

# **NORTH PARK ELEMENTARY SCHOOL**



2025- 2026  
School Year

# NORTH PARK ELEMENTARY SCHOOL

1593 Rt 9G  
Hyde Park, NY 12538

Phone: 845-229-4055

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[WWW.HPCSD.ORG/NPE](http://WWW.HPCSD.ORG/NPE)

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## STUDENT PLANNER AND PARENT / STUDENT HANDBOOK

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*This planner belongs to:*

Name: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

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EVERYTHING YOU NEED TO KNOW ABOUT  
NETHERWOOD ELEMENTARY SCHOOL

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**Bus Route:** \_\_\_\_\_

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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### Daily Schedule and Routines

9:00-9:10	Busses arrive
9:10	Students may enter the building and grab breakfast as needed
9:25	Announcements and classes begin
11:00-1:50	Classes rotate through lunch and recess
3:15	Pick up students begins at south doors
3:25	Busses begin to be called
3:40	Final busses depart

There are no student pick-ups between 3:00 and 3:25 due to the disruption to the dismissal process. Exceptions are made for students in the nurse. If your child has an appointment please pick up prior to 3:00 or wait until regular pick-up at 3:25.

Important note about Parking : Please keep our bus loop open for a safe and smooth arrival and dismissal. Visitors should park on the South side of the building.

Photo ID is required for all visitors to the building and must be shown when picking up your child. Please bring a photo ID with you each time you come to the building. A driver's license is required for entry to classrooms as it is the only way to complete our security checks via Raptor.

**ABSENCE NOTES:** All students who are absent from school must bring a signed note from home explaining the absence. Students without notes will be marked as unexcused. Please refer to the District Attendance Policy for further information on excused and unexcused absences.

**ATTENDANCE:** All students are expected to be in the building for the start of the school day at 9:25 am, and to remain in class until the end of the instructional day at 3:25 pm. We encourage you to schedule appointments after school hours when able. Bus drop off in the morning is at 9:15 am, and bus departure is 3:25 pm. Please refer to the District Attendance Policy, available at [www.hpcsd.org](http://www.hpcsd.org), for more information.

**ARRIVAL TIME:** Students cannot enter the building prior to 9:10 am.. We do not have proper supervision for your child until that time. Please make other child care arrangements before the school officially opens. The instructional day runs from 9:25 am until 3:25pm. Students are considered late if they arrive in the building after 9:25am [which is the time at which Morning Announcements begin!]

However, we do realize that there are circumstances that arise occasionally in which your child will arrive late. **Please accompany your child into the Main Office with a written note explaining the tardiness.** [For safety reasons, please do not drop your child off outside and send them into the building unaccompanied!]

**BAND:** Students who are studying a musical instrument are required to bring their instrument to school when band and lessons are scheduled. The band meets twice a cycle during the school day, and will perform at school concerts. **Additional** rehearsals may be planned during the school year.

**BOOK FAIR:** Each fall and spring the PTA sponsors a book fair fundraiser. Please join us and encourage your children to read, read read!

**BREAKFAST:** Our cafeteria offers a breakfast program for students upon the arrival of the buses in the morning (9:00/9:10)). Students wishing to partake of this program report to the cafeteria, grab their breakfast and report to their classrooms by 9:25 a.m.

**BUS PASSES:** If your child is to take a bus other than their regular bus home, **please send a note to school with your child** requesting a bus pass. Include the exact location where the student should get off the bus, as well as the bus route number. After showing the note to the teacher, the student will bring it to the office at the start of the day for a bus pass. *Please note that some buses are near capacity, and a pass may not be able to be issued.* For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed on Infinite Campus, our student management system. .

**CHORUS:** There are three choral groups, Fourth & Fifth grade, and North Park Notes that perform at concerts and events under the direction of the music teacher.

**CLOTHING:** Students should wear clothing that allows for the active nature of elementary school. We strongly encourage students to avoid open-toed shoes and flip-flops since they are not allowed on the recess equipment. For younger students, please send a change of clothes.

**CODE OF CONDUCT:** North Park Elementary students are expected to follow three basic rules: Respect for self, Respect for others and Respect for our environment. When student behavior falls outside these boundaries appropriate disciplinary measures may occur. Information on the code of conduct can be found at the back of this handbook and on the district website.

**DISMISSAL:** The instructional day runs from 9:25 am until 3:25 pm. We strongly encourage you to have your child present during this important learning time.

If you are picking up your student after school: Please park only in the lot to the left of the building as you enter the property, the South side. Students will be called to the cafeteria if they are pick ups. The Office cannot call into classrooms after 3:15 pm as it impedes the mechanisms in place for dismissal which ensure the safe dismissal of all students. . Staff will be at the door to call students down with radios as you arrive. Please be patient as our staff works diligently to ensure the safety of all students. If you are picking up your child, or another adult is, we must see a photo ID to allow for the child to be signed out.

If you are picking up your child early: Please send in a signed note, indicating the time of pick-up and the reason, on the morning of the early release. If you are picking up your child, or another adult is, we must see a photo ID to allow for the child to be signed out.

Emergency early pick-up: Please bring a signed note to the Main Office – the staff will call for the student. We cannot release the child to anyone other than those individuals listed on the Emergency Form. Identification will be checked by the Office staff. **For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed in Infinite Campus.**

**EARLY RELEASE DAYS:** On an early release day, students are dismissed at 12:25. . If your child needs to be dropped off at a different stop on an early release day, please be sure he/she comes to the office with a note to obtain a bus pass. For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed in Infinite Campus.

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# EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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**EMERGENCY PICKUPS:** At the start of the school year, each student will receive an emergency form via Parent Portal on the Infinite Campus website to be completed by his/her parents/guardians. If during the course of the year, any of this information changes, please notify the office immediately and update on your parent portal for Infinite Campus.

**ELECTRONIC DEVICES:** Electronic devices are not allowed to be used by students at North Park. Any devices must be off and stored in school bags. If students are using cell phones, electronic games or music players, the items will be confiscated. The first infraction students may pick them up at the end of the school day. With additional infractions the items can be retrieved by parents/guardians from the main office. We encourage students to leave these devices at home. Important messages can be delivered to students through the main office. Lost or damaged devices are not the responsibility of the school.

**FORGOTTEN ITEMS:** If your child has forgotten something at home and you wish to bring it to school, please bring it to the entrance where we will call the student down to pick it u.

**HOMEWORK POLICY:** Work assigned to students for completion outside the classroom is a valid part of the instructional program. Homework gives students the opportunity to practice new materials learned, overcome weaknesses, and develop independence in carrying out learning tasks. After a student has done his/her personal best work with parental encouragement, it is better for a child to come to school with less than perfect work than to have a complete assignment which does not reflect the child's own ability and creative thinking.

The amount of homework necessary depends on the subject, type of class, the individual and many other factors. Parents can assist by providing a satisfactory place to work, free from distractions by establishing a time scheduled for homework, by showing an interest in the homework to be done and by seeing that it is completed satisfactorily.

It is expected that teachers will:

- Not use homework as a means of punishment
- Carefully evaluate all homework assignments
- Return graded homework in a timely manner
- Base the number, frequency and degree of difficulty of homework assignments on the ability and needs of the pupil
- Take into account classroom and other school activities which make a legitimate claim on the students s after-school time

Teachers may assign appropriate support to students who do not complete homework assignments. These may include:

- Teacher/ student conference
- Working together during lunch
- Parent conference
- Principal Office referral

**INSTRUMENTAL MUSIC:** In the spring, students in grade 3 are introduced to band and orchestra instruments. Those who wish may choose to receive instrumental music lessons as fourth and fifth graders during the school day. Please contact the band/orchestra directors for more information.

**KINDERGARTEN CELEBRATION:** A celebration of our kindergarten students' first year. This is during the final half days of school.

**LOST AND FOUND:** Items that are lost are placed in a bin in the main office lobby. Students are encouraged to check this area and retrieve lost items. Small items, such as jewelry and money, are placed in the lost and found in the lobby. In order to avoid lost items, please be sure your child's name is on items (especially lunch boxes, coats, hats, mittens and gloves) that he/she brings to school.

**MEDICINE:** If it is necessary that a student be given medicine in school, the parent/guardian must bring the medicine to school along with a form, signed by the physician, authorizing the administration of the medication. Do not send medicine with the child on the bus. This policy includes over the counter drugs as well.

**MEET THE STAFF NIGHT:** An opportunity to visit with your child's teachers and learn more about what your child will be learning at North Park. As the staff wants to focus on working with parents, we ask that students and siblings not attend this event when at all possible. Individual parent conferences should be scheduled with the teachers for another time.

**MOVING-UP DAY:** A Moving-Up Ceremony is scheduled in June for the fifth grade students who will be leaving North Park.. Traditionally, a reception is held in the cafeteria or under the yellow tent outside after the ceremony with refreshments provided by the PTA

**PARKING:** Please proceed cautiously when entering the North Park school grounds! Park in designated parking areas only. **For safety purposes no traffic is allowed in and out near the main entrance** between bus arrival and departure (8:45 a.m. to 9:15 a.m. & 3:00 pm to 3:45 p.m.).

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## PLEASE SIGN AND RETURN TO MAIN OFFICE

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**PETS:** Animals are not allowed on the school bus or in school at any time. Permission **must** be requested before an animal comes to school, for its safety as well as that of the children.

**PHONE:** Our phone number is 845-229-4040. Student use of the phone should be limited to emergency calls. **Student cell phones are not permitted to be used at North Park.**

**PHYSICAL EDUCATION:** Each student receives two periods of physical education per cycle (Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> will have three). Students must wear sneakers for class. If, for some reason your child cannot participate in physical education, please send in a note from your child's doctor to our school nurse.

**PHOTOGRAPHS:** There are special events at school when photographs or videos are taken. These images may be used on the school or district website as well as on bulletin boards or in classrooms. Please send us written notice if you **DO NOT WISH** to have your child's picture used by the Hyde Park Central School District for any reason.

**PTA:** North Park PTA meetings are held at 6:00pm - dates are available on the district calendar, these are once a month. All parents/caregivers/students are invited to join the PTA and be involved in the many activities sponsored by the PTA for the benefit of North Park .

**RECESS:** A 20-minute recess is held outside daily for all children immediately after the 20-minute lunch. Students should be dressed appropriately for the weather conditions; this includes hats, gloves and boots in the winter. Please know that open-toed shoes, especially flip-flops, are not appropriate footwear for the playground!! Please be sure each item is marked with your child's name. **Students are sent out for recess unless the wind chill temperature goes below 20 degrees F, Students are also kept inside in warmer weather if the real feel temperature exceeds NYS guidelines at 96 degrees F.** If, for some reason your child cannot participate in recess, please send a doctors note to our school nurse. For safety reasons, only North Park students and staff are permitted on the playground during the school day.

**REPORT CARDS:** Report cards are issued every ten weeks. Parent-Teacher conferences are scheduled directly with the classroom teacher. Hyde Park uses a standards-based grading system. Should you have questions about this system please contact your child's teacher or the Principal for more information.

**SCHOOL SAFETY:** Health and Safety of our students is paramount. Students will participate in at least the minimum number of NY State required Evacuation Drills and Lockdown Drills. All drills will be communicated to parents approximately a week ahead of time so that we can ensure we work together to create a positive experience for all students. Communication about a Lockdown drill will be shared with families via ParentSquare the same day, as soon as possible so that you can discuss with your child, if needed. Hold In Places are called when there is a need to remain out of the hallway - this could be a health emergency or situation - please know you will be contacted if this occurs, but that instruction does continue and business at the school does go on as usual.

**SCHOOL PICTURES:** The PTA arranges for a professional photographer to take individual and class pictures each year. The date will be announced. All children are photographed for the school computer system, yearbook and to be included in the class picture, so should dress appropriately.

**STUDENT SERVICES:** North Park offers a variety of programs for those students who qualify through the Response To Intervention process. These programs are designed to enhance the educational opportunities for our students, and may include Speech Therapy, Physical and Occupational Therapy, Social Workers and Psychological services, as well as reading, and math. Please contact your child's teacher and/or the Principal if you have specific concerns about your child.

**STUDENT SIGN-OUT:** Please send a signed note to school with your child, that he/she will be picked up that day and by whom. Your child will bring this note to the Main Office after the teacher has seen it. The main office staff will call for the child upon the arrival of an adult. We cannot release the child to anyone other than those individuals listed on Infinite Campus. Identification will be checked by the Office staff. For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed in Infinite Campus.

**STUDENT PICK UP:** Please do not pick your child up between 3:00 and 3:30 p.m. without prior written notice, unless it is an emergency. We will not interrupt classes between those times as it is the beginning of the dismissal process. Please plan to pick up your child prior to 3:00 pm. when necessary.

**TESTING:** There are a number of district and state required assessments, including: State ELA in grades 3, 4 & 5, State Math in grades 3, 4 & 5, State Science in grade 5, and the Measures of Academic Progress (MAPS) in grades K-5. At North Park , we view assessments as only part of their overall academic achievement. We do not use any single data point to evaluate a child, but look at the whole picture. You can help your child succeed every school day by ensuring a good night's sleep, breakfast, and a positive start to the day, especially on testing days..

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# EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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**VISITORS:** All visits to classrooms need to be pre-scheduled with teachers. Conversations and conferences with teachers must be scheduled outside of instructional time. Please enter the building through the main lobby, go directly to the Main Office, and present your Photo ID for scanning through the Raptor system. **Visitors must wear a school issued visitor tag while on school property.**

**WEATHER-RELATED CLOSINGS:** During inclement weather school may be closed, or the opening of school may be delayed two hours to allow time for the roads to be sanded. Please listen to local radio stations that will announce changes in the school day. The website is a good place to look as well. Often a two-hour delay can turn into a closing, so please continue to listen to the radio. You may also call the District's updated information number, **229-4040**. **The most effective way to stay on top of closings and dismissals is to sign-up for *ParentSquare* on the district webpage!**

**YEARBOOK:** Each year the PTA publishes a yearbook for the North Park School Community. Order forms come home with the students and yearbooks are distributed in June. Parents are welcome to volunteer to help with the yearbook committee.

## North Park Playground Rules

### Resolving playground issues:

During cooperative play, students may find themselves disagreeing with a friend over a kickball call, a turn on the slide, or any number of issues. Students must take responsibility for their problems first. To assist students with resolving disputes on the playground and around the school, we suggest the following strategies:

1. Try to talk it out:

#### **HELPS:**

**H** - Have a place to go to cool down and talk to each other.

**E** - Explain what made you unhappy. Use "I messages" such as "I feel \_\_\_\_\_ when you \_\_\_\_\_."

**L** - Listen, without interrupting.

**P** - Plan what to do to fix it.

**S** - Shake hands, or agree that the problem is resolved in some other way.

2. Walk away and seek adult assistance if needed.

Should the students be unable to resolve the dispute, the playground teachers and classroom teachers are always on hand to help - please encourage your child to find an adult and ask for help.

### General considerations

- Recess is for exercise, having fun, and being with friends.
- During school hours, only North Park students are permitted on the school playgrounds.
- Primary playground is intended for grades K-2 and on the Northern side of the building, The playground on the back of the building intended for grades 3-5.
- All grades may be moved at Principal Discretion, activities will also be monitored by administration to ensure student safety.
- Students must obtain permission from a monitor to go inside the building.
- Bullying, swearing, teasing, fighting, or other problem behaviors may result in disciplinary consequences. These include a playground timeout, notification to classroom teacher, and Office Referrals are all possible consequences.
- Students are not to pick up anything that does not belong to them [rocks, sticks, bottles, etc].
- Monitors will take care of stray animals on the property and report these to the Principal— students are to remain calm and at a distance.
- If a student is injured, a monitor should be informed immediately.
- The following items are not allowed on the North Park playground.
  - o Toy/pretend weapons
  - o Umbrellas
  - o Batons
  - o Rulers, pencils, pens
  - o Electronic devices [phones, I-pods, etc]

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- The following items are allowed on the North Park playground, at the discretion of the monitor.
  - o Sidewalk chalk can be used on blacktop/sidewalks
  - o Crayons and markers can be used at designated areas for writing and drawing
  - o Water bottles for drinking purposes in hot weather

### Winter considerations

- No snowballs!
- Students appropriately dressed [snowsuits, snow/work boots] may play on the snow mounds left by plows.
  - o Climbing and sliding are okay.
  - o “King of the Hill” or pushing others off the mound is not allowed.
  - o No tunnel digging.
  - o If mound becomes icy, it will be off limits.
- Building of forts, snowmen, and snow-angels is encouraged.
- Icy areas are to be avoided – ice-sliding is not allowed.
- Equipment will not be used if it is icy.

### Playground Information -

Acrobatics – acrobatics are not allowed on the playground at any time.

Monkey bars – students must be able to climb bars on their own

- Students should not “help” someone else on these safety
- If a student is “stuck” on the bars, a monitor will help them down
- no one is allowed to climb on top of the bars or sit on top of the bars
- no standing on the bars, no hanging by the knees

Frisbee – must be used in areas away from building and other children

Jump ropes – ropes are for jumping only

- jump ropes are for use only on the blacktop or sidewalks

Slides – go down slides on bottom only

- no climbing up slides or hanging over sides
- nothing thrown down or up the slides
- students use the slides one at a time, single file

Swings – students must have both hands on chains and swing straight

- no jumping off of the swings, no running in front of or behind the swings
- small children are not allowed to push other children on the swings
- no “underdogs”

Football

- two-hand touch only; no tackle
- nine players per team on field, additional students rotate in as substitutes
- no blitzing

Kickball

- Soft playground balls only; no soccer balls

Soccer

- no slide tackles

Softball – tennis balls only; hardballs are not allowed

Basketball – aggressive players will be sidelined

Woods – no one is allowed in the woods at any time for any reason

- If something needs to be retrieved from the woods, students must ask for help from a Monitor.

\*\* If you are not playing safely and responsibly you could lose recess and /or the privilege of participating in certain activities. \*\*

## Emergency Procedures: Fire Drills, Lockdowns and Safety Drills

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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There is a laminated Emergency Response Chart hung in each classroom. In the event of an emergency, the appropriate announcement will be made so teachers can follow the procedures for that specific emergency.

*Please do your part in an emergency situation by remaining with your class.*

Please be aware of the exit from the room in case of a fire drill. A map of the exit routes used by each classroom/student area is posted in each room. Everyone should immediately leave the building by appropriate exits when the fire alarm sounds. Students are instructed to follow the teacher's direction and proceed outside with no talking – *please assist by modeling this behavior and by following the teacher's directions.*

**Chaperone Procedure for Field Trips:** Parents/guardians of North Park students may be asked to chaperone field trips. The classroom teacher and/or principal must approve any other adult relatives before the departure date. It is the desire of the faculty to have a wide involvement of parents/guardians for field trips and events during the school year while maintaining a ratio of students to adults that optimizes learning.

Chaperones may be asked to pay for their admission. Specific guidelines are as follows:

- **Be a model:** A field trip is a part of the school day and an extension of the school curriculum. Follow the procedures and rules of North Park while away from the school building. Model, and expect proper behavior and language. Let the students see that you are paying attention when the teacher, principal, or featured speaker is talking.
- **Focus on the children:** Although chaperoning may be a good opportunity to meet other parents, you need to stay focused on keeping your group of students together and on task. Stay with your assigned students at all times. Be safety conscious.
- **Leave siblings at home:** Field trips are designed to reinforce what the students have been studying in class. The field trip won't be as meaningful to younger siblings, and they may distract you from your role as chaperone.
- Students will be transported to and from a field trip via district coordinated transportation. Any other situations must be handled through administration and ahead of time.

**ALL CHAPERONES MUST HAVE THEIR DRIVER'S LICENSE RUN THROUGH THE SECURITY SYSTEM THE DAY OF A TRIP. A CHAPERONE MUST VISIT THE SCHOOL, EVEN IF CHAPERONES ARE PERMITTED TO MEET AT THE EVENT. ANYONE WHOSE ID HAS NOT BEEN SCANNED WILL BE ASKED NOT TO INTERACT WITH ANY CHILDREN, EVEN IF THE TRIP IS TO A PUBLIC LOCATION.**

### **General notes about North Park**

- Your work with our students and staff is sincerely appreciated!.
- Instructional time is, and we work very hard to not interrupt the teachers' time with their students. Check with the building principal before planning any events. All materials sent home must be approved by the Principal.
- Communication is the key to any endeavor – if you have any questions and concerns, please work with building staff towards a solution!
- Should volunteering be disruptive to learning, opportunities may be restricted by the Principal for an individual or building wide.

***Thank you for being a part of our  
community!***

## **HYDE PARK CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY IN PLAIN LANGUAGE**

A key component of academic success is consistent, full-day attendance. Missing class time can result in poor academic performance and lower student achievement. As part of its obligation to encourage students to attend school, the Hyde Park Central School District is committed to creating a safe, nurturing environment in our schools. In addition, individual schools are urged to develop their own incentives for encouraging attendance. More information on these building level incentives is available from the school office and school website.

The responsibility for attending school is shared by the student, parents and the district. Students have the responsibility to attend their regularly scheduled class or classes and to make up work that is missed for approved reasons. Parents have a responsibility to stress the importance of attendance and minimize the amount of class time their children miss. When absences, tardiness or early departures occur, parents are also responsible for notifying the school of the reason. Teachers have a responsibility for recording and reporting accurate attendance data and to provide students the opportunity to make up work that is missed for approved reasons. District administrators are responsible for maintaining accurate attendance records and notifying parents when missed instruction time (regardless of whether it is excused or not) may affect a student's academic performance. The district is also responsible for addressing the factors of excessive absenteeism that are under its control.

All children of school age and who legally reside within the Hyde Park School District are required to attend school every day that school is in session. New York State Law defines school age as the school year that a child turns six years old by December 1<sup>st</sup> until the end of the school year in which the student turns 16. The Assistant Superintendent for Pupil Services can assist in determining whether a child legally resides within the district.

In elementary schools, the classroom teacher will record attendance once each day. In secondary schools, the classroom teacher will take attendance during each class period, unless a class is self-contained, in which case attendance will be taken once at the beginning of the day. All absences, tardiness and early departure will be recorded as unexcused until the Building Attendance Officer receives a note from the student's parent or guardian indicating that it was for an excused reason.

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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### **Excused and Unexcused Absences**

#### **Excused absences are described as:**

- Personal illness or injury
- Doctor/Dentist/Health Clinic Visits
- Illness of death in the immediate family
- Weather conditions or impassable roads, at the discretion of the principal
- Religious observance
- Quarantine
- Required court appearance
- Approved college visits
- Military obligations
- School sponsored events and programs
- Approved cooperative work programs
- Emergency first response
- Other reasons approved by the building administrator

All absences must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the absence and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

### **General Procedures/Data Collection**

- Attendance will be taken during each class period.
  - At the elementary level, attendance will be taken each morning after the announcements, on a daily basis.
  - At the secondary level, attendance will be taken at the beginning of each class on a daily basis.
- At the conclusion of each class period or school day, all attendance information will be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED will be coded on a student's record.
- Student ATED data will be available to and must be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed routinely to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.

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## PLEASE SIGN AND RETURN TO MAIN OFFICE

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- Where consistent with other school practices, teachers and staff will address any students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

### **Attendance Incentives**

Each building will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

### **Attendance/Grade Policy Related to Absences**

A designated staff member(s) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: 10% unexcused absences. Such staff member(s) will remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent will be considered for additional support.

After a student has 3 consecutive unexcused ATEDs or a total of 5 ATEDs in a semester, this will result in monitoring and additional support, as needed. Those supports may include, for example, a phone call home, a letter sent home, regular check-ins, an attendance contract and/or home visits. However, absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the building principal after making the report.

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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### **Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

Students with properly excused ATEDs may make up the work for each ATED. Every effort will be made to support any student who is absent.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question. Every effort will be made to support any student who is absent. Any final determination about make-up work, assignments or tests will be made in consultation with the building principal and/or designee.

### **Annual Review**

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## PLEASE SIGN AND RETURN TO MAIN OFFICE

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The Board will annually review building-level student attendance records and, if such records show a decline in student attendance, the Board will revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

### Hyde Park Central School District

#### CODE OF CONDUCT Plain Language Summary

The Board of Education recognizes that a safe and orderly school environment is necessary for students and district personnel in order to provide a quality education without disruption or interference. To achieve this environment, responsible behavior is required of all students, district personnel, parents and other visitors that is based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

This document is intended to give students, parents, staff and visitors an overview of the expected behavior while on school property or attending school functions and the consequences when these expectations are not met. Expectations for acceptable conduct on school property or during participation in any school function are clearly described in the Code of Conduct that has been adopted by the Board of Education.

Possible consequences of unacceptable conduct and the fair and prompt administration of discipline when necessary are also included in this document. Anyone interested in more information and specific details should obtain a copy of this document which is available on the district website [www.hpcsd.org](http://www.hpcsd.org), or from the office of any school, as well as our District office.

The goal of the district is to assist students in learning self-discipline and to assume and accept responsibility for their own behavior, as well as the consequences of misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The district expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. In summary, students may not engage in behavior that is disorderly, insubordinate, disruptive, and violent or which endangers the safety, morals, health or welfare of others. In addition, students are expected to refrain from misconduct and from assisting another student in prohibited conduct.

#### Reporting Violations

All students are expected to promptly report violations of the Code of Conduct. Students may report to a teacher, guidance counselor, the building principal (or someone the principal designates) or any administrator in the building. Any student observing another student in danger of causing physical harm to oneself, other students or staff must immediately report it. Such physical harm can come from a weapon, alcohol or illegal substances, as well as other sources.

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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### **Discipline**

When discipline must be imposed because of a breach of the Code of Conduct, it will be done promptly, fairly and in a lawful manner with the objective of most effectively improving behavior and self-discipline. If a staff member observes or receives a report of conduct that requires greater disciplinary measures than the staff member is authorized to impose, that staff member will report the behavior to their immediate supervisor. Determining the appropriate disciplinary action will consider the student's age, the nature of the offense, the circumstances that led to the offense, and the student's prior disciplinary record. Information from parents, teachers and/or others will be considered, as well as the context of the situation. As a general rule, discipline will increase in severity with each offense. Under no circumstances will corporal punishment or any act of physical force upon a student for the purpose of punishment, be used for discipline. However physical force for the purposes of protecting oneself or others, or for protecting school property, or for restraining or removing a disruptive or insubordinate student, may be used if other methods are not effective.

Students who are found to have violated the district's Code of Conduct may be subject to an oral warning, written notification to parents, detention, removal from class, suspension (from attendance, transportation, athletic events, extra-curricular events or social events), in-school suspension or loss of privileges. Except for verbal warnings, parents will be notified when discipline is imposed on a student. For all discipline other than verbal warnings and lunch detention, the student and their parents are entitled to a formal or informal meeting with the staff member imposing the discipline. Refer to the complete Code of Conduct for those cases as well as a description of the staff members authorized to impose each type of discipline and the process to be followed.

A student who brings a weapon to school will be suspended. Students guilty of violence or who are habitually disruptive will be suspended for up to five days. Upon appeal, the Superintendent of Schools may change the suspension based on the student's age, grade and disciplinary record, input from parents, or extenuating circumstances, to a more effective form of discipline.

If a student under the age of 17 is habitually truant, ungovernable, or disobedient or otherwise demonstrates that they require supervision or treatment, the district may file a PINS (person in need of supervision) petition in family court. The district may also file a PINS petition on students found to be in possession of marijuana and similar illegal substances.

### **Discipline of Students with Disabilities**

Discipline of students with disabilities will follow the procedural safeguards required by applicable laws and regulations. These students will have no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. A student identified as having a disability shall not be disciplined for behavior related to their disability. The Committee on Special Education will determine whether the behavior that violated the Code of Conduct is related to the disability.

## **Involvement of Law Enforcement**

Code of Conduct violations that are also a crime will be reported to the local police. Anything that a student brings to school (or on a school bus) that is not allowed on school property will be confiscated and the parent or guardian will be notified. Confiscated material that is illegal will be reported to the local police.

## **Investigations**

Students may be questioned about alleged violations of the Code of Conduct without being informed of their rights or having their parents notified. The staff member questioning them will tell them why they are being questioned. School lockers, desks and other assigned storage areas are school property and may be searched individually or collectively without warning and without notifying the student to whom the area was assigned. If particular evidence or contraband is being sought, the person to whom the area is assigned will be given an opportunity to admit that the item or items is in the area before it is searched. Such an admission will be considered when assigning discipline. Searches of such areas may be authorized by a school official if the official has credible reason to believe the search will reveal evidence or contraband.

Students are required to remove outerwear (coats, hats, etc.) if requested by a school official during a search or questioning.

The police will not be involved in violations of the Code of Conduct that are not criminal. The police will be invited to enter school property if the school district believes a criminal act has occurred on school property. In addition, the police may enter school property or a school function to question or search a student, or to conduct a formal investigation involving students, only if they have a search or an arrest warrant or probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search a student, the building principal or someone designated by the building principal will try to notify the student's parent to give the parent the opportunity to be present during the questioning or search. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

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## EVERYTHING YOU NEED TO KNOW ABOUT NORTH PARK ELEMENTARY SCHOOL

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### **Notification to Outside Agencies**

If the district has reason to believe a student has been abused, neglected or maltreated, the district will notify local child protective services and cooperate with them in conducting interviews of students. Such interviews may be conducted on school property and may include school officials. If the nature of the allegations is such that it may be necessary for the student to remove any of their clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel will be present during that portion of the interview. No student will be required to remove their clothing in front of an official of the opposite sex or in the presence of fewer than two interviewees.

### **Rights of Students**

The district is committed to safeguarding the rights given to all students under state and federal law while promoting a safe, healthy, orderly and civil school environment. All district students have the right to participate equally in all district activities. Students have the right to present their version of events relevant to disciplinary procedures. Students can receive a copy of school rules at any time. Students have the right to an explanation of the rules. Along with these rights, all students have a responsibility to know and follow the rules, treat district staff and their fellow students civilly and respectfully and work to the best of their ability.

The Dignity Act Coordinators for 2024-2025 are as follows:

RRS: Matthew Darling, Principal 229-4060

NPE: Megan D'Alessandro, Principal 229-4040

NES: Josefine Wilber, Principal 229-4055

VAS: TBD, Principal 486-4499

HMS: Eric Shaw, Principal 229-4030

FDR: Michael Ruella, Principal 229-4020

District Dignity Act Coordinator: Melissa Lawson, Assistant Superintendent for Pupil Services  
845-229-4000

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**HYDE PARK CENTRAL SCHOOL DISTRICT**

Administration Offices: P.O. Box 2033, Hyde Park, New York 12538-8033

Telephone: (845) 229-4000

[www.hpcsd.org](http://www.hpcsd.org)

**Dr Pedro Roman**

*Superintendent of Schools*

Parental Rights to Referral and Evaluation for Special Education Services or Programs

The Hyde Park Central School District offers supports for students in general education such as psychological services, curriculum and instructional modifications and Academic Intervention Services (AIS). The Response to Intervention (RtI) team in your child's school may make a referral to the Committee on Special Education (CSE) if interventions have not been successful. In addition, parents and guardians have the right to refer their child to the Committee on Special Education (CSE).

A referral is a written statement asking that the school district evaluate your child to determine if he or she needs special education services. This written statement should be addressed to:

Joanna Murphy , Director of Special Education  
PO Box 2033  
Hyde Park, NY 12538

There is a requirement that the building principal offer to meet with you to discuss other ways to help your child. As a result, you may withdraw your referral, or ask that the referral process continue.

Additional information is available in English and Spanish in a document called, *A Parent's Guide to Special Education* at [www.nysed.gov](http://www.nysed.gov).

I have received and read the Code of Conduct Plain Language version in the student handbook. I also have received and read the Attendance Policy Plain Language version in the handbook.

Student Name:

Student Teacher:

Parent/Guardian Signature:

He recibido y leído la versión en lenguaje sencillo del Código de Conducta en el manual del estudiante. También he recibido y leído la versión en lenguaje sencillo de la Política de Asistencia en el manual.

Nombre del estudiante:

Profesor/a del estudiante:

Firma del padre/madre/tutor:

**Hyde Park Central School District**

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Revised June 26, 2024