

Greenport Elementary School Student Handbook 2009-10

Student / Parent Handbook
Greenport Elementary School
720 Front Street
Greenport, New York 11944
(631-477-1950)

Dear Students and Parents /Guardians,

Welcome to Greenport Elementary School! The faculty and staff are looking forward to a new school year and are working hard to see that your learning experience here at Greenport is a successful and happy one. This handbook should give you a good start, and will help you with information about school programs and procedures, as well as giving you information about our expectation for conduct and discipline.

One of our goals at the Greenport Elementary School is to establish and maintain a safe, secure, learning environment by working as caring community of students, teachers, staff, and parents. Our school is a special kind of place where students and adults work together to promote academic excellence in an atmosphere of mutual respect. We are proud of our past and have great hopes for all students in the future.

Parents are welcome to call me at 631-477-1950, ext. 211 with any of your questions or concerns. I look forward to working with you as we strive together to meet the aspirations of our next generation of lifetime learners.

Sincerely,
Paul Read

Paul Read
Elementary School Principal

ACADEMIC INTERVENTION SERVICES

AIS (Academic Intervention Services) or remedial instruction will be given in Math, Reading/Language Arts, Science, and Social Studies. Services are provided for the following reasons:

- Falling below a specific score on an achievement test in the areas of Math and Reading.
- Falling below the recommended performance level on a state test in Math, Language Arts, Science and Social Studies.
- Students referred for AIS by the classroom teacher and Child Study Team.
- Students in grades K-3 falling below the benchmarks on the DIBELS Test.

No child will receive formal remedial instruction unless the parent/guardian has been notified by letter. Parents will also be notified when a student has made progress and is capable of progressing without extra help.

ACCIDENTS

All accidents and /or injuries on the school grounds and buses must be reported to the teacher in charge and to the school nurse as soon as possible. For insurance purposes, an accident report must be completed before the end of the day.

ADMISSION REQUIREMENT

Kindergarten: A child residing with the District who will be five (5) years old on or before December 1st may enter Kindergarten in September. Registration and screening for Kindergarten are held each spring. Public notice of the exact time, place, and dates will be provided. A vision and hearing screening will be conducted for each child. The child's birth or baptismal certificate, proof of immunizations, social security number, and proof of residency are required. Required immunizations include:

- Hepatitis B (3)
- MMR (2)
- DPT's (3)
- Polio (3)
- Varicella (1)

****The immunizations listed in the stated number above are mandated by New York State for school entrance, along with a pre-school physical examination by the child's family physician.

Transfers:

If a child is entering our school from another district, the parent/guardian must register their child at the Elementary Office, room 131. The information required at the time of enrollment include a birth certificate, proof of residency in the Greenport School District, a copy of the student's immunization record, and a copy of the student's report card from his/her previous school. The parent or guardian will also be required to sign a "Release of Records" form in order to obtain a complete copy of the student's records. In addition, an on-site academic skills evaluation will take place the first week of school.

ARRIVAL PROCEDURES K-6

The elementary school day begins at 8:45 a.m. Students coming to school after 8:45 a.m. will be considered late and are required to sign in at the elementary office to receive a pass before reporting to their classrooms.

Weather permitting, all students will line up outside on the east side of the building. **Students should not report to school before 8:30 a.m.**, unless involved in a scheduled activity or unless they have been instructed by the administration or a teacher to report early. This is an important school procedure, as there will be **no staff supervision before 8:30 a.m.** In the event of inclement weather, the students will line up inside the building on the first floor beginning at 8:30 a.m. Students will be expected to remain orderly and follow the directions set forth by the staff on duty. Teachers and staff will be on duty to await the arrival of the buses and to escort the students to class.

ART AND HUMANITIES PROGRAM

A variety of assemble programs will be scheduled throughout the school year. Teachers and students will be notified in advance as to the name, date, and time of the programs. In most cases, teachers will be furnished with information and materials to review with their classes prior to the assembly.

ATTENDANCE

Regular school attendance and punctuality are important factors involved in the academic success of all students. A written excuse from the parent/guardian is required when a student is absent from school for all or part of the day. Excuse/absent notes should include the date(s) involved and reason for absence. The absent note must also be signed and dated by the parent or guardian. Teachers will submit all absent notes to the nurse to update illnesses or medical conditions. The NY State Education Department considers the following as legal excuses for student absence or tardiness from school:

Sickness or death in the family, quarantine, requirement to be in court, religious observances, impassable roads or weather, or attendance at a health clinic.

Parents or guardians are asked to arrange vacations and trips apart from the school year calendar. School work missed due to an illegal absence may be assigned to a student upon his/her return to school and will be completed within a prescribed time period. **Parents are requested to make appointments with physicians and dentists after school hours.**

Parents/ guardians who wish to be notified when their child is not in attendance will be expected to:

- Send a letter to Mrs. Taylor, the Greenport Attendance Officer, stating this request (c/o Greenport School)
- Phone Mrs. Taylor as early as possible whenever their child is not in attendance at 477-1950 ext.224.
- Keep the school informed of any change of address or phone number both at home and at work.

BEHAVIOR AND DISCIPLINE

The Greenport School District expects all students to conduct themselves in an appropriate civil manner, with proper regard for the rights and welfare of other students, district personnel, school community members, as well as for the care of school facilities and equipment.

The best discipline is self imposed, and students are expected to accept responsibility for their own behavior, as well as the consequences of their misbehavior. Disciplinary actions by district personnel will be imposed only when necessary and with an understanding of a student's age level and ability.

The Greenport School District also recognizes the need to make expectations for student conduct on school grounds or during school functions specific and clear. Students who will not accept responsibility for their own behavior and who violate the school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they violate school rules as shown in the table below. The district Code of Conduct is part of the SAVE Policy. A complete text of the SAVE Code of Conduct Policy is available in the superintendent's office.

Disciplinary Protocol

AES - Alternate Educational Setting, EST - Extended Study Time, OSS – Out of School Suspension

Offense	Consequence
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	Elementary 5-6th Grades
1. Threatening Anyone	One Day EST/Two Days EST
2. Harming Anyone	Two Days EST/One Day AES
3. Using Profane or Abusive Language	One Day EST
4. Disturbances inside or Outside of Class that Interrupt the Learning Process	One Day EST
5. Lateness to School or Class	After three Times- One Day EST
6. Repeated Refusal (4times) to Obey the Directions of an Employee	One Day EST / One Day AES
7. Damaging, Destroying, or Stealing Property of Others	Restitution and Two Days EST / +One Day AES
8. Possession, Consumption, or Exchange of Drugs or Alcohol	Two Days OSS / Two Days AES
9. Possession or Use of Any Objects that can be Reasonably called a Weapon	One Year Suspension (Refer to Board Policy)
10. Possession of an OPI- Other Prohibited Instrument, on School Grounds	One Day OSS
11. Horseplay in the Halls which Results in of Disturbance of Classes	One Day EST
12. Horseplay which Results of in endangerment of any Students	One -Two Days EST
13. Smoking on School Grounds	One Day AES
14. Student Possession of Felt Tipped Markers (Unless personally provided by a teacher)	Conference with Principal
15. Harassment of an Individual Based on Racial, Ethnic, Religious, or Gender Bias	One Day AES
16. Verbal Abusing, Pushing, or Hitting Staff	Two Day EST / Two Day AES
17. Cutting Class	One Day EST
18. Violation of Dress Code	Call Parent/Guardian, Cover Shirt Provided, Refer to Dress Code Policy

- **Other offenses will be handled by the Administration in a manner that is consistent with the basic discipline philosophy of the Greenport School District.**
- **The Administration reserves the right to amend or adjust minimum consequence based on frequency or severity of behaviors.**
- **One Day EST is equivalent to three days of lunch detention.**

BOOKS

Students are responsible for all books issued to them during the course of the school year. Books should be returned when the teacher request them or by the last week of school. Lost/ unreturned books, and books in unsatisfactory condition will be paid for by the student.

BUILDING POLICIES

1. All parents are requested to complete the emergency contact forms at the beginning of the school year. These forms are critical in the event we need to contact a parent or guardian about their child. Please inform the school of any changes as needed during the course of the school year.
2. If a student is to be released for early dismissal, a written note must be sent to the teacher stating the time, date, and reason.
3. Parents will be notified whenever a child is kept beyond the normal dismissal time.
4. If there is any change in after school dismissal of a student, a written note must be sent to the teacher. We will not dismiss a student to another adult without proper notification.
5. If it is necessary for a child to take medication during the school day, the parent must give the medication to our school nurse, along with a note from the doctor stating the name of the medication and directions for disbursement. A letter from the parent must also accompany the medication.
6. The school telephone is to be used only in the case of relaying emergency messages.
7. No student is permitted to leave the school grounds for lunch. If a parent wishes a child to go home at lunchtime, he/she must come to the Elementary Office to pick up their child and escort their child home.
8. Students may not leave the school prior to an after school activity held in the afternoon.
9. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should

exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall:

- a. Be safe, appropriate and not disrupt or interfere with the educational process.
 - b. Recognize that brief garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back), and see-through garments are not appropriate.
 - c. Ensure that underwear is completely covered with outer clothing.
 - d. Include footwear at all times. Footwear that is safety hazard will not be allowed.
 - e. Hats are normally not to be worn in the auditorium, classrooms, library or other academic areas unless students are given permission by the individual teacher.
 - f. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability. No display of the Confederate Flag on garments or any other item on school grounds is permitted.
 - g. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.
 - h. No short skirts or short shorts. Shorts and skirts in grades 5-12 should be mid thigh with no long slits.
10. No student is permitted on school grounds before 8:30 a.m. unless the student takes part in band, chorus, or other extracurricular activities scheduled prior to that time. If a student is requested to come early for extra help or to assist the teacher, permission must first be cleared by an administrator. If a child comes to school before 8:30 a.m., a parent/guardian will be called to pick up their child.
11. No student is to loiter in the building or on the playground after dismissal unless attending a school-related extracurricular activity.
12. If you wish to speak to your child's teacher, it is necessary for you to make an appointment. Please do not disrupt classroom activities with unannounced visits.
13. Parents/visitors entering the building for any reason must stop at the main office to sign in and receive a pass.

CAFETERIA RULES

1. When on line to receive lunch, students are to remain orderly.
2. Students are to take what they order in the morning lunch count when they go through the serving line.

3. Students are to dispose of their garbage as instructed by the staff on duty.
4. No food or drink is to be removed from the cafeteria at any time other than bottled water.

COMPLAINTS /GRIEVANCES

STUDENT, PARENT AND EMPLOYEE COMPLAINTS AND GRIEVANCES

The Board of Education believes it is necessary that students, parents or employees be given an opportunity to be heard on complaints and grievances they may have.

A student, parent or employee filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX of the Education Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, Age Discrimination Act of 1975 or any other federally prohibited form of discrimination shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, they shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal. Title IX prohibits discrimination on the basis of sex, Section 504 and the ADA prohibit discrimination on the basis of disability, the Age Discrimination Act prohibits discrimination on the basis of age.

Definitions

1. Grievant shall mean a student, parent or employee who alleges that there has been a violation of Title IX or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act (ADA), or the Age Discrimination Act statute or regulations which affect him/her.
2. Grievance shall mean any alleged violation of Title IX, Section 504, the ADA, or the Age Discrimination Act.
3. Compliance Officer shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX, Section 504, the ADA, or Age Discrimination Act.
4. Representative shall mean any person designated by the grievant or accused as his/her counsel or to act in his/her behalf.

The resolution of complaints alleging any action will be prohibited by Title IX, Section 504, the ADA or the Age Discrimination Act or any other form of federally prohibited discrimination shall be dealt with in the following manner: Steps

1. For informal conciliation, persons should confer with the appropriate teacher or school personnel and compliance officer to achieve prompt resolution.
2. In the event the grievant or accused is not satisfied with the disposition of the grievance at the informal level or in the event no determination has been rendered within two days the grievance shall be presented in writing to the Compliance Officer designated by the Board, within five (5) school days after the decision at Step 1. Within five (5) school days after receiving the written grievance, the Compliance Officer shall make any investigation of the complaint deemed necessary and communicate with any interested parties and resolve the complaint, reporting the decision or results in writing to the aggrieved person, the accused and the Superintendent.
3. In the event the aggrieved or accused person is not satisfied with the disposition at Step 2, the matter shall be referred to the Superintendent, who within five (5) school days from the receipt of the complaint shall try to resolve the complaint and eliminate actions, if any which would be prohibited under Title IX, Section 504 of the Rehabilitation Act, the ADA, or the Age Discrimination Act or any other form of federally prohibited of discrimination.
4. In the event the grievant or accused is not satisfied with the disposition of the grievance by the Superintendent, either may then within five (5) school days after receipt of the disposition by the Superintendent, appeal the decision of the Superintendent to the Board of Education. Upon receipt by the Board of the

grievance, the Board shall within 30 days render a decision to the grieved and accused.

COUNSELING

Our elementary school counselor and school psychologist are assigned to help children with problems that may impact learning. Counselors may;

- Work one-on-one with individual students.
- Work in small groups.
- Instruct in classroom guidance.
- Consult with parents, teachers, administrators, social workers, and others on a wide variety of topics relevant to a student's well-being.
- Maintain confidentiality.
- Help children during emotional crisis.

Please note that our school does not provide intensive therapy, and outside referrals will be given as needed.

DISMISSAL PROCEDURES

All students in grades 1-6 will be dismissed from school at 2:45 p.m. Kindergarten children will dismiss at 2:00 p.m. unless a child is scheduled for a late day. Children taking the bus home will be escorted by their teacher. If parents wish to pick up their children at dismissal time, they should come into the east side foyer, near the playground, to pick their child up rather than waiting in the car. Please do not wait outside your child's classroom or interrupt a class. No child will be release to a minor without written permission from a parent or guardian.

DISTURBANCES, NOISES

Students are not permitted to have walkmans or listen to radio or Ipods during the school day. Electronic games are not permitted in school. Students are not permitted to have cell phones on from 7:45 a.m. to 2:45 p.m. or they will be confiscated. Parents will be required to pick up confiscated items in the Elementary Office.

Possession of water balloons, water pistols, poppers, smoke bombs, stink bombs, lighters, matches, and the like are prohibited and may result in a one day out-of-school suspension.

EMERGENCY SCHOOL CLOSING / DELAYED SCHOOL OPENING

In the event of snow, bad weather or poor conditions, it may be necessary to close the school or delay its opening. If such an occasion arises, announcements will be made over the following radio stations: WLNG 1600 AM, 92 FM, WRIV 1390 AM, AND WBAZ 101.7 FM. In addition, parents/guardians may log on to the school website at www.greenport.k12.ny.us.

If there is an emergency school closing, children will be sent home with an older sibling in grades 7-12. If there are no older siblings, every effort will be made to contact parents/guardians by telephone. In case of inclement weather, please stay tuned to the radio stations listed above and when necessary report to the school to pick up your child. Parents of students in grades 5-6 will be asked to check their emergency contact form whether they need to be notified of students being dismissed early from school.

Two Hour Delay Elementary School Schedule

Elementary Activity Period	-	Cancelled
Doors Open to Students	-	10:45 a.m.
Dismissal	-	2:45 p.m.
Bus Departure	-	2:50 p.m.

Two Hour Delay Elementary Lunch Schedule

Grades 1-3	-	11:40 -12:10 p.m.
Grades 4-6	-	11:50- 12:20 p.m.
Kindergarten	-	12:20- 12:50 p.m.

EXTENDED STUDY TIME

Parents/guardians of children assigned EST (Extended Study Time) because of behavior or academic reasons will be notified in writing the day before. Parents/Guardians are required to sign and return the EST Slip to the classroom teacher. Children may receive an additional day of EST if this slip is not signed and returned. Students attending EST will be dismissed on the east side of the playground at 3:45 p.m. Please be prompt in picking up your child at this time.

EXTRA-CURRICULAR ACTIVITIES

Students in grades K-6 are NOT permitted to attend extra-curricular activities such as sporting events, concerts, and shows unless accompanied by their parent or guardian.

FIELD TRIPS

Field Trips will be scheduled throughout the school year. A Field Trip Permission Slip signed by the parent or guardian must be completed in order for students to take part on that day. No student will be permitted to call home for permission to attend a field trip. Parents will be notified in advance of the location, date, and time of the trip. A field trip is considered a privilege. Students not abiding by school and/or classroom rules may not be permitted to attend the trip at the discretion of the principal or teacher. All students attending a field trip must return to school with their class unless a parent/guardian has sent in a written note stating otherwise.

FORMAL STANDARDIZED TESTING

Students in grades 3-6 will be required to take the NY State English Language Arts Test and Math Test. In addition, students in 4th grade will take the NYS Science Test, and students in 5th grade will take the NYS Social Studies Test. These mandated tests will be administered under state and/or federal guidelines.

In addition, all students will be administered in-house standardized test to monitor their progress. Students falling below a designated criteria point will receive extra support and remediation.

HEALTH OFFICE

Please keep your child home if he/she is not feeling well. If a child becomes ill during the school day, he/she will be sent to the nurse's office. If a child is sick, the school nurse will contact the parent/ guardian and ask them to come and take their child home.

Please contact our school nurse if your child has an illness or medical problem that needs to be reported to the school.

Throughout the school year, students will be screened for height, weight, color blindness, vision, hearing, and scoliosis. All areas of concern will be reported to the parents for additional follow up with their physician. Physical exams by a student's family doctor or the school doctor are required for students who are new entrants and for students in kindergarten, 2nd, and 4th grade.

INSTRUCTIONAL SUPPORT TEAM

The Instructional Support Team is a joint effort of regular education teachers, special education teachers, and other professional support staff to identify and plan the instructional programs for students at risk. Parents having questions about their child's progress are encouraged to contact the school.

LATENESS

A written excuse is required when a student is late arriving to school. When arriving late, the student must report to the Elementary Office to sign in and receive a pass to enter the classroom.

LEAVING SCHOOL GROUNDS

No student will be permitted to leave the school grounds at any time during the school day, including lunch. Parents/Guardians are required to write a note of permission for their child when a parent/guardian wishes to pick up their child during school hours. This note must be signed and state the date, time, and reason. All students walking home, by way of Front Street, must cross with the crossing guard.

LOST AND FOUND

Lost and found items are located near the entrance to the cafeteria. Students are encouraged to label their books and belongings.

LUNCH DETENTION

Lunch detention is a consequence for inappropriate behavior and failure to do class work /homework. Students receiving lunch detention will eat in the detention room and complete assigned work.

MEDICATIONS

Administration of Medications in School

All medications that must be taken during school, including short and long term medication, whether prescription or non-prescription, require a written order by a physician or duly licensed prescriber along with a written consent form by the parent/guardian.

The parent/guardian must assume responsibility to deliver the medication to the Health Office in a properly labeled original container. Students are not permitted to carry medications on the bus or to and from school.

No medication should be brought to school without the knowledge of the Health Office Staff. All medication, except as otherwise arranged, will be properly stored and dispensed in the Health Office.

If a parent/guardian requests in writing that their child needs to carry and self-administer medication, such decisions will be made on an individual basis and in accordance with the following criteria:

- Severity of health care problems, particularly diabetic, asthmatic or allergic conditions.
- Physician's order directing that the student be allowed to carry and self-administer the medication along with written parent consent and signed student agreement.
- School nurse assessment and instruction to ensure that a student is self-directed and can assume responsibility for carrying and self-administering properly labeled medication in the original container.
- Parent/guardian contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing basis to ensure that the student is carrying and the taking medication as ordered.

Students with asthma may carry and use a prescribed inhaler during the school day with the written permission of a physician and parental consent.

PARENT – TEACHER CONFERENCES

Parent – Teacher Conference Day is held formally in the fall during afternoon and evening hours. (See school calendar.) This day is designed to address student progress and parent-teacher concerns. Parents may also request to meet with their child's teacher as needed throughout the school year.

Back to School Night will be scheduled the first week of school. (See school calendar) Parents will have the opportunity to meet their child's teachers. In addition, information about school procedures, policies, academic requirements, homework, and supplies needed during the school year will be discussed.

PESTICIDE APPLICATION

Pesticides and insecticides are applied on the first Tuesday of each month. Parents/Guardian may request 48 hour notification by contacting the Superintendent's office no later than the 15th of September.

REQUESTING A TEACHER

Requests for a teacher will be considered as long as the integrity of each class remains heterogeneous by gender, ability, and ethnicity. Written requests must be sent to the elementary principal no later than the 15th of May.

REPORT CARDS

Report Cards for students in grades K-6 are issued four times each year as indicated on our school calendar. Report Cards for the first marking period will be given to each parent/guardian on Parent-Teacher Conference Day. Those who do not attend will be required to pick up, in person, their child's report card. Report Cards for the first marking period will not be given to anyone other than a parent/guardian. Students will bring home their report cards for the remaining quarters unless otherwise specified.

SCHOOL BREAKFAST / LUNCH PROGRAM

Our breakfast and lunch staff serve well-balanced meals with a strong emphasis on healthy food choices. Monthly menus are available to all students, and students who bring lunch to school may purchase milk, juice, and snacks. Free and reduced breakfasts and lunches for students are available for families who qualify for financial support. Proof of income is required. Lunches charged by students are only permitted in an emergency and this fee must be reimbursed the following day.

SERVICES FOR CHILDREN WITH SPECIAL NEEDS

The Greenport School District is committed to meeting the needs of all children, with the understanding that children progress at their own rate. The district fully supports special educational services for students with special needs and disabilities.

SMOKE/ALCOHOL AND SUBSTANCE ABUSE

The use of alcohol and drugs is not permitted on school grounds. Students found in possessing these substances will be suspended. A parent/guardian conference with the principal will also be required before the student is permitted back in school.

Smoking is not permitting in school. Any student caught smoking will be suspended and his/her parent/guardian will be required to meet with the principal.

SPECIALS AREA SUBJECTS

The Greenport School is committed to providing all students a well-rounded educational experience. Besides the regular academic subjects, students will also receive instruction in Art, Music, Physical Education, and Media- (library).

SUSPENSION

A student may be suspended from school by an administrator or teacher for insubordination, disorderly conduct, or endangering the safety, morals, health, and welfare of others. Parents/guardians will be notified by mail if their child has been suspended. A suspended student may not take part in any extra-curricular activities for the length of the suspension. The Greenport Elementary School will follow the same guidelines indicated in the Greenport School Code of Conduct.

TELEPHONE CALLS

Parents/guardians may call the Elementary School Office Staff at 477-1950-211, if there is an important message that needs to be delivered to their child. Please remember that telephone calls should be limited to a necessity or an emergency.

TRANSPORTATION

Bus transportation is provided to all students. A bus schedule will be sent home in the summer mailing to all families and provide the bus stop location and times for pickup and return. Students are expected to act in an appropriate manner at all times on the bus.

Rules for bus transportation are:

- The bus driver is the adult in charge at all times, and all students must follow his/her directives.
- Students are to arrive at their bus stop on time.
- Students are to remain seated when the bus is in motion.
- Students are not to put any part of their bodies out of the bus window.
- Students are not to throw paper or other debris out the window.
- Students should get off the bus only at their designated stop.

Transportation by bus to and from school is a privilege extended to students.

Rules that are not observed will result in a bus suspension.

Bus stop locations can not be changed unless the business office has been contacted and agree to a change. Students may not change buses to go to a friend's house after school. Students will be expected to take the same bus daily unless arrangements are made with the transportation director.

TRUANCY

Truancy is a violation of New York State Education Law, Section 3205.

VISITATION POLICY

The Greenport School District believes encourages parent attendance at Open School Night, Parent Conferences, and individual meetings with professional staff. The district also understands that it may be necessary for a parent, who has concerns about their child's academic/social performance, to observe their child in a classroom setting. Visitations are welcome within the guidelines of common sense. Parents will need to complete Classroom Visitation Form and include a reason and purpose for requesting this visit. The administrator has the option to deny this request if the reason stated are not sound. Prior to the

parental visit, there will be a meeting with the teacher, administrator and parent to discuss the reason for the visit and to reinforce the rules of confidentiality protecting the rights of other students in the classroom. The teacher or administration reserves the right to terminate the visitation, at any point, if a problem should arise. A following-up meeting with the teacher, administrator, and parent will be arranged if needed.

Classroom visits should not interfere or distract students from instruction. Parents who wish to discuss their child's progress should schedule an appointment with the classroom teacher before or after school.

NOTICE

The Greenport Union Free School District herewith gives notice of intention to provide, release publish in the district newspaper, magazines, yearbooks, or other publications, daily or weekly newspapers, athletic programs, musical or theatrical programs, or new releases, any or all of the following information pertaining to the students as may be appropriate under the circumstances: names of students, names of parents, address, telephone number, age, height, weight, extra-curricular activities, and sports programs, academic honors, achievements, awards, scholarships, and similar information, unless objection to any of the specific items of information listed above is submitted in writing by a parent or legal guardian or by those students themselves who are over the age eighteen years.

Phone numbers and addresses may be given to the PTA (Parent Teacher Association) and Class Mothers. If you do not want your telephone number and/or address released to them, please notify the school in writing. Under Title 45, US Code Part 99 Privacy of Parents and Students, parents who do not desire release of any of the above directory information must make specific requests in writing to the Greenport Union Free School District's Central Office prior to September 15, 2009. Failure to make such request shall be deemed consent to release, provide or publish the directory information during the 2009-2010 school year.

504 NOTIFICATION

The Board of Education shall ensure that no student is discriminated against in programs or activities receiving federal financial assistance. Individuals protected by Section 504 of the Rehabilitation Act of 1973 are those individuals

who: have a physical or mental impairment which substantially limits one or more life activities (e.g. caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; have a record of such impairment; or are regarded as having such an impairment. Students who qualify for protection under Section 504 are: of an age during which non-disabled children are provided preschool, elementary or secondary education services; of an age during which it is mandatory under state law to provide such educational services to disabled children or to whom a state is required to provide a free appropriate public education (e.g. under IDEA).

The Board of Education has designated the CSE (Committee of Special Education) to make 504 determinations and develop appropriate plans. Any parent or staff member may contact the director of special education to find out their complete rights and ask for a determination.