



# Parent Handbook

\*Summary of Code of Conduct in Plain Language Included



# **Nial A. Hamilton Bicentennial Elementary School**

## **Contact Information**

929 Rt. 209, Cuddebackville, NY 12729

**(845) 858-3100, Ext. 14500**

Office Hours: 7:30 AM – 4:00 PM

<b>Emily Mesnick, Principal</b>	<b>x 14510</b>
<b>Justin Karram, Assistant Principal</b>	<b>x 14520</b>
<b>Allisha Richter, School Nurse</b>	<b>x 14700</b>
<b>Jennifer Scannell, School Counselor</b>	<b>x 14610</b>
<b>Victoria Harris, School Psychologist</b>	<b>x 14640</b>
<b>Kari Venetis, School Social Worker</b>	<b>x 14645</b>
<b>Mackenzie Muller, Special Programs Social Worker</b>	<b>x 14551</b>

**Quality Bus Transportation Line: 845-858-2150**

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# MISSION STATEMENT

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### PORT JERVIS CITY SCHOOL DISTRICT

The Port Jervis City School District is a premier learning community committed to preparing the whole learner to become a meaningful contributor to society by embracing student voice which leads and inspires change while respecting the traditions we value.

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Our **Beliefs** are principles that guide the Port Jervis City School District's efforts in achieving our *Mission*, identified through the collaborative efforts of the District's staff, parents, and community.

We believe:

**P**reparing students to be lifelong learners requires recognition of each student's individual potential, while accepting the fact that all students possess unique talents and abilities and that not everyone learns in the same way or at the same pace.

**O**ur students deserve a learning environment which is safe, secure, clean, drug-free, nurturing and positive.

**R**espect, acceptance of differences, trustworthiness, civility and community pride need to be cultivated, developed and modeled by all in the school community.

**T**echnological and mathematical proficiency, literacy, appreciation of the arts, problem solving, and communication skills are essential to students' future successes.

**P**rudent management of district resources and facilities is fundamental to providing quality instructional settings in a fiscally responsible manner.

**R**ecruitment, development, and retention of effective personnel; ongoing planning; and evaluation of initiatives are vital for continuous improvement.

**I**nvolvement of district staff, families, students, and community partners in a collaborative relationship and open communication among all are essential.

**D**eveloping and communicating clear academic and behavioral expectations is the school's responsibility, while parents have a responsibility to support these expectations and ensure that their child attends school on a daily basis, prepared to learn.

**E**ducation prepares students to become productive and responsible citizens and leaders who contribute to both their communities and the larger global society.

# The Parent/Guardian's Guide to Hamilton Bicentennial Elementary School

*The purpose of the parent/guardian handbook is to provide parents with a guide for answers to frequently asked questions about procedures and policies of the Hamilton Bicentennial Elementary (H.B.E.) School. Students receive additional information in a copy of the Port Jervis City School District Code of Conduct, as well as a plain language version geared for student understanding. These documents should be used in conjunction with this guide.*

## ATTENDANCE

### ***School attendance matters...***

If a child misses just one day a week, over the course of their school career, they will miss two years of schooling. New York State education law requires all children, age 6 through 16, attend school regularly. But, the importance of school attendance goes beyond meeting the letter of the law. In order for kids to be successful, they need to be in school, and on task, every day.



Did you know? Starting in kindergarten, too many absences can cause children to fall behind in school. And, missing 10 percent (or about 18 days) can make it harder to learn to read.

**ABSENCES:** When a student is absent more than two days, parents/guardians should report the absence to the main office at HBE. **In order for a parent/guardian to request work, you must contact their child's teacher via email or call the main office before 11:00 am.** Upon returning to school, a student must bring their teacher a written excuse from the parent or guardian stating the child's name, date and reason for the absence. Students are responsible for making up all missed assignments and are expected to check with their teachers immediately upon returning to arrange for make-up work. Students who do not bring in a written excuse will be charged with an illegal absence.

**The bottom line:** Making sure your child is at school every day is one of the most powerful ways parents can ensure school success.

**Things parents/guardians can do** to develop good attendance habits and strategies to encourage children to avoid missing school:

- **Become a cheerleader for learning.** When children are young, your enthusiasm can be contagious. Reading up on what they'll be learning this school year, attending open house and learning how best to stay in touch with their teachers will give you information you can talk about (e.g., "Your teacher says you're growing monarch butterflies in class. How are they doing? Did you see that one fly by our window? Why don't we get some books from the library so we can learn more about them?"). When you're interested in what's going on at school, your children are more likely to approach school with interest, too.
- **Set consistent waking and bedtimes.** It can be a challenge to get children into bed at night and then wake them in time to get to school the next morning. Children ages 5-12 need between 9 1/2 to 11 hours of sleep each night to be healthy and to learn well. Create routines around bedtimes (e.g., washing up, reading together, lights out by the same time each night) that you will stick with all year. Waking at the same time

each day—including the weekends—leaves plenty of time for children to eat a nutritious breakfast, gather necessary supplies and get out the door and to school before the bell.

- **Help them get organized.** Making a space in your home for kids to store backpacks, coats, sneakers, and other necessary supplies can help them get to school on time and ready to learn. Create a "to-do" list with "night before" tasks (e.g., put homework, permission slips and letters to teacher in backpacks, pack lunch money, etc.) and "school morning" responsibilities (such as make bed, wash and brush, dress in gym- and weather-ready clothes, etc.). Post this list in a place where children can easily refer to it, such as their bedroom doors or the refrigerator. Getting organized can help create a calmer home atmosphere that helps kids move out the door in a school-ready mood.
- **Make medical and other appointments during non-school hours if possible.** Schedule family vacations during school holidays so that kids are not missing important school learning.
- **Keep track of your children's absences.** For young children, new school experiences can sometimes seem scary or overwhelming. Not wanting to go to school or excessive absences might be a sign of this or of a larger physical or emotional problem. If absences become common, talking with your child's doctor, teachers, school social worker and/or nurse can help provide a clearer picture of what might be at the root of them.

**Please note that any absence, early dismissal (even with a doctor's note) or tardy disqualifies a child from getting "perfect" attendance recognition.**

Upon a student's return to school following an absence, a written excuse note is required the day the student returns to school. The excuse should state the date(s) of the absence, the reason, the student's teacher's name, and should be signed by a parent/guardian.

***\*In order for any student to participate in extracurricular activities, they MUST be present in school NO LATER THAN 11:00 a.m. and must be in school a minimum of 3 hours.***

Any student with excessive absences will be referred to a committee made up of the psychologist, social worker, guidance counselor, nurse, school administrator and parent/guardian to determine next steps to address the attendance issues. The Board of Education has adopted a comprehensive student attendance policy spelling out attendance requirements and record-keeping, incentives that may be used to encourage attendance, consequences for students who do not adhere to the requirements and procedures to be followed to attempt to help those who demonstrate attendance problems.

Questions concerning attendance should be directed to the Guidance Office at 858-3100, Ext. 14610. The complete Comprehensive Attendance Policy is available from the Assistant Superintendent's Office, 9 Thompson Street, or by calling 858-3100, Ext. 15521.

# EVERY DAY COUNTS!

**School attendance matters...** If a child misses just one day a week, over the course of their school career *they will miss two years of schooling.*

## *Ways Parents Can Help*

- Explain that regular school attendance is directly related to school success.
- Encourage children to attend school every day and to be on time.
- Don't take "no" for an answer when child protests.

## *Ways Kids Miss Out Being Absent*

- Miss important topics taught that day.
- Fall behind on school work.
- Feel frustrated and overwhelmed when they return to school.

### EXCUSED ABSENCES

- Personal illness.
- Family illness or death.
- Impassable roads due to inclement weather.
- Religious observances.
- Required court appearances.
- Medical/dental appointments.
- Approved college visits.
- Approved cooperative work programs.
- Drivers license road test.
- Military obligations.
- Others reasons approved by the Superintendent or his designee.

### UNEXCUSED ABSENCES

Any excuse **other** than reasons listed on left such as:

- Overslept.
- Missed the bus.
- Missed ride to school.
- Baby-sitting
- Parent forgot to wake the child.
- Did not feel like going to school.
- Family vacation.



## PORT JERVIS CITY SCHOOL DISTRICT

9 Thompson Street • Port Jervis, NY 12771 • 845-858-3100 • [www.pjschools.org](http://www.pjschools.org)

# ACADEMIC INTERVENTION SERVICES

Port Jervis schools provide an academic assistance program for students who experience difficulties. The goal is to diagnose and correct deficiencies in Mathematics and English Language Arts. Students receiving academic intervention services (AIS) receive more individualized attention through small-group instruction. They are selected for the program based on their benchmark reading level and MAPS Scores.

## AFTER-SCHOOL ACTIVITIES



**ATTENDANCE AND BEHAVIOR** - Attendance at after school activities is a privilege and proper behavior is expected. You will be expected to follow all the regular school rules that are specific to the activity you are attending or participating in. Students staying after school **MUST** be with a teacher, principal, or school employee. Any student participating in after school activities **are not** permitted to leave the building or re-enter the building after dismissal. All students are to report to their after-school location at dismissal.

**When attending assembly events, you must also be properly behaved and treat all guests with respect. The following are guidelines of etiquette when attending HBE events:**

- Please turn off ALL electronic devices.
- Please refrain from talking during a performance. The concert/event is often recorded live and the sound equipment is sensitive and picks up even whispered comments.
- If you must leave the performance for a break (bathroom, etc.) try to do it during applause or in between selections.
- If your children become fussy or start crying, take them outside immediately. Remember everyone in the audience is there to see someone very special to them and everyone wants to enjoy their child's performance.
- Please refrain from waving or shouting to your child during the concert/assembly. They have worked extremely hard on becoming professional performers and it is a distraction.
- Please take pictures before and after the performance. The flash will impair the sight line and viewing of the director. Flashing cameras will also distract performers from concentrating on the music.
- Although we understand that there may be an emergency, it is polite to stay for the entire performance to support all of the performers for their hard work. Everyone has a group or child they want to see, but by leaving early, you can disrupt other audience members and give a message to other performers that they aren't important. Remember, we need your continued support to make the Port Jervis Arts Program a success.

At all district wide events, cheering for our team in a proper fashion is acceptable, but jeering, taunting, boisterous, derogatory, or overly demonstrative behavior contrary to the rules of proper and reasonable behavior can lead to your removal from the activity and suspension from future activities. The rule of thumb is simple. **BE REASONABLE, BE RESPECTFUL, AND HAVE FUN.**

**\*To participate in extracurricular activities, students MUST be present in school NO LATER THAN 11:00 a.m.**



# AFTER SCHOOL SOCIAL EVENTS

Social events, including dances, occur several times during the year. It is a privilege to attend these special events. Thus, you must follow a few simple rules:

- School dress code applies to after school social events.
- Students must arrive within 15 minutes of the start time of the event. Students who arrive after this time may not be granted entry. Students must remain inside the building until the event is over.
- Students cannot leave before the event ends unless their parent/guardian comes for them.
- You must arrange your own transportation.
- If you are absent the day of the event, you may not attend unless your absence was a legal absence, such as a doctor's appointment or a funeral - not an illness.
- Students who have discipline problems at any event may be denied the right to attend future events.

Students who are staying after school for an activity or detention are not permitted to leave the building then return. They must report directly to the room assigned.

## BACKPACKS & BOOK BAGS

Backpacks and bookbags may be brought to school, but must be kept in classrooms or lockers during the day. Backpacks/book bags are not permitted in the hallways. Backpacks/book bags should be clearly labeled with the student's name. No wheels are allowed on backpacks/book bags, you must carry your bag.



- ✓ Please write your child's **FULL NAME** on **ALL** of their belongings...
- ✓ and on LUNCH BOXES/BAGS, CLOTHING, etc.

## BACK TO SCHOOL NIGHT (OPEN HOUSE)



Traditionally, every school year, HBE holds three Back-to-School Nights (Open House) one for kindergarten, one for grades 1-3 and one for grades 4-6. All parents/guardians are encouraged to attend in order to acquaint themselves with teachers, programs, and activities of the school. This is a time to meet the HBE School community. Individual conferences can be requested but not conducted at this time.

- **Pre-K and Kindergarten Orientation - August 25 at 6:00 P.M.**
- **Grades 1-3 - September 27 at 7:00 P.M.**
- **Grades 4-6 - September 28 at 7:00 P.M.**

## BUILDING EDUCATION PLANNING TEAM- BEPT

The Building Education Planning Team (BEPT) is a school based committee with representation from the school administration, teachers, parents, and students. The BEPT is involved in planning and decision making for some H.B.E. issues. The committee includes the Principal or Assistant Principal, teachers, Port Jervis school district parents, and student representatives, if applicable. The BEPT has been involved in projects such as creating greater awareness of school beautification projects, award/incentive programs for students, staff training, and also revising the Code of Conduct.

# BREAKFAST/LUNCH PROGRAM

Research has indicated that students who eat a nutritional breakfast on school days are more successful in school. With this in mind, all elementary school students are encouraged to eat breakfast every morning.



The Port Jervis City School District will now participate in the Community Eligibility Program (CEP). The CEP was made possible through the combined efforts the Central Administration, our Food Service Department, Cornell Cooperative and No Kid Hungry.

- As part of the CEP, All students in grades K-8 will receive both breakfast and lunch each day at no cost - however, ala carte items (cookies, smoothies, a second lunch, etc.) will be available, but at a cost to students which can be deducted from their food account.
- Elementary breakfasts will be delivered in cooler bags to classrooms. Lunch will follow the same protocol as in the past and will be eaten in the cafe, with the exception that lunch will be at no cost to the student
- This program will start the very first day of school.
- Breakfast will be from 8:50 AM to 9:10 AM.
- Please make sure your child knows their Lunch ID number.

## CAFETERIA EXPECTATIONS

	Cafeteria
<b>Be Kind</b>	<ul style="list-style-type: none"><li>*Encourage Port Pride 5 behavior in others</li><li>*Treat others how you want to be treated</li><li>*Give personal space in line</li><li>*Involve all students at your table in conversations</li><li>*Use kind words and appropriate language</li></ul>
<b>Be Honest</b>	<ul style="list-style-type: none"><li>*Only buy snack for yourself</li><li>*If you find something that doesn't belong to you, give it to a monitor</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>*Be prepared with coat, money and lunch before entering cafeteria</li><li>*Walk at all times</li><li>*Sit correctly in your seat and raise hand to get up</li><li>*Finish your food before you go outside</li><li>*Stack trays like a puzzle</li><li>*Leave your area as clean or cleaner than before</li></ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"><li>*Noise level 1-2</li><li>*Throw away all trash</li><li>*Keep hands and feet to yourself</li><li>*Do not throw food or items across tables</li><li>*When you hear the clap, voice level 0 and be ready to listen</li></ul>
<b>Be Involved</b>	<ul style="list-style-type: none"><li>*Wait patiently and be ready for your turn</li><li>*Use manners - say please and thank you</li></ul>

# CELL PHONES/ELECTRONIC DEVICES

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We understand the need for a cell phone in today's world, but we ask parents/guardians to call the Main Office at HBE in case of an emergency, or wait until the end of the school day (3:10 p.m.) to contact your child. Your support of our regulations regarding hand-held devices will directly assist us in providing a positive and fulfilling educational atmosphere for your student and eliminate the distraction of a ringing cell phone.

Students are not to use or to have their cell phones/hand-held devices out during the school day. If they are seen with it, using it, or if it is visible, they must turn the device in to a staff member. If they refuse to turn it in, the student will have a referral. The following is the process that HBE will follow regarding cell phones/hand-held devices.

**1<sup>st</sup> Offense:** Verbal warning to the student. Parents will be notified.

**2<sup>nd</sup> Offense:** ***Phone/device will be taken and stored in the office.*** The offense will be recorded. The phone OR device will be returned to a parent/legal guardian, who must pick it up at the **HBE Main Office** and the student will receive a lunch detention.

**ANY INCIDENTS THEREAFTER WILL RESULT IN A MORE SEVERE CONSEQUENCE. (Possible Suspension)**

## CHANGE OF ADDRESS/PHONE NUMBER

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It is mandatory that the main office be informed of address or phone number changes. Please provide proof of change of address (utility bill, copy of lease or mortgage) when notifying the office. Paperwork may be sent with your child. A copy will be made in the office and returned that day.



## CLOSING ALERT

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Please download the Port Jervis City School District app found on our website for school announcements. The district is committed to consistent, clear communication with students, family, and the community.

In line with this goal, the Port Jervis City School District mobile app is now available:

<http://content.customschoolapp.net/launchpage/portjervis/index.html>

The Superintendent of Schools may close school or dismiss students/staff early when weather or other emergencies threaten health or safety. Parents are to avoid calling schools on days of poor weather. It is imperative that we keep school phone lines open. **Any school closings and delayed starting times are posted on our district's new cell phone app.**

### Radio Stations

WDLG/WTXX 1490 AM; 96.7 FM

WTXX 103.1 FM

WSUL 98.3 FM

WPDH 101.5/106.1/106.3 FM

### Television Stations:

WYOU – Channel 20

WNBC – Channel 4

WRRV 92.7/ 96.9 FM

## CLUB KID (BEFORE & AFTER-SCHOOL CARE)



**Is your day longer than your child's school day?** If the answer is yes - the Middletown YMCA has the answer. Now in its fourth year, the YMCA Club Kid Program provides before and after-school childcare at HBE. Licensed by the NY State Office of Children and Family Services, Club Kid provides elementary students with a nurturing and stimulating environment. **Call YMCA 845-344-9622.**

- Children in the morning program have a variety of opportunities to start the day right. Activities such as arts and crafts, games and quiet time for last minute school projects are available.
- The afterschool program offers a supervised program that is less structured. Snack, homework time, arts and crafts, outside play, gym time and special events create a diverse afternoon of activities.

The program is not a drop-off service. You must register in advance. Monthly tuition rates are available for 2-3 days and 4-5 days/week. Financial assistance is available. For more information, please call the YMCA at 845-344-9622. Information and registration forms are available on the district website, [www.pjschools.org](http://www.pjschools.org).

## COMMUNICATION

Any correspondence to the school should have your Child's Full Name, Parent's Full Name as well as the Teacher's name written on it as all notes come to the HBE Main Office.

## DAILY SCHEDULE



The student schedule consists of core classes and 1 (one) lunch period. Special classes for students include art, general music, library skills and physical education. Beginning at grade 5, students may also participate in band or chorus.

8:55	Students enter the building
9:05	Tardy Bell
9:05 – 2:55	Period 1-9
3:02	Student pickups and ClubKid students are dismissed.
3:06	K through 2nd grade students are dismissed.
3:12	3rd through 6th grade students are dismissed.



# DETENTION POLICY

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Lunch and/or recess detention may be given as a disciplinary consequence. Parents will be notified if a student is serving lunch/recess detention.

# DIGNITY FOR ALL STUDENTS ACT

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In accordance with the Dignity Act, the District will strive to create an environment free of discrimination and harassment and will foster civility in our schools to prevent and prohibit conduct, which is inconsistent with the district's educational mission.

As outlined in the Code of Conduct, the District condemns and prohibits all forms of discrimination and harassment of students based on: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property and at all school-sponsored events.

Additionally, acts of discrimination or harassment that may occur outside of school, could substantially disrupt the education process, may also be subject to discipline.

**What is Bullying?** Intentional, repeated acts of verbal, physical, or written aggression by a peer (or group of peers) operating from a position of strength or power with the goal of hurting the victim physically or damaging status and or social reputation.

## DISCIPLINE (CODE OF CONDUCT)

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The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, district personnel, parents, and visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.



The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopted a code of conduct ("code"). The Code of Conduct will be reviewed with the entire student body at the beginning of the year and again at the mid-year point. Every student will be given a plain language summary of the Code of Conduct and a copy of the Port Jervis City School District Code of Conduct. Students, parents/guardians will be required to sign and return a form indicating that they reviewed the documents.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. Additionally, off-campus conduct that affects the health and safety of students or the learning environment of the HBE School will be dealt with according to the Code of Conduct.

Consequences at the elementary level may include loss of field trips (see specific policy for the 6th grade overnight field trip) and field days.



# DRESS CODE

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Following are dress code guidelines:

- Dress appropriately for the weather.
- Dress appropriately for school activities.
- Clothes and shoes should be safe.
- Clothes and/or appearances that are disruptive to the instructional process are not appropriate.
- No hats, hoods (worn on heads), sunglasses, visors, sweatbands, gloves or bandanas are to be worn in the classroom, except for medical or religious purposes.
- Shoes with wheels, Flip-Flops, and slide sandals are NOT ALLOWED due to safety issues. Any type of sandal requires a strap on the back of the foot.
- You should give proper attention to cleanliness.
- Dress should not put down anyone and should not encourage illegal activity (smoking or drugs).
- Make sure underwear is completely covered with secure outer clothing.
- Do not wear sleepwear or pajama-like clothing or slippers except on days designated by the principal.
- Studded clothing and/or bands and chains attached to clothes are not permitted.
- You are not allowed to wear tube, net, or halter-tops, clothes with plunging necklines front or back, see through clothes, spaghetti straps, one shoulder tops, high slit short/skirts or short shorts.
- Crop tops and pants should cover the midriff area.
- Do not wear inappropriate spandex clothing.

**Students in violation of the dress code will need to change, and parents will be contacted.**

**\*Administrators reserve the right to modify the dress code as necessary.**

## EARLY DISMISSAL PROCEDURE

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When a child has to be dismissed early, a written note is required in all cases and must be received in the school office before 10:00A.M., giving reason, time, and the person picking the child up. A parent/guardian must report to the office window to have the student released. In case of an unexpected emergency, a phone call should precede the office sign-out procedure.

**HBE Main Office- (845) 858-3100 Ext. 14500**

**All persons picking up students must have ID.**

**You must always notify the office prior to sending someone else to pick up your child.**

**\*Please note that an early dismissal, even with a doctor's note, disqualifies a student for perfect attendance.**

## FIELD TRIPS

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Field trips are an important part of the school curriculum. Frequent behavioral referrals, or behavior that presents a safety concern, may make a student ineligible for a field trip. Student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities.

**\*Information specific to the 6th Grade overnight trip will be shared with parents/guardians at an in-person meeting at the beginning of the school year.**



# FREE LUNCH PROGRAM



Each student in our district is assigned a four-digit PIN number which follows them from elementary through High School. This number does not change from year to year. Students are expected to memorize this number, as they will be asked for it each time they use the cafeteria. This will streamline the serving of student meals. This year our district will participate in the Community Eligibility Program. Each student will receive a free lunch every day this school year. If you have any questions, please contact the Food Service Office at (845)858-3100, Ext. 13896.

## GUIDANCE SERVICES

The HBE Elementary School has one full time guidance counselor, Mrs. Jennifer Scannell; social workers, Mrs. Kari Venetis and Mackenzie Muller (special programs); and school psychologist, Mrs. Victoria Harris. They are available to students for assistance in adjusting to the HBE School environment academically, socially, and emotionally.



Students may go to the guidance office with passes provided from their teachers or guidance. They are also encouraged to come on their own accord but should schedule such a visit during a lunch period or with the teacher's permission.

If you have any questions or concerns regarding your child's school experience, please contact the **Guidance office at (845) 858-3100 Ext 14610.**

# HEALTH AND RELATED MATTERS

## CONTAGIOUS DISEASES

The following is a list of contagious diseases that frequently occur in a school setting. The state guidelines were reviewed by the nurses and the following guidelines are to be followed:



Chicken Pox	No note. The student must be cleared by school nurse. The child may not return to school until the eighth day after the onset of the rash.
Conjunctivitis	Yes- a doctor's note is required
Fifth Disease	No note
Gastroenteritis	No note
Hepatitis A	Yes - a doctor's note is required
Impetigo	No note. At the school nurse's discretion, a student may be excluded and may not return until he/she has been under treatment for 24 hours. Exclusion depends on the student's age and ability to practice good personal hygiene. Assessment of the student should include determination of his/her ability to participate in athletics without transmitting the disease.
Lyme Disease	No note
Measles	Yes - a doctor's note is required
Mononucleosis, Infections	Yes - a doctor's note is required

MRSA	Yes - a doctor's note is required
Pediculosis (Head Lice)	No note - The student must be cleared by the school nurse.
Respiratory Diseases	No Note
Ringworm	Yes - a doctor's note is required
Sarcoptes (Scabies)	Yes - a doctor's note is required
Streptococcal Disease	No Note
Tuberculosis	Yes - a doctor's note is required

## **DOCTOR'S NOTES**



Any time your child has missed school, a note explaining his/her absence should be sent in to school and given to the classroom teacher on the day the child returns. Any long term absence due to a contagious disease must be accompanied by a doctor's note stating that the child may return to school.

Also, a doctor's note is necessary, anytime your child, whether from illness or injury, is to be excused from gym class for more than 1 day.

If you have any questions or concerns, please call Ms. Richter in the Health Office at (845)858-3100 Ext. 14700.

## **MEDICATIONS**

Forms for the prescribing of medication for your child are available in the Health Office or may be downloaded from the Port Jervis District website. [www.pjschools.org](http://www.pjschools.org)

In order to send medicine to the school nurse for your child, the state law requires the following:

- The school nurse must have a written order signed by a doctor giving the following information:
  - **Name of Medication**
  - **Reason for giving the medicine**
  - **Dosage of the medicine**
  - **Time the medicine is to be given**
  - **Number of days to give the medicine**
  - **The medication must have a professional label.**
- A medication form must be filled out by a parent and the child's doctor for any medication to be given at school.
- Prescription medication must be in a properly labeled container from a pharmacy. Over-the-counter medication must be in the original box marked with the child's name.
- All medication must be delivered to school by an adult, not by the student. Any changes in a child's medication must have a new doctor's note.
- Medications must be picked up by an adult at the end of the school year or they will be discarded.
- **Students SHOULD NOT have any type of medication with them or in their possession. All Medication must go through the nurse. This includes over the counter medications such as tylenol, motrin, cold/cough medicine, etc.**



## **PHYSICALS**



New York State Education Law requires that school children in grades K, 2, 4, 7, and 10, as well as students new to the district have a physical examination.

If you plan to have a family physician examine your child, please return the Annual Physical Examination Form, completed by your family physician, before October 1<sup>st</sup>. This form can be obtained online or through the School Nurse. After this date, the School Physician reserves the legal right to make a physical appraisal of all pupils for whom we have no report.

**Students new to the district after the beginning of the school year:** New students who choose to have a private physician perform the physical exam will be allowed **28 calendar days** (from the date of registration) to return the completed form or a written appointment date for a physical examination from the physician's office. After this date, the school physician reserves the legal right to make a physical appraisal.

If your child has had a physical exam by your family physician during the summer, please ask them to complete the physical and return it to the school nurse in the Health Office.

New York State Law requires that students in grades 5-9 be screened annually for scoliosis.

Please Note: It is the policy of the school to ask parents to keep their children home if they show signs of a cold or other infection. **If a child has a fever, he should not return to school until he is fever free for 24 hours.**

## IMMUNIZATIONS

The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades Pre-k through 8, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine need to be reviewed only for grades prekindergarten, kindergarten, 1, 2, 6, 7 and 8.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1 and 2	Grades 3, 4 and 5	Grades 6, 7 and 8	Grades 9, 10, 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years of age or older or 3 doses if aged 7 years or older and the series was started at 1 year of age or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>	Not applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years of age or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years of age or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years of age			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			By Grade 7: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years of age or older
Haemophilus Influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable			

# HOMEWORK POLICY

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Homework at the elementary level is an extension of the learning that takes place in school. Homework varies from teacher to teacher and from grade to grade. You are expected to follow your teacher's guidelines. All homework is expected to be completed following an absence.



# KINDERGARTEN REGISTRATION & SCREENING

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Kindergarten registration and screening takes place each spring in the Port Jervis City School District. To be eligible for Kindergarten the following fall, children must be 5 years old on or before December 1st in the same year they enter Kindergarten. The parents of all children who are on the school's census will receive letters regarding the screening and the requirements for registration in the mail. Screening involves an experienced district team made up of teachers, speech therapists, psychologists, nurses and instructional aides.

The children visit three different stations where they are evaluated for their motor skills, concepts, and language. Vision and hearing will also be screened. Parents provide information as to their child's health history, socialization skills, behavior, level of independence and attention span. The purpose of this screening is to evaluate and identify children who may have special needs and require follow-up evaluations or who have any health or medical problems that will require special attention.

# LIBRARY MEDIA CENTER (LMC)

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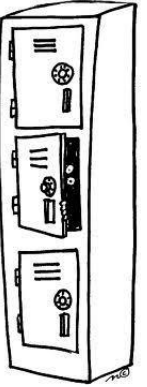
All students are encouraged to use the learning resources of the Library Media Center throughout the week in addition to their scheduled Library class. Students are expected to be on their best behavior at all times. Library books circulate for one week, and all students are expected to return their books on time. Books may be renewed if additional time is needed. Students may not check out a new book until they have returned their other book. Parents/guardians and students are responsible for lost or damaged books.

# LOCKERS

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Lockers are school property assigned to students for their convenience. Hall lockers are provided as a service to students for the purpose of safely storing books, notebooks, gym equipment, and other school materials, as well as personal belongings necessary for attending school.

Locks are provided to students in grades 4 and up by the school. Only those locks provided by the school may be used (personal locks are not permitted). Students should not tell anyone their lock combination. **Students MAY NOT share lockers with one another.** Although loaned to students for personal use, lockers remain the possession of the school district. Lockers may be searched when reasonable evidence exists that students are not using lockers for the purpose intended.



# LOST AND FOUND

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The lost and found is located in the main office. **Students should look here frequently** for lost items. Name tags should be sewn onto all articles of clothing and placed on other belongings, including binders. Jewelry, cell phones and other non-clothing items will be kept in the school office in a separate location. Prescription glasses have a tendency of being lost. Please stress to your child the importance of being responsible for them.

# PARENTS AS PARTNERS

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We encourage parents to be involved with their students.

Some ways to be involved are:

- Join the PTA and attend meetings each month
- Join the BEPT committee
- Review student handbook and code of conduct with your child
- Attend Back to School Nights (Open House)
- Frequently check the Hamilton Bicentennial Elementary School link on the PJCS D website for current information and upcoming events
- Discuss the school day with your student daily
- Attend Board of Education meetings
- **Download the PJCS D cell phone app. Information :**  
<http://content.customschoolapp.net/launchpage/portjervis/index.html>



# PARENT/TEACHER CONFERENCES

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Parent-teacher conferences are held for all students in the Fall and by appointment in the spring. A conference can be requested by either the teacher or parents.

## PARENT RESPONSIBILITIES

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- To become familiar with, implement, and support all district and building policies, rules and regulations pertaining to student conduct and safety
- To demonstrate an enthusiastic and supportive attitude toward school and education
- To provide for one's child's health, personal cleanliness, grooming and suitable dress
- To model appropriate behavior, speech and dress while on school property
- To teach one's child self-respect, respect for the law, respect for others and respect for public property
- To help one's child deal effectively with peer pressure
- To insist on prompt and regular attendance at school
- To assure that one's child arrives at school well-rested, prepared and with needed materials
- To provide a place conducive to study and ensure the completeness of homework assignments
- To provide the school with written excuses for a student's absence or tardiness
- To build a good working relationship between oneself and one's child, teachers, administrators and school staff
- To participate and assist in maintaining open lines of communication with the school
- To cooperate with the school and school personnel in jointly resolving any school related problems
- To assume financial liability for damages resulting from acts of vandalism performed by one's child
- To set goals for academic success
- To maintain communication with one's child's teacher

## PERFECT/EXCELLENT ATTENDANCE

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### PERFECT ATTENDANCE

A child only qualifies for perfect attendance each trimester if they are at school on time for the entirety of the day, every day. **Any** absence (excused or unexcused), late arrival, or early pickup will disqualify the student.

### EXCELLENT ATTENDANCE

A child qualifies for excellent attendance at the end of the school year if they have 5 or fewer absences AND no more than 5 tardy/early dismissals.



# PHONE NUMBERS

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The District Main number is (845) 858-3100. Use the following extensions to reach individual offices:



HBE School Office: Ext. 14500

HBE School Social Workers: Ext.

14645/14551

HBE Guidance Office: Ext. 14610

HBE Psychologist: Ext. 14640

HBE Nurse: Ext. 14700

Transportation: (845) 858-2150

Committee on Special Education (CSE): Ext. 16503

For closings download the app:

<http://content.customschoolapp.net/launchpage/portjervis/index.html>

## PROGRESS REPORTS/REPORT CARDS

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Reporting of student academic progress will be done through the use of progress reports and report cards. Progress reports are distributed half way through each trimester; and report cards are distributed at the end of each trimester.

These reports will be standards-based to provide accurate information about student's progress toward meeting the New York State Standards. Student progress will be given a performance level of 4,3,2,1 and will include additional teacher comments.



## PROMOTION/RETENTION POLICY

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Frequent communication between parents/guardians and teachers throughout the school year will inform parents/guardians of their child's academic and social progress. If a student is in danger of being retained, the teacher will set up a meeting with the parent/guardian prior to April 15. If a determination of academic success can't be established prior to the end of the school year, the student may be invited to attend summer school where a determination will be made in August.

On the last day of school, students are given a report card that identifies the child's placement for next year.



## PTA

The HBE PTA meets monthly. The PTA assists the school in financing and planning assembly programs, field trips and numerous student activities. All parents/guardians are encouraged to join the PTA.

### **PTA OFFICERS 2022-2023:**

Amanda Franck, President  
Jennifer Conklin, Vice President  
Leah Scott, Treasurer  
Rebecca Santiago, Secretary

### **The schedule for the 2022-2023 school year:**

*The PTA meetings are held in the HBE library.*

**9/29   10/27   12/15   2/16   4/20   5/18**



# REQUEST FOR EARLY STUDENT DISMISSAL

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When a student needs to be dismissed early, a **written note is required** and must be given to the school office before 10:00 A.M., giving reason, time, and the person picking the child up.

In the case of an unexpected emergency, the parent/ guardian **must call the office before 2:00** and **advise who will be picking up the student or the student will need to go home as normal.**

**\*Please note that an early dismissal disqualifies a student for perfect attendance.**

## SCHOOL HOURS

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- **There is NO Supervision on school grounds before 8:50 AM**
- Students enter the building at 8:50 am.
- Students who come to school after 9:10 am are considered tardy. They must sign in with the Main Office and be prepared to make up missed work.
- Lunch times are from 11:40 am to 1:35 pm
- Dismissal begins at 3:02 pm **Parents should pick up no later than 3:10 pm**



When driving your child to school, vehicles are to proceed through the side parking lot following around the perimeter of the parking lot. Students are to remain inside the car until staff members come outside the building at 8:50am. Adults should remain in the car and a staff member will open the door and help the child out.

## DISTRICT NOTIFYING SYSTEM

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### PARENTS PLEASE SIGN UP!

<http://content.customschoolapp.net/launchpage/portjervis/index.html>

The district is committed to consistent, clear communication with students, family, and the community. In line with this goal, the Port Jervis City School District mobile app is now available.

**Please do not call the Main Office for information on closures or early dismissals.**



# SCHOOL RECORDS

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Please remember to notify your child's school whenever there is a change in your daytime, evening or cell phone numbers – or your address.

- It is important for the school to be able to reach you in an emergency.
- Make sure your phone numbers and address are up-to-date with the school office, nurse and Quality Bus.
- Have a plan for early dismissals. Make arrangements with a sitter, neighbor, friend or relative who can be called on in such situations - and review your plan with your children.



## Access to student records

- The Family Educational Rights & Privacy Act (FERPA) of 1974, known as the Buckley Amendment, guarantees parents and eligible students over 18 the right to review educational records.

## Release of student information

- Also in accordance with FERPA, the School District may disseminate the following student directory information: name, age, grade level, participation in officially-recognized activities and sports, weight and height (if member of athletic team), honors and awards received, and photograph in a press release to print or broadcast media, or it may appear in district publications, broadcasts, or on the district web site.
- If you do not want your child's photograph or other identifiable information disseminated, you must make a specific request in writing to the Superintendent.
- Failure to make such a request shall be deemed a consent to release or publish the information.

## Student Privacy

- To ensure student privacy, the school district will offer parents the opportunity to opt their child out of participating in any survey that reveals information on certain types of personal behavior or political beliefs. Parents will also be notified of, and given the opportunity to exclude their child from, any activities in which personal information will be gathered from students for marketing purposes.

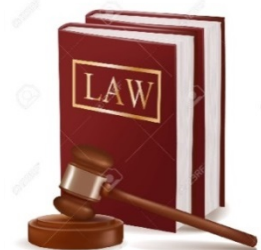
## Student Computer Use

- Parents who do not want their child to use the computer or have access to the Internet in school need to complete the Computer Acceptable Use Agreement. The forms are available in your child's school office. Failure to make such a request will be deemed a consent for computer use during the school year.

# SECTION 3214 / SUPERINTENDENT'S HEARINGS

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Expulsion is necessary when other means of correction have failed, or when the student's presence in the school threatens to endanger person or property.



# STUDENT DISMISSAL REGULATIONS

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- ✓ In order to ensure student safety, no student may be released to the custody of any individual who is not the parent or guardian of the student, unless permission is given by the parent/guardian and the individual's name appears on the student's emergency sign out sheet.
- ✓ Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment (sent home in the first day packet). A parent or guardian may update the list of authorized adults to pick up a child at any time, in person or in writing.
- ✓ Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the main office.

## STUDY TIPS

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The following are study tips designed to help with studying throughout the school year:



- Establish a nightly study time and a quiet study area.
- Utilize appropriate study skills.
- Seek extra help from teachers as needed.
- Ask questions in class.
- Establish a specific time to complete weekend homework. Don't wait until the last night.
- Begin studying for tests several nights beforehand. Don't wait until the night before.
- Occasionally study with a friend or in groups.
- Parents/guardians should ensure that students adhere to their study time.
- Get proper rest so that they are ready and alert each day.
- Place materials necessary for school the next day in a specific place each night before going to bed (double check that everything is there).
- For students in intermediate grades, organize lockers so that both class and study materials may be located quickly and easily.
- Take thorough notes during class.
- Eat a healthy breakfast every morning.



## SUMMER SCHOOL

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The Port Jervis School District offers a summer school program for elementary students. Summer course offerings include both academic and enrichment options. Please be prompt in registering your child for summer school. Dates will be strictly adhered to.

## SUSPENSION

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A suspension can be in-school or out-of-school. Parents will be notified for all school suspensions. Students who are suspended from school are not allowed on school property without administrative permission. Daily assignments, provided by the teachers, are to be completed during this time.

# TARDINESS/LATENESS

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You are required to be in your first period class by 9:10 AM. Students arriving after this time must report to the Main Office window.

Tardy students must have a written note from their parent/guardian.

Excessive late arrival and tardiness will result in letters home and in the permanent record. If late arrival and tardiness continues a meeting will be set up between the parents, teacher, school administrator and guidance counselor.

**Car problems or missing the bus are NOT legitimate excuses for tardiness.**

## THINGS TO REMEMBER

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- **ALL** electronic devices must be kept in your backpack or locker and turned off for the entire school day.
- No skateboards, scooters, rollerblades, or skates in school or on school property.
- No laser pointers of any kind.
- You can't sell anything in school without permission from the Administration.
- You must have a note signed by a parent/guardian if you:
  - ☐ Need to leave school early for an appointment
  - ☐ Need to change a bus stop due to an emergency appointment only, or asking for a permanent change
  - ☐ Are absent from school
  - ☐ Need to attend religious services during school hours. This must be brought to the office 24 hours prior to the day of the service.
- Students may not "hang-out" inside or outside of school after school is over but must have specific business with a person in charge and report to that person.
- Students should remember to have musical instruments in school on days of lessons. Students should make calls from their homeroom if they forget their instruments.
- Charge your chromebook nightly!



## TRANSPORTATION (845) 858-2150 Ext "0"

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**Have you moved?**

**Notify the Main Office immediately in order to get your child's busing changed.**

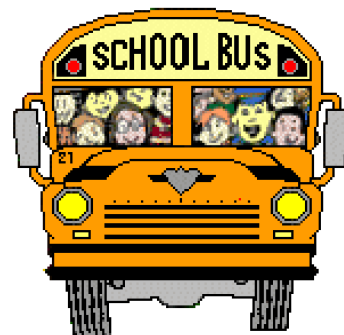
### **POLICY**

- The policy of the Board is that all students, when riding a school bus, are subject to rules, regulations, and procedures from the time they enter the bus until the time they disembark. Riding the bus is considered a privilege for students. So that students will be able to keep that privilege, we expect them to follow the bus rules.

- District policy mandates that kindergarten and 1<sup>st</sup> grade students must be put on and taken off the bus by a parent/guardian or responsible individual authorized in writing by the parent/guardian. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child.

## **WHAT TO DO WHEN STUDENTS MISS THE BUS:**

In the morning the parent/guardian is responsible for getting the student to school. It is recommended that students arrive at their bus stop 10 minutes before their scheduled pick up time. In the afternoon, please allow time for delays. If there is an ongoing issue with the timing of the bus, please contact **Quality Bus** directly and STAY at the Bus Stop: (845) 858-2150 Ext "0"



## **NEED TO CHANGE A BUS ROUTE?**

- **One-Time Change** – For safety reasons, the District does not approve one-day changes to bus routes. In emergency situations – such as family illness or out-of-town travel. Parents can send a written request to change their child's bus route for five or more consecutive days. The request must be sent to the child's principal for approval. Two days notice is required.
- **Permanent Changes** – If a child's assignment needs to change permanently, when the family has moved to a new location, the child's school should be notified in advance. Proof of residency is required – a lease, O&R, Time Warner Cable bill and the change will take three days to process. A new bus pass will be sent home with the student with the new start date and bus information. Until the change is made, your child will continue to ride their existing bus or write a note if you will be picking them up at the school at dismissal time.
- **Childcare Providers/Babysitters** – Special Arrangements can be made to have your child picked up or dropped off from a childcare provider. Families must choose a sitter who lives within their designated school attendance zone. The sitter arrangements can be for the morning or afternoon, or both, but must be the same 'everyday'. We cannot transport to different locations on different days. Only three babysitter changes per year will be processed. You must fill out a Babysitter Transportation Form.



## **VISITORS**

All visitors are required to enter through the front entrance of the building and sign in at the office window. **A driver's license or other government form of photo identification is required.** A visitor's pass will be issued. All visitors must report directly to their designated location.