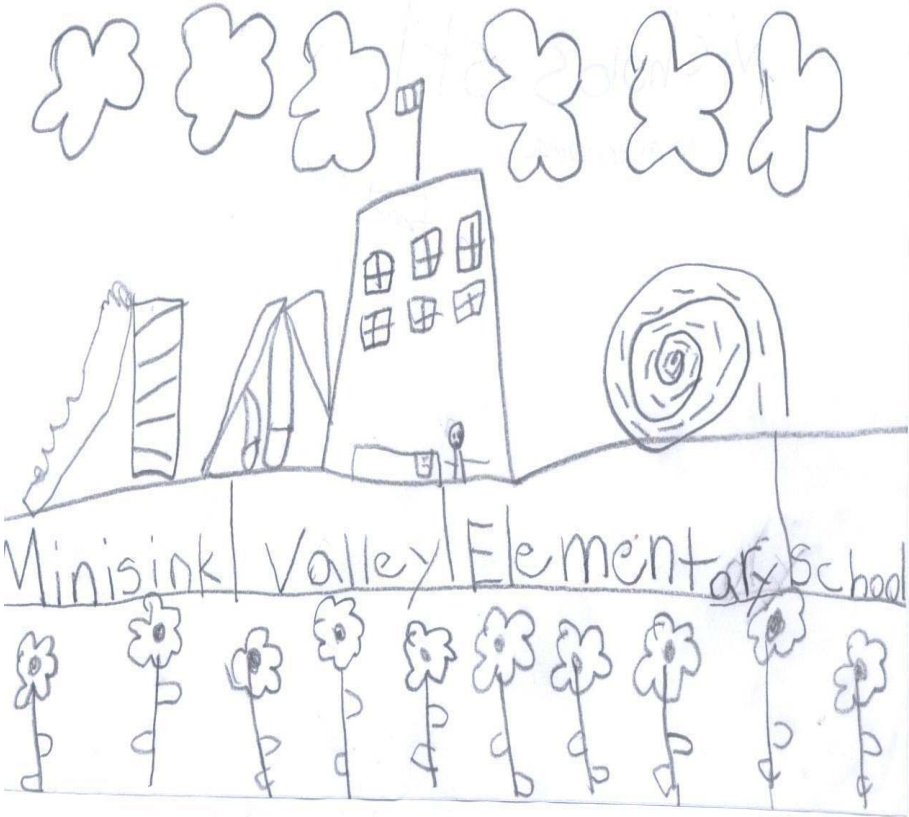


MINISINK VALLEY ELEMENTARY SCHOOL
PARENT HANDBOOK
2009-2010



Cover design by:
Nicholas M.

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Design by: Sophia E.

MINISINK VALLEY ELEMENTARY SCHOOL

P.O. Box 217 · Route 6 · Slate Hill, New York 10973-0217
Telephone: (845) 355-5270 · Fax: (845) 355-5147

September 2009

Dear Parents:

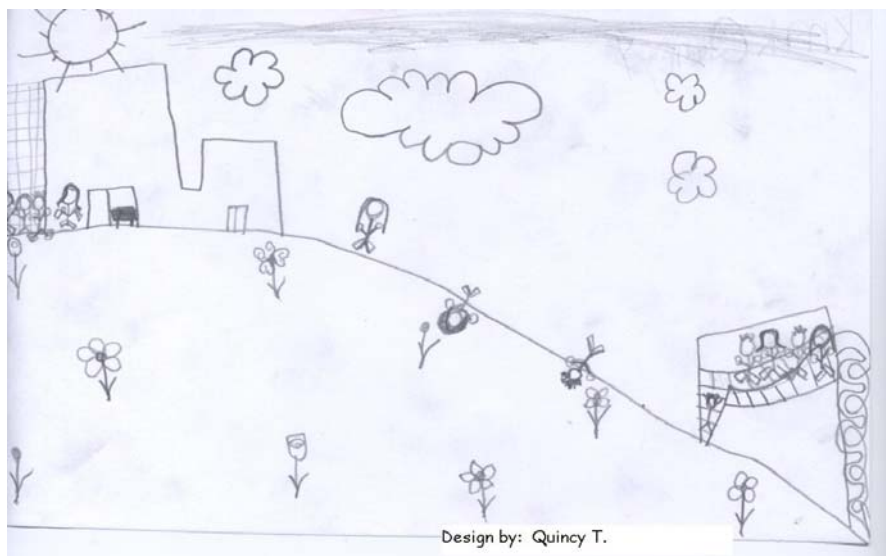
The contents of this **Parent Handbook** are intended to better familiarize you and your child(ren) with all aspects of the Elementary School Program. It is filled with information about our school procedures, curriculum and extra curricular programs.

Please read and discuss the contents of this handbook with your child. If you have any questions about the contents of the handbook, please contact me and I will gladly discuss them with you.

With your continued support, the 2009-2010 school year will be a positive and enriching experience for your child(ren) at the Minisink Valley Elementary School.

Sincerely,

Paul Dombal
Elementary Principal



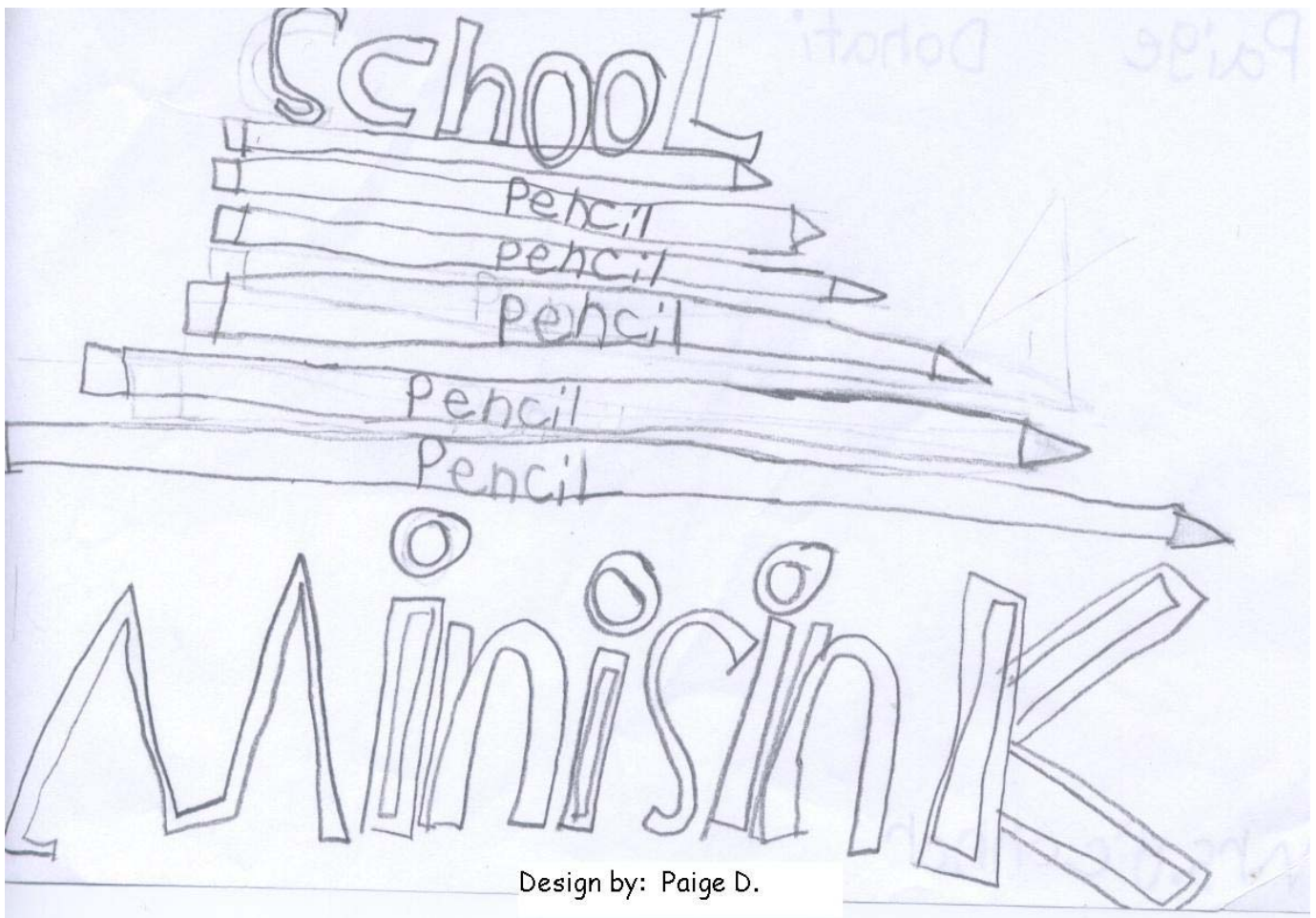
MINISINK VALLEY CENTRAL SCHOOL DISTRICT

P.O. Box 217 · Route 6 · Slate Hill, New York 10973-0217
Telephone: 845-355-5100

MISSION STATEMENT

The Minisink Valley Central School District encourages all students to reach their full potential by providing equal opportunity for academic, social, physical and moral education in a safe, caring, challenging environment. In partnership with the community, we are committed to meeting and exceeding New York State Learning Standards while preparing our students to be productive, responsible citizens and life-long learners.

-----2000



MINISINK VALLEY CENTRAL SCHOOL DISTRICT

P.O. Box 217 · Route 6 · Slate Hill, New York 10973-0217
Telephone: 845-355-5110

NOTICE

The Family Education Rights and Privacy Act of 1975 (FERPA) provides access to records, files, documents and other materials which contain information directly relating to a student. All parents/guardians of students under 18 years of age and students 18 years of age or older enrolled in a post-secondary school have the following rights under FERPA:

1. To inspect and review the student's educational records
2. To be provided, on request, with a copy of all or part of the student's educational records
3. To exercise limited control over other people's access to the student's educational records
4. To designate, in writing, a representative who will inspect, review or copy such records
5. To request and receive from the District a reasonable explanation of information contained in the student's educational records
6. To challenge the contents of the student's educational records and to seek to correct the student's educational records, by contacting the building principal and, if the situation is not satisfactorily remedied, by requesting a hearing with the Superintendent of Schools
7. To report violations of FERPA to the U.S. Department of Health and Human Services
8. To obtain copies of the Student Records policy and regulations at the Office of the District Clerk

Records Access Officer
Brian Monahan, Director of Personnel

Equal Opportunity Employer

The Minisink Valley Central School District does not discriminate on the basis of age, race, sex, creed, color, national origin, marital status, or disability in educational programming activities that it offers. This nondiscriminatory policy includes the following areas: recruitment and appointment of employees, pay and benefits, access by students to educational programs, course offerings and activities.

Title IX and Section 504 Compliance

The Minisink Valley Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regards to sex, race, color, national origin, marital status or disability. Inquiries regarding this nondiscrimination policy may be directed to the Minisink Valley Central School District, Box 217, Slate Hill, New York 10973 Telephone Number 845-355-5110. Information and complaint procedures will be provided to any citizen, student or employee who feels that his or her rights under Title IX or Section 504 may have been violated by the District or its officials.

Title IX Coordinator
Brian Monahan, Director of Personnel

Section 504 Coordinator
Ruth Zuclich, Director of Pupil Personnel Services

Asbestos Hazard Emergency Response Act (AHERA)

In accordance with Federal Regulations, Minisink Valley Central School District has developed a management plan for any asbestos-containing materials located within its facilities. This plan locates the asbestos in each building, documents response actions, and provides an ongoing operations and maintenance plan to safely manage the asbestos-containing materials. Every six months a visual surveillance of the asbestos-containing material is completed by the Minisink Valley Central School District personnel. In 2001, a re-inspection of the facilities was administered by the Orange-Ulster BOCES Risk Management Plan. This plan is accessible for inspection by the public in the Central Administration Offices of Minisink Valley Central School District.

COMMUNICATION

PUBLIC INFORMATION

Notes, newsletters and flyers regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the school should inquire through the office of the Building Principal or refer to the MVES website.

COMMUNICATION

District.....	355-5100
Superintendent of Schools.....	Dr. Martha Murray (355-5110)
Assistant Superintendent for Business.....	Priscilla Holden (355-5120)
Assistant Superintendent for Curriculum & Instruction	Sean Michel (355-5115)
Director of Pupil Personnel Services.....	Ruth Zuclich (355-5103)
Director of Personnel.....	Brian Monahan (355-5810)
Director of Building and Grounds.....	Dave Roda (355-5130)
Director of Transportation.....	Delos Luther (355-5140)
Minisink Elementary School Principal	Paul Dombal (355-5270/71)
Secretary.....	Cathy Malone (355-5273)
Clerk Typist.....	Diane Super (355-5270)
Office Personnel.....	Donna Kimiecik (355-5271)
School Nurse.....	Monica Miller (355-5277)
Elementary School Psychologist.....	Michele McCoy (355-5278)
Elementary School Social Worker.....	Lisa Doce (355-5204)
PTO Chairperson.....	Michelle D'Ascoli (697-5020)
PTO Co-Chairperson.....	Mary Nanartowicz (683-1026)

AND SO WE CAN REACH YOU.....

Please make sure you notify the office promptly with any changes to your home address, home phone, work phone and cell phone. Please send a DATED NOTE to the office with your child's name, your name, any changes and who we should contact if your child becomes ill. We need to have current contact information in the event of questions or emergencies.

**MINISINK VALLEY ELEMENTARY SCHOOL
FACULTY & STAFF**

Principal – Paul Dombal

OFFICE STAFF

Cathy Malone - Secretary
Diane Super –Typist
Donna Kimiecik– Office Personnel

NURSE – Monica Miller, R.N.

KINDERGARTEN

Shari Cannone Rm. 11
Shawne Demberg Rm. 4
Amanda DeRosa Rm. 5
Jennifer DiSimone Rm. 22
Elizabeth Hagerty Rm. 7
Eileen Jacobs Rm. 10
Kimberly McDermott Rm. 9
Jacqueline Przytula Rm. 3
Joan Walker Rm. 1

FIRST GRADE

Marjori Bobish Rm. 21
Maureen Cardinale Rm. 23
Andrea Ferguson Rm. 26
Helen Fitzgibbons Rm. 19
Jennifer Levin Rm. 2
Eileen Murphy Rm. 24
Denise Short Rm. 20
Linda Sullivan Rm. 14
Ian Walker Rm. 25

SECOND GRADE

Chris Bennington Rm. 16
Nancy Lachenal Rm. 17
Susan Naples Rm. 13
Trinka O'Connor Rm. 31
Elizabeth Padavano Rm. 12
Lauren Telgheder Rm. 18
Linda Valentino Rm. 30
Amy Zolendjeski Rm. 35

TEACHER AIDES

Arjen Braat
Laura Cortese
PattiAnn Harp
Aukse Lazier
Susan Manzie
Jane Mills
Deborah Orrio
Suzanne Pegg
Cindy Schettkoe
JoAnn Shiepkoe
Phyllis Skinner
Jennifer Vollmer

ART – Gail Begle Rm. 15

MUSIC – TBA Rm. 120

PHYSICAL EDUCATION

Dr. Sandy Kimiecik D Gym
Dan Gallo IS Gym
Caroll O'Shea (p/t) ½ D Gym

LIBRARIAN

Mia McLean Library

LIBRARY CLERK

Susan Taguer

CAFETERIA AIDES

Marianne Boehme*
Tara Grogan
Paula McClure
Shirley Ruscher*
Debbie Seaman

RECESS AIDES

Theresa Cantoli *
Debbie Merante
Lily Mok*
Stacy Morace (p/t)*
Chloe Murphy (p/t)*
Fran Nalback
Ann Price*
Peggy Schiele (p/t)*
Kim Slinn
*Elementary

SCHOOL PSYCHOLOGIST

Michele McCoy Rm. 27

SCHOOL SOCIAL WORKER

Lisa Doce Rm. I.S.

SPECIAL EDUCATION

Melanie Speranza Rm. 8
Joanne O'Neil Rm. 34
Taryn Richards Rm. 37

RESOURCE ROOM TBA

AIS READING

Marie Lown Rm. 214
Kyra Socci Rm. 215 / 216

AIS MATH

Iris Stiles Rm. 215 / 216

SPEECH THERAPISTS

Debbie Cambareri Rm. 304
Jamie Merlob Rm. 304
Lisa McGrath Rm. 213

ESL

Melissa (Lisa) Abt I.S. Rm. 310

PHYSICAL THERAPIST

Jill Dodd

OCCUPATIONAL THERAPISTS

Ada Pardini
Christine Ricks (COTA)

TECHNOLOGY (K-5)

PattiLynn Decker

A/V

Sharon Mead I.S.



MINISINK VALLEY PHONE EXTENSIONS 09-10

	Ext.		Ext.
M. ABT (ESL)	4208	E. MURPHY	4313
G. BEGLE	4325	S. NAPLES	4320
C. BENNINGTON	4323	K. O'CONNOR	4304
P. BLACK (IS NURSE)	5267	J. O'NEIL	4212
M. BOBISH	4310	E. PADAVANO	4322
A. BRAAT	4344	A. PARDINI	4157
D. CAMBARERI	4255	S. PEGG	4340
S. CANNONE	4336	J. PRZYTULA	4344
M. CARDINALE	5139	T. RICHARDS	4301
L. CORTESE	4342	C. RICKS	4157
P. DECKER (Technology)	4357/5288	C. SCHETTKOE	4338
S. DEMBERG	4342	P. SCHIELE (p/t)	5280
A. DeROSA	4341	J. SHIEPKO	5280
J. DiSIMONE	4308	D. SHORT	4312
L. DOCE	5204	P. SKINNER	4304/5280
J. DODD	4157	K. SOCCI	4327
P. DOMBAL	5272	M. SPERANZA	4160
A. FERGUSON	4309	I. STILES	4161
H. FITZGIBBONS	4314	L. SULLIVAN	4318
(Music)	TBA	D. SUPER	5280
E. HAGERTY	4337	S. TAGUER (LIB. CLERK)	4256/5276
P. HARP	4341	L. TELGHEDER	4319
E. JACOBS	4338	L. VALENTINO	4302
D. KIMIECIK	5271	J. VOLLMER	4337
S. KIMIECIK	4330	I. WALKER	4311
N. LACHENAL	4321	J. WALKER	4345
A. LAZIER	4160	A. ZOLENDJESKI	4303
J. LEVIN	4343		
M. LOWN	4305		
C. MALONE	5273	* * * * *	
S. MANZIE	4336	3-5 LATCHKEY	4231
M. McCOY	5278	KITCHEN	5263
K. McDERMOTT	4340	FACULTY LUNCHRM (CAFÉ)	4365
L. McGRATH	TBA	TECH HELP 4357	
M. McLEAN	4256 / 5276	LARGE CAFE (also Club Kid)	4234
S. MEAD (AV)	4230	SMALL CAFE	4235
J. MERLOB	4255	FACULTY LOUNGE (laminator)	5279
M. MILLER	5277		
J. MILLS	4343/4345	<i>BLDGS & GROUNDS – KELLY</i>	5229
S. MORACE	5277	GREETER	5249
C. MURPHY(p/t)	5280	CENTRAL ADM. CONF. RM.	5114
		CENTRAL OFFC - LUNCHRM	4102
		<i>PERSONNEL – THERESA</i>	5810

REVISED 7-18-09 – SUBJECT TO FUTURE REVISION(S)

OTHER IMPORTANT PHONE NUMBERS 09-10

Girl Scouts (new members) Diane Rafferty (SWGS Council)	361-2898 X25
Cub Scouts – Pack 54 (Slate Hill) – Matt Ross (Cubmaster).....	355-6271
Boy Scouts – Kate Toland (email: kate.toland@scouting.org).. Website: www.hvcbsa.org)	566-7300 X327
Little League – Joe Newlin	775-4338
Lion’s Basketball – Lewis Szymanski (8 years old and up)	914-443-3219
Youth Cheerleading – Robin Spino	355-3072
Youth Football – Dr. Gary Lake	355-2313
Youth Soccer – Lisa Ferrier (www.minisinkyouthsoccer.com).....	344-3575
Youth Wrestling – Brian Ford	355-3673
Club Lacrosse – Chet Krinsky	649-5098
Lion’s Craft Fair – John Holmberg – Lion’s Club President (Press 1 for main office, lv msg)	355-5150
Bob Wilcox	355-6608

* * * * *

Area Nursery Schools

Field of Dreams – (Deirdre Post ~ Slate Hill).....	355-3232
Good News Nursery School (Westtown)	726-3500
Hansel & Gretel Nursery School (Diane McDermott ~ Middletown)	386-3069
Slate Hill Day Care Center (Slate Hill)	355-4127
YMCA of Middletown	344-9622

* * * * *

Before & After School Program

YMCA Club Kid	343-1158 or 344-9622
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Minisink Valley Central School District 2009-2010 Student Calendar

SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	(7)	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	(28)	29	30			

- 1 Sup't. Conf. Day
- 2 First Day of School for Students
- 7 Labor Day
- 28 Yom Kippur

- 12 **October**
- 21 Columbus Day
- 21 ½ Conf. Day

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	(12)	13
14	(15)	16	17	18	19	20
21	22	23	24	25	26	27
28						

OCTOBER 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	(12)	13	14	15	16	17
18	19	20	(21)	22	23	24
25	26	27	28	29	30	31

- 3 **November**
- 11 Conference Day
- 11 Veteran's Day
- 20 ½ Conf. Day
- 25 Conference Day
- 26-27 Thanksgiving

- 4 **December**
- 21-31 ½ Conf. Day
- 25 Winter Recess
- 25 Christmas Day

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	(19)	20
21	22	23	24	25	26	27
28	(29)	(30)	(31)			

NOVEMBER 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	(11)	12	13	14
15	16	17	18	19	(20)	21
22	23	24	(25)	(26)	(27)	28
29	30					

- 1 **January**
- 18 New Year's Day
- 18 Dr. M. L. King Day
- 26-29 Regents Tentative

- 1 **February**
- 12-15 Conf. Day Tentative
- 12-15 Presidents' Weekend

- 19 **March**
- 19 Conf. Day Tentative
- 30 Passover Begins
- 29-31 Spring Recess

- 1-5 **April**
- 1-5 Spring Recess
- 4 Easter Sunday
- 27 ½ Conf. Day

- 31 **May**
- 31 Memorial Day

- 15-24 **June**
- 24 Regents Tentative
- 24 Rating Day
- 25 Last Day
- 25 HS Graduation

- ☐ = Conference Day
- ☐ = No School for Students
- = School Holiday
- = Regents Tentative

< > = ½ Conference Day

DECEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	(4)	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	(21)	(22)	(23)	(24)	(25)	26
27	(28)	(29)	(30)	(31)		

JANUARY 2010						
S	M	T	W	T	F	S
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	(18)	19	20	21	22	23
24	25	(26)	(27)	(28)	(29)	30
31						

APRIL 2010						
S	M	T	W	T	F	S
				(1)	(2)	3
4	(5)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	(27)	28	29	30	

MAY 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	(31)					

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	(15)	(16)	(17)	(18)	19
20	(21)	(22)	(23)	(24)	25	26
27	28	29	30			

MINISINK VALLEY BOARD OF EDUCATION (BOE)

Who are the members of the Board of Education?

They are district residents who are unpaid public officials elected by the voters of this school district to take the formal legal actions and assume the major responsibilities of the operations of the schools. These people are average citizens; they have taken on the additional tasks of the Board membership in order to provide leadership for the welfare of the district students.

There are nine members of the Minisink Valley Board of Education:

Ethel Crow, President	Shawn O'Connor
Catherine Prezioso	Robert Prokopchak, Vice President
Alfred Gibbs	Gina Mozilo
John M. Lenane	Paul Rickard
	Joan K. Romanyschyn

DISTRICT ADMINISTRATION

The Superintendent of Schools of the Minisink Valley Central School District administers the Educational program. The following administrators serve as part of the District "Leadership" team, implementing BOE policies and overseeing all aspects of the instructional program:

Superintendent	Dr. Martha Murray
Asst. Supt. of Business	Priscilla Holden
Asst. Supt. of Instruction/Curriculum	Sean Michel
Director of Personnel	Brian Monahan
Director of Pupil Personnel Services	Ruth Zulich
Supervisor of Special Education	Debbie Wilson
Director of Physical Ed/Athletics	Frank Carroza
Director of Transportation	Delos Luther
High School Principal	John Latini
Asst. High School Principal	Ruth Casmus
Asst. High School Principal	Ken Hauck
Asst. High School Principal	Michael Burns
Middle School Principal	Michael Giardina
Asst. Middle School Principal	Karen DeVora
Asst. Middle School Principal	Nicole Horler
Intermediate School Principal	Joyce M. Memmelaar
Asst. Intermediate School Principal	Amy Peluso
Elementary School Principal	Paul Dombal
Otisville Elementary School Principal	Alice Reh
Otisville Elementary School Asst. Principal	Vincent Biele

PARENT/TEACHER CONFERENCES

Traditionally, K-2 parent/teacher conferences are held in November of each school year. These conferences offer parents a time to meet with their child's teacher for approximately 15 minutes.

During the parent/teacher conference, student work is reviewed and the progress of each student is discussed. At the November conference, a report card is also reviewed and given to the parents of 1st and 2nd grade students. Kindergarten students get their first official report card in February.

REPORT CARDS

Kindergarten students receive report cards three times a year (February, April, June). First and second grade students receive report cards four times a year (November, February, April, June).

At the Kindergarten level, the report cards inform the parents/guardians of their child(ren)'s progress in reading readiness, math readiness, art, music, physical education, library, work/study and behavior. At the first and second grade level, the report cards focus on reading, language arts, mathematics, science, social studies, penmanship, art, music, library, physical education, work/study and behavior.

OPEN HOUSE

A yearly Open House is scheduled for K-2 parents/guardians each September. This Open House gives the parents a chance to meet the principal, their child's teacher, and hear an overview of the school, the curriculum, and the many programs we have to offer your child. Parents also have the opportunity to enjoy refreshments in the gymnasium, meet members of the P.T.O., and join this active organization. The Open House time schedule is staggered so that a parent with children at more than one grade level can attend each session without missing vital information from any of the teachers. Detailed Open House information is sent home with the K-2 students within the first two weeks of school. The date for this year's Open House is **Wednesday, September 16th**.



CURRICULUM / INSTRUCTION

CURRICULUM

Our elementary curriculum is aligned with the *New York State Standards in Education*. The standards focus on the areas of: The Arts; Career Development and Occupational Studies; Social Studies; Health; Physical Education; Home Economics; Mathematics; Science and Technology; English Language Arts; and Languages Other Than English.

Teachers use an interdisciplinary approach to teaching, district adopted textbooks, many additional resource materials, and portfolio assessment to assist students in meeting the N.Y. Standards.

LIBRARY

The elementary library has a collection of books appropriate for our K-2 students to take home and enjoy. Children take home one library book per week, to be returned on their next library class day. In addition to taking home books, our library program consists of poetry, storytelling, puppetry, reader's theater and other word experiences that help our students appreciate literature and motivate them to read. We also use computer technology to show how computers make finding information easier in the library. Library skills are taught to help our students prepare to use libraries, books and information throughout their lives. A summer reading list is provided for all students as we encourage the children to read during the summer months.

COMPUTERS AND TECHNOLOGY

Our elementary computer and technology program has been under great expansion. With the use of classroom computers and mobile laptop carts, our students learn basic keyboarding, word processing skills and how to import graphics. K-2 students receive instruction from our computer technology chairpersons, classroom teachers and parent volunteers using a variety of computer programs in different instructional areas.

KINDERGARTEN SCREENING

Every child entering kindergarten should be at least four years nine months of age on September 1 and must be five on or before December 1. Screening for kindergarten entry is held each April/May for incoming students. Parents must bring their entering kindergarten child(ren) with them, along with their birth certificate, immunization records, and proof of residency. The entering kindergarten student is screened in the areas of motor, basic concepts, language, hearing and vision. The screening takes about 1 hour. Students also get to go on their first bus ride!

TESTING

Testing helps schools, students, and parents. Tests show what a student is capable of and how he/she is presently progressing in school. Early Literacy Profile Assessments in reading/writing are given to our 1st and 2nd grade students in the fall and to our K, 1 and 2 students in the spring. End of the year math tests are also given to students in grades K, 1 and 2 in May.

SCHOOL POLICIES AND PROCEDURES

TEXTBOOKS

Students are issued textbooks each year. **Parents/guardians are responsible for replacing all lost/destroyed textbooks.** Please notify your child(ren)'s teacher if a textbook becomes lost or destroyed. They will then let you know how much it costs to replace the textbook.

SCHOOL HOURS

School hours for every K-2 student are: **8:50AM - 3:30PM.**

EARLY LEAVE

Should a parent need to have their child leave school early due to a doctor's appointment, dentist appointment, CCD, etc., please forward a **dated** note to the office on the morning of the early leave with the **child's name, teacher, person picking up, pick up time, and parent signature.**

Satisfactory identification is required, and no child will be released to the custody of any individual who is not the parent or guardian of the child unless that individual has been designated in writing by the parent and this designation is filed in the school office.

Prior to 3:15PM each day, students must be picked up/signed out in the **main office.** **From 3:15-3:30PM** each day, student pick-ups/sign-outs for early leaves are conducted in the small cafeteria at the end of the main hallway. If you are signing your child out early from either the office or the small cafeteria, please make sure to have photo I.D. with you, and you must sign the sign-out book/paper in the office/cafeteria before taking your child out of school. Any questions about the school's early sign out procedure, please call the main office at 355-5270.

Please note: If a child is not picked up by the regular dismissal time of 3:30pm, the child will be sent home on his/her regular bus.

ATTENDANCE

Consistent attendance in school on the part of your child is vital to securing a sound education. If your child is absent or tardy please follow these procedures:

1. Children must be signed in at the main office when entering school if tardy. Children are considered tardy if they arrive to school after the 9AM announcements. Children will take an office pass to present to their teacher.
2. Children should present a written excuse when entering school following an absence. Please include the following in your written excuse: the child's first and last name, the reason for the absence, the date of the absence, and the homeroom teacher's name.
3. Make the school nurse aware of any concerns you have about your child's reason for absence (illness, medications, physical restrictions, etc.).
4. The following reasons for student absences from school are recognized as valid by the school district: sickness/medical appointment; impassable roads or weather making travel unsafe; religious observance; death in family; approved school-sponsored trips; quarantine; and/or required court appearances.
5. If a child has 10 or more absences, a letter of inquiry is sent home.

LOST AND FOUND

A lost and found box of discarded clothing is located in the hallway outside the main office. When the box overflows, the contents are donated to a local charity (mid-year and end of year). Please check the lost and found box periodically to see if any of your child(ren)'s belongings are there.

EMERGENCY CLOSINGS

The Superintendent of Schools may close school or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety. Parents are requested to avoid calling schools on days of poor weather. It is imperative that we keep school phone lines open. **Any school closings and delayed starting times are posted on our district's website** and are announced over local radio stations. The following radio stations will carry information regarding emergency closings: WTSX/WDLG (96.7FM/1490AM), WGNV (103.1FM), WRRV (92.7/96.9FM), WSUS (102.3FM), WHUD (100.7FM), WSPK (104.7FM), WPDH (101.5FM), and WRWD (107.3FM).

RECESS

Every K-2 student participates in a daily 30-minute recess period. Students are taken outside as often as possible throughout the year (weather permitting). **During the winter months, we encourage you to dress your child warmly for outside recess. Please have them wear or send them to school with a warm jacket, scarf, hat, gloves, and boots.** Snow pants are optional. During the fall and spring when the weather is still cool, we remind you to send your child to school with a light weight jacket or sweatshirt to wear outside during recess.

PROMOTION/RETENTION

In general, students are promoted to the next grade level at the end of each school year. While the district does not have a zero retention policy, retention of a student in the same grade for the following school year is studied very carefully before a final decision is made. If retention is recommended, parents/guardians, the student's teacher, and the administration meet together to determine if retention will benefit the student before any final decisions are made.

SCHOOL DROP OFF PROCEDURES

School begins at 8:50AM. **There is no supervision in the school/hallways before 8:50AM.** Students are not to be dropped off before the start of school. If you need to get to work early, we have an AM YMCA Club Kid Program in which you can enroll your K-2 student.

If you are running late, parents/guardians need to walk their child(ren) into the office to notify us they are here and then the students can be walked to their classroom. **Under no circumstances, is a parent/guardian to drop their student off in the traffic circle and drive away. Your child(ren's) safety is of the utmost importance to us all.**

VISITORS

Parents and other citizens are encouraged to visit the school during the course of the school year in accordance with the policies of the district. Contact the main office if a person (or group) wishes to visit the school. Persons who are not students or staff must report to the Elementary School office when they enter the building.

PARENTS AS PARTNERS

PTO

The Minisink Valley Elementary School strongly encourages active membership and support of this program. The first meeting for the 2009-2010 school year is set for **Monday, September 21 , at 7pm** in the large cafeteria. Please refer to our website, the school calendar, and/or monthly newsletters for additional dates and times.

PTO Sponsored Events:

- Elementary Yearbook
- PTO Mini Grants
- Holiday Craft Sale
- School Pictures
- Transportation Day
- Staff Appreciation
- Book Fair
- Plant Sale
- Tricky Tray

PARENT VOLUNTEER PROGRAM

Our parents are very special to us at MVES. We welcome any parent who has extra time in his/her schedule to volunteer at our school. Our parent volunteers assist us in so many ways – with technology, art club, chorus, library, in the classrooms, etc.... If you are interested in volunteering some time, please pick up a Parent Volunteer Form and a Parent Volunteer Handbook in the main office (see our secretary, Cathy Malone).



DISCIPLINE / CODE OF CONDUCT

SCHOOL RULES

MVES has 5 basic school rules every student is encouraged and expected to follow:

1. Be polite and kind.
2. Be honest.
3. Respect personal and school property.
4. Keep hands and feet to ourselves.
5. Speak and walk quietly.

CAFETERIA RULES

Minisink Elementary School expects the students to follow 3 basic cafeteria rules when eating lunch each day:

1. Stay seated.
2. Raise hand for assistance.
3. Clean up your area and quiet down at the end of lunch.

In addition, throwing food in the cafeteria is never tolerated as this can cause injury to other students & faculty/staff on duty in the cafeteria. Throwing food creates a mess that the custodians and/or cafeteria aides are then left to clean up. If students are caught throwing food, they are asked to clean up the mess (if possible), and may receive disciplinary actions in accordance with our district code of conduct.

PLAYGROUND/RECESS RULES

Students follow our basic school rules when outside/inside for recess. In addition, fighting and/or cursing during recess are never tolerated.

If a child is dressed inappropriately for the weather conditions (ie. a light spring jacket in the middle of winter), or is wearing inappropriate footwear for the playground equipment, they will NOT be allowed to use that equipment and may have to remain inside for recess during the duration of that recess period. Furthermore, we will continue to follow the no football/no hardball rule during all K-2 recess periods.

CLASSROOM RULES

In addition to our school, cafeteria, and recess rules, each classroom teacher may have rules and procedures they expect their students to follow. These classroom rules are discussed and reviewed with the students. You can use this space to record any rules that the teacher goes over with your child(ren).

Classroom Rules

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

MINISINK VALLEY CENTRAL SCHOOL DISTRICT CODE OF CONDUCT 2009-2010

INTRODUCTION

The Minisink Valley Central School District is committed to maintaining high standards of education for students in the schools. Because the district believes that order and discipline are essential to being educated effectively, the district is also committed to creating and maintaining high behavioral standards and expectations.

The district believes that order and discipline must be a shared responsibility between school, home and community. This code of conduct was developed by student, teacher, administrator and parent organizations, school safety personnel and other Board-approved school personnel.

The parent/guardian is expected to assume primary responsibility for control of his or her child. The parent/guardian may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and educational growth.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension and administrative hearings with the designated hearing officer. Administrative hearings can result in out-of-school suspensions of more than five days and, in particularly serious cases, a student may be permanently suspended from school.

Please refer to the following link to view the Minisink Valley Central School District's Code of Conduct in its entirety.

www.minisink.com/fileadmin/user_upload/pdfs/Code%20of%20Conduct%20June%202008.pdf



Design by: Devyn S.

BUS SAFETY

Bus safety is an important topic to be considered as your child begins school. Each parent should take precautions to make sure that all children know the rules and regulations designed for safe bus transportation.

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not damage the bus equipment or the bus.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus at all times.
9. Do not fight, push, or shove.
10. Do not tamper with the bus equipment.
11. Do not bring pets on the bus.
12. The bus driver is authorized to assign seats.
13. Do not bring flammable material on the bus.
14. Have a safe trip!

BUS DISCIPLINE PROCEDURES

Bus discipline problems will be referred in writing by the bus driver to the Building Principal. The penalty for continued bus misbehavior ranges from a verbal reprimand to a suspension from transportation services.

STUDENT HEALTH

IMMUNIZATIONS

To enter at the kindergarten level, the student will need:

- 3 Polio vaccines
- 3 DPT
- 2 MMR
- 3 Hepatitis B
- Either the Chicken Pox Vaccine or Doctor proof of the disease

PHYSICAL EXAMS

Physical exams are necessary upon entering the school district for the first time and in Kindergarten. Check with our school nurse, Mrs. Miller, for other grade levels that require a school physical.

VISION AND HEARING

Vision and hearing screenings are administered annually by our school nurse.

MEDICATIONS

In order to send medicine to the school nurse for your child, the state law requires the following:

- The school nurse must have a written order signed by a doctor giving the following information: a) Name of the medicine; b) Reason for giving the medicine; c) Dosage of the medicine; d) Time the medicine is to be given; and e) Number of days to give the medicine.
- The medication must have a professional label.
- The medication must be brought to the school nurse by an adult. Under **NO** circumstances is a child to bring medicine to school.
- The parent/guardian must submit a written request to the school nurse to give the medicine as directed.
- The medication will be destroyed 7 days after the final dosage is required. (The unused medication may be picked up by the parent within this time period).

The school nurse's office should be informed of any communicable diseases that the student may have (chicken pox, etc.). If the student has an extended illness, the parent/guardian should send a note in regarding any restrictions.

Faculty/staff are made aware of any students with special needs (food allergies, bee stings, etc.) by means of a confidential list.

The school nurse, Mrs. Monica Miller, can be reached at 355-5277 if you have any questions regarding the above-mentioned information.

YMCA CLUB KID PROGRAM

The **Middletown YMCA Club Kid Program** operates out of the Elementary/Intermediate School. More information regarding this YMCA-sponsored program, the cost of the program, etc. may be obtained by calling the YMCA at 845-343-1158 or 845-344-9622.



Design by: Kelsey H.

Minisink Valley Elementary School

