



HEATHCOTE PTA HANDBOOK

2014-2015



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Welcome To Heathcote School

Heathcote School was a model of the modern campus style that was just coming into vogue when McCall's magazine gave it national coverage in 1955. It was built as a translation of educational theory into architecture, based on a humanist approach. Constructed on a rolling hilltop of twenty-two acres, Heathcote dramatizes an indoor/ outdoor relationship. Heathcote's unique features begin with a one level structure that provides grade specific classroom clusters with a little-schoolhouse atmosphere.

Programs such as Peer Mediation, Circle of Friends, and Citizens of the Week, foster our students' abilities to independently think, question, and reflect. Heathcote strives to create a nurturing and safe learning environment where all students are free to take risks. We endeavor to promote an understanding and respect of diversity.

Heathcote has a very active parent body that helps to support such programs as Learning to Look, Artist in Residency, School Play and After-School Programs.

Gearing up for the 21st century, our students make use of the natural beauty and opportunity offered by our grounds to enrich their academic pursuit. Grades K-5 participate in our gardening program which enriches our math, science and social studies curriculum with hands on garden to table experiences.

Love of learning inspires Heathcote's ultimate goal to create a community of lifelong learners, who are independent, critical thinkers with a social conscience.

We welcome you to our learning community.

Sincerely,

Maria R. Stile

Principal

Dear Heathcote Parents,

Welcome to the Heathcote PTA's 2014-2015 school year!

By joining and participating in the PTA you help provide enrichment to the students and support to the teachers at Heathcote. The PTA's 2014-2015 school year will provide some of the following programs:

- After School Clubs
- Class Trips
- Educational Plays
- Fifth Grade Ballroom Dancing
- Lice Check
- Gardening Program
- Multicultural Events
- "Learning From Our Differences" Program
- "Learning To Look" Art Program and Supplies
- Online Student Directory (new!)
- School Planners
- Daily Lunch Program
- Staff Appreciation Lunch
- Visiting Author Program

All these programs and more take not only financial support but many require commitment by parent volunteers. We look forward to having you join the PTA and welcome your commitment and support.

Weekly eblasts will keep you informed of upcoming PTA activities. The Heathcote PTA website is also a good resource to keep up to date and informed.

The success of the PTA depends on you. Get involved! For a complete listing of PTA committees and chairs visit our PTA website at:

<http://www.scarsdaleschools.k12.ny.us/page/6586>

Contact me at heathcotepta@gmail.com if you have any questions or just wish to get more involved.

Best regards,

Karen Palaniappan
PTA President

IMPORTANT TELEPHONE NUMBERS

Principal, Maria Stile (mstile@scarsdaleschools.org)	721-2760
Secretary, Terrie Leone (tleone@scarsdaleschools.org)	721-2760
Teacher-in-Charge, Katherine de la Garza (kdelagarza@scarsdaleschools.org)	721-2760
Fax	721-2777
Registered Nurse, Margaret Turiano (mturiano@scarsdaleschools.org)	721-2765
Librarian, Catherine Sorensen (csorensen@scarsdaleschools.org)	721-2767
Head Custodian, Luis Magalhaes (lmagalhaes@scarsdaleschools.org)	721-2768
Board of Education	721-2400
Superintendent's Office	721-2410
Kids' B.A.S.E	472-5409
Y.E.S.	723-7343
Scarsdale Recreation Department	722-1160
Heathcote Athletic Association Jon Libman, President (jblibman@mac.com)	723-1722

INCLEMENT WEATHER INFORMATION*

Radio Station WFAS AM (1230 on the radio dial)
Cable TV Channel 77 (Scarsdale School News)

*Also check the Board of Ed phone line for a message, or the
District website: www.scarsdaleschools.org

SCARSDALE ELEMENTARY SCHOOLS

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.

EDUCATIONAL BELIEFS

Families, religious and other social institutions, and the community as a whole, as well as the schools and each student, share responsibility for achieving the Mission. We believe success is most likely when all dedicate their fullest individual energies to this enterprise, understanding one another, communicating well, and cooperating. In recognition of its part, the board of Education specifically commits itself and the Scarsdale Schools, within available resources, to the following ideals:

- High standards of scholarship in a reasoned and humane atmosphere.
- An education where adults know each student's mind and person.
- Teaching, guidance and counseling which are caring, reflective, respectful of and responsive to individual aptitudes and needs, while mindful of the greater good.
- A school environment structured to help students develop a growing sense of responsibility and self-discipline, involving them in the development and direction of their own education.
- Integrated, continuous and progressively broadening opportunities in and beyond the classroom for students to grow intellectually and in leadership, self-expression, talent and interest.
- An education which reflects awareness of promising and effective new developments in theory and methods.
- A school community in which all members express by word and deed the virtues of integrity, generosity, kindness, reliability, patience, self-reliance, consideration and support of others.

HEATHCOTE SCHOOL GENERAL INFORMATION

SCHOOL HOURS / ARRIVAL

School is officially in session from 8:45am to 11:45am and from 12:45pm until 3:10pm.

When dropping off students by car in the **FRONT CIRCLE** please **DO NOT** get out of your car, as this causes traffic tie-ups and poses serious safety concerns. Only students who are able to exit cars without assistance should be dropped off at this location.

THERE IS NO PARKING OR STANDING ANYWHERE IN THE CIRCLE OR FRONT OF THE BUILDING AT ANY TIME.

Please note: If your child requires assistance exiting your car, you should use the rear circle as your drop-off location.

Our first arrival bell rings at 8:45 permitting students to go their respective wings to unpack. The second bell rings at 8:55 to indicate the beginning of formal instruction.

ANY CHILD ARRIVING AFTER 8:55am IS OFFICIALLY LATE AND MUST REPORT TO THE NURSE'S OFFICE FOR ATTENDANCE.

DISMISSAL PROCEDURES

School is dismissed at 3:10pm.

A dismissal schedule will be submitted by parents for **all** students. Teachers will send a class schedule to the main office and retain a copy. Parents **must** send a note when changing their child's dismissal plan.

All students who ride the bus will gather in the meeting room. (Students in grades K & 1 will be escorted by an adult, older grade students will walk themselves.) A Teacher Aide will be there to help direct them to their bus.

If you will be picking up your child daily, please consult the following:

Grades K-2 Pick-Up by Foot:

Kindergarteners being picked up by parents on foot will be dismissed at the Kindergarten wing door.

1st grade students being picked up by parents on foot will be dismissed at Door #1.

2nd grade students being picked up by parents on foot will be dismissed at Door #2.

Parents must meet their children at the designated door.

Grades K-2 Pick-Up by Car:

At dismissal teachers will escort students to the rear circle dismissal door located beside the gym. A Teacher Aide will direct children to their cars. Cars will be in a pick-up line in the back circle.

Older siblings may join their younger siblings at the rear door to be picked up together.

Due to safety concerns, younger siblings are not permitted to meet older ones in the front of the building for car pick up.

Grades 3-5 Pick-Up by Foot or Car:

Parents may pick up students in Grades 3-5 at the Front Circle whether picking up by foot or by car.

The 3rd, 4th and 5th grade students will be dismissed from Door # 3.

Once students have been dismissed they are only permitted to re-enter the building via Door#1 our Main Entrance.

Please note: There are two lanes for dismissal in the front circle. One is for car pick-up at the curb for grades 3, 4 & 5. The other, inner lane is to allow cars to circle around again in the event that the student(s) they are picking up are not yet outside. In order to facilitate traffic flow both from and to Palmer Avenue, please continue in the circle lane if your child is not yet at the dismissal area. **Children are not at the dismissal area until 3:10pm.** Please do not come early, as this creates traffic congestion. Students may not leave the curb until their car has pulled up to the curb in the dismissal area in front of Door # 3.

The speed limit at Heathcote School is 5 MPH.

For the safety of all concerned, please do not exceed the speed limit.

Students who walk home alone must have been given permission by their parents via a dated and signed note to the Main Office to be self-dismissed.

PLEASE REMEMBER:

- Parents must send a note if your child has a play date or any change in his/her regular dismissal schedule. **The school is not responsible for organizing/enforcing play dates. Arrangements must be prior to the start of school. Interruptions into classrooms for changes in play dates cause a loss of instructional time for all students.**
- No parking or standing is allowed in the front circle or the rear of the school at any time. This is a fire lane. Doing so could result in a traffic ticket.
- Any driver needing to enter the building must park in a properly designated parking space in the front.
- A school crossing guard is stationed on Palmer Avenue to assist students. The crossing guard is not permitted by the Scarsdale Police to direct traffic.

- Parents are responsible for informing anyone picking up his/her child of these dismissal procedures.

Please be courteous, respectful and patient. We set the example for our children.

A-F DAY SCHEDULE

What Does A Six-Day Rotation Mean and How Will I Know What Day It Is?

Instead of defining a week as Monday through Friday, our cycle is six days labeled A, B, C, D, E, F. This cycle is used throughout the school year. Day "A" may fall on a Monday one week and it may be a Thursday on another week. We function based on the day in the cycle we are on versus which day of the week it is.

It is important to know the day of the cycle because it affects the ***special*** your child has. For example, instead of Physical Education being every Wednesday, it might be every "C" day. You will receive this information from your child's teacher on the first days of school and on the district Parent Portal of Infinite Campus.

Cycle days will be identified in a variety of places:

- at the entrance to the Main Office in the entrance by Door #1
- on the Scarsdale Community Calendar
- on the Scarsdale District website
- on the Heathcote website calendar
- on the Heathcote Flyer, a monthly backpack insert

ENTERING THE BUILDING DURING SCHOOL HOURS/CALLING THE OFFICE

Between the hours of 9:00am and 3:30pm the only access into the school building is through the Main Office door (Door #1), which has a camera and buzzer system. Please buzz to be let in and then proceed to the Main Office (directly across from the entrance).

Please sign in the Visitors Log and obtain a yellow visitors pass. This pass must be worn by all visitors at all times while in the building. For the safety and security of all of our children, please do not try to gain entry by knocking on windows and doors at any other location.

The office staff is happy to help in any way if an emergency arises, but please do not call the office to arrange play dates for your children.

Please visit the district website to learn about:

- District Information
- District K-5 Curriculum
- Heathcote School
- Heathcote Individual Teacher Pages - *School Wires*

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

The decision to close school because of severe weather conditions will be made by the district and parents will be contacted by the district automated phone system that morning.

The decision will also be announced on radio station WFAS (1230 AM) and on Television cable Channel 77 beginning at 7:00 am. Parents can also check News 12; call the district office phone line at 721-2400, or log on to the home page of the Scarsdale Public Schools: www.scarsdaleschools.org.

EMERGENCY DISMISSAL PROCEDURES

If Heathcote ever needs to conduct an emergency dismissal (for example, if a blizzard starts midday and the roads are becoming treacherous) parents will be notified by the district's phone-blast systems, just as in the case of a snow day.

By the beginning of school, every parent should have completed a district emergency contact form and returned it to Heathcote. This form includes all numbers for parents, including home, work, and cell phones, as well as numbers for three emergency contacts. Heathcote will have copies of these forms, and can call contacts in the event that a child is not picked up.

It is crucial that parents fill out this form, as this is the only record of emergency contacts that will be on file with the district and the school. Please see Terrie Leone in the Heathcote office ASAP if you have not filled one out. Please also kindly inform Mrs. Leone if your information changes and your forms to be updated. This may be done at any time of the year.

ATTENDANCE

Research shows that attendance is at times the single most important factor in school success. Children can always copy notes or make-up assignments when absent, but they can never get back what's most important in the lessons: the classroom discussions, questions, explanations and thinking that makes learning come alive.

Being late for school also hurts a child's learning. A student who is 10 minutes late every day will miss about 30 hours of instruction during the year. That is 30 hours of classroom instruction they will not receive. Late students often feel disorganized and disoriented since they need to settle in and catch up to the class. Children who are late may also negatively impact the rest of the class if the teacher needs to stop instruction in order to welcome and catch up the late student.

Your child's success depends on having a solid educational background -- one that can only be gained through regular school attendance and punctuality. **At Heathcote, our doors open at 8:45am and instruction begins at 8:55am.** Children arriving after 8:55am are late. Please be sure that students arrive on time. When students arrive on time all will benefit greatly.

ABSENCES DUE TO ILLNESS

All absences must be accounted for. If your child will be absent from school, call the school nurse (721-2765) between 8:30am and 9:15am. Please report all communicable diseases at once, so that parents of exposed children may be notified. In general, teachers prefer to help bring a child up to date with class work upon his or her return to school. If your child has been absent for more than three days, you may call 721-2760 to inquire about homework. **A child must be fever free for 24 hours before returning to school.**

ILLEGAL ABSENCES

As per the New York State Education Department, illegal absence occurs when the student is absent from school with the knowledge and consent, stated or implied, of his or her parent for other than legal reasons. Such excuses, for example, include words like "visiting," "away," "vacation," "went to the city," "shopping," "work," "overslept," etc. Absences before or after a holiday are illegal. The instructional program continues. **Class work is not provided for illegal absences.**

Both legal and illegal absences become a part of your child's permanent academic record.

COMMUNICATION AND CONFERENCES

For children in Kindergarten, 1st, and 2nd Grade, there are two scheduled Parent/Teacher conferences per year. Children in 3rd, 4th, or 5th Grade will have one scheduled conference. Parents receive written report cards three times during the year. Both custodial and non-custodial parents are entitled full access to their child's school records. Non-custodial parents may also request written communications, such as report cards and notices of parent-teacher conferences.

Parents are encouraged to contact any teacher with whom they wish to discuss their child's progress in between scheduled conference times. At Open House each teacher will establish, and subsequently communicate, their preferred means of communication, such as phone calls, e-mails, or notes, and parents are welcome to arrange a mutually convenient time to talk further or discuss the child's progress.

All staff members may be reached via telephone or e-mail. We will try our best to respond as quickly as is possible. Unless there is an emergency situation, we do kindly ask for the courtesy of a **24 hour** turnaround window when requesting a response call or meeting with us.

LUNCH

The lunch and recess period lasts 60 minutes, from 11:45am – 12:45pm. Lunch is not provided by the school. However, cold milk is available through the PTA and is provided daily for those children that sign up and pay to receive milk. The PTA also sponsors daily food programs through outside vendors as follows: Mondays – Pasta selections; Tuesdays – Pizza; Wednesdays – Chinese Food; Thursday – Chicken selections; Friday – Bagels. Enrollment will be available online on the PTA website in early September and again in January. Otherwise, each child must bring his or her own lunch to school. **A child may be taken out of school for lunch provided a note has been sent in for that day.** If you are taking your child out for lunch, please send a note to the classroom teacher. Children are not permitted to go to a commercial establishment for lunch unless accompanied by their parents or another adult designated in writing by their parents.

EARLY DEPARTURE & LUNCH PICK-UP

The school strongly discourages early departure and requires a note from parents or a physician should it become necessary. You must park in a designated parking space, come into the office, and sign out your child who will meet you there. This is for the safety of all Heathcote students and your cooperation is essential. **We VERY strongly discourage any student being picked-up between 2:50pm and 3:10pm.** Disruptions at this time cause confusion of end of the day procedures for students and staff. We ask that you kindly wait for the normal dismissal time of 3:10pm and avoid planning to pick up your child after 2:50pm.

ITEMS FORGOTTEN AT HOME / PROTECTING INSTRUCTIONAL TIME

In order to avoid disruption of instruction, parents are asked to deliver forgotten lunches, instruments, etc. to the school Main Office. **PLEASE DO NOT GO DIRECTLY TO THE CLASSROOMS.** Students will have items brought to them by office staff at appropriate times.

Time each teacher spends with his/her class is valuable and necessary for learning. Interruptions to that time limit the amount and quality of instruction that can be provided to our students.

OPEN HOUSE

Heathcote's Open House - Parents will have the opportunity to meet with their child's classroom teacher in a group setting. This night is used by the classroom teacher as a forum in which to discuss goals and expectations for the year. Parents will also have an opportunity to visit with the Specials Teachers and special service providers: Art, Spanish, ESL, Learning Resource Center, Library Media Specialist, Physical Education, Music, Band, Orchestra, Technology, Speech and Language, School Nurse and School Psychologist.

HEATCHCOTE BUILDING LEVEL EMERGENCY RESPONSE & SAFETY TEAM

The Heathcote Building Level Emergency Response & Safety Team includes the principal, teacher-in-charge, school psychologist, school secretary, nurse, a local law enforcement official and representatives from the faculty and PTA. 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 the safety procedures established.

RECESS

All children, unless excused by a note because of illness or participation in some other approved activity, are expected to go outside at recess, weather permitting. During the winter months, outdoor recess takes place unless the temperature drops below a wind chill of 18 degrees. Please dress your children accordingly. The two playground areas, the playing fields, and surrounding space provide a setting for important unstructured playing time for the children. Morning recess class participation is at the discretion of the individual teacher. Morning snack and recess are monitored by classroom teachers and aides. Lunch recess is monitored by Teacher Aides and Mr. Goldberg who is designated as the lunch supervisor. Any questions or concerns regarding lunch recess should be brought to his attention.

BUSES

Bus transportation is provided for students living at least one and a half miles from school. In some areas of the district, parents have contracted for private buses to transport their children when the distance is less than a mile and a half. The children are dropped off and picked up in the back of the school. THE SCHOOL and SCHOOL DISTRICT HAS NO RESPONSIBILITY FOR PRIVATE BUSES ARRANGED BY PARENTS.

BICYCLES

For safety reasons, the schools do not permit children below third grade to ride their bicycles to school.

There are bicycle racks at locations around the school, and children are advised to lock their bikes to the racks. No bicycles are to be ridden at school except on the path alongside the athletic field. Once leaving the school grounds, it is suggested that bicycle riders use the bike paths wherever possible and avoid riding in the streets.

LOST AND FOUND

All articles found at school are stored in a box in the hallway opposite the Gym. Properly marked clothing and equipment are easier to identify and locate. Parents and students are welcome to search the box for missing items. At the end of each month, all uncollected items are donated. Please encourage your children to check for their lost items.

ELECTRONIC ITEMS

In order to avoid disruption of instruction, electronic devices such as cell phones may be brought to school at the discretion of parents, but must not be used or visible during the school day unless permitted by the classroom teacher. The school is not responsible for these items. **They may only be used for personal business before entering or once students have left the building.**

ACADEMIC PROGRAM

The K-5 Curriculum

As your child goes through these grades, he/she will participate in a challenging, developmentally appropriate education, enriched by the unique experiences that occur in each classroom and with each teacher.

Our Elementary Curriculum is available on the Scarsdale District website at Scarsdaleschools.org. This website is designed to give you an overview of the elementary curriculum across all five of the elementary schools.

THE SPECIALS PROGRAMS

Art, General Music and Chorus, Physical Education, Spanish, Library, Technology, Band/Orchestra

In addition to the classroom teachers, our staff includes specials teachers who contribute various skills to Heathcote's curriculum. Their talents and efforts are coordinated with those of the classroom teachers to provide an enriched program for all students.

Art - All children participate in **Art** activities both in the classroom and during scheduled periods in the Art Room under the direction of Ms. Alice Yugovich. Originality and development of skills are encouraged through work in a variety of materials and media. The children are helped to achieve an appreciation of art in everyday life, in their own work, and in that of others.

Library -The **Library** at Heathcote has a full range of books and multiple computers with internet access for class and independent work. Students have regularly scheduled periods in the library where they learn to use its resources and are helped to make appropriate book selections by our librarian, Ms. Catherine Sorensen. Students may also come to the library any time during the school day when the library is open to choose books and do research. The library is also open to Heathcote parents to borrow books.

Spanish - All students in grades one through five have two forty minute **Spanish** classes in a six day cycle with Ms. Paula Magaletti. Vocabulary is introduced by topics and reinforced through various activities, role playing, and games in the target language. Students learn about Spanish speaking countries, traditions, and special holidays throughout the year.

Physical Education - **Physical Education** is very popular at Heathcote. Good sportsmanship, teamwork and leadership are developed along with physical skills in a program taught by Mr. Mark Goldberg. The children participate in a mixture of age-appropriate sports and games (many original) designed to encourage emotional and physical development and interaction.

General Music - **General Music** is offered to all students (K-4) throughout the year, and in an abbreviated format for one trimester to 5th graders. Through this program, directed by Ms. Katherine Bescherer, children are encouraged to develop their musical intelligences through singing, playing rhythm and Orff instruments, movement, listening, composition, improvisation, and musical games. Along with a strong sense of melody, rhythm and other basic musical elements, students also develop positive social behaviors. By regularly working as a large group, with partners, and in small groups cooperation and participation are given extra emphasis. In addition, students increase their power with words and language through the

study of song lyrics. They also build an understanding of music in a cultural and historical context. Students gain an increased appreciation for music as young performers and as audience members. The music classroom is also enhanced through the use of technology, be it an opportunity to watch clips connected to the study, exploring interactive music websites, or working in the computer lab on special projects.

Chorus - Chorus is offered to 4th graders throughout the year and to 5th graders for the first two trimesters. Both groups are directed by Ms. Katherine Bescherer. Meeting once per six-day cycle (with their grade-level), students rehearse a variety of age-appropriate pieces. A spring concert is presented by both the 4th and 5th grade choruses. And, in June the 4th grade chorus will perform again in a concert with the orchestra and the band. This emphasis on vocal music encourages further development of each student's vocal tone quality and sense of pitch, rhythm, tempo, and dynamics. Students learn to sing in harmony, with good breathing techniques, along with greater expression, while at the same time reading notation and watching and responding to a conductor.

Instrumental Music - The **Instrumental Music Program** begins in 3rd grade for all students. Studying an instrument opens a world of exciting possibilities and friendships. It also helps in the development of cognitive, motor and concentration skills. The elementary music program follows prescribed methods of instruction for Grades 4 & 5, as an extra-curricular program.

All 3rd Grade students will explore four instruments for the first 3 months of the year: violin, cello, and clarinet and baritone horn with Dr. Jill Schultz or Mr. Adam Weber. They will then select one instrument to study for the remainder of the year.

In 4th and 5th Grade Band and Orchestra is optional, and is tracked through grade 12. The full complement of orchestra and band instruments are available to study (violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, trumpet, trombone, French horn and percussion). Strings are taught by Dr. Schultz and band instruments are taught by Mr. Weber. In 4th and 5th grade, students are pulled from class for 30-minute group lessons one day out of the six-day cycle.

All students in the instrumental program will also participate in ensembles with Mr. Weber or Dr. Schultz, which meet (in addition to in-school lessons) once per six-day cycle before-school for rehearsals. The 4th and 5th Grade students perform semi-annual concerts.

Computer Education - The focus of the elementary **Computer Education** program taught by Mr. Christopher Casal is to allow children in Grades K-5 to use the computer as a problem solving tool. Computers are used to enrich the curriculum by providing students with opportunities to explore simulations and to work on projects that directly relate to curriculum units. Children also have the opportunity to explore a wide variety of educational software available from the school's software library, allowing them to become comfortable using a variety of computer applications.

HOMEWORK

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. The amount of homework assigned should take 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, etc.

No formal homework assignments are given in Kindergarten. In Grades 1 and 2 homework may, at the teacher's discretion, be assigned Monday through Thursday. The assignment is 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: approximately 30 minutes

Grade 4: approximately 30-45 minutes

Grade 5: approximately 45-60 minutes

In general, homework is not assigned over vacation periods. In addition, children in all elementary school grades are encouraged to read or be read to for approximately 30 minutes each evening.

If you observe that your child does not appear to have this amount of homework, or if it takes much longer than the times stated above, please contact the teacher.

TRIPS

As part of their classroom program, many teachers schedule trips off the school grounds for their classes. These may range from a visit to the local firehouse to attendance at a museum in New York City. Parents must sign permission slips for each trip they wish their child to attend and also pay the costs of transportation or tickets, if any. Any family unable to pay these costs may contact the school psychologist to discuss possible financial assistance. Children who do not go on trips are cared for at school. Parents may not drive their child to a trip however they may pick them up only after signing the official Scarsdale district form, available in the office.

ASSEMBLIES

Assembly programs are planned for the enrichment and pleasure of the children. Programs are initiated by the Principal, the PTA and the teachers. The PTA's Cultural Arts Committee helps to arrange and sponsor programs for assemblies held throughout the year.

PEER MEDIATION

The goal of the Peer Mediation Program is to have children help other children work through typical recess conflicts and disputes during lunch recess. The helping children known as Peer Mediators are volunteer 4th and 5th graders who have been specially trained in mediating disagreements.

CIRCLE OF FRIENDS

Ten years ago, under the direction of then superintendent of curriculum Dr. Paul Folkemer, a committee of parents, teachers and administrators from each of the five elementary schools in Scarsdale was formed to explore strategies to help ensure that each child within the community feels included and welcome.

The main message of the Circle of Friends, reinforced within each elementary school setting in a variety of ways throughout the school year, is that we should all “treat everyone like a friend”. This is communicated through the three main words of ACCEPT, RESPECT and CARE.

At the end of September each year, Heathcote hosts it’s first school-wide assembly for the children entitled the Circle of Friends Assembly. At this assembly, the children sing songs, the Circle of Friends ideology is explained and all new students are welcomed into the Heathcote community.

COMPACT LEADERSHIP TEAM

Each school in the district formed a Compact Team in the 1994-95 school year as mandated by the district in compliance with the New York State Compact for Learning initiative. The Heathcote team consists of the principal, three teachers, and three parents (the PTA President and two other parents who are elected by the parent body). Vested with a general goal of “improving results for children,” the Heathcote Compact Team members for the 2013-2014 school year are as follows:

Jennifer Conklin - Teacher, Christine Boyer - Teacher, Maria Stile - Principal,
Karen Palaniappan- PTA President, Tara Kantor- Parent, - Parent

SUPPORT SERVICES

Nurse - The school's full time **Registered Nurse**, Margaret Turiano, administers routine eye and ear screening tests and attends to daily medical needs.

Psychologist - The **School Psychologist**, Jennifer Turetzky, meets with and tests all children as they enter school and works closely with teachers, specialists and parents.

Learning Resource Center - The **Learning Resource Center**, under the direction of Lindsey Hicks and Nancy Van Camp, provides supplemental and remedial support for those children who meet district criteria to receive assistance in reading, writing and math. The Learning Resource Center teachers provide an effective, collaborative and supportive program for students in need of academic support. In addition, the Learning Center teachers conduct both informal and formal educational evaluations to determine students' strengths and weaknesses so that appropriate remedial support/intervention may be provided. Services are provided on a building level and through the Committee of Special Education.

ESL - The **ESL** teacher Meredythe Nowak works with children for whom English is a second language. These children are given instruction in English and, when needed, assistance with class work.

Speech and Language - The **Speech and Language Program** provides evaluation and remediation of speech, voice, fluency, language and communication skills. Consultation and screenings are performed to identify students with speech and language needs. All kindergarten children receive a speech and language screening in order to identify students with speech and language needs. Services are provided at the building level and through the Committee of Special Education. The Speech and Language Therapist - Jennifer Benash can always be reached through the school office.

Please note: These teachers are available for consultation either individually or as a team. Parents who are concerned about any aspect of their child's adjustment to school may contact the appropriate teacher or specialist.

CHILD STUDY TEAM

Heathcote holds weekly building level Child Study Team meetings. The Team is comprised of the principal, the psychologist, the nurse, the classroom teacher, the learning resource center teachers and the speech and language teacher. Co-curricular teachers participate on an as-needed basis. The purpose of these meetings is to plan strategies and devise techniques to meet the needs of individual students within the regular classroom setting.

ACCEPTABLE USE POLICY

Staff, students, and other users of District technology agree to follow the District Acceptable use Policy (AUP) and to abide by the following guidelines when using technology provided by the Scarsdale Public Schools and other technology on District premises or at District functions. "Technology" as used in this policy means all hardware, software, devices, networks and means of Internet access.

1. Use of the District Technology must be in support of education and research. Users acknowledge that such use is not private and may be monitored by the District.
2. District network accounts and assigned devices are to be used only by the authorized owner of the account/user. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or misrepresent other users of the network
3. Users shall not intentionally disrupt the use of the District's network (s) or devices attached to the network(s).
4. Users agree that District hardware, software and/or devices shall not be destroyed, modified, damaged, or abused in any way.
5. Users acknowledge that the District has in place filters/protection measures which prohibit access of certain sites and/or inappropriate content. Users may not disable or alter settings of such filters/protection measures. Users also acknowledge that no protection measure can guarantee that inappropriate content will never be accessible and that the District cannot and will not be liable should that happen.
6. Malicious use of the District's network(s) to develop programs or computer viruses that harass other users, "hack" or infiltrate a computer or computing system, damage the software components of a computer or computing system or are unlawful are prohibited.
7. Loading, transmitting, or intentionally receiving content/messages that are harassing or may be considered cyber bullying and other antisocial behaviors are prohibited.
8. Student users acknowledge that the District provides education regarding appropriate interaction with others via e-mail, on social networking sites, and in chat rooms, as well as cyber bullying awareness and responses to cyber bullying, and they agree to conduct themselves appropriately when using Technology.
9. Use of Technology to access or process pornographic material, inappropriate text files, illegal software, or files dangerous to the integrity of network(s) or any attached device are prohibited.
10. Users should not post inappropriate messages when visiting Internet discussion boards.
11. Users shall not reveal any identifying personal information about themselves or others, such as names or e-mail addresses, without authorization.
12. Users will not misidentify themselves nor impersonate others.
13. Software is protected by copyright laws; therefore users will not make unauthorized copies of software or media found on District Technology.
14. Users may not download or install software on District Technology without authorization from the computer staff.

15. Users should follow copyright and fair use guidelines when copying information from the Internet. These guidelines include proper citation when referring to downloaded text, images, and other media.

Any violation of these guidelines by students may result in discipline pursuant to the District's Code of Conduct and/or appropriate legal action. Any violation of these guidelines by staff may result in discipline pursuant to applicable New York State Law and/or a collective bargaining agreement, as well as appropriate legal action.

HEATHCOTE SCHOOL STAFF

2014 – 2015

PrincipalMaria Stile
Teacher-in-ChargeKathy de la Garza
Secretary.....Terrie Leone

Kindergarten

Kathy Leary
Meghan Kazanecki
Meredith Grossbach

Third Grade

Jennifer Conklin
Delia Luciano
Lindsay Mangan

First Grade

Barbara Laaraj
Glenn Weill
Nicole Franchini
Sharon DeLorenzo

Fourth Grade

Vivian Robert
Allison Arbeeny
Amber Frantz-Rago

Second Grade

Lisa Onofri
Dassi Citron
Cheryl Higgins

Fifth Grade

Christine Boyer
Trent DeBerry
Cristal Edwards

Art: Alice Yugovich

Library: Catherine Sorensen

Physical Education: Mark Goldberg
Devin Hoover

Music: Katherine Bescherer

Band: Adam Weber

Orchestra: Jill Schultz

Technology: Chris Casal

Spanish: Paula Magaletti

Learning Resource Center: Lindsey Hicks
Nancy Van Camp

Psychologist: Jennifer Turetzky
ESL: Meredythe Nowak
Speech & Language: Jennifer Benash
Occupational Therapy: Tara Sullivan
Registered Nurse: Margaret Turiano

Custodians: Luis Magalhaes, Celiano Otalora, Demetrius
Lawrence, Angel Gonzalez

THE SCARSDALE SCHOOL SYSTEM

The Scarsdale Union Free School District consists of five elementary schools, a Middle School and a High School. The Superintendent of Schools is Dr. Thomas Hagerman.

The Board of Education comprises seven unpaid citizens elected to staggered three year terms. The Board establishes broad goals and policy, delegates the Superintendent of Schools and professional staff the authority to achieve those goals, and broadly evaluates progress. Individual trustees act in authority only when assembled as a Board. Meetings occur twice monthly during the academic year and are open to the public. Residents have two opportunities at each meeting to speak on matters of interest.

The Board of Education usually meets the first and third Mondays of the month at the High School in Room 170-172. Board meetings cover all aspects of the operation of Scarsdale's schools, any interested citizens are urged to attend. Written communications are welcome at 2 Brewster Road, Scarsdale, NY 10583, or at boardofed@scarsdaleschools.org.

District Goals

Goal 1

Emphasize the development of mind and spirit to inspire a love of learning

Goal 2

Respond to students' individual learning differences

Goal 3

Enable students to become participants in an interdependent world

Goal 4

Encourage students to become decent, responsible, contributing citizens in a democracy

Goal 5

Develop and use data to support deep, rich learning

Goal 6

Use technology to enhance learning

The trustees of the school Board for the 2014-15 school year are:

President: Mary Beth Gose

Vice President: Leila Shames Maude

Board Members: Lewis Leone Jr., Christopher Morin, William Natbony, Suzanne Seiden, Scott Silberfein

For further information, you may contact the Board of Education and the Superintendent's office by calling 721-2410.

The Building

In the 1950's, the Scarsdale Schools District addressed the post-war enrollment boom by planning and then completing the Heathcote School in 1954. One of the first Modernist school buildings in America, Heathcote received coverage in the national magazine *Life* as a result of its classroom clusters, courtyards, and light-filled corridors.

The planners of Heathcote were committed to two fundamental principles of education – one dealing with the conditions under which children learn best, the other dealing with the process of learning. The physical specification developed by the planners were broadly these, a beautiful plant attractive to the eye and pleasing to all the senses, the elimination of institutionalism, the creation of separate small educational neighborhoods for different groups enabling the child to have a sense of identity with his own group of rooms, the arrangement of the flow of space within the classroom, from building to building, and from indoors to outdoors, in order to allow maximum freedom of movement and a minimum number of rules. (Ruth Weinstock, eric.ed.gov)

Perkins and Will designed Heathcote Elementary School to enhance the relationship between children and the natural beauty of the wooded site. With its clusters of hexagonal classrooms, the architects likened the plan to an image of “children under a tree”. Perkins valued the child’s subjective experience over technical formulas. Heathcote gained national attention and was praised for the psychological effects of the school environment on the behavior of the children.

SCARSDALE COUNCIL OF PTA’S

PT Council, known formally as the Scarsdale Council of Parent-Teacher Associations, is the umbrella organization for the Scarsdale PTA units which exist at each of the seven Scarsdale Public Schools. It is a separate entity with its own elected officers and committees. The membership is drawn from teachers, parents and administrators from each school. The President from each individual PTA serves as a member of the Executive Committee and acts as a liaison between the PT Council and the respective PTA unit.

PT Council sponsors a variety of speakers, panels and programs which enrich the student and parent community. During the school year, the PT Council Executive Committee meets monthly with the Scarsdale Schools Superintendent as well as sends representatives to Scarsdale Board of Education meetings and budget discussions.

The PT Council officers for 2014-2015 are: Pamela Fuehrer, President; Karen Ceske, Vice President; Felicia Fisher, Secretary; Seema Jaggi, Treasurer. The Executive Committee includes these officers and the seven school PTA presidents.

HEATHCOTE SCHOOL PTA

The PTA is a non-profit service organization that operates by Parent and Teacher volunteers. PTA membership is open to all parents, teachers and others who share an interest in quality education for children. Its yearly budget anticipates generating only enough revenue to cover its necessary expenses and to support PTA programs. This fund is derived from annual membership dues and various fundraising events and activities that are held throughout the year.

The Heathcote PTA is governed by its members. The PTA meetings are the forum at which the members collaborate to make all important decisions, to discuss ideas and issues, and to report on projects. The PTA committees, the backbone of the organization, provide the leadership and the work that go into funding, organizing, staffing and creating the many programs that the PTA offers to the children.

The Heathcote PTA is a part of a larger network that includes the Scarsdale Council of PTAs, the Westchester District PTA, and the New York State and the National Congresses of Parents and Teachers.

PTA WEBSITE

The Heathcote PTA website lists upcoming events, calendars, committee information and more.

PTA COMMUNICATION

The PTA communicates to parents via email, the PTA refers to these as 'e-blasts'. In order to receive the E-blast, you must register on the PTA website. Any person may remove their e-mail address at any time by clicking the "Unsubscribe" button at the bottom of each e-mail.

The PTA e-mail system and the e-mail addresses contained in it may only be used for PTA business. The PTA will make every effort to use the system judiciously.

Submission Policy:

All E-Blast submissions must be sent to Laura Halligan at laurabhalligan@gmail.com by Thursday of each week in order to go into the E-Blast on the following Sunday. Emails will not have attachments, but will direct people to the website to download forms. Please have emails written as you would like them to go out so Laura only needs to cut and paste. Also, please indicate where in the text you would like any links to the website to appear.

PTA Committee Descriptions

2014-2015

***After School Clubs** - arrange and coordinate after school programs at Heathcote.

Athletic Wear - order and conduct sales of Heathcote clothing and merchandise.

Benefit - organize an evening social event for Heathcote parents.

Bike Testing – organize and oversee an event testing children for bike-riding proficiency skills.

Book Fair - organize the Book Fair in the Fall.

Budget Study - attend Board of Education budget study meetings and inform the Heathcote community.

Carnival - organize and staff the school carnival held.

***C.H.I.L.D.** (Children Having Individual Learning Differences) - examine issues of concern for parents with children who learn differently; serve as a resource for parents.

Class Parents - a liaison between your child's teacher and parents in the class.

Class Pictures - coordinate the photographing of each student and class.

***Community Service** - plan and implement community donations/projects.

Cultural Arts - programming of workshops for student enrichment.

Directory - prepare and distribute directory to all PTA members, manage online directory.

***Drug & Alcohol Task Force** - liaison to community-wide committee that works to increase awareness of substance abuse and to help promote prevention.

Family Fun Night - organize an evening event for the Heathcote community.

Fifth Grade Liaison - plan and organize activities for the 5th graders.

***Friends of Music & Arts Liaison** - represents Heathcote at district-wide meetings and keeps the school community informed of the music and arts events offered throughout Scarsdale.

Green Committee - promote concern for environmental issues and recycling.

Kindergarten Social - organize a social event for Kindergarten parents.

Learning from our Differences - educate students about a variety of physical challenges.

Legislative – promotes awareness of local, state and national education-related issues.

Learning to Look - teach a class of a preset art curriculum and project.

Lice Check - coordinate periodic checks for head lice throughout the year.

Lunch – coordinate weekly school lunches, daily lunch service varies.

Multicultural - plan programs and activities for parents to share their cultures.

Newcomers - organize a Fall reception for new families.

Performing Arts – coordinate the production of a student led performance.

Picnic – manage a back-to-school picnic event in September.

Publicity - arrange for media coverage of school and PTA events.

Publishing Center (Kindergarten) - organize the editing, typing and binding of original writing by students in kindergarten.

School Supply Kits - coordinate the procurement and sale of school supplies.

***Sports Swap** - coordinate volunteers for the PT Council sale of used sports equipment.

STE(A)M – new formed committee to connect Heathcote with STE(A)M resources and experts.

Student Artwork - coordinate the sale of stationery item(s) designed by the students.

Visiting Author - coordinate visits by children's book authors.

Website - make sure that all relevant/important school information is posted online for easy access.

***Young Writers' Workshop** – liaison to Young Writers' Workshop steering committee.

*** PT Council coordinated committees**

Heathcote School Calendar 2014-2015

Date	Day	Subject	Time
September			
9/2/14	Tuesday	School Opens	8:45am
		PTA Reception	8:45am
		Class Parent Meeting	9:30am
9/3/14	Wednesday	First Full Day of School	
9/8/14	Monday	Family Picnic	5:00pm - 7:00pm
9/9/14	Tuesday	Family Picnic (Rain Date)	5:00pm - 7:00pm
9/11/14	Thursday	Open House	7:00pm - 9:00pm
9/17/14	Wednesday	Kindergarten Social Parents Event	7:00pm
9/22/14	Monday	School Photos	
9/23/14	Tuesday	Newcomers Reception	7:00pm - 7:30pm
9/23/14	Tuesday	PTA Meeting	7:30pm
9/24/14	Wednesday	Spirit Day	
9/25/14	Thursday	School Closed - Rosh Hashanah	
9/26/14	Friday	School Closed - Rosh Hashanah	
9/29/14	Monday	Kindergarten Full Day Begins	
		Lunch Program Begins	
		ASC Fall Semester Begins	
October			
10/13/14	Monday	School Closed - Columbus Day	
10/15/14	Wednesday	Book Fair	
10/16/14	Thursday	Book Fair	
		Book Fair Evening Event	6:00pm - 8:00pm
10/17/14	Friday	Book Fair	
10/30/14	Thursday	Evening Event Fundraiser	7:30pm
10/31/14	Friday	Halloween Parade	9:15am
		5th Grade Halloween Party	6:30pm
November			
11/2/14	Sunday	Daylight Saving Time Ends	Clock back 1 hour!
11/4/14	Tuesday	School Closed - Election Day	
11/11/14	Tuesday	School Closed - Veterans Day	
11/17/14	Monday	PTA Meeting/BOE Community Forum	7:15pm
11/26/14	Wednesday	1/2 Day School - Thanksgiving Recess	8:45am - 12:00pm
11/27/14	Thursday	School Closed - Thanksgiving	
11/28/14	Friday	School Closed - Thanksgiving	
December			
12/1/14	Monday	School Reopens	
12/4/14	Thursday	1/2 Day School - K-5 Conference Day	8:45am - 12:00pm

12/8/14	Monday	1/2 Day School - K-5 Conference Day	8:45am - 12:00pm
12/10/14	Wednesday	1/2 Day School - K-5 Conference Day	8:45am - 12:00pm
12/19/14	Friday	1/2 Day School - Holiday Recess	8:45am - 12:00pm

January

1/5/15	Monday	School Reopens	
1/6/15	Tuesday	School Play Casting	3:15pm
1/8/15	Thursday	School Play Casting (Snow Date)	3:15pm
		PTA/PTC Meetings at SMS	7:15pm
1/16/15	Friday	ASC Fall Semester Ends	
1/19/15	Monday	School Closed - MLK	
1/21/15	Wednesday	Winter Band/Orchestra Concert	7:30pm
1/23/15	Friday	Family Fun Night	6:30pm - 8:00pm
1/26/15	Monday	School Play Rehearsal Begins	3:15pm

February

2/7/15	Saturday	School Play	11:00am/2:00pm
2/8/15	Sunday	School Play (Snow Date)	11:00am/2:00pm
2/9/15	Monday	ASC Spring Semester Begins	3:15pm
2/13/15	Friday	Love Heathcote/Spirit Day	
		Winter Recess Begins (full day school)	
2/23/15	Monday	School Reopens	

March

3/5/15	Thursday	K-2 Conference Day (1/2 day K-2 only)	
3/8/15	Sunday	Daylight Savings Time Begins	Clocks forward 1 hour!
3/10/15	Tuesday	K-2 Conference Day (1/2 day K-2 only)	
3/11/15	Wednesday	K-2 Conference Day (1/2 day K-2 only)	
		Chorus Concert	7:30pm
3/20/15	Friday	Multicultural Luncheon	11:45am - 12:45pm
3/21/15	Saturday	PTC Young Writers' Workshop at SMS	9:00am - 12:00pm
3/27/15	Friday	School Closed - Conference Day	

April

4/2/15	Thursday	Spring Recess Begins (full day school)	
4/13/15	Monday	School Reopens	
4/29/15	Wednesday	PTA Meeting (elections)	9:15am

May

5/1/15	Friday	Staff Appreciation Luncheon	11:45am - 12:45am
5/8/15	Friday	Spirit Day	
5/9/15	Saturday	Carnival	11:00am - 3:00pm
5/19/15	Tuesday	BOE Budget Vote	
5/22/15	Friday	1/2 Day School - Memorial Day W/E	8:45am - 12:00pm
5/25/15	Monday	School Closed - Memorial Day	
5/29/15	Friday	ASC Spring Semester Ends	

June

6/4/15	Thursday	Band/Orchestra, Chorus Grade 4	7:30pm
6/17/15	Wednesday	PTA Meeting	7:30pm
6/19/15	Friday	Lunch Program Ends	
6/23/15	Tuesday	5th Grade Moving Up Ceremony	9:00am
6/26/15	Friday	Last Day of School	

Note: These dates and times are tentative and may be subject to change. You will be notified of any changes.

Heathcote PTA 2014-2015

Open Membership Meetings:

Sept. 23	First PTA Meeting	7:30 pm
	TBA	
Jan. 13	Joint Heathcote PTA/PT Council Meeting at SMS	7:15 pm
April 29	PTA Meeting & Elections	9:15 am
June 17	Final PTA Meeting	7:30 pm

COMMUNITY ORGANIZATIONS

KIDS' B.A.S.E.

Kids' B.A.S.E. offers, for a fee, a variety of creative and educational after school activities, staffed by New York State certified teachers, to children in K through 6th grades. As part of a not-for-profit corporation, which also encompasses the Little School, a pre-school program, Kids' B.A.S.E. is organized and governed by members of the community as a service to parents and children in Scarsdale.

Kids' B.A.S.E. is located at 307 Mamaroneck Road, adjacent to the Scarsdale Pool. The 12:00pm to 3:30pm program serves as a supplement for the half-day kindergarten program during the month of September. The before-and-after-school programs operate on weekdays from 7:00am to 9:00am and from 12:00pm to 6:30pm. There are special programs planned during December, February and April vacations, as well as the last week in June. After-camp childcare is available during the summer.

For further information, or to enroll, call KBLS on 472-5409.

YOUTH EMPLOYMENT SERVICE (Y.E.S.)

The Youth Employment Service is a not-for-profit community organization, staffed entirely by volunteers, which brings together students seeking part-time work with employers in local homes and businesses. All Scarsdale students, aged 14 and older, including college students home on vacation, are eligible to use the services of Y.E.S. Students work as tutors, baby-sitters, party aides, sales clerks, snow shovelers, and a variety of other positions as are listed through the office. Prospective employers are invited to call the Y.E.S. office at 723-7343 where a message may be left at any time. Y.E.S. also has a web site at www.scarsdaleschools.org/yes where you can download employer and student registration and job listing forms. The Y.E.S. office is located at Scarsdale High School and is open from Monday through Friday from 11:00 am to 2:00 pm.

HEATHCOTE ATHLETIC ASSOCIATION

Organized and run by parent volunteers, the Heathcote Athletic Association encourages children in grades K to 8 to participate in athletic programs offered and administered by the Scarsdale Recreation Department. The Heathcote Athletic Association coordinates the Recreation programs for soccer, basketball, and girls' softball. The Heathcote Athletic Association's overall activities are coordinated by Jon Libman, President (jblibman@mac.com), and Jay Canell, Secretary (jay.canell@smithbarney.com). Each sport has a chair in charge of promoting participation, recruiting and coordinating volunteer parent coaches, as well as logistics related to schedules, equipment, and other administrative manners. The chairs are:

- Mark Frank, Soccer, markifrank@gmail.com
- Jon Libman, Basketball, jblibman@mac.com
- Laura Toubin, Girls' Softball, ltoubin@hotmail.com

The Heathcote Athletic Association is also responsible for collecting the mandatory annual dues related to participating in Recreation soccer, basketball, and girls' softball. These dues are essential to cover expenses related primarily to facility usage, sports and first-aid equipment, and trophies. The annual dues are as follows:

- A fee of \$25 per child for soccer
- A fee of \$25 per child for basketball
- A fee of \$25 per child for girls softball, if a fee was not paid for soccer

For any further questions, please contact Jon Libman at 723-1722 or jblibman@mac.com.