

# NEW LANE MEMORIAL ELEMENTARY SCHOOL

## PARENT HANDBOOK 2024 - 2025



PLEASE BE AWARE THAT SOME PROCEDURES MAY HAVE CHANGED DUE TO THE  
COVID PANDEMIC.

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT  
New Lane Memorial Elementary School

15 New Lane  
Selden, NY 11784  
(631) 285-8905



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Robin Newberg, Principal

Melissa Danowski, Assistant Principal

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September, 2024

Dear Parents,

Welcome to New Lane Elementary School! It is with great excitement that I welcome you to our school! I hope you had a restful and enjoyable summer vacation.

On behalf of the entire staff, I extend the invitation to you to become an active member of our school family. We believe that cooperation and communication between home and school strengthen our educational partnership for the benefit of all concerned and are crucial to the success of our students.

We believe that a truly successful school has a strong partnership among parents, teachers, and administration. One of the ways to develop a strong partnership is through active participation and involvement in our Parent Teacher Association. If you have never attended a PTA meeting, please plan to do so during this school year. Your children will be delighted to see you taking an active role in their education.

The Parent Handbook is one of the tools we use to improve the sharing of information between home and school. It describes the school's general organization and operation, and contains current information you may need during the year. Please read through it to ensure a clear understanding of how the school operates.

Please keep this handbook as a reference and share relevant information with your child. As we update the Parent Handbook each year, we welcome your comments and suggestions about any information it contains or that we should include.

At New Lane Memorial Elementary School, we strive to create a safe, creative and positive learning environment in which our students are engaged and excited about their education. I am proud of the outstanding culture that our caring and dedicated staff creates each and every day. We can't wait to welcome our students back. We look forward to a meaningful and rewarding school year.

Sincerely,

*Robin Newberg*

Robin Newberg  
Principal

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## **Arrival and Dismissal Attendance/Absence**

To see detailed hours of operation, please see the "Hours of Operation" section of this Handbook.

We encourage children to develop a sense of responsibility for arriving on time. If you expect your child to be late or absent, please be sure to notify the school before 8:30 a.m.

Please remember to call the attendance office (285-8910) when your child is going to be absent. If it is before the school building opens (at 7:30 a.m.) you can leave a message on the above phone number. Please read the "Attendance Awareness" letter posted on the website. Also, please send in an absence note letting the teacher(s) know why your child has been absent. The note should be addressed to the teacher and dated. It should include the date(s) of absence, the reason for the absence and be signed by the parent/guardian. If your child was absent for a legal reason and you do not send in a note within five days of the child returning to school, it is counted as an illegal absence.

Whenever possible, please make appointments outside of school hours. We also ask parents not to schedule vacations that result in children missing school time.

## **Early Arrival**

Our main concern is student safety. Students, including walkers and car riders, should not arrive on the premises before 8:25 a.m. Doors will not open until 8:30. It is imperative that children not be left alone in the school building or on school grounds. If you arrive early, please stay with your child until supervision is provided. Children are not allowed in the classroom before the teacher arrives. The official start of our school day is 8:30 a.m.

Any student arriving after that time must get a late pass from the greeter.

## **Early Release of Students**

In order to minimize any unnecessary disruption to the classroom, parents are asked to make every effort to avoid scheduling non-school related activities and appointments during the school day. Not only does this interfere with instruction, but, end of the day pick-ups also cause conflicts and confusion to New Lane's regular dismissal procedures. If an unavoidable circumstance should arise, please send a note in with your child in the morning. **Please be aware that students who will be released early will need to be signed out from the Main Entrance prior to 2:30pm, the start of our dismissal process.** No calls will be made to retrieve students in classrooms once our regular dismissal process has begun (between 2:30-3:00pm). Parents should be prepared **at all times** to show photo identification.

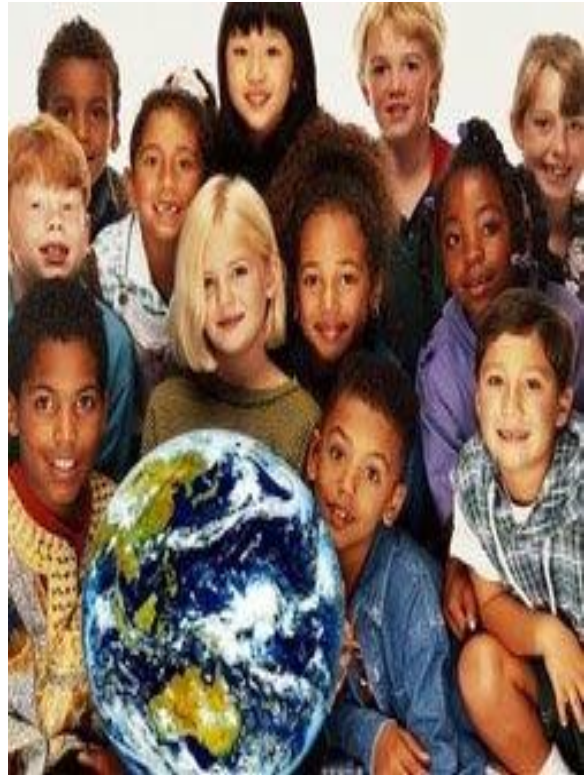
## **Car Riders/ Pick-Ups**

Based on district zoning, many students are considered walkers and picked up regularly at the end of the school day. Some parents of our bus riding students also choose to pick up their child/ren.

Although we strongly encourage all our bus riders to be transported to and from school on the bus, we certainly understand the need for some parents to pick their child up daily. In order to expedite the process for parents who choose to pick-up their bus riders (or walkers) every day, and still maintain the safety of our students, we ask that parents complete a "Car Rider Only" form. **This form must be completed by the parent if the intent is for any student to be picked up on a daily basis from the Car Rider Circle. Parents must come to the Main Office and request this form in person. At that time, a copy of your photo ID will be retained and remain on file.** Once completed, your child/ren will be assigned a Car Rider Pick-Up number which will be used in the dismissal process. Parents will receive cards with the family Car Rider Pick-Up number noted. This written notification will give us permission to release our child/ren as a "Car Rider Pick-Up Only" at the end of the school day. No daily sign out will be required once the appropriate written notification is submitted. (Please bring your pick-up # card with you daily.)

Please be aware that once our dismissal procedure begins, your child will depart as scheduled by either taking their assigned bus home or exiting the building as a Car Rider (2:50pm) or unscheduled pick-up at 3pm. In order for your child to be released to anyone other than the parent/guardian, that person **MUST** be listed on the emergency contact card and

present photo identification. **We will NOT accept dismissal changes over the telephone as we can't confirm who you are.**



## **Birthdays**

Please adhere to the teacher's classroom policies in regard to birthday celebrations. \*(In accordance with the MCCSD Wellness Policy).

September 2, 2024	Labor Day- No School
September 4, 2024	First Day for Students
September 12, 2024	Back to School Night – Gr. 1, 3, & 5 Meet the Administrators
September 16, 2024	Back to School Night -Gr.2 & 4
October 14, 2024	Columbus Day – No School
November 5, 2024	Election Day- No School
November 11, 2024	Veterans’ Day – No School
November 28 – 29, 2024	Thanksgiving Recess – No School
December 23, 2024 – January 2, 2025	Winter Recess – No School
January 20, 2025	Martin Luther King Day – No School
January 29, 2025	Lunar New Year – No School
February 17 – 21, 2025	Mid-Winter Recess – No School
March 31, 2025	Eid al-Fitr – No School
April 14 – April 18, 2025	Spring Recess – No School
May 26, 2025	Memorial Day – No School
May 22/23/27, 2025	Calendar Adjustment Days if no snow days
June 19, 2025	Juneteenth – No School
June 27, 2025	Last Day of School



## **Class Placements**

At the end of each school year, teachers place students from K-Grade 5 in classes according to individual needs and characteristics, academics and gender balance. Due to the number of factors to be considered when preparing class lists, no changes will be considered once the placement process has taken place.

## **Code of Conduct**

The Middle Country Central School District is committed to promoting safe and healthy learning environments where students are secure in their pursuit of educational success, free from the distracting incidence of violent behavior by others in their school setting. These acts include bullying, threats or intimidation, disruptive behavior in class, the carrying of weapons, fighting, physical assaults, and other behaviors that impede learning. Please refer to the Code of Conduct enclosed in your summer mailing.

**Classroom Behavior** – All children are expected to follow posted class rules. Students will complete class assignments and all homework assignments. Parents will be notified if behavior becomes a problem.

**Hall Code** – All children will walk quietly in the halls. Classes and students will stay to the right and walk in double lines.

**Lunch Code** – Children will respect the rights of others and follow the directions of the teaching assistants. Children will be expected to show good manners while eating and remain seated except for

purchasing lunch items. Students will be expected to use a quiet tone of voice when talking to friends.

**Lavatory Behavior** – All students are expected to behave appropriately while using the lavatory facilities. No more than two students, one girl and one boy, can leave a room to go to the lavatory at any given time.

Students need to:

- Develop self-respect by being honest and accepting responsibility for their actions and by exercising self control at all times.
- Only use language that is respectful and appropriate for school.
- Refrain from any action or attitude which might be hurtful to others, including bullying, cyber bullying, harassment, ridicule, exclusion, or persistent teasing.
- Be understanding, tolerant and respectful of other people's differences.
- Show respect for other students, for staff and all other adults in and around the school.
- Always try to resolve problems through discussion and/or with the help of others, including adults, and never resort to violence, neither verbal nor physical.
- Treat everyone's personal belongings, including their own, in a careful and proper way.
- Take good care of all school property and also the wider environment around the school.

## **Emergency Contact Card**

At the start of each school year, the parent/guardian is requested to fill out a card listing the people who can pick up your child and be responsible for them if there is an emergency and you cannot be reached. It is requested that this card be filled out, signed and returned promptly. If your phone number changes during the year, please contact the nurse and main office immediately.

## **Emergency Drills**

Fire drills, lockdown drills, and bus safety drills are held regularly at the direction of the school principal, and mandated by the state. Each classroom and school bus carry out rules and regulations provided and required by the New York State Education Department. All school personnel are ready at all times to supervise the children in following proper emergency procedures.

## **Emergency School Closing**

It sometimes becomes necessary to close or delay opening school due to weather conditions that make travel difficult or roads impassable. When this occurs, local radio stations are notified and will make announcements. In the event of inclement weather, set your dial to WALK at 97.5 FM, or WBLI at 106.1 FM for timely information. Please do not call the school, telephone lines need to be available for communication between the schools, radio stations and bus operators.

Additionally, in the event of any unanticipated school emergency, the District emergency phone line and/or Connect-Ed will carry a recorded message. This message will explain the nature of the emergency and will provide specific instructions for parents/guardians. Connect-Ed is a system that will allow the District to call parents in the community with important information. If you do not

wish to be contacted in this manner, please notify the principal in writing.

Please note this important information:  
Emergency hotline number: 285-8088.

## **Field Trips**

To ensure the success of the many activities offered, the school relies on volunteers. Parents' participation in field trips and special events is greatly appreciated and we try to give each parent a chance to participate. When on an outing, volunteers are reminded that the teacher has primary responsibility, and are asked to always defer to them when in doubt.

Parents who volunteer to assist on field trips are asked to sign in at the front desk when entering the building. Parents are asked to **refrain from smoking or drinking** alcoholic beverages in the presence of our children. This includes outdoors (nature trails, boats, waiting for buses, etc.).

Siblings may NOT be taken on field trips. Siblings in other classes are not to miss school. Pre-schoolers must be supervised and this detracts from the parent's ability to supervise students. If you are unable to attend without bringing a sibling, please do not volunteer.

## **Health Services**

The goal of the School Health Services Program is to help each student obtain and maintain an optimal degree of physical and mental health so that they may benefit to their fullest capabilities. To achieve this goal requires the close cooperation and open communication between the parent/guardian, and the school nurse, principal, teachers, physicians, psychiatrists, psychologists and social services.



## **Accidents Involving Injury**

- Parents will be contacted immediately.
- If parents/guardians cannot be reached, the phone numbers indicated on the "Emergency Contact" card will be called.
- If neither parents/guardians nor the emergency contact person can be reached, the school will arrange to have the child accompanied by the principal to the hospital.

## **School Nurse**

The nurse keeps a daily health service log. Each time your child visits the nurse she records the date, time and reason for the visit and what action was taken.

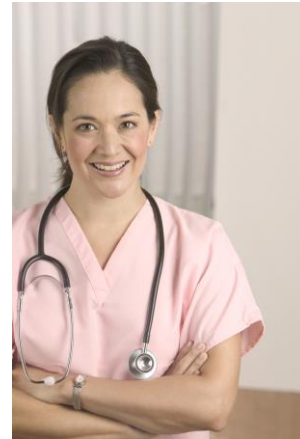
We ask that you not send children to school if they are not well, and have a fever. This is particularly important during the winter season in order to avoid the spreading of viruses and bacteria. If your child develops a fever or is sick during the day, you will be contacted immediately and will be asked to make the necessary arrangements for your child to be taken home. Please let the office know if your child has been exposed to an infectious condition such as chicken pox, lice, etc.

If your child has pediculosis (head lice), you will be contacted immediately and you will be asked to take him/her home for treatment. Children will be allowed to return to school when all the nits have been removed. Head lice infestation is quite common with school children. Because of the way lice multiply and spread, it is important for the school and home to take immediate action. This should not be a cause for alarm, however please check your child regularly.

Please contact the school nurse in relation to all eating problems. Their job is to see to it that your child is as healthy as possible in order to get the best possible education. The nurse needs a doctor's note for the following:

- Ace Bandages
- Casts
- Sutures

- Braces on knees, arms, wrists etc.
- Severe Illnesses – chicken pox, heart murmurs, seizures, scoliosis, etc.
- Operations
- Rashes
- Any physical limitations the child may have or might incur during the school year



## **In-School Need for Medication**

If your child needs to take medication while at school, the following three requirements must be met or medication will not and can not be given:

1. Doctor's note with his/her signature stating:
  - a) Medication to be given
  - b) Time to be given
  - c) Length of time to be given
  - d) Reason for medication to be given
2. Medication in original container with pharmacy label or over-the-counter medication in original unopened container.
3. Signed note from parent giving the school nurse permission to administer the medication in original container.

Please do not send any medication in envelopes or plastic containers. Please bring medication in to the school nurse yourself. DO NOT send it in with your child.

## **Immunizations**

As our New York State Immunizations are constantly being updated, please check with your family physician or our school nurse.



## **Physical Examinations**

New York State Education Department requires all children attending schools in grades K, 1, 3, 5, 7, 9 and 11 to have medical examinations. We urge you to have your family physician conduct this examination. If you do not have your child examined by your own physician, and a completed form returned to the school nurse by October 19, arrangements will be made to have your child examined by the school physician sometime during the school year.

## **Screenings**

Height, weight, vision and hearing tests are done on every student every year. A note from the nurse will let you know if there are any problems that need to be addressed. A permission form will be sent in January for Tympanogram (hearing) testing. If you do not wish your child tested, you must sign and return the bottom portion of the note.

## **Homework**

Homework is an extension of the academic material already taught in the classroom. Its purpose is to provide practice and reinforcement. Assignments can include reading, writing, practice exercise, memory work, research projects and preparation for tests and quizzes. Our goals in assigning homework include helping students develop good organizational skills and sound work habits and reinforcing the acquisition of concepts, skill and knowledge taught as part of the curriculum.

Even though they should be able to complete most of their tasks on their own, students may occasionally require assistance; parents should then feel free to offer guidance. If your child is experiencing difficulty with assigned homework on a regular basis, please inform the appropriate teacher.

Since work habits, abilities and concentration vary greatly from child to child, it is impossible to determine the time required for a given assignment. We recommend that parents begin the practice of checking off homework when completed in your child's Agenda Book. With older students, homework is frequently assigned several days in advance so that students can plan their work according to their co-curricular and out-of-school activities.

## **Hours of Operation**

Bus Arrival: 8:25 – 8:30 a.m.  
School Begins: 8:30 a.m.  
School Ends: 3:10 p.m.

Students should not be in the building after 3:15 p.m. unless they are in a supervised program. In case of a change in your pick-up arrangement, please inform the main office as soon as possible, prior to bus and car rider dismissal.

The main office closes at 4:00 p.m. Any forgotten books, assignments, instruments etc. **must be picked up prior to 4:00 p.m.**

## **Library Information**

The school library supports and reflects the educational goals and philosophy of the Middle Country Central School District. The teacher-librarian provides a well-balanced collection of print and non-print resources, and extensive reader services. The central focus of the library is to instill a love of reading and life-long learning in all children.

Reference and reader guidance services are designed to aid students in utilizing library resources. Instruction in research skills and information studies is integrated into the curriculum with research assignments planned and taught in collaboration with classroom teachers. Students will have the opportunity to choose a book to take home during Library period. It is important for each student to take responsibility for returning the book on the due date. Please do not hesitate to request assistance from our teacher-librarian in appropriate materials and reading lists.

Loan periods are in place to make library materials available to all. They range from library/classroom to overnight use. Borrowing privileges may be suspended if library materials are not returned on time. In case of loss or damage to library materials, please notify the teacher-librarian.

## **Lunch Program**

Children's health or ability to do school work is greatly influenced by the kind of lunch they eat. For that reason, a complete hot lunch, milk, and dessert is provided for students.

Monthly menus are posted on the district and New Lane website. Children may bring their own lunch and purchase milk and/or ice cream separately. No bottles or cans are permitted. Breakfast is available. For

more information about school lunch, call 285-8190.

## **Messages to your Child**

Classes will not be interrupted for a message and calls will not be put through to the classroom except in the case of an emergency. As two or more staff members may be involved with your child throughout the day, an email message to the teacher is the best way to ensure good communication. All teacher emails are on the New Lane website. (first initial and last name followed by "mccsd.net") If your child forgets something at home, the personnel at the front desk will ensure the item(s) will reach your child at the convenience of the teacher, without interrupting instruction. Please do not insist on seeing your child, except during emergencies, as this again is a disruption of instruction.

If unexpected information has to reach your child, please make sure you advise the office before 2:30 p.m. Urgent messages should be left with the main office secretary, rather than on voice mail.

## **Money and Valuables**

The school will not take responsibility for money or valuables brought to school by your child. When sending money for outings or activities, we recommend that you place it in a sealed envelope clearly marked with your child's name and teacher name.

## **Parent Teacher Association**

The New Lane Parent Teacher Association is an organization whose basic concern is children. Parents, together with the principal and teachers, strive to provide programs, services and opportunities that benefit the children of New Lane Elementary School. In order to keep parents

informed of what is happening in our community; PTA remains involved with our school board, administration, and other PTA units. This valuable information is passed on to parents at monthly PTA meetings.

Meetings are generally held on the first Tuesday of the month and all are welcome. Your participation and support are greatly appreciated.

### **Parking/Student Drop Off**

Please know that the safety of our students is our greatest concern, as we are sure it is yours as well. We teach children safety rules and hope these will lead to good habits. We need your cooperation; however, to make this happen. When you transport your children to and from school, we ask you to adhere to the following:

- Never park at the curb; only park in marked parking stalls.
- Students may be discharged from cars at curbside only. Please do not create a double row and let your child walk through/between cars. Have your child ready so they can exit promptly. Staff will assist children getting out of their cars. Cars should then leave immediately.
- If you need to come into the building, you must park in a designated parking spot (not handicap unless you have a placard) and walk along the sidewalks to the entrance. (Please do not walk between buses!)
- Please remember that the small bus circle is for drop-off and pick-up only. Anyone dropping off or picking up students should pull along curbside to do so and then exit immediately.

### **PowerSchool Parent Portal**

The PowerSchool Parent Portal is available to all parents/guardians of

school age children. PowerSchool is the District's electronic student management system which allows parents to view information such as bus transportation, attendance, and school progress. Once you have created your account, you can access the PowerSchool Parent Portal through a link on the Middle Country Central School District website- <http://www.mccsd.net>. Details on how to set up your account can be found on the MCCSD website in the PowerSchool section.

### **Publicity**

Under the Family Education Rights and Privacy Act, you may choose not to have information, pictures or video of your child(ren) published. If you wish to exercise this right, please notify us in writing at your earliest convenience. This declination will be in effect for this school year.

### **Report Cards and Interim Reports**

In order to assess our students' progress and level of achievement, we consider daily assignments, homework, special projects, test and quiz results and class participation.

Report cards and interim reports also address a child's attitude, effort, and progress as well as grades. In addition to these formal reports, teachers will contact parents whenever appropriate. You are also encouraged to contact teachers at any time, and if you have concerns regarding your child's progress, please feel free to ask for an appointment with the relevant teacher. Should you require additional assistance; the office will refer you to the appropriate person.

### **Safety and Security**

The safety and security of the entire school community are of prime importance. Students, staff and parents are responsible for following procedures outlined to ensure safe

conditions. If unsafe conditions or practices are observed, they must be reported immediately to the principal or administration.

We are committed to ensuring the safest possible environment for all members of our school community. In addition to our building level school safety plan, we have a variety of safe school practices.

The school has additional safety measures to further enhance campus security, including security cameras which monitor entrances and the property in general. Visitors (including parents) are required to sign in, so we can know at all times who is in the building. Please have ID at all times.

<u>School Contact Numbers</u>	
New Lane General Info	285-8900
New Lane Main Office	285-8905
Attendance Office	285-8910
Lunch Program	285-8190
Special Education	285-8850
Transportation	285-8880
Central Registration	285-8890
SCOPE	360-0800

### **Sign-Out Procedure**

**Anyone who wishes to sign out a student will need to show identification that includes an address with photo I.D. (i.e. driver's license). This is for your child's safety.**

### **Transportation**

The following regulations are to be adhered to by students to ensure safety and comfort on the bus:

- Be on time for the bus. Be at the bus stop ten minutes prior to pick up.
- Eating and drinking on the bus are prohibited.
- Remain seated and keep your head and arms inside the windows.

- Talk quietly; do not use inappropriate language or vulgar gestures.
- Always follow the requests of the bus driver.
- Be considerate of everyone on the bus.
- Always respect the private property of others on the bus, and at the bus stop.
- Stay out of the street and be watchful.

### **Visitors to the Building**

Visitors are always welcome at New Lane. When visiting, you must sign in at the front desk when you enter the building and pick up a visitor's pass. School personnel are requested to stop visitors in our hallways to determine their business. This policy is for the protection of our students. Should you wish to visit a particular classroom, please make prior arrangements with the teacher so he/she can let the office and front desk know.

Photo I.D. **IS ALWAYS REQUIRED** to enter the building.

Parents with a particular situation pertaining to the release of their children to other adults should contact the office each year to notify staff of their needs. Copies of divorce papers and court orders relating to the exclusion of a non-custodial parent will be kept on file in the main office.

### **Vacations (Missing School for Vacation)**

If you are taking a trip and your child will miss any school, please remember that you must either call or write a note to inform us before you leave. If your trip will take your child away from school for five or more school days, you must contact the teacher. Teachers will not give out work ahead of time for vacations. A packet of homework is not a substitute for in-class instruction, discussion, and hands-on activities that occur daily.

Missing school can make it very difficult for some children to catch up

with their academic work.

## Middle Country Central School District

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