

“WHAT THE BEST AND WISEST PARENT WANTS FOR HIS OWN CHILD, THAT THE COMMUNITY MUST WANT FOR ALL ITS CHILDREN. ANY OTHER IDEAL FOR OUR SCHOOLS IS NARROW AND UNLOVELY; ACTED UPON, IT DESTROYS OUR DEMOCRACY.”

JOHN DEWEY

Dear Parents, Guardians, and Friends,

Welcome to a new year at Paige. I look forward to working together with you and our staff to create a high quality educational program which will engage our children in an exciting, productive journey in learning.

This is your school. You are always welcome here. Your involvement is a crucial ingredient in making Paige a very special place. Your interest, assistance, support, in-put and care truly make a difference. Please call to arrange visits to classrooms, ask questions or make suggestions.

I hope you find this handbook helpful. In addition to this handbook, you will receive our Home-School Compact in September. This compact contains the basic principles, guidelines, responsibilities, and opportunities we share which promote a high quality educational experience for our children. Please read the compact fully and return the signature sheet.

Best Wishes for a Successful School Year,

**Paul Scampini
Principal**

Schenectady City School District Shared Beliefs

- 1. Everyone is unique and has value.**
- 2. Everyone can learn.**
- 3. Everyone deserves to be treated with respect.**
- 4. Everyone deserves to be challenged.**
- 5. Education is a shared responsibility.**
- 6. If something is worth doing, it is worth doing well.**
- 7. Everyone needs to acquire skills for a productive life.**
- 8. Communication is a key to better understanding.**
- 9. Every individual is responsible for their own behavior.**
- 10. Learning is a life-long process.**
- 11. There is richness in diversity.**
- 12. A challenging environment promotes success.**

**PAIGE ELEMENTARY SCHOOL
2005-2006 STAFF**

Paul Scampini	Principal	Yvonne Baldwin	Instructional Para
Denise Collins	Secretary	Kee Howles	Library Para
Theresa Anderson	Administrative Para	Lynda Inman	Computer Para
Paula Rock	Registered Nurse	Theresa Anderson	Administrative Para
		Erika Magnone	Paraprofessional
Frances Gordon	Grade 5	Lorri Peck	Paraprofessional
Kim Oleksiak	Grade 5	Kelly Mattice	Paraprofessional
Sarah Warner	Grade 5	Karen Scolaro	Paraprofessional
Charlene Boynton	Grade 4	Nancy Wonders	Paraprofessional
Leslie Peeney	Grade 4	Jan Masse Mahar	Paraprofessional
Lisa Braccini	Grade 3	Jolene Riordan	Paraprofessional
Maria Rodriguez	Grade 3	Tina Goyer	Paraprofessional
Jean McCrum	Grade 2	Theresa Ravas	Paraprofessional
Scott Pettingill	Grade 2	Kim Felton	Paraprofessional
Nicole Marriner	Grade 2	Gina Bagramian	Paraprofessional
Lorena Hurst	Grade 1	Donna Levasseur	Paraprofessional
Shari Miranda	Grade 1	George Savage	Custodian
Mary Newcomb	Grade 1	Tom Bergen	Custodian-Second Shift
Diane Beninati	Kindergarten	Lana Hartigan	Cleaner
Ruth Grisham	Kindergarten	TBA	Lunch Supervisor
Cathy Lenahan	Kindergarten	Kathy Perotti	Food Service Supervisor
		Linda Benedict	Breakfast/Lunch Server
Sandra Banghart	Librarian	Bonnie Bagdriewicz	Lunch Monitor
Linda Brazell	Remedial Math	Donna Cwierniewski	Lunch Monitor
Suzanne Bush	Physical Education	Marge Foster	Lunch Monitor
Christina Calkins	Art	Deborah Johnston	Lunch Monitor
Beatrice Costanzo	Reading Recovery	Susan Reed	Lunch Monitor
Susan Cromer	E.S.L.		
Marybeth Delaney	Psychologist		
Paulette George	Remedial Reading		
Karmell Graziane	Vocal Music		
Rebecca Hudak	Remedial Reading		
Jean Borger	Social Worker		
Colleen Kellner	Instrumental Music		
Deborah MacDerment	Resource		
Emese Szupperits	Resource		
Mary Hutton	Resource		
Maureen Tapler	Speech		
Cindy Santo	Occupational Therapist		

PAIGE SCHOOL MISSION

THE MISSION OF PAIGE SCHOOL, IN PARTNERSHIP WITH PARENTS AND OTHER COMMUNITY MEMBERS, IS TO EDUCATE ALL STUDENTS TO MEET THE CHALLENGES THEY WILL FACE, LIVE PERSONALLY FULFILLING LIVES AND BECOME CONTRIBUTING MEMBERS OF SOCIETY.

PTO OFFICERS

PRESIDENT	John Wilson	374-4642
VICE-PRESIDENT	Andrea Fields	374-8238
TREASURER	Gary Farkas	372-7380
SECRETARY	TBA	

PARENT PARTNERSHIP COMMITTEE

The Paige Parent Partnership Committee consists of parents, paraprofessionals, teachers, and the principal. Short and long range priorities are established through the consensus of the members. The purpose of the group is to act as a vehicle for continuous school improvement through offering opportunities for parents to become more involved in their child's education. All meetings are open.

IMPORTANT TELEPHONE NUMBERS

MAIN OFFICE	370-8300
NURSE	370-8302
FAX	881-3522

SCHEDULE

ENTRANCE	9:00 AM
OFFICIAL TARDINESS RECORDED AFTER	9:05 AM
DISMISSAL	3:15 PM

Paige Elementary School Safety Guidelines for Parents

Student Arrival and Dismissal

Students should not arrive at school before 8:30AM. From 8:30 AM until 9:00 AM, playground supervision is provided by building paraprofessionals. In the case of inclement weather, students will be directed to either the gym or the cafeteria. For students requiring supervision earlier than 8:30AM, a program is offered through the Schenectady YMCA. Please contact the main office for details.

Students arriving to school by car should be dropped off in the traffic loop in the front of the building along Elliott Avenue and proceed to the appropriate playground. Breakfast students should report directly to the cafeteria upon arrival at school.

Students arriving by school bus will now be dropped off in a newly created drop-off area alongside the gym. After exiting the bus they will report either to the appropriate playground or the cafeteria if he/she is a breakfast student.

Dismissal of students will begin at 3:10PM through these designated exits:

1. Walkers will exit through the doors adjacent to the cafeteria.
2. Bus students will exit the building and board buses from the gym.
3. Students being picked up by cars will exit through the front entrance and proceed to cars lined up along Elliott Avenue.

Parents picking students up by car are asked to line up along the side of Elliott Avenue closest to the building with their vehicles facing Consaul Road. This will allow students to enter vehicles directly from the sidewalk and not have to cross Elliott Avenue.

****NOTE****

PARKING REGULATIONS ALONG ELLIOTT AVE. WILL NOW BE ENFORCED BY THE SCHENECTADY POLICE DEPARTMENT THROUGHOUT THE DAY. VISITORS TO THE BUILDING SHOULD PARK IN THE LOT OFF OF CONSAUL ROAD TO AVOID BEING TICKETED.

We request that parents or guardians picking up students at dismissal wait outside the building at the designated exits. If there is a need to visit with a teacher or other staff member, we ask that you wait until all students are dismissed before entering the building. Any students who have not been picked up from the designated dismissal areas by 3:25 PM will be brought to the main office.

Unless we receive written instructions from a parent/guardian, your child will be sent home via their normal procedure. If you want your child to go home with another adult or you will be picking up your child rather than having them take the bus, we will require a written note from you prior to dismissal. We cannot accept verbal instructions such as: "My mom told me I should go home with the Smiths." We also cannot approve instructions that are given over the phone except in the case of an emergency.

Please make sure that the Emergency Information Sheet that will be sent home during the first week of school has been filled out, returned, and is kept up to date with accurate information in the case that we need to contact you for any reason.

If You Need to Pick up Your Child Prior to Dismissal

We ask that you make every effort to schedule necessary appointments either before or after school. In the event that you must pick up your child prior to dismissal, we ask that you:

- ❖ Send a note to your child's teacher informing him/her that you will be picking your child up early.
- ❖ Enter through the front entrance and complete the Early Dismissal form in the main office. We will call the classroom and your child will be dismissed to you directly from the main office.
- ❖ Remember that your child can be released only to his/her parents or your designee (either listed on the emergency form or as stated in the note to the teacher).
- ❖ Be sure that we have any and all current custody/restraining order information on file. Without documentation that states otherwise, both parents are assumed to have equal access to their child.

Building Visitation Guidelines

All doors to the building, except for the front entrance, are locked at 9:15 AM and remain locked throughout the school day.

If you are visiting or volunteering in a classroom, we request that you sign in at the main office and pick up a "Visitor Sticker" to wear while in the building. The office will notify the appropriate classroom teacher that you have arrived.

We request that you not visit classrooms between 9:00 AM and 9:15 AM or 2:55 PM and 3:10 PM. These are times when teachers need to be attentive to getting students settled in the morning and ready for dismissal in the afternoon.

If you need to visit a teacher after school, we request that you wait outside the building until all students have been dismissed before proceeding to the classroom.

If you need to deliver a birthday snack, a forgotten lunch, note, musical instrument or homework, please drop it off in the main office. We will gladly see that it is delivered to the appropriate classroom.

If you wish to have lunch with your child in the cafeteria, please follow the regular procedure of signing in at the front entrance.

BUS TRANSPORTATION

School bus transportation is provided for the safety and convenience of pupils. Elementary children living one mile or more from their home school are eligible to be bussed. Students are required to obey established rules in order to continue the riding privilege.

Parents receive information on school bus safety each year. It is most important that this be thoroughly reviewed with your family.

Questions regarding bussing should be referred to the Transportation Office, Phone: 370-8101, Ext. 111 or 112.

LUNCH AND BREAKFAST PROGRAM

All students may participate in the school lunch and/or breakfast program provided the child obeys the guidelines set. Monitors supervise the children. When weather permits, children are taken outside to play and get fresh air. Send your child dressed for the weather. We go out when the temperature is 20°F or above with no strong wind or storm.

Further information on the lunch and breakfast program rules and guidelines is sent home at the beginning of school in September. These rules should be discussed with children at this time. Breakfast period is 8:30 AM to 9:00 AM. Lunch period for Kindergarten is from 11:50 AM to 12:35 PM, for grades 1 and 2 from 11:15 AM to 12:00 PM & for grades 3, 4 and 5 from 12:15 PM to 1:00 PM.

Students may buy lunch for \$1.45 and breakfast for \$.75.

HEALTH OFFICE POLICIES

SCREENING

Each student has an annual screening which includes measuring height and weight, a vision test, and a hearing test. All first grade students are tested for color perception. If there is a question in any of these areas, the student is rechecked. If there is a need for further evaluation, the parent is notified.

PHYSICAL EXAMINATIONS

Every school child must be examined by a doctor on entering the school district and in the first and third grade according to the State Education Law. Kindergarten entrants must have the exam done by a private physician. Other students may be examined by their private physician. A signed physical by your doctor must be returned to school by the date of the school physicals or your child will receive the school exam.

INJURY

If a student is seriously injured, first aid is given immediately and the parent or designated person is notified of the emergency. If necessary, paramedics will be called. **Keep Your Emergency Information Form Up To Date.**

MEDICATION

When medication is prescribed for children to be taken several times a day, and it is necessary that the medication be given during school hours, we must have the following:

- A written, signed doctor's order.
- A written, signed permission slip from you the parent or guardian.

- The medication must be in a properly labeled bottle.
- The prescription must be current and the medication prescribed for the child we are administering it to.
- Medication is to be delivered to school by an adult. **Children are not to carry medicine.**

STATE LAW PROHIBITS A REGISTERED NURSE FROM DISPENSING INTERNAL MEDICATION IN SCHOOL UNLESS THE ABOVE REQUIREMENTS ARE MET. NO EXCEPTIONS CAN BE MADE.

PEDICULOSIS

Elimination of pediculi (head lice) a nationally increasing communicable public health problem is one of the important aspects for the health of our students. We desire your cooperation by becoming aware of the situation, occasionally checking your child's/children's hair at home and instituting corrective treatment. Should they become infested, please notify school immediately. We will then conduct the necessary inspections.

If during our inspection at school the nurse finds pediculosis or nits (eggs) in your child's hair, you will be notified by her. She will send home an instruction sheet for consultation with your doctor or pharmacist about treatment.

Your child cannot come back to school until he or she has been treated and is free of **all** nits (eggs). **Parental accompaniment is required during re-entry inspection by school personnel.**

Working together we can help prevent and control flare-ups of this contagious condition.

ATTENDANCE

We are concerned about the health and safety of our students. Please call 370-8300 if you know your child will be absent or late so we know that your child is safe. If a call is not received, we will call you.

A **WRITTEN EXCUSE** must be sent in each time a student is absent or late.

If a student is beginning to miss too much school, a letter is sent home. If this continues, the parents are asked to meet with Mr. Scampini. Attendance problems which still continue are turned over to the attendance office for investigation and correction.

SCHOOL CLOSINGS

School closings and late openings are announced in the early morning on local TV and radio stations. They will specify whether the schools will be closed or will be running late.

Please be certain that emergency dismissal information handed in to the office in September is completed and returned as soon as possible. It is most important to update this information as needed throughout the year.

CROSSING GUARDS

Crossing guards will be on duty at Consaul Road and Route 7 and Daniels Avenue and Consaul Road from 8:00 AM to 9:00 AM and 3:15 PM to 4:00 PM.

Crossing guards are not provided at lunchtime.

Children should be advised to cross busy streets with a crossing guard and to do exactly as the guard tells them. Please teach your child to stay within crosswalk lines.

CUSTODY OF CHILDREN

Inform the school immediately of any changes in your child's custody. All family court orders must be on file in the child's school record.

LOST AND FOUND

Please clearly label your child's belongings. This is most helpful in seeing that items are returned to the proper owner.

A lost and found area is located in the Cafeteria. Check this regularly.

PARENT-TEACHER CONFERENCING AND STUDENT PROGRESS REPORTS

The Schenectady Public Schools use an on-going process for communicating progress to students and parents. We have set aside three times throughout the year in which to report all pupil progress. In between these formal reporting times, conferences are scheduled on an as needed basis being initiated by parent or teacher.

The November to early December conference is used for face-to-face discussions with parents or guardians. Classroom teachers will send home a conference card to schedule this meeting.

In Mid-March and June, reports are sent home with each student. These reports are sent home in an envelope. An Acknowledgement Form accompanies these reports for the parent or guardian to sign and return to the teacher.

ODYSSEY OF THE MIND

O.M. is an exciting program that stimulates and develops creativity, cooperation, and problem solving skills. The team works on a solution to a long range problem, as well as prepares to solve a spontaneous problem. They participate in a regional competition in March. Meetings take place during lunch hour and after school. Select fourth and fifth graders are involved in the seven person team.

MUSIC

Students in kindergarten through grade five attend music classes twice weekly. Fourth and fifth graders may join the chorus which meets weekly during the school day. Fourth and fifth graders may also take instrumental music lessons. There are two school wide music programs each year that parents are invited to attend.

ENGLISH AS A SECOND LANGUAGE

ESL is a program for children of foreign born parents who need help learning the English Language Arts. Paige is one of four ESL Centers in the Schenectady City School District. There are children from China, Vietnam, Puerto Rico, Afghanistan, Pakistan, Dominican Republic, Sudan, and Argentina. Mrs. Cromer is the ESL teacher. Anyone is welcome to visit the program. Please call to arrange a visit.

BANANA SPLITS

Banana Splits is a support group for children from separated or divorced parents or for children in families where they never knew one of their parents. They meet on a bi-weekly basis with a staff member who has been trained to help children help one another, to help them enhance their coping skills, and to help them realize they are not alone.

FIELD TRIPS

Individual classroom teachers arrange their own field trips. A permission slip must be signed by each student's parent or guardian. Drivers are always needed. Please sign an insurance form prior to each field trip in case you are asked to drive.

SUPERSTAR PROGRAM

Paige School is proud of its Superstar Program. Each week, individuals are recognized for outstanding effort. Names of Superstars (usually submitted by teachers) are given to Mr. Scampini. Every Friday the names are read over the PA system. The Superstars come to the Principal's office where they receive certificates, have their picture taken and see their names displayed on a poster and printed in our newsletter. This program acknowledges the accomplishments of everyone in the Paige School Community.

D.A.R.E. PROGRAM

D.A.R.E. is a substance abuse preventive education program designed to inform school children of the dangers of abuse with a curriculum that addresses values, decisions, self concept improvement, respect for the law, and peer resistance training. D.A.R.E. is taught in a sixteen-week course by specially selected and thoroughly trained police officers.

S.H.I.N.E. - (STUDENTS HELPING IMPACT NEIGHBORHOODS AND EDUCATION)

SHINE is an after school program facilitated by volunteers from Union College and Schenectady County Community College along with students from both Schenectady and Niskayuna High School. From 3:15 until 4:15 tutoring and homework assistance are provided to all participating students. During the period between 4:15 and 5:00, volunteers offer a variety of enrichment activities including arts and crafts (coloring, painting, designing), athletics and a game room (board games, chess, etc.).

Participation is open to all students in grades two through five and is completely voluntary.

HOMEWORK RECOMMENDATION

- A. Homework is important and necessary. The purpose of homework is practice, reinforcement, organization, preparation for new materials, self-check of what was learned during the regular school day, promotion of independent learning, enrichment and remediation.
- B. Homework is defined as schoolwork that a student does outside of the classroom, usually done at home. This may include daily assignments, long-term assignments, reviewing for tests and quizzes, assigned readings and special projects.
- C. Reading is an important part of the school program that needs to be reinforced at home. There should be a continuous effort by both home and school to promote reading aloud by adults to children at early ages and then daily reading by youngsters as they are more able. Whenever students do not have “assigned” homework, reading is expected.
- D. The amount of homework should increase from grades K-5 as well as the degree of independence required to do it. The concept of homework begins in Kindergarten. At that early grade level a good deal of communication and involvement of parents is necessary. Assignments to be done as homework should gradually increase in frequency and difficulty as a student moves through the grades.
- E. Although time spent on homework may vary according to subject, student ability and type of assignment, a SUGGESTED amount of homework per school night for each grade, including reading, is as follows:

Grade K – 3	Up to 30 minutes with parental involvement.
Grade 4 – 5	30 – 60 minutes per night.

EXPECTATIONS

These expectations have grown out of class meetings with our students. They are central to ensuring that each child who comes here has the opportunity to become all that she or he is capable of becoming. Please set aside time with your family to consider together their meaning and purpose.

**TREAT YOURSELF AND OTHERS WELL.
EACH OF US IS TO SHOW RESPECT TO OTHERS AND BE RESPECTED.**

COME EACH DAY READY TO TRY YOUR BEST.

**BE ON TIME.
WE HAVE IMPORTANT WORK TO DO TOGETHER.**

HAVE YOUR WORK READY ON TIME

ASK QUESTIONS.

**REALIZE THAT MAKING MISTAKES IS A PART OF LEARNING.
DO NOT BE AFRAID TO MAKE HONEST MISTAKES.**

READ EACH DAY AND HAVE SOMEONE READ TO YOU EACH DAY.

HELP TAKE GOOD CARE OF OUR BUILDING AND GROUNDS.

DISCIPLINE PLAN

Paige School exists to create exceptional educational opportunities for all children sent here. To assure that this mission becomes a reality requires the continued effort and care of our staff, our parents and the broader community. As we work together, one of our primary goals is to build a healthy, positive, safe and orderly environment within which teaching and learning can take place successfully. This discipline plan is a part of the understandings and practices we engage in daily to create such an environment. Others include:

- An emphasis on developing and maintaining a close home-school relationship. Our Parent-Teacher Organization is a vital part of our school.
- Agreement by the staff that each of us has a responsibility for the well being of every child at Paige School.
- Children are met at the entry doors each morning by their teacher and walked to the exits at closing. Teachers also walk students to and from the lunch program.
- A Superstar Program recognizes students each week who show exceptional accomplishment, effort or improvement in their learning and/or behavior.
- The Principal holds class meetings within the first month of school in each room discussing behavioral expectations. He is available throughout the year for additional class meetings as needed. The Principal assists with indoor and outdoor supervision at entry, lunch and dismissal.

In order to implement the Schenectady City School District School Discipline Code, Student Bill of Rights, and Maintenance of Public Order Policy, the following shall happen at Paige School:

1. Every parent and student shall receive a written copy of the policy. The parent will return a sign-off sheet indicating they have reviewed it with their child.
2. A set of school-wide rules shall be established by a committee representing staff, students and parents. These rules shall be shared with parents, day care providers, bus drivers and posted near the office and in each classroom.
3. Each classroom teacher together with her/his students shall establish a short set of classroom rules. A copy of these classroom rules shall be on file in the principal's office, posted in the classroom and sent home with a parent sign-off sheet.
4. Students who violate classroom and/or Level I discipline code rules shall be dealt with by the supervising adult. These interventions may include but not be restricted to the following:
 - a. Contacting parents.
 - b. Time out in the classroom.
 - c. Detention before school, during the lunch period or after school.
 - d. Individual counseling by teacher or supervising adult.
5. If a student continues to violate classroom and/or discipline code rules, the teacher or other supervising adult, must contact the child's parents by phone or in writing.

6. If difficulties in following school or discipline code rules persist (Level II behavior), the student shall be referred to the Principal using the Elementary Discipline Referral Form. A copy of this will be delivered to the parents.
7. The Principal shall follow up on each referral and take the necessary action.
8. If in-school suspension or out-of-school suspension is necessary, the Principal shall complete the Suspension Notice and provide parents, the student and the teacher with a copy. Suspension may be from 1 to 5 days.
9. An administrative paraprofessional is assigned to the Principal and shall, among other things, be responsible for supervision of students in the administrative time-out or in-school suspension area. A late bus will be provided. Classroom teachers will be responsible for providing students with classwork when they are in time-out or in-school suspension.
10. The administrative paraprofessional job description shall include but not be limited to the following:
 - a. Working with individual students in a "time-out" situation.
 - b. Working with in-school suspended students.
 - c. Implementing teacher directed instructional plans.
 - d. Responsibility for maintaining the record keeping system.
 - e. Assisting the Principal in a variety of student supervision situations.
12. Insubordination occurs when a student chooses to ignore the reasonable directions of an adult staff member and when, after adult intervention, there is no change or modification in behavior. A student who is insubordinate shall be suspended by the Principal for a period of from 1 to 5 days unless it can be demonstrated by the Principal to the Assistant Superintendent that an exception should be made in the specific case involved.
13. A re-entry conference may be held for every student who is in-school suspended and is required for every student who is out-of-school suspended. The re-entry conference should include the teacher, parents, student and Principal. A student may remain in the in-school suspension program until the parents attend the conference.
14. The Principal will visit classrooms on a regular basis for the purpose of improving instruction.
15. Paraprofessionals will be assigned to cover entry and dismissal times so as to ensure student safety and reasonable behaviors.