

***BRITTONKILL CENTRAL
SCHOOLS***

***TAMARAC
ELEMENTARY***

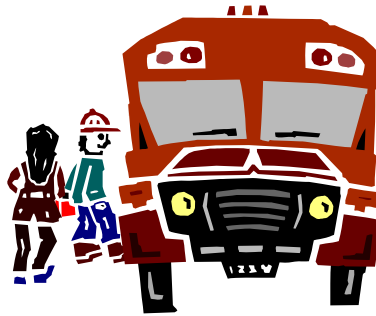
***STUDENT / PARENT
HANDBOOK 2010-2011***

TABLE OF CONTENTS

PERSONNEL	2
BOARD OF EDUCATION	2
ADMINISTRATION	2
ELEMENTARY ADMINISTRATION	2
STUDENT SERVICES.....	2
ELEMENTARY TEACHERS.....	3
SPECIAL AREA TEACHERS.....	4
SPECIAL EDUCATION.....	4
RELATED SERVICES	4
TEACHER ASSISTANTS	4
LUNCH MONITORS.....	5
ELEMENTARY SCHOOL HOURS.....	5
ATTENDANCE.....	5
VISITORS	6
VOLUNTEERS	6
EMERGENCY INFORMATION	6
CRISIS PLAN	6
SCHOOL CLOSINGS	7
GENERAL PERMISSION NOTES	7
HEALTH OFFICE INFORMATION.....	8
SCHOOL BREAKFAST/LUNCH PROGRAM.....	9
CODE OF CONDUCT.....	9
GUIDELINES	14
COMPUTER USERS CODE OF CONDUCT.....	14
DRUG AND SMOKE FREE ZONE	15
PLAYGROUND.....	15

TRANSPORTATION.....	15
TRAFFIC REGULATIONS	16
BOOKS / EQUIPMENT	16
FIELD TRIPS.....	16
HOMEWORK GUIDELINES.....	16
PARENT/TEACHER CONFERENCES	17
STUDENT PLACEMENT	17
REPORT CARDS	17
TESTING AND ASSESSMENT	18
TRANSFERRING OUT OF THE DISTRICT	18
SPECIAL AREA CLASSES	18
ACADEMIC INTERVENTION SERVICES (A.I.S.)	19
SPECIAL SERVICES	19
SPECIAL PROGRAMS	20
B.E.E.P. (BRITTONKILL EDUCATIONAL ENRICHMENT PROGRAM).....	21
CHILD CARE PROGRAM (BCCP)	21
BRITTONKILL EDUCATIONAL FOUNDATION	21
PTSA (BRITTONKILL PARENT TEACHER STUDENT ASSOCIATION).....	21
PTSA MEETING DATES AND INFORMATION	21
LOCAL LIBRARIES	22

WELCOME TO



TAMARAC ELEMENTARY SCHOOL

Dear Parents and Students,

This handbook has been written to provide both parents and students with important information about the day-to-day operation of the elementary school. We are hopeful you will have a better understanding of the procedures, rules and policies of the elementary school after reviewing the contents. We urge all parents and students to review this booklet carefully. Please keep the handbook available during the school year. It will provide a ready reference for many questions you might have.

For more information about our district and elementary school, please visit our website at www.brittonkill.k12.ny.us . Our phone number is (518)279-4600, ext. 2003.

The mission of the Brittonkill Central School District is to provide an education that fosters excellence, creativity, responsibility, citizenship, and lifelong learning. Your continued support of our efforts to improve Tamarac Elementary School is appreciated.

Sincerely,

Elementary Teaching Staff

PERSONNEL

BOARD OF EDUCATION

Paul Daley, President
Christine Fox, Vice-President
Kyle Christiansen
Craig Gilbert
Ryan Matthews
Kathleen McGrath
Nancy Rheeman
Matt Wade
Karen Zagursky

Board meetings are held on Thursday of each month at the High School Library at 7:00 PM.
Additional Board Meetings are scheduled as needed.

ADMINISTRATION

Lou McIntosh, Interim Superintendent of Schools	279-4600	Ext. 2601
Gail Lathrop, Director of Business Operations	279-4600	Ext. 2603
Karen Lederman, Elementary Principal	279-4600	Ext. 2001
Christopher Rockwell, Secondary School Principal	279-4600	Ext. 2201
Nicole Lindeman, Director of Curriculum Assessment and Central Registrar	279-4600	Ext. 2611
Myles Goss, Special Education Director	279-4600	Ext. 2701
Neil Haley, Buildings & Grounds Supervisor	279-4600	Ext. 2801
Whitney Colvin, Director of Transportation	279-4600	Ext. 2822
Joy Wright, Cafeteria Supervisor	279-4600	Ext. 2208

ELEMENTARY ADMINISTRATION

Karen Lederman, Principal	279-4600	Ext. 2001
Joanne Lupe, Secretary	279-4600	Ext. 2002
Colleen Sargood, Office Assistant	279-4600	Ext. 2003

STUDENT SERVICES

Don Sindon, School Social Worker	279-4600	Ext. 2004
Jennifer Ellerbrock, School Psychologist	279-4600	Ext. 2707
Jamie Baksa, R.N., School Nurse	279-4600	Ext. 2012

**ELEMENTARY TEACHERS
2010-2011**

Pre-Kindergarten

Barbara Baker

Kindergarten

Stephanie Bonesteel
Alicia Devine
Alissa Leavitt
Jamie Levandusky (S. Kneer)
Kate Tully

Language Concepts

Angie Harris

Grade 1/2

Grade 1

Kay Akin
Gina Huneck
Ken Parks
Ira Share
Aaron Thiell

Grade 2

Sanada Bailey
Karen Cordes
Cathy Croson
Cate Cullen-Doin

Skills Development

Ryanne Fullerton

Grade 3

AmyQuackenbush
Linda Riley
Diane Seaver
Wendy Tarricone

Grade 4

Eileen Alston
Matthew Cipperly
Lori Hamm
Patricia Kearney

Grade 5

Nicolle Motzer
Kelly O'Leary
Angelica Roddy
Dana Rosenberg
Heather Valenti

SPECIAL AREA TEACHERS

Art Pre-K - 5
Librarian
Library Aide
Music K-4
Music Grade 5
Physical Education
Physical Education
Physical Education
Remedial Intervention
Remedial Intervention
Math Intervention

Barbara Place
Janice Toomajian
Jeanne Gilchrist
Chris Siegenthaler
Calin O'Hara
Daniel Pryde
Erick Roadcap
Susan Turner
Nicole Reed
Daphne Muench
Mary McNeice

SPECIAL EDUCATION

Sue Delano
Kami Hodgson
Rachael Hoffman

RELATED SERVICES

Kelly Onorato	Speech / Language
Casey Walsh	Speech/Language
Jill Harris	Occupational Therapist
Deborah McCormack	Physical Therapist
Jean Hull	ESL

TEACHER ASSISTANTS

Judy Anderson	Laurie Matusak
Sharon Bevis	Christine Morris
Muriel Denué	Cindy Pollock
Carrie Galluzzo	Pam Roddy
Donna Gibson	Vickie Russell
Tina Greenwood	Jolene Santandera
Annette Griffin	Patricia Wascizko
Roberta Jones	

TEACHER AIDE

Shannon Burton

LUNCH MONITORS

Carol DiMaggio
Barbara Hewitt
Susan Miller

ELEMENTARY SCHOOL HOURS

The elementary school day begins at 8:45 AM and ends at 3:25 PM. Elementary bus students are released from their buses at 8:45 AM each morning. Parents are requested not to bring their children to school before 8:45 unless they are enrolled in the before care program which opens at 7 AM. The half day schedule for the elementary school is 8:45 – 11:40.

Whenever there is a half day the children will be dismissed at 11:40 AM.

ATTENDANCE

Daily attendance in class is directly related to a student's ability to benefit from instruction through class participation and the completion of required assignments. Parents are responsible, under New York State Law, for the regular and punctual attendance of children between the ages of 6 and 16. Regular attendance and punctuality are important from the first day of school. Good attendance is essential for steady progress throughout a child's school career.

The State Education Department requires an accurate record of every child's attendance at school. Such records must show the specific cause of every absence. For this reason, all students are required to bring written excuses from parents or guardians in every case of absence or tardiness, preferably on the day they return to school. If an excuse is not forthcoming, the absence will be considered illegal.

It is our school policy to contact parents of all children who have been reported absent. When your child is absent, it would be helpful if you call the Health Office so that we will not need to disturb you at home or work.

Tardiness: Keep tardiness and absence at a minimum, but keep an ill child home. Please come directly to the Office window to sign your child in if he or she is late. You will need to fill out a tardy slip. Please make every effort to schedule appointments outside school hours so that your child will not be late.

Early Dismissal: If your child is to leave school prior to the regular dismissal time, please send a note with them in the morning. When picking up your child, come directly to the window at the main office to sign him/her out.

Bus Permission / Student Dismissal Changes: If your child is going to a different location after school, please send in a note that morning. If you pick up your child/children from school, please wait until dismissal. We have classes until the end of the school day, and it interrupts class time to call students to the office. If you have an early doctor or dental appointment, please send in a note that morning so we know that your child will be leaving early. We will call your child to the office when you arrive there.

VISITORS

We welcome parent visitations to our school. To protect and ensure the safety of the children in the building, all visitors **MUST** report to the office to sign in/out and receive a visitor badge.

If it is necessary to talk to a staff member during school hours, be sure to phone the office first. We will arrange for the teacher to return your call or assist with setting up an appointment.

VOLUNTEERS

We welcome volunteering in our schools. All volunteers must be cleared through the Principal. Volunteers are reminded to sign in and out in the main office.

EMERGENCY INFORMATION

Each year forms are sent to all parents requesting emergency information to be used in case of student illness, injury or emergency school closings. This information is extremely important. Parents are asked to complete these forms and to notify the school whenever any changes occur. In the event of an emergency closing, the local radio and television stations will be notified and we will make every effort to call the numbers you provided on the emergency sheet to advise you of the early closing.

CRISIS PLAN

We recognize the importance of protecting the health and safety of students and staff, as well as ensuring the security and safety of school property. To that end, we have developed an emergency management plan which is on file in the district office.

We also have established a building Crisis Team that is responsible for the management of the safety plan.

SCHOOL CLOSINGS

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over the local television and radio stations.

GENERAL PERMISSION NOTES

Should a student need to be absent for a period of time, be excused early, or wish a change of bus stop, a dated note signed by the parent is required. Notes should state the reason for the child's leaving school and are to be made out on a day-to-day basis. Such notes should be brought to the classroom teacher when the student arrives at school in the morning. This is necessary so that the principal and the teacher will be informed and bus arrangements can be made.

Students will **NOT** be permitted to leave school premises or change bus stops without written permission. If emergency busing changes become necessary during the day, **please contact the school before 2:00 PM.**

Parents are asked to come to the office window when they wish to pick up their child. If someone other than the child's parent/guardian is to pick them up, we **must** have a note from the parent.

HEALTH OFFICE INFORMATION

IMMUNIZATIONS:

In order to enter school on the first day your child needs written confirmation that the following immunizations have been administered:

- (2) MMR Immunizations
- (3) DPT Immunizations
- (3) Doses Oral Polio or (4) doses Immunized Polio
Hepatitis B (3 shot series)

PHYSICALS:

Physical examinations are required for every new student and at Grades K, 1 and 3. Your child will need to have a physical examination after June 1, and prior to school starting in September. If you are unable to obtain a physical for your child the school physician will be available for exams a few times during the school year.

COMMUNICABLE DISEASES:

Please report all communicable diseases to the Health Office

- Examples:
- Strep Throat
 - Chicken Pox
 - Pink Eye
 - Head Lice
 - Pneumonia
 - Impetigo

We send notices home in the classrooms where these exposures occur. No names are given out.

HEALTH OFFICE EMERGENCY CARDS:

It is important to fill cards out promptly and return them to the health office. A separate card must be completed for each child. Please inform the school of any change in phone numbers.

MEDICATIONS:

1. Prescription Medications: To administer medicine we must have permission in writing from parent and doctor. The medication must be in an original container and have the dosage on it. Your child may not transport medication on the bus. Parents must bring it to school.

2. Medication supplied by the Health Office: Examples: Tylenol, Advil, Neosporin. A complete checklist will be sent home. You and your doctor must sign the form.

If you have any questions please call the Health Office at 279-4600, extension 2012.

SCHOOL BREAKFAST/LUNCH PROGRAM

Tamarac Elementary School operates a food service to provide a nutritious well-balanced breakfast/lunch for children.

Cost for the breakfast program is \$1.00. The complete lunch is \$1.75 per day, \$8.75 weekly or \$35.00 per month. Children intending to participate in the breakfast/lunch program on a regular basis are requested to bring their money in each Monday. Please make checks payable to the Brittonkill Cafeteria Fund. In addition to the luncheon menu, we offer milk, juice, snacks and fruit. Credit can be given when a child forgets his money; however, our policy is to allow only two lunch charges.

Menus are distributed each month. We would ask parents to:

1. Review the menu with your children and help them select the meals and meal choices they will be buying
2. Encourage your children to try different foods

Information on free and reduced breakfast/lunches is available in the elementary office.

CODE OF CONDUCT

The staff at Tamarac Elementary School is committed to helping children develop self-control strategies that teach and encourage sound decision making. The ultimate goal of schools is to provide an environment that encourages children to become productive citizens. To this end we adhere to the following expectations for students, teachers, and parents.

What students can expect from our school:

- That students will receive a challenging curriculum from competent, well-prepared staff
- That all students will have the opportunity to participate in a variety of school-wide programs
- That students will have the opportunity to attend school in a safe, well controlled setting that is conducive to learning
- That students will be respected as individuals and be appreciated for their unique talents
- That students will be encouraged to participate in school and community activities

What parents can expect from our school:

- That school personnel will communicate regularly with parents concerning the school program

- That parents will be welcome in school and be provided with an opportunity to play meaningful role in the schools
- That school personnel will inform parents about the schools' academic and behavioral expectations

What the school expects from parents:

- That parents will send their children to school on time and on a regular basis
- That parents will display a positive, supportive attitude toward school and the education of their children
- That parents will make every effort to send children to school properly rested, fed and dressed
- Parents will be active participants in their child's classroom, i.e., parent teacher conferences, PTSA, classroom events

What the school expects from students:

- That students will come to school on a daily basis
- That students will fulfill classroom expectations to the best of their ability by participating in class and completing all homework assignments on time
- That students will respect school property and the personal property of others
- That students will respect their peers and the school staff

Student discipline is the responsibility of all building personnel. Elementary school age children need to work hard at developing self-discipline but for those instances when there needs to be some other intervention the following procedures of offenses and responses will be followed.

Level I - Minor misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the orderly operation of the school.

Offenses – The following are examples and not intended as an all inclusive list

- Non-compliance to classroom behavior plan
- Offensive language or gestures
- Inappropriate display of affection
- Cheating or lying
- Bus misconduct
- Unreasonable disruptive noise
- Lunchroom misbehavior
- Non compliance to school rules

Procedures - Immediate intervention is required of any staff member observing inappropriate student behavior

Appropriate records will be maintained by staff

Repeated misbehavior may require a parent conference

Responses – Listed below is a guideline of possible responses that can be used by teachers and administrators

- Verbal reprimand
- Parent conference (phone or in person)
- Counseling referral
- Time out
- Lunch detention
- Referral to Child Study Team or Committee on Special Education

Level II – Frequent or serious misbehavior that tends to disrupt the learning climate of the school and requires the intervention of administration.

Offenses – The following are examples and are not intended as an all inclusive list

- Continuation of unmodified Level I behavior
- Threatening remarks and/or intimidation toward staff and students
- Insubordination
- Disruptive classroom behavior which cannot be immediately corrected
- Forging notes or excuses
- Lack of respect toward school and personal property

Procedures –

- The teacher contacts the parent, either in writing or by the phone, to advise the parent of the situation before referring to the principal
- The student is referred to the principal with a written office referral
- The administrator meets with the student for the appropriate disciplinary action
- The parent is sent home a copy of the action taken
- An accurate record is maintained of the offense and response for each student

Responses – Some or all of the following responses may be used depending on the severity of the behavior.

- Referral to the office
- Parent/teacher, parent/teacher/administrator conference
- Behavior contract
- Exclusion from extra curricular activities
- In-school suspension
- Suspension
- Counseling referral
- Referral to Child Study Team or Committee on Special Education
- Exclusion from non-instructional activities, i.e., lunch detention, loss of recess

Level III – Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others

Offenses - The following are examples and not intended as an all inclusive list

- Continuation of unmodified Level I and Level II misbehavior

- Leaving school without permission
- Fighting
- Stealing
- Acts of vandalism
- Violation of Drug Free Zone
- Use of obscene language or gestures

Procedures –

- The administrator initiates disciplinary action by investigating the infraction based on the written referral to the office
- The administrator meets with the student and confers with the parent about the misconduct and the resulting disciplinary action
- An accurate report is maintained of the offense and the response for each student and each situation

Responses – Some or all of the following responses may be used depending on the severity of the offense

- Parent conference
- Temporary removal from class
- In-school suspension
- Out of school suspension
- Bus suspension
- Lunch detention
- Counseling referral
- Referral to Child Study Team or Committee on Special Education
- Referral to outside agencies
- Student assigned home instruction with tutoring support
- Restitution for damage to property caused by student

Level IV – Acts which cause serious disruption to the educational process, pose a direct threat to the safety of others and/or result in violence to another person's property

Offenses – The following examples are not intended as an all inclusive list

- Continuation of unmodified Level I, Level II and Level III misbehavior
- Acts of major vandalism
- Arson
- Theft
- Deliberately striking a staff member
- Severe physical attack of another student
- Possession or use of a weapon
- Bomb threat or false emergency alarm

Procedures –

- The administrator verifies the offense, confers with the staff involved and meets with the parent

- The student is immediately removed from the school environment and the parent notified

Responses – Some or all of the responses may be used depending on the severity of the offense

- Multi day in-school suspension
- Up to a five day out of school suspension
- Informal or formal superintendent’s hearing
- Alternate placement
- Restitution of property or repair of damages by the student
- Referral to Child Study Team or Committee on Special Education
- Referral to law enforcement agencies

Dress Code – The Brunswick C.S.D. dress code can be found in the District Policy manual Section 8.360. The policy states that “in order to provide a positive environment conducive to learning, clothing that is inappropriate shall not be worn by students, teachers, administrators, other personnel or visitors on the Brunswick School property”. Please refer to the policy for an explanation as to what is meant by “inappropriate clothing” and other information pertinent to the Dress Code Policy.

Sexual Harassment – The Brunswick Central School District Sexual Harassment and Discrimination Policy can be found in the District Policy manual section 8.120. The policy clearly describes examples of harassment and the procedures to be followed. Please refer to the policy for detailed information.

TOYS AND HOBBY ITEMS AT SCHOOL

Children frequently bring dolls, stuffed animals, beanie babies, action figures, and other toys to play with at school, at recess times or on the bus. Sometimes card collections and other collectibles and displays are brought, either to show others, or perhaps, to make trades. Radios, CD and DS, cameras and a wide variety of electronic toys and games are also popular among children.

THE PROBLEMS...

Toys, hobbies, and electronic equipment can create several problems at school:

1. Identification becomes a major problem, as many children possess items of the same brand and of identical color and size. Often these items are not marked with the owner’s name.
2. The temptation is great to play with these items during instructional time.
3. Secure storage of personal property is impossible for the school to provide or to guarantee.
4. If items are mishandled or are dropped, expensive equipment can be easily damaged beyond repair.

5. Borrowing, theft, or unfair trading causes conflict and potential loss of items. Staff time is spent monitoring property disputes and attempting to retrieve, repair, or store these items.
6. Electronic or motorized games and toys are often distractible nuisances in classrooms and on buses.
7. Radios, CD players and tape players are distracting in school and they reduce active play on the playground.
8. When items are lost, stolen or damaged, it is not uncommon to discover that they frequently have been brought to school without parental knowledge or permission.

GUIDELINES

The problems can be reduced by being aware of the following:

1. These items are not appropriate for school or the bus and need to be left at home.
2. The school district and school personnel will not assume responsibility for the loss, breakage, or theft of personal items; and school time cannot be spent attempting to retrieve, repair, or return equipment or to solve student disputes over them. When toys, games and electronic equipment are brought to school and become a nuisance, they will be confiscated and parents may pick up the item in the Principal's office.

Thank you for your cooperation!

*Please note that any toy or look-alike weapon brought to school is prohibited under the Safe Schools Act.

COMPUTER USERS CODE OF CONDUCT

The following code of conduct for Computer users must be read and signed by all students and their parent(s)/guardian(s) before using computers in the Brunswick Central School District. This list will be handed out to students. A form is attached to the list for student and parent/guardian signatures and must be returned to the teacher before the student can have access to a computer.

As a computer user, I agree to follow the rules and code of ethics explained below.

1. I will use the school's computer for educational work only.
2. I will respect school property. I will not steal, deface, or vandalize school equipment.
3. I will not disturb others while working on school computers.
4. I will not view, send, or display offensive messages or pictures.
5. I will not make unauthorized copies of software found on school computers as I recognize that software is protected by copyright law.
6. I will not attempt to gain unauthorized access to programs.
7. I will not use anyone else's password or file.
8. I will not download or save information on the hard drives of any school computer without classroom instructor's permission.

DRUG AND SMOKE FREE ZONE

Our school is a Drug and Smoke Free Zone. Smoking tobacco, consumption of alcoholic beverages, and illicit use of drugs, as well as possession of any of these substances, are not permitted in school buildings, or on school grounds.

PLAYGROUND

The playgrounds and recreational areas are open to use by elementary pupils during school hours and when school is not in session. Rules are discussed in each classroom. Students are expected to follow these rules whenever they are using the playground.

After school hours, the responsibility for any damage to school buildings, grounds, equipment, or injury to the pupils using these facilities, is placed with the parents. The use of recreational vehicles is prohibited on all school property.

TRANSPORTATION

Pupils riding on buses are reminded that from the time they board a bus in the morning until they leave the bus in the afternoon, they are under the care of the school. They are responsible for their conduct on a bus as much as in the classroom.

Remember, your driver has a big responsibility for safe transportations; students should conduct themselves in such a way that the driver may give full attention to the road.

Bus rules are posted in the front of each bus and reviewed with all students within the first full week of school during a mandated bus safety drill.

The Transportation Department will contact parents/guardians with a courtesy note/call if their child needs a reminder about obeying these rules. Students abusing bus privileges during the school year will be reported to the building principal who will contact the parent, and may result in a suspension of riding privileges for a period of time. DOT regulations require that we cannot transport any packages that do not fit on a student's lap. We also cannot transport any animals, insects, etc.

Throughout the district, certain points have been designated as bus stops. As it would be impossible to stop at every house in a densely populated area for the pickup or discharge of pupils, bus stops have been established. If a bus stop is located at or near your home, please see that your children are out at the pickup sufficiently early as to not cause delay in our busing schedule. We remind parents that supervision of the students is their responsibility until the students load the buses.

We maintain video cameras throughout the bus fleet to help maintain the safety of our children while traveling to/from school.

TRAFFIC REGULATIONS

It is illegal to pass near a stopped school bus when red signal lights are flashing while on school property – unless directed by a law officer. Violators may be ticketed. At its January 26, 1993 meeting, the Brittonkill Board of Education passed a resolution that required adherence to the Vehicle and Traffic Law which governs traffic control signals such as stop signs, flashing signals, passing a stopped school bus boarding students, yield signals, and speed restrictions on school property. This resolution is enforceable by local law enforcement agencies.

Do not pass a school bus whose red flashing signal lights are activated. Please note the one way, stop signs, handicapped area parking, walkways, and no parking zones when visiting. The rules are to protect our students and all who visit our schools during the day, evenings, and weekends. Please observe these rules. It is against New York State Law for vehicles to be in motion on the school grounds when buses are loading or discharging passengers. This law is strictly enforced.

BOOKS / EQUIPMENT

Pupils and their parents are expected to cover the costs of books, equipment or instruments, which are lost or damaged beyond the usual level of wear and tear.

FIELD TRIPS

Each year many of our elementary classes take field trips. Such trips are an extension or supplement of the program being offered in the school. These trips make it possible for the children to visit and see, first-hand some area, which they have been studying about in their schoolwork. Each classroom teacher is responsible for planning the field trips and arranging for chaperones.

Parents are asked to sign a field trip permission slip for their children to attend school-planned field trips. Parents will be notified, well in advance, of all scheduled field trips. For your child's safety a health office emergency contact card needs to be on file before your child will be allowed to attend a field trip.

HOMEWORK GUIDELINES

Homework is an integral part of the learning process and is designed to help students learn by providing practice in the mastery of skills, experience in data-gathering, integration of knowledge and an opportunity to remediate learning problems. Also, it will provide an opportunity for the exercise of independent work and judgment.

Homework will be introduced during the kindergarten year and is generally recommended to be an average of two days per week for a maximum of 15 minutes per day during the second half of the year. In grades 1-3, homework is generally recommended to be an average of

three days per week for a minimum of thirty minutes per day and not to exceed sixty minutes per day. The students are responsible for completing all assignments due

When absent, students need to complete any assignment or homework which teachers deem necessary. If a child will be absent because of a family commitment, please check in advance with the teacher about assignments that can be completed independently during that time.

Specific information concerning expectations for each classroom will be brought home by your child in early September.

Help your child be responsible for completing assignment by scheduling an allotted time period, in a quiet, well-lit area in which to work. Help your children to succeed, but expect them to do their own work.

PARENT/TEACHER CONFERENCES

Parent-Teacher conference days are scheduled in December. All parents will be invited to meet with their child's teacher at the end of the 1st quarter of school to discuss their child's progress. In December the first report card is also included with the conference meeting. We truly want to make your child's school life a rich and rewarding one. Help us to do so by attending your conference.

Please feel free to request other conferences at any time during the school year.

STUDENT PLACEMENT

Promotion, retention and placement of a student will be considered according to the following criteria: academic achievement as compared to district curriculum, social and emotional development of the child, age of the child and physical growth (size) of student. What is best for the child will be the determining factor. A Student Placement Procedures brochure is available upon request.

The promotion or retention decision is based on conferences involving parents, classroom teacher, principal and any other school personnel who would have information pertinent to the child's educational program. Final authority for grade placement rests with the Building Principal.

REPORT CARDS

The school year is divided into three 10 week quarters. Students will receive a report card at the end of each quarter. The report cards should be signed by the parent and returned to the classroom teacher for the first two quarters. Parents then retain the report card at the end of the school year. Report cards go home at December parent conferences, March 21 and June 23.

TESTING AND ASSESSMENT

Standardized tests are administered to help measure student progress in the areas of English Language Arts and Math. The results of this testing helps us identify possible program weaknesses and to identify student who may need extra assistance through academic intervention services.

STANDARDIZED AND STATE TESTING PROGRAM

Pre-K	Screening Readiness
K-3	Developmental Reading Assessment – Fall / Winter / Spring
Grade 2	Standardized Achievement Testing (TERRA NOVA)
Grade 3	NYS English Language Arts Test NYS Math
Grade 4	NYS English Language Arts Test NYS Math NYS Science Test
Grade 5	NYS English Language Arts Test NYS Math

Your child will bring home reminders as to the testing dates. A child who is well rested, who has eaten breakfast, and who has been given encouragement from the parents will do better on the tests.

TRANSFERRING OUT OF THE DISTRICT

If a student will be transferring from this district during the school year parents are asked to notify the Counseling Center. Additionally, parents are asked to return any books/materials prior to the student's departure. Student records will be forwarded to the new school upon their written request.

SPECIAL AREA CLASSES

All kindergarten through fifth grade students participate in special area classes including art, computer, library, music, and physical education.

Art: The study of art develops creative thinking and is a necessary preparation for a wide variety of professions needed by today's society. In order to encourage and continue these creative processes, art classes provide each student with opportunities to develop an understanding of art history and to develop techniques, skills and confidence to meet the challenges of the future. Students cover topics such as Native American art, famous artists and their art, art techniques, media example, clay marble mazes, crayon resist mosaics, and rain sticks. Students have art classes once a week.

Computer: Students are scheduled for a weekly computer class led by their classroom teacher. The computers in the lab are fully networked and Internet ready. The Windows platform is used.

Library: Students attend regularly scheduled library classes once a week. General topics covered are literature appreciation, leisure reading, research, and information problem solving skills. Activities include story time, creative dramatics, and exploration of award winning titles, book location skills, catalog and reference book use. Use of the Internet and other electronic reference skills are also covered.

Music: All students will attend a music class each week. Topics and activities covered include singing, movement, dancing, instrument playing, listening, creating music through composition, multicultural music, patriotic and holiday music, composers, basic music history, folk dancing, instrument families, creating instruments from recycled materials, styles of music, e.g., jazz, blues, ragtime, folk, classical, and rock-n-roll.

All students in Grade 3 will have a chorus period scheduled each week. Students in Grades 4 and 5 will have the option of participating in Chorus one period per week.

Physical Education: All students are scheduled for Physical Education Class 3 times per week. Units covered throughout the year are playground orientation, cardiovascular fitness, gymnastics, basketball, volleyball, track and field, floor hockey, softball, Project Adventure, cooperative games, and soccer.

ACADEMIC INTERVENTION SERVICES (A.I.S.)

New York State school districts must provide Academic Intervention Services (AIS) to all students who score below the established State performance level on State Assessments and/or who are at-risk of not achieving the State Learning Standards. Academic Intervention Services (AIS) are additional instructional and/or student support services which supplement the instruction provided in the general education program and assist students in meeting the New York State Learning Standards.

SPECIAL SERVICES

Elementary School Social Worker: The counseling center at Tamarac Elementary School offers a warm and supportive environment for children at the beginning of their educational careers. The priority is to assist in meeting the academic needs of students as well as encouraging their academic success.

Title I: Students enter the Title I program by teacher recommendation and performance on standardized tests. These students are given assistance in the development of skills in the areas of Reading and Mathematics.

Speech: The Speech/Language Therapist works with students on language development and individual speech development. This person works primarily with students identified by the Committee on Special Education (CSE), but also works within some classrooms.

School Psychologist: The School Psychologist is available to assist teachers in identifying student's individual learning needs, to work with the Committee on Special Education (CSE), to help teachers in developing programs to meet individual needs within the classroom, and to assist parents with any concerns they may have regarding their child's development and learning style.

Special Education: This service is provided to students who have been identified by the Committee on Special Education (CSE) as having a learning disability or other special education needs.

SPECIAL PROGRAMS

Assemblies

Throughout the year special performing and informational assemblies are presented to the students either in large or small group settings. Some of these assemblies include science demonstrations, puppet shows, musical performances, guest authors or artists, dramatic performances and themed presentations. These assemblies are age appropriate and provide supplementary educational experiences for the students.

B.E.S.T. Program (Building Esteem in Students Today)

The BEST program is a Pre-K, K-5 character-building project. There are themes presented throughout the year dealing with areas like responsibility, honesty, caring, sharing, and respect. There are many aspects to this program. Themes are reinforced through classroom activities, guest speakers, a parent newsletter and school-wide assembly programs.

D.A.R.E. (Drug Abuse Resistance Education)

The 5th grade program content is organized into seventeen 45-60 minute lessons taught by a certified D.A.R.E. Instructor. The lessons offer a variety of interactive, role-playing and cooperative learning activities, which are designed to encourage students to solve problems of major importance in their lives. A few of the DARE topics include: effects of mind-altering drugs, considering consequences, resistance techniques, building self-esteem, media influences and dealing with stress.

B.E.E.P. (Brittonkill Educational Enrichment Program)

B.E.E.P. (Brittonkill Educational Enrichment Program) is a K-5 after school program that meets for six weeks in the winter. The program relies upon volunteers to provide enrichment activities ranging from sports to arts and crafts.

CHILD CARE PROGRAM (BCCP)

The Brittonkill Community Child Care Program offers before and after school care to students in Kindergarten through Grade 6.

The before care program runs from 7:00 – 8:45 AM and the aftercare program runs from 3:30 – 6:00 PM each day that school is in session. On afternoon conference days, this program will run from 11:40 AM – 5:30 PM. If interested, please call 279-4600, ext. 2003 to receive an application and further information.

BRITTONKILL EDUCATIONAL FOUNDATION

The Brittonkill Educational Foundation is a non-profit organization, which exists for the sole benefit of the students of Brittonkill schools. The enterprise, one of the first of its kind in upstate New York, was established in 1995. It is governed by a 16-member Board of trustees and operates independently from the school Board of Education. The organization provides funding for innovative and creative programs, which go above and beyond the basic educational requirements for public education. Tax-deductible contributions can be cash, checks, securities, or personal property in any amount. All donations are spent with the approval of the trustees in accordance with school and district policies.

PTSA (Brittonkill Parent Teacher Student Association)

PTSA seeks to enhance the partnership between parents and teachers and provides a variety of programs to this end. Previously, the PTSA has sponsored book fairs, teacher and parent workshops, assemblies, adult education, school pictures, roller skating, the Brittonkill Educational Enrichment Program (B.E.E.P.), and school banking. The PTSA is always open to your ideas and talents and encourages your involvement. All parents are encouraged to join us for our meetings.

PTSA Meeting Dates and Information

September 21, 7:00 PM	Meeting
September 7, 4:00-5:30 PM	Meet the Teacher Night
October 19, 7:00 PM	Meeting
November 17, 7:00 PM	Meeting
January 11, 7:00 PM	Meeting
February 9, 7:00 PM	Meeting
March 9, 7:00 PM	Meeting
April 5, 7:00 PM	Meeting
May 11, 7:00 PM	Meeting

LOCAL LIBRARIES

Students are encouraged to borrow books from and attend programs at local public libraries, especially during school vacation periods. Students who read during leisure and break times do better in school than those who do not. Your local public libraries have many materials, programs and services to offer you. Visit them online and in person. Local public libraries are listed below:

Brunswick Community Library
4118 NY 2
Troy, N.Y. 12180
www.brunswicklibrary.org

East Greenbush Public Library

Grafton Community Library
2455 NY 2
Grafton, N.Y. 12082-0390
www.uhls.org/grafton

North Greenbush Public Library
Box 249
Wynantskill, N.Y. 12198
283-0303
www.uhls.org/NICHE/ngreenbush.htm

Poestenkill Public Library
P.O. Box 305
Poestenkill, N.Y. 12140
283-3721
www.poestenkilllibrary.org

Troy Public Library
100 Second Street
Troy, N.Y. 12180
2740-7071
www.uhls.org/troy