

George Washington Elementary School
“Home of Patriot PRIDE”



Parent Handbook

2022-2023

The Mission Statement of The White Plains City School District

The mission of the White Plains City School District is to educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.

Core Values of The White Plains City School District

We believe that:

- ❖ All people have intrinsic value
- ❖ Celebrating and embracing diversity enrich life
- ❖ All people can learn, grow and contribute
- ❖ Every choice matters, and that people are responsible for their choices
- ❖ Respect, honesty and trust empower
- ❖ When people serve the community, both the individuals and the community benefit
- ❖ High expectations promote high achievement

Unity

I dreamed I stood in a studio
and watched two sculptors there.
The clay they used was a young child's heart
and they fashioned it with care.

One was a teacher -- the tools he used
were books, music, and art.
The other a parent, worked with a guiding hand
and a gentle, loving heart.

Day after day, the teacher toiled with a touch
that was careful, deft, and sure.
While the parent labored by his side
and polished and smoothed it o'er.

And when at last, their task was done
they were proud of what they had wrought.
For the things they had molded into the child
could neither be sold nor bought.

And each agreed they would have failed
if each had worked alone.
For behind the parent stood the school
and behind the teacher, the home.

Author unknown

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**WHITE PLAINS PUBLIC SCHOOLS
BOARD OF EDUCATION**

Rosemarie EllerPresident
Charlie Norris Vice President

Sheryl Brady Board Member
James F. Hricay Board Member
Cayne Letizia..... Board Member
Rose Lovitich Board Member
Randy Stein Board Member

DISTRICT ADMINISTRATION

Joseph L. Ricca..... Superintendent of Schools
Scott Pepper..... Assistant Superintendent for Human Resources
Debbie Hand.....Assistant Supt. for Curriculum & Instruction
Ann Vaccaro-Teich Assistant Superintendent for Business

Michelle MelendezClerk of the District and the Board
Ingerman Smith, LLP Counsel to the Board

WHITE PLAINS PUBLIC SCHOOLS
CALENDAR FOR THE 2022--2023 SCHOOL YEAR

2022

SEPT.	6	(T)	Schools Open for Students
	26-27	(M-T)	Rosh Hashana (<i>Schools & Offices Closed</i>)
OCT.	5	(W)	Yom Kippur (<i>Schools & Offices Closed</i>)
	10	(M)	Columbus Day (<i>Schools & Offices Closed</i>)
	13	(Th)	Noon Dismissal (12:00) – Parent/Teacher Conferences
	18	(T)	Noon Dismissal (12:00) – Parent/Teacher Conferences
NOV.	8	(T)	Superintendent’s Conference Day (<i>Schools Closed</i>) – All Staff report
	11	(F)	Veterans’ Day Observed (<i>Schools & Offices Closed</i>)
	24-25	(Th-F)	Thanksgiving Recess (<i>Schools & Offices Closed</i>)
DEC.	2	(F)	Noon Dismissal (12:00) – Curriculum Planning
	7	(W)	Noon Dismissal (12:00) – Curriculum Planning
	26-30	(M-F)	Holiday Recess (<i>Schools Closed, Offices Closed 26th & 30th</i>)

2023

JAN.	2	(M)	New Year’s Day Observed (<i>Schools & Offices Closed</i>)
	16	(M)	Martin Luther King, Jr. Day (<i>Schools & Offices Closed</i>)
FEB.	20-24	(M-F)	Mid-Winter Recess (<i>Schools Closed, Offices Closed 20th</i>)
MAR.	7	(T)	Noon Dismissal (12:00) – Parent/Teacher Conferences
	13	(M)	Noon Dismissal (12:00) – Parent/Teacher Conferences
APR.	3-7	(M-F)	Spring Recess (<i>Schools Closed, Offices Closed 7th</i>)
MAY	29	(M)	Memorial Day (<i>Schools & Offices Closed</i>)
JUNE	19	(M)	Juneteenth (<i>Schools & Offices Closed</i>)
	22	(Th)	Noon Dismissal (12:00)
	23	(F)	NOON DISMISSAL (12:00) & <u>LAST DAY OF SCHOOL</u>

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- If no snow days are used, schools will be closed on May 25th, May 26th and May 30th.
 - If 1 snow day is used, schools will be closed on May 25th and May 26th.
 - If 2 snow days are used, schools will be closed on May 30th.
 - If 3 snow days are used, then there will be no changes to this calendar.
 - IF schools are closed more than three (3) days due to weather, schools will be open in the following order: **April 3rd, April 4th, and April 5th.**

2022-2023 Faculty and Staff

Mrs. Laura Mungin, Principal

lauramungin@wpcsd.k12.ny.us

Office Manager – Mrs. Lori DiMarco

Bilingual Office Assistant – Ms. Leidy Arroyave

Mr. Joseph Onativia, Assistant Principal

josephonativia@wpcsd.k12.ny.us

Office Assistant – Ms. Ana Urquijo

Nurse – Ms. Aswani Leonard

Security – Ms. Donna Castaneda

Room 100	Kindergarten, First & Second	Ms. Rhoda Havis
Room 101	Kindergarten	Ms. Kelly Agar
Room 102	Kindergarten	Ms. Christina Portillo
Room 102	Kindergarten	Mrs. Shannon McCallion
Room 104	Kindergarten	Mrs. Rina Coperine
Room 105	Kindergarten	Ms. Lauren Bernstein
Room 106	Kindergarten	Ms. Jessica McMahon
Room 103	First Grade	Mrs. Tracey Morrissey
Room 201	First Grade	Mrs. Betsy Cicchetti
Room 202	First Grade	Mrs. Luz Savarese
Room 203	First Grade	Mrs. Tanya Doyle
Room 203	First Grade	Dr. Christine Biskup
Room 204	First Grade	Mrs. Damari Martinez
Room 205	Second Grade	Mrs. Alyson O'Connor
Room 205	Second Grade	Mr. Thomas Martorello
Room 206	Second Grade	Mrs. Alyson Stone
Room 214	Second Grade	Ms. Adeline Ferreri
Room 216	Second Grade	Mrs. Mayra Sollazzo
Room 223	Second Grade	Miss Linda Smith
Room 113	Second and Third Grades	Miss Stephanie Tock
Room 240	Third Grade	Mr. David Ferrell
Room 242	Third Grade	Mrs. Elissa Velazquez
Room 244	Third Grade	Mrs. Maureen Cheesman
Room 244	Third Grade	Mrs. Sage Marino
Room 246	Third Grade	Dr. Vilma Caban
Room 248	Third Grade	Mrs. Johaira Buxo
Room 313	Fourth Grade	Mrs. Marsha Lantier
Room 302	Fourth Grade	Mrs. Karen Sullivan
Room 302	Fourth Grade	Mr. Jonathan Monti
Room 304	Fourth Grade	Mr. Timothy Mosher
Room 306	Fourth Grade	Mrs. Nena Gil
Room 308	Fourth Grade	Ms. Kristin Raneri
Room 213	Fourth Grade	Ms. Isabel Quiñones
Room 310	Fifth Grade	Mrs. Alexandra Palmeri
Room 310	Fifth Grade	Mrs. Julia Marques
Room 312A	Fifth Grade	Ms. Katelyn Emmett
Room 314	Fifth Grade	Ms. Laura Scarcella
Room 316	Fifth Grade	Ms. Melissa Velez
Room 323	Fifth Grade	Ms. Allison Richards
Room 107	Kindergarten & First	Ms. Danielle Metlitz
Room 207	Second & Third	Ms. Cristina Oliveira
Room 312	Fourth & Fifth	Ms. Laura Prestipino

Special Area Teachers/Specialists

Room 108	Art	Ms. Michelle Conwisar
Room 118	Art	Mrs. Sasha Kopelowitz
Room 110	ESOL	Ms. Pamela Del Balzo
Room 120	ESOL	Mrs. Emily DeLucia
Room 122	ESOL	Mrs. Cynthia Demeo
Room 123	ESOL	Mrs. Michelle Caceres
Room 111	Speech Therapist	Ms. Andrea Manigault
Room 112	Speech Therapist	Ms. Angela Alvarez
Room 112	Psychologist	Ms. Laura Florez
Room 112	Psychologist	Ms. Michelle Sosa
Room 112	Social Worker	Mr. Glen Setterstrom
Media Center	Media Specialist	Mrs. Lauren Courtney
Media Center	Learning Facilitator	Mrs. Stephanie Mercado
Room 228	Vocal Music	Ms. Jenna Margiasso
Stage 226	Orchestra	Mr. Joseph Ursino
Room 227	Band	Ms. Naomi Marmol
Room 128	Vocal Music	Mrs. Delia Alexander
GYM 152	Physical Education	Ms. Marybeth Stefano
GYM 151	Physical Education	Mr. Pablo Valedon
GYM 151	Physical Education	Ms. Bari Slatas
Room 200	Reading Specialist	TBD
Room 300A	Reading Specialist - Bilingual	Ms. Frances Santos
Room 119	Instructional Specialist	Mrs. Jeannette Castilla
Room 323A	DL Instructional Specialist	Ms. Yolanda Rodriguez
Room 323A	DL Instructional Specialist	Ms. Anel Suriel
Room 116	Math Specialist	Mrs. Susannah Genty-Waksberg
Room 116A	Math Instructional Specialist	Ms. Elcilia Taveras
	Permanent Building Sub	TBD

Teaching Assistants/Aides

Ms. Nancy Abplanalp	Ms. Ayana Foote
Ms. Wendy Abreu	Mrs. Anyelina Galvez
Ms. Marine Ashley	Mrs. Sharon Grahame
Ms. Tineria Augborn	Ms. Kathleen Grahame
Ms. Jasmine Baez	Mrs. Marisol Greco
Mrs. Marcia Baker-Eddie	Mrs. Adele Herzenberg
Ms. Meilyn Batista	Ms. Tiara Johnson
Mrs. Constance Brannon	Mrs. Patti Lodes
Mr. Marvin Brice	Ms. Sabrina Marotta
Mr. Adrian Buitron	Ms. Isabel Muniz-Modesto
Mrs. Luz Caceres	Mr. Humberto Sebastiani
Ms. Kimberly DiPilato	Mrs. Diana Vásquez
Mrs. Guerlande Dormeus	Ms. Melissa Zapata-Rodriguez

Cafeteria/Recess Monitors

Ms. Bianca Lee	Ms. Amanda Cox
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Cafeteria

Mrs. Amara Wiese
Ms. Liliana Perez-Gomez
Ms. Renee Tillman

Custodians

Mr. J. William Corredor, Senior Custodian
Mr. Roody Arnoux
Mr. Luis Gonzalez
Mr. Martin Aguilar
Mr. John Ruiz

White Plains School District Mission Statement and Core Values

The mission of the White Plains City School District is to educate and inspire all students while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.

We believe that:

- All people have intrinsic value
- Celebrating and embracing diversity enrich life
- All people can learn, grow and contribute
- Every choice matters, and that people are responsible for their choices
- Respect, honesty and trust empower
- When people serve the community, both the individuals and the community benefit
- High expectations promote high achievement

George Washington Elementary School

The George Washington Elementary School is Home of the Patriot Pride. Our students and staff strive to live each day in keeping with this core philosophy. Our goal is to provide a solid foundation in literacy, numeracy and democracy for our Patriots. Toward that end, George Washington School offers a nurturing educational environment that supports all students on their individual journey towards excellence.

Our students, in grades Kindergarten through five, are engaged in meaningful learning opportunities that encourage academic success and personal growth while preparing them to be citizens of our global society.

School Organization and Programs

George Washington Elementary School is organized into grade level teams so the collaborative efforts of teachers can best serve the learning and developmental needs of each child.

Grade Level Teams

A grade level team is a group of teachers who plan together, have similar schedules, and are located in a common area of the school building when possible. Grade level teams provide small neighborhoods for children and adults within the school. Grade level teams share lunch and recess times.

Teachers on the team meet regularly to discuss individual student needs, plan curriculum, integrate subject areas and share ideas.

Vocal Music

Twice a cycle, 1st – 5th grade students and once a cycle kindergarten students meet with our music teachers for musical activities that include listening, singing, performing, moving, reading, and creating. Through these activities, the students learn concepts dealing with the major elements of music which are rhythm, melody, form and harmony, tone color, style, and expressive qualities. The goals of the music program are to provide the opportunity for every child to learn the basic skills of reading music, develop song repertoire, and broaden listening skills.

Instrumental Music

When students reach the 4th grade, they have the opportunity to study an orchestra or band instrument. At the 5th grade level, they may join the band, orchestra or chorus. In these settings, students are provided the opportunity to further develop performance skills.

Art

Grades 1-5 have regularly scheduled art classes with the art teacher twice a cycle. Kindergarten students have art once a cycle. The art program, at all grade levels, includes experiences designed to exercise and strengthen the pupil's ability to perceive, appreciate, perform, and criticize. Provisions have been made for each student to be involved with a variety of two-dimensional and three-dimensional materials and to gain some understanding of our visual arts heritage.

Activities are planned to promote the development of independent thinking and self-evaluation while introducing or reinforcing a media skill and an art concept. The art curriculum follows a developmental scope and sequence, and is a discipline-based approach to art education.

Library/Media Center

The Library/Media Center is an integral component of our learning community. It is a warm, friendly, and inviting place where we encourage children to become life-long readers. With a collection of over 11,000 books, children have access to some of the great classics of children's literature as well as many of the outstanding new titles currently being released. Research has demonstrated that students who are exposed to a print-rich environment, engaged in voluntary reading, and who are read aloud to, tend to develop the habit of reading. We try to encourage this by keeping our Media Center a lively place. Our media specialist spends time with individual children talking about books and helping them select what to read next. We strongly encourage our entire school family to take advantage of our many resources within the Media Center and to enjoy the fun and magic of this special place in George Washington Elementary School.

Children also come to the Media Center with their classes at a regularly scheduled time each cycle. In the primary grades we highlight literature and begin to learn about how books are arranged in libraries and how to take care of them. They also are introduced to digital citizenship. As children move to the intermediate level, we build on these skills and learn about reference books, accessing, selecting, analyzing, and synthesizing information. They also learn to access and filter through information responsibly. The activities are lively, hands-on, and sometimes generate a little more noise than that which was traditionally found in libraries years ago. For many children their first research experiences happen in our Media Center and we hope to make these both fun and productive.

Physical Education

Physical education is an important, integral part of the school curriculum. It contributes to the well-being of students through participation in activities designed to meet their physical, social, emotional, and intellectual needs. It is a tool used to develop individual values of good citizenship and sportsmanship for real-life situations. The program is dedicated to providing equal opportunities for all students to participate in physical activities that promote self-confidence and the ability to work in coeducational groups.

Each class has Physical Education twice per cycle. All children are required to wear sneakers. During certain phases of the program, specific attire may be requested.

Enrichment

Our enrichment program is made available for all students through Project Lead the Way facilitated by our district wide STEM teachers. Students are involved in a variety of activities directed toward the following goals: creative thought process, higher level thinking skills, communication skills, group processes, decision making, problem solving, vocational and avocational interests, and self-awareness/self-concept.

Reading Support

The Reading Support program provides supplemental help in reading instruction. Reading Support does not take the place of the regular classroom teacher's reading program. The students who are selected for the program receive small group instruction four to five times per cycle during the I Block period. Instruction emphasizes literacy strategies, problem solving, critical thinking skills, and independent reading.

ENL (English as a New Language)

The primary goal of the ENL program is to increase the proficiency levels of English language learners listening, speaking, reading, writing, grammar, vocabulary, organizational and study skills (parallel to the curriculum of each grade level). Through the ENL program the teachers also encourages the students' awareness of American customs and culture and act as a liaison between school and home. Recognizing the diversity of White Plains students, ENL teachers believe that is important to foster their students' participation in American society while preserving the individual young person's language and culture.

Psychologist, Social Worker, Speech & Language Specialists and Learning Facilitator

GW has two full-time psychologists, Mrs. Laura Florez and Ms. Michelle Sosa, a full-time social worker, Mr. Glen Setterstrom, two full-time Speech and Language Pathologists, Ms. Angela Alvarez and Mrs. Andrea Manigault and a Learning Facilitator, Mrs. Stephanie Mercado. Please refer to the directory at the end of the Handbook for their direct telephone numbers.

Health Procedures

Aswani Leonard, RN, is our full-time nurse.

Phone: (914) 422-2386

****PLEASE SEE DISTRICT HEALTH PAGE FOR COVID-19 GUIDELINES****

A student who becomes ill during the day is sent to the nurse by a staff member. The nurse will assess the student and make a determination about whether or not they can return to class. Our nurse will not call home to notify of every visit to the nurse. She will make contact regarding significant injury or repeated complaints of malaise and will share information regarding required follow up. Note that less urgent calls may be made at the end of the school day. **Please be sure to update your contact information whenever necessary.** It is important to have current home and work telephone numbers for parents and other emergency contacts so that we are able to reach you.

If a student has medical restrictions, but his/her physician certifies that he/she is able to attend school, the nurse will make the necessary arrangements. If necessary, these may include permission to use the elevator. If a student is unable to use the stairs, a note from a doctor stating that the student needs to use the elevator must be presented to the nurse.

A doctor's excuse from physical education activities should be presented to the nurse, who will notify the physical education teacher, classroom teacher and, if necessary, other staff members. The doctor must then give permission for physical education activities to resume.

Students who have been hospitalized, have surgical procedures, have undergone oral surgery or are absent 5 or more days in a row are requested to return with a doctor's note. The note should include a diagnosis and any restrictions.

If a student has blood or other body fluids on his/her clothing, a parent/guardian or other adult noted on the Family Information Form will be asked to bring clean clothes to school so the student can return to class.

Children suspected of having a communicable disease are excluded from school and may not attend until their conditions are no longer contagious. The time period for each disease differs and a doctor's note indicating that the child is no longer contagious will allow the child to return to school.

Children excluded because of the following infectious diseases may not return to school without a doctor's note which indicates that the child is under treatment or has recovered: Pink Eye, Scabies, Impetigo, Ringworm, and Pediculosis (lice). Likewise, students must be **fever free for 24 hours** before returning to school.

Parents can help prevent and control disease by keeping children home when they are sick, by notifying the school promptly when a child is home because of a communicable disease, and by keeping immunizations for all children up to date.

The school nurse recommends the following practices and precautions to guard the health of the children in our school:

1. Be sure your child eats a balanced diet.
2. Check your child's bathing and brushing of teeth.

3. See your child is properly dressed before leaving the house; rain protection in wet weather, warm clothes in winter with boots on snowy days. Tissues are advisable.
4. Check your child's physical condition before sending him/her to school. If your child appears to have any signs of sores, rash, sore throat, fever or cold, please keep him/her home. **Do not send a child to school if she/he has had a fever within the last 24 hours or is not feeling well.**
5. Please immediately report, any contagious disease to the school nurse at: **422-2386.**
6. Do not send your child back to school too soon after a case of a communicable disease. She/He will not be admitted back unless all symptoms have disappeared. A doctor's note for return to school is advisable.
7. Other children in the family and in the neighborhood may go to school after exposure to contagion as long as they are free of symptoms.
8. Except for approved special circumstances, **no child** is allowed to bring medication to school.

Medication: Students are not to carry **ANY** medications for self-administration **MEDICATION MUST ONLY BE DELIVERED TO THE SCHOOL NURSE AND TAKEN HOME BY THE PARENT OR GUARDIAN. THERE WILL BE NO EXCEPTIONS.** This is District policy.

If you wish the School Nurse to administer medications, please obtain a copy of the procedure form that is available in the Health Room. No medication can be administered without this form being completed. Medication orders must be renewed annually.

Accident and Illness:

****PLEASE SEE DISTRICT HEALTH PAGE FOR COVID-19 GUIDELINES****

When a child becomes ill in school, he/she is sent to the health office. If the nurse feels the child is able to remain in school, he/she is allowed to rest and return to class within a limited time. In case of minor accidents, first aid is given and the child is sent back to class.

When it is determined by the nurse that a child not remain in school, the parent is contacted and asked to make arrangements to transport the child home. Sick or injured students never walk home or take a taxi alone. They must be accompanied by an adult (parent, guardian or designated adult). District policy forbids school personnel from transporting students in private automobiles and from ordering a taxi for student transportation.

It is important for all parents to advise their children to report injuries to the nurse or office when they occur.

Health Exams: A health examination is required for each child entering the school for the first time and also at grade levels 1, 3 and 5. This may be done by your family physician when you take your child for his/her annual physical. Students who do not have the required physical privately will automatically be examined by the School Doctor to comply with the New York State Education Law. Weight, vision, hearing and scoliosis are checked annually at school and the parents are notified of any defect found at the time of examination. Any questions concerning these notices may be answered by contacting the school **Nurse at: 422-2386.**

Head Lice (Pediculosis): If parents discover that their child has head lice, the school nurse must be notified and she will inspect classes. Parent cooperation is essential to prevent the spread of head lice. If any cases are found, the child will be excluded from school immediately and the parents will be notified and given instructions on how to care for the hair.

Immunizations: All students are required to have documented proof signed by a physician of the following inoculations prior to entering school:

- ↪ Three or more doses of diphtheria toxoid.
- ↪ Three or more doses of trivalent and polio-virus vaccine (TOPV) or four or more doses of inactivated poliomyelitis vaccine (IPV).
- ↪ Two doses of live measles vaccine. One dose administered after the age of twelve months, and a second dose administered more than 30 days after the first dose but after 15 months of age.
- ↪ A single dose of live mumps, and a single dose of live rubella vaccine administered after the age of 12 months.

For further health information refer to the front pages of your White Plains School Calendar.

School Hours

Program	Kindergarten – Grade 5
Breakfast Grab and Go:	8:30 a.m.
School begins:	8:40 a.m.
Lunch/Recess:	10:45a.m. – 1:50 p.m.
Dismissal:	Begins at 3:10 p.m.

Absences and Tardies

Reporting Absences: George Washington parents/guardians **must** call the school (914) 422-2380 before 9:30 a.m. the day of the student's absence. You may leave a message on the answering machine. If a parent/guardian call or voice mail is not received, the Attendance Manager, Ms. Ana Urquijo will call to verify the student's absence. We feel it is important to confirm absences so we know that each child who starts out for school arrives at school. **Even when contact is made to confirm the student absence, a written excuse must accompany the student on the day of his/her return to have the absence recorded as excused.**

Legal/Excused absences include the absence of a student for the following reasons **only**:

- a) illness;
- b) religious observance;
- c) illness or death in the family;
- d) court attendance;
- e) other approved instruction (maximum of one hour per week is permitted);
- f) dental and medical treatment for which arrangements cannot be made after school hours are likewise legal reasons for excused absence. Please obtain a written note from the Doctor and bring it to school.

All other absences are illegal/unexcused. This includes any family vacations and/or trips planned during the instructional calendar.

Excuses: The New York State Attendance Department requires a written excuse for every absence or request for early dismissal. The excuse **must** accompany the child on the day of his/her return. The excuse should contain the child's first and last name, grade and teacher's name, date of and reason for absence(s) and must be signed by a parent.

If a written excuse is not received within three (3) days of the student's return, the absence will be recorded as unexcused.

Extended Absences: If a child is to be out of school for legal reasons for more than 3 days, notifying us this information will enable the teacher to collect necessary class work. The student may complete the make-up work when he/she returns to school. He/She has as many days to complete and return the work to the teacher as he/she was absent. If the work is not completed and returned within the stated days, it will count as a zero. Teachers are **NOT** required to provide work for unexcused absences. We may also wish to consider home instruction, depending upon the medical condition and length of time involved.

Tardies: Students arriving after 8:45 a.m. are considered tardy and **must report to the office with a written explanation for being late signed by a parent/guardian.** They will be given a tardy pass to admit them to class.

Legal/Excused tardy includes the following reasons **only**:

- a) illness;
- b) doctor's appointment. Please obtain a written note from the Doctor and bring it to school.
- c) court attendance;
- d) other approved instruction (maximum of one hour per week is permitted);

Late buses are **not** considered tardy. **All other tardies are unexcused.**

Religious Education

In accordance with New York State Law, children who leave school for religious education may be released when a note signed by the parent is presented to the school office.

Arrival and Dismissal

Morning Arrival: We welcome students at **8:30 a.m.** Students who wish to have breakfast must report to the cafeteria as soon as their bus arrives. Walkers and car riders must report to the cafeteria upon arrival. Unless a bus arrives unusually late, all students leave the breakfast program before 8:45 a.m. so they may begin their instructional day on time.

The instructional day begins promptly at 8:45 a.m. Any students arriving to class after 8:45am and late.

Afternoon Dismissal: Dismissal procedures begin at 3:10PM. Bus riders report to the bus circle to board their buses as they arrive. Teaching Assistants have passenger lists for each bus. As the buses are loaded, the students name is checked off to assure boarding the proper bus. Walkers and car riders are escorted to the auditorium where they will wait to be called.

Walkers and Pick Ups will report to the Auditorium. Each family will be assigned a family pick up number for their time at GW. As parents/guardians arrive, they should advise staff of their family pick up number. One all members of the family are in auditorium; they will be escorted to their car or the walker area by a staff member. It is important for students to know their family pick up number.

ANY CHANGES TO A CHILD'S DISMISSAL PROCEDURES MUST BE MADE IN WRITING AND RECEIVED PRIOR TO 2:00pm. If notifying us of a change through e-mail, be sure to include the classroom teacher and GWoffice@wpcsd.us

Early Dismissal: Parents who wish to have a child dismissed early or excused from school for doctor appointments must send a note to the teacher, the morning of the early dismissal. The child should know of the pickup time and the office will call the classroom to have the child meet his/her parent/guardian in the office. For the safety of all students and to avoid classroom disruptions, parents/guardians are not to go to the classrooms to pick up the student. No student will be allowed to leave the building without the parent/guardian confirming the dismissal in the office. For safety, parents who are picking up a child are asked to park the car in the staff parking lot and meet the child at the office.

Delayed Openings: When the opening of school is delayed one or more hours, buses will operate on a similarly delayed schedule. Parents who are not at home during the day should make provisions for their children to go to the home of a friend or neighbor if bad weather requires a delayed opening or an early closing of school. This alternate emergency phone number should be given to the child and filed with the school.

In case of a two-hour delayed opening, students should not arrive at school before 10:30am. The instructional day will begin at 10:40am and follow the remainder of the day schedule.

Emergency Closings: At times, school cannot be opened or is opened late. Usually, this is due to severe weather conditions. Also, but less frequently, school is dismissed early for the same reason. When these closings occur, a district-wide call out will take place and local television stations are contacted. Information regarding school closings, delayed openings, and early dismissals will be posted on the district website.

Please be sure you have an emergency early dismissal plan for your child and that he/she knows what the plan is.

When school is closed due to bad weather, all functions at the school that day and that night are canceled. (e.g., PTA meetings, After School Program)

Timely Drop Off and Pick Up: There is **NO SUPERVISION** for children arriving before 8:30 am or children staying after 3:20 pm. Unless your child is in an after school program here at GW, your child must be picked up promptly at dismissal.

Bus Transportation

Any problems on the bus or at the bus stop should be referred to the Transportation Office at Education House -- 422-2056 or 422-2057.

A student may not ride a bus other than his/her assigned bus. Long-term bus changes must be approved by the transportation department.

If a student is not going to ride the bus home from school, he/she must have a note from a parent stating the alternate mode of transportation. Permission for ongoing use of alternate mode will be kept on file (i.e. children who attend Brownie meetings every week). **Without a note, children will be sent home on their assigned bus.**

District policy:

- ↪ *Only transportation eligible students are permitted to ride their own assigned bus.*
- ↪ *Changes in routes for play dates is not permissible.*

- ↵ ***Special arrangements for early dismissal days must be made in writing a week before the date.***
- ↵ ***Students who are not eligible to ride a bus are not permitted to use school buses, except for class trips.***

The transportation program has been successful because we have had the cooperation of parents. As a new school year starts we are asking for your continued cooperation. In order to ensure the safety of your child and the other children who ride the bus, it is of utmost importance that the following procedures be followed. *We would appreciate your discussing each one with your child.*

1. Children should be prepared to meet the bus on time.
(Ten minutes before the scheduled time for pick-up should be allowed for the bus.) The bus cannot wait for late children.
2. When children are boarding the bus, flashing lights should be displayed.
3. The bus driver is responsible for the safety of the children on the bus. Your child should be encouraged to respect, obey and cooperate with the driver.
4. Eating, drinking and chewing gum on the bus are not permitted. Please discourage the children from going to nearby stores before the bus leaves.
5. When at school, children must line up in designated areas for escort by teaching assistants to and from the bus.
6. After youngsters are seated in the bus, they should not stand, put hands or heads out of windows or do anything to endanger their safety or the safety of others.
7. Children should enter and leave the bus according to procedures set up by those in charge.
8. Foul language, boisterous conduct or fighting cannot and will not be tolerated on buses.
9. Children should remain seated until the bus comes to a full stop.
10. After buses arrive at their destination, children should not loiter but proceed home immediately.
11. If crossing the street, children should walk at least ten feet ahead of the bus along the edge of the road and wait until the bus driver signals them across. They then walk across quickly, double checking both ways themselves.
12. Children should walk on sidewalks and not cut across lawns and hedges.

If a bus driver reports a child for unsafe and/or unacceptable behavior, we discuss the problem with the child and advise the parent by phone or letter of the incident. If this behavior continues, the child may be suspended from riding the bus. The Principal may suspend a child for up to 20 days prior to the removal from bus transportation for the remainder of the school year.

Class Placement Policy at George Washington

Placement is a complex process and many factors are taken into consideration. Since heterogeneity is the framework and foundation of the district's educational philosophy, many parameters are reviewed in making each child's placement. Among those parameters, but not limited to them, are achievement, social and behavioral data as well as gender, racial and ethnic balance. The District does not have a parent procedure for selecting teachers. However, the school will and does take into consideration any information received about a child.

Input from teachers, parents and support staff in order to make the best possible placement for a child is of course welcome. The school's goal is to provide each child with the best possible set of conditions for learning. The input generally comes in the form of the *style* of teaching that would be best for a child. We are fortunate here at GW to be able to offer a range of teaching styles and programs to match the learning styles and needs of our children.

Please also note the District policy regarding notification of class placement for the fall term. Placement notices will be sent in August through the mail. This procedure and timeline allows for thoughtful placement decisions.

Homework

The White Plains School District definition of homework is:

1. Assigned schoolwork that is to be completed at home if it is not completed during the school day.
2. Additional work that students complete on a subject/theme that has been initiated in school.
3. Work given by a teacher to meet the learning needs of a child.

The amount of homework and time required may vary with each teacher and with assignments.

Homework guidelines (excluding Small Group Enrichment or special projects) are as follows:

Approximate time required to complete:

K	30 minutes	2 nd	45 minutes	4 th	60 minutes
1 st	30 minutes	3 rd	45 minutes	5 th	60 minutes

Daily reading assignments are outside of the guidelines provided above. This is an important area to clarify with the teacher so you will know what to expect and how to support your child at home.

Class Trips (Field Trips)

Class trips/field trips are taken for children to visit places that offer curricular enrichment experiences. In some instances the child needs to pay for the bus transportation cost as well as entry fee (if there is a charge). Please send cash when money is requested. Although the district prefers cash, they will accept checks made out to the White Plains School District. **A signed permission slip is required before a child may go on a class trip. Telephone permission is not accepted.** Our cafeteria staff offers bag lunches for class trips.

Dress Code/Appropriate Attire

Please review the White Plains School District Code of Conduct/Dress Code. Please make sure your child attends school in appropriate and comfortable clothes. Place your child's name in hats, gloves, coats and on bags to assist in the prompt return of lost items. There is a Lost & Found area in the hallway outside of the gym as well as in the Main Office.

Discipline

The staff of George Washington Elementary School has a set of expectations for behavior in school that is in keeping with the District's Code of Conduct (See District Website). These expectations are explained at the beginning of the school year and revisited often. It is expected that all children will behave with respect for themselves and others. When students do not meet these expectations, logical consequences are provided. These consequences are dependent on the situation and are progressive in nature. Consequences range from verbal warnings to out of school suspension. In the most severe of cases, a Superintendent's Suspension is possible. All behaviors of concern are documented on a behavioral referral form and a copy is sent to home by mail. (See sample referral) A strong parent partnership with school is necessary to ensure a safe learning environment for all at GW. We appreciate your support in this regard.

George Washington School Student Behavioral Referral

Date: _____ Time: _____

Student Name: _____ Class/Grade: _____

STAFF MEMBER COMPLETING THIS REFERRAL: _____

Description of Behavior: _____

Location: _____

Interventions Employed Prior to this Referral _____

Student was _____ Cooperative _____ Uncooperative

Comments: _____

STAFF MEMBER SIGNATURE: _____

Action Taken

HANDLED BY: _____ DATE: _____ TIME: _____

SPOKE TO CHILD

TIME OUT in OFFICE FROM: _____ TO: _____

COPY of REFERRAL SENT to PARENT

PARENT CALLED and SITUATION DISCUSSED

PARENT MEETING SET UP _____ DATE: _____ TIME: _____

OTHER _____

COMMENTS: _____

Lost and Found

Any clothing articles found on school property will be hung in the hallway outside of the gymnasium or in the office vestibule. Jewelry and other small items will be kept in the office. Children are encouraged to bring items they find to the office. Parents are welcome to look through the contents for lost articles. Items that are easily lost or interchanged, such as outdoor clothing and lunch boxes, should be clearly marked with the student's last name. Clothing will be donated to a local charity during Spring and Summer Vacations.

Lunch Time

Food Services: Applications for Free or Reduced Meals are available in the office and on the parent portal and on district web page under the Food and Nutrition Office. GW's Food Services Manager, **Mrs. Amara Wiese, can be reached at: 422-2275. The District's Food Services Office is: 422-2054.**

Breakfast: The cafeteria also offers a Grab and Go School Breakfast Program from 8:30 am – 8:40am Any student wishing to have breakfast may help themselves from one of two kiosks upon arrival. Prices are listed on the monthly menu.

Lunches: The students' lunch period is approximately 30 minutes long. This time period provides adequate time for students to eat either a bagged lunch from home or a lunch purchased at school. Social interaction among students is encouraged. Courtesy and good manners are stressed.

Students can purchase school meals using their Student ID card with their Student ID Number.

LUNCH AND RECESS TIME SCHEDULE

<u>Lunch Periods</u>	<u>Cafeteria</u>	<u>Recess</u>
Kindergarten	10:45 - 11:15	11:15 - 11:45
1 st & Havis	11:20 - 11:50	11:50 - 12:20
3rd & Tock	11:30 - 12:00	12:00 - 12:30
2nd	12:05 - 12:35	12:35 - 1:05
4th & Quiñones	12:15 - 12:45	12:45 - 1:15
5th	12:50 - 1:20	1:20- 1:50

Cafeteria: It is expected that all children will display good manners. They are expected to clean up their table area before leaving the cafeteria to proceed to recess.

Cafeteria Rules:

- Students must clean their table in the lunchroom. All students are responsible for in and around their immediate area.
- Students are to be seated unless getting food, disposing of garbage, or visiting the recycling station.
- Students are not to remove opened food and beverage items from the cafeteria.

Recess is an integral part of the school day. It affords the students a time for recreation and social interaction in an unstructured supervised setting. Recess also gives the children a chance to get some fresh air and exercise. Please check every morning to be sure your child is dressed appropriately for the weather. Students will go outside if the "feels like" temperature is above 32 degrees and the black top is clear of ice and snow.

Inclement Weather Lunch Program: When the weather prevents outdoor activity, the children are scheduled to spend recess time in the Auditorium or other indoor designated areas/activities.

Party Invitations

We would appreciate your cooperation in not distributing party invitations in school.

P.T.A.

The George Washington P.T.A. (Parent Teacher Association) is an active group of parents and teachers. Through the efforts of the P.T.A., many activities and programs are planned for students and their families.

PTA meetings are held every six to eight weeks. The agenda may include an educational program. Parents and teachers are invited and encouraged to attend. Dates are listed on the district calendar and included in the weekly parent email blasts.

If you are interested in volunteering, the P.T.A. offers many opportunities. Please sign up on the PTA Toolkit.

For a list of P.T.A. leaders' phone numbers, please see the back page of this handbook.

Report Cards

The White Plains Elementary Report Card measures a student's performance on the New York State Standards in each curricular area at his/her grade level.

Explanation of the numbers:

- 4 = Exceeds grade level standard
- 3 = Meets grade level standard
- 2 = Progressing, but below grade level standard
- 1 = Below grade level standard – area of concern

Report cards are issued three times a year in December, March and on the last day of school in June for all grades. To acknowledge that you have received your child's report card, please sign and return the report card envelope to your child's teacher.

Marking Period Ends

12/2/22
03/17/23
06/16/23

Report Cards Go Home

12/9/22
03/24/23
06/23/23

Parent Teacher Conferences

Parent Teacher Conferences are held in October and March. These conferences are an opportunity to discuss your child's progress in all areas. It is important that you attend and that you are an active participant in the conversation.

Parent Teacher Conferences (October)

10/13/22	Noon Dismissal
10/18/22	Noon Dismissal
10/20/22	Evening Conferences

Parent Teacher Conferences (March)

3/7/23	Noon Dismissal
3/9/23	Evening Conferences
3/13/23	Noon Dismissal

While these conferences are scheduled, you may reach out to the classroom teacher to discuss concerns outside of the designated conference days. A strong home school connection affords students the greatest opportunity for success.

No Child Left Behind Act of 2001

George Washington Elementary School believes that a parent/guardian’s involvement in a child’s education has a positive impact on student achievement, and views improved student achievement as an equally shared responsibility of the school and the home. Of particular concern, is the involvement of the parents/guardians of children who have not met the academic standards established by the State of New York. Under State regulations, such students must receive Response to Intervention (RTI) services. RTI services include small group opportunities that provide targeted instruction in the areas noted. RTI progress reports are maintained and shared with parents following the report card cycle.

Assessments

Assessments are used to determine the level of student understanding and/or their performance in a particular area as compared to their peers. Teachers administer both formal and informal assessments throughout the year. Informal assessments may include daily observations, contributions/participation in class, quick checks, check lists, homework, journal entries and/or response logs. Formal assessments include district and state measures that are administered at specific times during the school year. A guide is attached for your reference. (See attached).

Test	Grade(s)	Time of Year
IRLA/Independent Reading Level Assessment, administered in conferences to measure growth on a regular basis. (ENIL in Spanish)	K-5	Ongoing
DIBELS – Diagnostic Indicators of Basic Early Literacy Skills (IDEL in Spanish) Administered one on one. Shows understanding of phonemic awareness concepts. Used to determine small group instruction and word work focus.	K-4	Fall/Winter/Spring
SMI-Scholastic Math Inventory Computer based assessment. Determines Lexile levels in math which are used in Middle School.	3-5	Fall/Winter/Spring
RI – Reading Inventory Computer based assessment. Determines Lexile levels in reading which are used in Middle School	3-5	Fall/Winter/Spring
CFA’s- Common Formative Assessments Given in ELA and Math. Determines conceptual understanding. Used to inform small group instruction	K-5	Fall/Spring
NYS ELA New York State assessment in reading and writing. Used to determine performance as compared to state wide peers.	3-5	Spring
NYS Math New York State assessment in Math. Used to determine performance as compared to state wide peers.	3-5	Spring
NYS Science New York State Science Performance and Written Assessment. Used to determine performance as compared to state wide peers.	4	Spring
NYSESLAT New York State English as a Second Language Assessment. Administered to students with a language other than English on the Home Language survey. Used to determine level of English Language support.	K-5 ENL’s	Spring

School Calendar

Every family will receive in the mail one School Calendar. The calendar indicates the letter days for each school day, days of early release days, half days and vacation days, as well as PTA Board Members and their phone numbers, PTA meetings and activities taking place in the District.

Six-day Cycle

Our scheduling system for special area subjects including Art, Music and Physical Education is based on a 6-day cycle. In addition each class has a Media Center and Computer Lab period.

Days of the week are referred to by letters A-F rather than name. This system is used to avoid the same children being affected by changes in the weekly schedule.

A school holiday is not counted as a schedule day. An “emergency closing” day is skipped and we move to the next letter day. The day of return to school is designated by the next alphabetical day.

Computer Network Policy

****Use of school issued I pads are for instructional/educational use only****

The district’s “Acceptable Use Policy” (616.5) will govern all use of the district technology. Student use of the network will also be governed by the discipline policy. This policy will be discussed with all students as part of the instructional program.

Students are not allowed to use the computer to play unauthorized games. This also applies to after-school programs and homework help. Students who break this rule will lose computer privileges.

Policy highlights:

- Use of the network is for educational purposes only.
- Users will not plagiarize works they find on-line.
- Users may not use anyone else’s accounts.
- Users may not download music unless directed to do so by staff.
- Users are responsible for logging off their account and should report any problems immediately.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not use the district network to access inappropriate material.
- Vandalism will result in the cancellation of privileges.

Snacks and Parties

It is District Policy that snacks, if permitted by the classroom teacher, are of good nutritional value to children. Wherever possible, snacks or treats should meet the district nutritional guidelines. Below is the District Healthy Snack List for your reference.

White Plains Public Schools Healthy Snack List

The following list includes foods and beverages which are considered healthier options for snacks based on our district wellness policy. The White Plains School District Food and Nutrition Department can help provide most of these items that can be used for classroom snacks, celebrations and fundraising activities.

Beverages

100% fruit juices (juice box or carton)
Bottled water
Sparkling water
Milk (low fat/nonfat)
Flavored low-fat milk

Fresh Fruits

Apples
Orange wedges
Petite bananas
Pears
Grape clusters
Strawberries
Melon cubes
Kiwi halves
Seasonal: plums/nectarines

Fresh Vegetables

Baby carrots
Celery sticks
Grape/cherry tomatoes
Sliced peppers
Cucumber slices
Broccoli florets

Dips for veggies

Hummus
Low-fat ranch dressing
Salsa

Low Fat Grain Foods

Pretzels
Graham crackers
Baked tortilla chips
Baked potato chips
Rice cake snacks
Flat breads
Popcorn
Oatmeal to go cereal bars
Nature Valley granola bars
Bran muffins
Corn muffins
Nutri-grain cereal bars
Dry whole grain cereals
Mini bagels

Additional items

Organic fruit snacks
Frozen fruit bars
Trail mix
Walnuts
Almonds
Raisins
Canned fruits in natural juices
Low fat yogurt
100 calorie cookie packs
Linden's whole grain cookies
Baked Pita Chips
Chex snacks

Textbooks/Workbooks

Textbooks and workbooks are issued to children in Kindergarten through fifth grade. Some are to be written in; some are not. If during the course of the year, books are damaged or lost, a fine based on the age and condition of the book when issued is imposed. The same procedure is followed for library books.

Toys/ Games

Toys, gadgets (including trading cards), and games are only permitted in school for use during recess time. Electronic devices for recreational use are not permitted. Please be aware that we are not responsible for lost or stolen items so, please be sure that items are labeled and that students are aware of how to responsibly care for them.

Hats/Head Coverings

Students should not wear items that cover their head except for religious or medical purposes.

Telephone Use

Students may bring cell phones/smart watches to school with parental permission. However, they must be turned off and should not be visible during the school day. If a phone is visible during the school day or becomes a distraction during instruction, a staff member may hold onto it until dismissal. Repeated issues regarding these items may result in a request to have them remain at home. Students may use the office telephone with teacher or office permission to call their parents or guardians.

Student Bill Of Rights

All students deserve the same rights and privileges. There will be no discrimination on the basis of ethnic origin, race, religion, disabilities, gender or sexual orientation.

A student in the White Plains School District shall have the right:

- to take part in all district activities on an equal basis regardless of race, sex, or national origin
- to address the Board of Education on the same terms as any citizen
- to present in all disciplinary matters, his or her version of the facts and circumstances leading to the imposition of disciplinary sanctions
- to the protections of Education Law 3214 before he or she is suspended from instruction

Student Expectations

All students are expected to:

- be familiar with and abide by all district policies, rules and regulations pertaining to student conduct
- work to the best of their abilities in all academic and extracurricular pursuits and strive toward the highest level of achievement possible
- conduct themselves as representatives of the White Plains School District and, as such, hold themselves to the highest standards of conduct, demeanor, and sportsmanship, when participating in or attending school-sponsored extracurricular events
- be in regular attendance at school and in class on time
- contribute to the maintenance of an environment that is conducive to learning and to show due respect to the personal property of others
- make constructive contributions to their school community

Visitors to School

Parents are encouraged and welcome to visit the school for special programs, activities, and scheduled appointments. A single point of entry at GW is maintained with a buzz-in/sign in system at the main entrance. It is required that **everyone entering the school report to the office to sign in and wear a visitor badge while in the building.** We are not able to accommodate student visitors because this detracts from the educational process.

The GW physical plant has been modified according to New York State Standards to accommodate students, parents and guests with disabilities. Anyone requiring accommodations or modifications in order to participate fully in school activities should contact the office for additional information.

Classroom instructional time is extremely important to every child's learning experience. Therefore, if you wish to visit the classroom or have a conference with a teacher, it **must** be pre-arranged with the teacher to avoid disrupting instructional time. Please look for the Parent/Teacher Conference dates in the District Calendar.

Students are encouraged to be responsible for bringing all needed materials to school. However, if you find it necessary to bring an item to your child, please bring it to the office and it will be delivered to the student. This will minimize classroom interruptions. Your cooperation in this matter is appreciated.

Throughout the school year there are many special activities scheduled for the children. We encourage all parents to attend as many of these programs as possible. **Please note that any videotaping should not include any students other than your own. Additionally, your cooperation is appreciated in not posting photos of students other than your own on any social media outlets.**

It is the responsibility of all visitors to ensure that their dress is safe and appropriate and does not disrupt or interfere with the educational process. They should not wear items that:

- are vulgar, obscene, libelous, or denigrate others.
- promote and or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

GEORGE WASHINGTON STAFF TELEPHONE & EMAIL DIRECTORY

ADMINISTRATION AND OFFICE STAFF

Mrs. Laura Mungin	Principal	422-2225	lauramungin@wpcsd.k12.ny.us
Mr. Joseph Onativia	Assistant Principal	422-2389	josephonativia@wpcsd.k12.ny.us
Mrs. Lori DiMarco	Office Manager	422-2381	loridimarco@wpcsd.k12.ny.us
Ms. Ana Urquijo	Office Assistant, Attendance	422-2380	anaurquijo@wpcsd.k12.ny.us
Ms. Leidy Arroyave	Bilingual Office Assistant	422-2452	leidyarroyave@wpcsd.k12.ny.us

PUPIL PERSONNEL SERVICES

Ms. Angela Alvarez	Speech & Language	422-2384	angelaalvarez@wpcsd.k12.ny.us
Ms. Andrea Manigault	Speech & Language	422-8295	andreamanigault@wpcsd.k12.ny.us
Mrs. Laura Florez	Psychologist	422-2390	lauraflorez@wpcsd.k12.ny.us
Ms. Michelle Sosa	Psychologist	422-2413	michellesosa@wpcsd.k12.ny.us
Mr. Glen Setterstrom	Social Worker	422-2391	gsetterstrom@wpcsd.k12.ny.us
Ms. Aswani Leonard	Nurse	422-2386	aswanileonard@wpcsd.k12.ny.us

MEDIA CENTER

Mrs. Lauren Courtney	Media Specialist	422-2385	laurencourtney@wpcsd.k12.ny.us
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FOOD SERVICES

Ms. Amera Wiese	Cafeteria	422-2275	amerawiese@wpcsd.k12.ny.us
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CUSTODIAL

Mr. J. William Corredor	Senior Custodian	422-2387	williamcorredor@wpcsd.k12.ny.us
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PTA DIRECTORY -

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Andrea Poon	Past President	603-801-5184	dreapoon@gmail.com
Jen Buchwald	VP, Membership		
TBD	VP, Class Parents	914-874-4822	jen.buchwald@gmail.com
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Ana Moreno Harper	Recording Secretary	914-364-6779	anamorenoharper@gmail.com
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