

Yonkers Public Schools

Casimir Pulaski School



2023-2024

Casimir Pulaski School Parent Handbook

MISSION STATEMENT:

At Casimir Pulaski School all children are expected to achieve academic excellence. Students are empowered to be life-long learners and independent thinkers.

It is our mission to challenge all students and foster a love of learning in a caring, supportive environment. Our culturally diverse student body is provided with a solid foundation of the skills and knowledge necessary for educational success in our global society.

These goals will be achieved through successful partnerships with home, school and the community in an atmosphere of trust and cooperation.

ARRIVAL PROCEDURES:

Students in grades Pre-K through 5 should not be dropped off any earlier than 8:20 A.M. for classes that begin promptly at 8:35am. Students enter the building through the side door on Woodford Ave. and proceed to their classroom where they are supervised by school personnel. Teachers report to their classes at 8:35 A.M.

Students in grades 6, 7 and 8 enter the building through the main door by the flag pole at 8:30 A.M. They proceed directly to their classrooms on the second floor.

Students requiring breakfast enter the school through the cafeteria door on Woodford Ave. Breakfast is served from 8:20 A.M. to 8:45 A.M.

DISMISSAL PROCEDURES

Dismissal begins at approximately 3:00 p.m. Pick-up for Pre-K and Kindergarten students takes place at the side door opposite the small playground. Pre-K and Kindergarten bus students are assembled in the PK/K corridor and are escorted to their buses by school personnel and Safety Patrol students.

Bus students in grades 1 – 6 are dismissed through the side door. Bus students in grades 7 and 8 are dismissed through the Main Door at the end of 8th period.

Student pick-ups and walkers in grades 1, 2, 3, 5S and 6 are dismissed through the side door at 3:10 P.M. Student pick-ups and walkers in grades

4 and Class 5O are dismissed through the Main Door.

SCHOOL CONTACT INFORMATION:

Main Office: (914) 376-8575

PARENTS ROLE:

1. Parents are encouraged to be involved in all areas of their child's education. Two conferences are held each year. December 16 and March 24 are Half Days for elementary students. Parent teacher conferences are held in the afternoon after students have been released. If you are unable to attend these conferences, please contact your child's teacher to arrange for a conference at a more convenient time.
2. Parents are encouraged to be actively involved in their child's homework. Please check to see that it is brought home, completed and submitted on time. If you have any concerns contact your child's teacher.
3. Remember, education should never be limited to just school hours. The valuable time spent at home working with your child will help them meet his/her potential. Your child's progress will depend upon the quality of the partnership between the home and school.

PARENT TEACHER ASSOCIATION

Our PTA is an integral part of our school. The PTA provides wonderful programs for our students, as well as our families. We encourage you to become an active member of our PTA. Information regarding their first meeting and membership will follow shortly.

STUDENT FORMS

It is essential that each year parents complete the following documents:

- White Emergency Cards

- Application for School Breakfast/Lunch
- Media Release Form
- Internet Usage Form
- Medical forms with a listing of all immunizations
- Emergency Early Release Form

EMERGENCY CARDS:

Emergency contact information must be kept up to date. In the event of a medical emergency or school closing, we must be able to reach you or a family member. Please be sure to notify the school of any changes in address, phone number or emergency contact.

BREAKFAST AND LUNCH PROGRAM:

Breakfast and lunch are provided by Food Services to our students. During the first week of school your child will bring home a lunch application form. Eligibility for free or reduced lunch is based on the data that is written on this form. Please complete and return this form to the school immediately. There is only one form needed per family. Eligibility does not carry over from one year to the next. A new form must be completed each year. If you have any questions, you can call the main office.

BIRTHDAY TREATS:

Birthdays for Grades PK-2 can be celebrated at school with a simple class appropriate party. Parents can contact the classroom teacher a few days before their child's birthday to arrange for the celebration. Birthday Celebrations **will not** be held for grades 3-8. Please be advised due to allergies, non-food celebrations may take place in classrooms as celebrations.

HOMEWORK

Homework is an important tool to foster the academic achievement of students and extend school activities into the home and community.

Value of homework:

- Increase time spent on academic tasks, thus enhancing the academic growth of students.
- Enable parents and other family members to become

familiar with their child's education program and to be aware of homework assignments.

- Reinforce concepts taught in areas of academic need.
- Reinforce, extend and enrich skills and knowledge learned in school.
- Develop independent study skills to foster initiative, responsibility and self-direction.

REPORT CARDS:

Students in grades Pre-Kindergarten and Kindergarten receive report cards twice a year. Students in grades 1 through 6 receive report cards three times a year. Students in grades 7 and 8 receive report cards four times a year. Report Cards are part of your child's permanent record. Report Cards can be found on the Parent Portal, parents must register for access, please contact the main office for assistance. Directions can be found on the school web page.

You are encouraged to contact your child's teacher if you desire additional information regarding your child's progress. You may call the school to arrange a meeting with your child's teacher(s). Please use this as an opportunity to discuss your child's progress. In addition to these reports, your child's teacher may contact or write to you in order to maintain a closer alliance between the home and school.

ATTENDANCE:

Punctuality and attendance are crucial for the success of your children and support the educational environment. Regular school attendance is extremely important and will be closely monitored. However, if your child is ill, he/she should remain at home until well. If the child comes to school ill, the school nurse will contact you. In some instances, you may be required to come to the school to pick up your child. Information pertaining to school absences should be provided to the school in the form of a note after each absence, including a doctor's note if appropriate.

INCLEMENT WEATHER:

As winter approaches, the following procedures have been put in place by the Superintendent of Yonkers Schools. The Superintendent will make the decision to open or close schools due to unsafe weather conditions. A Connect Ed message will be sent to a telephone number on file. Reports on school closings due to weather or other emergency conditions are

posted on-line at *yonkerspublicschools.org*, Cablevision channel 75, FIOS channel 38 and several other radio and television stations.

In case of a delayed school opening, the Superintendent may announce a two-hour opening delay citywide. Please be advised that regular school buses will run on a two-hour delay. In the event of a delayed school opening, all scheduled school trips are cancelled.

IMMUNIZATION:

The New York State Department of Education and the Board of Health require that documentation be secured proving that all students who come to school are fully immunized. We are required to exclude students if they are not immunized and do not have documentation from a physician indicating that they have received all required immunization.

MEDICATION:

All current medical information should be on file with the school nurse. Please be sure that the nurse is aware of any medical condition your child may have including allergies.

Please be aware that students may take medication in school if there is:

- Written permission from parent or guardian;
- Written statement from prescribing physician with dosage
- Original dated medication bottle which contains a legible label

Medication will be kept in a safe place and administered, as directed by the prescribing physician, by the school nurse. The school nurse will monitor careful administration of medication. Detailed records, as they pertain to the administration of oral medication, will be maintained at the school.

Please be sure to keep the school nurse updated on any changes in your child's medication or dosage. If you have any questions or need to call the school about the change in your child's medication, please contact the school nurse, Ms. Nicoletti.

Please make sure that you renew your child's medication before it runs out.

If at some time during the school year your child becomes ill, we will notify you immediately. It is your responsibility to come to the school and pick up your child. If you are unavailable, the person designated on the white emergency card will be contacted.

EARLY PICK UP:

Parents must sign their child out in the *Student Sign-Out Book* located at the Security Desk opposite the Main Door when picking their child up before dismissal time. Parents are encouraged to call or send in a written note when signing their child out early. All adults picking up students must be authorized on the student's Emergency Card. No child will be released without a parent's consent.

Early dismissal disrupts class and interrupts your child's education as well as the education of other students in the class. Please plan appointments accordingly. If there are any changes in the dismissal of your child, especially bus students, please put them in writing. We need to know early enough in the day so that we can inform monitors and teachers. Early dismissal disrupts the orderly process of our regular dismissal procedures; therefore, early dismissal must occur before 2:45pm.

Electronic Devices:

Personal electronic devices are prohibited in the school building. If you deem it necessary for your child to have a cell phone, your child's cell phone must be turned off while your child is in the school building. If your child needs to contact you during the school day they will be directed to the Main Office where school personnel will contact you using the school phones. Personal and electronic devices are the responsibility of each individual student.

SCHOOL RULES:

It is expected that students adhere to the district Code of Conduct in order to maintain a safe and positive learning environment for students and staff.

- PRACTICE SAFETY
- COOPERATE WITH ALL SCHOOL/BUS PERSONNEL AND PEERS
- AVOID PROBLEMS BY ASKING STAFF FOR HELP

Please refer to the District Code of Conduct for additional information.

DRESS CODE

It is expected that students adhere to the district student dress code as detailed in the Yonkers Public Schools Code of Conduct. The Yonkers Public Schools has adopted a School Uniform Policy for all students in grades PK through 12. The wearing of a school uniform enables school personnel to identify students assigned to the school building. The use of uniforms has been shown to reduce absenteeism and competition over clothing. Clothing worn should appropriately cover the body and not interfere with student safety. Students cannot wear clothing that is likely to cause a disruption in school.

The Pulaski School uniform is as follows:

Uniform: White shirt, blue pants, navy blue jumper, skirt, skort or pants.

Gym Uniform: White or red T-shirt, gray or blue sweatpants, sneakers

LUNCHROOM RULES

- Proper table manners will be expected at all times
- Students must be seated during the lunch period
- Students are responsible for the cleanliness of the table and the area under it (where they are seated). Lunch trays and paper are to be removed when leaving the table. Recycling rules apply in the cafeteria. Students are to follow the staff directions for recycling.
- Food/drinks are NOT to be carried outside of the cafeteria

BUS SAFETY RULES:

Students must:

- Get on the bus quietly
- Fasten seat belt immediately
- Remain in seat until the bus monitor gives permission to leave the seat
- Keep arms and legs out of the aisle
- Get permission from bus personnel before opening a window

- Follow directions of bus personnel
- Act in an appropriate, responsible manner so that everyone can have a safe bus trip

Students must NOT:

- Talk to the driver while he/she is driving
- Leave an assigned seat until told to do so by bus personnel
- Engage in disruptive or dangerous behavior

VISITOR PROCEDURES

All visitors must sign in at the main desk and obtain a visitor's pass. Visitor/school events are subject to change based upon current CDC, NYS DOH and Yonkers Public School District health guidelines.