

**GOSHEN INTERMEDIATE SCHOOL
GOSHEN, NEW YORK**

**PARENT
HANDBOOK**

2007 - 2008



G.I.S.

Allstars

GOSHEN INTERMEDIATE SCHOOL

MISSION STATEMENT

Our mission is to enable our children to be productive citizens by promoting life long learning, academic excellence, creativity, self-esteem and mutual respect. Our dedicated staff is committed to providing a relevant curriculum in a nurturing environment that fosters intellectual and creative development, emotional growth, social maturity and physical well-being.

The Intermediate School Mission Statement is based on the following belief statements:

Every individual deserves a safe and orderly environment in which to live and learn.

Everyone deserves an appropriate and purposeful education.

Education is a shared responsibility.

Everyone is unique and has worth.

Everyone needs to be responsible, respectful and caring.

Every behavior has consequences.

The Board of Education of the Goshen Central School District has adopted a procedure for resolution of complaints alleging discrimination based upon race, color, creed, sex, national origin, marital status, age, handicap, religion, or political affiliation. A copy of this procedure shall be available for public inspection at reasonable times with the District Clerk.

No person shall on the basis of sex, race, color, national origin, handicap, or age be excluded from admission to participation in, denied the benefit of, or be subjected to unlawful discrimination in any vocational education program, service, or activity operated by the Goshen Central School District.



GOSHEN INTERMEDIATE SCHOOL

13 McNally Street
Goshen, New York 10924
Phone (845) 294-2520
Fax (845) 294-0805

Mary Ann Knight
Principal

Robert T. Quinn
School Counselor

A MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians:

Welcome! Whether you are a newcomer to our school or an “old-timer”, we hope you will find this school year to be a memorable and exciting one. As the new school year begins, we become partners in one of the most important jobs there is – helping your child become all he/she is capable of being.

This handbook has been developed to help you become familiar with the procedures and practices in effect at the Goshen Intermediate School. We encourage you to read it and discuss it with your children. As you will hear me say time and time again, there is no partnership more vital than the one between home and school. The Goshen Intermediate School community takes pride in its highly qualified and dedicated staff. These educators and support staff welcome your concerns and view you as equal partners in your child’s education. If there is anything we can do to help your child, please do not hesitate to call, as an unvoiced concern cannot be resolved. It is only through the joint efforts of the home and school that our children can be expected to grow toward their fullest potential.

There is always staff available who can answer your school questions. For additional school information, call the school office at 294-2520.

Sincerely,

Mary Ann Knight
Principal

MAK/mec
Attachment

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GOSHEN SCHOOL NEWS

School news is found in a variety of publications. The PTO publishes the “G.I.S. All-Star Report” several times a year. The Goshen School District newsletter is published and mailed to residents. The Goshen Independent highlights school events. Also, check out our district’s website at www.goshenschoolsny.org. The school district calendar lists school information and school events. Expect an updated Intermediate School calendar each month. The cafeteria menu is distributed to students each month.

Teach your child to give you school correspondence. Check backpacks and schoolbags regularly.

Call the school office 294-2520 for any additional information.

VISITORS

All parents, guardians, visitors, volunteers, etc. **must** sign in at the greeter’s station and **wear an appropriate pass.**

BUILDING HOURS

School hours are from 9AM to 3:10 PM. All Intermediate School students are eligible to ride the school buses.

Staff supervision of students outside of the building begins at 9AM. Unless specifically requested by individual teachers with administrative and parental approval, **students should not arrive at the building before 9AM, as there is no one to supervise them.**

The office staff makes every effort to avoid interrupting students and teachers at work in classrooms during the school day.

Please try to plan doctor appointments and other activities after school hours.

YMCA CLUB KID PROGRAM

The Middletown YMCA provides a supervised program for students in grade 3 - 5. The program will run from 6:45AM to 9AM and 3:15PM to 6:00PM program. Call the YMCA at 343-1158 for information about the program, its cost and registration forms.

SCHOOL CLOSINGS AND DISMISSALS

Emergency closing of school is announced by W.A.L.L. (1340), W.G.N.Y. (103.1) or W.H.U.D. (100.7 FM) radio. Also, closings are posted on our district’s website.

If weather or road conditions are hazardous at the regular dismissal time, student dismissal will be delayed. Staff will supervise students at school until the Central Office and the Transportation Department determine that it is safe to dismiss the students.

Join your child's classroom telephone chain to help keep the school lines free for emergency calls. The phone chains will be set in place in the fall.

EMERGENCY PLANS AND EMERGENCY CARDS

Develop an early or emergency dismissal plan with your child. Decide where and with whom your child will go if school must close early.

Emergency cards will be distributed and collected at the beginning of each school year. It is important for parents/guardians to keep the school directory up-to-date with correct home, business and emergency telephone numbers and your child's early dismissal emergency plan.

Children will be dismissed only to individuals that parents have given written authority to take them. In an emergency, school personnel who know parents or guardians, will accept phone approval to release a child to an authorized adult. The phone permission will be documented by the principal; the authorized person will be required to show a photo I.D. and sign the office log.

RELIGIOUS INSTRUCTION DISMISSAL

Parents who want children dismissed for weekly religious instruction should send one note to the classroom teacher. The note should specify the time and the day that the child needs to be dismissed.

If the child is to be released to another adult, this must be written in the note that is signed by the parent or guardian.

ABSENCES AND TARDY

The attendance aide will call the home of each absent child on the day of his/her absence. The reason for the absence will be recorded and given to the teachers.

Children must bring a dated and signed note explaining their absence when they return to school if the attendance aid has not recorded a reason for the absence.

Parents who want to be called at work if their child(ren) are tardy or absent from school should notify the attendance aide in writing.

Students arriving late must be signed in to school by a parent or guardian at the greeter's station in the main office area.

HOMEWORK REQUESTS FOR SICKNESS/VACATION

Requests for homework will be taken by the attendance aide when she calls in the morning on the day of the absence. Parents may call the school after 9AM to notify the school of student absence and to request homework. Teachers need early notification of homework requests.

Homework material will be available in the main office at 3:10PM.

Teachers are not required to prepare special lessons and material for pupils who will miss school for vacation trips. Vacation trips on days that school is in session are considered illegal absences.

CONDUCT AND DISCIPLINE CODE

Goshen Intermediate School follows the GIS All-Stars Behavior plan. Conduct expectations are being taught to all students throughout the year. The behavioral matrix is included on each student's assignment notebook and is at the end of this booklet.

Disciplinary reports are made to the principal if a student violates the school expectations: Be Respectful, Be Ready, Be Safe. Disciplinary consequences include phone calls to parents, parent meetings, recess detention, and school suspension.

CAFETERIA SERVICES

Breakfast is served from 8:50 to 9:10AM, at a cost of \$1.00 (If there is a 2 hour delayed opening breakfast will not be served). The student lunch price is \$1.75.

To save time you may prepay for your student's meals. With our computer system, all students have their own accounts

GIS families are encouraged to use the cafeteria meal account for their children by sending a check or cash to Goshen Central School District Cafeteria Fund. This reduces the problem of lost or forgotten lunch money. Students may purchase breakfast, lunch and some healthy snacks including milk, juice and water with cash or their meal account.

Parents may check on their child's cafeteria account balance at any time by calling 294-2539 or 294-2545. If a student's account is depleted, the student will be given a hot lunch and a reminder notice to take home that day. If the child's cafeteria account is not replenished promptly, the cafeteria staff may provide 3 days of hot meals and then will substitute a cold meal until the previous meal charges have been repaid.

SCHOOL BUS

It is expected that pupils ride to and from school on a daily basis. Residence determines the bus and location of bus stop.

Bus route changes for child care ***must*** be arranged in advance by filing a child care form with school personnel. No other bus changes will be permitted. A single day bus change request will not be approved.

Students should be at their bus stop 5 minutes prior to bus arrival. Traffic and road conditions could affect arrival time.

SCHOOL BUS PROCEDURES /SAFETY

Everyone who rides the Goshen Central School District buses must observe the following RULE AND REGULATIONS GOVERNING RIDING THE SCHOOL BUS.

1. The bus driver has complete authority over all pupils and responsibility to enforce all rules and regulations on the school bus.
2. Students shall be ready when the bus arrives and shall enter promptly.
3. There shall be no unusual loudness in the way of talking, laughing, or unnecessary confusion which will interfere with the effectiveness of the bus driver.
4. Shoving, pushing, profane and obscene language are prohibited on the bus.
5. Students shall keep their head, arms, and hands inside the bus at all times.
6. There shall be no smoking, drinking or eating on the bus.
7. Students shall keep the bus clean and sanitary.
8. Students shall keep the seat assigned by the driver, unless they have permission to move.
9. Students shall pass through the aisle to and from assigned seats without disturbing or crowding others.
10. Students shall remain seated and facing forward at all times while the bus is in motion.
11. Students shall not bring radios, tapes, and other audio players on the bus.
12. The driver has a serious responsibility and students shall obey promptly and respectfully.
13. Students must always cross approximately fifteen feet in front of the bus.
14. Principals must suspend a student from bus riding privileges if his or her conduct interferes with bus safety or violates bus riding rules and regulations.
15. Supervision to the bus stop, at the bus stop, and home from the bus stop is a parental responsibility.
16. Students cannot bring live animals or insects on the bus even if in a container or box.
17. Students are not permitted to make an occasional bus route change. Any bus route change must be on a regular basis and the necessary form must be on file at the school and transportation office.
18. Students cannot bring an item on the bus that cannot be held on the lap comfortably. (Regulation of N.Y.S. Department of Transportation)

HEALTH SERVICES

A full time registered nurse coordinates health services at the Intermediate School. All students are required to be fully immunized against polio, rubella, measles and mumps before entering school. Written proof from physician or clinic verifying immunization is required.

All students are screened annually for hearing, visual problems, and scoliosis. Students in grades 4 are required to have a physical examination. Tell your child that he/she will be examined by the nurse practitioner. If you would prefer to have your child be examined by a private physician, you must submit proof of the examination by October 1st. A School Health Services Form was sent to each third grade student with the placement letters. New students receive one at their orientation. Extra copies of the form are available at the school. If the nurse is not notified by October 1st, your child will be scheduled for an examination at school.

Parents/guardians will only be notified of any health concern that are detected during this school examination.

MEDICATIONS

Parents must submit a written request accompanied by a note from the medical doctor giving directions for the frequency and dosage of the medicine. All medicine must be in the original, labeled prescription container. No school staff can administer unauthorized medications.

No child is allowed to have any medication in his/her possession at school.

Call the school nurse, Mrs. O'Connor, at 294-2525 to have any questions or concerns about health services or medications answered.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

Parents who want their children excused from physical education classes for a day or two must submit their requests in writing to the school nurse.

A note from a medical doctor must be provided for any extended excuse from physical education.

MEDICAL REQUESTS FOR HOME TUTORING

Medical requests for home tutoring must be submitted to the building principal. The request must include a medical doctor's note that indicates that a student's hospitalization or illness will result in an extended absence.

Home tutoring for elementary students is one hour a day.

CLOTHING

Dress your child in clothing that is appropriate for school and for the season. For safety reasons, sneakers or shoes must be tied or fastened in some way. High heeled shoes, shoes with very

thick soles, and shoes with rollers or wheels attached are not acceptable for school and playground use. All students must wear sneakers with tied laces or closed fasteners for physical education.

Children should wear boots and warm clothing in the snowy weather. They will be going outside for recess.

Children will be asked to call home for a change of clothing if their clothes are distracting to the instructional program. Clothing with obscene, suggestive, racist, bullying or disrespectful words or designs is not permitted in school. Clothing that promotes or advertises drug use, smoking, or alcohol is not permitted in school.

LOST AND FOUND

The school is not responsible for personal property that is lost or stolen. Children may not bring cell phones, i-pods or other electronic equipment, expensive jewelry, heirloom property, or large sums of money to school. They may not bring clothing to lend or trade with other students.

If your child has lost something, ask him/her to check the "lost" containers in the Main Office and the Cafeteria area. Labeling items makes it easier to return articles to students.

Students are responsible for textbooks and library books that they use during the school year. The staff will notify parents of the cost of the lost and/or damaged books. Educational games are available in all classrooms. Students should not bring gameboy, po-ke-mon, yugee-o or similar games from home, due to the risk of loss, breakage and distraction from planned school activities.

SPECIAL AREA PROGRAMS

Each child participates in weekly art, instructional music, chorus, library, and physical education programs. Grades 4 & 5 students may choose to take instrumental lessons with the goal of playing in the school's band. Students must rent or purchase their instruments. Special areas are taught by fully certified teachers.

ACADEMIC INTERVENTION

Helping teachers provide remedial reading, math and writing assistance to students who qualify for this service.

SPECIAL EDUCATION PROGRAMS

Pupil Personnel Services (PPS) services all children who require special education programs: primary instruction, speech services, etc.

Information about these programs can be obtained by calling the PPS office at 294-2542 or the Intermediate School office at 294-2520.

STUDENT INFORMATION REQUESTS

Whenever you have a school related question about your child, contact the building staff. If the teacher or principal is not available, ask the main office staff to connect you with someone else who can respond.

GUIDANCE SERVICES

The guidance counselor works with students, parents/guardians, staff and community. Some of his activities are listed below.

The guidance counselor works with all of the children in the school dealing with general topics that improve school climate, like conflict resolution or cultural respect. With written parent permission, students may participate in the guidance counselor's Banana Splits program for students whose family patterns have changed because of separation, divorce, death or other reason or may receive school related individual or group counseling.

The guidance counselor coordinates Career Day and other community involvement activities. Look for additional guidance program activity information letters from Mr. Quinn.

ODYSSEY OF THE MIND COMPETITION

Students who want to compete in the Odyssey of the Mind competition must gather a team of seven members and a coach. Parents and interested adults can serve as coaches. Coaches are trained by BOCES staff who assist schools with all of the procedures and paperwork for the March competition.

Information about the competition will be sent home in the fall.

Classroom teachers and specialists work to provide challenging and extending activities for the students through the building-wide strategies of differentiating instruction in all classes.

STUDENT ACTIVITIES AND INCENTIVES

Many school activities take place throughout the year. Students are recognized throughout the year for the following:

- All-Star Behavior Awards
- Academic Growth
- Art Exhibits
- Math League
- Perfect and Excellent Attendance
- Reading, Writing and Math Accomplishments
- National Geographic Geography Bee
- Spelling Bee
- Odyssey of the Mind
- Presidential Fitness Awards – Grade 5
- Physical Fitness Awards
- New York State Music Association Award

Orange County Music Festival
Poster Contests
Bus Jeopardy

PARENT/GUARDIAN/COMMUNITY VOLUNTEERS

Volunteers add to our educational program. Consider sharing a special or professional skill, hobby or unique experience with some or all of our students. We maintain a directory of individuals whose expertise can complement our curriculum. Sign up sheets will be available on orientation nights.

The business and professional community has generously shared their expertise with us. Over three hundred adults volunteer in our school each year. Our children see that adults value school work. This is a great lesson for our children.

PTO

The Goshen Intermediate School Parent Teacher Organization , PTO, is an active and vital part of our school. Some of the activities that they conduct or support are:

- After School Clubs
- Recess Walkers' Club
- Jelly Bean Field Day
- The Book Fair
- Donate a Book Library Project
- School Pictures
- PTO Newsletter
- Cherish the Children Day
- Career Day Presenter's Luncheon
- Teacher Recognition Luncheon
- Literacy Festival
- Market Day
- Holiday Bazaar
- And More

PTO activities are listed on the school calendar. Contact the PTO President, Mrs. Nicole Corrado, for further information

G.I.S. ALLSTAR BEHAVIOR

Expectations	All Settings	Cafeteria	Hallways/ Stairs	Bathroom	Playground	Classroom	Bus Arrival and Dismissal	Gymnasium
Be Respectful	<ul style="list-style-type: none"> *Observe personal space *Bully-free zone *Respect all adults 	<ul style="list-style-type: none"> *Use quiet voices *Use good table manners *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Use indoor voices *Put books and clothes in lockers and close lockers *Respect work on bulletin boards and walls 	<ul style="list-style-type: none"> *Respect others privacy *Stay in your own space 	<ul style="list-style-type: none"> *Take turns on equipment *Use appropriate language 	<ul style="list-style-type: none"> *Talk in inside voice *Put things where they belong *Raise your hand *Be kind to each other 	<ul style="list-style-type: none"> *Wait your turn to enter or leave the bus *Keep hands and feet to yourself *Pass through doorways one at a time 	<ul style="list-style-type: none"> *Listen while others are speaking *Respect the equipment
Be Ready	<ul style="list-style-type: none"> *Respond promptly to adult directions and stay alert 	<ul style="list-style-type: none"> *Sit in your seat *Clean your eating area 	<ul style="list-style-type: none"> *Follow your class in line *Climb and go down stairs one step at a time *Hold door open for the person behind you 	<ul style="list-style-type: none"> *Observe time limits *Enter and leave promptly 	<ul style="list-style-type: none"> *Dress for the weather *Line up in straight quiet lines when whistle blows *Pick up coats and lunch boxes before returning to class 	<ul style="list-style-type: none"> *Be on time *Have supplies ready *Follow directions *Do your homework 	<ul style="list-style-type: none"> *Leave when your bus is called *Take most direct route to bus *Go directly to your classroom upon arrival 	<ul style="list-style-type: none"> *Wear appropriate clothing and footwear
Be Safe	<ul style="list-style-type: none"> *Walk and move safely *Make responsible choices 	<ul style="list-style-type: none"> *Walk to line *Raise your hand to get up *Be quiet when lights go out *Stay seated until dismissed 	<ul style="list-style-type: none"> *Walk facing forward *Stay to the right *Keep hands to your side and to yourself 	<ul style="list-style-type: none"> *Keep feet on floor *Keep water in sink *Wash hands *Put towels in trash can *Tell adult if there is a problem 	<ul style="list-style-type: none"> *Walk to and from playground *Stay within boundaries *What's on the ground stays on the ground *Avoid fighting or "play" fighting *Use equipment properly 	<ul style="list-style-type: none"> *Walk *Keep hands and feet to self *Follow directions of adults in charge 	<ul style="list-style-type: none"> *Walk to your bus/classroom *Stand behind the yellow line (walkers and pick ups) 	<ul style="list-style-type: none"> *Follow directions for all activities