

Menands School
2018-2019

STUDENT HANDBOOK

Dr. Maureen A. Long, Superintendent

Mrs. Antonietta Schroeder, Principal



Menands UFSD

19 Wards Lane

Menands, NY 12204

Telephone: 465-4561 Fax: 434-2840 Email:

mlong@menands.org

aschroeder2@menands.org

Mission Statement

The Menands School District, in partnership with students, teachers, parents and the community, is committed to excellence. We prepare students to excel in all areas of learning, encourage them to respect cultural diversity, and expect them to become valued members of society. We strive to develop life-long learners within a safe, nurturing and supportive environment. By creating innovative, well-balanced programs that challenge the unique abilities of all students, we are able to nurture each child's potential. We are educating the leaders of tomorrow and believe that children come first.

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____

Menands Union Free School District

Menands UFSD 2018-2019 School Calendar BOE approved 4/25/18

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">September 2018</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td style="background-color: #90ee90;">3</td><td style="background-color: #90ee90;">4</td><td style="background-color: #90ee90;">5</td><td style="background-color: #90ee90;">6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td style="background-color: #90ee90;">10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td style="background-color: #90ee90;">19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> Sept 3 - Labor Day Sept 4 - Superintendent Conf. Day Sept 5 - Superintendent Conf. Day Sept 6 - Classes Begin Sept 10, 19 - Jewish Holidays </p>	September 2018							Su	M	Tu	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">October 2018</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td style="background-color: #90ee90;">8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Oct 8 - Columbus Day Holiday</p>	October 2018							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">November 2018</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td style="background-color: #90ee90;">6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td style="background-color: #90ee90;">12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td style="background-color: #90ee90;">22</td><td style="background-color: #90ee90;">23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> Nov 6 - Superintendent Conf. Day Nov 12 - Veterans' Day Holiday Nov 22 - 23 - Thanksgiving Recess </p>	November 2018							Su	M	Tu	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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STUDENT AGREEMENT

As a student of the Menands Union Free School District, I acknowledge that I have read the student handbook concerning use of student information, computer use and the school's conduct/disciplinary policy. I agree to follow all the rules set forth in those documents. I also agree to accept the consequences for my actions should I break any of those rules.

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

As parent/legal guardian of the student signing above, I acknowledge that I also have read and agree to the rules, regulations, and policies set forth in this handbook.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

On-Time Arrival for School

Being in school on time makes it possible for each student to start the day in an organized way. School starts at 8:10 each morning. Having students in their homerooms starting at 8:10 makes it possible for teachers to take attendance, do lunch counts, and provide students with important announcements. Students who are not in their classroom/homeroom on or before 8:20 are marked tardy for school.

Information about Tardiness and Absences

1. All parents and guardians are asked to call the school nurse by 8:30 a.m. on any day their child will be late or absent. Please call 518-465-4561 ext. 109.
2. If a parent brings a student to school late, the parent is asked to report to the receptionist with his/her child and to complete the Late Arrivals Register.
3. If a student is absent, and the school does not receive a call from a parent or guardian, the school will then call home or work to make sure that the parent knows that the child is not in school.
4. If a student is absent from school due to illness, the student is not to return to school in the afternoon or evening for any activity. For example, if a student has missed a day of school or was dismissed from school early due to feeling ill, he or she should not return that evening to participate in a concert, basketball practice or basketball game, Girl Scouts, school play practice, PTA school event, or any other activity.
5. An excuse written by a parent or guardian must be sent to school with the student on the next day he/she returns to school. If a note is not sent in the absence will be counted as unexcused. It is very important that parents and school staff cooperate in an effort to make sure all students are safe and accounted for each school day.

Medical Appointments: Parents/guardians of students in kindergarten through eighth grade are asked to submit a note to their child's classroom/homeroom teacher informing the school that their child will be picked up early for a medical appointment.

Students May Not Arrive Early

The Board of Education and the administration struggled in recent years with the delicate issue of allowing students to enter the school prior to the start of the regular school day. Our school attorney has informed the Board on several occasions that the school is liable for injuries to students once they are dropped off at the school by their parents. Early arrivers present a problem because the school cannot provide the supervision necessary to take care of these children. The Board of Education has approved an administrative policy stating that unsupervised students in grades K to 8 will not be allowed to enter the school prior to 8:10 am.

Release of Student Information

From time to time, student information is published on the Menands website, in school publications, or released to the media to recognize student achievement or depict activities of the Menands School District. This information is called “directory information.” “Directory information” includes: student’s name, student’s grade, student’s school, student’s photograph, student’s participation in officially recognized activities or sports, and any honors or awards a student receives.

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows schools to disclose appropriately designated “directory information” without written parental consent, unless the parents have advised the school district to the contrary. Directory information is information about students that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the school district to include this type of information in school publications, the school website, or for appropriate release to the media regarding school events or accomplishments.

Parents who object to the disclosure of their child’s directory information should notify the superintendent in writing on or before September 14, 2018.

STUDENT & PARENT NOTICE ON USE OF COMPUTER NETWORK

Technology has increasingly become a way to enhance classroom instruction and bridge communication with parents. Given the nature of the tool it is constantly updating and changing.

At Menands School we recognize the role technology can play in supplementing and enhancing classroom instruction. To that end we provide students a variety of technology based resources and web-based tools. In particular we have made significant momentum implementing the Google platform with students; Google Apps for Education is a robust suite of free web-based programs, including interactive document and presentation creation, and collaborative tools. The decision and planning around this has and will continue to be made in conjunction with the district-wide Technology Committee, which is comprised of teachers, staff, and administrators.

In order to login and access the Google platform, students are assigned a G-Mail address. Students do not have the capacity to use this email account as a form of communication, though this is a possibility we may explore moving forward.

As with any online tool, this educational opportunity requires student, family, and school responsibility. Teachers will be monitoring student use and educating students about digital citizenship during the school day, and we rely on parents to provide supervision at home. We would ask that you review our computer use policies and Code of Conduct which are available on our web page: www.menands.org, by clicking on the Policies & Procedures* link, so that you fully understand the expectations and responsibilities of computer use, and consequences for not following the outlined policies. Your signature and your child’s signature on the Student Agreement found on the 2nd page of the Agenda Book acknowledges that your family understands the expectations of technology use and potential consequences when used improperly.

We have and will continue to provide parents with updates and information relative to technology use in instruction as it becomes available.

*All District Technology Policies are continually being reviewed and updated.

DISMISSAL PROCEDURES GRADES K-4

Students' safety is our number one concern each day. In order to ensure the safety of each student at the end of the day, we will continue to follow the dismissal procedures listed below.

- Students attending the After School program, or being picked up by parents will be dismissed from classrooms at 3:03. Parents who are picking their child up must be in the lobby at 3:03.
- Parents who are picking up their child at dismissal need to come into the lobby and sign their child out. ***Please park in the main parking lot and not the drop off area.***
- Parents of all K-4 students need to identify their child's regular dismissal procedure on the sheet which was mailed home over the summer.
- On any day that the child's dismissal procedure differs from their regular dismissal procedure, the parents need to send a "**blue note**" to the homeroom teacher. On any day that the homeroom teacher has not received a "**blue note**" identifying a change in the child's dismissal plan, the homeroom teacher will have the child follow his or her regular dismissal routine. **We will not be able to accept phone calls, emails or faxes with dismissal changes.** The "**blue note**" must be used for all dismissal changes except emergencies.
- On any day that a K-4 student stays after school for a club, the parent must send the homeroom teacher a "blue note" identifying the change in the regular dismissal procedure.

You can find copies of this form on the school website.

Walking/Biking Permission Slip Grades 5-8 ONLY

- Parents need to be aware that there is no supervision for students walking or riding bicycles to or from school. The administration does not recommend that students travel to or from school alone.
- Students riding bicycles on school property must obey the bicycle helmet law. The helmet law states that no person under the age of 14 shall operate a bicycle unless the person is wearing a helmet that meets the standards of the American National Standards Institute.
- In order for a student to walk or ride a bike a signed permission slip must be on file. A Walking/Biking Permission Slip may be found on the Menands web site at www.Menands.org.

ACADEMIC ELIGIBILITY POLICY

The purpose of the policy is to ensure that all Menands students strive to meet their academic potential. Therefore, a student who earns failing grades on a report card in two or more subjects will be placed on academic probation. The student will not be able to participate in extracurricular activities, including clubs, sports, or extracurricular events.

This policy goes into effect at the end of each marking period. An academic probation list will be generated at the end of each marking period. All subjects graded on report cards will be counted. A grade less than 65 is considered a failing grade.

A student may participate in extracurricular activities once again when one of the following conditions is met:

1. The next interim report verifies that the student is no longer failing two or more subjects.
2. The next report card verifies that the student is no longer failing two or more subjects. Individual circumstances may be subject to administrative review.

TO: Menands Parents
RE: School Breakfast and Lunch
DATE:2018-2019 School Year

We continue to take steps to offer Menands students healthy, nutritious school meals at the most reasonable cost possible. By working with the District Health and Wellness Committee, we are taking additional steps to offer a wider variety of meal choices that are healthy but also appeal to students' tastes.

1. **Meal Prices** – Meal Prices can be found on the Menands Web-Site. www.menands.org
2. **Paying for Meals** – A cafeteria account is set up for each student. Parents should make deposits into their child's account on a weekly or monthly basis. Deposits can be made with cash or checks. Checks should be made out to Menands School District.

NutriKids Payment System: Parents will be able to deposit directly to their students accounts from a home computer with a credit or debit card. Information regarding this program is posted on the Menands School website www.menands.org.

3. **Insufficient Funds** – When a balance in a student's account is low, a notice will be sent home to parents by way of the student. When a student does not have sufficient funds to cover the cost of a meal, the student will be allowed to charge a meal against his/her account, **but the district will only allow two meal charges. Once a student has charged two meals and still does not have sufficient funds, he or she will be offered cereal for breakfast and a peanut butter and jelly sandwich for lunch until his/her cafeteria account is replenished. Students will also be charged the complete price for these meals.**
4. **Free and Reduced Lunch** –We encourage parents who meet the eligibility criteria to submit an application. If you are unsure of your eligibility, either fill out the application and return it to school so that eligibility can be determined or call school at 465-4561 for assistance.
5. **Snacks and A La Carte Purchases** – Students who buy or bring their lunch to school may purchase milk or water. Juice is available only for students who are allergic to milk. A la carte items (extra hamburgers, tacos, etc., and healthy snacks (pretzels, Sun Chips, fruit and frozen yogurt) are also available for purchase. A complete price list of a la carte items and snacks will be sent home once school begins.
6. **Paying for Snacks and A La Carte Items** –A permission slip will be mailed home over the summer for you to fill out so that we will know if your child has permission or does not have permission to purchase snacks an a la carte items using money from his/her cafeteria account.

If you have any questions regarding payments for school meals or how to read your account statement, you can go online to view your child's account or call the school and you will be directed to someone that can help you.

Menands School District Student Conduct and Discipline

We are dedicated to maintaining a positive learning environment for all students. To assist in meeting this goal, we utilize a Code of Conduct that complies with the Dignity for All Students Act and sets forth students' rights and responsibilities while at school and school-related activities. It is important that everyone in the school community, including parents and students be familiar with the Student Code of Conduct.

Prohibited behaviors that violate the Code of Conduct and the range of possible consequences are included in the Code of Conduct. As the violations increase in seriousness, the severity of the possible consequences increases. Additionally, repeat offenders may be subject to further disciplinary action as deemed appropriate by the administration.

Cell Phone Use: Students are allowed to have cell phones with them during the school day for emergency communication only, such as if needed when walking home from school or when calling for a ride home after an athletic event. **Phones must not be used on the bus or during the school day and must be kept in their locker.**

Please take the time to review the Code of Conduct with your child, which can be accessed via the school web page: www.menands.org. Your signature and your child's signature on the Student Agreement found on the 2nd page of the Agenda Book acknowledges that your family understands the expectations of Student Conduct and the potential consequences when rules are not followed properly.

Update about Emergency Communication

Several times each year, a forecast for dangerous weather conditions forces us to make a change in the daily school schedule. This may mean that school is closed for the day, that school starts on a two hour delay, or that we dismiss students earlier than the regular dismissal time.

Whenever we need to change the school schedule, we make every effort to post this information on the school website and with the television and radio stations as early as possible.

For the most part, our sources for communicating this information to parents depend upon electricity; that we have not lost power so that we can post the information and that you have not lost power so that you can turn on your television and see the list of school closings, delays and early dismissals.

We urge all parents and guardians to sign up for Everbridge, as this will make it much easier to communicate with you about emergencies.



You can find the link on our web page, www.menands.org or go to <https://member.everbridge.net/index/892807736724053#/login> to register. Once you have enrolled in the Everbridge notification system, please be sure to keep your phone numbers and email addresses up to date!

MENANDS STAFF E-MAIL

Staff Name	Teacher Email Address
Abatto, Amy	aabatto@menands.org
Ahl, Ryan	rahl@menands.org
Albert, Tracy	talbert@menands.org
Andrews, Agnese	aandrews@menands.org
Aragona, Heather	haragona@menands.org
Barno, Mary	mbarno@menands.org
Bergeron, Lauren	lbergeron@menands.org
Bettinger, Shirah	sbettinger@menands.org
Blanchet, Charles	cblanchet@menands.org
Buoniconto, Lisa	lbuoniconto@menands.org
Cannavo, Jennifer	jcannavo@menands.org
Cietek, Kathy	kcietek@menands.org
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Ford, Anne	aford@menands.org
Graham, Donna	dgraham@menands.org
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Jankowski, Erin	ejankowski@menands.org
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Schroeder, Antonietta, Principal	aschroeder2@menands.org
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Testo, Patricia	ptesto@menands.org
Trainor, Tracy	ttrainor@menands.org
VandenBerg, Cheri	cvandenber@menands.org
Waldron Melinda	mwaldron@menands.org
Wasserman, Kate	cwasserman@menands.org
Wroblewski, Kerry	kwroblewski@menands.org

**NYS Elementary and Intermediate-Level Testing Schedule 2018–19
School Year**

Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
Grades 3-8 English Language Arts	Paper-based	Tuesday, April 2 – Thursday, April 4	Friday, April 5 - Tuesday, April 9	Friday, April 5- Wednesday, April 17	Wednesday, April 17
	Computer-based	Monday, April 1- Monday, April 8	Thursday, April 4- Thursday, April 11	Friday, April 5*- Wednesday, April 17	NA
Grades 3-8 Mathematics	Paper-based	Wednesday, May 1 – Friday May 3	Monday, May 6 - Wednesday, May 8	Monday, May 6 – Thursday, May 16	Thursday, May 16
	Computer-based	Tuesday, April 30 – Tuesday, May 7	Friday, May 3 - Friday, May 10	Friday, May 6* - Thursday, May 16	NA
NYSESLAT Speaking		Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Speaking is scored as it is administered.	Thursday, May 30
NYSESLAT Listening, Reading, Writing		Monday, May 6 – Friday, May 17	Make-ups must be given within the testing window	Monday, May 20 - Thursday, May 30	Thursday, May 30
Grade 4 Science Performance Test		Wednesday, May 22 – Friday, May 31	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 13
Grade 8 Science Performance Test		Wednesday, May 22 – Friday, May 31	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 13
Grade 4 Science Written		Monday, June 3	Tuesday, June 4 – Friday June 7	Following make-up dates, but no later than Thursday, June 14	Thursday, June 13
Grade 8 Science Written		Monday, June 3	Tuesday, June 4 – Friday June 7	Following make-up dates, but no later than Thursday, June 14	Thursday, June 13
Algebra I		To Be Announced			
Earth Science		To Be Announced			