



**RALPH R. SMITH
ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

Kathleen A. McEnroe

Principal

16 Smith Court
Hyde Park, New York
12538

Telephone: 229-4060

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Your personal **discoverzone**: www.mydiscoverzone.com/signup

id: _____ password: _____



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PRINCIPAL'S MESSAGE

Ralph R. Smith is a community of over 400 students. We work together to create a warm and nurturing environment. Ralph R. Smith's motto is "To Treat Others The Way You Want To Be Treated". The school shares a common behavior guide which is discussed with the students during the first few weeks of school. The guide is sent home after this so parents may reinforce it with their child.

The following information outlines important details about our school. Please use this planner as a reference for important protocols of our school.

Together we can make Ralph R. Smith an exciting and wonderful place for children to learn!

If you have any suggestions or concerns, please don't hesitate to call me or stop in my office.

I am sure it will be a fantastic year for all.

Sincerely,

Kathleen A. McEnroe, Principal

GENERAL SCHOOL INFORMATION

AGENDA/PLANNER

This is issued to all students in grade 1 through grade 5. This book serves as a daily link between school and home. Parents should review this planner on a daily basis to ascertain homework as well as communicate with the classroom.

ABSENT NOTES

All students must bring a note from home explaining the absence. These notes are kept on file as back up data for attendance.

ATTENDANCE

All students are expected to be in school by 9:15 and to remain in class until the end of the instructional day at 3:35. Appointments should be scheduled before or after school hours.

ATTIRE

Please dress your child according to the weather. When in doubt dress your child in layers. Children must have proper shoes in order to play certain games on the playground and use the equipment. Dress shoes and

shoes with no backs are not appropriate for school on most occasions.

BEHAVIOR GUIDES

Ralph R. Smith has a school-wide behavior guide, which is presented to each child at the beginning of the school year. The staff will reinforce the rules and before the guides are sent home. Both student and parent are required to sign the guide.

BEHAVIOR MANAGEMENT PROGRAM

The goal of our program is self-discipline and we expect the best behavior of our students. Children are encouraged to find alternate methods of solving disputes and are held responsible for their actions. Loss of recess time is the usual tool for inappropriate actions. Students are encouraged to utilize our Peer Mediators to solve disagreements.

BUS BEHAVIOR

All students riding on school buses are expected to behave in an orderly fashion and not distract the driver in anyway. Older students are expected to provide leadership to those younger than they as they model proper bus behaviors. Those students causing problems on a bus will be subject to the following disciplinary procedures:

- (a) First Offense – warning
- (b) Second Offense – write-up
- (c) Third Offense – parental involvement

Should further incidents continue, possible suspension from the bus could occur.

Bus passes are required if your child is to ride the bus from school and get off at another stop other than his home. Parents are required to send a signed note to school that states the date, the name of the child for whom the pass is for and the name/address of the location for drop off. The student must bring the note to the main office and a bus pass can be issued.

CST

The Child Study Team is a group of members on the faculty who meet on a weekly basis to monitor the progress of students who might be experiencing some difficulties academically, socially or emotionally. Parents are notified by mail if their child is being discussed at a CST and their presence is welcomed.

DRESS

Students are to be dressed appropriately for a classroom setting. Clothing should enhance rather than hinder the learning process.

EARLY RELEASE

On an Early Release Day classes are dismissed at 12:00. The morning is a regular school day for students and regular instruction takes place. It is important that students be present on all days of classes.

EMERGENCY SCHOOL CLOSINGS

Sometimes due to weather or mechanical failure, it is necessary to dismiss students early. Your child will be sent home or to their regular baby-sitter. This closing would be announced over the local radio stations

EXTENDED DAY PROGRAM

The District offers two options under this program:

S.O.A.R. – which is for students to reinforce academic skills and learning strategies.

I.M.A.G.E. – which provides some in depth study for achieving students.

Both programs occur on Tuesday and Thursdays for eleven weeks. Selected students for either program attend either the fall or spring session.

HEALTH EXAMINATION REQUIREMENTS

Each student new to the District as well as every student enrolled in grades kindergarten, 1st, 3rd, 7th and 10th must have a recent health examination. A certificate signed by the family doctor must be provided to the school.

HOMEWORK POLICY

Homework is a teacher planned activity or assignment. It is considered part of the learning experience and is an extension of the classroom instruction.

Things to consider for a child to be successful with homework:

- ✓ Show an interest in the schoolwork sent home.
- ✓ A place to do homework. If possible, a child should do homework in the same place each day. The place should be uncluttered and quiet. Provide materials for homework such as pencils, paper, ruler, crayons, etc.

- ✓ Provide encouragement, motivation and prompting. It is best for a child to homework independently. The student needs practice in working and in applying what has been learned in school. If your child has difficulty completing homework, please contact the teacher.
- ✓ A schedule should be set for completing homework. Determine a homework schedule that fits with your family's particular activities. It is beneficial to the child to have a consistent homework time.
- ✓ Set reasonable time expectations. If your child seems to be spending too much time each night on homework, contact the teacher.
- ✓ When it is time to go to bed, please stop your child whether or no the homework is completed. Inform the teacher if this happens often and how much time has been spent on an assignment.

Types of homework could include:

- Reading stories
- Listening to and preparing reports on radio, TV or newspaper
- Researching on the internet
- Individualized assignments based on a student's needs and ability
- Written assignments: letters, stories, descriptions and poetry
- Creative and/or experimental projects
- Exploration – widening of horizons, searching for ideas and facts
- Independent drills and practices

If there is no written assignment REMEMBER reading is an important fundamental to learning!

MEDICATIONS

To have medication administered during the school day the school nurse must receive written permission from your child's doctor. Medication must be delivered by the parent to the school nurse. The medication must be in its original container with a pharmacist's label. Over the counter medications cannot be administered in school by personnel.

MEET THE STAFF

Parents are invited to school to meet their child's teacher and to learn about the program and expectations for the upcoming year.

PHONE

Ralph R. Smith telephone number is 229-4060. Student's use of the phone will be limited to emergency calls only.

PHOTOGRAPHS

Throughout the school year, your child may be photographed for District produced publications or by the news media. If you do not wish your child to be photographed or videotaped, please let the principal know in writing.

PTA

Ralph R. Smith PTA meets on the 2nd Tuesday of the month at 7:00 pm. All parents are involved in the many activities sponsored by the PTA for the benefit of our school.

RECESS

Students are expected to go outside each day, weather permitting, and should be prepared to do so daily. Rain or extreme temperatures (10 degrees or below) and wind chills are the only days the students will not go outside. Please dress accordingly.

SIX-DAY CYCLE

All schools are on a six-day cycle rotation with days listed as A-F. This rotation allows equity of instruction and continuity of program. The letter day is posted in the lobby and announced each day for student awareness.

STUDENT SIGN OUT

Anytime a student is picked up from school, he/she must be signed out in the book located in the main office. A note should be sent to the main office in the morning. Unless it is absolutely necessary, please do not pick up your child before 3:30 pm.

