



# Concord Road School

## Parent “Hybrid” Handbook



### **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.”*

*Revised September 2020*



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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 1<sup>st</sup> 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.

<b>The School Agrees</b>	<b>The Parent/Guardian Agrees</b>
<ul style="list-style-type: none"><li>● 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.</li><li>● To provide high quality curriculum, instruction and enrichment in a caring and tolerant school environment.</li><li>● To promote communication between the school and parents through parent teacher conferences, school and grade level newsletters, progress reports as needed.</li><li>● To keep parents informed about all programs that are available</li></ul>	<ul style="list-style-type: none"><li>● To demonstrate a commitment to shared decision making through involvement in or communicating with our PPLT team.</li><li>● To monitor and foster the child's attendance and punctuality, homework, appropriate school behavior and daily reading.</li><li>● To provide structure and assistance for the child when doing homework.</li><li>● To work with the classroom teacher to improve student achievement.</li><li>● To be an active participant in a parent/teacher alliance for the benefit of the child.</li><li>● To communicate directly with the teacher about any educational or social concerns that the parent has.</li><li>● To use support services that are recommended by school personnel.</li><li>● 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.</li></ul>

## **School Hours**

Instructional Day (M/T/Th/F): 8:52 – 3:22  
Instructional Day (W): 8:20 – 3:00

*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:

### **Principal and Assistant Principal**

- Mrs. Jennifer Darling, Principal
- Mrs. Hope Weinberg, Assistant Principal
- Mrs. Karen O'Rourke, Administrative Assistant to the Principal
- Mrs. Antonia Tiso, Administrative Assistant to the Assistant Principal

Principal Jennifer Darling and Assistant Principal Hope Weinberg join all staff in welcoming students to the 2020-2021 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**

Dr. Michael Moffatt  
Mrs. Petra Serafini  
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
- Mrs. 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. Robin Smith
- Ms. Susan Chacko

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. Alexandra DeLello  
Mrs. Cathy McDermott  
Mrs. Michelle McStine

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.

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

- Mrs. Allison Grabe
- Mrs. Tara Peterson

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)*

Mrs. Mary Sheerin (Curriculum Leader, 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. Nora Kelly  
Ms. Alyce Poli  
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. Tricia Poveromo  
Ms. Nancy Shepard

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*

Mrs. Joanne Byrne  
Mrs. Tara Curran  
Ms. Erica Keogh  
Mrs. Christina Kissane  
Mrs. Kristen Powers  
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**

#### **Arrival Procedures**

**\*Modified as of September 2020\***

Official start is 8:52-3:22

Arrival window 8:42-8:52

Dismissal window 2:50-3:15

Buses depart 3:22-3:35

**STUDENT ARRIVAL TIME BEGINS AT 8:42 AM**

#### **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 **8:42 AM**. This is the **ONLY** drop-off location, as no other areas are permitted during morning arrival. ***Prior to 8:42 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.

Staff members will be guiding the flow of traffic within the clock entrance parking lot. To ensure the safety of all members of the CRS community, please follow the guidance of the staff outside.

**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 a designated parking and escort the child to the main entrance.**

- **Students should be wearing a mask as they exit their family car.** They 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.
- If your child is unable to dismount the car independently, please park your car in a legal spot and walk your child to the primary entrance.

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 8:52, 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 8:52, parents dropping off students in kindergarten and first grade must park in a designated parking space. Security will call the main office and your child will be escorted to their classroom through the main entrance.**

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

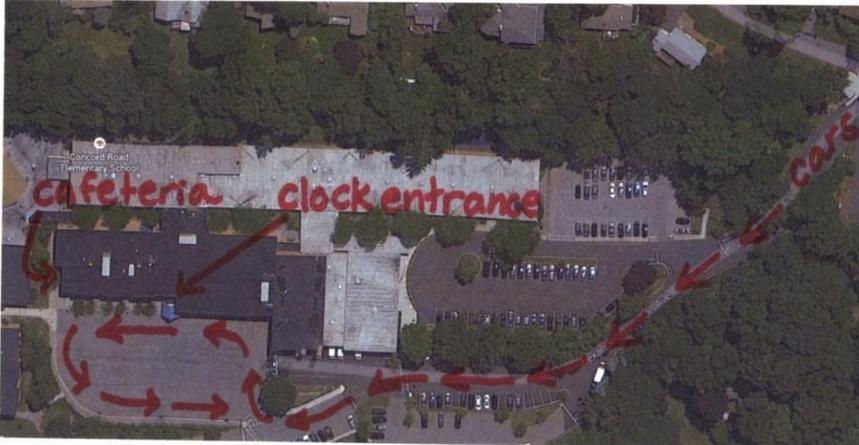


Figure 1 Illustration of morning drop off procedures as described above

**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 to ensure social distancing as students dismount the bus and walk to their classrooms.**

### **Late Arrival Procedures:**

- All students (K-4) who arrive after **8:55** are considered late and must enter through the Main Building and sign in at the **security desk**.
- Only our Main Entrance is accessible to students who are arriving late.
- After **8:55**, parents dropping off students in kindergarten and first grade must park in a designated parking space, enter through the main entrance and receive a late pass. **Your child will then be escorted to their classroom/special by a member of the staff.**
- Students in grades 2-4 will be given a late pass and proceed directly to their classroom/special, unescorted.

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 Procedures

### \*Modified as of September 2020\*

Official start is 8:52-3:22

Arrival window 8:42-8:52

Dismissal window 2:50-3:15

Buses depart 3:22-3:35

### **By Car:**

#### **Primary Walkers K-1**

Primary Walker parents picking up K-1 students by car need to arrive in our Bus Lot prior to dismissal time.

- Students in grades K and 1 will be picked up at the **primary entrance doorway at 2:50 PM.**
- **You will be directed to park your car and get out to meet your child at the entrance to the Primary Wing. Please stand on a social distancing marker, wearing a mask.**
- 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. Please **do not move** your vehicle until all adults and students are safely in their car.

#### **Main to Primary Walkers**

At **2:50**, students will be called down for main to primary dismissal

All students with siblings, will be dismissed from the clock entrance/gym doors. Students in grades 2-4 will walk down to the gymnasium following the social distance markers in the hallway to meet their K-1 siblings.

- You will be directed to park your car on the bus lot and you can park in a legal spot.
- You will get out to meet your student at the clock entrance/gym door.
- Please stand on social distancing markers and wear a mask.
- An adult will be there to supervise the dismissal and be certain each student meets with the appropriate adult.
- **Do not drive away until all families are in their vehicles.**

## **Main Building Walkers**

At **3:00**, students will be called down for main building dismissal

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.

- **4th Grade families** will meet their children at the side door near the stairs to the left of the main entrance.
- **3rd Grade families** will meet their children at the main entrance door.
- **2nd Grade families** will meet their children at the side entrance to the right of the main entrance.

Parents will form a line in their designated grade-level waiting area following the social distancing markers. As students exit the building, they will identify their adults to the staff members supervising dismissal. The adult should then leave the line to greet their child. If parents are picking up main building walker children from multiple grade levels, **they should pick up their youngest child first** and then proceed to the lineup area for their next oldest student. The exit locations will be in close proximity, which should result in an efficient and timely transition.

## **By Bus:**

- **Starting at 3:10** Kindergarten students **ONLY** will be brought to the gym by their classroom teacher and lined up by bus, socially distanced, to dismiss from the gym.
- Grades 1-4 will be dismissed from their classrooms when their buses arrive on campus. Students will walk from their classrooms, following the social distance markers.
- An announcement will be made from the main office to call buses. An additional staff member will check all the hallways before the buses are dismissed from campus.
- As buses arrive, our students board the bus and are dismissed from the school grounds.

## **Requests for Changes in Your Child's Dismissal**

### **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](http://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.**

### **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. 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 [vadinaro@ardsleyschools.org](mailto:vadinaro@ardsleyschools.org) 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 voice mail. 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 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**

TBD

## **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**

Procedures for picking up lost & found are TBD. **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*

TBD

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*

TBD

### *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.

## **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](mailto: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.

Prepaying for lunch is strongly recommended. 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. Our biometric finger scanning process will enable your child to purchase lunch through a debit system with a swipe of his/her finger. 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 which is currently being facilitated by the Physical Education Department. 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?**

Please read the [District Quick Reference Guide](#) for guidance.

## **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***

**You do not need to go through the Main Entrance and sign-in procedure.**

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 using the Fountas & Pinnell classroom philosophy. 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 the 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 NextGen 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 Next Generation Science 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 <sup>st</sup>	20 minutes
2 <sup>nd</sup>	30 minutes
3 <sup>rd</sup>	45 minutes
4 <sup>th</sup>	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 by mail.

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*

TBD

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*

TBD

### *Continental Math League*

TBD

### *Math Challenge Team*

TBD

### *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*

TBD

## **Specials**

### **Art**

Concord Road School’s K - 4<sup>th</sup> 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 NYS Arts Standards 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.

### **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**

TBD

## **Parent Involvement**

### **Class Parents**

Kindergarten & 1<sup>st</sup> Grade classes have 2 class parents, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Grade have 1 class parent 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. The PTA will contact all parents in the spring with more information about how to become a class parent. Class parents are selected by the PTA in the summer.

## **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](http://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](http://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](http://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:	Victor Granuzzo <a href="mailto:jgranuzzo@ardsleyschools.org">jgranuzzo@ardsleyschools.org</a>
Bus Incidents Between Students:	Grades 1,2,3 – Hope Weinberg <a href="mailto:hweinberg@ardsleyschools.org">hweinberg@ardsleyschools.org</a> Grades K & 4 – Jennifer Darling <a href="mailto:jdarling@ardsleyschools.org">jdarling@ardsleyschools.org</a>
Lunch/Lunch Accounts:	Leslie Lowe <a href="mailto:llowe@ardsleyschools.org">llowe@ardsleyschools.org</a>
Health Concerns:	Susan Caporal <a href="mailto:scaporal@ardsleyschools.org">scaporal@ardsleyschools.org</a>
Parent Portal:	Erin Newton <a href="mailto:enewton@ardsleyschools.org">enewton@ardsleyschools.org</a>
Student Registration:	Fran Monteleone <a href="mailto:fmonteleone@ardsleyschools.org">fmonteleone@ardsleyschools.org</a>
After School Program:	Julie Ford <a href="mailto:jford@ardsleyschools.org">jford@ardsleyschools.org</a>
NYS Assessments:	Jennifer Darling <a href="mailto:jdarling@ardsleyschools.org">jdarling@ardsleyschools.org</a>

Ardasley Children's Center: Kim DeSalvo  
[ardsleycc@aol.com](mailto: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 a classroom, you will need to make sure that the staff member is expecting you at that time. 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, 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.**

