Robert R. Graves Elementary School

Parent & Student Handbook

2024-2025



345 Mountain View Avenue
P.O. Box 549
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Phone (845) 943-3915 Fax (845) 338-3049

Dear Robert Graves Parents and Community:

This past year went by incredibly quickly and we continue to celebrate hard work and a great deal of success by our 4th grade students.

This coming year we continue to focus on the importance of attendance and social emotional development. Developing relationships also continues to be the hallmark of how we operate and is what has made Robert Graves so successful and such a happy place.

Thank you for your ongoing support and we are very excited about the upcoming year.

Sincerely,
Dr. Errin Parese
Robert Graves Principal

"No significant learning can occur without a significant relationship." -Dr. James Comer

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education." -Martin Luther King, Jr.

We at Robert Graves believe strongly in the District Vision and Mission Statements.

Vision: **Excellence in Everything**
Mission: **WE INSPIRE. WE EDUCATE. WE GRADUATE. ALL STUDENTS, ALL OF THE TIME**

Robert Graves Mission Statement

As a citizen of the Robert Graves School, we pledge to all members of the Robert Graves Community, that we will demonstrate Respect, Responsibility for our actions, Growth, and Service to our school and community.

On behalf of the Robert Graves faculty and staff, we are proud to welcome you to our school. Students and adults at the Robert Graves School share in the responsibility of creating and maintaining an atmosphere where learning can grow and prosper. By the way we treat one another, and the way we treat our school building and grounds, we demonstrate pride. Through its long tradition the Robert Graves School has been a place where people are treated with respect and kindness. It is through this service to one another that we can continue to be a true community of successful learners. This handbook is designed to provide information and procedures to help students and parents to experience success throughout their elementary school days. Together, we can make a difference!

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Robert Graves Recording/Photo Policy

September 2024

Dear Parent/Guardian:

There are many wonderful activities that your child participates in during the school year. At times, these activities will be photographed or recorded, including but not limited to classroom activities and extracurricular activities. This will provide you, the parent/guardian, with an opportunity to view your child at "work" while providing other viewers with an opportunity to see what goes on in a 21st Century School. These videos or photos may be broadcast, including but not limited to the Kingston City School Website, social media, WRNN-TV and the Public Access Channel, on a non-paid basis. Your child's name may or may not be mentioned and his/her voice, likeness, statements, actions, or other information may be used in the recording.

IF YOU DO NOT WANT YOUR CHILD INCLUDED IN THE RECORDINGS, YOU MUST COMPLETE THE SIGN-OFF SHEET INCLUDED WITH THIS HANDBOOK AND RETURN IT TO YOUR SON OR DAUGHTER'S TEACHER.

IF YOU DO NOT RETURN THE SIGN-OFF SHEET OR SUBMIT ANOTHER WRITING INDICATING THAT YOU DO NOT GIVE PERMISSION FOR YOUR CHILD TO BE IN RECORDINGS, YOUR CHILD'S IMAGE, LIKENESS, VOICE OR OTHER INFORMATION MAY BE INCLUDED IN RECORDINGS AND BROADCASTINGS.

Sincerely,
Dr. Errin Parese
Principal

- -

I <u>DO **NOT**</u> GIVE MY PERMISSION FOR MY CHILD, _____,TO BE RECORDED/PHOTGRAPHED BY THE KINGSTON CITY SCHOOL DISTRICT, AS DESCRIBED IN THE HANDBOOK.

Parent Signature: _____

Student's name: _____

2024-2025 Tentative Roster

CLASSROOM TEACHERS

Kindergarten	Sharon Braswell (SE K/1)
	Danielle Carpino (SE K/1)
	Danielle Perez
	Dara Perry
	Nicole Provenzano (CT)
Grade 1	Lindsay Crowley
	Jill Ford
	Megan Scanlon

Grade 2	Dana Fitzgerald (CT)
	Tanya Polacco
	Siobhan Warner
Grade 3	Jennifer Beesmer
	Lindy Leonard (SE 2/3/4)
	Erin McDermott
	Colleen Norris
	David Warner (SE 3/4)
Grade 4	Shannon Dippel (CT)
	Daniel Hoffay (CT)
	Tim Kay

SPECIAL AREAS

School Nurse	Juli Mitchell
SE Teachers	Beth Cooper (3)
	Lisa Dittus (K/1)
	Anne Killian (4)
	Jennifer Struble (2)
Art	Dana Fisher
Library	Connie Spoth
Vocal Music	Jamie Salerno
Band	Carly Ghee
Strings	Melissa Murphy
PE	Nicholas Morris
	Casey Piazza
Adaptive PE	Marcel Luchese
Reading	Cynthia Listort
	Allyson Whittaker
AIS Math	Jennifer Carpino
Speech	Elizabeth Little
	Megan Terwilliger
Psychologist	Danielle Barros
Social Worker	Jenna Binney
OT	Allie Strika
PT	Melissa Bamford

Principal	Dr. Errin Parese
Office Manager	Wendy Yonnetti
Library Typist	Paula VanAken

TEACHING ASSISTANTS

Daniel Carmody
Robin Coppey
Melissa Dodig
Shaylyn Gambino
Kristen Heldron
Jodi Hickey
Linda Kuhar
Terri Lemister
Marlo McCormack
Shannon Merritt
Kristin Molinaro
Kristen O'Connell
John Owens
Karen Richter
Christine Spallino
Allison Turner

MONITORS

Sharon Frantz
Sandra McConnell
Kimberlie Muollo
Terri Murphy (Greeter)
Kasi Peterman
Nina Stein
Melissa Wells

KITCHEN

Kaitlyn Schantz
Allen Gordon

CUSTODIAL

Paul Longendyke
Randy Dunham
Todd Lindsay
Prophecy Saunders

Practices and Procedures

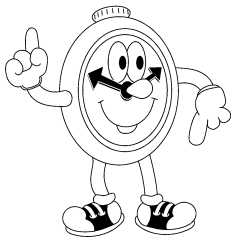
ALL VISITORS TO THE ROBERT GRAVES SCHOOL

SHOULD KINDLY

- Sign-in at the front desk through the Raptor system when entering the building.
- Wear an identification sticker (issued by the program).
- Display the sticker always.

VISITORS INCLUDE

- Substitutes
- Volunteers
- Parent Helpers
- PTO Members
- Other district personnel
- Maintenance (other than district personnel)



Morning Arrival

Bus students will exit from buses at 8:45am. at the main entrance.

Parents dropping students off will need to walk them up to the cafeteria door. Parking is left available near the cafeteria, but it is limited. If buses are preparing to leave when parents are dropping off, monitors will cease drop off until all buses have exited the parking lot. To avoid congestion, we ask that parents drop off students prior to 8:45am.

The doors will be opened at 8:45am. Therefore, students should not be dropped off prior to 8:45am unless they are attending breakfast, chorus, band or another before school program. Breakfast begins at 8:30am. Your cooperation and support of our school routine is much appreciated.

Late Arrivals

Promptness to class is very important. Students are to be in their seats and ready to work at the 8:55am bell. If a child arrives at school after 8:55am, the parent or guardian must come to the office and sign the student in, and they will receive a tardy slip before proceeding to his/her classroom. This also allows parents to provide a note or communicate with the office if needed. If a student is consistently tardy, the principal or social worker will be contacting the parents.

Afternoon Dismissal



Dismissal begins at 3:00pm. and we call parent pick up students to the cafeteria followed by bus students. Bus students will be dismissed in the order that their bus arrives. Upon entering the bus, children are to take a seat and remain seated. For safety reasons, windows are not to be opened or closed without permission from the bus driver.

At times, parents choose to pick their children up after school. Parents wishing to do so may wait for their student outside the cafeteria door. Teachers send their parent pickup students to the cafeteria where a monitor will help dismiss them from the cafeteria door. Parking is available at the end of the driveway adjacent to the cafeteria door for parent pickup. Students will not be allowed to dismiss directly to the parking area unless they are under adult supervision. If there is a change in the dismissal plan a note to the teacher is required

If a change in bus transportation is being requested due to a change in babysitting, the school district requires an Alternative Bus Stop Request Form be completed.

Picking Students Up Early

While we are aware that emergencies do occur, picking students up early continues to be a serious problem that negatively impacts all students at Robert Graves. When a parent comes to pick up a student without a note (or calls the office during the day), the secretary must interrupt that class and notify the teacher and student. These interruptions build and decrease the amount of instructional time throughout the year.

If you need to pick your student up early, and you are aware of it in advance, we request that you send a note in to make us aware of this. A note decreases the disruption to class and allows the teacher to plan ahead and provide the student with what they need without disrupting the instructional process.

We also ask that students not be picked up after 2:45pm unless it is an emergency situation. We begin dismissal at this time, and it is a challenge to coordinate dismissal and call students out of classrooms. With your assistance, we can alleviate this problem and make our last period a constructive time for our students.

Dress

Students are expected to report to school wearing suitable clothing. Clothes should appropriate for the weather and physical education. Any form of dress or hairstyle which is contrary to good health or safety, or which is distractive or disruptive to the learning process will not be permitted. A copy of the district dress code is available on the website (www.kingstoncityschools.org).

School Bus Rules

Most of the rules for bus conduct are common sense and good manners, but since everyone forgets from time to time, listed below are the school bus rules. Please review them with your child/children.



- Stay in your seat while the bus is in motion.
- Observe same conduct as in the classroom.
- Be courteous, profane language is unacceptable.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Co-operate with the driver.
- Be respectful of bus property as well as the possessions of others.
- Keep hands, head, and feet out of the aisle and inside the bus.

The bus driver will discipline students who violate these guidelines. In addition, a written Bus Referral Report will be sent to the school. Parents will be notified of all such incidents. If there are persistent discipline issues on the bus, students can be suspended from the bus. Students who come to school on a bus are expected to return home by bus unless the principal approves a signed note from a parent or guardian. Students who regularly ride a bus may, upon the written request of a parent or guardian, and approval of the principal, ride an alternate bus for any valid reason.

School Rules and Student Conduct

Student conduct is an important part in making the educational process successful for all students. Kingston City Schools is operating under the code of conduct which is

based on restorative justice methods. This policy supports our Positive Behavior Intervention and Support Program (PBIS) which is taught to all students throughout the year. If your son or daughter is having concerns about any topic, please speak with the teacher first, and they will help to resolve it or find further support.

To ensure all students are respectful, responsible, and ready to learn we have a referral process that supports our policy. Referrals are utilized only when an issue becomes severe enough to bring it to the principal's level. Prior to utilizing a referral all teachers employ restorative justice and positive reinforcement techniques in classrooms. Referrals are serious and are part of the student management system which stays with students for their entire educational career in the Kingston City Schools, therefore students, must work their hardest to behave well and follow the rules. These techniques are enforced so that the school day is free from disruption and that students are not disturbed in their academic pursuits. These procedures coincide with the Kingston School District Code of Conduct (please refer to appendixes) and are considered essential for the daily operation and safety of the Robert R. Graves School.

Dignity for All Act

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

This legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment. A copy of the full law and all of the details are available in the office upon request.

Attendance

Attendance is a critical part of what makes a student successful. Parents set the tone for the importance of school to their students beginning in elementary school. Therefore, we look at attendance and tardy and early pickups carefully. We need the parents help in making school a priority and helping set students on a path towards success. This year we will continue focusing significantly on improving attendance and in doing so we will have incentive programs for students monthly. Students must learn that attendance is important, and they must learn that to be successful they need to be in school. Establishing this understanding early helps support future success in middle school and high school and insures they carry these values for the rest of their lives. To help support this value we have clear guidelines that we follow to encourage and support our students.

Each student is required by law to be in regular attendance at school and in class. The law also requires that a written excuse, explaining the reason for an absence, must be sent to school immediately following the absence. We have excuse forms that are available to make this process easier. A telephone call informing the school that a child will not be in attendance is helpful. Similarly, each year, the school compiles a list of students whose parents request notification when a student is absent. A simple request in writing will place your child's name on this list (see enclosure for NYS Missing Children's Act Parent Notification). Telephone contact does not, however, replace the need for a written excuse.

No student is to leave the school premises without permission from the principal's office.

The following reasons are accepted as legal excuses for absence:

- death in the family
- religious observance
- a required court appearance
- personal illness
- impassible roads or weather
- quarantine
- emergency doctor or dental appointments
- "Take your child to work day"

Medical Information

Student Medication

According to New York State law students are not permitted to take any medication during school hours unless the following requirements are met:

- A written request from the physician including the child's name, medical condition, name of medication, dosage, and duration of medication, must be submitted to the school nurse.
- A written request from the parent that the prescribed medication must be given. These must be submitted to the school nurse.
- An adult must deliver medication to school. The medication must be in the container in which it was purchased. If it is a prescription medication it must be in the prescription bottle. Over-the-counter medication must be in its original container.
- When dealing with medications, the school will follow the prescribed instructions from a physician, unless there is a custody order in effect stipulating who makes the medical decisions for the student.

School Physicals

The New York State Education Law, Section 903 requires that every child enrolled in a public-school entering kindergarten, 1st, 3rd, 5th, 7th and 11th grade, furnish the school with the School District's Medical Examination Report completed by a physician.

An additional new requirement from the NYS Commissioner of Education went into effect in April 2007 and states that each student's health certificate must now include an assessment of Body Mass Index (BMI). More specific information on this process will be available from our nurse.

The law also applies to a newly enrolled pupil in our district, entering any grade level from another school district, private, or parochial school.

Furthermore, an examination of any child may be requested by the local school authorities at any time at their discretion to promote the educational interests of such a child. The State Education Department recommends that this examination be performed by the child's family physician.

The Kingston School District realizes the value of a more complete examination such as one performed by your private physician. However, the school physician will examine your child if the completed physical examination form is not returned to the school within the specified time.

A Helpful Word

A child who is ill cannot be expected to work at his or her level of ability. Students who are ill should not come to school. If a child has a fever he or she should not return to school until his or her temperature has been normal for twenty-four hours without taking any fever reducing medication. Remaining at home when ill enables the child to recover more quickly and lessens the spread of illness through the school community. However, a sick child does not always run a fever. If a child has vomited in the night or early morning hours he or she should remain home. Obvious signs such as coughing a great deal, runny nose, or sore throat are reasonable symptoms of illness.

FOR A MORE COMPREHENSIVE OVERVIEW, PLEASE GO TO
WWW.KINGSTONCITYSCHOOLS.ORG

School Nurse

The school Nurse is a trained professional. If students become ill or have an accident during the day, they should report to the nurse's office. Except in emergency situations, students must receive permission from their teacher before going to the nurse.

Inclement Weather & Emergency Closings

Early Closings



There may be occasions during the year when it is necessary to close school early due to poor weather conditions or some other emergency. School closings will be announced over local radio stations and online at www.kingstoncityschools.org. On the web you can also sign up for email and text alerts. Please use these methods in place of calling the school as this can be a very hectic time in the Main Office. Please make arrangements for supervision of your children in such events. Discuss these arrangements with your children so they know what is expected of them once they leave the school building.

Emergency Telephone Numbers

It is very important that the school be able to contact a parent, guardian, babysitter, or neighbor in the event of an emergency. We urge all parents to provide emergency contacts. Please notify the office when changes of these emergency numbers occur.



Homework Information

Assignments

Home assignments provide opportunities to practice and improve skills or gain further knowledge or understanding. Home assignments also teach lessons that cannot be measured, such as self-discipline, perseverance, and time management. Home assignments teach how to begin a task, complete it, and be responsible for the outcome.

Homework Guide for Students

Students should:

- Record each of your assignments in an assignment book.
- Budget your study time so that it is divided between each of the subject areas.
- Study in a place where you can best concentrate.
- Be sure that all materials, which are needed to complete an assignment, are at hand and ready for use.
- Check your work for appearance and accuracy.

Homework Guide for Parents

It helps if you:

- Recognize that homework is a part of the learning process.
- Make sure that proper conditions and facilities are available for efficient and effective home study.
- Encourage your child to complete each assignment neatly and accurately.
- Indicate your interest in your child's homework as an important part of his/her total school responsibility. Displaying schoolwork is a positive way to build self-esteem.
- Maintain an open line of communication with your child's teacher.
- Assist your child with homework, but do not do it for him/her.
- Help your child to develop an attitude of interest, initiative and inquiry.
- Encourage responsibility to remember schoolbooks and schoolwork.



Cafeteria and Recess Information

Along with a variety of hot lunch/sandwich options, children may also bring their own lunch and purchase milk or juice. When finished with lunch, children are expected to leave their table clean.

Common rules were created by a team of teachers, monitors and school professionals to help provide for an enjoyable and fun lunch and recess time.

Inside Rules

- Stay seated and raise your hand for assistance.

- Always walk in the lunchroom.
- Students are expected to keep their area clean.
- Students should use their inside voices.
- Always respect others and keep hands and feet to themselves.
- Line up quietly when it is time to return to class.

Outside Rules

- Students must wear a zipped coat and hat or hood when there is inclement weather.
- Students must use the equipment correctly, with respect, and return it when they are done.
- Students should be respectful to others.
- When the whistle is blown students line up to return to class.

Each student is eligible for meals at no cost this year. This includes one breakfast and one lunch.

If a student receives free and reduced lunch, they still need to complete the documentation to retain that support.

Recess

We believe that the leisure time provided during the lunch period helps children return to the classroom ready for afternoon studies. Since it is difficult to predict the weather, children should come to school each day prepared to go outside for recess. During inclement weather or extreme cold, children will remain indoors for a group activity. Students should wear appropriate attire to go outside depending on the season. If they do not have appropriate attire, we will utilize our supplies to assist them or provide them with an alternate recess. It is also suggested that students wear or bring in sneakers for recess. Flip flops, any shoes with heals, or other dress shoes may be difficult to play in.

Other Key Topics

Field Trips

Field trips are an important part of our educational process. In order for a child to participate in a field trip, a signed permission slip is necessary. Parents and students are advised that field trips are a privilege rather than a right. A student may be excluded from participation if there are safety concerns regarding a student. Parents must complete volunteer forms to be chaperones.

Culturally Relevant Education

Robert Graves follows NYS curriculum guidelines for culturally relevant education, and we incorporate these teachings in our social emotional programing. The CRE framework is located on the NYS website.
https://www.nysed.gov/sites/default/files/programs/crs/culturally-responsive-sustaining-education-framework.pdf

Volunteer Policy

In the Kingston City School District, we have a volunteer policy that is carefully followed for student safety. Below are the basic tenets of the policy. Forms are available in the Main Office or on the website where you can find more information if you are looking for greater clarity. We will be sending new forms home the first day of school. Forms need to be renewed yearly. https://www.kingstoncityschools.org/Page/52

• Tier 1-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by KCSD personnel will not be required to complete a volunteer application. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.

• Tier 2-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of KCSD personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.

• Tier 3- Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of KCSD personnel must complete volunteer application and agreement acknowledging district expectations for volunteers and be fingerprinted with clearance. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics that meet regularly

Child Abuse and/or Neglect

Child abuse and/or neglect are serious problems and the laws of the State of New York require that the school report any suspicious abuse or neglect.

Abuse or neglect can be physical, mental, or emotional. Any citizen can report a suspicion of neglect or abuse by calling this toll-free number: 1-800-342-3720.



Report Cards

Report cards are sent home four times each year at approximately ten-week intervals. Parents should retain the report card and return the envelope after signing it in the appropriate place.

Each year days are set aside for parent-teacher conferences. The purpose of a conference is to establish and maintain a good working relationship between school and home. Parent-teacher conferences are encouraged and can be arranged at the request of the parent or the teacher whenever a question or concern arises. Conferences should always be prearranged by appointment.

Student Records

School records are the continuous story of a child's school life. They are confidential and are available only to school personnel, parents, and agencies authorized by parents. When students transfer to another school district, it is important to notify us as soon as possible. Copies of the actual records will be transferred directly to the new school when they are requested.

Personal Possessions

Please mark or label lunch boxes, clothing, art smocks, school binders, and any other belongings that are brought from home. All personal items found during the course of the school day should be brought to the office so that articles can be reclaimed. The Lost and Found table is located in the cafeteria. Student desks are the property of the school and may be searched. Students are responsible for the safe keeping of all personal belongings. It is advised that toys, electronic games and other items of value **be left at home** to avoid loss or damage. The school cannot be held accountable for lost or stolen personal possessions.

Cell Phones & Devices

In today's modern age, we are aware that some of our students may be carrying cell phones, wearing smart watches and even fitness trackers in some of the lower grades. It is preferred that students do not bring these expensive communication items to school. However, if they do, phones are to be turned off and stored in the backpacks. Smart watches and trackers should not be used as communication devices. If a student wears a smart watch and it becomes a distraction, they will be asked to remove it and place it in their backpack. If they continue to be an issue, they will be confiscated, and the parent will be notified. Another concern with cell phones is that even inactivated phones are capable of dialing 911. Therefore, we prefer students do not have old cell phones as toys. If they need to contact you, all calls can go through landlines in the classrooms or Main Office.

To avoid interrupting classes, messages to students should be limited to emergencies. If it becomes necessary to leave a message for your child, the office staff will happily relay a message.

Back to School Night–Thursday, September 12, 2024 6:00-7:30pm

The school conducts a "Back to School Night" early in the school year. It is intended to be an opportunity for parents to meet teachers as well as view the classroom and curriculum materials used. It is not intended as a time for individual conferences regarding student progress. If you wish for an individual conference, please contact the teacher and that can be set up.



Parent-Teacher Organization

The Robert R. Graves School Parent-Teacher Organization is a vital part of our school, providing field trips, assemblies, and other activities throughout the year. We urge you to join the P.T.O. and take an active part in the many varied projects that benefit the students and our educational programs.

Transfers

Each of our elementary schools has established boundaries for determining school attendance. Should you change your place of residence, please notify the office ahead of time so we can assist you in following the appropriate procedures and so records can be forwarded to the proper school.

Teacher Request Policy

At Robert Graves, all our teachers are highly qualified, and students are distributed equally into classes at the end of the year by their current teachers. Requests for specific teachers are only honored when there has been a situation with a previous student in the family that clearly demonstrates a significant issue with that teacher. If this is the situation, a written letter explaining the issue must be submitted before the end of May 2020.

School Day Schedule

8:30am	Students eating breakfast can enter the building
8:45am	First Bell - Students go to classes
8:55am	Second Bell - Pledge, Morning Announcements
11:15am - 1:25pm	Lunch Periods
3:00pm	Dismissal

BEST WISHES FOR ANOTHER GREAT YEAR AT ROBERT GRAVES!

State Testing-

This year we will have computer-based testing in ELA and Math for 3rd and 4th grades.

2023-2024 School Year				
Operational Test	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
Grades 3 and 4 English Language Arts (Computer based)	Monday, April 7 – Friday, May 16	In the testing window	Must be completed Friday May 23	NA
Grades 3 and 4 Mathematics (Computer based)	Monday, April 7 – Friday, May 16	In the testing window	Must be completed Friday May 23	NA