

September 2005
Dear Parents and Students,

Welcome to a new school year! As always, the North Park Elementary School places a high value on the link between home and school. Educating our children is a joint responsibility. Our students have the best opportunity to reach their full potential when we work cooperatively. This planner is one important tool for achieving effective communication between teachers and families. Children learn to become responsible for recording their assignments and sharing this with you at home. This is a critical part of becoming independent and organized students.

Families are encouraged to look over the planners with their children, not only to look at the assignments for that day, but also to look ahead to projects and tests. In this way, students learn to budget their time and prepare for things to come. The planner also serves as a means to communicate with classroom teachers regarding questions about assignments or other areas of concern. Phone calls and visits to school are also encouraged.

This planner also includes important information about our school, including expectations and procedures. Please familiarize yourself with these and review them with your child where appropriate.

Together, we look forward to another wonderful and successful year at North Park.

Sincerely,

Lisa J. Hecht

Principal

THE ABC'S OF NORTH PARK ELEMENTARY SCHOOL

A

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

AGENDA/PLANNER

is issued to every student from grade 1 through 5. This book serves as the daily link between school and home. Parents should review this planner on a daily basis to ascertain homework and long-term assignments as well as communicate with the classroom.

ANIMALS

are not allowed on the bus. Permission should be granted before an animal comes to school, for its safety as well as that of the children.

ATTENDANCE

All students are expected in the building for the start of the school day at 9:10, and to remain in class until the end of the instructional day at 3:15. Appointments should be scheduled after school hours. Bus drop off in the morning is 9:00 a.m. and bus departure is at 3:30 p.m. Students will be marked tardy if they arrive after 9:10.

Students with inconsistent attendance patterns will be monitored with letters being sent home to inform parents of number of days being missed, any patterns being noticed or other helps to assist students in coming to and participating in class. District policy stresses the need for students to be in attendance on a daily basis..

16. Act responsively and respectfully in all areas of the school and bus.

B

BEHAVIOR MANAGEMENT PROGRAM

The goal of our program is self discipline and to that end we expect the best behavior from all 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 toll for inappropriate actions. Students will help determine what steps are needed to correct behavior, which are recorded for periodic review. Should an incident demand a greater response, parents are involved in the solution finding. The following rules and their consequences govern a student's behavior at North Park.

STUDENTS WILL

1. Follow directions first time given.
2. Keep hands, feet, and objects to themselves.
3. Use appropriate language.
4. Not chew gum.
5. Remove hats upon entering the building.
6. Go directly from the buses to their classrooms.
7. Walk, not run in building or on walkway.
8. Use playground equipment properly; stay in assigned areas.
9. Line up immediately when the bell or whistle sounds.
10. Not throw rocks or snowballs.
11. Handle food in the cafeteria appropriately.
12. Wait to be dismissed from cafeteria.
13. Keep cafeteria areas clean.
14. Not take food out to the playground.
15. Follow the rules of the traffic light in the cafeteria.

The CONSEQUENCES WILL BE:

Pink slip will be issued for offense(s) in these areas. This slip will be filled out by the student/adult and placed in the appropriate teacher's mailbox. Generally one pink slip equals one day's detention (loss of recess privileges). Copies of the pink slip infraction will be forwarded to parent via the planner page.

The general three strike policy will be used: 1) Warning 2) Time Out 3) Pink slip

Should there be the issuance of three slips in a single marking period, students will be referred to the principal. A letter will be sent home to engage parents in the solution finding discussions. Severe infractions such as fighting, throwing objects, will be brought to the immediate attention of the principal.

Consequences will be determined by the principal and communicated in a timely manner to the classroom teacher, playground monitor, and parents as needed.

Classroom or common area incidents will be documented by an Incident Report, completed by the adult referring the student and usually results in discussion with the parent regarding the infraction.

Since most students do follow the rules, an in class reward system will be utilized in conjunction with their own class discipline policy. Students who follow the rules consistently are possible candidates for "Citizens of the Week."

BREAKFAST PROGRAM

Our cafeteria offers a breakfast program for students upon the arrival of buses in the morning. Students wishing to partake of this program report to the classroom and then go to the cafeteria for a breakfast and return to the classroom for the start of class. A nominal fee is charged for this service.

BUS BEHAVIOR

All students riding on school buses are expected to behave in an orderly fashion and not distract the driver in any way. 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.

C

CALENDAR OF EVENTS

In order to keep you informed of events and happenings at North Park throughout the year, a News From North Park newsletter will be periodically sent home with your child, in which, up-coming events will be highlighted.

CST

The Child Study Team (CST) is a group of members of the faculty who meet once in a six-day cycle to monitor the progress of students who might be experiencing some difficulties academically, socially or emotionally. Parents are notified by mail each time their child is being brought up for

discussion by the CST and their presence is welcomed at the meeting.

D

DISCIPLINE

The goal of our program is self discipline and to that end 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 toll for inappropriate actions. Students will be assisted to help determine what steps are needed to correct their behavior and a plan is formulated. Should an incident demand a greater response, parents are involved in solution. An Incident Report is completed by the staff member referring the student.

Dress

Students are to be dressed appropriately for a classroom setting. Clothing should enhance rather than hinder the learning process. Safety should be the guideline for foot apparel as students use the playground equipment on a daily basis.

E

EARLY RELEASE DAYS

On an Early Release Day, classes are dismissed at 11:40 a.m. This morning is a regular school day for students and regular instruction takes place. It is **important** that students be present on all days of schooling.

EMERGENCY SCHOOL CLOSINGS

Sometimes due to weather or mechanical failure, it is necessary to dismiss students earlier than the regular dismissal time. This closing will be announced over the local radio stations, be posted on the district web page

(www.hydeparkschools.org) or available via district closing phone line ()
Your child will be sent home or to their regular childcare arrangement on these days. If you have separate arrangements for this type of day, please notify the Main Office in writing via the district Emergency Information Form. Please do not call school on these days to make or change arrangements for your child.

EXTENDED DAY PROGRAM

The district offers two options under this program:

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

IMAGE which provides some in-depth study for achieving students. Both program occur on Tuesday and Thursday and last for eleven weeks. Selected students for both program attend either the fall or spring session.

EVERY CHILD IS A WINNER PROGRAM

All children develop at different rates, and to this end our Physical Education department uses the **Every Child Is A Winner**, together with **Project Adventure**, philosophy to foster this development of talents and skills on an individual basis. Students are encouraged to explore many areas of movement, skill and personal strength.

F
G

GUM

No gum is allowed in the building as a safe guard for our investment in books, furniture and supplies.

H

HOMEWORK

All students are expected to practice their skills at home. This can be done in a variety

of ways and does not always mean a great deal of writing has to be done. The quality of the work far out-distances the quantity factor. Parents should be well aware of the homework expectations and can refer to our Homework Police at the end of this booklet. If you are unclear of what is being expected for your child, please call school to find out.

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J
K
L

LOST AND FOUND

Items lost in school are placed in the Lost and Found box near the Main Office. Students are encouraged to check this area out periodically and retrieve any lost items.

LUNCH MONEY

Student buying lunch may purchase lunch tickets to alleviate the possibility of lost or forgotten money. Charging is not encouraged. Details for purchase of a lunch ticket are found on the monthly menu.

M

MEET THE STAFF

Parents are invited to school to meet their child's teacher and to learn about the program and expectations for the up coming school year. This meeting occurs in September and students are not expected to be in attendance at this time.

N

O

OPEN HOUSE

Students are encouraged to bring their parents to school on a night during March/April to show them what they are doing in class and to guide them through the materials with which they have been working.

P

PHONE

North Park’s telephone number is 229-4040. Student use of the phone should be limited to emergency calls.

PLAYGROUND

Students are expected to maintain personal space when playing on the play areas. No contact sports/games are allowed. Students are expected to listen to and respect the Monitors in charge of the play areas.

PRE-K PROGRAM

Students entering our kindergarten class the following September are invited to participate in our Pre-K program. This program meets on the first three Tuesdays of each month, October through June, from 10-11 AM to explore areas like motor activities, arts and crafts and story time. It is a great way to introduce your preschooler to North Park. No registration is needed. Call our Main Office for more details.

PROJECT ADVENTURE

Is a program used in the Physical Education classes to provide team building and cooperative activities to develop these skills for students in grades 3-5.

PTA

North Park’s PTA meets on the second Tuesday of the month at 7:30 PM. All parents are invited to join the PTA and to be involved in the many activities sponsored by the PTA for the benefit of our school. The dues to join are \$ 6.00 per person.

Q
R

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 chilld are the

only days we don’t go outside. Please dress accordingly. Boots are a valuable accessory for the play areas.

S

SCIENCE FAIR

All students are encouraged to participate in the NP Science Fair held in mid winter. It is required of all fifth grade students. Students work for ribbons dependent upon the points earned in five areas: Scientific Thought, Creative Initiative, Thoroughness, Skill & Clarity, and Dramatic Value. Since this is a project to develop the scientific process skills and happens over time, parental awareness and support are vital to completion.

SCHOOL STORE

The school store is open on Monday, Wednesday and Friday mornings upon the arrival of buses. Students may purchase various school supplies from the fifth grade shopkeepers during this time.

SIX DAY CYCLE

All schools within the district are on a six day 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 COUNCIL

Students in grades 3-5 participate in our Student Council, the forum used to help generate plans and projects for the school. Each classroom is represented by a delegate to the Council.

STUDENT SIGN OUT

Anytime a student is picked up from school, he/she must be signed out in the Sign Out Book located on the counter in the Main Office by the person picking up that student.

A note specifying the intention of change of bus or being picked up should be brought by the student to the Main Office in the morning to be acknowledged and logged by the secretary.

T

TECHNOLOGY

North Park operated a Local Area Network (LAN linking all classrooms with direct Internet access. We also utilize a computer lab for group instruction. Students are introduced to the computer in Kindergarten and expected to be competent with computers before leaving as Fifth Graders. Parent Volunteers often assist in the delivery of our primary class computer instruction. Technology skills are also linked with our Library Media program where instruction complements classroom skill development. Please call if you are interested in helping.

TEXTBOOKS

All books are to be treated with care. Books should be covered to keep them clean. Damage to books will be assessed and students will be responsible for payment for this damage.

U

V

W

WEATHER RELATED CLOSINGS

During inclement weather, school can be delayed two hours to allow time for the roads to be sanded, or school can be canceled immediately. In both cases it is best to tune to a local radio or TV station or log onto the district web site (www.hydeparkschools.org) for an updated status of school closings. Often a two hour delay can result in a closing for the day, so please listen for a while.

WEB PAGE

www.hydeparkschools.org/NPE

Both the district and North Park maintain a web site. Student assistants (“Webbers”) help maintain the NP site. Several classroom

teachers also have web pages. Instructional use of the internet is available throughout the building and is in compliance with the district web page policy. Parents who wish their child(ren) NOT be part of this site must notify the HPSCD in writing of this intent.

.....
I hereby give permission for my son/daughter’s picture and/or name to be used in the Hyde Park Central School District Web Site unless I notify the HPCSD in writing by signing the form below and returning it to school.

_____ I do not give permission for my son/daughter’s picture and /or name be used in the Hyde Park Central School District’s Web site.

Student:_____

Parent/Guardian_____

Date

Y

Z

HOMEWORK POLICY

NORTH PARK IMPLEMENTATION OF THE BOE/POLICY/PHILOSOPHY

The North Park community believes that homework begins in the primary grades as a two way process involving the student, the parent, and the school. This homework partnership must them continue through the fifth grade in order to attain a goal of independent study with a desire for learning.

The home as well as the school is a place of learning. Therefore, the North Park Community believes that homework is an intrinsic part of the educational process of becoming “lifelong learners.” To this end the following roles are suggested:

- a. Students will continually be responsible for assignment awareness and timely completion.
- b. Parents will continually be aware of their child’s curriculum of study and assignments. Parents will

encourage students, help with time management and organizational skills, monitor progress, and communicate with teachers.

- c. Teachers will continually make appropriate assignments using their professional judgment concerning content sequences. Teachers will continue to monitor and evaluate homework and communicate with students and parents.
- d. Principal will continually support student, teacher, and parent in the performance of their respective roles.

The BLT hopes that this policy will increase communications between participants and provide consistency across the grade levels. Each year students will be given a copy of this plan contained within their planner to share with their parents.

To assist students in their role, each student in grade T-1 –5 will be issued, at the beginning of each school year, an official “North Park Planner” for daily use. This planner will include North Park’s school policy. To insure that parents are aware of the policies and philosophies, all parents and students will sign off on reading this information. In addition, parents may be asked to initial the North Park Planner on a daily/weekly basis as determined by individual teachers.

To the teachers’ goal of communicating with students and parents, teachers will explain during “Meet the Staff Night” individual classroom procedures and practices which could also be reviewed at the beginning of the second semester.

The following section describes grade level guidelines that are consensus positions developed by the faculty at each of those grade levels:

Kindergarten

Purpose: The purpose of homework for the kindergarten child is to introduce the child to school routines, to help the child develop a sense of responsibility, and to help the child recognize that he/she is an active participant in his/her learning.

Types: Reading activity with parent, bringing special items to reinforce classroom themes, transporting and making known notes to and from home/school, being prepared for specials (i.e. sneakers, library books)

Amount: Reading activity with parent at least 15 minutes per day.

Expectations: We expect each child to come prepared for kindergarten each day with an adequate size backpack.

Evaluation: Through daily observations

First Grade/T-1

Purpose: The purpose of homework for the first grade child is to reinforce the skills that are presented in school.

Types: Any work that is incomplete from class and/or is designated as homework should be completed, corrected and returned to school.

- Reading: Reading time can include library, student made or home books, word families or sight vocabulary lists, and home/school math connections
- Spelling: follow the teacher’s guide
- Skills Practice: writing letters, numbers, names, words, etc.
- Math: Home links or supporting sheets/activities.

Amount: Ideally, each child should read with his/her parent at least 15 minutes each night. The average First Grader should spend no more than 20 minutes per night on the above tasks.

Expectations: First Graders grow and change so much throughout the year that homework expectations will change during the year and further practices are explained as the year proceeds. When spelling tests are started, parents should support the children by following the classroom teacher's study guide. Therefore, children will be ready to take the final test comfortably by the end of the week.

Homework should be returned the next day unless otherwise designated. Homework assignments do not need to be signed unless requested, or part of a daily plan.

Evaluation:

At this level it is the parents' responsibility to review the work in the homework folder that is sent home daily.

Second Grade

Purpose:

Homework is a way of having students practice what has been taught in class.

Types:

Homework may be specific assignments for all students and/or incomplete class work from a particular day. Examples include math facts, reading, spelling works, etc.

Amount: Homework should take Second Graders approximately 20 to 30 minutes each night.

Expectations:

There will be a daily homework folder to be checked by parents. If there is a good reason your child is unable to complete the assignment, e.g. doesn't know how, is confused about it, stop the homework and send in a note explaining the problem. Otherwise, if a child misses an assignment, it will be reflected on his/her report card. In addition, all second grade students will take home a work folder with all of their corrected papers. Parents are asked to review the assignments with their child and to return the

folders as requested by the individual teachers.

Parents should assist students in finding a quiet place to work at home as well as help them decide the best time of day to complete home assignments.

Evaluation:

All homework will be monitored and checked by the parents to make sure it has been done well. Things parents can check for include: Is it done neatly? Is it done correctly? Please write comments on the paper if your child struggled with the work.

Third Grade:

Purpose:

Homework has a definite place in the educational process. It is an extension of the learning experiences children have during the instructional day. It is designed to aid the student in achieving classroom and school goals. It Created a link between school and home, reinforces skills, and fosters responsibility.

Types:

Homework can take different forms. Assignments may require a student to practice or review skills, study and prepare for tests, complete short and long term projects, research/using reference materials, complete work, or remedial drill to help strengthen weak areas.

Amount:

Homework will be approximately 30 minutes a day. The length of time needed to complete assignments will vary with the work speed of the individual child.

Expectations:

Children are expected to complete assignments on time, accurately and with care. Homework is an important extension of schoolwork and parents can demonstrate this importance by providing children with a quiet space, necessary materials and uninterrupted time. It is important to set up a routine that after homework is completed, your child puts

the finished work in a proper place for return to class. This will help your child take responsibility since it is his/her homework.

When children do not meet their responsibilities, parents will be notified.

Evaluation:

Homework will be reviewed and monitored by the teacher. Upon student completion, parents should review for accuracy and Neatness. If parents feel the quality of homework is unacceptable, they should direct their child to redo it to meet an acceptable standard. The role of a parent is to assist – *not do* – the assignment for their child.

Fourth Grade

Purpose:

To provide practice in skills introduced during the day in all subject areas.

Types:

Incomplete class work becomes homework to be completed by then next school day.

- Content area reading
- Study skills in preparation for tests
- Book Reports and correlated projects
- Skills practice (spelling, math facts, etc.)

Amount:

Children will spend a minimum of 30 minutes doing homework assignments. In addition, children are expected to read each night.

Expectations:

Parents should check the Planner for assignments or notices. Parents should check assignments for neatness, accuracy, and that directions are followed.

Evaluation:

Homework is evaluated regularly for completeness and accuracy. This becomes a part of the student's total grade in any subject.

Fifth Grade

Purpose:

To help the child recognize that he/she is a responsible, active participant in his/her own learning process.

Types:

Types of homework include practice, review, extensions of content area subjects as well as incomplete class work.

Amount:

Students in fifth grade are expected to spend 45 minutes to 1 hour completing their assignments of that day. The length of time to complete assignments may vary with the student and with the time of the school year. Additional time must also be set aside to reading, long term projects, studying and reviewing basics (math facts, spelling, etc.)

Expectations: Communication of homework expectations is established in September.

Parents should check students' Planner, regularly review papers/notices, monitor homework completion (especially where quality is a concern) and help the student be prepared/organized for the next school day. This needs to happen over the weekend as well.

Evaluation:

All assignments are evaluated by the teachers and become part of the final grade for each report period.

Parents should be aware of the work the children are assigned and check the planner daily. Parents should also be aware of the quality of work the children are submitting and monitor if needed. In the event of a long term assignment, parents should help students monitor and appropriate the time needed. Appropriation of time is hard for many fifth graders to manage, but becomes an important task as they enter middle and high school.

NOTES