

# West Patent Elementary School 2024-2025



**80 West Patent Road, Bedford Hills, NY 10507**  
**Phone: 914-666-2190 Fax: 914-864-3496**



# TABLE OF CONTENTS

FRONT OFFICE TEAM	2
SCHOOL DAY	2
BUILDING SAFETY & SECURITY	3
SCHOOL ATTIRE	3
ATTENDANCE	3
SCHOOL DISMISSAL MANAGER	4
MORNING ARRIVAL	4
AFTERNOON DISMISSAL	5
BUSES	5
EMERGENCY DELAYED OPENING/SCHOOL CLOSING	6
CAFETERIA & RECESS	6
SNACKS	7
FOOD ALLERGIES	7
SPECIALS	7
PHYSICAL EDUCATION	7
INSTRUMENTAL & MUSIC	8
DRILLS	8
PARENT/GUARDIAN CONTACT INFORMATION	8
VISITORS	9
COMMUNICATION/FLYERS	9
VOLUNTEERING	9
LOST AND FOUND	9
PERSONAL PROPERTY & CELL PHONES	9
STUDENT ENROLLMENT	9
CLASS PLACEMENT	10
TEACHER ASSIGNMENTS	10
HOMEWORK	10
STUDENT TESTING AND EVALUATION	11
PARENT/TEACHER CONFERENCES	11
REPORT CARDS	12
PARTNERSHIP	12
IMPORTANT APPS	12

## GENERAL INFORMATION

### FRONT OFFICE TEAM

Inas Morsi-Hogans, Principal  
Denise Connolly, Elementary Coordinator  
Emily Leon-Prado, Secretary to the Principal  
Suzanne Corsi, Clerk Monitor



Please call the school's main number (914)666-2190 to reach faculty and staff. It is important to note that faculty and staff may not be available when you call.

### SCHOOL DAY

- School hours are from 9:00 am - 3:00 pm.
- Students should arrive 8:45 - 8:50 am. Instruction begins promptly at 9:00 am.
- The dismissal bell rings at 3:00 pm.
- Elementary Half Day dismissal is at 11:30 am. Lunch will not be served.

### BUILDING SAFETY & SECURITY

Our top priority is to keep our students safe and secure at WPES.

- All Bedford Central School District employees are required to wear ID badges.
- **All visitors to the building will be asked to provide identification.**
- Security cameras are located at the main entrance and throughout school grounds.
- All doors throughout the building are locked during the school day. Please report any open exterior doors to the Front Office staff.
- All Visitors and tardy students must be let in by the Greeter/Front Office staff.
- Upon entering the building, please present a photo ID, sign in with the Greeter/Front Office staff and obtain a visitor's pass.
- **Visitor passes must be worn and visible at all times.** Please return the pass and sign out with the Greeter/Front Office staff when leaving the building.

### SCHOOL ATTIRE

- Students and parents are responsible for the way a student dresses.
- Students should dress appropriately for the weather and school activities.
- Students must wear sneakers on gym days.  
Flip-flops and Crocs present safety issues and cannot be worn at school.
- In the warm weather, crop tops, excessively short dresses, skirts and shorts may not be worn to school.
- Tee shirts must be in good taste – no advertising, violent or suggestive themes.
- In the winter months, students should wear appropriate outerwear such as jackets, boots, gloves and hats to compensate for the cold/snowy weather.
- Layered clothing allows for maximum comfort within the building.

# ATTENDANCE

## ATTENDANCE

Students are expected to be on time and attend school every day. We are required to document each absence, tardiness, lateness or early dismissal. Parents/guardians are required to provide a written explanation for each occurrence. Student attendance is vital because it helps children stay engaged, build relationships, develop important skills, and set a strong foundation for their future. It is an investment in their education and personal growth.

Please enter your child's absence, late arrival or early dismissal into School Dismissal Manager (SDM) in a timely manner (before 9:30 am). Extended absences may require a doctor's note.

### *Illegal Absences - School Board Policy*

Vacations, occasional employment and other non-emergency activities are not excusable absences. Absences for such reasons are strongly discouraged.

### **Late Arrivals**

Enter late arrivals into SDM. If you drop your child off after 9:00 am, please walk him/her to the Main Entrance; **do not drop off and drive away**. The Greeter or Front Office will let them into the building.

### **Early Dismissal - before 2:40 pm**

All early dismissals must be entered into SDM per the instructions below. Students must be picked up **before 2:40 pm**. For the safety of our students during regular dismissal, students will not be called for early dismissal after 2:40 pm; they will be sent to the pickup line instead.

If your child is leaving early but will return to school, please indicate that in SDM.

The parent/guardian or authorized person picking up the student must come to the Main Entrance. A photo ID will be required before your child will be dismissed.

### **SCHOOL DISMISSAL MANAGER**



Absences, late arrival, early dismissal, and changes to your child's daily dismissal are managed via School Dismissal Manager (SDM). SDM is a web-based program that allows parents to schedule and update at the click of a button on a mobile device or computer. SDM replaces notes, emails and phone calls to the Front Office.

Absences and late arrivals must be entered before the school day starts. Dismissal changes must be entered into SDM **before** 1:45 pm (10:30 am on early dismissal days). Dismissal changes will **NOT** be accepted via phone, note or email.

If you are using the phone app, please make sure you have the most current version installed on your phone.

## ARRIVAL & DISMISSAL

**\*Please note that dogs are NOT ALLOWED on school grounds\***

### MORNING ARRIVAL

- We encourage all families to take advantage of the provided bus transportation, as traffic congestion can be stressful for parents & students, and can endanger the safety of children.
- **Drive slowly** and be mindful of other cars, buses and pedestrians.
- Please abide by all parking regulations including handicap parking areas, no parking areas, reserved parking spots, time limited spots, etc...
- **Students cannot be dropped off before 8:45 am.** Only students attending early morning vocal, instrument or strings lessons can be dropped off, when scheduled, before 8:45 am.
- **Morning drop-off** is in the 1st parking lot. Do not let your child exit the car until you are at the crosswalk. **DO NOT DROP YOUR CHILD OFF AT ANY OTHER LOCATION.** Students should exit from the passenger side. A staff person will be at the crosswalk area from 8:45 am to 9:00 am to ensure your child's safety. Talk to your child about using the crosswalk & sidewalk, and following the directions of the supervising adults.



Parents are not permitted to come to the classroom while school is in session unless prior arrangements have been made. Books, coats, lunches, backpacks, and other student items should be left with the Greeter or in the Front Office.

### AFTERNOON DISMISSAL

#### *Parent Pickup*

Students getting picked up from school will be dismissed at the gym doors. The pickup door will open by 3:05 pm. Parents/guardians should arrive at school no earlier than 2:55 pm. Please bring your photo ID with you **every time** to avoid delays; the staff managing pickups could be different on any day. **Students will not be dismissed to any adult without proper identification and authorization.**

Please form a line and present your ID for verification. To avoid congestion, please leave the school promptly with your child.

#### *Buses*

Students start boarding buses at 3:05/3:10 pm. Buses will leave WPES at approximately 3:15-3:20 pm.

### BUSES

Bus transportation information, including bus routes, pick up times, etc, will be provided by the District Transportation Department.

During the school year, please notify the Front Office and Transportation Dept if your child's bus needs change or if there are special pick-ups.

Students may not ride a bus other than the assigned bus without parental permission. If your child needs to ride a different bus to an aftercare program on a regular basis, you must complete the *Application For Alternate Stop/Day Care Transportation*. If a student needs to ride the bus to another student's home, it must be entered into SDM.

Please address the issue of bus safety with your child. Students must wear seat belts, remain seated while riding the bus and behave appropriately towards other students and adults. Students who receive three bus conduct reports may be subject to suspension from the bus. You will be contacted if your child receives a bus conduct report.

The NYS Department of Transportation has regulations on items that are not permitted on school buses:

- Sports equipment that could pose a danger, i.e. hockey sticks, skates without guards, bats, etc.
- Any musical instrument or object that cannot be carried comfortably on the student's lap.
- Any other item of like nature that might pose a safety threat.

Contact the District Transportation Department to locate items left on a bus or for any bus related questions or concerns; 914-241-6008 or 914-241-6174.

### **EMERGENCY DELAYED OPENING/SCHOOL CLOSING**

Information about school closings, delayed openings and early dismissal due to inclement weather or emergencies will be announced via text, phone and email via ParentSquare (the District's messenger system), the district website, the News12 Westchester tv station & website, and local radio station 100.7 FM - WHUD.

In the event of an unannounced school closing or evacuation, children will not be able to make phone calls. **It is very important to keep your contact information and emergency contact information up-to-date.** Also discuss the emergency plans with your child so they know where they are supposed to go.



# CAFETERIA & RECESS



MySchoolBucks provides a quick and easy way to manage your child's meal account online or via telephone. Money can be added to the account with a credit or debit card. You can also view recent purchases, check balances, and set-up low balance alerts. Please refer to the district website [here](#) for more information.

Free or Reduced Breakfast and Lunch is available to students who qualify. All free and reduced lunch applications must be returned to us during the first week of school. **Reminder: a new application must be completed every year.**

Breakfast and lunch menus in English & Spanish are available on the website [here](#).

## BREAKFAST

Breakfast is available every morning from 8:45 am to 9:00 am. The cost is \$1.50.

## LUNCH/RECESS

The lunch/recess period is approximately 45 minutes long. Half the time is for lunch and the other half is for supervised outdoor play. Please send your child to school with appropriate outdoor attire. Weather permitting, students will go outside every day unless the "real feel" temperature is below 20°F.



## LUNCH

Lunch costs \$3.00 and will be available for purchase starting the first day of school. Milk, water and snacks are available for separate purchase as well. Students may bring lunch or purchase lunch in the cafeteria. For safety reasons, beverages in glass containers are **not** permitted, as well as sodas of any kind.

## SNACKS

Students should bring a nutritious snack from home each day. Students should also bring a reusable water bottle daily.

## FOOD ALLERGIES

If food celebrations are allowed and your child is in a "Peanut/Nut Free" class, **ALL** food sent into the classroom for celebrations **MUST** have the original "Peanut/Nut Free" label provided by the manufacturer indicating that the food was made on equipment that does **NOT** process **both** peanuts and tree nuts. Handwritten/typed labels will not be accepted. If there is no label, the food will not be served. Please contact the School Nurse if you have any questions.



## **SCHOOL DAY**

### **SPECIALS**

Each student receives weekly Art, Music, Physical Education and Library instruction. These “specials” rotate on a 4-day cycle. Art and Music each have one 42 minute period, P.E. has two 42 minute periods per week. Library meets at a set day/time each week for approx 30 min.

### **PHYSICAL EDUCATION**

All students in NY State schools are required to attend P.E. classes. Any student who is unable to participate in P.E. must have a note signed by their doctor.

Please dress your child in appropriate clothing for physical activity including sneakers. Weather permitting, classes are often held outdoors. A doctor’s note must be provided if a student needs to be temporarily excused from P.E. The note should indicate when the student can return to P.E.

### **INSTRUMENTAL & MUSIC**

Students may elect to participate in extracurricular music such as chorus, band or string orchestra. String instrument instruction starts in 3rd grade, band and chorus in 4th grade. Small group lessons are provided for band and string students both before and during the school day.

### **DRILLS**

West Patent conducts a number of drills in accordance with the NYS law to ensure the safety of students. Faculty and staff support students during each drill. We conduct the following drills throughout the school year: 15-minute early dismissal, emergency evacuation, fire, and lock-down.





## ADDITIONAL DETAILS

### PARENT/GUARDIAN CONTACT INFORMATION

Each year we ask families to review and update their child's demographic information. This ensures that the school has the correct contact information for both day-to-day and emergency communications. Additionally, NYS requires the District to provide all families with information about certain regulations and topics annually. Please click the link below to log in to ParentVue. When prompted, please click on the icon labeled **"2024-25 Demographic Update"** and follow the instructions to review and make any changes to your child's information and to view the annual notices. This process must be completed for each child attending BCSD schools by August 30, 2024. You may complete this [here](#).

- Review and update the Student Emergency Contacts. These are the people we will contact if unable to reach you.
- Please notify the school as soon as there are changes to your address, email, phone, emergency contact information.

### VISITORS

Any parent/guardian or other outside visitors must be arranged through the Front Office.

### COMMUNICATION/FLYERS

- Principal Morsi-Hogans will send a weekly blast through Parent Square. Make sure to update any email address changes.
- "Backpack flyers" announcing school, community and WPESA activities will be included in the weekly Friday blast, and posted on the West Patent Elementary website under Backpack Flyers.
- On occasion, flyers will be sent midweek and, at times paper fliers may be in students' backpacks.

### VOLUNTEERING



- An important aspect of West Patent is the level of parent involvement. We believe that this is a very special school that includes and involves all, and we look forward to working with you during this school year.
- You are welcome to participate in a number of ways to enrich the experiences of our children. Whether a team volunteer, reading buddy, computer lab volunteer, field trip chaperone, or anything else, we need and want you to work with us for the benefit of the children at West Patent.

### LOST AND FOUND



Please label all items such as clothing, hats, gloves, jackets, shoes, lunch bags, water bottles, instruments, backpacks. A lost and found bin is located inside the Cafetorium. If your child loses something, he/she should notify their teacher, check the lost and found and also check with the Front Office.

## PERSONAL PROPERTY & CELL PHONES

Students are responsible to keep track of their personal property on the bus and in school. Cubbies are provided for each student to place their belongings.

**Please label all items such as clothing, hats, gloves, jackets, shoes, lunch bags, water bottles, instruments, backpacks.**

Cell phones and smart watches in school are discouraged. If a phone or smart watch is brought to school, it must remain off and in the student's backpack for the entire day and on the bus. Taking pictures or video with cell phones or other devices is strictly forbidden.

The following items are **not** permitted in school or on the bus:

- Slime
- Electronic games or devices
- All trading cards
- Excessive amounts of money
- Collector's items, toys, gadgets, food or money may not be exchanged at school or on the bus.

## STUDENT ENROLLMENT

To be eligible for Kindergarten, a child must be five (5) years of age on or before December 1 of the year of entry. First graders must be six (6) years old on or before December 1 of the year of entry or have completed a kindergarten program at another school.

New York State Education Law requires all children entering and attending public school to be up to date on required immunizations. Please visit the district website for detailed information.

## CLASS PLACEMENT

A great amount of time and thought is given to how students are grouped in a class for the following year. During the spring, teachers, support personnel and the principal work together to place students into classes for the following school year. Each student's academic, social, emotional and behavioral needs, peer relationships and parental placement questionnaire are discussed and taken into consideration for class placement. The goal is to provide an optimal learning environment for each student, and design the best possible "mix" of students for each class.

Requests for specific teachers cannot be honored.



## TEACHER ASSIGNMENTS

Teacher assignments, a letter from the teacher and the school supply list are included with the Back-to-School packet that is emailed mid-August. If you pre-purchased school supplies, please disregard the supply list.

## HOMEWORK

Homework is an important connection between home and school. Homework helps children review, extend or supplement their class work and also helps them develop responsibility and good study habits. Homework assignments may be extensions, enrichment, or a review of school experiences. Some work may be completed independently; other work may require parental input and guidance.

Parents often wonder whether they should help their children with homework. A child should be encouraged to begin the assignment and to complete as much of it

alone as possible. Anything a parent can do to clear up misconceptions or remove confusion is helpful to a student. In certain subjects, however, a parent assisting his/her child should be especially careful to follow the procedure and approach being used in the classroom.

Homework is assigned at each grade level in increasing quantities and levels of sophistication. The children are expected to read for 20 to 30 minutes nightly in addition to other homework. Homework times and days will be adjusted for special circumstances, i.e. testing weeks and holiday times.

The usual homework times and days are:  
(in addition to nightly reading)

- Kdg. 0 to 10 minutes on an occasional basis
- 1st 10 to 20 minutes on weeknights
- 2nd 20 to 30 minutes on weeknights
- 3rd 30 to 40 minutes on weeknights
- 4th 40 to 50 minutes on weeknights
- 5th 50 to 60 minutes on weeknights for regular assignments and on weekends for occasional assignments and long term projects

It is expected that children will complete all assignments and that the work will be of high quality. If your child is experiencing difficulty, please call the teacher who will work with you.

If a child does not complete homework assignments, parents will be notified by the teacher. Consequences may result if homework is not being completed. These consequences will depend upon the child's individual needs and grade level. Should homework problems persist, the principal will be apprised of the situation.

### **STUDENT TESTING AND EVALUATION**

New York State mandates the administration of ELA and Mathematics tests to measure student progress toward meeting state learning standards. The tests provide one measure of academic ability and achievement. The tests also help call attention to student needs and provide information for evaluating programs and assessing student progress.

Evaluation and diagnosis is a continuous responsibility of the teacher and specialist. Many opportunities for student assessment with and without grading are available. There is no "best" way to evaluate students - a combination of factors gives the most accurate picture of the student.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are an effective way in which to discuss a child's progress in school. Two 20-minute parent/teacher conferences are held during the school year; October and March. The conferences provide an opportunity for the parent/guardian and teacher to become acquainted and discuss the educational goals, work and growth of the student throughout the year. Additional conferences via phone or in-person can be arranged at the request of the parent/guardian or teacher.



## REPORT CARDS



Report cards are available three times per year; early December, March and June. Report cards are accessed via ParentVUE on the district website. Printed report cards will not be sent home.

## Partnership

As a team, we look forward to learning and growing with your family. Our Partnership is key to your child(ren)'s success! Here are a few key contacts to have on hand for the upcoming school year:

Inas Morsi-Hogans, Principal  
[imorsihogans4368@bcsdny.org](mailto:imorsihogans4368@bcsdny.org)

Denise Connolly, Elementary Coordinator  
[dconnolly0216@bcsdny.org](mailto:dconnolly0216@bcsdny.org)

Emily Leon-Prado, Secretary to School Principal  
[eleonprado4738@bcsdny.org](mailto:eleonprado4738@bcsdny.org)

Suzanne Corsi, School Clerk Monitor  
[scorsi0228@bcsdny.org](mailto:scorsi0228@bcsdny.org)

WPESA- Parent Association  
President: [erinhayeswpesa@gmail.com](mailto:erinhayeswpesa@gmail.com)  
Co-President: [wpesacopres@gmail.com](mailto:wpesacopres@gmail.com)

# IMPORTANT APPS

## ParentSquare



Receive school communications  
on the go!

## ParentVue



View your child's report card,  
attendance, and much more!

## School Dismissal Manager



A fast and easy way to make  
changes to your child's dismissal,  
report absences, and late arrivals!