

New Suffolk Common School District
Resource Guide
2016 – 2017

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Tina Ruschin
Lisa Mauro

SCHOOL SECRETARY

Maria Gizzo

TEACHER AIDE

Maria Gizzo –Lunch
Rosemarie Mantione - Recess

SPECIALS' TEACHERS

Scott Verity – Music
James Finnican- Physical Education
Che Sabalja – Art
Johanna Boutcher- Spanish
Mignon Osmer & Rosemary Martilotta – Library Instructor

SCHOOL HOURS

School is in session from 8:30 A.M. to 2:45 P.M. for K-6.

Beginning at 8:30 A.M. Students report directly to classroom hallway to unpack. Dismissal from classroom begins at 2:45 P.M. at the side doors of school.

MEETING WITH TEACHERS

If you need to discuss something with your child's teacher, please do so after school, or call to schedule an appointment. Once 8:30 rolls around, we are obligated to begin our teaching day.

EMERGENCY CLOSINGS & INCLEMENT WEATHER

Please listen to WBLI, WALK or watch News Channel 12 (Remember, if Southold School District is closed, New Suffolk is closed too.) We will also post closings, delayed openings, and early dismissals to our website (WWW.NEWSUFFOLKSCHOOL.COM) and send out a text message to your cell phone.

REGISTRATION

A child must be four (4) years old by December 1st of the entering school year in order to begin Pre-Kindergarten.

A child must be five (5) years old by December 1st of the entering school year in order to begin kindergarten.

Kindergarten screening is held in the spring at Southold Elementary School. Public notice is given of the exact dates, times and place. A birth certificate, proof of residency, certificate of immunization and evidence of physical examination shall be presented for kindergarten registration. In order to attend school, the children must be adequately immunized against diphtheria, measles, German measles (rubella), mumps and poliomyelitis.

The kindergarten screening process also includes screening for vision and hearing, readiness, fine and gross motor development and speech.

SCHOOL POLICY FORMS

(Must be signed each year)

-  Code of conduct
-  Internet usage (misuse will result in loss of privileges)
-  Bicycle safety (helmets required by state law, riding on school grounds prohibited 15 minutes prior to the start of school and 15 minutes after dismissal)

DISCIPLINE

Each classroom teacher has a discipline plan for student behavior. Incidents are reported to the Head Teacher and are investigated and documented. Parents will be notified. Behavior consequences range from a verbal warning, recess detention, after school detention, and in and out of school suspension. Although this is the general sequence of consequences, it is at the discretion of the administration to implement consequences according to the severity of the incident and developmental level of the child. Administrators and teachers will be reviewing the expectations of student conduct with the students in the beginning of the school year.

ATTENDANCE POLICY

Please call the school secretary at 734-6940 each day your child is absent. Please call before 8:30 am and leave a message.

Parents will be contacted by the school if there is no indication of why the student is absent. On returning to school, all children must present a signed note from the parent stating the dates of and reason for the absence. Excuse notes are attached to this resource guide. ***Absence notes are required by state law***

If your child is absent for more than 2 consecutive days, attendance at extra help is required until all missed work is made-up.

Although we all hope that each child might not miss a single day of school, there are times when it is best for the child to remain home. The following signs or symptoms would indicate that your child should be kept at home until the symptoms are gone or the child has received medical attention:

-  Temperature elevation (over 100.5 degrees F)
-  Runny nose, sneezing, cough
-  Upset stomach
-  Headache
-  Appearance of a rash on any part of the body
-  Earache
-  Toothache
-  Nits or head lice in hair
-  Pain or limitation of movement from injury.

Naturally, seeing that your child gets enough sleep, exercise, wears the proper clothing for the weather, starts the day with a good breakfast, and has regular medical and dental exams, can help prevent both illness and injury.

TARDINESS

We understand that lateness can happen, but please try to make sure your child arrives promptly. Please keep in mind that if your child is late to school, he or she may be missing something important in class. We try to start the day promptly and do not want our students left out of an activity. A late entry to school can also be disruptive to the daily routine.

Please note that children who arrive at school after 8:35 A.M. will be marked late and must be signed in by a parent, guardian, or persons listed on emergency contact form, and children who are picked up before 2:45 P.M. must be signed out. If your child is late or needs to be picked up early, please come to the front entrance of the school and ring the doorbell.

STUDENT HEALTH INFORMATION

Emergency Forms

In case of emergency each student is required to have the following information on file at the school office.

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone, parent(s) work phone, and cell phone numbers
4. Emergency phone of friends or relatives who have permission to pick up your child
5. Physician' name and phone
6. Medical alert information

It is very important that every student maintains an up-to-date address and phone record at the school office. Please notify Maria Gizzo at 734-6940 **immediately** if you have a change of address, phone number, or custody related information.

Illness or Injury

When children become ill in school, they will be accompanied to the school secretary. A child who becomes ill or is injured during the school day will be released to the custody of a parent or guardian. In an emergency, a child may be released to the custody of the person(s) named on the emergency contact form. Transportation of an ill or injured child must be arranged by the parent or person designated on the emergency form.

Medications

In accordance with NYS Education Department law, no medications may be administered by school personnel. This applies to prescription as well as over-the-counter medications. If your child requires medication during the school day, such medication must be administered by a parent, guardian, or persons listed on the child's emergency form.

Severe Food Allergies

Food guidelines for students with severe food allergies are as follows:

-  All food is to be provided from home.
-  Please instruct your child on the following:
NO FOOD SHARING IN SCHOOL
-  Parents are to meet with teacher to discuss management of food in the classroom (special diet, forbidden food list)
-  Parents are to provide annually on or before the first day of school the following:
 1. Food allergy action plan (signed by physician and parent)
 2. Medical order forms
 3. Medications in original containers, properly labeled
 4. Self monitoring physician order form (complete only if your child will be self managing his allergy at school)

Physical Education Exclusion

Physical education is required by law for every child and is an important part of the school program. A note from the parent excuses a child for one day only. After that, a written statement from a physician must be presented with a statement of limitations.

Medical Appointments

If a parent wishes to have a child excused from class for a doctor or dentist appointment, or for any other reason, a written request signed by the parent must be presented. Also, the parent must sign out before taking the child from school. It is urged, however, that you make appointments outside of school hours to lessen interruption of your child's education. Please send a note with your child indicating the time they need to be ready for pick-up.

Physicals

Physicals are due as soon as possible. If you'd like, we can arrange for the school doctor to perform a physical here at the school.

Immunizations

In order to attend school, children must be adequately immunized. Students entering Kindergarten-Grade 12 in New York State require the following vaccinations:

DTap – 3 doses

Polio (IPV or OPV) – 3 doses

MMR – 2 doses of measles, 1 dose mumps, 1 dose rubella

Hepatitis B – 3 doses

Varicella – 1 dose

Tdap – 1 dose if born on or after 1/1/94 and entering 6th grade

Flu Information

-  Monitor child's health every morning before school
-  Sick children should stay home
-  Should remain home for at least 24 hours after fever has disappeared (without the use of fever reducing medication)
-  Parents should remind their children to practice healthy hygiene habits
 - Cough/sneeze into sleeve or with a tissue to prevent spread of germs
 - Wash hands often with soap and warm water, especially after you cough and sneeze)
 - Avoid touching eyes, nose, or mouth

HOMEWORK FOLDERS

(Our communication tool)

- ✎ This is where you will find notes, permission slips, homework, reading logs and just about anything else of importance.
- ✎ Please check these nightly.

HOMEWORK

- ✎ Should be completed independently.
- ✎ Homework is used as an educational assessment tool. It teaches responsibility and prepares them for state testing. I've found that quiet work areas away from the television, radio and other distractions help make this time easier.
- ✎ If for some reason your child cannot complete his/her homework assignments, have the child talk to their teacher at school the next day and/or send in a note.

Students who fail to complete homework assignments will be assigned lunch/recess detention. For those students who continue to miss homework assignments a conference with parents will be scheduled to discuss a plan of action. Students may be required to stay after school to finish missing work.

AFTER SCHOOL EXTRA HELP

Primary Class

- ✎ Students in grades K-2 may be asked to stay day(s) after school if the child needs remediation or has work to make-up due to absences.

Intermediate Classes

- ✎ Students in grades 3 and up will be invited to attend on an as needed basis, for remediation or for work missed due to absences.
- ✎ Starting in January, students may be asked to stay after school for NYS test preparation.

NEW YORK STATE ASSESSMENTS

New York State Assessments are mandated by the New York State Department of Education (NYSED). These are exams which the children must do 100% on their own. They must read everything themselves, even on math tests. Assessments will be administered to the following (see calendar of testing dates):

- ✎ 3rd, 4th, 5th, 6th grade ELA and Math
- ✎ 4th grade Science

PROGRESS REPORTS & REPORT CARDS

(See schedule)

- ✎ Report cards will be distributed on a trimester schedule
- ✎ A progress report will be sent out in October
- ✎ Parent/Teacher conferences will be held in October

SNACK

We encourage you to send in healthy snacks to keep your child's body and mind energized.

SCHOOL LUNCH

- ✎ Wednesday is pizza day.
- ✎ You may send money in on a daily, weekly or monthly basis.

RECESS

Appropriate dress for weather conditions is necessary. If there is no precipitation and it is above 32 degrees F, the children will be heading outdoors for recess and possibly Physical Education as well.

TOYS & PERSONAL ITEMS

- ✎ Should only be brought in for show and tell and/or recess time
- ✎ Bring them in at your own risk
- ✎ No electronics (iPod's, radios, cell phones, etc.) trading cards, weapons (this includes toy weapons)

PICTURE DAY

Individual student and class pictures will be taken in late September or early October. Within the first few days of school, information on school pictures will be sent home with the children. Several different packages will be available for purchase. Payment is due **on or before** the day the pictures are taken.

BIRTHDAYS & HOLIDAYS

- ✎ We celebrate birthdays as a whole school, rather than a whole class. Students receive a school birthday card, pencil, and necklace. Students also receive a book for their birthday from the Scholastic Book Order that month.
- ✎ We learn about and celebrate most holidays.

HALLOWEEN COSTUME REGULATIONS

Costumes should allow for easy movement, not block field of vision, and be appropriate for school. Keep in mind that some costumes may be too scary for younger students to look at.

FIELD TRIPS

Chaperones may attend most field trips unless otherwise specified on the permission slip. Chaperones must pay for themselves.

LIBRARY

The students take the bus to Cutchogue-New Suffolk Library once a month. Books are chosen for either their educational or recreational value. Each student may check out books. Please make sure that your child takes good care of their books and returns them to school within two weeks. Lost or damaged books must be paid for.

VISITORS

Parents are always welcome, but when visiting our elementary school, ring the doorbell at the front entrance and wait at our secretary's desk while our secretary informs the teacher of your visit. If you are bringing something for your child, please give it to our secretary and she will make sure that it gets to your child.

COMMUNITY SERVICE/PHILANTHROPY

-  Adopt-A-Beach (clean-ups)

SCHOLASTIC BOOK ORDERS

-  Distributed on a monthly or bimonthly basis
-  Check made payable to Scholastic Book Clubs
-  Orders arrive within 2 weeks
-  We'd be happy to hide the books from the children if you'd like to put them away as gifts

WEBSITE

Check out our website www.newsuffolkschool.com

SPECIALS

Children in K-6th grade will participate in 4 different “Specials.”

The schedule is as follows:

Monday: Music & Spanish

Tuesday: Phys. Ed.

Wednesday: Spanish, Library 1 time per month

Thursday: Phys. Ed.

Friday: Art

We will be visiting the Library one Wednesday per month. The Librarians will come to our school one Friday per month with fun lessons. Please take good care of the books borrowed and return them to school for the Friday visit.

*****Students are required to wear sneakers and no jewelry to Physical Education classes. On Art days, please do not dress your child in his or her best clothing.*****