

Dear Parents:

This handbook has been written in an effort to answer some of the questions that you may have regarding regulations and procedural arrangements for Park Terrace Elementary School.

Our prime objective is to provide your child with the best education available. In our efforts to do so, it is essential that the school is a smooth working organization which takes into consideration the varied needs of over 300 students and the realities of dealing with a large number of people. Safety factors are also a major consideration.

We trust that no regulation or procedure will cause us to overlook the unique and reasonable needs of any one child. Our faculty is dedicated to the service of students as individuals.

Please feel free to discuss with us any topic covered in this handbook. We look forward to your involvement and working with you.

Sincerely,

Brian DiPasquale  
Principal

**OUR MISSION AT PARK TERRACE  
IS TO CREATE AN ENVIRONMENT WHICH  
PROMOTES THE PURSUIT OF KNOWLEDGE.**

**WE BELIEVE IN THE VALUE OF PRIDE, RESPECT, AND  
A SENSE OF RESPONSIBILITY AS CONTRIBUTING  
MEMBERS OF SOCIETY.**

**WE WILL PROVIDE OPPORTUNITIES FOR ALL  
STUDENTS TO BECOME INDEPENDENT THINKERS,  
ACHIEVE SUCCESS, AND GROW AS INDIVIDUALS.**

## IMPACT OF PARENTAL SUPPORT

Parents and the environment they create at home, are crucial factors, equally as important as the school in determining children's overall achievement. If you've ever wondered what impact your involvement and interest in your child's educational process had, consider the following:

Your attitude concerning education will dictate how your child will approach learning. A parent who participates in their child's educational process communicates a message to their child that education is important. A child who receives such a message has motivation to succeed.

Teachers cannot do the job by themselves. The demands of a classroom of students prevents a teacher from providing the kind of individual attention needed to stimulate each child to their fullest. Parent involvement is a must if the maximum benefits of educational experiences are to be realized.

Differences in academic achievement and cognitive development can be traced to the parent's reinforcement of school activities at home. Children who receive help at home achieve higher standards than those that don't, despite the ability of the parent. Not even additional help from the classroom teacher is nearly as helpful as assistance from parents.

Praise and encouragement is recognized by educators as one of the most effective tools of teaching. The child of parents involved in the educational process receives the benefits of reinforcement from the single most important source in his life, that of his parents.

No one knows your child like you do; what motivates him, his interests, his strengths, his desires, his history. This is a wealth of information that is very useful to the classroom teacher. This information is useful if the parent has a positive, active relationship with the school and teachers.

A child's education does not begin and end with the ringing of the school bell. Every experience for the young and mature child is a learning experience. Thus, every parent is involved in the education of their child on a daily basis.

As a parent you play a vital role in planning and establishing the kinds of activities in your home that will stimulate and increase the intellectual skills of your child. The rewards of your interests and involvement may not be immediate, however, your involvement makes a big

difference in whether your child will succeed in the educational process.

School Hours:

Breakfast :	8:25 am - 8:50 am
Regular Day of Instruction:	8:55 am - 2:55 pm

Any student who arrives after 8:55 am is considered tardy. A note of explanation from the parent will insure that the proper reason for the tardiness is recorded in the official class register. State law requires strict accounting of student attendance and punctuality, regardless of cause.

Once a child is tardy, they are no longer able to eat breakfast, the cafeteria closes at 8:50.

Early Arrival:

Please help us in our effort to maintain a safe and orderly school environment by not allowing your child to come to school before supervised hours. The school day begins at 8:20 am for those students who eat breakfast at school. Otherwise, 8:55 am is preferred.

Early Release:

Sometimes we realize that it is necessary to sign your child out for an appointment, however, signing your child out early on a regular basis is discouraged. Photo I.D. is required for early release.

Telephone Numbers:

Main Office	775-5750	Fax	725-7156
Headstart Office	775-5754		

Parents Visiting the School:

Minor interruptions can have a major impact upon classroom instruction. All visitors are asked to report to the office upon entering the school. If you wish to stay in the building, please sign in for a Visitor Pass. Otherwise, we will see that your child gets forgotten lunches, clothes, money, etc. This will greatly assist us in maximizing instructional time for all children.

Also, please note that ALL DOORS, except the front door to the school, will be locked to ensure a safe environment for learning. All visitors/guests/volunteers will need to show photo I.D. and will receive a printed badge to be worn during your time in the school.

### Attendance:

As a result of a law passed by the State Legislature, all school districts in New York State must inform parents of elementary (K-6) school students of their right to be notified when the pupil is absent from school. If you desire such notification, please provide the school with a written request indicating your child's name, grade, and homeroom teacher, and the phone number you or a guardian can be reached at during the first two hours of the school day.

If you choose to be notified, please assist us by calling the office at 775-5750 when you know your child will be absent. This will greatly reduce unnecessary phone calls.

Whenever your child is absent, please be aware that we must have a written excuse of absence to be kept on file. The child must present the excuse, with the reason for absence, the date(s) of absences(s), and the parent's signature to the classroom teacher on the day the child returns to school, or within five days.

Students who incur more than ten (10) unexcused days absent will receive a letter from the main office addressing this issue. Letters will also be sent for fifteen (15) and twenty (20) days. These letters will be forwarded to the District Attorney for possible action from the Fulton County Department of Social Services.

### Physical Education:

All children must wear sneakers to participate in gym class.

### Excuses from Physical Education:

Physical education is an integral part of our school curriculum. Attendance and participation on the part of all students is required. The only excuse for not attending and/or participating is a medical excuse signed by a physician.

Certain day-to-day absences, requested in writing by the parent might be reasonable and may be approved by the school nurse. The medical excuse should contain the following:

- a) Student's name
- b) Student's grade
- c) Nature of illness or disability
- d) Length of time excuse is valid
- e) Nature of the excuse (non-participation)

### Physical Examinations:

Mandated physical examinations are required upon: entry to school, as well as grades 2, 4, 7, & 10. These exams should be done by your child's doctor but can be done by the school doctor if necessary.

### Medication:

The school nurse cannot legally diagnose, prescribe, or treat any condition. If it is necessary for a child to receive any medication during the school hours, all the following procedures must be followed:

- 1) The written order of your physical specifying diagnosis, medication, (possible side effects), dosage, frequency, and the time element for administering this medication.
- 2) The written request of the parents, requesting that school personnel administer the medication as ordered.
- 3) The family must provide the medication in a bottle, tube, or container that clearly indicates date, name of child and physician, dosage, and frequency. You can ask for an extra labeled bottle for field trips. This should be brought

to school by the parent because medicine is easily lost by children.

4) We also need a recent picture of your child for identification.

#### Dental Examination:

Student enrolling in pre-kindergarten, kindergarten, or first grade in a public elementary school in this state need to present a dental health certificate; such dental health certificate must contain a report of a comprehensive dental examination performed on such child.

#### Dental Appointments:

Parents are asked to make routine dental appointments outside school hours. Local dentists have generally cooperated in order that the child will not lose any instructional time.

#### Extended Absences:

When a child will be absent for a three week period or longer, he/she may qualify for home tutoring. A doctor's note stating the diagnosed illness and the length of confinement at home must be submitted to the principal, along with a written parent request for home tutoring.

#### Pupils Excused During School Hours:

If it becomes necessary for a child to be taken from school by a parent during school hours, the parent or adult listed on the emergency card should come to the main office for the child. Children will not be released to adult friends or relatives without written permission from the parents. **Children may not walk home during school hours. The parent or guardian must take the child in person. A photo I.D. of a parent/guardian is required during this process.**

#### Lost and Found:

A lost and found box is located in the hall across from the cafeteria. It is suggested that all articles of clothing be labeled with your child's name to insure prompt return to the owner.

#### Bicycles:

Students must wear helmets when riding their bicycle to school. A lock should be brought to lock the bicycle up to ensure it not being stolen. We are NOT responsible for stolen bikes!

All bicycles must be kept in the bicycle rack on the lower playground. THEY ARE NOT TO BE KEPT IN FRONT OF THE SCHOOL. Again, it is recommended that all bicycles be locked.

#### Work:

\*Check your child's book bag each night.

\*We have purchased folders for each student in the school. This folder will be used for students to bring home every day for homework, as well as, Parent-Teacher Communications.

#### Parent - Teacher Conferences:

The school encourages parent-teacher conferences. In some instances the teacher will initiate such meetings. Parents may request a meeting at any time during the school year. Please call the office in order to make an appointment to see your child's teacher. Parent-teacher conferences which are planned will be of the most value to all concerned.

The will be one full day for parent-teacher conferences throughout the school year. A notification will be sent home giving the date for parent-teacher conferences, or you can check the school website at [www.gesdk12.org](http://www.gesdk12.org).

#### Emergency Dismissal:

In the event of an emergency, it may be necessary to send your child home during the school day. When you expect to be away from home during school hours, please arrange to have a relative or friend available for us to contact. Such a person should be prepared to transport your child home and care for him/her in your absence. This person's name, address and telephone number should be filed at the school office on their emergency card.

#### Parent Involvement:

We encourage parents who have special skills (academic, arts, crafts, hobbies, etc.) to share their interests and skills with the school. Interested parents are requested to contact the principal or classroom teacher.

#### Parking:

**WHENEVER YOU VISIT OUR SCHOOL, PLEASE PARK IN THE PARKING LOT. DO NOT PARK IN THE BUS ZONE IN FRONT OF THE SCHOOL.**

### **Student Behavior:**

There are many factors which contribute to excellence in education. Among the most prominent of these factors is the development of a school environment which reflects order and discipline.

Discipline is achieved when learning is valued and teachers are respected; disruptive behavior is dealt with firmly, fairly and quickly; students are expected to attend classes and complete assignments; high academic standards are expected to be met; and when learning entails effort, hard work, and sacrifice.

To maintain this kind of discipline, cooperation is needed from all elements of society, especially parents. By supporting and enhancing discipline in the school, parents foster a situation in which teachers can spend their time engaged in the process of teaching rather than consuming valuable time dealing with disruptive behavior and poor learning attitudes.

The following are suggestions for parents as to what they can do to promote better discipline in the schools:

- 1) Become knowledgeable of the behavior policy of your child's school. What conduct is expected in the classroom and on school grounds? What procedure is followed when problems arise?
- 2) Instill in your child a sense of responsibility to what he/she says and does. Children should realize that disruption and disorder in the classroom undermines the educational effort and hurts everyone.
- 3) Encourage respect for authority.
- 4) Create an atmosphere where your child feels secure about discussing school related concerns and problems. Discuss their concerns and problems with your child's teacher or administrator.
- 5) Review your own attitude toward discipline. If parents don't consistently enforce

reasonable and firm rules, then perhaps it is too much to expect such discipline within the schools.

- 6) Most importantly, parents must be a model of respect for the learning process. A key to the attainment of excellence in education is the rededication to learning within the home.

### Guidance Counseling Program:

Consistent with the philosophy of education, elementary school counseling concerns itself with children in the developmental process of maximizing their potential. Particular attention and time need to be given in the educational program of young children to provide training and opportunities to learn decision-making skills. Individuals make the choices and decisions that ultimately determine their behavior and their learning.

Mrs. Ciaccio, our School Counselor, works with children in the following ways:

- 1) Classroom guidance lessons.
- 2) Group counseling with specific focuses, i.e., Banana Splits, family alcoholism, violence, conflict resolution, self-esteem, abuse, friendship groups, etc.
- 3) Individual counseling.

Our counselor is available for consultation with staff, parents, and outside agencies, as well as, through the child study process.

### School Psychological Services:

Services are available to Park Terrace students on a regular basis. Please contact our school counselor if you are requesting these services.

### Food Services:

**ALL ELEMENTARY STUDENTS WILL RECEIVE MEALS AT NO CHARGE.** If you have any questions, you can contact Teal Carpenter at 775-5708.

Please note: If we have an emergency two hour delay, there will be NO breakfast available.

PARK TERRACE SCHOOL FACULTY

Brian DiPasquale	Principal
Terry Glover	Secretary
Jim Lamphear	Head Custodian
Mr. Balogh	Nurse

<u>Teacher</u>	<u>Grade</u>	<u>Room No.</u>
Ms. Sweeney	PreK	103
Mrs. Durfee	Kdg.	101
Mrs. Wolff	Kdg.	102
Mrs. Jacques	1 <sup>st</sup>	100
Ms. St. Amour	1 <sup>st</sup>	128
Mrs. Barboza	2 <sup>nd</sup>	211
Ms. Tracy	2 <sup>nd</sup>	126
Mrs. Wilson	2 <sup>nd</sup>	210
Mrs. Carey	3 <sup>rd</sup>	202
Ms. Donohue/Mrs. Symonds	3 <sup>rd</sup>	212
Mrs. Masaitis	3 <sup>rd</sup>	203
Mrs. Pavlus/Croucher	4 <sup>th</sup>	215
Mrs. Rossi	4 <sup>th</sup>	225
Mrs. Brown/Yvars	5 <sup>th</sup>	201
Mrs. Smeallie	5 <sup>th</sup>	227
Ms. Snell	Spec. Ed.	226

SPECIAL AREA TEACHERS

<u>Teacher</u>	<u>Subject</u>	<u>Room No.</u>
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Mr. Cheney	Phys. Ed.	Gym
Mrs. Laubscher	Art	209
Mrs. Trojan/Mrs. Savage	Music	117
Ms. Biche	Speech	130
Mrs. Cooper	AIS Reading	205
Mrs. Feerick	AIS Reading	200
Ms. Simpson	AIS Reading	230
Mrs. Priolo	Reading First Tier II Coach	
Mrs. Loux	Library	Library
Mrs. Ciaccio	Guidance	Main Office
Mr. Balogh	Nurse	Office

We Believe That All Children Can Learn!

However, we can't do it alone. We need your help.

Please become a partner in education with your school.

**Reading is the foundation of success in school and in life.**

**Make it a habit to read with  
your child every day!!**

