>Pep Rally</b> (During School Hours)
Friday, March 11 (After School)	<b>Hoop Shoot</b> , 6:00 PM, KES Gym
Friday, March 18	<i>Half-Day for Students, 12:30 Dismissal</i>
Monday, March 21 – Friday, March 25	<i>Spring Recess, <u>School is Closed</u></i>
<b>April:</b>	
Wednesday, April 13	KES PTA Meeting (Board Nominations and Budget Vote)
Thursday, April 21	<b>Spring Pictures</b> (During School Hours)
Friday, April 22	<b>Earth Day Celebration</b> (During School Hours)
<b>May:</b>	
Wednesday, May 11	KES PTA Meeting (Board Elections)
Tuesday, May 17 (Rain Date: Tuesday, May 24)	<b>3<sup>rd</sup> Grade Field Day and Intermediate School Visit</b> (During School Hours)
Friday, May 20	<i>Conference day: No School for Students</i>
Monday, May 30	<i>Memorial Day, <u>School is Closed</u></i>
<b>June 8:</b>	
Wednesday, June 8	KES PTA Meeting, 6:30 PM, KES Library
Thursday, June 9	<b>Kindergarten Orientation</b> , 9:30-11:00 AM
Friday, June 10	<b>Kindergarten Moving Up Ceremony</b> , 10:00 AM, KES Gym
Thursday, June 16	<b>3<sup>rd</sup> Grade Moving Up Ceremony</b> , 6:00 PM, KES Gym
Friday, June 17 (No Rain Date)	KES Field Day and Barbecue
Thursday, June 23	<i>Last Day of School for Students</i>
Friday, June 24	<i>Conference Day: No School for Students</i>

***Our PTA Membership Drive runs from September to February this year. Please become a member and support your school!***

**Emergency Closing Days: 6**

***If we use more than 6 closing days, make-up days are as follows: 3/21, 3/22, 3/23, 3/24, 3/25/16***

***If we use fewer than 7 closing days, give-back days are as follows: 3/28, 4/25, 5/27/16***

***Please note that some dates are subject to change...please check our monthly newsletter for regular updates!***



## **2016 New York State Testing Dates – 3<sup>rd</sup> Grade**

Grade 3-8 English Language Arts (ELA )      April 5 – April 7  
(Make-Up Dates: April 8-12)

Grade 3-8 Math      April 13 – April 15  
(Make-Up Dates: April 18-20)

### **Local Assessments**

New York State Assessments for ELA and math are only given to students in grades 3-8. At all grade levels, we will be monitoring your child's progress toward state learning standards throughout the year.

In September, all students in grades 1-3 will participate in STAR Reading and Math assessments. These assessments are completed in our computer lab, and take about a half-hour. The computer generates a summary report which is readily available for teachers to review.

In addition to STAR assessments, all students in grades K-3 will participate in pre-assessments with their teachers in their classrooms in the content areas of Math and English Language Arts. These assessments have been created by teachers to inform them of the content understanding and skills of each student at the beginning of the school year. Teachers use all of this information along with their daily observations to guide them as they decide when it is best to re-teach and when to dig deeper into a concept or skill.

Each student will take a post-assessment at the end of the year to determine growth. In the case of 3rd grade students, the post-assessments will be the New York State assessments in ELA and Math.

There are no special preparations necessary for these assessments other than a good night's rest and healthy breakfast.

## **General Information 2015-16**

### **ACCEPTING RESPONSIBILITY**

As part of growing up, children will make mistakes. Mistakes provide opportunities for children to learn and grow. It is important that they be honest and that they take responsibility for their actions. Sometimes there will be consequences for their actions. The consequence should match the action. Possible consequences include:

- ❖ Discussion with an adult about the action
- ❖ Time out
- ❖ Loss of recess or loss of eating lunch in the cafeteria
- ❖ Sent to the principal
- ❖ Loss of a special privilege
- ❖ A phone call home
- ❖ In-school suspension
- ❖ Out-of-school suspension
- ❖ PINS (Person in Need of Supervision)

Depending upon the individual circumstance, one or more of the above consequences may occur. With an out-of-school suspension, the student is entitled to one hour of tutoring per day of suspension.

### **ACCIDENTS**

All accidents occurring on school grounds or on the school bus must be reported immediately to the person in charge. Parents will be contacted accordingly.

### **ATTENDANCE**

Regular attendance is very important to a child's education. Students who are absent must bring a written note signed by a parent or guardian stating the date(s) and reason for the absence.

The State Education Department will accept the following reasons as an excused absence:

- ❖ Personal illness
- ❖ Sickness or death in the family
- ❖ Religious observance
- ❖ Court appearance
- ❖ Attendance at health clinics

Any other absence(s) not explained in writing are considered unexcused. In addition to absences, schools are now required to keep records of lateness and early dismissals. Arrivals after 12:00 p.m. are considered absent. A student must attend school in order to attend a school function that day or evening. As a general rule, ten or more total absences would be of concern to us and would warrant intervention in the form of a letter home, call home and/or parent conference. For your convenience, Absentee Notices can be found in Appendix E.

According to Board of Education Policy # 7110 all students must attend school. Excessive absences, lateness, or early dismissals will be reported to Child Protective Services for Educational Neglect or a PINS (Person In Need of Supervision) petition will be filed with Family Court.

## General Information 2015-16

### **BUS CHANGES**

No child will be allowed to change buses without **written** permission signed by a parent or guardian. ***The school will not accept routine changes over the phone. In the event of an emergency change, please do not leave a message; be sure to speak directly to an office staff member so we may assist you.*** You may fax the request to the Main Office at 626-5767. If sending the request by email, please include both secretaries and your child's teacher. A complete contact list with email addresses can be found on pages 1-2 of this handbook. Children should only change buses because of a change in childcare. The District has the right to deny a change if a bus is at capacity. Please use the forms sent home with this handbook in Appendix C. An additional copy is included at the back of the handbook. If you do not have a form, when notifying the school in **writing** include the following information:

- ❖ Date
- ❖ The child's name
- ❖ The teacher's name
- ❖ The address where your child is going
- ❖ The bus route number/symbol or driver's name
- ❖ The name and phone number of the person who will be responsible for your child
- ❖ Your signature

### **CHILD CUSTODY**

Children and families with custody issues must provide the school with legal documentation. Copies of court documents will be kept in a confidential file in the main office. Families requiring a second mailing of reports and notices must submit a new request in writing each September and update your address with the main office .

### **Dignity for All Students Act**

New York State's Dignity for All Student's Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or school function.

The Rondout Valley Central School District has created a Dignity Act Incident Reporting Form through which any individual possessing information suggesting that a student has been subject to such harassment, bullying or discrimination can report such information so that it may be properly investigated and addressed. Instructions for completing The Dignity Act Incident Reporting Form and a copy of The Dignity Act Incident Reporting Form can be found on pages 14-17 of this handbook. The form and instructions can also be found in the main office and on the District's web site: [www.rondout.k12.ny.us](http://www.rondout.k12.ny.us)

### **EMERGENCY EARLY CLOSING INFORMATION**

You will be notified by the School Messenger Service should there be any school emergency closing (delayed opening, school closing or early dismissal). Every student should have a plan in place of where they are to go in case of an emergency closing. If your child is to go on a different bus, please notify the school in writing and we will keep it on record. Information is also posted on the District web site: [www.rondout.k12.ny.us](http://www.rondout.k12.ny.us)

### **EMERGENCY EVACUATION PLAN**

This is a plan where if it becomes impossible for the students to remain in the school, we will use our Emergency Evacuation Plan. Students will walk, under supervision, to the Kerhonkson Fire Department and then be bussed home from there. Parents will be notified via School Messenger. An evacuation drill is conducted at least once annually.

## **General Information 2015-16**

### **FIRE DRILLS**

Signs are posted in every classroom, office, and cafeteria directing students and staff to stairways and exits. Everyone must move quickly, quietly, and in an orderly fashion to safety.

### **FREE AND REDUCED LUNCH**

Did you know the benefits for families who qualify for the Free and Reduced Lunch Program? Check them out in a letter from Mr. Chris VanDamm, Director of Food Services, on page 16 of the handbook. Applications for free and reduced lunch can be found in both English and Spanish on the last two pages of the handbook. Mr. VanDamm can be reached at 687-2400 X4215 or [cvandamm@rondout.k12.ny.us](mailto:cvandamm@rondout.k12.ny.us)

### **HEAD LICE**

Each class will have a regular head lice check by the school nurse. If a child has live head lice, the child's parents will be notified and they must immediately pick up the child. He/She will not be allowed to ride the bus home.

The nurse can advise parents in treating this condition. Parents must bring the child into school and be checked by the nurse before the child may return to class.

### **HOMEWORK**

Homework should be considered as preparation for and review of work being taught. The teacher assigns homework as an important part of the educational program. Homework is expected to be completed and returned on time. If your child is having difficulties with their homework, contact his/her teacher immediately. Our Homework Policy can be found on the next page.

### **Library**

Students will be allowed to sign out library materials every week providing they have returned their material from the previous week. All library materials are due one week from the date on which it was borrowed.

A student who forgets to return their library book(s) on library day will be given an alternative assignment for book selection time. Those students can bring in their book(s) on another day and arrangements will be made for them to sign out a new book.

If a library book is lost or damaged, the school will have to be reimbursed. All monies collected are refundable if the lost book is ever found. At the end of the year, report cards will be held until all books are returned and fines paid.

Students are allowed to borrow one book in Kindergarten and 1<sup>st</sup> grade, two books in 2<sup>nd</sup> grade and three books in 3<sup>rd</sup>.

### **LOCK DOWN OR LOCK OUT**

There may be times when the District Office or the Police will direct us to lock down or lock out the building. In a lock down, all staff and students report to designated locations. Classrooms and exterior doors are locked. No one may enter or leave the school. During a lock out, the school day proceeds normally, however no one can leave or enter the school. Lock out and lock down drills are utilized to familiarize staff and students with these routines.

**General Information  
2015-16**

**Kerhonkson Elementary School  
K-3 Homework Policy**

	<b>Reading</b>	<b>Math</b>	<b>Spelling</b>
<b>Kindergarten 10 minutes</b>	<ul style="list-style-type: none"> <li>○ Daily</li> <li>○ Books sent home w/ reading log</li> <li>○ Extra – library books, bedtime stories, etc.</li> </ul>		
<b>First Grade 20 minutes</b>	<ul style="list-style-type: none"> <li>○ Daily</li> <li>○ Books sent home w/ reading log</li> <li>○ Extra – library books, bedtime stories, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Monday – Thursday (rotating basis)</li> </ul>	
<b>Second Grade 30 minutes</b>	<ul style="list-style-type: none"> <li>○ Daily</li> <li>○ Books sent home w/ reading log</li> <li>○ Extra – library books, bedtime stories, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Monday – Thursday</li> <li>○ Practice/Review</li> </ul>	<ul style="list-style-type: none"> <li>○ Monday – Thursday</li> </ul>
<b>Third Grade 40 minutes</b>	<ul style="list-style-type: none"> <li>○ Daily</li> <li>○ Books sent home w/ reading Log</li> <li>○ Extra – library books, bedtime stories, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Monday – Thursday</li> <li>○ Practice/Review</li> </ul>	<ul style="list-style-type: none"> <li>○ Given out Monday, due by Friday</li> </ul>

Reading homework can be:

- your child reading from their book packet. These books should not be hard. The children read these books to practice their reading strategies, so the reading should sound smooth and fluent. When you have listened to your child read, please sign or initial the reading log.
- someone else reading a book aloud to the child, maybe a bedtime story.
- looking through a library book, even if it is too difficult for the child to read all the words.

***Homework is considered as preparation for and review of work being taught in class. If your child is having any difficulties with homework or you have any questions, please do not hesitate to contact the teacher immediately!***

**General Information  
2015-16**

## General Information 2015-16

### LOST AND FOUND

By the nurse's office, there is a table and hooks on the wall for lost and found items. If your child has lost something, have them check the lost and found.

### MEDICINE

The school nurse may dispense medicine in school **only** by a written request from the doctor. The doctor must indicate the frequency and dosage of the prescribed medicine. Also, we must have a written request from the parent/guardian. The medicine must be in the original labeled container and delivered to the nurse by the parent or guardian. Do not send the medication to school with your child.

### NEWSLETTER

The newsletter contains information about academics, reminders and changes in schedules. Please take a minute to check for events and programs.

### PARENT CONFERENCES

This year's parent-teacher conferences will occur as usual in October. The specific dates and times will be forthcoming at the beginning of the year. Classroom teachers will be giving parents more information on when and how this will work. Parent/teacher communication is essential for your child's academic success. Regular communication is encouraged, and conferences can be scheduled any time you or your child's teacher have concerns.

### PARKING

For the safety of everyone, please park in the parent parking lot on the Webster Street side. Do not park in front of the yellow parking ropes as it blocks traffic. Always keep your child(ren) close to you, as there are cars and buses moving around.

### PHONE NUMBERS

Kerhonkson Elementary School	626-2451
Marbletown Elementary School	687-0284
Rondout Valley Central Schools (All Main Campus Buildings)	687-2400

### PHYSICAL EDUCATION

Students must wear appropriate footwear to physical education class. This is for the safety of the child as well as the safety of other children. Sneakers are the safest footwear, but soft-soled shoes are acceptable. Footwear that leaves marks will not be allowed.

### PICKING UP STUDENTS BEFORE 3:15

Students that are being picked up by a parent or guardian prior to 3:15 need to be signed out at the Greeter's Desk. **Please make sure that you bring a photo ID with you, and please remind others authorized to pick up your child to do the same.** Please note that we cannot release your child(ren) to anyone other than those individuals you have indicated on the Main Office Emergency Form. An office staff member will call your child's classroom and have them sent to you at the Greeter's Desk. Advance notice of your intention to pick your child(ren) up early is appreciated and will expedite the process.

## General Information 2015-16

### **PICKING UP STUDENTS AT THE END OF THE SCHOOL DAY (3:15)**

If you are picking your child up at the end of the school day, you must report to the entrance by the gymnasium no earlier than 3:15, sign your child out and then wait outside for your child to be delivered to you. At **3:15 p.m.** students will be released to that location. **Please remember to bring photo identification, and please remind others authorized to pick up your child to do the same.** To avoid confusion and delay, please notify the main office in advance of your intention to pick up your child(ren) at 3:15 and their name(s) will be added to the pick-up list.

### **PICKING UP STUDENTS FROM THE HEALTH OFFICE**

If you need to pick up your child from the nurse's office, you must first sign them out at the Greeter's Desk. Your child will be called from the nurse's office.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

The Kerhonkson Elementary School PBIS approach emphasizes three positively stated expectations: ***Be Safe, Be Respectful and Be Responsible.*** PBIS motivates and encourages students toward positive behavior while recognizing and reinforcing appropriate actions, significant displays of good character and marked effort and improvement toward personal and academic success.

### **PTA**

Our PTA has been a great asset to our school over the years. Their purpose is to support and enrich all the children of the school. We encourage everyone to join the PTA and become involved. Check the calendar for upcoming meetings and look for their monthly newsletters.

President	Erica Court
Vice President	Lisa Fraley
Second Vice President	Carrie Donnelly
Corresponding Secretary	Danielle "Georgia" Jackson
Recording Secretary	Teresa Faso
Treasurer	Natalysse Stein-Heil

### **PUBLISHING STUDENT NAMES AND PHOTOGRAPHS:**

Please complete the "Opt-Out Form" sent home with this handbook if you **DO NOT give consent** to have your child's name, photograph or any videos s/he may be in published. The above material is only used for educational and/or public relations purposes, in newsletters or on the district website. If at any time you require a new form, please contact the Main Office.

### **RECESS**

Recess is for students to interact socially and be physically active. Students may bring items to play with for recess but they should check with the adult to make sure it is appropriate. Expensive toys should be left at home. Additionally, children should always be properly dressed. This includes the proper footwear for safety. **Sandals, flip flops or shoes with heels are not appropriate for running around.** We go outside for recess unless it is raining or the temperature is below 20 degrees (with the wind chill). Children should be properly dressed; in the winter, coats, hats, and gloves should always be worn. If a student wants to play in the snow, they must also have boots and snow pants.

### **REPORT CARDS**

The purpose of report cards is to inform students and their parents/guardians of their progress. Report card envelopes must be signed by parents or guardians and returned.



## General Information 2015-16

### **REQUEST FOR PROFESSIONAL QUALIFICATIONS**

According to the federal No Child Left Behind Act of 2001, parents have the right to request information about the professional qualifications of their child's classroom teacher. All requests should be made in writing to the principal.

### **REQUESTING A TEACHER**

At the end of the school year, class lists are developed for the next school year. **Parents cannot request a particular teacher**, but may request a certain type of teacher. Please note that our priority is to develop balanced class lists. Parent request submitted in writing will be considered, but cannot be guaranteed. Please submit your requests to the principal by **June 1<sup>st</sup>**.

### **STUDENT ARRIVAL TIME**

Our school day begins at **8:40 a.m.** when all the buses have arrived. Students may be dropped off no earlier than **8:30 a.m.**, as we do not have supervision at that time. To ensure instruction begins on time, parents or guardians may not walk their children to their classrooms unless they have a conference with the teacher and they have a visitor's pass. Students arriving after **8:50 a.m.** are considered tardy and must check in at the Greeter's Desk before going to their classroom. **Students arriving after 12 o'clock noon are considered absent.**

### **STUDENT DISMISSAL TIME**

Our dismissal time is **3:20 p.m.**, when all the buses have arrived. If you are picking your child up at the end of the day, you must sign your child out and then wait outside the gymnasium. At **3:15 p.m.** students will be released to that location (Please read the section entitled **PICKING UP STUDENTS AT THE END OF THE SCHOOL DAY** on page 12). Students picked up before **3:15 p.m.** they will be marked as having an early dismissal.

### **TOYS AND VALUABLES**

We discourage students from bringing toys and valuables to school. The school is not responsible if they are lost or stolen. If a child wishes to bring in a special item, they should first get permission from their classroom teacher. **Cell phones and all other electronic devices are not allowed in school. If there is a special reason for a student to have a cell phone or other electronic device in school, it must be cleared by the principal.**

### **TRANSPORTATION LIAISON**

Debra Kosinski is the Transportation Liaison for Rondout Valley Central School District. If the principal cannot help you with a transportation problem or question, Debra Kosinski can be reached at the District Office, 687-2400, extension 4806.

### **VISITORS**

All visitors are welcome to our school. For security reasons, **every** visitor must show a form of picture identification at the greeter's desk or main office, sign in, and get either a visitor's badge or a visitor's pass. Any person without proper identification will not be allowed to proceed to their intended destination. This is for the safety of all our students.

In order to limit disruption to the instructional process, unannounced classroom visits are discouraged unless absolutely necessary. We do encourage you make an appointment with your child's teacher to discuss any questions or concerns you may have. Making an appointment will afford you and your child's teacher the time you need to discuss your child's needs as well as privacy for your conversation. Your cooperation is appreciated.

**General Information  
2015-16**

**RONDOUT VALLEY CENTRAL SCHOOL DISTRICT**

PO Box 9  
Accord, NY 12404  
845-687-2400

**INSTRUCTIONS FOR COMPLETION OF DIGNITY ACT INCIDENT  
REPORTING FORM<sup>1</sup>**

The Rondout Valley Central School District is committed to offering its students an educational environment that is free of harassment, bullying or discrimination. Towards that end, it has created a Dignity Act Incident Reporting Form through which any individual possessing information suggesting that a student has been subject to such harassment, bullying or discrimination can report such information so that it may be properly investigated and addressed.

1. **Who should complete this form?** The attached form is intended to be used by staff, students and/or parents to report incidents of harassment, bullying discrimination directed against students.
2. **When should this form be completed?** This form should be completed when there is evidence suggesting that a student has been subjected to any of the following:
  - a. **Harassment or bullying.** The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying, that (a) has or would have the effect of unreasonably interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
  - b. **Discrimination.** Any form of discrimination against students prohibited by state or federal law (e.g., the denial of equal treatment, admission and/or access to programs, facilities and services based on the person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, [including gender identity], or sex).

**General Information  
2015-16**

3. **Are there specific time requirements for completion and submission of the form?** Yes. Information regarding alleged harassment, bullying or discrimination should be orally reported by staff within one school day of receipt of such information, followed by completion and submission of this form within three school days of receipt of such
4. information. All others should orally report such information as soon as practicable, followed by completion and submission of this form as soon as practicable. Whenever possible, the expedited timelines included on the forms should be followed.
5. **To whom should the completed form be submitted?** The completed form should be submitted to the building principal of the school that the student attends. If the student is attending an out-of-district school as a result of a CSE-recommended placement, the form should be submitted to the CSE Chairperson, located at the District Office.

**CSE Chairpersons:**

Pre-K through Grade 6: Robin Doick

6. **To whom should I direct any further questions that I may have?** Any questions should be directed to your building Dignity Act Coordinator (Bullying Prevention Coordinator) or your building principal.

**Bullying Prevention Coordinators:**

Kerhonkson Elementary School: Maria Dunham (Teacher), Laura Mehalak (School Psychologist), and Jackie VanNosdall

7. **Are there other sources of information regarding the prohibition against harassment, bullying or discrimination of students?** Yes. Additional information is available in the District's policy book and Code of Conduct, both of which are available on the District's web page, and from the New York State Education Department's web page ([www.nysed.gov](http://www.nysed.gov)).

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<sup>1</sup> This document is an educational record under the Family Educational Rights and Privacy Act (FERPA) and may be subject to disclosure, in whole or in part, to the parents of students referenced therein.

**General Information  
2015-16**

# RONDOUT VALLEY CENTRAL SCHOOL DISTRICT

PO Box 9  
Accord, NY 12404  
845-687-2400

## DIGNITY ACT INCIDENT REPORTING FORM<sup>1</sup>

Our first concern is always the safety and well-being of our students. Please contact the Building Principal as **soon as you are aware of the incident** you are reporting.

Principal, Kerhonkson Elementary School, extension 4300  
Principal, Marbletown Elementary School, extension 4400  
Principal, Rondout Valley Intermediate School, extension 4601  
Principal, Rondout Valley Junior High School, extension 4701  
Assistant Principal, Rondout Valley High School, 4208

If the student is attending an out-of-district school as a result of a CSE-recommended placement, the form should be submitted to the CSE Chairperson, located at the District Office.

CSE Chairperson-Pre-K through Grade 6: extension 4818  
CSE Chairperson-Grades 7-12: extension 4821

**We must have your report in writing** on that same day, so please complete the form, make a copy and submit the original to the appropriate administrator listed above.

Name of Reporter: Name      Date of Report: Date.

Relationship to Student on whose behalf you are reporting: Relationship.

Name of Student subjected to harassment/bullying/discrimination (target): Name

Grade of target: Grade.      School of target: School.

Name of suspect(s): Name.      Grade of suspect(s): Grade.

School of suspect(s): School

Did you witness the incident(s)?  Yes  No

List any witnesses: Witness Names.

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<sup>1</sup> Retaliation or threats of retaliation against any person involved in an investigation or harassment, bullying or discrimination will not be tolerated. If you believe that you have been subjected to such action as a result of your cooperation, please contact the building Dignity Act Coordinator or the building principal.

Check all of the behaviors that were witnessed or reported during this incident:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pushing               | <input type="checkbox"/> Tripping           | <input type="checkbox"/> Hitting           |
| <input type="checkbox"/> Punching              | <input type="checkbox"/> Slapping           | <input type="checkbox"/> Kicking           |
| <input type="checkbox"/> Pinching              | <input type="checkbox"/> Grabbing           | <input type="checkbox"/> Spitting          |
| <input type="checkbox"/> Hurtful Teasing       | <input type="checkbox"/> Name Calling       | <input type="checkbox"/> Insulting Remarks |
| <input type="checkbox"/> Spreading Rumors/Lies | <input type="checkbox"/> Sending Hate Notes | <input type="checkbox"/> Hurtful Graffiti  |
| <input type="checkbox"/> Socially Rejecting    | <input type="checkbox"/> Threats            | <input type="checkbox"/> Stalking          |
| <input type="checkbox"/> Intimidation          | <input type="checkbox"/> Cyber bullying     | <input type="checkbox"/> Other Other.      |

Add a brief description of the incident (including the date, time and place of the behavior(s)). Use an additional page if necessary: Incident.

The behavior(s) are suspected of being based upon the following characteristics (actual or perceived) of the target (check all that apply):

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Gender          | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sex          |
| <input type="checkbox"/> Race            | <input type="checkbox"/> Color              | <input type="checkbox"/> Ethnic Group |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Religious Practice | <input type="checkbox"/> Weight       |
| <input type="checkbox"/> Disability      | <input type="checkbox"/> None of the Above  | <input type="checkbox"/> Other Other  |

Check where the behaviors have been observed. (check all that apply)

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Locker Room                   | <input type="checkbox"/> Stairway                          |
| <input type="checkbox"/> Bathroom   | <input type="checkbox"/> Lunch Detention               | <input type="checkbox"/> Unauthorized Area                 |
| <input type="checkbox"/> Bus        | <input type="checkbox"/> Office                        | <input type="checkbox"/> Off campus (non-school sponsored) |
| <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Off campus (school sponsored) | <input type="checkbox"/> Hallway                           |
| <input type="checkbox"/> Online     | <input type="checkbox"/> Parking Lot                   | <input type="checkbox"/> In School Suspension              |
| <input type="checkbox"/> Classroom  | <input type="checkbox"/> Playground                    | <input type="checkbox"/> Library                           |
| <input type="checkbox"/> Gym        | <input type="checkbox"/> Recess Area                   | <input type="checkbox"/> Other Other                       |

Signature of Person Filing Report: \_\_\_\_\_ Date: \_\_\_\_\_



# KES PTA

*Parents and Teachers achieving great things!*



KES PTA enjoys and welcomes participation from parents, guardians, grandparents, teachers, staff and anyone else who wants to help out. Our yearly membership fee is only \$4.00 *per person* with this completed form. Although membership is not needed to be a volunteer, it is needed to vote. The money collected for membership is sent directly to both the National PTA and NYS PTA in order for KES to be eligible for our PTA status. Completed forms may be dropped off at the main office. Don't forget to follow the PTA on Facebook!

Please help us help our students and join today!

<b>Name:</b>		<b>Staff:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Address:</b>		<b>Email:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Student's Name:</b>		<b>Student's Grade/ Teacher:</b>	

YES, I would like to be a KES PTA member, enclosed is my \$4.00 membership fee. Please make checks payable to KES PTA.

NO, I do not wish to be a KES PTA member BUT you may call me to volunteer for various events.

Events I am interested in helping out with:

I prefer daytime events

I prefer evening events

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School/ Garden Cleanup             | <input type="checkbox"/> School Pictures Retakes | <input type="checkbox"/> Trunk or Treat            |
| <input type="checkbox"/> Fall Book Fair                     | <input type="checkbox"/> Fundraiser Distribution | <input type="checkbox"/> Hoop Shoot                |
| <input type="checkbox"/> Fall Festival/Evening Book Fair    | <input type="checkbox"/> Fall Pancake Breakfast  | <input type="checkbox"/> Earth Day/ School Cleanup |
| <input type="checkbox"/> Holiday Shoppe                     | <input type="checkbox"/> Holiday Night           | <input type="checkbox"/> Spring Book Fair          |
| <input type="checkbox"/> School Pictures                    | <input type="checkbox"/> Yearbook                | <input type="checkbox"/> Spring Craft Fair         |
| <input type="checkbox"/> Supervise students at PTA meetings | <input type="checkbox"/> Pajama Bingo            | <input type="checkbox"/> School Dance              |