CHURCH STREET SCHOOL

2026-2027

Family Handbook

WHITE PLAINS PUBLIC SCHOOLS
MISSION STATEMENT

To educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.

WHITE PLAINS PUBLIC SCHOOLS
VISION STATEMENT

We aspire to unlock the infinite and unique potential of each student, every day.



Church Street School
Family Handbook
2026-2027



Please click on the link to acknowledge that you have received and reviewed the family handbook:
https://forms.cloud.microsoft/r/pjPXzeQJeS

CHURCH STREET SCHOOL
295 CHURCH STREET
WHITE PLAINS, NEW YORK 10603
914-422-2400 914-335-8078 FAX

MYRA CASTILLO
PRINCIPAL

MEREDITH LEE
ASSISTANT PRINCIPAL

Dear Parents/Guardians:

Welcome to the 2026-2027 school year! As we embark on a new academic year we want to ensure that you are informed of all the Church Street School routines, procedures, school policies and important dates which are outlined in this family handbook.

At Church Street School our goal is to be able to help students become a part of a community of learners. To help develop positive contributing members of our school community, we take the time to help establish routines and procedures while teaching students the importance of being KIND, SAFE and RESPONSIBLE. As you review this family handbook, we ask that you also review the school expectations with your child. It is important to let them know that we are working together to ensure they have a successful school year.

As always, communication is important throughout the school year. Please do not hesitate to reach out to us with any questions or concerns you might have. We look forward to working together to help Church Street School SOAR TO NEW HEIGHTS!

Sincerely,

Myra Castillo

Myra Castillo
Principal

Important Contact Information

Church Street School Main Office		914 422.2400
Church Street School Main Office Fax		914 335.8078
Church Street School Office Email		churchstreetoffice@wpcsd.k12.ny.us
Jennifer Hernandez	Office Manager	914 422.2402
Jennifer Abreu	Office Assistant	914 422.2400
Erika Gomez	Office Assistant	914 422.2401
Myra Castillo	Principal	914 422.2347
Meredith Lee	Assistant Principal	914 422.2266
Christine Greenwald	Nurse	914 422.2403
Lauretta Dell'Orletta	Food Service Manager	914 422.2406
Nicole Venditto	School Psychologist	914 422.2400
Josefina Cherry	School Social Worker	914 422.2400
Leandra Furchi	Speech and Language	914 422.2332
Kathryn Trezza	Speech and Language	914 422.2103
Marlon Munroe	Senior Custodian	914 422.2404

White Plains City School District General Number	914 422.2000
White Plains City School District Transportation	914 422.2110

White Plains City School District Administration	
Dr. Joseph Ricca	Superintendent of School
Mr. Scott Pepper	Assistant Superintendent for Human Resources
Dr. Debbie Hand	Assistant Superintendent for Curriculum & Instruction
Dr. Ann Vaccaro-Teich	Assistant Superintendent for Business
	Assistant Superintendent for Pupil & Personnel Services

White Plains City School Board of Education
Ms. Rosemarie Eller, President of the Board
Dr. Cayne Letizia, Vice President of the Board
Ms. Sheryl Brady, Mr. Craig Mondshein, Mr. Charlie Norris
Ms. Jessica Roman Buck, Ms. Valerie Daniele

Church Street School Rules and WPCSD Code of Conduct

The WPCSD Code of Conduct is an important document to review in order to ensure that all students are contributing to a positive learning and overall school environment. Please take the time to review the Code of Conduct with your child to ensure that the expectations are clear at the beginning of the school year: https://www.whiteplainspublicschools.org/about/policies-and-procedures/code-of-conduct.
A hard copy brochure was included in the summer mailing for your review.
At Church Street School students learn to follow three golden rules:



Students learn these rules by practicing and seeing them in action each and every day. By following these three rules, we ensure that Church Street School is a safe and positive learning environment for all. We ask that you please help to reinforce these rules by practicing them outside of school as well. Our hope is that the learning in school is transferred to their everyday lives to become positive contributing members of society.

Church Street School Promise

At Church Street School we are helping to instill in students the idea of effective effort, always trying their very best. Every morning at announcements we all recite the Church Street School promise to get our school day started.



I promise to do my very best today;
to be kind, safe and responsible.
I know if I work hard, I will succeed!
I am a Church Street School Champion!

Home/School Communication

Parent Communication

Communication between home and school is an important element in determining a student's success. You are encouraged to contact the school anytime you have a question or a problem that involves your child. A line of communication has been established for your convenience. **To ask a question or share a concern:**

- Contact the teacher first
- Contact the principal
- Contact a central office administrator
- Contact the Superintendent

If you call your child's teacher during instructional time, a message will be taken, and the classroom teacher will return your call within 24 hours. If you follow the above steps, we believe you will successfully resolve your questions or concerns. Please remember that the teacher is the first step in this process and most concerns can be settled with a conversation or conference.

School Communication

To ensure that you are informed, announcements will be communicated in the following ways:

ParentSquare
ParentSquare will be the primary way the district and building level communication will be shared with parents. You are automatically enrolled with the information you provided at Family Information Center so, please ensure that contact information is updated.

Parent Newsletter
A monthly newsletter will be posted on ParentSquare outline upcoming events and announcements.

Church Street School Website
Please make sure to visit our Church Street School website for updates under the section **"About Us"** https://ch.whiteplainspublicschools.org/

Emergency Contact Information

In order to ensure communication with you during an emergency we ask that you please update all emergency contact information throughout the school year. Please note that only those individuals you list on the emergency contact list will be able to pick-up your child. We will not release a child to an individual not listed on the emergency contact list for safety reasons.

There are ways that you can update the emergency contact information:

1) **Updating phone numbers and emails-Contact Church Street School's main office** at (914)422-2400.
2) **Address changes** must be made through Family Information Center (914)422-2038.

Emergency Information



For bulletins regarding school closings or delayed openings due to inclement weather please visit the district's web site homepage https://www.whiteplainspublicschools.org/. The school district will also initiate the text, email and phone call out system via ParentSquare alerts to inform you of this change. For delayed openings, buses (including those for private schools and special education) will operate one or more hours later than the usual schedule, as announced.

Parents who are not at home during the day should make provisions for their children to go to the home of a friend or neighbor if inclement weather requires an early closing of school. An alternate emergency phone number should be filed with the school and updated when there are any changes.

School Hours

Doors open at 8:25AM when supervision is available to ensure the safety of students. We ask that you please drop off your child no earlier than 8:25AM.



8:25 AM Doors Open and breakfast is served as a grab and go. Students walk directly to the classrooms
8:40 AM Instructional Day Begins (Students are marked tardy after 8:40 AM.)
11:00 AM-1:45PM Lunch & Recess Periods
3:20 PM Dismissal

Students must be picked up by 3:20 PM each day. On early dismissal days, students are released at 12 PM.

Student Attendance

DAILY ATTENDANCE

In accordance with the district's attendance policy, please notify the school of your child's absence. If we do not hear from you, our office will make a phone call home. ***An automatic ParentSquare notification will be sent to you when your child is absent. You can choose to provide the reason for the absence at that time or send an email churchstreetoffice@wpcsd.k12.ny.us to the office. You can also send a note when your child returns to school.*** **The absence will be noted as "excused" if**

a valid reason for the absence is provided. If we do not receive a note, then the absence is considered "unexcused."

TARDINESS In order to maximize learning time, please ensure that your child arrives to school on time. If a student is tardy (after 8:40 AM), parents must sign students in at the main office. A late pass will be provided to the student and noted in our records.

Please take note regarding our district's three-step attendance plan as communicated in the Superintendent's Attendance letter:

• If a school principal, working collaboratively with a classroom teacher, notices your child has a pattern of excessive absences - or late entries or early departures - after a particular period of time, the principal will communicate her/his concern to you in writing. (This will happen even if you have written a note to the teacher explaining the absences, tardies, or early departures.)

• If the pattern continues after you receive the principal's communication, the principal will request a face-to-face meeting with you to discuss the seriousness of the situation.

• If the excessive absences, tardies, or early departures still persist, you will be notified and required to attend a mandatory Central Office Review (COR) meeting that will include the principal of the school. The COR will be used as a last resort when the pattern reaches such a high level that there is real concern about the child's ability to be successful in school.

Attendance and punctuality contribute to the success of students. A letter will be sent home with the report card when a student has been noted as having excessive absences and latenesses. We ask that you reach out to the school if you need support ensuring that your child attends school daily and on time.

Arrival & Dismissal Procedure

Arrival

Each grade level has a designated door where students will enter. Students will walk directly to the classrooms. Teaching Assistants will always greet students in the morning and ensure they are following arrival procedures. They will help direct students to their classrooms. *Students in the self-contained classes should be dropped off at the main office entrance where a staff member will be waiting or notify the teacher if the student will be a car drop off so that there is a staff member waiting to support the child into the building.*

The following are designated entrances for each grade level:

K: Auditorium atrium
1-3: Hallway leading to the gymnasium
4-5: Back auditorium door



Grades 4-5 entrance-back auditorium door

Grades 1-3 entrance-hallway leading to gymnasium

K entrance-auditorium atrium

Students who eat school breakfast will be directed to pick-up a grab and go breakfast to eat in the classroom. We will ensure that students with allergies receive their alternate breakfast. All students will receive an ID tag to attach to their backpacks so that they can scan at the grab and go breakfast tables. This ID tag also serves as a bus pass for students who qualify. ***Please ensure that students have the ID tag accessible each morning for breakfast.*** If the ID tag is misplaced, please contact our main office for a replacement tag (914) 422-2400.

Walkers

To reduce the congestion on the ramp, we ask that parents who are walking students to school to please wish their child a great day at the **"Have a great day" stations** on either ends of Church Street. Only students, faculty and staff will be allowed on the ramp to ensure that we are able to support the transition into the building. Students will follow the yellow line that has been marked. Please refrain from crossing the bus ramp to drop off students, students should use the crosswalks or sidewalk ramp.



"Have a great day" stations





Please do not cross in the middle of the bus ramps at any time. We ask that you use the designated crosswalks at either ends of the school and drop off students at the "Have a great day" stations.

Car Drop-off

Parents dropping off via car, enter the main driveway and proceed to the second stop sign. All students are then to be dropped off onto the sidewalk. No student is to be dropped off from the driver's side of the car. On the sidewalk, our teaching assistants will supervise students as they walk safely into the building following the yellow line. **Please note that students should not be dropped off in the faculty and staff parking lot.**



Stop at second stop sign for drop-off. Students follow the yellow line into the building.

Bus Drop-off

Upon the arrival of busses, teaching assistants will welcome students and ensure they are following the yellow line into the school building. Students will be guided to their designated arrival doors. If at any time students forget personal belongings on the school bus, you can contact transportation or our main office for support.

Dismissal

Changes in Dismissal

We are responsible for the safety of all students. Therefore, students will not be released from school unless accompanied by a parent/guardian or a note is provided to the main office indicating a student is a walker. Always write a note to the office when you plan to have your child(ren) dismissed before the scheduled end of school time or would like to make a change to your child's dismissal procedure. To ensure that students are dismissed in the correct area, dismissal changes should be communicated to our main office no later than 1:30PM. We will only honor changes to dismissal procedures in written form. If things change during the course of the day you may email the office at churchstreetoffice@wpcsd.k12.ny.us . Please note that that a student should never be pulled off the bus line to be picked-up. All students should be signed-out of the main office. All parents picking-up students

early from the main office must show identification. Note that any bus changes should be done directly with transportation.

Early Dismissal Days

Our office will send home early dismissal day notices home as a reminder with a form for you to complete indicating your child's dismissal plans. If we do not receive a response from parents regarding a child's dismissal plan for the early dismissal day, we will follow the child's normal dismissal plans. ***Please note that early dismissal time is 12 PM.*** **Early dismissal days are as follows:** October 8th, October 13th, November 25th (Emergency Dismissal-1/2 day dismissal), December 4th, March 2nd and 8th, June 24th and 25th.

Early dismissal days are also noted in the district calendar, click on this link to access the digital district calendar https://www.whiteplainspublicschools.org/calendar.

Car Pick-up

Please follow the road circulating around the parking lot. Traffic overflow will be directed to circle within the faculty and staff parking lot to keep Church Street clear. Additionally, please be very mindful of the pedestrians when entering the school premises and follow all road signs to ensure the safety of all.



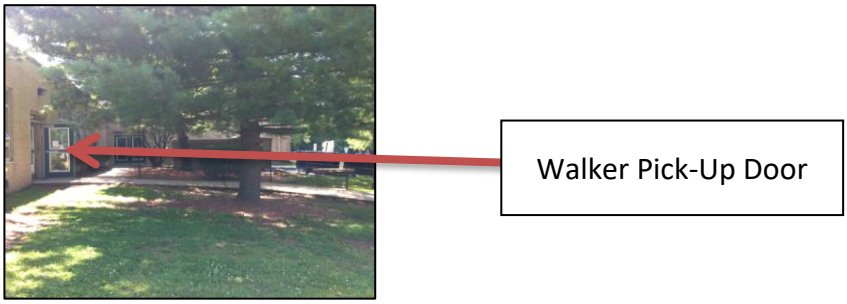
The car door pick-up area is located at the rear of the school, next to the faculty and staff parking lot. Please have your car pick-up tag prepared and proceed through the roundabout with caution. We appreciate your patience as we ensure the safe dismissal of all students.

1. We are issuing each family a car pick-up identification card. If you lose or damage your car card, please write your child's name on a piece of paper large enough to be seen from your dashboard.
2. Please place your car pick-up identification card on your dashboard. This will allow us to quickly identify who you are picking up. If you are sending someone to pick-up your child, you must notify the office before 1:30 PM in writing. In addition, please make sure that the person picking up your child is able to provide your child's name and show ID.
3. Be patient – Stay in line – Do not pass the car in front of you – Remember you must give children time to get into their cars and buckle up safely before the car can pull away.
4. If your child has not arrived at the dismissal area, you will be asked to pull up.
5. We want to remind you that you must remain with your car at all times. There is no parking allowed in the Pick-Up Zone.
6. We will begin loading cars at approximately 3:20 PM and 12 PM on early dismissal days.

Walker Pick-Up

All students will be indoors, lined up in the cafeteria according to grade levels. Parents are to walk up the ramp leading to the cafeteria door and form a line. The person picking up children at the walker door

must have some form of photo identification readily available. A teaching assistant will greet you, and at this point you will sign your child out. If you plan to send someone else to pick up your child, you must notify the office by 1:30 PM in writing. *Students in the self-contained classes who are walkers, should be picked-up from the main office.*



Walkers must have written parental permission if they are to walk home on their own. Students walking home on their own are dismissed from the walker door. They will be expected to proceed directly home and follow pedestrian safety rules.

Before and After School Care

A before care program is available at Church Street School through the WP Youth Bureau, students participating in this program will access their dismissal areas from the cafeteria. The WP Youth Bureau also houses their after-school program, The Afterschool Connection, at Church Street School. Students participating in the program are dismissed to the cafeteria where the program receives students. Please click on the link for enrollment information https://whiteplainsyouthbureau.org/elementary-school/ .

Bus Transportation

Students living more than one half mile from Church Street are eligible for bus transportation. All children who are eligible for transportation are assigned to a bus stop and run. However, if you do not intend to use the school bus for your child, please contact the Transportation Office as soon as possible at (914) 422-2110. The destination school and bus route numbers are posted on each bus. Please check this information, the numbered bus vehicle may change. Each bus travels to only one school, in other words, a bus won't stop at any school other than the one your child's going to.

If you have any questions regarding your child's bus transportation, please contact the district's transportation office at (914) 422-2110. Please note that any and all bus transportation changes must be approved by the transportation office and communicated to the Church Street by that office. Please visit the transportation website below to access the transportation handbook forms:
https://www.whiteplainspublicschools.org/district-offices/pupil-transportation

Bus Tracker Application

In the event that the bus is running late, transportation will communicate with parents via ParentSquare alerts. Parents also have the ability to track their child's bus via the Durham Bus Tracker App. Click on the link for instructions on accessing the app below: https://www.whiteplainspublicschools.org/district-offices/pupil-transportation/bus-tracker-app.

Bus Procedures



Please note that students should arrive at the bus stop 10 minutes before pick-up. ***Please contact operations at (914) 368-7340 (option #2 for dispatch) if the bus is late at pick-up or drop-off. Alternatively, you can also contact the WP Transportation Office at (914) 422-2110.*** Students should use the zpass. If you need a replacement zpass/bus pass, please contact the main office (914)422-2400. ***Please make sure students have the pass readily available to swipe when they board the bus, this pass will also be used to swipe for breakfast.*** Additionally, bus routes will no longer be mailed home, you are able to access your child's bus route information on the Parent Portal. Use this link for directions on how to access your child's bus information using the parent portal https://www.whiteplainspublicschools.org/parent-portal.

Bus Safety Rules

At Church Street School, we expect students to apply the school rules (Be Kind, Be Safe and Responsible) outside of school, which includes the school bus. Students should also adhere to the WPCSD Code of Conduct when riding the school bus https://www.whiteplainspublicschools.org/about/policies-and-procedures/code-of-conduct.. We do our best to work with you and the transportation office to ensure students are safe riding the bus. As part of teaching bus safety procedures, students participate in three bus safety drills a year. If you have any concerns regarding bus safety, please reach out to transportation or the Church Street School main office.

Student Health Services

If a student is hurt or ill all students have access to our school nurse. The nurse will notify parents when necessary. It is important to notify the school nurse of any health concerns so that we ensure your child's needs are met throughout the school day. Faculty and staff are notified of any students with allergies to ensure their safety.

All new entrants, students in grades kindergarten, second, and third must have physical examinations. All physical forms must be turned in by ***the first day of school.***

Anyone involved in a school-related accident should report it immediately to the school nurse.

If a student needs to take medication (including over the counter medication, medicated lotion, cough drops, benzocaine, sunscreen, bug spray, eye drops, etc.) during the school day, the following procedures must be followed:

□A parental/guardian permission form that gives the nurse permission to administer and store the medicine must be signed in the nurse's office.

□Bring a doctor's note with instructions about dosage, times given, etc. to the nurse
□Bring medication in the prescription box with the pharmacy label on the box
□All medications should be handed to the school nurse by a parent/guardian.

Please reach out to Nurse Greenwald with any questions you may have by email at christinegreenwald@wpcsd.k12.ny.us or via phone at (914) 422-2403.

No student should have medication in his/her possession while at school.

Emergency Drills

Church Street Elementary School is required to conduct 8 evacuation drills and 4 lockdown drills each year to prepare students for possible emergency situations. Procedures are taught and reviewed each year in order to ensure everyone's safety. The safety committee comprised of faculty, staff and parents review safety procedures each year and reflect on any adjustments that need to be made. All drills will be announced. Parents will be informed via ParentSquare alerts and letters backpacked home prior to drills taking place.

The following announced drills will take place at the beginning of the school year:

Drill	Date
Fire Drill	Friday, September 4, 2026
Lock Down Drill	Thursday, September 24, 2026
Bus Drill	Thursday, September 10, 2026
Emergency Dismissal Drill	Wednesday, November 25, 2026 (1/2 Day Early Dismissal)

Open House



At open house you will have the opportunity to learn more about the daily schedule, routines/procedures, the curriculum, goals for the school year and any other information that will ensure a successful school year. Please save the date, we hope you can attend.

Grade Level	Date	Time
K-2	Tuesday, September 15, 2026	6:30PM
3-5	Tuesday, September 22, 2026	6:30PM

Specials

We will follow the A-F schedule for specials. Teachers will inform you of the specials students will attend so that they are prepared for class. You can follow the letter days using the district calendar. To ensure the safety of all students, we ask that you please remind students to wear sneakers during

P.E. specials. During inclement weather, students have the option of changing into appropriate footwear to participate in P.E.

Special Area Classes	Special Areas Teachers
Physical Education	Coach Quiles, Coach Moreno, Coach Crupi
Art	Ms. Stanford, Ms. Camacho & Ms. Brockner
Music	Ms. Mendes, Ms. Alexander, Mr. Guilford
4th Grade Instrumental	Ms. Fusco, Mr. Ursino and Ms. Hickey
5th Grade Band	Ms. Pyne
5th Grade Orchestra	Ms. Hickey
Library	Mr. Talbot
Computers	Mr. Woodley

Student Progress Reports & Conferences

To support our educational program, we arrange two-parent conference sessions each year: one in October and another one in March. During the conference, parents will discuss the progress of their child. We will provide translations for parents who request it in advance.

Teachers will always be available to conference with parents, so if you have any questions concerning your child, don't hesitate to call or email. Report cards will be distributed each semester.

Conferences	Afternoon Conferences	Evening Conferences	Report Cards Distributed
Conference One	Thursday, October 8, 2026	Thursday, October 15, 2026	Friday, December 11th
	Tuesday, October 13, 2026		
Conference Two	Tuesday, March 2, 2027	Thursday, March 4, 2027	Friday, March 19th
	Monday, March 8, 2027		Friday, June 25th

Intervention Services

Students are assessed throughout the school year to measure their academic progress. Students who require additional academic support participate in small group instruction within the classroom and some students also qualify for pull-out supports. Students pulled by interventionists are supported during the grade level I-Block time to ensure that students are not missing core instruction. During the I-Block time, classroom teachers are also engaging students in small group instruction. Parents are notified when a student requires small group supports with an interventionist. The interventionists provide progress reports with report cards and communicates when a student exits or shifts groups.

Your partnership is important to ensure the success of students, please communicate with the classroom teacher if you have questions or concerns.

Enrichment

All students K-5 in the White Plains School District participate in whole group enrichment with Project Lead the Way. Frances Carlo is the Project Lead the Way enrichment teacher for grades K-5. She also teaches whole class visual reasoning for grades 1-3.
Students in grades 4-5 can qualify for small group visual reasoning and math enrichment. Small group visual reasoning is taught by Ms. Carlo and small group math enrichment is taught by our Math Specialists, Patricia Della Penna and Danielle Leston. Click on the link to find out more information regarding the WP enrichment program and the schedule for the school year: https://www.whiteplainspublicschools.org/curriculum/enrichment.

Social Emotional Learning

All students in grades K-5 participate in SEL lessons with our elementary guidance counselor Antonietta Viczian. Each class participates in six sessions of SEL lessons with Ms. Viczian. Additionally, SEL is embedded in our school community through class meetings, color zones and Responsive Classroom. Our school psychologists also provide supports to individual students, small groups and whole classes to help develop their social emotional competencies.

School Devices

Each student will be provided a school IPAD. Personal IPAD devices should remain at home. School IPADs should only be used for school related purposes. All students should adhere to the Network Computer Guide & Internet User Agreement which can be accessed using the link below:
https://www.whiteplainspublicschools.org/about/policies-and-procedures/computer-use-internet-aup

Internet Safety

The White Plains School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although the District cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act. We spend time throughout the school year teaching our students about digital citizenship and ways they can have a positive digital footprint. Please be sure to sign your child's Internet User Agreement:
https://www.whiteplainspublicschools.org/about/policies-and-procedures/computer-use-internet-aup

Testing Program

2026-2027 New York State Exams	
WIDA	Testing Window: Monday, February 1st-Friday, April 9th
Grades 3-4 ELA (Computer Based)	Tuesday, April 6th-Wednesday, April 7th
Grades 5 ELA (Computer Based)	Thursday, April 8th -Friday, April 9th
Grades 3-4 Mathematics (Computer Based)	Tuesday, May 4th-Wednesday, May 5th
Grades 5 Mathematics (Computer Based)	Wednesday, April 28th-Thursday, April 29th
Grade 5 Science (Computer Based)	Monday, May 10th

You will receive a reminder notice regarding the dates of administration. We will offer a parent information session regarding state tests.

Lunch and Recess

The lunch and recess periods are as follows:

Grade	Lunch	Recess
Kindergarten	11:00AM-11:30AM	11:30AM-12:00PM
1st and 2nd	11:35AM-12:05PM	12:05PM-12:35PM
3rd and 4th	12:10PM-12:40PM	12:40PM-1:10PM
5th	12:45PM-1:15PM	1:15PM-1:45PM

The daily menu can be accessed on the food and nutrition program by clicking on the link below: https://www.whiteplainspublicschools.org/district-offices/food-services/menus .

School Nutrition and Food Program



All students will have an option of a **free breakfast and lunch**! We ask that ***all families*** please complete the Education Benefits Form which can be done electronically using this link http://www.myschoolapps.com or you can download a form at https://www.whiteplainspublicschools.org/district-offices/food-services
This form will help determine if families qualify for other benefits including free instrument rental for 4th and 5th graders.
Students are able to purchase a second lunch and snacks via MySchoolBucks https://www.whiteplainspublicschools.org/district-offices/food-services/my-school-bucksstudent-lunch-accounts . If you have any questions please reach out to Ms. Dell'Orletta, our food service manager at (914) 422-2406.

Food Allergies

In an effort to ensure the safety of all of our students, the following are guidelines regarding food and allergies at Church Street School:

- ***All*** **classrooms are nut free**. Students will not be able to consume nut products in the classroom. Students will ***only*** be able to bring nut products for lunch as we have designated nut free tables in our cafeteria.

- **Home-made foods are not permitted for classroom celebrations.** We would prefer alternate options to food celebrations, for example, coming in to do a read aloud in the classroom, a craft, goodie bag with trinkets etc. Please reach out to the classroom teacher for other ideas. ***If food must come into classroom it needs to be prepackaged/store bought, have a clear label with all ingredients listed.*** Food items like pizza for example, will not be permitted as it does not contain a clear printed label. ***Food items not following the guidelines will be turned away.***

- **All students with allergies must have parents approve any food that is given to them from the outside**, for example classroom parties. ***In an effort to be inclusive, all students in the class must have the same allergy free snack for the celebration.***

- **Goodie Bags**-goodie bags should ***not include any food products***.

- **Nut products are not permitted on any school trips.** There is a high potential for cross contamination in a non-structured environment.

- **Nut products are not permitted when a student is enrolled in a lunch and learn activity (example-chess).** They use different classrooms and therefore, there is high risk for contaminating an allergic child's workspace.

- **No outside food should be given to students during a trip**, there is a high risk for cross contamination or sharing of food.

At the beginning of the school year, faculty and staff are informed regarding students with allergies to ensure their safety during meals. Please make sure you have communicated your child's food allergies to Nurse Greenwald christinegreenwald@wpcsd.k12.ny.us . Students with nut allergies will have a designated table in the cafeteria to ensure their safety. Click on the link to review our Allergy Policy https://www.whiteplainspublicschools.org/about/policies-and-procedures/allergyanaphalaxis-policy .

Birthdays and other Celebrations

****Once a month, birthday celebrations will take place***, instead of multiple throughout the month. This practice aligns with our district wellness policy and it is inclusive of all students https://resources.finalsite.net/images/v1711032767/whiteplainspublicschoolsorg/ghkypngbuohkv0xkdlev/5405WellnessPolicyapproved21224Integrated.pdf.
Students will still be celebrated in the classroom on their birthday with a read aloud, singing etc. We invite parents and families to participate in the non-food celebration on the child's actual birthday. Please contact the classroom teacher to coordinate. Teachers will reach out with the monthly celebration dates. Any items with an ingredient that a student in the classroom is allergic to ***will not be allowed*** in the classroom. In lieu

of cake or cupcakes we ask that parents choose a smart snack to share with the class. ***All food brought into the classroom must follow the school allergy guidelines.***

Playground



The playground is an ideal place for students to practice sharing, cooperation and developing friendships. Playground supervision is always provided. The physical education teachers review playground rules and safety throughout the school year. Please help us keep your children safe by dressing them with the appropriate foot gear and clothing to have a safe and fun outdoor experience.

School Attire



As per the code of conduct, students are expected to dress appropriately for school and school-sponsored functions. The district believes that to do otherwise takes away from the learning process. It is the responsibility of both parents and students to ensure that the student's dress (including jewelry) is safe and appropriate and does not materially and immediately disrupt or interfere with the educational process.

A student should:

- Not wear items that include language, symbols, or images that are sexually suggestive, profane, discriminatory, or that denigrate others.
- Not wear items that promote and/or endorse the use of alcohol, tobacco, cannabis/marijuana or illegal drugs and/or encourage other illegal or violent activities.
- Not wear items that cover the face and decrease the ability to recognize the student, except for a medical or religious purpose.
- Not wear garments that expose a student's chest, undergarments, or buttocks.

While some of these garments are inappropriate under this Code for older students, they might be appropriate for children in prekindergarten or the early primary grades. In administering this Code, principals/directors (or their designee) will use their discretion in enforcing the policy in these early grades.
(Code of Conduct: https://www.whiteplainspublicschools.org/about/policies-and-procedures/code-of-conduct)

Library – Media Center



Students will visit the library for read alouds, reading lessons and to check-out books. Visit library website, created by Mr. Talbot, our Library Media Specialist. There are numerous resources on the library website to help you take full advantage of our school library-media center https://ch.whiteplainspublicschools.org/library/welcome . You can check out the school catalog ahead of time if you would like to help your child make a selection before visiting the library each cycle. Additionally, take advantage of the SORA and our other digital book applications. We encourage you to spend some quality time with your child each day reading a favorite book together to help instill the love for reading.

Classroom Libraries

Students will have the opportunity to check out books from the classroom library and take them home for independent reading. These books are usually books that students are able to read independently. Students will also have digital independent reading books using the various apps that the teachers will provide access to.

Class Placements

When considering the placement of students, we take this process very seriously. We discuss each child as a team which includes administration, teachers, interventionists and PPS staff. We consider the best learning environment where each student will thrive. As we consider each student's placement, we also welcome your input by completing a form sent home at the end of the school year before placements take place. We ask for a description of the learning environment that you believe would benefit your child. We would appreciate it if you do not request specific teachers as we cannot honor such requests. The teachers at Church Street School work as a community to provide students with a positive and productive learning environment to help students reach their fullest potential.

Lost & Found

Our lost and found is located outside of the cafeteria. Once the area becomes filled and lost items are not claimed, all articles are donated to charities. Students are urged to cooperate by turning in articles found and to inquire for articles that have been lost. All personal belongings, athletic equipment, and books should be clearly marked with the child's name for easy identification. *The school is not responsible for lost articles*. At the end of the school year, any lost items remaining, will be donated to a local organization.

Money, Valuables, Toys & Pets

The learning atmosphere can be interrupted by electronic devices and toys. Therefore, all cellular phones (please see note about cell phones below), toys, balls, digital cameras, smart watches and electronic games are to be left home. Baseball cards or any trading cards should be left at home as we do not want any personal items lost or traded. We understand the attachment that students have to their pets; however, pets *of any kind* are not allowed in classrooms.

Cell Phone and Smart Watches Policy

The use of cell phones and smart watches during school hours is prohibited. We understand that some students require cell phones or smart watches for safety reasons before and after school. **Students are to keep their cell phone and smart watches in their backpack, turned off or in school mode and may retrieve the phone or watch from their backpack after dismissal.** Any phones or smart watches that are out and in use during the school day will be held in the main office to be retrieved at school by a parent or guardian. Students that need to make a phone call home can ask the main office to help facilitate calls. **Click on the link to review the WPCSD students and personal devices policy**
https://resources.finalsite.net/images/v1754652036/whiteplainspublicschoolsorg/lb1ez0ovshvhhymlu3id/CELLPHONEPOLICY5695ADOPTED862025.pdf.

Visitors

If you would like to speak to a faculty or staff member, please call ahead of time to make an appointment. All visitors should report to the main entrance of the school where you will be buzzed in to enter. Upon entering the building, visitors will be asked to present a photo ID, such as a driver's license or passport. The ID will be passed through the scanner, Raptor will check the visitor's information against the national public database of registered sex offenders. Once the check is complete, the visitor will receive a photo ID badge to display during the course of his/her visit. All badges should be returned to the main office upon exiting the building.



Family Supports



As part of the Church Street School community you have a network of supports. Please reach out to our school Social Worker, Josefina Cherry to access available resources at the school and in the WP community. Some of these resources include food pantries, clothing donations, housing resources in the community and more. If you are in need of support with school supplies for your child, please reach out to Ms. Cherry at (914)422-2400 or at josefinacherry@wpcsd.k12.ny.us . All supports remain confidential.

Kids Closet



Church Street School has a kids closet which includes new clothing for children, coats and shoes. If you would like to access the kids closet for support, please reach out to our school Social Worker, Ms. Cherry to arrange a time to access the closet.

School-Parent Compact



The school-parent compact outlines the school, parent and student's responsibility to help children at Church Street School achieve their goals. Please review the compact, by acknowledging that you have received and reviewed the handbook, you and your child are agreeing to fulfill your responsibilities as outlined in the compact for a successful school year.

SCHOOL-PARENT COMPACT

Church Street School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2026-2027 school year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities
Church Street School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
   The school follows a district-wide curriculum that is fully aligned with the NYS standards. Curricular revisions and refinements take place each summer. Teachers are provided with extensive professional development to ensure a comfort and capacity in implementing the standards-based curriculum. The school focuses not only on each child's academic development, but also on social and emotional development. In this way, an optimal learning environment is created that focuses on the whole child and enables students to meet the State's academic achievement standards.

2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
   Parent conferences are held formally twice per year (Fall and Spring) during early release days and evening meetings. Parents can also contact teachers directly to arrange additional conferences.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
   Report cards are distributed three times per year. Formal and informal assessment data is also shared during parents-teacher conferences twice per year. State assessment parent reports are mailed home each fall when they arrive from the State.

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
   Parents may contact staff through dojo/remind, email or telephone, and/or may request a meeting at a mutually convenient time.

5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities**, as follows:
   Parents are invited to participate in a range of activities, including writing celebrations, class parties, field trips, and performances. Parents are also invited to visit classrooms during American Education Week.

Parent Responsibilities
We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Monitoring amount of screen time for students
- Volunteering in child's classroom when possible
- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups and parent committees

Student Responsibilities
We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do our best!
- Ask for help when needed
- Read at least 30 minutes every day outside of school time
- Be Kind, Safe and Responsible

Parent – Teacher Association (PTA)

The Church Street School PTA is an intregal part of our school community. We are very fortunate to have an extremely supportive PTA. Members of the organization meet periodically to plan various functions for Church Street School. Some PTA activities/services include parent workshops, assembly programs, fund raising,

book fairs, author/illustrator week and the holiday boutique just to name a few. Please consider getting involved!

- Check-out the CSS PTA website: https://ch.whiteplainspublicschools.org/student-life/pta
- Join the cabinet or a committee
- Join the PTA Membership by clicking on the link below: https://wpcsspta.memberhub.com/store
- Join the weekly eblast with announcements by emailing wpcsspta@gmail.com.

2026-2027 PTA Co-Presidents:
Hope Kornell and Lisa Kelly

Receipt of Family Handbook Acknowledgment

Please click on the link to acknowledge that you have received and reviewed the family handbook: https://forms.cloud.microsoft/r/pjPXzeQJeS