

“Education is for improving the lives of others and for leaving your community and world better than you found it.”

- Marian Wright Edelman

Let's work as partners to have a great teaching and learning year!

Love, Aviva Kafka  
Your Principal

## **WELCOME**

It is our pleasure to WELCOME you and your child(ren) back to school. We are looking forward to providing many exciting and rewarding learning experiences for your child(ren) throughout the school year.

This handbook contains valuable information about our expectations and programs. It has been carefully prepared and presented in order that families may know and understand the policies and practices of Violet Avenue School.

Our school makes special efforts to create and promote a good relationship between the home and school. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts by calling the school and making an appointment to see the teacher and/or principal.

Let's work together. Our school has a proud tradition of helping children to do their very best and with your support; I am sure the present year will be successful for all of us.

## **GENERAL INFORMATION**

### **ARRIVAL OF STUDENTS/SCHOOL HOURS**

School hours for students: 9:15 a.m. – 3:30 p.m.  
Early dismissal on designated days: 12:00 p.m.

Students being delivered to or picked up from school should be dropped off at the north parking lot but should enter the building at the front door. The circle is reserved for bus traffic. Students being picked up by parents on a regular basis go down to the cafeteria for dismissal. Parents will find the rear cafeteria doors open at 3:20 and staffed by a teaching assistant, who will be there to sign students out. If you need to pick up your child who usually takes the bus, please call the office or write a note and you can also dismiss from the cafeteria. Students should not arrive at school before 9:15 a.m. and should leave for home at 3:30 p.m., unless enrolled in an after school program. The school cannot accept responsibility for supervising students who arrive before 9:15 a.m.

## WHO'S WHO IN THE OFFICE

Principal.....	Ms. Aviva Kafka
Secretaries.....	Mrs. Karen Shafer Mrs. Deidra Thomas
Cafeteria Manager.....	Mrs. Jenny Garrison
Nurse.....	Mrs. Virginia Bickford
Psychologist.....	Ms. Jennifer Kimnitzer
Social Worker.....	Ms. Lorna DeZengotita

## ATTENDANCE

Regular daily attendance is essential for all students. Children whose attendance is irregular lose the important continuity of instruction and are hindered in learning. It is vital for you, as parents, to establish with your children the habit of consistent attendance and punctuality.

It is also expected that family vacations be scheduled during school recesses so that students will not miss regularly scheduled school days.

When students are truly ill, please keep them at home so that other students and staff will not be infected. When a child returns to school following an absence, he or she **must** bring a dated, written excuse from a parent or guardian, giving the specific reason for the absence.

The following circumstances are the only recognized excuses for school absence: personal illness, family illness, death in the family, and religious holidays.

## **BUS TRANSPORTATION INFORMATION**

Most children will have the experience of riding a school bus either by being a bus student or as transportation for a field trip. Therefore, all children should remember to:

1. Enter the bus in an orderly manner and sit in assigned seat.
  2. Remain seated while the bus is in motion.
  3. Talk quietly and listen to all directions given by the bus driver.
  4. Keep head, hands and arms inside the bus at all times.
  5. Do not bring pets, large objects or glass containers on the bus.
6. Check the traffic in both directions before crossing the street after leaving the bus. Even though traffic is supposed to stop for a stopped school bus, do not proceed across the street until the bus driver signals to go across.

School bus safety programs are conducted three times a year, but real safety depends on student conduct. Riding the school bus is a privilege.

## **BUS PASSES**

Bus passes are REQUIRED of children who wish to ride on a school bus other than their assigned route to and from school. Parents are required to send a signed note to school which states the date, name of the child for who the pass is requested, the name (and/or address) of the alternate location requested and the school bus route. The student then brings the note to the school office for a bus pass. The bus pass is presented the driver. If the student does not have signed note we will not issue a bus pass or call the parents. Parents of students who need to be dropped off at a babysitter's must complete a babysitter request form in the school office.

Since bus routes are arranged for busses to carry the largest number of students with bus safety limits, there may be times, due to the number of students already of the bus, that the passes cannot be issued. These routes will be announced.

## **BUS DISCIPLINE**

Bus discipline procedures will be carried out as follows: bus drivers report bus safety discipline violations to the principal. Upon receipt of the first two reports, the Principal speaks with the student and notifies the parent. Upon a third violation, the student is again counseled, the parent is communicated with directly and the child is suspended from the bus for up to five days.

Any questions concerning bus problems, bus routes, stops, schedules, bus driver's conduct, etc. should be reported to the Principal at 486-4499 and to the Transportation Supervisor at 229-4070. **(A note is required if your child is not to ride the bus. Without a note from a parent, your child will be placed on the bus as usual.)**

### **HEALTH SERVICES INFORMATION**

School health services are those activities directly related to the present health status of the school child. Complete evaluation of each child's health includes a physical examination by the school or family physician, health assessments and observations by those closely connected with the child, screening of vision and hearing by the school nurse, weighing and measuring, and inspection for cleanliness. Each student new to the district, and every child enrolled in grades 1 and 3 must have a recent health examination. Either a school physician or family doctor can perform this examination.

### **CHRONIC ILLNESS**

The office needs to know of chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, etc. We need definite written instructions on file in the case of an emergency.

### **ILLNESS AT SCHOOL**

You will be called if your child becomes ill at school. A neighbor or friend's phone number must be listed with our office. **Please keep this information updated.** We must be able to reach parents at all times.

### **MEDICATION**

Under no circumstances may a student be permitted to self-administer medicine. A school nurse per physician's written instructions may administer only medication prescribed by a physician in school. An adult must deliver medications to the Health Office; please do not send medications with your child. Over-the-counter drugs cannot be administered in school by school-personnel. In addition, only oral medication will be administered to students on field trips. Students who require medication to be taken by injection will need to be accompanied by a parent or guardian who must give any needed injections. If the parent or guardian is unable to attend, the student must remain in school during the field trip.

### **EMERGENCY PROCEDURE FORMS**

You will receive an emergency form for each of your children on which you should list phone numbers of the family doctor and people to notify in the event your child may become ill or injured during school hours. In the best interest of your child, we urge you to complete and return this form promptly each year. Any change of a student's personal status should be reported to the school office in advance including: moving (within or out of the district), telephone number, name change (family or individual), and temporary residence change due to family emergency.

## SCHOOL LUNCH INFORMATION

### CAFETERIA

School lunches are offered to children at a cost of \$1.50, which includes milk. Breakfast is offered at \$.75. The children who bring their lunch from home may purchase milk for \$.45. We require children to use the cafeteria in the manner for which it has been designated. Good table manners are expected as well as children being responsible for “picking up” when they are finished with their lunch. The lunch program is a privilege and service provided as a convenience for children and families.

Reduced and Free lunch and breakfast information may be obtained in the school office. If your child forgets her/his lunch money, s/he will be given a sandwich, milk and fruit for lunch.

### SNACKS

The classroom teacher schedules snack time. We encourage children to bring satisfying, nutritious snacks to school. Candy is not permitted. There is a variety of ala Carte items available in our cafeteria.

### CAFETERIA RULES

We expect that students follow these rules:

1. Remain seated while eating lunch.
2. Pick up your space and/or table.
3. All food is to be eaten in the cafeteria.
4. No throwing of food.
5. Children must stay at their own tables unless given permission from a monitor.

## PLAYGROUND RULES

1. Clothing and footwear must be appropriate for playing outside.
2. Ask a monitor if you need help.
3. Respect other children and adults.
4. Stay within the designated areas.
5. Be kind.
6. Keep your hands and feet to yourself.
7. Tag games, dodge ball and touch football are not allowed at recess.
8. Equipment Rules:
  - a. Slide - you must be seated, feet first, one at a time, same rules for bar slide
  - b. Climber - you must not sit on top of any of the equipment, 1<sup>st</sup>-5<sup>th</sup> grade only on the big climber
  - c. Swings - 3<sup>rd</sup>-5<sup>th</sup> grades only on the swings by the fence, stay away from swings when not swinging, only swing forward and backward, sitting position only, exit from swings from a stopped position

Students who violate playground rules will be assigned time-out, recess detention, or, in serious matters, suspension from school.

## SCHOOL NORMS

We have developed five expectations for behavior that we call norms. They are:

1. Think First
2. Be Safe
3. Do Your Best
4. Listen and Cooperate
5. Respect Property

## CHARACTER EDUCATION

We are very proud of our Character Education program. Each quarter we focus on specific positive character traits. Parents are notified about events related to this program through the newsletter. Morning announcements, hallway displays, assemblies, and school activities are related to promoting excellent character. Staff and students can nominate students for exhibiting excellent character. The character traits and their definitions for the 2005-2006 school year are:

**1<sup>st</sup> quarter:** *Respect* means treating others the way you would like to be treated and *Responsibility* means that people can count on you to take care of yourself and what it is you said you would do.

**2<sup>nd</sup> quarter:** *Caring* means wishing the very best for other people and *sharing* means being generous with what you have and who you are.

**3<sup>rd</sup> quarter:** *Citizenship* means following the norms and doing your part to make things better and *fairness* means everyone has a voice, gets a chance and has a turn.

**4<sup>th</sup> quarter:** *Integrity* means being true to your word and *awareness* means noticing the people around you and how they feel.

### **STUDENT COUNCIL**

As of September of 2004, we now have a Violet Avenue Student Council. A student will be selected from each 3<sup>rd</sup> - 5<sup>th</sup> grade class to serve on the council. The Student Council will also be a part of decision making at Violet Avenue. The Council will meet with the principal each quarter. They will act as ambassadors to Violet Avenue and will do community service projects.

### **RECESS POLICY**

Students will have a forty minute scheduled lunch/recess period each full day school is in session. As students finish eating, they will then have recess. Decisions to have outdoor recess will depend upon the weather. Students will have outdoor recess as long as the temperature falls between 20F - 95F and it is not raining.

All students assigned recess must be on the playground during recess. Students should always dress for outside recess. In the colder months this includes boots for all students if there is snow on the ground and snow pants for younger students. In the winter we encourage you to have students in grades K-2 bring extra clothing to school in order to change into in case they get wet outside.

### **LOST AND FOUND**

All clothing found on the school grounds, regardless of its value is placed in the lost and found area in the cafeteria. Money, jewelry and other articles of value are turned in to the office. Students may claim them after proper identification.

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

All clothing should have the child's name on it. This includes hats, gloves, sweaters, coats, knapsacks and boots.

Students should not bring walkmans, video games or other electronic equipment or toys to school. All trading cards are also not allowed in school or on the bus.

### **SCHOOL VISITORS**

All visitors and parents are welcome and encouraged to visit the school. A parent should accompany all children not enrolled at Violet Avenue School. Stop by the school office to state the nature of your visit and to sign our log. A forgotten item (such as a

lunch box) should be brought to the office where the child can pick it up. All parents coming into the school **must** report to the office to sign out their child and wait for her/him in the hallway outside the school office.

### **DRESS CODE**

- Shirts must cover the belly button
- Shorts/skirts must reach to mid-thigh
- Tube, halter and off-the-shoulder tops are not allowed
- Shoes/sandals must not have high heels or high wedges and must be safe for the playground and climbing stairs
- Valuable jewelry must be kept at home
- Appropriate hygiene practices need to start as students get older
- Words on t-shirts should be appropriate for school
- No make-up

There may be exceptions to the dress code for special occasions, such as Moving Up Day.

### **ACADEMIC INFORMATION**

#### **CURRICULUM**

The Violet Avenue School curriculum is designed to stimulate creativity and to develop critical thinking. Opportunities are offered for individual and group projects, scientific experiments and field experiences. In addition to our academic program, students participate in classes in library media skills, art, music and physical education.

We will continue self-contained, Special Education classrooms at VAS. In these classrooms students with special needs will be able to receive remedial help within the classroom setting. Additionally, our grade 3, 4 and grade 5 students will be grouped for English Language Arts at their readiness level. In grade 5, students will also be readiness grouped in mathematics.

#### **BUILDING LEADERSHIP TEAM (BLT)**

This group of staff, parents and community members works together to set and achieve academic goals for Violet Avenue. Parent involvement through homework is our continuing goal for 2005-2006. An additional goal will be developed as a team.

## TESTING

Student performance is assessed in many ways, informally and formally. The following include some of the more formal, standardized assessments that we use at different grade levels:

**Kindergarten - 2<sup>nd</sup> Grade:** Developmental Reading Assessment (DRA) for students who are reading, assessments from our Harcourt Brace Reading Series, assessments from our Everyday Math series, writing samples for portfolio

**3<sup>rd</sup> Grade:** All of the above, DRA only for struggling readers, Statewide assessments in ELA, Math

**4<sup>th</sup> Grade:** Statewide assessments in ELA, Math, Science, assessments from our Everyday Math series, writing samples for portfolio

**5<sup>th</sup> Grade:** Statewide assessments in ELA, Math, and Social Studies, assessments from our Everyday Math series, and writing samples for portfolio

These assessments are important in that they provide us with information about what it is your child knows and is able to do. Decisions for Academic Intervention Services (AIS, see below) are based on this information. Under No Child Left Behind (NCLB) federal legislation, our school is held accountable for the scores our students receive on the statewide 4<sup>th</sup> grade tests.

The testing schedule for the 2005-2006 school year is below. Please make sure that your child is prepared for testing. This includes a healthy breakfast and a good night's sleep. Making sure that your child takes responsibility for homework and class work is the most important factor that you can influence.

*Grade 5 Statewide Social Studies  
November 16 and 17, 2005*

*Grade 3, 4, 5 Statewide ELA  
January 10, 11 and 12, 2006*

*Grade 3, 4, 5 Statewide Math  
March 7, 8 and 9, 2006*

*Grade 4 Statewide Science  
May 2 and 3, 2006*

### **ACADEMIC INTERVENTION SERVICES (AIS)**

Students who score below certain benchmarks on the statewide assessments are eligible for AIS services in school. In addition, early intervention services are available for students in grades kindergarten through 2 in reading, writing and mathematics. These services are provided by certified reading teachers and teaching assistants. Small group instruction is provided both in the classroom and in a separate location, depending upon the needs of the students. If your child would be determined to be eligible for AIS, you would be notified. The **Extended Day** program and **Summer Bridge** programs are also considered AIS. Parents are notified about these programs when their children are determined to be eligible.

### **SUPPORT SERVICES**

The following support services are offered at Violet Avenue School to all students who would benefit from this extra assistance.

- Speech and Language Development
- Academic Intervention Services in English Language Arts and Math
- Resource Room
- ESL (English as a Second Language)
- Early Intervention services in English Language Arts and Math
- Student Assistant Counseling
- Social Skills Groups
- Adult to Child Mentoring
- Child Study Team (CST)

### **TEXTBOOKS**

Parents are responsible for textbooks. Each book issued to your child must be covered. Additional books cannot be issued until payment is received for lost books.

### **PARENT CONFERENCES**

Conferences are encouraged and welcomed by the faculty. Please send a note to the teacher to schedule a conference. Two specific times (December and April) have been designed as parent-teacher conference dates. Please remember that appointments must be made to meet with teachers to ensure that you receive their full attention.

### **FIELD TRIPS**

Field trips within our school district and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to defray the

costs. Permission slips and money must be turned over the teacher before the day of the trip.

## STUDENT AWARDS

### SUPERSTAR

We recognize the achievement end efforts of our students publicly three times a year – in the fall, winter and spring. Students are nominated by their teachers for recognition as “Super Star” in the areas of achievement (kindergarten – 2<sup>nd</sup> grades only), effort and character. Parents will be notified of these awards. There is also an assembly for Superstars and Honor Roll students.

### HONOR ROLL

Students in grades 3-5 are also eligible for Honor Roll for each of the four quarters. The criteria are as follows: Honor Roll students must receive only “3” and “4” marks on the report card for the quarter, with at least one “4” in an academic area. In addition, there can be no behavior issues for Honor Roll students. Assemblies are planned to acknowledge these terrific students. Fourth quarter Honor Roll students receive their certificates with their report cards on the last day of school. The Violet Avenue PTA also plans special events for these students.

## HOMEWORK POLICY

Reading: Adults are expected to read to children until they are fluent enough to read to the adult. The list below indicates the approximate number of minutes children are expected to read each night.

Kgn	15
1 <sup>st</sup>	15
2 <sup>nd</sup>	15
3 <sup>rd</sup>	30

Math: Math homework should be differentiated, so that a sheet of practice should be completed independently at home and take no more than 10 to 15 minutes at the most.

Kgn	1X/week
1 <sup>st</sup>	1X-4X/week, depending on other assignments
2 <sup>nd</sup>	2X-4X/week
3 <sup>rd</sup>	4X/week

ELA/Social Studies: This includes writing and spelling assignments, as well as content related research and work. It is expected that this portion of homework take no more than 20 minutes.

Kgn 1X/week  
1<sup>st</sup> 1X-4X/week, depending on other assignments  
2<sup>nd</sup> 4X/week  
3<sup>rd</sup> 4X/week

#### 4<sup>th</sup>-5<sup>th</sup> Grades:

Students at this level are grouped by readiness level and receive different homework assignments from the 3 different teachers. A minimum of 30 minutes of reading will take place each night, either student choice for a reading log, or as a part of another assignment. Other assignments in math, science, language arts and social studies should average at about an additional hour each night. Some children may choose to spend more time on particular assignments.

Parents are responsible for ensuring that their children complete the assigned work. Student agendas will be distributed in grades 3-5. Students and teachers will work together so that students understand the nature of their assignments. Homework expectations will be revised over this school year as the Building Leadership Team works on this issue.

#### **PTA**

The Violet Avenue School PTA (Parent-Teachers Association) has been highly involved in improving our school. Membership is \$6.00 per person. Although PTA membership does not require attendance at meetings, you and your child will benefit from your attendance. Child care is available for all meetings..

Each year the PTA sponsors several fund raising projects. With the help of all parents, these projects can be very successful. They allow the PTA to fund many important activities at the school. More information concerning the PTA will be sent home with your child.

#### **SECURITY SYSTEM**

Our security system includes cameras at every entrance to the building. The doors must remain locked at all times and anyone that would like to enter the building must ring the bell to the right of each door. This will activate a camera in the office, which will allow our office staff to see and hear you. When the office staff has acknowledged you, please advise them of who your child is and the purpose of your visit. The office will then de-activate the lock and announce that you may enter the building. When you are picking up or dropping off your child we ask that you do so at the north end of the building but walk around to the front of the building to enter.

DO NOT PHOTOGRAPH

**September 2005**

Dear Violet Avenue Families,

There are special events at school when photographs or videotape are taken. These images may be used on the school or district website as well as on bulletin boards or in classrooms. **Please return this letter** with your signature only if you **do not** wish to have your child's picture used by the Hyde Park Central Schools for any reason.

Thank you.

Sincerely,

Aviva Kafka  
Principal

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I **do not** wish for any photographs or videotape to be taken of my child,

\_\_\_\_\_, for any reason.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**HYDE PARK CENTRAL SCHOOL DISTRICT**

Administration Offices

P.O. Box 2033

11 Boice Road

Hyde Park, New York 12538-8033

Telephone 845 229-4000

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*Carole A. Pickering*

**Superintendent of Schools**

*Lorelei Case*

**Assistant Superintendent for Business**

*Cora Stempel*

**Assistant Superintendent for  
Curriculum and Instruction**

*Amanda Bagnato*

**Assistant Superintendent for  
Pupil Personnel Services**

**TITLE I NOTIFICATION**

Dear Parents and Guardians:

Your child attends a school that has been designated as a Title I School because at least 25% of the students in the school are eligible for the reduced or free lunch program. Under the No Child Left Behind (NCLB) Title I provisions, the academic development of all the students in the school is closely monitored to ensure that Adequate Yearly Progress is achieved.

Should a Title I School in the Hyde Park Central School District (HPCSD) fail to meet its Annual Yearly Progress (AYP) target for one year, that school, in conjunction with HPCSD's administration, must submit a school correction plan to the New York State Education Department (NYSED). **Please be assured that at the present time all schools in the Hyde Park Central School District have achieved their AYP targets.**

If, and only if, a school within the Hyde Park Central School District fails to meet its AYP target for two years in a row (per the No Child Left Behind Act and NYSED guidelines) the Hyde Park Public School Choice transfer program will be implemented. In this case, all parents and guardians of children attending such a school would be notified of their option to transfer their child to another HPCSD school. This notice would include a complete description of the program, as well as the family's application to accept the option for their child(ren).

The Hyde Park Central School District is currently developing its formal Public School Choice Plan. When complete, this information will be posted on the HPCSD web site at [www.hydeparkschools.org](http://www.hydeparkschools.org). If you do not have Internet access, details will be available from the school office once the plan is formally adopted.

For additional information on the No Child Left Behind legislation and compliance requirements in New York State, please check NCLB at <http://www.highered.nysed.gov/nclbhome.htm> and/or NYSED at [www.highered.nysed.gov](http://www.highered.nysed.gov).

Very truly yours,

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*Principal's Signature*

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*Date*

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**ATTESTATION OF TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

The following are the qualifications for Teachers and Paraprofessionals according to the new Title I, **No Child Left Behind Act of 2001**. For the district to be in compliance with Title I, building principals of Title I schools are asked to attest in writing as to whether the school is in compliance with the requirements below:

I, Aviva Kafka, serving as Principal of Violet Avenue Elementary School, to the best of my knowledge attest to the following for my school's Reading and Mathematics Title I programs:

1. All teachers of core academic subjects hired after the first day of school in school year 2002-2003 and teaching in a program supported with Title I funds are highly qualified.
2. All paraprofessionals (i.e., Teacher Assistants) hired **after** January 8, 2002 and working in a Title I program have met the new qualification requirements in Section 1119.
3. All Teacher Assistants hired **before** January 8, 2002 and working in a program supported with Title I funds will meet the new requirements by January 2006.

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*Principal's Signature*

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*Date*