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Concord Road School

Parent Handbook

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Concord Road School Vision

“At Concord Road Elementary School, we believe in fostering a respectful environment that nurtures creativity, encourages perseverance and inspires motivation to learn.”

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Revised August 2023



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About CRS

Principal's Welcome

Concord Road Elementary School (CRS) has a proud history of academic excellence and a dedicated professional staff whose mission is to deliver a rich standards based curriculum that fosters learning in a nurturing and stimulating environment. We use a balanced literacy approach to reading and writing instruction, and the Investigations in Number, Data and Space program in mathematics. Instruction in social studies is inquiry based and focuses on both content and practices. Instruction builds from explorations of self and community to developing understandings of local and United States history and government. All students attend music, art, science, and physical education classes led by content specialists. Additionally students are enrolled in a computer science class starting in 1st grade. Our library media center is available to students for research purposes and for the selection of reading materials. Effective educational practices coupled with high expectations for student achievement ensure that our students will be well prepared to navigate the ever- changing environments of the 21st century.

The Parent/School Partnership

We maintain strong bonds with the families we serve. We believe that shared decision making promotes the high quality communication needed to ensure success for all our students. We work closely with both our Performance Planning Leadership Team (PPLT) and our Parent Teacher Association (PTA) to develop procedures and processes that will enhance school and family partnerships. The PPLT identifies and implements policies and programs that enable the school to maintain its high academic standards, and to operate efficiently and effectively. We offer myriad opportunities for parents to support CRS. They attend school events, they volunteer in classrooms, they join school and district committees, and they participate in a wide range of fund-raising activities. This drive to actively involve parents establishes bonds of mutual respect and trust between home, community and school.

The School Agrees

- To demonstrate its commitment to shared decision making by actively involving parents in the educational process through participation in or communication with our PPLT team
- To provide high quality curriculum, instruction and enrichment in a caring and tolerant school environment
- To promote communication between the school and parents through: parent teacher conferences, school and grade level newsletters, progress reports as needed, opportunities for parents to volunteer and classroom visits
- To keep parents informed about all programs that are available

The Parent/Guardian Agrees

- To demonstrate a commitment to shared decision making through involvement in or communicating with our PPLT team
- To monitor and foster the child's: attendance and punctuality, homework, appropriate school behavior and daily reading
- To provide structure and assistance for the child when doing homework
- To work with the classroom teacher to improve student achievement
- To be an active participant in a parent/teacher alliance for the benefit of the child
- To communicate directly with the teacher about any educational or social concerns that the parent has
- To use support services that are recommended by school personnel
- To become involved in school events as well as PTA functions. To support your child's literacy by reading to or with your child each day, whenever possible.

Building & Grounds

Concord Road Elementary School is located on a twenty-five acre campus. The building is divided into three wings:

- Primary Wing: Kindergarten & Grade 1
- Main Wing: Grades 2, 3, and 4
- Library Wing: Library and three primary grade classrooms
- Science Wing: 2 science classrooms, computer science, speech, and CORE rooms

Our building contains state of the art facilities for our music, art and science programs, a physical education and large-group assembly area as well as a library/media center. The grounds include three playgrounds and a soccer field.

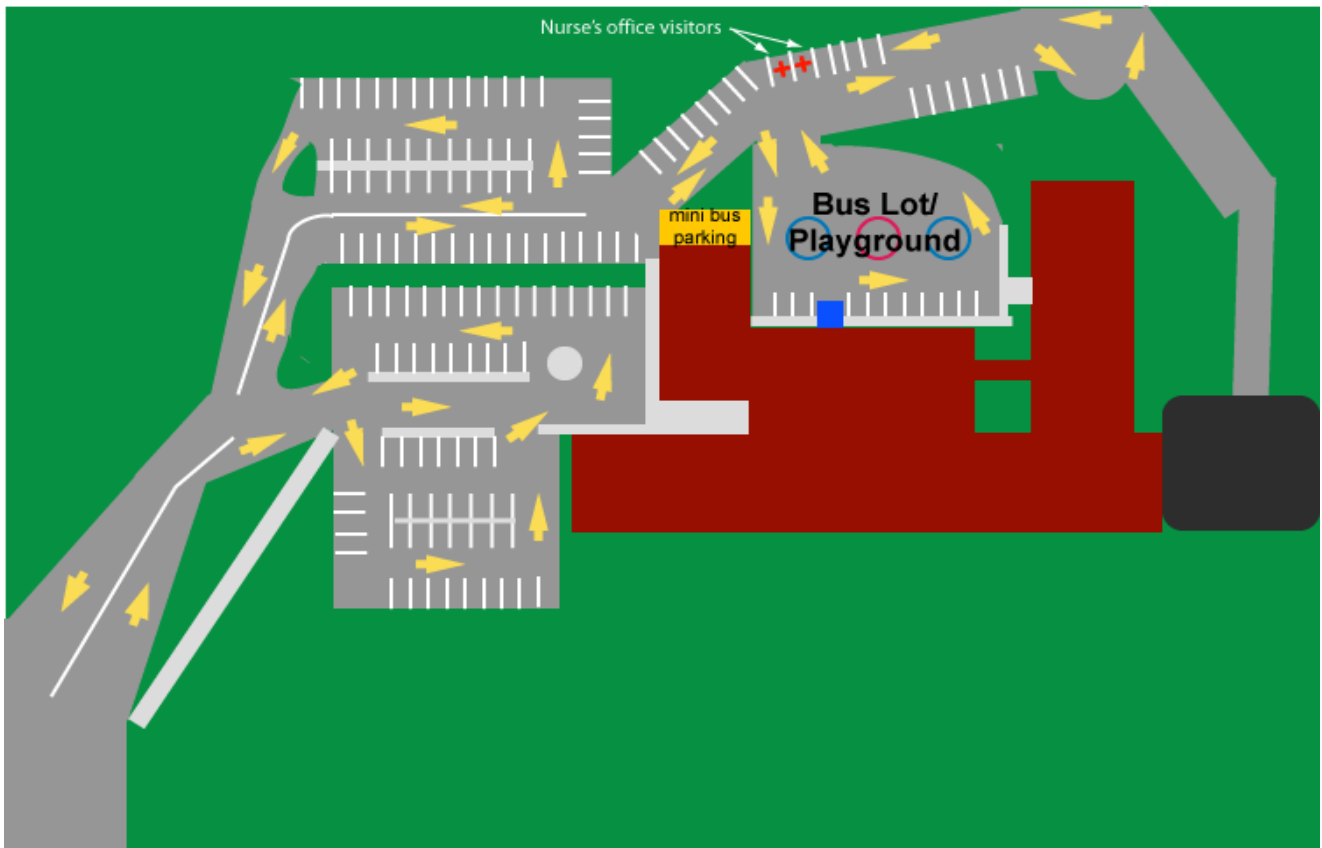


Figure 1 Illustration of building facilities as described above

School Hours

Instructional Day (M/T/Th/F): 8:35 – 3:10
Instructional Day (W): 8:40 – 2:20

Please see Arrival & Dismissal procedures for timing of drop-off and pick-up times.

Important Numbers

Concord Road Elementary School Important Numbers:

| | |
|----------------|----------|
| Main Number: | 231-0800 |
| Health Office: | 231-0890 |
| Psychologist: | 231-0841 |
| Guidance: | 231-0850 |

Ardsey UFSD Important Numbers:

| | |
|--|--------------------|
| Superintendent's Office: | 295-5500 ext. 5510 |
| Office of Director for Curriculum/Instruction: | 295-5500 ext. 5520 |
| Transportation Office: | 295-5500 ext. 5559 |
| Director of Special Education: | 295-5600 ext. 5635 |

Concord Road Staff

Please refer to our Website for current teacher assignments. In addition to our K - 4 teachers, Concord Road has the following professional staff:

Interim Principal and Assistant Principal

- Mr. Anthony DiCarlo, Interim Principal
- Ms. Tiffany Babb, Assistant Principal
- Mrs. Karen O'Rourke, Administrative Assistant to the Principal
- Mrs. Antonia Tiso, Administrative Assistant to the Assistant Principal

Interim Principal Anthony DiCarlo and Assistant Principal Tiffany Babb join all staff in welcoming students to the 2023-2024 school year. Feel free to contact our administrative offices at any time.

Guidance Counselor

Mrs. Michelle Stavrou

These services are designed to provide opportunities for all students to achieve their maximum growth intellectually, socially and emotionally through self-understanding and the development of life skills. Group guidance programs provide students with developmentally appropriate strategies.

School Psychologists

Ms. Tina Pizzuti
Ms. Monica Ricci

School psychologists provide a broad range of services to all students, including the assessment of individual needs, consultation with teachers, administrators, and parents, direct intervention with students and program development.

Nurse

- Mrs. Susan Caporal
- Ms. Kay Stocke

The nurses at CRS serve as health counselors for students, parents, and staff. In addition, they are liaisons with outside health care providers whose treatment of students is relevant to the student's school progress. Our nurses' conduct all NYS mandated health screenings, dispense medications to students according to physicians' orders, and provide emergency and routine medical care to students and staff.

Speech/Language Services

- Ms. Debra Gallo
- Ms. Jaclyn Grigoli
- Mrs. Deborah Maguire
- Ms. Amanda Delahunty

Speech/Language specialists provide diagnostic testing to help determine the extent and origin of communication problems that may be interfering with academic achievement. They provide services to students with moderate to severe communication disorders including voice, fluency, hearing and language deficits.

Occupational and Physical Therapists

- Mr. Tom O'Neill
- Ms. Maribeth Rushneck
- Ms. Kathy Mak
- Ms. Susan Chacko
- Ms. Justine McInerney

Occupational Therapy and Physical Therapy services are provided when a student has a qualifying condition that impacts their ability to function within the school setting. Goals of treatment are designed to meet the specific needs of the student in relation to his/her overall educational program. Therapy services may include: screening, formal evaluation, program planning, intervention, communication, consultation, education, and documentation.

Literacy Specialists

Mrs. Meghan Keller
Mrs. Cathay McDermott
Mrs. Alexandra DeLello

Our literacy specialists work with students who require more direct support around the development of reading and writing skills and strategies. The identification of students is dependent upon student benchmarks established for each grade level, teacher input and, at grade 4, the student's score on the Grade 3 NYS ELA Assessment. Scheduling support is

determined around the level of need required by each individual child. Services are delivered in small group settings.

Math Specialists

Ms. Kim Blaise
Ms. Natasha Grey

Our math specialists work with students who require more direct support around the development of math skills and strategies. The identification of students is dependent upon student benchmarks established for each grade level, teacher input and, at grade 4, the student's score on the Grade 3 NYS ELA Assessment. Scheduling support is determined around the level of need required by each individual child. Services are delivered in small group settings.

English as a New Language (ENL)

- Ms. Allison Grabe
- Ms. Tetyana Lapson

Students who are English language learners receive support from a specialist in the acquisition of speaking, reading and listening skills in their new language. The level of services provided is determined by the student's annual performance on the NYS Assessment designed specifically for these purposes. The NYSESLAT assessment occurs each spring to determine scheduling for the following school year.

Special Education Services

Emotional Support Program (ESP)
Ms. Christina Spano (ESP)

The Emotional Support Program is for emotionally vulnerable, non-aggressive students K - 4 with average to superior cognitive potential. Students are supported in a nurturing, highly structured program. Students are mainstreamed into grade appropriate settings for both academic and non-academic classes.

Special Class (SC)
Ms. Megan Canfield
Ms. Nora Kelly
Mrs. Ifat Shelon

This instructional model supports the intellectual, social, emotional and physical development of our neediest students. Classrooms are 'self-contained' with students leaving their rooms to meet with support services and special area teachers. Two of our SC classrooms participate in a 'reverse mainstreaming' program with our regular education classrooms each spring.

Consultant Teacher Services
Mrs. Gabriela Muzzio
Mrs. Trish Poveromo

Students receiving consultant teacher services are placed in general education classes. A special education teacher delivers differentiated instruction to support students' unique learning needs.

Co-Taught

Ms. Anita Baccari

Mrs. Tara Curran

Mrs. Erica Keogh

Mrs. Christina Kissane

Mrs. Kristen Powers

Ms. Victoria Vonholt

Mrs. Patricia Werner

Our co-taught classes are heterogeneously grouped classes. In this setting, a general education teacher and a special education teacher deliver instruction as a team to provide differentiated instruction to meet the diverse range of needs of our students.

School Day FAQs

NOTE: CRS has extremely limited visitor parking. In order to ensure the safety of all students, staff and visitors, we continue to encourage all bus-eligible students to ride the bus to and from school. We also urge you NOT to park in such a way that it blocks another vehicle from getting in and out of the school.

● Arrival Procedures

STUDENT ARRIVAL TIME BEGINS AT 8:35 AM

As you are aware safety and security are of the utmost importance. As a result, we are asking that if students are arriving by car that **PARENTS DO NOT GET OUT OF YOUR CAR**. This will help tremendously with the flow of traffic in the morning. All cars need to enter the lower bus lot for morning drop off.

By Car:

Cars enter the Concord Road Campus and stay to the left. Drop-off will take place in the clock entrance parking lot starting at 8:35 AM. ***Prior to 8:35 AM, students must remain in their vehicles as supervision is not available.*** Vehicles should line up along the curb in a single line. The first car must pull all the way around to where the curb first starts at the gate and all other vehicles must pull forward to the greatest extent possible.

All cars must remain in the queue and wait until the cars in front of them drop-off. Cars may not pull around vehicles that are still in line for any reason.

Parents **must** remain in their cars. If, for any reason, a parent plans to step out of the vehicle to support drop-off, s/he must park in an available parking space and escort the child to the main entrance.

- Students must exit their car from the right, positioning them safely on the side of the curb. Staff members will be present to support an efficient drop-off process. **Students will open their car door, exit the vehicle and close the door.**

All students will walk along the sidewalk and proceed to the following designated entrances:

- Students in kindergarten and first grade will enter the building through the primary entrance doors and transition to their classrooms.
- Students in second, third and fourth grade will enter the building through the clock entrance doors and transition to their classrooms.

Cars must remain in line and exit the lot in the order they entered.

Starting at 8:50, staff members must leave the drop-off area to join students for instruction in classrooms. Students arriving late will enter through the main entrance. As of 8:50, parents dropping off students in kindergarten and first grade must park in a designated parking space and escort their child to the main entrance.

Please note that the gate to the lot will be closed at 8:50.

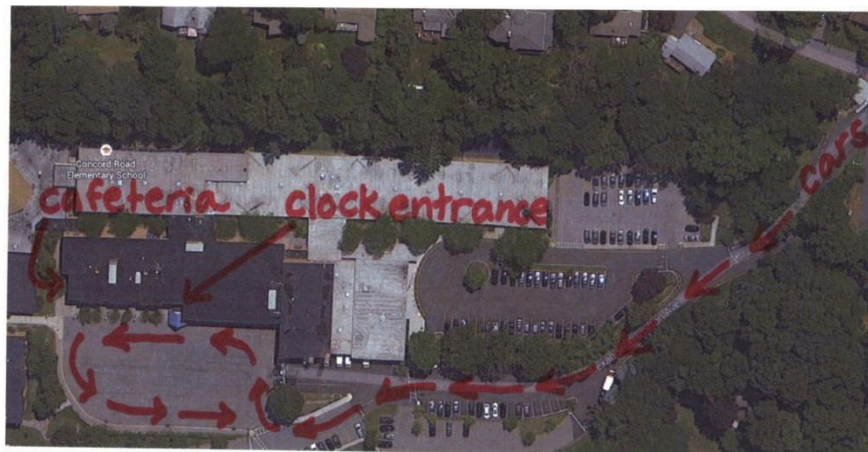


Figure 2 Illustration of morning drop off procedures as described above

For student and staff safety, please refrain from using or checking your cell phone during arrival.

By Bus:

Our buses proceed down the entry drive to the main entrance lot. Students proceed directly to their classroom. Staff is stationed throughout the hallways to direct and supervise student arrival.

Late Arrival Procedures:

All students (K-4) who arrive after 8:50 are considered late and must enter through the Main Building and sign in at the Greeter's desk. There is no admittance via the Primary Wing Entrance. Only our Main Entrance is accessible to visitors.

After 8:50, parents dropping off students in K-4 must park in a designated parking space and escort their child to the main entrance. Students will be given a late pass and proceed directly to their classroom/special. Our security guard will have a master list of class specials to ensure that your child will join his or her class efficiently. In all cases, our Health Office is notified of late arrivals and this information will appear on your child's permanent attendance record and report card.

● Dismissal Times

As you are aware safety and security are of the utmost importance. As a result, we are asking that upon dismissal as you are leaving the campus that you **MAKE A RIGHT TURN ONLY ON HEATHERDELL RD UPON EXITING**. This will help tremendously with the flow of traffic in the afternoon.

Kindergarten and 1st grade:

Monday, Tuesday, Thursday and Fridays dismissal is at **3:04pm**

Primary Walkers will be dismissed by the primary entrance.

Sibling Match will be dismissed by the clock tower entrance.

Wednesday dismissal is at 2:24pm

2nd, 3rd and 4th grade Main Building Walkers:

Monday, Tuesday, Thursday and Friday dismissal is at **3:06pm**

Wednesday dismissal is at 2:26pm

Buses depart between 3:20pm - 3:30pm on Monday, Tuesday, Thursday & Friday

Buses depart between 2:45pm - 2:55 on Wednesday

● Dismissal Procedures

SCHOOL DISMISSAL MANAGER APP

For the communication of dismissal information, we use School Dismissal Manager (SDM).

For information about School Dismissal Manager, please visit

www.schooldismissalmanager.com. In August, you will receive an email with instructions on how to use the system. You will need to enter your child's dismissal plans for each day of the week. **Please enter your child's regular, recurring dismissal arrangements as the default.**

By Car:

Students in grades K and 1 will be picked up at the **primary entrance doorway at 3:04pm** and **Sibling Match will be picked up at the Clock Tower entrance at 3:04pm** on Mondays, Tuesdays, Thursdays, and Fridays. **On Wednesdays the pick-up time is 2:24pm.** Primary Walker parents picking up K-1 students by car need to arrive in our Bus Lot prior to dismissal time. You will be directed to park your car and get out to meet your student at the entrance to the Primary Wing. An adult will be there to supervise the dismissal and be certain each student meets with the appropriate adult. Once all students have returned to their car, the adult supervising the bus lot will then permit cars to exit the lot.

Students in grades 2, 3, & 4 will be dismissed at the **main entrance at 3:06pm** on Mondays, Tuesdays, Thursdays, and Fridays and **2:26 on Wednesdays at the Main Entrance.** Main building walker parents picking up students by car should arrive and park legally. You **MAY NOT** park against the curb as this is an emergency zone.

2nd grade main building walkers will be dismissed from the second grade wing, which is to the left of the main entrance as you exit the building, close to the upper parking lot. 3rd and 4th grade main building walkers will be dismissed from the main entrance doors.

If you have children in grades 2, 3 or 4 they will be dismissed as a Main to Primary Walker and will be matched with their K or 1 sibling. You will pick your children up at the clock tower entrance in the primary lot.

As students exit the building, they will identify their adults.

By Bus:

Students are dismissed by their classroom teacher and are supervised by faculty and staff. As buses arrive, our students board the bus and are dismissed from the school grounds.

Requests for Changes in Your Child's Dismissal**Making Changes:**

If you need to change your child's dismissal, you will log into School Dismissal Manager by 1:30 pm and **enter any changes as exceptions.** You may choose to receive a confirmation email for any changes made. **Your child's teacher and the Main Office will no longer accept notes or phone calls for dismissal changes.**

Daily Dismissal:

At the end of the day, School Dismissal Manager will automatically send an update to your child's teacher indicating his/her dismissal plans. In the event of an early dismissal, teachers will also be notified.

Absence and Lateness

If your child is going to be absent or late for any reason, please be sure to call the attendance office (914-231-0892) or email the attendance office at crsattendance@ardsleyschools.org before 8:30 AM to report the reason for his/her absence or lateness. **Please email or call the attendance office even if you have notified the teacher.** You may call any time day or night and leave a message on the attendance office voicemail. Messages are retrieved by 8:30 AM every morning.

Based upon our district's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, or other such reasons as may be approved by the Board of Education.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, haircut, oversleeping).

● **Ardsley Children's Center (before/after school child care)**

The Ardsley Children's Center is a non-profit childcare program that offers before and after-school care to children who attend the Concord Road Elementary School. The morning program opens at 7:30AM and the center is in operation from dismissal until 6PM in the evening, with an option of a 4:30PM pick-up.

The program is recreational in nature and offers a quiet space for homework to be done. Licensed by New York State, the ACC follows all of the regulations set forth by the Office of Children and Family Services, including the 1:10 staff/child ratio. Although the program operates separately from the Ardsley School District, the program is run out of the Concord Road School.

For more information about enrollment and pricing, contact: Ms. Kim DeSalvo at 693-6686.

● **After-School Activities**

Throughout the year, after-school activities are offered to all children attending Concord Road. The classes span many of our children's interests including music, art, and sports. Most classes run for 8 weeks and are approximately 45 minutes long. Classes take place at Concord Road. Parents are responsible for picking up their children after class. For those children who attend Ardsley Children's Center, arrangements are made for them to be picked up and brought back to Children's Center. There is a fee for all classes offered. Information about these activities will come home via email.

● Dress Code

All students are expected to dress appropriately for school and school functions in accordance with our District Code of Conduct. Clothing and accessories must be safe, and not interfere with the educational process, e.g., items of clothing that can easily be removed or tossed about by others.

Weather permitting, children will have outdoor recess throughout the winter months unless the temperature falls below 28 degrees. Please be sure that your child is dressed appropriately for the weather. We recommend gloves or mittens, hats and outerwear that can easily be put on and taken off independently by your child. Many classrooms are equipped with ceiling fans. Most classrooms do NOT have air conditioning.

Physical Education

In order to secure the safety of our students, sneakers must be worn on days when your child has Physical Education. Please do not send your child in with slip-on shoes (i.e. Merrells, Crocs), platform sneakers, (i.e. high-heeled Skechers), or boots. *Your child will be unable to participate in Physical Education unless sneakers are worn.* Children should be comfortably dressed in a way that is appropriate for movement.

Bus Safety

For safety on the bus, children should not wear long scarves, untied laces, or anything else that could be caught on the bus stairs or in its windows and doors.

● Lost & Found

An area outside of the Main Office has been designated for Lost & Found items. Parents should examine both of these areas for missing items. We encourage parents to label all clothing, backpacks, books, wallets, etc. with their child's name and teacher to help in the identification of lost articles.

● Parties & Celebrations

Birthdays

Please check with your child's teacher in advance of a birthday as to the grade level policy on birthday celebrations. Food is not permitted at celebrations.

If you plan to have a party for your child outside of school, please do not send invitations to school unless all students are invited. In addition, party favors and gifts are not to be distributed at school.

Halloween Parade

This is an occasion for the entire school to celebrate. Children march in costume around the blacktop while parents and visitors cheer the children on--and take pictures!

Celebrations

Each classroom has its own special celebrations throughout the year. Classroom teachers will notify parents and children several weeks in advance of any upcoming celebrations.

- **Valuables and Toys**

We do not permit children to bring toys and valuables into school. This includes any type of electronic toy, collectible, as well as expensive watches and jewelry. Please understand that we have no way of safeguarding these items during the school day. The school cannot be responsible for lost or stolen items. We've also found that children learn best when these distractions are kept safely in the home.

- **Cell Phones/Smartwatches**

If your child has a cell phone or SmartWatch these items must be turned off and kept in their backpack during the school day. The school cannot be responsible for lost or stolen cell phones or SmartWatches.

- **Lunch Program**

Access to a nutritious lunch program is provided to all students. Questions regarding eligibility for free and reduced lunch should go to Fran Monteleone at fmonteleone@ardsleyschools.org. Menus detailing the month's offerings and the costs are posted on the website, as well. The lunch and recess period is supervised by members of our support staff.

Each student has a 30-minute supervised lunch period. Children may bring lunch from home or buy lunch. Students may choose from a healthy, well-balanced lunch plate or from the a la carte selections, which include healthy snacks, milk and juice.

Concord Road utilizes the mySchoolBucks account system. This system offers families the ability to prepay for all meals and to track purchases made by students. Please visit the food services tab on the Ardsley website for additional information about food offerings or to set up an account.

- **Recess Program**

Each day, students enjoy a 30-minute recess period. Recess is held outside, weather permitting. Guidelines for those decisions include wind chill, precipitation and any weather warnings the school may have received. When outdoor recess is not appropriate, students remain indoors in a variety of locations/activities dependent upon their grade level. We try to offer every student stimulating and physical activities, while they remain safely indoors with adult supervision.

Your Child's Health

- **Health Office**

The nurses at Concord Road School serve as health counselors for students, parents and staff. They also serve as the liaisons with outside health care providers whose treatment of students is relevant to the students' school progress. The nurses perform all New York State mandated health screenings, dispense medications to students according to physician orders, and provide emergency and routine medical care to students and staff. In addition, the nurses monitor the certification of medical immunizations and keep on record completed physical examination forms for all new students and students entering grades K, 1 and 3.

Parents are encouraged to share with the school nurses any health issues, prescribed medications or emotional issues that may affect their child's performance in school.

- **Medications in School**

All medications coming into school must be brought to the Health Office by a child's parent or guardian.

Prescription medication must be in the original container with the pharmacy label attached. Non-prescription medications must be in the original container with the child's name attached to it.

All medications, including any over-the-counter preparations, must have a written order from the prescribing physician. The order must contain the name of the child, the name of the medication, dosage, frequency of administration and what is being treated.

Please do not send medication with your child. Teachers are not permitted to receive prescription or over the counter medicines.

At the end of the school year, all medications must be picked up no later than the last day of school. Otherwise, they will be discarded.

For more information, please contact the Health Office at 231-0890.

- **Allergies**

Many children have allergies to certain foods or food additives. Additionally, students may suffer from insect allergies and/or sensitivities to seasonal airborne allergens. It is always important for your child's teacher and the Health Office to be alerted to any and all allergies and to be in possession of your child's required medication for the allergy. Please be sure to take time to review our school allergy protocols under the Parent tab.

● Medications & Field Trips

Students who require medication during the school day will have a parent requested as a chaperone in order to provide for the taking of such medication in the absence of the school nurse. ALL students who require the use of an EpiPen/Auvi-Q will have their EpiPens/Auvi-Q accompany them on any field trip. ALL staff have been trained in the signal for and the administration of an EpiPen/Auvi-Q.

● Immunizations & Physicals

Immunizations

Under NYS Law, students may not be admitted to class without proof of an up-to-date immunization record. This is an official document prepared by your child's physician and submitted to our Health Office to be kept in your child's health records.

Physicals

A complete physical is also required for any new student and for all students in grades K, 1 and 3. Please call the Health Office, 231-0890, for more information.

● Should My Child Stay Home From School?

Parents often ask, "When should my child remain at home?" Health Office guidelines are as follows...

A child should remain at home if...

- There is a fever. A child is considered to have a fever if their temperature is over 100.4 degrees. Children should remain at home until they are 24 hours fever free.
- There are any signs or symptoms of gastroenteritis (vomiting and/or diarrhea).
- There has been a diagnosis of strep throat or scarlet fever. A child must be on antibiotics for a full 48 hours before returning to school.
- There are signs of head lice. A child must remain home until the shampoo treatment for head lice has been accomplished and no nits are found in a thorough inspection of the hair by the health office.

If your child is going to be absent or late for any reason, please be sure to email the attendance office at crsattendance@ardsleyschools.org or call the attendance office (914-231-0892) before 8:30 AM to report the reason for his/her absence or lateness. **Please call the attendance office even if you have notified the teacher.** You may call any time day or night and leave a message on the attendance office voicemail. Messages are retrieved by 8:30 AM every morning.

● Illness or Injuries at School

Should your child become ill or injured during the school day, the following steps will be taken:

1. If the illness or injury can be sufficiently treated by our Health Office, you will be notified of the incident and the steps taken to care for your child.
2. If it is determined that the student should go home, you will need to arrange to pick up your child as quickly as possible.
3. If the illness or injury requires immediate emergency medical attention, the Health Office and the school Medical Emergency Response Team (MERT) will immediately follow emergency protocols while attempting to reach a parent.

Picking Your Child Up From the Health Office

Before proceeding to the Health Office, please sign in at our main security desk at the Main Entrance. Once this is completed you can proceed to the Health Office.

If your child needs to be picked up from the Health Office, a parking space for Health Office pick-up has been reserved near the primary office.

The space is located across from the long gates to the Bus Lot (see map) on page 6. Please use this space and follow the sidewalk up to the Primary Office doors. The Health Office will be expecting you and will expedite your pick-up and departure.

If your child has been sent to the nurse during the school day, notification may come home to you in the form of a note.

• District Wellness Committee

All schools/districts are now mandated to have Wellness Committees. The goal of this committee is to promote healthy lifestyles around increased physical activity and healthier food choices. Our Wellness Committee has worked collaboratively with our Food Service Provider to create healthy and attractive choices for our students' breakfast, lunch and snack programs.

Academics & Achievement

• Core Curriculum

Literacy

We embrace a balanced literacy philosophy around the teaching of reading and writing. Through this instructional approach, we immerse students in opportunities to read and write throughout the school day and in a variety of groupings that include whole class, small group, partner work, and individual conferences. Teachers select a particular grouping depending on the support that students need to be successful at learning a skill or strategy. When a skill is new, the teacher provides a great deal of support, gradually turning the responsibility over to the children, as they become more competent using that skill.

Your children are taught to make appropriate book choices for themselves and to read and write deeply and broadly across a variety of genres. They are asked to read books that allow

them to read with phrasing and fluency and ones they can understand on the literal and inferential levels.

To support and inform this instruction, our teachers rely on both formal and informal assessments that provide insight into the strengths and needs of individual learners. All of this practice has as its singular goal the nurturing of lifelong literacy learners who will choose to read and write.

Math

Your child will focus on *Investigations* in Numbers, Data and Space as the core math curriculum at Concord Road School. At each of the grade levels, K-4, there are specific units of study that offer 2-8 weeks of work. The units are taught through investigations that enable students to explore major mathematical concepts.

Students are encouraged to find more than one solution to problems and to create their own strategies and approaches. Students are also given many opportunities to communicate their mathematical thinking. Our students work in a variety of groupings - individually, in pairs, in small groups, and as a whole class.

Our teachers also provide instruction in the basic algorithms. Students learn the number facts and commit the facts to memory in order to obtain computational fluency. Our math program is closely aligned to the New York State math standards.

Social Studies

The social studies curriculum at Concord Road is designed to reflect the goals and objectives of both the National Council for Social Studies and the New York State Social Studies core curriculum. Social Studies is intended to promote civic competence through the integrated study of the social sciences and humanities. The primary purpose of Social Studies is to help our young students develop the ability to make informed and reasoned decisions for the public good as citizens of a culturally diverse, democratic society in an interdependent world (adapted from the National Council for the Social Studies [NCSS] definition of Social Studies). The Social Studies Framework allows for our students' to develop an understanding of concepts and key ideas through inquiry. Students work to strengthen their understandings of key ideas and conceptual understandings as well as focusing on the Social Studies practices. The Social Studies Practices represent the social science and historical thinking skills that students should develop throughout their K-12 education in order to be prepared for civic participation, college, and careers. Similar to the Mathematical Practices within the Common Core Learning Standards, the Social Studies Practices should be infused with the Social Studies content that students are learning in each grade.

| | |
|---------------|--|
| Kindergarten: | Self and others |
| Grade 1: | My Family and other families, now and long ago |
| Grade 2: | My Community and other United States communities |
| Grade 3: | Communities around the world -- learning about people and places |
| Grade 4: | New York State Local History and Government |

Science/STEM

Our Elementary Science Program provides opportunities for students to develop the understandings and skills necessary to function productively as problem-solvers in a scientific and technological world. We believe that children learn science best when they are involved in hands-on explorations where investigation and inquiry skills are nurtured. Our content is aligned to the new NY State P-12 Science Learning Standards and includes units from Project Lead the Way in partnership with RIT. All students engage in a stand-alone engineering unit and, starting in first grade, all students take a computer science class.

● **Homework Guidelines**

In conjunction with the Board Policy on Homework, the following are suggested guidelines for the assignment of daily homework throughout the grades:

| <u>Grade</u> | <u>Time Per Day</u> |
|-----------------|-----------------------|
| K | 15 minutes (optional) |
| 1 st | 20 minutes |
| 2 nd | 30 minutes |
| 3 rd | 45 minutes |
| 4 th | 1 hour |

These are suggested times for students of average ability. Variations should occur for differences in student interest and motivation. If your child is home ill for more than two days, homework is sent to the child's home. Homework will not be provided for unexcused absences.

● **If Your Child is Experiencing Difficulty**

If you feel your child is having difficulty with any area of the curriculum or with social or emotional concerns, your first conversation should be with your classroom teacher. If necessary, your classroom teacher will expand that conversation to include the appropriate support services available in the building. This may likely be through our Instructional Support Team, which meets weekly. Teachers from each support area attend these meetings. By looking at student work and discussing behavioral/emotional concerns, they conduct a thorough review of a child. The appropriate support services are recommended from this committee as determined by the needs of each individual child.

● **New York State Assessments**

The federal Every Student Succeeds mandate requires assessments in the areas of English Language Arts and Mathematics annually in grades 3 and 4. Additionally, students in grade 4 will also take a Science assessment. Students of English as a Second Language (ESL) are required to take the NYSESLAT annually to determine the level of support they require to acquire their new language. NYS assessments are designed to measure the success of our

instructional programs for students in these and the preceding grade levels leading to the assessments.

- **Report Cards/Conferences**

Students in kindergarten and grades 1-4 receive report cards in February and June via the Parent Portal. You must log-in to view your child's report card. There are two parent-teacher conferences during the school year. The first conference takes place in November while the second occurs in March. This allows us to communicate with families four times a year about the progress of their child. Information about scheduling a conference will be sent home via backpack or email as the meeting dates approach.

- **Class Placement**

In the spring of each school year, teachers, administrators, our guidance counselor, psychologists and other appropriate staff meet for several weeks to determine the best possible placements for students for the following school year. Many factors are taken into account to create heterogeneous classrooms. The school staff tries to maintain a balance in each classroom, the goal of which is to ensure that the needs of all the children will be met. We also attempt to place children with at least one student who is familiar to them. You will be notified of your child's teacher for the following school year at the end of August on the Parent Portal.

Parent input is accepted through an email to the principal by early April. Parent input is important to us and will certainly be considered in the placement process. **However, we will not honor requests for specific teachers.** Once our educational team has decided upon a child's placement, the class assignment remains final.

- **Extracurricular Academic Experiences**

CRS offers students a variety of opportunities to extend and enrich their learning in different areas of the curriculum....

Young Inventors Program

Fourth grade students interested in this national competition need to take a qualifying exam in order to be offered an opportunity to meet weekly with the program advisor. Additionally, all accepted participants must meet all attendance requirements to remain in the program.

We now participate in the Invent America competition. This national competition requires students to design and build an original tool or to apply their scientific knowledge and skills to the improvement of an existing tool. An accompanying log that depicts and documents the creative process must also be submitted. The completed entries are reviewed and one entry from each level will be submitted to the competition.

Science Fair

Open to all students K-2, our Science Fair takes place one evening in the spring. Look for more information about the theme of this year's science fair from the science department. They will be contacting families through email later in the school year.

Continental Math League

The second and third grade students participate in the Continental Math League contest. The contest has three tests that are given in January, February, and March. All students are invited to participate.

Math Challenge Team

The Math Challenge Team is open to all 4th-grade students who wish to tackle a variety of engaging mathematical problems. Participants will be guided through tasks and conversations that seek to develop their critical thinking and communication skills for higher level mathematical problem-solving. The team meets weekly before school, convening to discuss solution strategies for weekly assigned math problems. The students will also participate in a nationally monitored series of individual meets that will challenge their mathematical reasoning skills. Students are awarded for their participation and achievements.

Student Council

The Concord Road Student Council is a student-based civic organization made up of students in third and fourth grade. It is designed to help promote school spirit and leadership among our students. Student council members are elected by their peers and are asked to demonstrate leadership qualities by serving as good examples of behavior through their words and actions.

Our mission is:

- To promote kindness within our school and community through action.
- To inspire all members to be positive role models and leaders.
- To support school-wide initiatives that promote global citizenship.
- To “take action and make change” in our school community, local community and global community.

Wellness Fair

The Concord Road School Wellness Fair is held in March for third and fourth grade students. Many parent and local volunteers from health care professions participate in preparing presentations in their field of expertise. These presentations have included Safe Kids, Fire Safety, and Emergency Medical Services by Ardsley Police Department, Fire Department, and Ambulance Corps members. Substance abuse resistance, nutrition, dental hygiene, nursing, and many more topics are also covered at the fair.

● **Specials**

Art

Concord Road School's K - 4th grade art program focuses on your child's opportunity to experience the joy and satisfaction of creativity. Our program fosters a basic love of art, an

appreciation of abstraction, and the ability to enjoy looking at art with their families. The art curriculum includes the study of famous artists, art styles, and diverse cultures. We provide “hands-on” experience with a wide range of artistic media and techniques.

Computers, Science

Technology is an integral part of the Concord Road School curriculum. The technology curriculum is designed to help your child be a better problem solver, information seeker and user, and a more effective communicator. We strive to create an environment where technology becomes fully integrated; one where your child develops a seamless connection between the use of technology as a tool and the completion of a classroom project.

Library

Our curriculum goal in the library is to help each student become an independent learner and to introduce him/her to the full range of resources available in the library. The school's library media center is a place for the students to read a book, research a topic, and find a quiet place to do a project.

Every class visits the library media center and we encourage all students to use the library and to borrow books as often as possible.

Music

The Concord Road music program provides both general music classes to all grades and performance programs in chorus, band, and orchestra to third and fourth grade students. Our general music goals are aligned with the National Standards for Arts Education and provide opportunities for all students to create, share, and understand music together through singing and playing instruments, moving with music, exploring and responding to creative ideas, analyzing elements of music, and reflecting on performances. Our third and fourth grade performance programs are open to students who wish to participate. Small group lessons are offered during lunch and recess in band and orchestra instruments, and students may also choose to sing before school in the third or fourth grade chorus. The chorus, band, and orchestra perform in winter and spring concerts.

Physical Education

The Physical Education (PE) program at Concord Road prepares students with the skills necessary to perform a variety of physical activity. Physical activities are undertaken in a supportive atmosphere. Every student is challenged. Sport and movement skills are taught, integrating the concepts of health and wellness, fair play, teamwork, and personal living skills. We aim to nurture a healthy and active lifestyle. The curriculum combines team and individual activities.

Science/STEM

Students receive weekly science instruction. More information about our program is listed under “Core Curriculum”.

● Field Trips

Field trips are planned to support grade level curriculum and serve as enrichment. Prior to a field trip parents/guardians will receive information regarding the trip and a permission slip. The permission slip must be signed and returned to your child's teacher in order for your child to attend the trip. There is usually a cost associated with each field trip. If the cost of a trip creates a financial burden to your family, financial aid is often available. For questions regarding financial aid or student-specific needs, please contact your child's teacher.

Parent Involvement

- **Class Parents**

Every class has two parents that serve as an interface between your child's teacher and all parents in your child's class, with regard to class events and activities that invite and/or require the participation of parents in these activities. Class parents often coordinate parent volunteers for field trips, parent involvement in classroom parties, celebrations, presentations, and other classroom-related activities in which parents are invited to participate.

- **eSchool Data Parent Portal**

It is very important that **ALL PARENTS** access the Ardsley School District website to fill out the Emergency Contact information on the eSchoolData Parent Portal (www.ardsleyschools.org). The Parent Portal provides parents with online access to emergency contact information, email notifications from the school and district, and report cards.

Please be sure to log-in and update your information regularly. If you are experiencing difficulty doing so, please contact the district office at 914-295-5836. If your home address or phone number has changed, please notify the district office at 914-295-5500.

- **PPLT**

The Ardsley School District created a Performance Planning Leadership Team (PPLT) for the district and for each school in the Ardsley system. The role of the Concord Road PPLT is to engage in cooperative planning around educational matters impacting the school and community.

The Concord Road PPLT consists of the school principal and assistant principal, five teachers (one representing each grade), two CRS staff members, and six parent volunteers. Parent volunteers serve a three-year term to ensure the effective implementation of programs. The Concord Road PPLT meets one day per month, after school hours. Parent volunteers may need to spend additional time, depending on the nature of the projects that the PPLT takes on.

The PTA executive board chooses the parent representatives and will send out applications to the school community every spring.

● **Ardsley PTA**

The Ardsley PTA is a volunteer organization that serves the families in our district through sponsorship of social events, scholarships and as a community liaison to the schools. There are many ways to participate by completing the Committee Volunteer Form at the bottom of the PTA link on the School District's home page. All families should also register for the PTA blast that is used by the PTA to deliver information. Please go to the PTA link on the School District's home page (www.ardsleyschools.org) to sign up.

The Ardsley PTA, which supports all three schools, provides funding for a wide range of resources and programs, including supplemental classroom resources, cultural arts programming, senior class scholarships and grants. Your participation helps make these things happen! Your involvement demonstrates to your children your commitment to their education and your belief that school personnel and families work hand in hand in the development of your child. Studies have shown that students whose parents are interested and involved in their schools are often better and more motivated.

You can participate in the PTA by becoming an officer, by volunteering for the various events and programs that the organization offers, and/or by simply attending PTA meetings and events, which helps to strengthen and foster our community spirit and support our goals for each of the Ardsley schools.

● **Ardsley Education Foundation (AEF)**

The Ardsley Education Foundation was formed in 1995 and is comprised of parents, school administrators and community members who are dedicated to enriching public education in the Ardsley Union Free School District by providing enhancements beyond those available to our children through traditional sources of funding. The Ardsley Education Foundation is a 501 (C) (3) non-profit educational organization. Contributions are tax deductible to the full extent of the law. Grants or special projects selected for funding by the Ardsley Education Foundation's Board of Directors may be single events, pilot projects or ongoing programs.

THE FOUNDATION'S COMPLETED PROJECTS INCLUDE...

- * Smart Boards in multiple classrooms
- * Technological enhancements including digital cameras
- * Completion of an outdoor environmental center at the Middle School
- * Numerous grants to staff for special projects, which have been single events, pilot projects or ongoing programs.
- * Weather station at the Middle School

YOU CAN BE PART OF THE ARDSLEY EDUCATION FOUNDATION...

We raise funds in a variety of ways and are actively seeking new ideas and membership to continue this important work. Please visit the AEF website www.ardsleyeducationfoundation.org for membership information.

DIRECT CONTRIBUTIONS...

Contributions from individuals, alumni, educators, local corporations, as well as fundraising events, are the sources of funding for the Ardsley Education Foundation. As a 501 C(3) non-profit educational organization, The Ardsley Education Foundation is eligible to receive matching funds from your employers. Gifts may be in the form of checks, stocks, bonds or gifts of property and are tax deductible to the extent permitted by law.

- **Citizens Budget Advisory Committee**

The Citizens Budget Advisory Committee is charged by the Ardsley School District Board of Education to review the district's proposed school budget and to provide advice to the Board. Participation provides parents with an opportunity to develop a greater understanding of the budget process and to raise issues that the Board might consider in the development and presentation of the district's fiscal budget. Membership is on a voluntary basis. Members of the committee are required to attend two Board workshops to review the proposed school budget and then a follow-up meeting to develop recommendations and advice to the Board, prior to the proposed budget going to public vote.

- **Communication**

We believe that the best way to address a concern, calm a fear or quell a rumor is to communicate immediately with the person most directly involved in the situation. In most instances, this is your classroom teacher. Whenever you have a concern or question regarding instruction, homework, student incidents occurring within the classroom, upcoming field trips, etc. we ask that you begin by having a conversation with your child's teacher.

When you have a concern or question regarding a school policy or procedure, we encourage you to call the building administrators for clarification on these matters. We will do our best to respond to your question and address your concern within 24 hours. Following is additional contact information that you may find useful to address any questions or other concerns you may have:

Bus Routes/Drivers: Transportation Department
transportation@ardsleyschools.org

Bus Incidents Grades K-4 – Tiffany Babb
Between Students: tbabb@ardsleyschools.org

Lunch/Lunch Accounts: Harold Moreno
hmoreno@ardsleyschools.org

Health Concerns: Susan Caproal
scaporal@ardsleyschools.org

Parent Portal: Erin Newton
enewton@ardsleyschools.org

Student Registration: Fran Monteleone
fmonteleone@ardsleyschools.org

After School Program: Tara Peterson
tpeterson@ardselyschools.org

NYS Assessments: Tiffany Babb
tbabb@ardsleyschools.org

Ardsey Children's Center: Kim DeSalvo
ardsleycc@aol.com

- **Home - School Communications at CRS**

Classroom/Grade Level Newsletters

Classroom teachers will communicate with home regularly regarding curriculum and special events. All teachers update their class pages on the Concord Road website monthly with curricular updates in ELA, math and social studies.

School Safety

- **Building Security**

The safety of our students is our number one priority. All doors to the building remained locked throughout the day. Entrance to the building may be obtained by being buzzed in through the main entrance. A security guard staffs our Main Entrance at all times during school hours. In addition, CRS has video cameras posted throughout the campus, which continually record activity and alert security to any possible unsafe situations. **All visitors must be on our visitors log and will need to show a photo ID upon entering the building.**

- **Family Emergency Information**

It is imperative to your child's safety that CRS has an accurate record of any and all phone numbers by which we can contact an immediate family member. In addition to these, you will be required to identify local surrogates who have your permission to pick up your child in the event of any change in procedures. This information must be entered and updated in our parent portal. You must notify the district at 914-295-5500 if your address or phone number have changed.

- **Bus Safety**

Students receive bus safety tips and experience a bus safety drill through the cooperation of our physical education teachers and our bus drivers early in the school year. Please remind your child that all safety procedures they would follow in your car **MUST** be practiced on the bus. Students who violate these safety rules and place themselves and others in jeopardy

will face consequences and possible bus suspensions. Please see the School Bus Guidelines link under the Parent tab of our website for more information.

● Visitor Procedures

Visiting a Classroom or Staff Member

ALL visitors to our school building are required to sign-in at the security desk. If you are visiting, you must schedule an appointment in advance. Our staff will ensure that you are listed on our visitors' log in order to ensure admittance to the building. If you do not have an appointment, you may be asked to return at a scheduled time. Upon signing in, the security guard will give you a badge that you must wear during the time you are at the school.

Dropping off something for your child or picking something up

We ask for your support to minimize drop-offs during the school day. To the greatest extent practicable, students must come to school with everything needed for the day. A forgotten item is an important opportunity for learning. **Our security guard will only accept lunches, eyeglasses and instruments that have been forgotten.** Unfortunately, due to staffing and scheduling, we cannot guarantee a prompt delivery of these dropped-off items. To maintain uninterrupted instructional time, no adult is permitted to deliver any item to the classroom directly. Parents and students will not be permitted to retrieve forgotten homework. We appreciate your support in this matter.

Child Custody & Visitation Rights

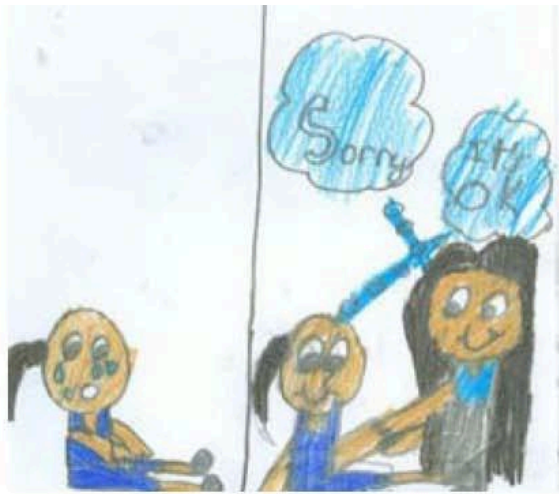
In order to follow the dictates of the law, when a CRS family experiences divorce or separation it is necessary for the CRS administrators to be provided with a copy of the court orders regarding custody and visitation in any case that restricts one parent's rights to see or be in contact with a child. Without legal paperwork in hand, the school has no authority to remove a parent from our premises or to refuse a parent's access to his or her child. We appreciate your cooperation with this request.

● Code of Conduct

All members of our school family must respect each other and respect school property in order to learn in the best way possible. The following pages feature our plain language code of conduct for students. The district code of conduct, in its entirety, is posted on our website under the *News and Information* tab.



Concord Road Elementary School Student Code of Conduct





Preamble to the Student Code of Conduct

This is the student Code of Conduct. Following the rules of our Code helps us to stay safe, to be responsible, to care for others and to show respect. These things help us all to do our best learning and not hurt anyone emotionally or physically. We believe that learning about and living by these rules will help us, now and when we get older, to be good citizens in our school community.

-This preamble was written by members of the 2012-2013 Concord Road Student Council-



I Am Respectful



- 1 I will listen carefully while others are speaking without interrupting.
- 2 I will make choices that allow me and others to do their best learning.
- 3 I will say my words in a way that does not hurt the feelings of others.
- 4 I will respect the personal space and privacy of others.
- 5 I will treat others fairly.
- 6 I will treat my belongings and the belongings of others with care.
- 7 I know that everyone is different and I will treat everyone with respect.
- 8 I will respect our school and classroom rules and listen to the adults in charge.

I Am Responsible



- 1 I will do my best on my classwork and homework.
- 2 I will tell the truth.
- 3 I will be a good citizen in my school community.
- 4 I will learn from my mistakes.
- 5 I will clean up after myself and keep the school tidy.

I Am Kind and Caring



- 1 I will treat others the way I want to be treated.
- 2 I will try to play with other children if they ask.
- 3 I will say and do kind things for others.
- 4 I will help others.
- 5 I will tell an adult when there is a problem.
- 6 I will take turns and share.

I Am Safe



- 1 I will stay where I am expected to be at all times.
- 2 I will keep my hands and body to myself.
- 3 I will only bring the things I need for learning to school.
- 4 I will follow directions and safety rules.
- 5 I will wear clothing that allows me to play and work safely.
- 6 I will move throughout the building calmly and quietly.

I understand that the Ardsley School District and Concord Road Elementary School take student conduct very seriously. If I do not follow the code of conduct, the school may take any of the following actions:

- Warning
- Guidance intervention
- Parent notification
- Parent conference
- Administrative referral
- Payment for damage
- Suspension
- Superintendent's Conference

By working together and following the code of conduct, we will build a happier, safer learning community.

Please note that the district code of conduct is posted on our website at <http://concord.ardsleyschools.org/> under the *News & Information* tab.

