

FOX MEADOW SCHOOL

DRAFT 2010
Brewster Road
Scarsdale, New York 10583

Direct Lines to the School

School Office - 721-2720/2721
Nurse - 721-2724
FAX - 721-2730

Extensions through the Switchboard 721-2400

Principal - 2720
Teacher in Charge - 2732
School Office - 2720/2721
Nurse - 2724
Librarian - 2728
Psychologist - 2726
Custodian - 2729

Inclement Weather Information

Radio Station WFAS 1230-AM
Cable TV Channel 77 (Scarsdale School News)

District Website

www.scarsdaleschools.org

Mission Statement

The Scarsdale Public Schools seek to sponsor each student's full development, enabling our youth to be effective and independent contributors in a democratic society and an interdependent world.

To this end, we endeavor to help them to think and express themselves clearly, critically and creatively; to understand themselves and others within the broad fabric of human experience and the natural universe; to appreciate their rights and responsibilities as citizens; and to become people of integrity, maturity and generous spirit.

A measure of our success is the degree to which they fulfill their potential for the common good *non sibi* – not for themselves alone.

Valuing our individuality, we unite to keep the flame of learning.

Scarsdale Public Schools
Scarsdale, New York



General School Information



History

Fox Meadow Elementary School is set on an eleven-acre piece of land that was once a Colonial farm. It first opened its doors to students on December 7, 1928. A wing for primary classes was added in 1958. A playground on the hilltop adjacent to the wing was designed in 1980 and constructed as a joint project of PTA and the Board of Education. During the 1991-92 school year a renovation was undertaken to enlarge the Multipurpose Room and Library. Construction of a new wing with ten classrooms and an additional multi-purpose room was completed in the fall of 2000.

School Hours

Grades One through Five

Regular School Hours: 8:55 a.m. - 12:00 am

1:00 p.m. - 3:10 p.m.

Children should not enter the building before 8:45 a.m. or 1:00 p.m. In case of inclement weather, students assemble in the entrance corridors until the bell rings.

Kindergarten

During September, your child will attend morning class only. Individual parent-teacher and individual child-teacher get-acquainted conferences will take place during the September afternoons. Your child's teacher will set a schedule for these meetings.

6 Day Rotation Schedule

New to the district for the 2009-10 school year, Fox Meadow and the other Scarsdale elementary schools will be using a six day cycle for scheduling for many reasons, mostly to create larger blocks of uninterrupted instructional time for students and teachers. Each day in the rotation will be assigned a letter, A-F, which will be noted on the Community Calendar and in PTA emails. Specials, such as art, library, music and physical education will occur on certain "letter" days instead of on a particular day of the week.

1. Children will still only attend school Monday through Friday.
2. School hours will still be 8:55 A.M. to 3:10 P.M. Lunch hour will be 12:00 noon until 1:00 PM. Kindergarten children who do not stay for a full day will be dismissed at 12:00 noon. Children who ride school buses will be picked up at 12:00 noon.
3. If your child remains for the full day, the schedule remains as it always has been, 8:55 - 3:10 P.M. The only difference is the children will eat lunch from 12:00 noon until 1:00 PM.
4. Kindergarten full days begin in October.

Daily Dismissal Policy

Kindergarten children are dismissed at 3:10 on full days and 12:00 noon on half days. First graders are always dismissed at 3:10. Each child is dismissed at the classroom door directly to a parent or other designee. Parents must send a note to the teacher if a different designee is to pick up the child.

A kindergarten aide or fifth grade bus monitor escorts kindergarten students and first graders to the bus. School personnel supervise children until the bus departs. On days when parents wish to pick up their child, they should inform the child's teacher in writing that he or she will not be riding the bus that day. The note should also state the name of the person authorized to pick up the student.

After the first month of school, parents may request that older siblings be allowed to pick up their kindergarten or first grade brother or sister. Also at this time, parents may request that their first grader be allowed to walk to the circle for a car pick up. Parent and teacher must agree the child is ready for this level of independence.

Children, Grades 2-5, who ride the bus are dismissed at 3:05 to walk to the circle for bus loading. All other children are dismissed at 3:10. Children will proceed to appropriate pick up locations. If parents wish other arrangements, they should discuss the request with the classroom teacher.

Lunch Hour - 12:00noon - 1:00 p.m.

All Fox Meadow children are permitted to have lunch in school. Parents are to provide a box or sturdy bag lunch. Please consider recyclable items and reusable lunch bags. The child's name should be clearly marked on the bag or box. Glass containers are

not acceptable. The lunch hour is part of the school day; appropriate behavior is expected. Persistent inappropriate behavior may result in forfeiture of the child's privilege to remain in school during the lunch period. Parents who wish to have their children remain in school for lunch must complete a lunch program enrollment form. These forms will be sent home and are also available in the school office. Parents must accept responsibility for notifying the school in writing if their child will not be remaining at school for lunch on any given day for which he/she is enrolled.

Children not enrolled in the lunch program may remain at school for lunch on a given day by sending a note to that effect to the classroom teacher. There is no lunch program on days when school closes at noon.

Children eating lunch at home should not return to the playground before 1:00 p.m.

Lunchtime Milk Program

Fox Meadow provides a lunchtime milk program option. In September an enrollment form will be sent home offering cold white or chocolate milk at lunch. Our fifth grade students are responsible for distributing the milk each day. Profits from the sale of milk will be used to help offset fifth grade expenses such as their class trip.

Recess

Recess for all grades is held in 20-minute modules planned by grade level Monday through Friday. The plan has been devised to fit appropriately in the school day to allow grade-level students to meet together. The grade teachers supervise the recess times on a planned schedule.

In the case of inclement weather, extreme cold, or unsatisfactory playground conditions, i.e., very large puddles, newly fallen snow not yet plowed, etc., the office will cancel or shorten recess for all grades. Please be sure that your child is dressed appropriately for outdoor activity or they will not be allowed outdoors.

Early Dismissal

In case of emergency, a child may be dismissed early if: (1) a note signed by the parent is delivered to the school office for

approval; (2) the parent picks the child up at the Nurse's office. No child may leave the school alone at any time.

Early dismissal for after-school activities such as instrumental lessons, dance lessons, etc. is discouraged. Students leaving the classroom before the school day is completed miss instruction and also cause a distraction to the other students.

When a child is injured, the school nurse will administer all possible first aid and call the parent. An ill or injured child is never dismissed from school until the home has been notified first so that provision to transport the child may be made by the parents or someone they have properly designated.

Early Dismissal Plan For Bad Weather

The Board of Education has instituted early dismissal procedures only to be used in the unusual circumstance of notice of a severe storm that was not forecast early enough to close school for the day. This decision will be made by 10:30 a.m. with bus departure scheduled for 12:00 p.m. Parents who wish may pick up their child earlier, but must sign out their child at the nurse's office. The Elementary Early Dismissal Procedure Plan includes a direct phone contact with every family K-6. In the rare instance when a parent cannot be reached by phone, an Early Dismissal Designee will be contacted. In the event that a student is left behind at the school, volunteers will stay until the child is transported home.

It is critical that parents complete the Emergency Dismissal forms as soon as possible, certainly before the end of September. Phone information should be updated with the office when changes occur.

Inclement Weather Information

The decision to close or delay school opening because of severe weather conditions is announced on radio station WFAS (1230 on the radio dial) beginning at 7:00 a.m. and on cable TV Channel 77 (Scarsdale School News) from 7:00 to 8:00 a.m. The Board of Education (721-2400) will advise through a recorded announcement, the district website and through email.

Absence from School

When a child is going to be absent from school because of illness or other reasons, parents are requested to call the nurse between 8:45-9:15 a.m. The direct telephone numbers are **721-2724** and **721-2725**. Failure to do so means that the nurse must call home, as all absences must be accounted for. If a child has a communicable disease, it must be reported to the nurse so that parents of children who have been exposed may be notified.

Health Examinations

The New York State Department of Education requires that all children entering for the first time and those in grades 1, 3, 7 and 10 have a health examination. This examination will be done by the school doctor unless the child submits by October 1 a report of an examination signed by his or her own physician. All children new to the district must submit a current physical report. A yearly

check-up and frequent eye examinations are strongly recommended for every child.

Changes in Student Information

Please inform the school nurse in writing if there is a change in any of the following:

1. Address or phone or cell number
2. Family status
3. Business number
4. Doctor
5. Emergency number to call if you cannot be reached. If parents will be away from the home for an extended period of time, the classroom teacher should be notified who will be in charge of the children during their absence.
6. Please inform school personnel, teacher, nurse, psychologist or principal of any changes in family pattern that may affect the student at school. Confidentiality is respected while support can be given to the child.

Religious Instruction

Children may legally be excused from school for one hour per week for religious instruction. In Scarsdale students may be dismissed on Wednesday at 2:00 p.m. for this purpose. A signed request slip from the religious institution must be presented to the school office.

Protecting Instructional Time

The time each teacher spends with his/her class is valuable and necessary for learning. Interruptions to that time limit the amount of and quality of instruction that can be provided to the group. **To minimize classroom disruptions and maximize instructional time, parents should not come to the classroom during school hours, especially at the beginning of the instructional day.**

Messages for teachers or students should be communicated through the office. Late or forgotten lunches, homework, notes, etc. should be dropped off with office staff who will see that the student receives it. Each teacher will establish at open house the preferred means of communicating with the teacher.

Telephone Messages

Telephones in the school office are reserved for official business and emergency child/parent, parent/child calls. Students are not permitted to make calls from the office except in emergencies. Social arrangements should be made beforehand. Please review this procedure with your child. Help him/her develop responsibility. Give all written messages to your child before he/she leaves for school in the morning. In that way classroom learning activities are not disrupted unnecessarily.

Items Forgotten at Home

In order to avoid disruption in the classroom where learning is taking place, parents are asked to deliver forgotten lunches, instruments, etc. to the main office.

Visitors

Parents and residents of the district are welcome to visit the school. The policy of the Board of Education is that all visitors, including former students, must report to the principal's office to sign in and receive a visitor's pass, prior to visiting classrooms or other instructional areas. Parents are asked to deliver to the school office articles for students. Please do not deliver to classroom. After 9:00 a.m. only the main door by the office will be open. All other doors will be locked.

Visitation Policy

The Scarsdale Schools have always tried to promote positive relations and understanding between the professional staff and the community. These relations have been fostered by encouraging parents to visit the schools during Open House, to take part in PTA programs, and to meet with teachers at individually scheduled conferences to discuss their child's educational progress. School personnel also make every effort to acquaint new or potential students with the school and school programs through school tours and other means of orientation.

Parents and others, however, sometimes express a desire to visit schools and classrooms when instruction is in progress. To accommodate them without compromising the educational program or safety of the children, certain guidelines are necessary:

Visitation Policy (continued)

1. Fox Meadow parents are invited to school to share in school activities; e.g., student plays, assemblies, concerts, and

other times when students present their work and talent for an audience. Teachers will remain on the alert for activities that parents might wish to observe.

2. Fox Meadow parents are invited to school to share their knowledge and talent with our students; e.g., "Learning to Look" program, kindergarten workshops, library volunteers, whiz kids, PTA activities, trip chaperones, and other special programs.

3. Fox Meadow parents who wish to visit their child's classroom when instruction is in progress are welcome to do so. These parents are invited to contact the principal to request a visitation appointment.

All visitors are asked to sign-in at the office and pick up a visitor's pass. The visitor's pass must be visibly applied to the visitor's clothes.

Birthday Celebrations

Students may share their birthday celebrations with classmates in school in a simple manner. Usually the celebrant provides a cupcake or small healthy snack for each person in his/her class. Arrangements should be made with the teacher before the snack is brought in to school. Students are not permitted to distribute party invitations in the classroom.

Homework

Homework is out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: preparation, practice and extension. The amount of homework assigned takes into account the child's age and the needs of growing children such as outdoor play and exercise, social and family recreation, pursuit of hobbies, and so forth. As a rule, no formal homework is assigned in kindergarten. In grades 1 and 2 homework may, at the teacher's discretion, be assigned Monday through Thursday as follows: Grade 1- approximately 10 minutes, Grade 2- approximately 20 minutes. In grades 3,4, and 5 homework is usually assigned Monday through Thursday as follows: Grade 3- 30 minutes, Grade 4- 30-45 minutes, and Grade 5- 45-60 minutes (all times approximate).

In addition all children are encouraged to read or be read to for approximately 30 minutes each evening. In general homework is not assigned over vacation periods. However, assignments that are appropriate at vacation time include reading, research projects, and keeping a journal. We hope that parents will provide the time

and place for concentrated study and will express interest in schoolwork.

Homework for Prolonged Illness

In general, teachers prefer to help bring a child up-to-date with the class work upon his/her return to school. However, after a three-day absence, a parent may call the school office before noon and the assignment will be ready at 3:15 p.m.

Conferences and Reports

The Fox Meadow staff makes every effort to maintain close contact with the home. This is accomplished in a number of different ways.

Parents of kindergarten, first and second grade children meet with their child's teacher at least twice a year at regularly scheduled conference appointments. Parents of third, fourth and fifth grade children confer with their child's teacher before the winter recess at a scheduled conference. Three written progress reports are sent to parents annually.

Special dates are set aside for parent-teacher conferences in December and March. Consult the school calendar and Update for specific dates. The classroom teacher will arrange an appointment with you at these times.

In addition, all classroom teachers schedule parent conferences as needed throughout the school year. The staff is available when special needs arise. Should you wish to speak with a teacher, call the school office, 721-2720, and your message will be given to the teacher who will return your call as soon as possible. The principal and the school psychologist are available by appointment also.

Communications to Divorced Parents

Both custodial and non-custodial parents are entitled to full access to their children's school records. Non-custodial parents may also request written communications such as report cards and notice of parent-teacher conferences. Address any inquiries to the principal.

Bicycle Regulations

For safety reasons the school does not permit children below the third grade to ride bicycles to school. Use of bike helmets is a New York State Law. There are bicycle racks at three separate areas at Fox Meadow School, and the children are advised to lock

their bikes to the racks outside school. It is against the law for any person to ride a bike on the sidewalks in the Village of Scarsdale including the Heathcote Five Corners area.

Bus Information

Transportation will be provided at district expense to all children in grades K-12 within the district whose homes are 1.5 or more miles distant from the school within the district they legally attend. The Board of Education "Fox Bus" will be available to all eligible students for the opening and closing of school. There will be a 11:45 bus available for kindergarten students only on call back days. No 11:45 bus on Monday and Wednesday.

The Fox Meadow Community Bus Association is a private organization that arranges bus service for children who are not eligible for district transportation.

Building Level Emergency Response & Safety Team

The Fox Meadow Building Level Emergency Response and Safety Team includes the principal, teacher-in-charge, psychologist, school secretary, head custodian, school nurse, PTA president, police officer, and representatives from the faculty. The committee formulated a plan of action to manage and address emergency situations. All members of the team have received training and are prepared to assume the responsibilities associated with maintaining a safe school environment. The team meets regularly to review and update emergency plans and procedures.

Trips

Field trips are planned to enrich the curriculum. An approval slip is sent home for the parent's signature before each trip. Pre-school siblings are not allowed on school trips.

The Superintendent may authorize principals to arrange trips for pupils under school supervision using public transportation facilities. Authorization may be given to use private transportation in automobiles driven by responsible adults provided written permission from the parents of children concerned is obtained for the specific trip. Sec. 9.06 - Trips by children Rules and Regulations of the Board of Education

A seat belt is required for each child driven by car.

School Performances

Students participate in a wide variety of school performances. All performances are held during the school day; selective performances are presented again in the evening. Guests should observe the following protocol:

Families are asked to sit together, so that children and young friends remain in the supervision of the parents.

Picture taking should be as unobtrusive as possible.

Videotaping is permitted only with prior permission of the school office.

Flowers or other gifts may not be presented to individual students inside the school.

District Gift Policy

"It is recognized that students and parents, on special occasions, may wish to give small gifts of appreciation (either homemade or of very small monetary value). However, individual gifts valued at more than \$15.00 or gifts of cash are not appropriate. Collective gifts for coaches or District employees for special occasions should not exceed \$10 per individual" ... "It is against school policy for parents or students to make substantial gifts to District employees."

Lost and Found

All articles found in school are displayed in an open closet area on the lower level. Small fragile items such as glasses and jewelry are placed in the school office. Parents are urged to mark all outer clothing, sneakers, etc. for ready identification and to check the Lost and Found area regularly. At the end of the school year, unclaimed articles will be donated to charity.

Parent-Teacher Professional Library

A parent-teacher professional library is available in the library. Books relating to topics of interest such as child development, psychology, etc., as well as copies of District Curriculum Guides are available for circulation and/or online. Books may be signed out on temporary loan.

Acceptable Use Policy

The Scarsdale Union Free School District makes Internet and network technology available to enhance student learning and to educate students to use this technology ethically.

A condition of Internet access and network use is that students, parents, and employees agree to follow certain regulations. These regulations aim to protect the welfare of students and to protect against equipment and software misuse. The District requires prospective Internet and network users to read and affirm the regulations by signing their acceptance of the obligations described therein. The District has the right to withdraw Internet or network privileges if a prospective user refuses to agree to these obligations or a user fails to comply with them. If a student or family forfeits privileges, the District will, insofar as feasible, make appropriate resources available to meet student course obligations.

A copy of these regulations is available in the school office and on the district website.

The Compact For Learning

The Compact For Learning team at Fox Meadow School is a site-based management team with shared decision-making between parents and the school. The team members meet regularly throughout the year to explore and make decisions on issues that are related to improving student learning and achievement.

If you have any concerns that you would like the Compact Team to address, please contact any of the above members.