

# **LENAPE ELEMENTARY SCHOOL**

## **2024-2025**



## **Student/Parent Handbook**

### **MISSION STATEMENT:**

**The Lenape Community dedicates itself:**

- \* to encourage a love and appreciation for learning in a safe and caring environment.
- \* to enable our children to reach their greatest potential individually, academically, and socially.
- \* to respect and understand each other through our similarities and differences.

**Sean Inglee, Principal**

**196 Main Street  
New Paltz, New York 12561  
(845) 256-4300  
[www.newpaltz.k12.ny.us/lenape](http://www.newpaltz.k12.ny.us/lenape)**

September 2024

Dear Lenape Student and Parent,

Everyone at Lenape Elementary School is looking forward to the beginning of another exciting school year.

We believe that educating children is most successful when everyone involved – parents, teachers and other school staff, the community, and the students themselves – all work together cooperatively. I would like to encourage all of you to be actively involved in the educational process so that we can continue to provide a strong foundation upon which future growth and success can be built.

This handbook contains valuable information regarding the Lenape School program, including important rules, policies, and procedures. Please review this booklet carefully and keep it handy throughout the school year for future reference. Keep in mind that some procedures have been updated.

If at any time you have any questions or concerns, please don't hesitate to contact us.

Your comments are always welcome. We value your involvement in your child's education as we continue to establish a community of learners at the Lenape School.

Sincerely,

*Sean Inglee*

Sean Inglee  
Principal

**LENAPE ELEMENTARY SCHOOL 2024/2025**

**Sean Inglee, Principal  
Llajaira Dessereau, Assistant Principal**

<u>Office</u>		<u>Nurse</u>		<u>School Psychologist</u>	
Mark Janow		Maria Meoli	4310	Annika, Hancle-Elliott	4353
Barbara Jacobini					
		<u>Library</u>		<u>Social Worker</u>	
<u>3<sup>rd</sup> Grade</u>		Conor Craig	4332	Laura Wild	4331
Christiane Dates/	104	Joann Martin	4330		
Kacie Fisher	104			<u>Teachers Aides</u>	
Jim Longbotham	105	<u>Music</u>			
Ellen Makow	107	Laura Faure	124		
Traci Miranda/	102	David Finch (Band)	137		
Daniel Monheit	102				
Linda Sinforoso	103	<u>Physical Education</u>			
		Bill Defino	Gym A		
<u>4<sup>th</sup> Grade</u>		Dal Veeder	Gym B		
Francesca Houston/	205				
Nicole Walker	203	<u>Art</u>			
Alex Majthenyi/	224	Jennifer Cone	208		
Amy Haase	226	Krista Pachomski	216		
Adrienne Maley	204				
Trina Naclerio	111	<u>Reading / MSR</u>		<u>Monitors</u>	
Meredith Oppenheimer/	217	Emma Chalmers	138	Jessica Herron	
Erin Bulson	215	Amanda DeMaro	108	Kim McConaghay	
Meghann Shiffen	201	Daniel Lofgren	109	Danielle Mitchell	
		Brittany McIlwee	138	Emi Taniguchi	
<u>5<sup>th</sup> Grade</u>				Andrea Zapotoski	
Paulette Easterlin	225	<u>Math Specialist</u>			
Melissa Feldmann/	211	Michele Favale	110	<u>Cafeteria</u>	Register/4321
Jenna Russolello	210			Mary Anne Pemberton	Office/4322
Rachel Fisher-Markle/	222	<u>Speech, Hearing &amp; Sight</u>		Debra Rowinski	
Amy Gogerty	223	Candice Cramer	123	Katherine Statlend	
Heather Hopper	207	Amy Jett	123	Rosemarie Zaccaria	
MaryJo Serrao	221				
Elaine Thomas/	218	<u>Foreign Language</u>		<u>Custodians</u>	
Kristin Lown	219	Jenny-Lynn Delfini	206	Carmen Dubaldi	4315
				Antonio Galvan	
<u>Special Ed/Self-Contained</u>		<u>ENL</u>		Jose Ponce	
TBA	202	Amy Chapman	206	Colin Weiner	
Paul Mattes	101	Ashley Gross	206		
Dominique Venturini	209				
		<u>Occupational Therapist</u>			
		Aileen Gaffney	106		
		<u>Physical Therapist</u>			
		Ann Gregory	106		

# Lenape Elementary School Voice Mail

To reach a voicemail box, please dial 256-4175 and then enter the voicemail number.

Teacher	Room	VM #
Bulson, Erin	215	69601
Chalmers, Emma	138	63138
Chapman, Amy	206	69753
Cone, Jennifer	208	69509
Craig, Conor	Library	64332
Cramer, Candice	123	69606
Dates, Christiane	104	69607
Defino, Bill	Gym A	64335
Delfini, Jenny-Lynn	206	69608
DeMaro, Amanda	108	69643
Easterlin, Paulette	225	69611
Faure, Laura	124	69613
Favale, Michele	110	69412
Feldmann, Melissa	211	69757
Finch, David	137	69713
Fisher, Kacie	104	69615
Fisher-Markle, Rachel	222	69639
Gaffney, Aileen	106	69477
Gogerty, Amy	223	69732
Gregory, Ann	106	69414
Gross, Ashley	206	69459
Haase, Amy	226	69776
Hancle-Elliott, Annika	Office	34353
Hopper, Heather	207	69737
Houston, Francesca	205	69775
Jett, Amy	123	69447
Lofgren, Daniel	109	69454
Longbotham, Jim	105	69619
Lown, Kristin	219	69582
Majthenyi, Alex	224	69621
Makow, Ellen	107	69423

Teacher	Room	VM #
Maley, Adrienne	204	69622
Martin, Joann	Library	64330
Mattes, Paul	101	69640
McIlwee, Brittany	138	69769
Miranda, Traci	102	69766
Monheit, Daniel	102	69636
Naclerio, Trina	111	69727
Oppenheimer, Meredith	217	69637
Pachomski, Krista	216	69507
Russolello, Jenna	210	69453
Serrao, MaryJo	221	69630
Sinforoso, Linda	103	69632
Sniffen, Meghann	201	
Thomas, Elaine	218	69633
Veeder, Dal	Gym B	64334
Venturini, Dominique	209	69641
Walker, Nicole	203	69703
Wild, Laura	Office	64331

# **LENAPE EDUCATIONAL PROGRAMS**

The Lenape School curriculum provides for continuous building of skills, attitudes, concepts and understandings. The focus is upon careful guidance of the total child in order to take him/her from where he/she is to where he/she is capable of going. We dedicate ourselves to working with each child according to his/her ability. With this understanding in mind, the following is a brief glimpse of the educational program, as per the Next Generation Learning Standards, adopted by NYS.

These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. The standards can be viewed at the [NYS Education Department](#).

## **Language Arts and Reading:**

- The ELA standards outline a "staircase" of progressively challenging reading and writing skills, ensuring that all students are prepared for the demands of college and career by the end of high school. These standards also emphasize the gradual enhancement of reading comprehension, enabling students to extract deeper meaning and knowledge from increasingly complex texts as they progress through each grade level.
- The Tier 1 instructional tool that is used is The Wonders Program. *Wonders* is designed to foster a love of reading in all children. Through exploration of texts and daily development of their skills as readers, writers, speakers, and active listeners, students experience the power of literacy. Our focus is to prepare students to be lifelong learners and critical thinkers.

## **Media and Technology:**

- Just as media and technology are integrated in school and life in the twenty-first century, skills related to media use (both critical analysis and production of media) are integrated throughout the standards. Each student is given a chromebook. Skills are taught that will assist students in the ever evolving expectations of using technology wisely.

## **Math:**

- The K-5 Math Standards provide students with a solid foundation in whole numbers, addition, subtraction, multiplication, division, fractions and decimals - which help young students build the foundation to successfully apply more demanding math concepts and procedures, and move into applications. The K-5 standards provide detailed guidance to teachers on how to navigate their way through topics such as fractions, negative numbers, and geometry, and do so by maintaining a continuous progression from grade to grade.
- The Tier 1 instructional tool that is used is the Bridges Math Program. The curriculum focuses on Inquiry-based and student-centered, Bridges focuses on developing mathematical reasoning while creating an inclusive and equitable learning community for all students.

## **Social Studies:**

- A basic purpose of education is the creation of an informed citizenry. It is the specific function of our social studies program (3-5) to help children develop a knowledge and appreciation of heritage and of other cultures throughout the world. The social studies program further seeks to build and maintain a level of competence in those skills which are essential to the understanding of concepts in the various disciplines. The use of maps and the globe, specialized skills in reading, the effective use of reference materials, the use of graphic representation and the like, are taught as an integral part of the social studies program.

### **Science:**

- The goals of our elementary science program are to have our students develop scientific literacy and effective problem solving skills. Scientific literacy is demonstrated by the ability to use skills, scientific attitudes, and science content to identify and solve science-related problems. Effective problem solving is the ability to solve science-related problems by applying appropriate skills systematically in ways that demonstrate positive attitudes toward science and an accurate understanding of scientific principles.

### **Library Skills:**

- Our library program offers instruction in library skills, reference services, and reading guidance for children at every grade level. The library collection provides students and teachers with a wide range of instructional materials. The collection is carefully chosen to include curriculum-related materials (informational books, reference books and supplementary resources) and titles for recreational reading.
- Children are encouraged to come to the library whenever they need materials for their class work or for their own enjoyment. The librarian works with teachers in putting together a variety of materials for use in the classroom during units of study. The Lenape Library is an automated library and networked throughout the building.

### **Foreign Language:**

- The Foreign Language Elementary School (FLES) curriculum is closely aligned to other curricula. It continues to build upon units already studied, as well as introduce new themes in vocabulary. At present, all students are learning Spanish. 5th grade is exposed to French.

## **SPECIAL AREA CLASSES**

In addition to the core academic areas, instruction by certified teachers is provided in such areas as Art, Music, STEM and Physical Education. We feel that these experiences are an integral part of our educational program.

**Art:**

- We are very proud of our elementary art program which is designed to promote growth and development in art skills to stimulate creative expression, and to develop an appreciation of art, beauty and nature. Throughout the year students complete a variety of projects in which various skills, different techniques, and mediums are employed. Projects are often designed to integrate with topics being studied in Science or Social Studies. Each spring, an art show is held to showcase our students' work.

**Music:**

- The music program provides an opportunity for the children to: listen to music, sing, respond to rhythms, and learn musical notation. The goal is to develop an appreciation for music for students. Students in grades 4 and 5 have the opportunity to participate in choral performance groups, instrumental lessons and participate in band.

**Physical Education:**

- Our physical education program is specifically designed to meet the needs of all the children at Lenape. In addition to teaching the basic skills involved in many sports, our program incorporates personal fitness and the importance of lifetime health and fitness. Our physical education program also addresses the development of certain social traits. The child learns to: wait their turn, share equipment, cooperate with others, admit when they are in error, and to win or lose gracefully.

**RELATED SERVICES**

**Elementary Counselor – Social Worker:**

- There is a full-time Counselor-Social Worker at Lenape. The responsibilities of this person include providing and/or coordinating counseling and related services for students and families with regard to the prevention of, identification of, and intervention in situations in which students experience social and emotional problems that may interfere with the learning process.

**Academic Intervention Services (AIS):**

- Based on classroom assessments and results of the New York State assessments, students scoring below a specified percentile are given remedial assistance by a certified reading teacher or a math specialist.

**Speech/Language:**

- The speech therapist works with children who have articulation problems as well as children who lack necessary skills or ability to verbally express themselves appropriately.

### **English as a New Language (ENL):**

- Each year children from other countries come to us speaking a variety of languages. Young children in a school environment learn English quickly. However, they may need assistance adjusting to a new culture and understanding idioms in the English language. ENL provides assistance in these areas.

## **HOMEWORK GUIDELINES FOR PARENTS**

Homework should be well - planned, age-appropriate, and provide a meaningful opportunity for learning enhancement or skill practice. Assignments will be given regularly and will be within the guidelines for each grade level. Teachers are expected to coordinate homework assignments in the various curriculum areas so that a student's homework falls within the expected time frame. Homework may be varied where appropriate to provide support for learning differences. Guided practice in the classroom may be a useful methodology; however, guided practice should not replace homework to be completed outside the classroom. Homework expectations should be clearly shared with students and parents through communications such as a parent letter, rubrics, assignment guidelines, and teacher websites. If your child has any issues with homework, contact the classroom teacher.

## **PURPOSE OF HOMEWORK**

1. Reinforce skills through practice.
2. Reinforce material covered in class by review.
3. Provide the student with a method of reflecting on ideas presented in the classroom.
4. Provide a means for developing desirable habits such as completing work on time, budgeting one's time, and promoting growth in responsibility.
5. Bring students into contact with out-of-school resources.
6. Allow for differences in the ability, achievement, and interest of the students.
7. Provide a means by which parents can be informed on what is taking place in school.

## **TYPES OF HOMEWORK ACTIVITIES**

1. Continuation of work, or review of material, begun in class.
2. Practice of fundamental skills.
3. Research for long-term projects.
4. Gathering of materials and preparing presentations.
5. Purposeful seeking of ideas and information through observation of the world around us.
6. Using resources such as textbooks, library materials, and other references.
7. Make-up of essential and appropriate work missed due to absence.

## **THE "HOME" IN HOMEWORK**



1. Support your children's efforts, but don't do their work.
2. Set a regular time everyday for homework.
3. Establish a regular place for daily homework.
4. Attempt to understand and respect your child's individual learning style; there is no right or wrong way to learn.
5. Make sure that your child has all the necessary supplies for homework.
6. If possible, make homework a time for the whole family to pursue quiet activities.
7. Focus on the positive when you review your child's work.
8. Model the behavior you want to see in your child.
9. Make sure that your child observes you reading, writing and working at things that require effort and persistence.
10. Establish a routine for placement of homework in your child's school bag for return to school. It may save some of the morning rush or confusion if everything is packed up in the evening. This responsibility should be your child's.
11. Recognize the importance of reading as a means of self-education, children should be encouraged to read regularly.

## **EMERGENCY INFORMATION**

It is important for us to have your correct address, phone number, and information as to where you can be reached during the day in case of an emergency. The "Emergency Information Sheet" can be updated in the Parent Portal. **Please up-dated during the year if necessary.** Include any additional person(s) to be contacted should we be unable to reach you. Early dismissal information is also included on this sheet. The procedure stated on this form is what will be followed, unless we receive WRITTEN notification to the contrary.

## **WINTER WEATHER INFORMATION**

School cancellations, delays and early dismissals can be found on our website, [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us), signing up for text messaging info, or by calling our school closing hotline: 256-4099.

## **NEW PALTZ BOARD OF EDUCATION POLICY**

### **EMERGENCY SCHOOL CLOSING POLICY & EVACUATION POLICY**

School cancellations and delayed school openings will be decided by the Superintendent of Schools after consultation with the transportation supervisor on the road conditions and weather forecasts. Such a decision will be made before 6 a.m. in order to properly notify bus drivers, radio stations and appropriate personnel.

Early closing, district-wide will be reported to the local radio stations indicating the time of dismissal. High School and Middle School students will be transported first, followed by Lenape and Duzine. Regular Transportation routes will be followed, weather permitting. Should hazardous road conditions develop which do not allow students to be delivered at or near their home, they will be returned to the Middle School. Students will then contact their parents to have them come to the school.

If an emergency situation develops in any one school necessitating the immediate removal of students and staff, the following will go into effect.

1. The building will be immediately evacuated.
2. Radio stations will be contacted to give the appropriate announcement.  
The head bus driver will immediately contact certain bus drivers and have them report to the bus garage. Students will be transported to the following schools:  
Duzine students to the Middle School  
Middle School and High School to Lenape  
Lenape students to the High School
3. Emergency accommodations will be provided in gymnasiums, cafeterias, and auditoriums for students until they can be returned to their school or transported home.
4. If the building under consideration is declared safe by school and other governmental officials, students will be returned to the school and classes will resume until the normal dismissal time.

### **HEALTH SERVICES**

Under the leadership of the school administrator, the nurse works with other school health and pupil personnel professionals in a program designed to promote, protect, maintain and improve the health of all pupils. The nurse has a major role, in cooperation with members of the school staff and appropriate community agencies, in planning for a comprehensive health service program to carry out the school's responsibility in meeting the health needs of the students. They serve as a health consultant to administrators, teachers and other staff members in regard to all matters affecting the health of students and school personnel. At the Lenape School we have a full-time professional registered nurse. The nurse can be reached directly between 8:45 and 3:35 at 256-4310.

#### **Among the duties of the School Nurse are:**

1. Taking care of illnesses and injuries, and administering medication.
2. Administering annual sight and hearing tests.
3. Attending cases requiring regular medication.
4. Informing teachers of students with chronic ailments.
5. Conducting periodic health and sanitation inspections of the school.
6. Counseling students in personal hygiene.
7. Assisting the school physician in conducting physical examinations.
8. Keeping all student health records up-to-date.

### **PHYSICAL EXAMINATIONS**

The New York State Education law requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11. This will be done by our school physician unless the parent/guardian has the child examined by his/her family physician. (We encourage the latter plan since it would typically be a more thorough examination.) **All physicals must be done by a N.Y.S. licensed physician; physicals from out- of- state doctors are not acceptable.** At the beginning of the school year, forms will be sent to each parent/guardian for use by the family physician in reporting to the school physician examinations done by him/her. This form should be returned even if a physical is not done.

### **STUDENT MEDICATION PROCEDURES**

When your child's physician feels that it is necessary for medication to be taken during the school day, there are certain procedures as mandated by the New York State Education Department which must be followed. School nurses **cannot** administer any medication, including over the counter medicines, to students without a written order from a physician. This order must be signed by both the physician and you as the parent/guardian. Our procedures are as follows: At the beginning of each school year, a NEW, completed New Paltz Central School District Authorization for Medication Form must be presented to your child's school nurse. This form must be signed by both the physician and you as the parent/guardian. Medication must be delivered directly to the school nurse by the Parent or Guardian. You will be provided with a receipt for the medication. **NO** medication will be accepted from students. Medication **MUST** be in the original labeled container as prepared by the pharmacist. Over the counter medications must be in the original packaging. At the end of the school year medications must be picked up on the last day of school. Nurses by law are not permitted to keep medications over the summer. Medication cannot be returned to students.

### **MEDICAL INFORMATION**

Your child's health plays a part in their academic performance, including behavior and ability to concentrate. In order to help keep your child focused, the nurse asks permission to share relevant medical information with your child's teachers. To grant this permission please sign the related line on the New Paltz Central School District Authorization for Medication Form. **Incomplete forms will not be accepted.**

### **STUDENT ACCIDENT INSURANCE**

The New Paltz Central School District carries some accident insurance coverage. Parents/guardians, however, are required to file through their own policy before the school insurance can be used. At times, parents/guardians are required to assume some financial liability when their child requires emergency medical services. Parents/guardians who have any questions regarding the coverage under this insurance should call the Business Office, 256-4000, for further information.

### **TRANSPORTATION & BUS SAFETY**

The bus driver is in charge of the bus and is held responsible for the safety of the children enroute and while they are crossing the roads. To ensure the safety of the children on board, it is very important that students follow the bus safety rules outlined below. We urge you to review these rules with your child in order to ensure a comfortable and safe ride for all.

**The following are a few important guidelines that will be discussed with your child by his/her bus driver each school year:**

1. No child may attempt to enter or leave the bus while it is in motion.
2. If children live on the side of the road opposite that on which the bus stops, they must remain there until the bus stops and the bus driver directs them to cross.
3. Children are to remain in their seats while the bus is in motion.
4. Loud talking or yelling is prohibited.
5. Children may not eat or drink on the bus.
6. Fighting, pushing, shoving or wrestling is prohibited.
7. Glass jars or containers may not be carried on the bus.
8. No live animals are allowed on the bus.

9. No large instruments or projects can be transported.
10. Nothing may be thrown about on the bus or thrown out the window.
11. Students should not tease or call other children names.
12. No electronics of any kind are allowed on the bus or in school.
13. Cell phones may be carried in a student's backpack, but **MUST** be off and out of sight at all times, on the bus and in school.

**Your cooperation and reinforcement of these guidelines to ensure the safety of your child, as well as all of the others, will be greatly appreciated.**

### **ARRIVAL & PARENT DROP-OFF**

Students begin their day at 9:15am. Parents may begin to drop off their child(ren) at 9:15am. Between 9:15am and 9:25am, all students **must** be dropped off at the circle near the northeast corner of the building near the cafeteria. Please have your child on the passenger side of the car. Beginning at 9:25am, late arrivals should come through the main entrance.

### **EARLY DISMISSAL**

Parents/Guardians picking up their children before 3:00 must come to the front door to sign them out and pick them up. A note should be sent with your child in the morning indicating that they will be picked up and by whom. (Please be aware that your child cannot be picked up by anyone other than you or the person(s) designated on the Emergency Information form without specific **written** permission from you, and a valid ID.)

**Please appreciate the fact that our instructional day does not end until 3:25. The elementary curriculum is packed – every minute counts, including end-of-day wrap-ups. Students will not be called from class prior to 3:20.**

### **BUSING**

To assist in ensuring that students are dropped at appropriate places, bus passes or notes requesting to change the designated drop off spot must be received the morning of the change. If there is a need to make a change after your child has left for school, **please call the main office prior to 1:30pm that day**. Please do not rely solely on communicating this information with the classroom teacher. Adhering to this request will assist us in minimizing the confusion at the end of the day.

Families will be receiving their bus route information from our transportation department in late August.

### **PARENT PICK-UP**

Students officially end their day at 3:25pm. In order to safely space out dismissal, we will be allowing parents to pick up their child(ren) starting at 3:20pm. All pick-ups will take place at the cafeteria door at the northeast corner of the building. As you arrive please stay in your car. A staff member will greet you, have you sign your child out and call in to the café to have your child meet you in your car. Please stay in your car while you wait.

### **WEBSITE**

Please be aware that copies of the district calendar, emergency sheets, medication forms and change of address forms can be found on the Lenape website at [www.newpaltz.k12.ny.us/lenape](http://www.newpaltz.k12.ny.us/lenape) .

### **ATTENDANCE PROCEDURES, POLICIES, RULES**

**Good attendance and punctuality are necessary for academic achievement.** Please make every effort to have your child in school, each day, on time. Try to schedule dental and doctor appointments after school hours whenever possible. A written explanation of absence (with the child's full name) should accompany the child upon his/her return to school.

According to N.Y.S. Law, the following are considered legal absences from school:

1. Personal illness with note from doctor
2. Death in the family or serious family illness
3. Medical appointments that cannot be made at other times
4. Religious observance
5. Bad weather conditions when school is officially closed
6. Requirement to be in court.

**Please keep in mind that students absent from school for family vacations are considered illegally absent.** Keep in mind that nothing can take the place of hands-on learning in the classroom setting and not all work can be made up.

### **RECESS**

Students will go outside for recess throughout the school year except during severely inclement weather. It is vital that you dress your child appropriately for the weather conditions. Boots, hats, gloves or mittens and warm coats are a necessity for cold, snowy weather.

### **PARENT INVOLVEMENT**

We are fortunate to have an active, supportive Parent-Teacher Association. This group of dedicated people provides many exciting cultural events for our students throughout the year. The PTA supports teachers in numerous ways and provides assistance and refreshments for various activities including 3<sup>rd</sup> Grade/New Student Orientation and Open House. Fund-raising events are held during the year to support their efforts. All parents and teachers are encouraged to join the PTA and help with any projects they can. The Duzine-Lenape PTA generally meets on the second Tuesday of each month at 6:30pm, alternating the meeting place between the two schools with the first meeting of this year to be held at Duzine on September 17<sup>st</sup>.

#### **2024/2025 DUZINE-LENAPE PTA OFFICERS/CONTACT:**

[Duzine.Lenape.PTA@gmail.com](mailto:Duzine.Lenape.PTA@gmail.com)

<i>President:</i>	<i>Jackie Hersh</i>	<a href="mailto:jacquelinesobel@gmail.com">jacquelinesobel@gmail.com</a>
<i>Vice Presidents:</i>	<i>Lindsey Williams</i>	<a href="mailto:lldubbayou@gmail.com">lldubbayou@gmail.com</a>
	<i>Raffaella Zaccaria</i>	<a href="mailto:rzaccaria8481@gmail.com">rzaccaria8481@gmail.com</a>
<i>Treasurer:</i>	<i>Molly Carrera</i>	<a href="mailto:duzine.lenape.pta.treasurer@gmail.com">duzine.lenape.pta.treasurer@gmail.com</a>
<i>Secretary:</i>	<i>Sara Ricketson</i>	<a href="mailto:sararicketson@gmail.com">sararicketson@gmail.com</a>

### **VISITING THE SCHOOL BUILDING/SECURITY**

Upon entering the building during the school day, all parents/guardians/visitors, without exception, must sign in at the front kiosk with an ID and receive a pass. Once the pass is printed the front desk person will assist you.

Visitors are not allowed on the playground during lunch and recess.

If you wish to speak with your child's teacher, please schedule a meeting in advance of coming to school. Phone calls to teachers should be made through the school unless other arrangements are agreed upon. If the class is in session, you will be forwarded to the appropriate voicemail.

### **LOST AND FOUND**

Our "Lost and Found" has a variety of items, including jackets, gloves, lunch boxes, pencil cases, thermos bottles, hats, glasses etc. Students or parents may claim "Lost and Found" items in the cafeteria. Several times a year items that remain are donated to charity. Please label everything your child brings to school.

### **REPORT CARDS AND CONFERENCES**

While it is true that no report card can adequately assess and communicate all there is to know about a student, we have made a determined effort to develop a comprehensive instrument to report your child's progress. Report cards for Grades 3-5 are distributed three times a year. The first report is given at the parent-teacher conferences scheduled in November. There are also parent-teacher conferences scheduled for March. In addition to these scheduled conferences, parents are urged to request a conference whenever they feel there is something they wish to discuss with the teacher. Conferences should be scheduled, in advance, with the teacher by calling the school.

### **CONDUCT**

We have been very proud of the conduct of our students and have, on many occasions, received favorable comments from visitors to our school, as well as from places our students have visited on field trips. NPCSD Code of Conduct was created to meet the requirements of the Project Save Legislation. Lenape operates on the premise that all members of the community will follow consistent behavior guidelines. These guidelines, outlined in our **Code of Conduct**, are easy to understand and apply to all settings of the school day. To put it simply, members of the Lenape community are expected to behave in a way that ensures everyone's safety and to be polite and cooperative toward each other. Parental support regarding discipline is necessary and encouraged. Teachers will inform you of class rules and behavior expectations through written communication or at Open House. The staff will keep you informed of situations that occur through phone calls, notes and conferences. When it is warranted, students may be referred to the principal. At the end of this handbook, you will find a copy of the New Paltz Central School District Code of Conduct Summary. **Please review the document.** A copy of the complete Code of Conduct is available on the website or in the school office should you wish to have a copy. Additionally, one specific item warrants individual attention. In accordance with the Gun-Free Schools Act of 1994, our Board of Education adopted Policy #4005, "Dangerous Weapons in School." Under NO CIRCUMSTANCES can a student have in his or her possession any type of weapon or other object which could be used as a weapon or which is capable of inflicting bodily harm. This also applies to "toy" guns, knives, etc. Infractions of this policy may result in a Superintendent's Hearing and suspension from school for one year.

### **CELL PHONES**

Student cell phones should be kept in backpacks during the school day. Students should also refrain from using cell phones on buses. Smart gear should not be used during the school day.

# The New Paltz Central School District

## Summary Code of Conduct

2024-2025

The Mission Statement for our school district states that:

**“The New Paltz Central School District exists for the children of the community. The focus of its programs and activities is the commitment to measured excellence and continuous growth and development for all.”**

To achieve that mission, the Board strives to provide welcoming, safe, and orderly schools for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. The Board expects that all members of the school community will behave with personal responsibility, give mutual respect, and accept accountability for their actions.

The Board recognizes that to maintain such an environment, we must all live within certain boundaries and that inappropriate action by one person can infringe upon the rights of another. When conflicts arise, we are committed to nonviolent resolutions that encourage personal growth, responsibility and that treat each individual with respect and dignity.

This Code of Conduct describes the behavior that the Board expects from all members of the school community, identifies interventions if those standards are not met, and establishes procedures to ensure that discipline, when necessary, is prompt, fair and effective. New Paltz Central School District promotes a preventive, positive approach to discipline rather than focusing exclusively on “punishment.” We respond to misbehavior with interventions and consequences aimed at teaching alternative expected positive behaviors, understanding, and addressing the root causes of the behavior, resolving conflicts, meeting students’ needs, keeping students safe and keeping students in school.

The Board supports a restorative approach that emphasizes relationships and community coexisting with rules and regulations. Restorative discipline helps students understand the impact of their behavior both on themselves and others. Students also learn social and emotional skills to help them respond differently in the future. Using restorative discipline, we resolve conflicts, encourage our school community members to take responsibility for their behavior, repair any harm done, restore relationships, and reintegrate students into the school community.

We are committed to applying school discipline policies and practices in a fair and equitable manner so as not to disproportionately impact students of color, students with disabilities, LGBTQIA students, students with limited English proficiency, or other at-risk students that have been historically marginalized in schools.

The full Code of Conduct can be found at [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us).

**Section I** of the Code of Conduct is an introduction to what information one will find in the Code of Conduct. It lists the purpose of the code as well as the beliefs about the children, learning, and discipline that the Code of Conduct committee followed to create the plan.

**Section II** of the Code of Conduct lists the rights and responsibilities of members of the constituent groups associated with the school, including students, parents/guardians, school personnel, and the Board of Education members. The code makes it clear that expectations exist for everyone and that everyone has rights to which they are entitled.

**Section III** of the Code of Conduct deals specifically with New York State's Dignity for All Students Act (DASA). DASA seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance, enhance student social emotional well-being, and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing and intimidation. You can read this section of the Code of Conduct to learn more about what can be done if you or another individual experience an inappropriate treatment like one of those described above.

**Section IV** deals with behavior concerns, violations, interventions, and accountability. This section of the Code of Conduct helps determine how to best address behaviors that take away from a safe and welcoming school. In particular, this section of the Code of Conduct lists different types of inappropriate behaviors and specific responses and interventions that would be appropriate when these behaviors occur. These lists of behaviors and responses/interventions are sorted by grade levels as the appropriateness of certain behaviors and responses are different for younger students and older students. Appropriate responses for students with disabilities who commit inappropriate behaviors are also discussed in this section.

Also included in **Section IV** is the school Dress Code. Specifically, the Dress Code says:

1. Certain body parts must be covered at all times. Clothes must be worn so that genitals, buttocks, and nipples are fully covered with opaque fabric. There is no requirement for cleavage coverage. All items listed in the "must wear" and "may wear" categories must meet these basic principles.
2. All attire must support a safe learning environment for all.

Classes that include attire as part of the curriculum, may include assignment-specific attire, but should not focus on covering bodies in a specific way or promoting culturally-specific attire.

Must wear attire that is consistent with the Basic Principles as specified previously in this document:

- Shirt (with fabric in the front, back and the sides under the arms), AND
- Pants/jeans/skirt or the equivalent (for example, sweatpants, leggings, shorts, or dresses) AND
- Shoes, including, but not limited to, boots, slides, flip flops, heels.

May wear attire that is consistent with the Basic Principles as specified previously in this document:

- Hats as long as the entire face is visible
- Cultural or religious headwear or cultural or religious attire
- Hoodie sweatshirts, as long as face is visible to school staff
- Fitted pants, including leggings, yoga pants and skinny jeans
- Pajamas, consistent with Basic Principles and Goals, set forth above
- Ripped jeans as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and tube tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under clothing.



The following, although not an exhaustive listing, are deemed to be inappropriate, either because they interfere with the health and safety of our students or staff, or are disruptive to the educational process.

- Violent language or images on clothing
- Images or language depicting drugs or alcohol on clothing
- Hate speech, profanity or pornography on clothing
- Images or language that creates a hostile or intimidating environment based on any protected class or historically marginalized group on clothing. Swimsuits, except as required in class or athletic practice/performance
- Accessories that could be dangerous or can be used as a weapon
- Any item that obscures the face or ears, except as a religious observance

**Section IV** includes information about the school's cell phone policy and student use of chromebooks. Cell phones are not allowed to be used in Duzine, Lenape, or the Middle School. In the High School, the following statements about cell phone use are given:

Classroom teachers and study hall teachers have the right to create and enforce cell phone policies in their classrooms. Cell phone limitations in the classroom may range from a complete ban on cell phones to allowing the use of cell phones for educational purposes. Cell phones should not be used for entertainment purposes in classes or in study halls. Students may not use cell phones in the hallways or in the lavatories while class is in session. Special permission to use the phone outside of the room during class may be granted by the teacher, in case of emergency.

Teachers must clearly explain their classroom cell phone policies and include them on their course syllabi so that students and parents fully understand them. Students are required to follow all classroom cell phone policies. Teachers and study hall monitors have the right to confiscate cell phones that are being used in violation of classroom rules.

Students may use cell phones between periods, during lunch, before and after school, and on school transportation. However, all cell phone use must follow the guidelines set forth earlier in this Code of Conduct, including not speaking loudly, listening to loud music, or being disruptive, and not video or audio recording people or taking their pictures without permission. If listening to music with headphones or earbuds, one of the individual's ears must remain unblocked at all times so that they can hear people talking to them and so that they can hear safety announcements.

**Section V** includes information about possible interventions as a result of inappropriate behavior including detention, suspension from transportation, suspension from sports or other extracurricular activities, in-school suspension, removal from a particular class, out of school suspension, long-term suspension, counseling, and PINS Diversion.

**Section VI** gives information about public conduct on school property. The District is committed to providing an orderly, respectful and safe environment that is conducive to learning. All persons on school property or attending a school function, whether on or off of school property, are expected to conduct themselves in a respectful and orderly manner. These expectations are clearly listed in this section.

**Section VII** of the Code of Conduct discusses three particular school policies. The first is policy 7110-Comprehensive Student Attendance. Among other things, this policy explains why it is

extremely important for students to come to school every day and to be on time for school. This policy defines chronically absent students as students who miss more than 20 days in a school year. Excused and unexcused absences will both count toward the 20 absence limit (or 10 for a half year course). The District will send home periodic letters to the parents/legal guardians of chronically absent students notifying them of the days of absence. Students and their parents/legal guardians who are nearing the 20 or 10 absent limits will be invited to an attendance conference where all extenuating circumstances, including doctor's notes will be considered. Policy 7110 is included, in its entirety, at the end of the Code of Conduct.

**Section VII** also gives information about student searches and interviews. This policy explains who can perform a search of student property and why a search would be appropriate. Information about the role of law enforcement in searches and interviews is described. This section also comments on the district's expectations of school visitors.

The final portion of **Section VII** of the Code of Conduct explains the requirements for periodic updates of the Code of Conduct and the rights of the members of all constituent groups to review and comment upon the code before it is officially approved by the school board.

**Section VIII** of the Code of Conduct lists the glossary of important terms used in the document.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

Prohibiting Discrimination and Harassment of Students (BOE Policy 7370) The New Paltz Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. In Accordance with New York State's "Dignity for All Students Act" ("DASA"), the Board is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting or intimidation in all their myriad forms as outlined in District Policy 7370 which may be found on the district's website, [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us). The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the on the student's actual or perceived race, color, weight, physical size/shape, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students is prohibited, and may be subject to disciplinary consequences. In addition, the District reserves the right to discipline students who engage in the harassment of students off school property under circumstances where such off-campus conduct violates the student code of conduct.

### **DASA Coordinators:**

Lenape: Lljaira Dessereau (845) 256-4300

Lenape Sean Inglee (845) 256-4300

District Compliance Officer: Deputy Superintendent of Curriculum and Instruction: Dr. Linda Oehler-Marx - (845) 256-4030