

## Child Custody

Please be advised that a school cannot legally prevent a parent from removing a child from the premises unless there is a court order **on file at the school to that effect**. This document may be a restraining order barring any contact with a child or a separation agreement or divorce decree giving sole custody to a parent or limiting visitation to weekends or vacation periods only.

If you wish to place such an order on file with the school, you must bring the original copy with the court's seal to the school. A staff member will examine the document and make a copy for the school files. It is the responsibility of the custodial parent to report any changes or modifications to the school.

Non-custodial parents have a right to examine a child's school records and to have a copy of those records, including the child's report cards, unless there is a specific court order barring the parent, without custody, from receiving this information. This order must be on file in the school front office as outlined above.

# **YOUR RIGHTS AND RESPONSIBILITIES**

## **ATTENDANCE**

- Students are to arrive no earlier than 15 minutes before the start of the the school day of 9:20.
- Parents/Guardians are to inform the school prior to an absence of any length of time if the absence is planned.
- In addition, it is requested that parents/guardians notify the office each day of any absence.
- A note from home must accompany your child upon his/her return to school.
- If a student is late, he/she is to report to the office to sign in before going to class.

## **DISMISSAL**

- Parents/Guardians will avoid congregating in the main lobby and should wait outside the building.
- Parents/Guardians should follow traffic safety rules in parking lot.
- Walkers and children being picked-up will be released first and should exit the school grounds promptly.

## **EARLY DISMISSAL**

- Appointments with doctors/dentists should be scheduled before or after the school day. However, if it is necessary to get your child early, please report to the main office and make your request to the front office staff.
- For your child's protection, please be prepared to show picture identification at all times.
- Children will only be released to parents, guardians, or authorized persons specified in writing by the parents.
- All children must be signed out in the main office or nurse's office of the school.

## COMMUNICATION

- Please notify the school immediately if you have a change of address, telephone number, custody, visitation rights, babysitter, or person in charge of an emergency.
- Emergency cards should be filled out and updated as necessary. These cards are kept on file in the Health Office and can be updated by notifying the school nurse, teacher, or office staff.
- The school will make every effort to inform parents of any accident or illness occurring at school that may need additional attention at home.
- New York State Law prohibits the administration of medication in school unless a written note from the doctor has been submitted to the Health Office. The note must include the following information: child's name, name of medication, dosage, and suggested time for taking the medication.
- Report cards are issued in a trimester format. The report card envelope is to be signed by a parent/guardian and returned to the classroom teacher. Signing the envelope assures the teacher that the parent has seen the report card.
- **MEET THE TEACHER NIGHT:** This is a general meeting at the start of each school year that provides the parent an opportunity to meet their child's teacher, see their child's academic surroundings, and learn about classroom routines. (This is not a time to conference with the teacher about an individual's progress.)
- **PARENT/TEACHER CONFERENCES:** The teacher will meet with all parents on a predetermined district date. Future conferences will be at the request of the teacher and/or parents.
- School closings/holidays are noted on the district calendar. Emergency closings for inclement weather can be obtained through the district website at [www.Brentwood.K12.NY.US](http://www.Brentwood.K12.NY.US), on local radio stations, (**WALK, WBLI**) or on local television stations.

## HOMEWORK, TEXTBOOKS, LIBRARY BOOKS

- Homework is an extension of the district curriculum and is assigned by the classroom teacher. It is expected that homework is completed and returned to class in the prescribed time allotted by the teacher.
- The school furnishes textbooks to all students when appropriate. Textbooks are to be handled with care. Unreasonable damage to textbooks may result in financial reimbursement.
- Library books, magazines, and pamphlets assigned for study or recreational reading are to be handled in the same proper manner as textbooks. Lost or damaged library books will be paid for at replacement cost as determined by a district spreadsheet.

## **ITEMS PROHIBITED IN SCHOOL**

- These articles include any items which may be hazardous to the safety of others or interfere in some way with school procedures. These items include: toy guns, water pistols, bean shooters, firecrackers, knives, hard balls, or any object resembling a weapon.
- Electronic games and radios are not to be brought to school unless permitted by the teacher.
- Any undesirable items will be taken from the student and returned to the parent at his/her request.
- **LOST ITEMS:** Although we will make every attempt to retrieve lost or stolen objects, it is not the responsibility of the building to reimburse for such circumstances.

## **BUS RULES AND REGULATIONS**

- Parents/Guardians can expect buses to pickup their children in a close proximity to their homes.
- Students should be on time at their designated school bus stops.
- The bus drivers' responsibility is to drive the bus, watch traffic, and make sure children enter and disembark from the bus safely.
- It is the students responsibility to follow these simple rules:
  1. Take your seat promptly.
  2. Use a quiet voice
  3. Keep arms, heads, and all objects inside the bus at all times.
  4. Keep aisles clear.
  5. Obey rules and directions of bus driver.
  6. Stay seated while bus is in motion.
  7. Exhibit courteous behavior to your bus driver and fellow passengers.

**\*See District Code of Conduct**

## **BREAKFAST & LUNCH RULES**

- Breakfast and lunch are available to all students.
- Lunch forms must be completed each school year and filed with the food service department. They can be obtained in the main office and/or on the district site.
- While in the cafeteria and/or classroom, students are expected to:
  1. Sit at assigned tables
  2. Maintain an orderly and clean table area.
  3. Follow lunchroom routine and teacher/monitors' directions.
  4. Use appropriate school behavior and manners.

## **SUPPORT SERVICES**

- Elementary students may receive:
  1. Art
  2. Music
  3. Physical Education
- Additional services provided may include:
  1. English as a Second Language (ESL)
  2. Bilingual
  3. Speech/Language Services
  4. Learning Resource Center
  5. Occupational and Physical Therapy
  6. Counseling
  7. Social Worker
  8. Math Lab- AIS requirements
  9. Reading Lab- AIS requirements

\*Academic and behavior interventions:

1. RTI meetings scheduled with plans put in place.

## **ESL PROGRAM**

- Students at the beginner and intermediate levels will receive 72 minutes of ESL daily.
- Students at the advanced level will receive 36 minutes of ESL.
- All ESL students will spend the remainder of the day in a mainstream class receiving instruction in English by the regular classroom teacher.
- At the end of the school year, students will be evaluated by the New York State English Second Language Achievement Test, NYSESLAT.
- NYSESLAT results will be used to place students in the appropriate setting for the following year.
- Students scoring at the Proficient level on the NYSESLAT will exit the program, and be monitored for two years in their regular classrooms.
- Students must test out of ESL. Scores on the NYSESLAT will be used to determine annual placements.
- Students' progress will be recorded on report cards and sent home four times each year.

## **FULL DAY BILINGUAL PROGRAM**

- Students are instructed in English and Spanish by an Elementary Certified Teacher who has a Bilingual Extension.
- Students receive instruction in both languages daily.
- Minutes of instruction, in each language, are determined by their level of English proficiency.
- All students, grades 1 through 5, must be able to read and speak in Spanish to qualify for this program.
- All students will be assessed at the end of the school year through the NYSESLAT.
- Placement for the next school year will be determined by the results of the NYSESLAT.
- Students scoring at the Proficient level will exit the program, be placed in an ESL program, and or be monitored for 2 years.

## **DEPARTMENT OF SPEECH, LANGUAGE, HEARING**

- Students are recommended for these services by the district Committee on Special Education.
- Services are provided to children who present difficulties with oral communication, language, articulation, stuttering, voice, and hearing problems.
- Speech-Language Pathologists provide speech-language therapy to those students whose academic growth is impacted by speech, language, or hearing difficulties.

## **LEARNING RESOURCE ROOM**

- The services provided in the Learning Resource Room are determined through the Committee on Special Education.
- Students must undergo a referral process which includes full academic and psychological evaluations.
- Instruction is specifically designed to meet the needs of each student as recommended in their Individualized Education Plan (IEP).
- Special education teachers work with no more than five students in a group for one hour daily. Teachers use hands-on experiences to help the students achieve a deeper understanding of concepts presented, and to retain information more easily.
- The collaboration between the regular education teacher and special education teacher help to make the program highly effective.

## **OCCUPATIONAL AND PHYSICAL THERAPY**

- Students who meet the criteria for school based therapy services are those students who demonstrate an inability to function within the school environment in specific areas, have been determined as eligible for classification under IDEA, and for whom educationally related therapy evaluations have been completed.
- Provision of services are provided through the Committee on Special Education.
- Provision of services requires a physician's referral that has been generated within one calendar year.
- Therapy services are not considered rehabilitative in nature, and are for those students who have significant deficits which directly impact the student's ability to function effectively within the school setting.

## **COUNSELING**

- Counseling services are provided to those students who need help with problem solving, understanding feelings, and making friends.
- Students meet in individual or small group settings as needed.
- Counselors aid teachers and parents in helping students, assist people in making use of community resources, and coordinate referrals to outside agencies.
- School counselors are available to everyone who is part of the Twin Pines Community.

## **SOCIAL WORKER**

- Provides supportive services to students and parents.
- Services include crisis intervention, parenting skills assistance, and counseling services for the student.
- Provide referral services to appropriate community resources and government agencies.

## **MATH LAB**

- Services are offered to students in need of math remediation as determined through standardized assessments or teacher recommendations.
- Students who do not meet district or state requirements will receive services once a week.

## **READING LAB**

- Students are serviced based upon pupil performance results on standardized assessments and teacher recommendations.
- Certified reading consultants work collaborately with classroom teachers to provide additional reading and writing instruction for students not meeting district and/or state requirements.
- Students are serviced once a week.

## **PHYSICAL EDUCATION**

- Students attend physical education classes twice a week.
- Students must wear sneakers to participate in physical education classes.
- Locker rooms for changing clothes are provided for students in fourth and fifth grades.
- Students learn how to keep their bodies healthy through exercise.



- Students are allowed to express themselves through safe and appropriate physical activity.

## **ART**

- Art classes meet once a week.
- Students learn creative expression through exploration and creation of art works.
- Students utilize a variety of materials and learn various creative techniques.
- Through exposure to art history they develop their own ideas and broaden their understanding of other cultures.

## **MUSIC**

- Music classes meet up to twice a week.
- Students will have the opportunity to develop skills in reading, writing, performing, creating and analyzing music.
- Many students will have the opportunity to perform at concerts for their school population and families.