

Vanderbilt Elementary School

Parent Handbook



2007-2008

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**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
2007/08 SCHOOL CALENDAR**

Adopted

<u>SEPTEMBER 2007</u>					Sept. 3 Labor Day		<u>FEBRUARY 2008</u>				
<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	Sept. 4 Supt. Conf. Day		<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>
					Sept. 5 School Opens						
(3)	(4)	5	6	7	Sept. 13,14 Rosh Hashanah						1
10	11	12	(13)	(14)	Sept. 22 Yom Kippur		4	5	6	7	8
17	18	19	20	21	Oct. 8 Columbus Day		11	12	13	14	15
24	25	26	27	28	Nov. 6 Supt. Conf. Day		(18)	(19)	(20)	(21)	(22)
					Nov. 12 Veteran's Day		25	26	27	28	29
					Nov. 22,23 Thanksgiving						
					Day Recess						
					Dec. 24 - Christmas/New						
					Jan. 1 Years Recess						
					Jan. 21 Martin Luther						
					King Day						
					Feb. 18-22 Winter Recess						
					Mar. 20-24 Easter Recess						
					Apr. 21-24 Passover Recess						
					May 26 Memorial Day						
					June 27 Last Day of						
					School						

The Board of Education reserves the right to change this calendar if emergency closings during the school year require additional days. May 27th will be utilized if there is one emergency school closing. May 27th and May 23rd will be utilized if there are two emergency school closings. May 27th, May 23rd and March 25th will be utilized if there are three emergency school closings. May 27th, May 23rd, March 25th, and April 25th will be utilized if there are four emergency school closings. However, please note, additional day(s) required will be determined by the Board of Education at a later date.

Notes: There will be 3 half-days at the end of the elementary school year; these days will be June 25, June 26, and June 27.

Principal's Message

It is a pleasure to welcome you to a very special place, Vanderbilt Elementary School! Our esteemed faculty here at Vanderbilt maintains a deep commitment to making a difference in the life of each child.

We strive for academic excellence, accepting children as they are; individual learners that require individual attention. Teachers have created a professional learning environment which allows for the free exchange of ideas that revolve around what is best for children. We work collectively to design and implement the best teaching practices in education as we grow and learn together.

Social and emotional growth is as important as academic growth. Children succeed when they are happy and possess a positive self image. Our school culture focuses on positive citizenship. All of us are unified by our roles as members of an important and effective learning community, while we respect each other for our differences.

A strong partnership between parent, child, and teacher is essential. Parental involvement at home and in school is a critical component in a child's education.

All these factors together promote the development of children as lifelong learners. In the future as in the past, we will work passionately and cooperatively with all members of the Vanderbilt community to enhance the lives of children.

-Martin Boettcher

PTA Message

The Vanderbilt PTA would like to say “Welcome!” to all our families for the upcoming school year. We have so many fun-filled activities in store for you and your children this year and we would like you become involved and participate in any way you can.

Our PTA, an organization of parents and teachers together, is a dynamic team that works diligently to develop programs and arrange events that enrich the educational experience of your children. Some of our events this year include our Fall Harvest Fun Night, two Scholastic Book Fairs, a Parents’ Shop & Dine, Parents as Reading Partners (PARP), a Holiday Boutique, a Barnes & Noble night, plus several other family events.

Each and every family is invited to join in these events. We look forward to and need your participation. The events and programs that we sponsor can only be implemented with your time and effort. Large and small volunteer jobs are available for each event, and they are all equally important. Just ask us where you can help!

We encourage you to attend our monthly PTA meetings where you can learn not just about upcoming events, but learn about what is happening throughout the Half Hollow Hills School District. Check out the District calendar for important dates and times of meetings and other scheduled events. Logging on to www.halfhollowhill.k12.ny.us and clicking on *Schools*, *Vanderbilt Elementary* and *Vanderbilt PTA* will get you to the PTA website which will be updated with important upcoming events. We also encourage you to provide us with your e-mail address so that we may provide you with important information that you may have missed.

Vanderbilt Elementary School is a caring, community-based school, where children are learning to make a difference for themselves, their peers, their community and people in need. Please help us to continue to achieve our goals by joining and becoming a member of the PTA for the 2007-2008 school year. We look forward to getting to know you better and making this a very successful year. Please feel free to e-mail us at vanderbiltpa@hotmail.com or call us with any questions or concerns.

Maria Holmquist 351-3479

Kori Schneider 462-1368

Vanderbilt PTA Co-Presidents

2007-2008 Staff

KINDERGARTEN:

Mrs. L. Rubin
Mrs. C. Valenti
Mrs. S. Gewirtz
Mrs. C. Walsh
Miss E. Michaelides

Dr. L. Gische Psychologist

Mrs. K. Kremer Nurse
Ms. M. Anderson Health

FIRST GRADE:

Mrs. D. Palermo
Mrs. C. Paulsen
Mrs. E. Krapf
Mrs. S. Bostock
Miss C. Keller

Mrs. L. Levine Reading Specialist
Mrs. K. Farrell Reading Specialist
Mrs. D. Giannetto Reading Specialist
Mrs. K. Rusinski Math Specialist
Mrs. J. Hegreness Band
Miss E. Fleming Orchestra
Mrs. D. Rugen Music / Chorus

SECOND GRADE:

Mrs. K. Homenides
Miss J. Fontaine
Miss C. Lombardo
Mrs. R. Zimmerman
Miss A. Marcus

Mrs. C. Brunhuber Art Teacher
Mrs. D. Miceli Librarian
Miss A. Strack Phys. Ed.
Mr. J. Schroeder Phys. Ed.

THIRD GRADE:

Mrs. K. Lange
Mrs. C. Schwartz
Mrs. D. Knoll
Mrs. M. Shaughnessy
Miss J. Szigethy

Mrs. G. McGuire Resource Room
Mrs. S. Fontana Speech Teacher
Mrs. L. Schwarz ESL Teacher
Mr. P. Klement Teaching Assistant
Mrs. P. Baker Hearing Teacher
Mrs. M. Anderson Health Teacher

FOURTH GRADE:

Miss J. Meehan
Ms. E. Funk
Mrs. K. Sigismondi
Mrs. I. Sussman
Mrs. A. Rafft

Mr. M. Boettcher Principal
Mr. S. McElhiney A.P.

Mrs. A. Mancuso Secretary
Mrs. C. Regan Secretary

FIFTH GRADE:

Mrs. L. Ferentinos
Mr. R. Gerhardt
Ms. B. Conway
Mr. G. Byrne
Ms. D. Futterman
Mrs. C. Balsamo

Important Telephone Numbers

Vanderbilt Main Office	592-3800
350 Deer Park Ave	592-3918 (Fax)
Dix Hills, NY 11746	

Vanderbilt Attendance Office	592-3807
Nurse's Office	592-3801
Psychologist's Office	592-3808

Transportation Office	592-3855
Reach/CYA	549-9417

PTA Officers, 2007-2008

Maria Holmquist	Co-President	351-3479
Kori Schneider	Co-President	462-1368
Vidya Nagaraj	Past President	351-0456
Bernadette Bunsis	Vice President	462-7573
Ilyse Flattau	Vice President	549-0076
Dawn Zacharakis	Vice President	858-0038
Judy Speisman	Treasurer	242-4039
Terry Morris	Assistant Treasurer	491-5707
Lidia Pino	Recording Secretary	493-0423
Tina Shek	Corresp. Secretary	940-6008
Diane Orlando	Historian	462-2958
Jodi Rosenzweig	Historian	858-9398
Mindy Ashkinos	Delegate to Council	425-7517
Linda Winthrop	Delegate to Council	462-0365

STUDENT USE OF THE TELEPHONE

In our efforts to foster responsibility, we greatly discourage calls home for various forgotten items or last minute social arrangements.

MESSAGES FOR CHILDREN

Our office is often asked to deliver personal messages to students in class during the school day. To maintain an uninterrupted learning environment, please restrict requests for messages for extreme emergencies only.

SCHOOL HOURS

School begins at 9:10 AM and ends at 3:20 PM.

EARLY ARRIVALS

Students should not arrive before 9:10 AM, unless requested by a teacher or they are participating in the REACH/CYA or School Breakfast Program. This is for your child's safety, as there is no supervision prior to 9:10 AM. Children will be allowed to enter the building at 9:10 AM.

Children will not be permitted to wait outside the building unsupervised.

Before-school childcare is available at Vanderbilt each day. Beginning at 7:30 AM, a trained professional is on hand to receive children and care for them until the school day begins. After-school childcare is available at the District's Central Office, and at the Forest Park School, each day. Children are transported by bus from Vanderbilt, are met by trained professionals, and cared for until 6:00 PM. There is a fee for each of these services. For information regarding these programs, call Jill Cozzali-Lubeck at **549-9417**.

RULES FOR DISMISSAL

Regular dismissal begins at 3:20 PM for all students in grades K-5. For building security, no one is permitted to enter the building without signing in at the hall monitor's desk. Parents/designees must sign the release log before a student will be released. Please note that you may be required to show I.D. when picking up your child.

Parents/designees who wish to pick up their child are requested to send a note requesting that their child be dismissed to the hall monitor at 3:20.

EARLY PICK-UPS

If you are picking up your child before the end of the instructional day, we request that you send in a note stating the time and purpose of the early dismissal. We are now required by law to record and report all early dismissals. Please note that you may be required to show I.D. when picking up your child.

*Medical and dental appointments should be made after 3:20 PM.

No child will be permitted to leave the school with a designee unless written permission from the child's parent or guardian is received.

SCHOOL CLOSINGS/DELAYED OPENINGS

Whenever some emergency necessitates the closing of school, radio stations that service our community will make such announcements during their regular programs in the morning. The radio stations that will carry news regarding emergency closings are as follows:

WMJC/FM 94.3	WALK/AM 1370	WALK/FM 97.5
WGSM/AM 740	WHLI/AM 1100	WBAB/FM 102.3
WLUX/AM 540	WGLI/AM 1290	WGBB/AM 1240

Information of this will also be posted on the district website:

www.halfhollowhills.k12.ny.us. A delayed opening is used when a certain set of circumstances is present. This simply means that a school scheduled to open at 9:10 AM would not open until 11:10 AM. An abbreviated school day schedule is used and the district avoids losing an attendance day.

EARLY DISMISSAL

Early dismissal procedures call for the transportation of all students by bus. At the beginning of the school year, your child will receive an early/emergency dismissal card. It is critical that you return this to your child's teacher so we know where to send your child in the event of early dismissal.

In the event of early dismissal, the PTA will activate a phone chain and attempt to contact all parents. Information of early closing will also be posted on the district website: www.halfhollowhills.k12.ny.us

VISITORS TO THE BUILDING

In order to have a safe environment for our students and faculty, the following should take place when visiting the building:

1. Park only in the parking area, not along the drop off area.
2. Enter only through the main entrance during school hours.
3. All visitors are required to sign in immediately upon arrival and sign out upon leaving the building. Visitors will be asked to provide photo identification and must wear a Vanderbilt visitor badge while visiting our school.
4. It is imperative that visitors respect the instructional integrity of the school by proceeding directly to their destination and refrain from visiting other classrooms or teachers.

STUDENT ABSENCES

The Half Hollow Hills School District shares everyone's concern and awareness of the ever-increasing incidents of "missing children." When a child is absent, parents are expected to call the attendance office (**592-3807**) anytime prior to 9:30 AM. Please state your child's name, teacher and the reason for the absence. If your child does not arrive at school by 9:30 AM the attendance office will call you at home.

When a student is absent from school, he/she is required to bring in a written note from his/her parent/guardian indicating the reason for the absence. The note should include the date of the absence and signature of the parent/guardian.

We also want you to know that while we realize the value of a family vacation, it is illegal to take your child on vacation while school is in session. It is very difficult to replace the interaction and instruction that takes place on a daily basis and teachers can not predict exactly what will be covered. Children should be in school, except for illness or emergencies, when school is in session.

Extra help sessions will not be used to make up instructional time missed because of vacations.

If you are planning to be away, and leaving someone else in care of your children, please notify us in writing. Please include a signed permission slip for any changes in your child's arrival or dismissal procedures, and contact information in the event your child becomes ill.



EMERGENCY HEALTH CARD

The health card, which your child will bring home to you on the first day of school, will enable us to contact you or a neighbor in the event your child becomes ill or is injured at school. Please complete it accurately and return it to school promptly. This information **MUST** be updated as changes occur. Your cooperation is necessary to ensure the well-being of your child.

HEALTH INFORMATION

It is our goal for all children to enter school in optimal health ready to learn.

Physical Examinations

It is recommended that every child have an annual exam performed by their private physician.

New York State Law **requires** that all children in grades K, 2, 4, 7, 10 and all new entrants to a school system have a physical examination. These mandated physicals can be performed by the student's pediatrician or by the school physician. Once completed, a physical exam form must be submitted to the school nurse.

Information on the Child Health Plus health plan for children is available in the Nurse's Office. The plan provides preventive medical services and emergency room care. For more information call 1-800-698-4KIDS.

Immunizations

According to New York State Public Health Law #2164, **"No child shall be admitted to public school without documented proof of required immunizations, signed by the doctor."**

The following immunizations are required:

Measles	2 doses
Mumps	1 dose after 1 st birthday
Rubella	1 dose after 1 st birthday
DPT	3 or more full doses
Polio	3 or more doses
Hepatitis B	3 doses
Varivax (chicken pox)	1 dose after 1 st birthday

If your child has had any of the diseases indicated below, documentation is required as follows:

Measles/Mumps	A physician's documentation of the disease.
Rubella	Serological evidence. The lab report must be submitted.
Varicella	A physician's documentation of the disease.

Records must show dates of all immunizations with an authorized physician's signature and stamp.

Medication

In order for any medication (including over the counter medication) to be given at school, the school nurse must be given the following:

1. Written orders from a physician which indicate the student's diagnosis, the name of the medication and the dosage and frequency of administration.
2. A written request from the parent/guardian that the medication is administered as prescribed.
3. The original pharmacy labeled medication bottle with the student's name and prescription on it must be brought to school by the parent/guardian.

Students may not carry any medication to or from school.

Food Allergies

Food allergies are prevalent; consequently, students will not be permitted to share food in the cafeteria or classroom. There are children in the district and at Vanderbilt who suffer from **severe life-threatening peanut/nut** and other anaphylactic food allergies. Please review with your child the importance of not sharing food with others. A district-wide Board of Education food allergy policy is in effect.

Routine Illness and Communicable Diseases

If your child is not feeling well, please keep him/her home until he/she feeling better and free of fever for a full 24 hours.

If you suspect your child has an infection or communicable condition such as strep throat, fifth disease, chicken pox, ring worm or head lice, please consult your private physician regarding diagnosis and treatment and notify the school nurse. If an infectious illness is suspected in a student while at school, the parent/guardian will be contacted; the child will be excused from school and a physician's note will be requested.

Scoliosis

Effective September, 2005 New York State Education Law requires all children between 10 and 16 years of age receive a school screening examination to identify children with possible curvature of the spine (scoliosis). If signs of scoliosis are suspected in a child, the parent/guardian will be contacted.

Vision and Hearing Screenings

Vision and hearing screenings are performed on all students according to the New York State recommendations. Parents/guardians are contacted when minimal standards are not met or if any difficulties are suspected.

TRANSPORTATION

Students should take their assigned bus to and from school. Please review the following rules with your child:

BUS SAFETY RULES

1. Wait at your designated location in an orderly manner.
2. Be on time.
3. Go directly to your assigned seat when you board the bus.
4. Keep the aisles clear.
5. Keep hands and arms inside the bus and to yourself.
6. Stay in your seat.
7. Keep the noise level down.
8. Leave the bus in an orderly manner.
9. Cross at least 10 feet in front of the bus and only after the bus driver has given the signal that it is safe to cross.

Please call the transportation department with any questions about the bus route or schedule at 592-3855.

Students are expected to be respectful and maintain proper behavior throughout the bus trip to and from school. Children that demonstrate the inability to follow rules **will** have bus riding privileges suspended indefinitely.



CAFETERIA

BREAKFAST PROGRAM

All students may participate in our School Breakfast Program. You will be notified when the program will begin.

Arrivals to the Cafeteria

As buses arrive, beginning at 8:50 AM, only those students who are participating in the Breakfast Program will be released. ALL OTHER STUDENTS WILL REMAIN ON THE BUS.

Children must walk directly and quietly to the cafeteria to purchase breakfast. Cafeteria behavior rules apply including cooperative clean up. Children may sit with family members or friends and are encouraged to complete their meals quickly so they can get to their classroom on time.

Costs

The cost for the breakfast program is 75 cents. Those eligible for reduced or free lunch are also eligible for free or reduced breakfast. The cost is 25 cents for reduced breakfast (prepaid tickets are available).

LUNCH PROGRAM

Hot lunch program prices are as follows:

Elementary School Lunch	\$ 1.50
Reduced Price Lunch	.25
Prepaid lunch (20 lunches)	30.00
Prepaid lunch (5 meals)	7.50



(Should you have any questions or need information, please call the Food Services Director at 592-3021.)

Free and Reduced Breakfast or Hot Lunch Requests

Applications for the Free and Reduced Lunch Program can be made at any time during the school year. If there has been any loss of income due to unemployment, reduced work hours or family emergency, please contact Mrs. Kremer, our school nurse at 592-3801.

When you receive your application form, please return it promptly to the school nurse. These forms must be completed and on file in order to be reviewed. If you qualify, the school will grant free or reduced meals.

Cafeteria Loan Fund

A lunch monitor maintains a small loan fund that is available when children forget or lose their money. The loan should be repaid the following day in order for money to be available for other students.

Loans are not made for breakfast or snacks.

Cafeteria Rules

The Vanderbilt lunchroom should be treated in the same fashion as a child's kitchen or dining room at home. To provide all students with a positive lunch time atmosphere, we ask that students:

- Walk at all times in the cafeteria
- Remain seated while eating their lunch
- Speak quietly at all times in the cafeteria
- Clean up after themselves
- Always show respect to everyone in the cafeteria



Cafeteria Discipline

All teachers will be notified if inappropriate behavior takes place in the lunchroom or at recess. In the event that inappropriate behavior continues, students will lose lunch room/playground privileges.

RECESS

The lunch period will consist of a 25-minute period during which students will eat in the cafeteria. An additional 20-minute period will be provided for supervised play.

Outdoor Recess

As often as possible, recess will be held outdoors so children can exercise, play sports and socialize with peers. Please be sure to send your children with warm clothing when the weather requires it.

Playground Rules

- Only children wearing sneakers with tied shoelaces are permitted to climb on equipment.
- All equipment is to be shared and put back neatly.

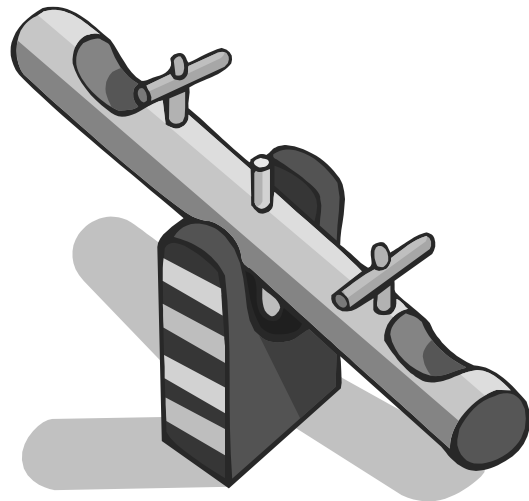
Children should:



- Always go down slide, 1 person at a time sitting and feet first.
- Never jump off of any equipment. Always climb down to the ground.
- Be cautious on any black top areas. Avoid all puddles, mud or wet grass.
- Check with lunch monitors before going to bathroom or nurse and always take a buddy.

Recess Discipline

All teachers will be notified if inappropriate behavior takes place in the lunchroom or at recess. In the event that inappropriate behavior continues, students will lose lunch room/playground privileges.



HOMEWORK

The faculty of Vanderbilt is firmly committed to a homework policy that enhances and extends the school learning experience. The purpose of homework is fourfold:

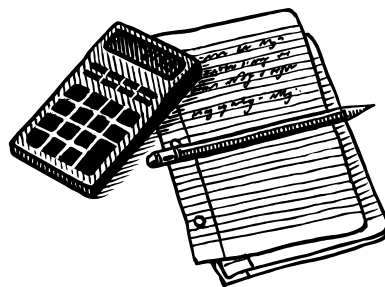
1. To help develop good study skills
2. To reinforce skills learned each day in school
3. To provide for extended learning experiences beyond the classroom
4. To establish a daily contact with parents who will be constantly aware of the child's academic work, both successes and needs

Student's Responsibility

1. It is the student's responsibility to know his or her homework assignments and to turn assignments in on time.
2. The student should make sure he/she understands what to do before leaving class.
3. The student should attempt to complete the assignments on his/her own.
4. The completed assignments, if written, should be neat.
5. Study assignments should also be considered as homework.
6. For security reasons, we greatly discourage parents from bringing students back to the classroom after dismissal for any forgotten items.

Parent's Responsibility

1. It is the responsibility of parents to see to it that the child knows what is expected and completes daily and long-term assignments.
2. Parents should encourage children to do their best.
3. Please do not correct your child's homework. The teacher will review assignments to assess where additional instruction is needed.
4. If your child will be observing a religious holiday, please inform the teacher so that the appropriate homework allowance may be made.



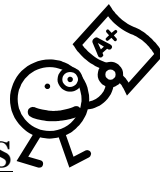
ACADEMIC RESPONSIBILITIES

MISSED ASSIGNMENTS DUE TO LEGAL ABSENCE

Missed assignments due to a legal absence will be available for students who are absent more than **three consecutive days**.

Tests missed will be made up at the discretion of the teacher.

Family vacations during the school calendar are not condoned. If a child is to be absent for more than three days due to a family vacation, it is recommended that a journal of the trip be kept in addition to 15 minutes of daily reading in grades K-2 and 25 minutes in grades 3-5.



REPORT CARDS

Report cards are distributed in November, January, April and June for grades 1 through 5. Kindergarten report cards are distributed in January, April and June. Parents are to sign the report card envelope and return the envelope to school. The actual report card may be kept at home.

PARENT/TEACHER CONFERENCES: Parent/teacher conferences are held shortly after the first marking period. At Meet the Teacher Night you will have the opportunity to sign up for a day or evening conference. At this scheduled meeting, parents will be able to discuss their child's progress and voice any questions or concerns they may have. Parent-teacher conferences are mutually beneficial to all concerned. They allow you to play an important part in your child's education. Additional conferences can be scheduled during the school year if necessary.

EXTRA HELP

Sometimes students need to spend some "extra" time with a teacher to relearn or reinforce information. When this happens, teachers will make an appointment for you to bring your child in early, before school begins, or to keep your child after school.

SCHOOL PROPERTY AND TEXTBOOKS

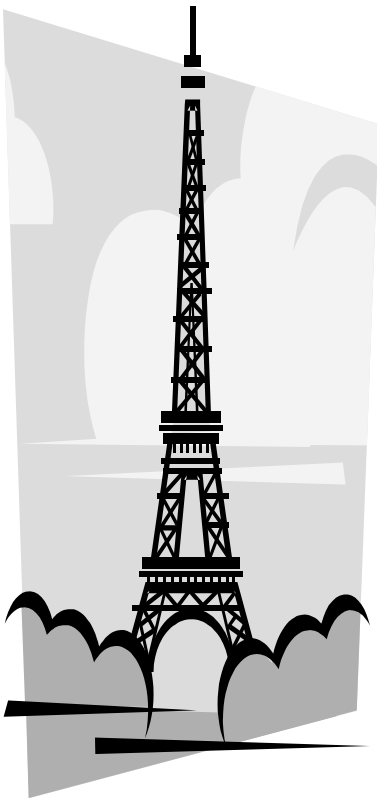
1. Appropriate care of school property is to be stressed at all times. Each textbook must be covered by the student and kept covered throughout the year.
2. Students will be fined for the cost of any books that are abused.
3. Textbooks must be paid for in full prior to receipt of the final report card.

LIBRARY

Our Vanderbilt School Library is designed to provide library instruction, assist in research and to nurture a love of books and reading. There are several family-oriented reading incentive programs held throughout the year. Informational notices will be sent home.

All students come weekly for instruction and to select a book that may be taken home. They are responsible for returning books on time.

Parents are asked to help students be aware of the importance of book care and timely return of materials. Overdue notices are sent out when materials are more than two weeks late. June report cards are held back until lost or damaged library books are returned or paid for.



FIELD TRIPS

Field trips are an integral part of the instructional program. Written parental permission is mandatory for all trips. Medical forms must be completed prior to the first field trip each year.

When a school trip ends after the usual school hours, it is the responsibility of parents to pick up the children promptly.

The cafeteria can prepare a bag lunch for your child when the class goes on all-day field trip. The lunch includes a sandwich, a 12 oz. can of juice and fresh fruit. The cost is the same as in-school lunch.

SUPPORT SERVICES

Services for Children with Special Needs

Children are individuals who progress at their own rate. The district provides special classes or services for students that require developmental support.

Children can be evaluated and, if necessary, receive the necessary support. Testing is done only with parental consent, and parents receive a full explanation of all testing results.

Vanderbilt is served by:

- reading specialists
- math specialist
- psychologist
- registered nurse
- physical therapist
- occupational therapist
- speech and language therapist
- instructor of high aptitude students
- sight or hearing impaired instructor
- English as a second language instructor
- resource room instructor
- health educators



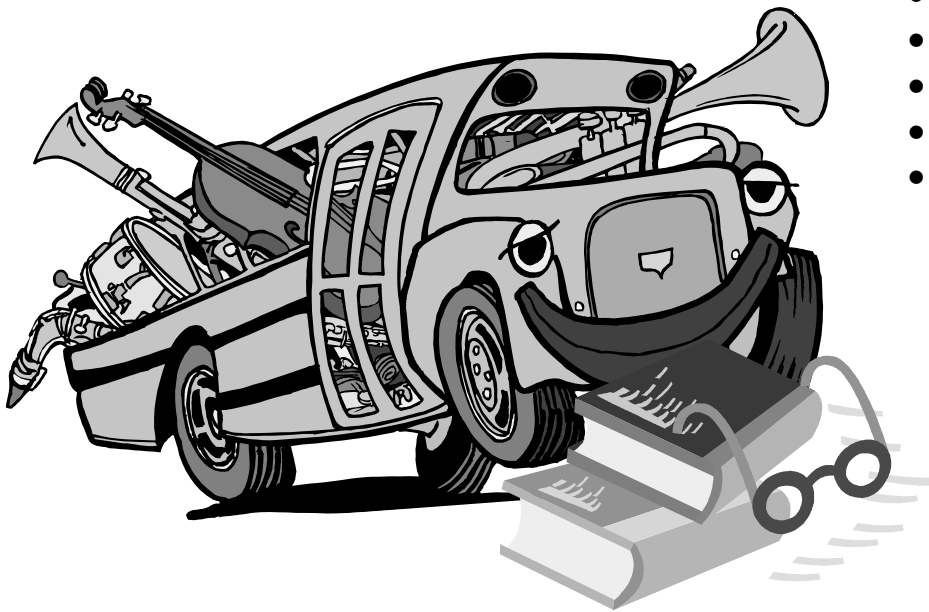
AFTER SCHOOL ACTIVITIES/CLUBS

We are proud to offer after school activities that enrich the educational experiences for our children. These clubs provide opportunities for kids to explore their particular interests.

After school activities run for one hour after school from 3:20-4:20 pm during the school year. Buses are provided for children that participate. Most likely, the activity bus will have a different number and route from your child's regular bus. Information on late bus routes will be sent home before the activities/programs begin. Please be sure to review the information with your child so he or she knows which late bus to take home.

Some after school activities are:

- Art Club
- Ballroom Dancing
- Band
- Book Club
- Chorus
- Computer Club
- Intramurals
- Language Club
- Math Olympiads
- Orchestra
- Story Time
- Student Council



“MAKE A DIFFERENCE” PROGRAM

The “Make a Difference” program emphasizes the importance of building character and reaching out to people in a positive and meaningful way. The “Make a Difference” committee is made up of a team of Vanderbilt faculty, parents and students. Our goal is to provide many opportunities for all of the members of our Vanderbilt family to make a difference in our school, our community and in the world.

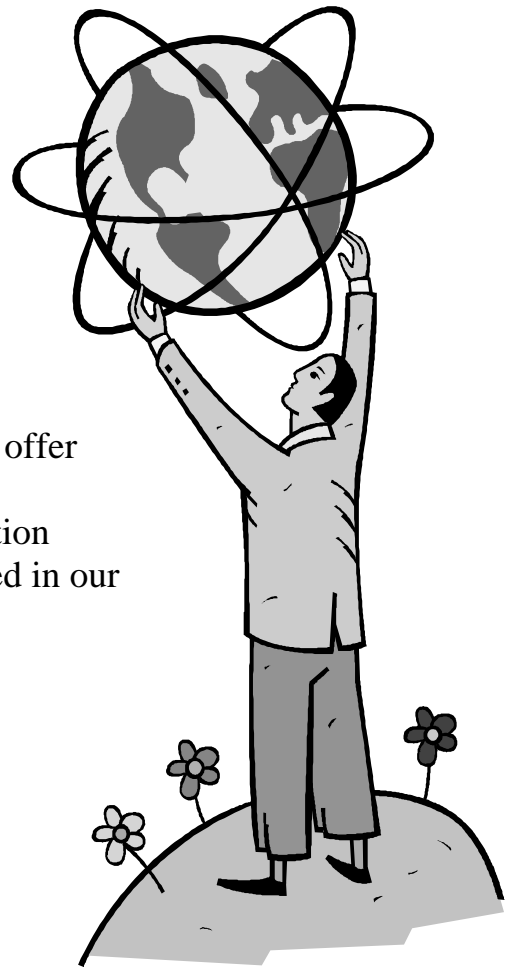
- Committee Meetings

The committee meets monthly to discuss current and future activities that will help carry the message of helping others. Some activities/programs we have previously developed include:

- School Assemblies
- “Make a Difference” Theme Calendar
- Guest Speakers
- Author Talks
- School-wide sharing activities
- School-wide recycling initiative
- Bus Behavior Recognition Program

- Vanderbilt Lending Library

The lending library was created by the committee to offer parents and guardians literature on aspects of child maturation/character development as well as a selection of books for family reading. This literature is shelved in our front lobby bookshelves and can be signed out by a parent/guardian at the hall monitor’s desk.



MONEY AND VALUABLES AT SCHOOL

Whenever money is sent to school, it should be sent in an envelope with the child's name, teacher's name, class and purpose written on the outside. Please emphasize to your child that money should be given to his or her teacher in the morning or placed in areas designated by the teacher.

Please do not send in expensive artifacts, toys, or equipment, as the school is not responsible for lost or stolen items.

No electronic devices are permitted on the bus or in school. That includes Game Boy, music players, cell phones and any other hand-held electronic games. If these items are found in school, they will be collected and held until a parent or guardian claims it.

CLASSROOM PARTY POLICIES

Parties

Classroom parties that involve food during the school day should be limited to no more than six per year (other than birthdays and curriculum related celebrations.) Parties should occur after lunch whenever possible. Healthy food choices should be encouraged. Water should be the beverage of choice. Elementary school end of the year parties should be on one of the three half days provided in June. The district will provide a list of healthy party ideas to parents and teachers.

Birthdays

For September 1, 2006 to August 31, 2007, for grades K-5, birthday parties with food will be permitted. Parents are encouraged to send in healthier foods (see healthy snack suggestions) and/or smaller portions – i.e. miniature cupcakes or portion controlled cookie packets. Candy of any kind is not permitted. The only beverage permitted for birthday parties is water. Birthday parties should be after lunch and not significantly impact instructional time.

As of September 1, 2007 for grades Kindergarten and 1, birthday parties with food will be permitted. Parents are encouraged to consider sending in healthier foods (see healthy snack suggestions) and/or smaller portions i.e. miniature cupcakes or portion controlled cookie packets. Candy of any kind is not permitted. The only beverage permitted for birthday parties is water. Birthday parties should be after lunch and not significantly impact instructional time. For Grade 2 and above, birthdays will be celebrated without food. A teacher may choose to recognize children's birthdays in a variety of other ways including hats, singing "Happy Birthday" and special privileges such as a "Homework Pass". The important part of birthday celebrations is the special recognition of the child.

INVITATIONS TO PARTIES

Invitations to parties outside school **cannot** be distributed by either the children or the teachers in school unless there is an invitation for every child in the class. This prevents hurt feelings on the part of those children not invited.

In September your child's class list is shared with other children in the same class. Families that do not wish to share their addresses or phone numbers can choose to be excluded from the list.

VANDERBILT PTA

The Parent/Teacher Association (PTA) offers parents/guardians the opportunity to be involved in and enhance their children's educational experience. The PTA is a national volunteer organization dedicated to establishing a united home-school relationship. Each school in the district has its own PTA with the Half Hollow Hills PTA Council as the coordinating body. Council is the liaison among the Board of Education, central administration, and the PTAs from each school. We encourage participation both at Vanderbilt and the district level.

DISTRICT STANDING COMMITTEES

Each school's PTA selects one or two members to serve as representatives to each of the following committees. Representatives attend the committee's meetings and relay pertinent information to the PTA general membership at our monthly meetings.

AHAP: What is happening in the Academically High Aptitude Program? Hear speakers on various topics. Discuss scheduling, qualifications for acceptance into the program, as well as course descriptions and options.

Arts in Education: Bring art and cultural events to school throughout the school year

Budget: Review, discuss, and make recommendations to proposed budgets.

By-Laws: Liaison between Vanderbilt PTA and Suffolk County PTA. Update by-laws every three years.

Community Awareness: Serve as liaison between community and school district; help to network pertinent information.

Diversity: Committee to help parents/guardians learn to raise unbiased children and to teach their children how to cope when confronted with prejudiced behaviors (including religion, race, socio-economic, physical appearance, etc).

Education: Discussions focus on various educational issues and policies affecting all school levels; including curriculum and social issues affecting students.

Facilities: Visit various schools to evaluate and learn of facility/building needs. Representatives work to convey an understanding of district purchasing policies and restraints.

Legislation: Committee provides an understanding of and venue for influencing legislation concerning our schools; including local candidates, laws, and lobbying efforts.

Nutrition: Representatives visit cafeterias, talk with students to get input on their concerns/needs. Meet with cooks, familiarize themselves with policies and procedures. Address issues including food allergies, dietary restrictions, and environmental concerns.

Parent Resource Center: Parent/guardian networking committee to work with Reach/CYA to satisfy the needs expressed by parents/guardians across the district toward fostering healthy behaviors/lifestyles in our youth. Disseminate information regarding parenting skills through various workshops and support services.

Publicity: Meet to share school happenings and events; contribute to publishing district newsletter “Pipeline.”

Special Education: Discuss issues and services (including reading and speech, resource rooms, self-contained classrooms, etc.) concerning children with special needs.

Special Events: Help PTA council fund raise through Founders’ Day, HHH apparel. Proceeds from these events go to the HHH PTA Council’s College Assistance Fund.

Task Force: This committee presents, evaluates, and revises the various workshops and health programs concerning the psychological and physical well being of children. The task force maintains the Parent Resource Center and is instrumental in bringing the Drug Abuse Resistance Education (DARE) program to students. The task force also has involvement in the health education program for grades K through 12. A prime concern of the task force is ensuring that students in need have access to assistance.

Transportation: Discussions include current and future transportation needs, safety issues, roadway changes; provides a forum for resolving transportation issues in the district.

VANDERBILT COMMITTEES

Each of the following “Vanderbilt-specific” committees/events is headed by one or two chairpersons, selected from among the general membership.

Beautification Committee: This committee is responsible for improving and enhancing the beauty of our school and surrounding grounds.

Board of Education: Attend all Board of Education meetings and serve as liaison.

Book Fair Chairpersons: Responsibilities include organizing and managing fall and spring Scholastic Book Fair for grades K-5.

Box Tops: Collect and submit donated “box top” coupons for cash rebates from General Mills.

Calendar: Gather dates of important school events and publish monthly calendar.

Class Parents: Liaison between teacher and other parents in the class. Class parents may be asked to arrange for donations of baked goods for PTA functions; may assist teacher in planning special occasions and coordinate raffle baskets for Parents’ Night Out.

Class Parent Chairperson: Liaison between PTA Presidents and grade level chairpersons. Responsibilities include organizing class parents for all grades, and disseminating information to grade chairs throughout the year.

Fall Harvest Carnival: Vanderbilt’s safe family fun day to celebrate Halloween. This event requires many volunteers to oversee games, arts and crafts stations, and the food court.

Family Event Chairperson: Organize the various family events (September Family Picnic, Movie Nights, and Vingo) during the year.

Grade Level Chairpersons: Facilitate communication between class parent chairperson and individual class parents for each grade.

Holiday Boutique: A 4-day long event in which grades K-5 shop for holiday gifts. This event requires many volunteers for set-up and clean-up; aiding children through the shopping process.

Hospitality: Responsibilities include setting up refreshments for our PTA meetings and any other special events throughout the year and stocking supplies.

PARP Chairperson: Parents as Reading Partners- Coordinate PARP activities with the school librarian. Plan Calendar for March kickoff and schedule reading events.

Parents Night Out: The PTA's biggest fundraiser of the year and is coordinated by the Vice Presidents. It requires many volunteers to solicit prizes for the baskets. We also need volunteers to help setup and prepare for this event which usually takes place in April.

Reflections Committee: Liaison between Vanderbilt and the National PTA for the Reflections Program. Responsibilities include forwarding information to our students, teachers, and parents regarding the Reflection theme rules and deadlines. This is an event of art, music, photography, and literature.

School Photos Chairperson: Coordinate with photographer and school; set up schedule for photographs of students, collect and check orders, distribute finished photos upon arrival. With a committee, be present on Photo Days to help photographer with students. Help coordinate 5th grade yearbook photos.

Staff Recognition Day Chairperson: Two volunteers to organize and set up the decorations and food for Staff Recognition Day which usually is in June.

Vanderbilt Apparel: Order, organize, and distribute the sale of Spirit Wear.

Wrapping Paper Chairperson: With a committee, collect, check and sort orders. Distribute wrapping paper. (In Fall)

VANDERBILT SCHOOL SONG

Vanderbilt Kids Make A Difference

(The Vanderbilt Elementary School Song)

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**Vanderbilt Kids make a difference,
Working together as one,
Doing our best,
Passing the test,
At Vanderbilt School we have fun!**

**Vanderbilt Kids make a difference,
Working together as one,
Doing our best,
Passing the test,
At Vanderbilt School we have fun!**

We come to school each morning,
Ready to listen, to work, and learn, and
We make new friends while playing,
'Cause we always take our turn.

We start in Kindergarten,
Learning the lessons we need to know, and
Just like our Vandergarden,
It's a place to help things grow.

**Vanderbilt Kids make a difference,
Working together as one,
Doing our best,
Passing the test,
At Vanderbilt School we have fun!**

We're grateful to our teachers,
Our principal, staff, and our PTA, we're
Thankful for our specials,
We can't wait to start another day!

We care for one another,
Partners together in culture and race,
We work to help each other,
And to make the world a better place.

**Vanderbilt Kids make a difference,
Working together as one,
Doing our best,
Passing the test,
At Vanderbilt School we have fun!**





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