

Veeder Elementary School
2011-2012



Parent/Student Handbook

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WELCOME

On behalf of the staff of Veeder Elementary School I would like to welcome students and their parents to the new school year. Education at Veeder is designed to meet the needs of each individual student, but ultimately each individual will gain from school according to the effort they apply. To increase the degree of educational success it is imperative that teachers, parents and administrators communicate openly and frequently concerning the progress of students.

The school makes special efforts to create and promote a good relationship between the home and school. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

Let's work together. Our school is proud of the positive learning environment that has been created for the students and with your help, I'm sure the present year will be one of the school's very best.

Mrs Kathleen C. Gottschalk
Principal

UNITY

*I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher--the tools he used
Were books, music and art.
The other, a parent, worked with a guiding hand,
And a gentle, loving heart.
Day after day, the teacher toiled with touch
That was deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.
And when at last, their task was done
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If each had worked alone.
For behind the teacher stood the school
And behind the parent, the home.*

Author Unknown

School Directory



Staff

Mrs. Kathleen C. Gottschalk.....Principal
Mrs. Maryellen KeaneSecretary
Mrs. Jennifer Connell.....Secretary
Mrs. Theresa BlaauboerSecretary (P/T)
Mrs. Mary Anne BettckerSchool Nurse
Mrs. Diane Viglucci.....Secretary/Health (P/T)
Mrs. Claudia Crandall.....Library Media Specialist
Mrs. Debbie CuoccioLibrary Secretary

Address

Veeder Elementary School
25 Veeder Drive
Albany, New York 12205
Telephone: (518) 869-4661
Fax (518) 869-4495

Hours

Office hours:8:15 AM - 3:45 PM
School hours:9:15 AM - 3:15 PM
Lunch hours:11:30 AM - 1:45 PM

SCHOOL POLICIES & PRACTICES

ATTENDANCE AND ABSENCES

Regular attendance is essential to a student's success in school. New York law requires that a child attend school every school day except for illness. Parents are discouraged from removing children from school for the purpose of family vacations as the instruction, continuity, and reinforcement of the basic educational program is interrupted. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The following list of circumstances are the only recognized excuses for school absence:

- personal illness;
- family illness;
- quarantine;
- attendance in court;
- death in the family; and,
- religious holiday.



It would be helpful to the school to know when your child is absent. **The school will no longer send home to parents the cards that have allowed parents to indicate whether or not they would like to receive a phone call in the event their child is absent from school. The school will contact all families, if their child is absent and we have not already received a call from the parent notifying us of the absence. In all cases, whether we receive a call from you or not, we require a written excuse. If within three (3) days of the absence, we have been unsuccessful at contacting the family to obtain the reason for the absence, the student's absence will become unexcused. We will continue to use the excused/unexcused system of tracking student attendance.**

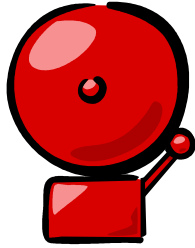
It cannot be expected that the classroom teacher provide work for students who will be out of class for extended periods of time for vacations. The teacher may provide information to you on material covered, as well as some possible supplemental material, but it cannot go beyond that. Please talk to your classroom teacher and if you have additional questions, please feel free to contact me.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. However, we realize that sometimes due to other circumstances a child may be tardy. Any child who arrives at school after 9:20 is considered tardy. The parent and child need to come to the office. The parent must sign-in the child. The child can then go to class. Sometimes there are parents who feel they need to walk their child to the room. If you feel you need to, you must sign in the visitors' log and take a badge.

Please remember this is not the time to interrupt the teacher to explain why your child is late or to have a mini conference.

EMERGENCY DRILLS



Fire drills are conducted twelve times a year. Escape plans are posted inside the door of each classroom. Each class has an exit route to an outside area a safe distance from the building.

Each school also has a preparedness first response team that will react to other types of emergencies to make sure students are safe.

BUILDING SECURITY

All doors - including the **MAIN FRONT DOOR** will be locked once the school day has begun. A door bell/buzzer system will be used to gain entrance into the building. Please do not try to enter via any door other than the main door. Students will be instructed not to open a door to the building for an adult.

Once you have signed in at the front desk, we ask that you put a visitor tag on your shirt. This symbol shows students that you are a “safe person” to have in our Veeder hallways.

Although these procedures may take a little extra time and effort, the ultimate outcome will be a safe and secure building for our children.

Arrival - Dismissal

THE SCHOOL DAY

9:11 AM Pupils Enter Building
9:15 AM Instructional Day Begins
11:30 AM - 1:45 PM Lunch Periods
3:15 PM Dismissal

For safety reasons, children may not arrive before 9:00AM. Staff is not available to supervise until 9:00AM. In case of inclement weather, students will be allowed to lineup in the building at 9:00AM.

Classes have half-hour lunch periods. The times vary each year. If your child eats during one of the earlier or later lunch periods, a healthy snack may be requested.

ARRIVAL - DISMISSAL DOORS

Students in all grades will be dismissed out the main doors for the first five buses. For all other buses, students will be dismissed out the "B" (kindergarten) wing doors.

DRIVING AND PICKING UP STUDENTS AT SCHOOL

To insure the safety of our children, please adhere to the regulations as posted.

It is illegal to pass a stopped school bus, even on school property. This law is to protect our children and to keep the areas open for buses to pull in and out. The Colonie Police will issue tickets to the drivers who are in violation of this law. If you need to bring/drop off or pick up your child, please wait until school buses have moved out of the loading/unloading. At arrival and dismissal, please do not park your vehicle in or near the loading dock zone.



EARLY DISMISSAL - AT PARENT'S REQUEST

If a child is to be dismissed early from school, parents are asked to send a note with the child on the day of the dismissal indicating the reason and dismissal time. A parent must come to the school office to pick up the child. For the child's protection the person picking up the child must sign for the child at the office. While adults are waiting for their children, we ask that you remain in the main lobby area, so as not to interfere with students who will be returning to their rooms from library, art and PE. So there may be minimal disruption to the classroom, the office staff will call the teacher and have the child sent to the office. A child will not be released to anyone except the parent or the parent's designee. Parents should keep in mind that frequent absences and dismissals, if not absolutely essential, place additional burdens on teachers in their efforts to provide a complete educational program. There is an additional burden on the child as well, for make-up work is never as effective as being in class.

EARLY DISMISSAL FOR EMERGENCY CLOSING OR CANCELLATION OF SCHOOL



For emergency reasons (weather, power outage, no water, etc.) it is sometimes necessary to close school before the normal dismissal time. We are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk exists. If this should be necessary, the decision to close will generally be made by 12:00 Noon and will be announced over the major radio stations and through the district emergency notification system. Since it is possible that parents may not be aware of an emergency closing, it is VITAL for all parents and guardians to have emergency plans established in ADVANCE for an early closing. Teach the emergency procedures you have established

with your child and routinely review them with your child. Parents whose children attend the Colonie Youth Center's After School Program should note that they WILL NOT provide coverage for emergency closing. Alternate plans will have to be developed since the school cannot supervise these children beyond the dismissal procedures.

If your plan calls for a change in bus route, or for your child to be picked up by a person other than you, then indicate that on the emergency dismissal form. The Emergency Dismissal Form will be sent home in the beginning of the school year. The information on these forms will be used in the event of an emergency and/or early dismissal.

IF THERE ARE NO DIRECTIONS TO THE CONTRARY, YOUR CHILD WILL BE SENT HOME ON HIS/HER NORMAL BUS ROUTE.

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Notify the school in writing immediately if you have a change of address, phone number (home or work) during the school year.

FIELD TRIPS

Field trips are a part of the instructional program and are considered an extension of classroom instruction. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips and will usually be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray the costs. Participation is ALSO dependent upon the demonstrated ability of each individual child to represent the school in a positive manner. The ability of each child to exert responsible self-discipline will be a consideration.



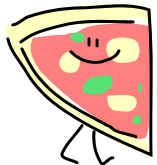
CRISIS SERVICES

There may be an occasion when either a staff member notes or a student gives information of a situation which could be considered injurious to the safety and welfare of the student. School personnel are "mandated reporters" and therefore are bound by law to report such information to child protective services. It is not up to the school to decide whether the parties involved are innocent or guilty of the purported information.

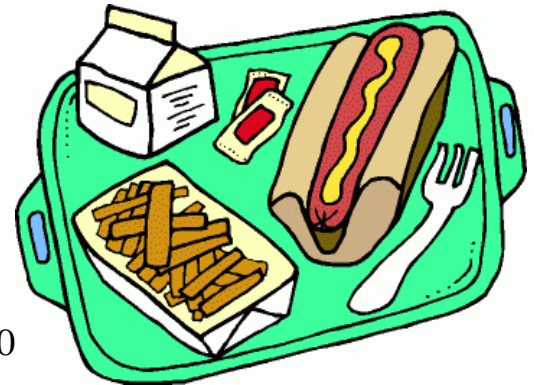
LUNCH

Hot and/or cold lunches are served daily. Students have the option of purchasing lunch or bringing their own from home.

The prices are as follows:



Breakfast:.....	\$ 1.15
Full lunch:	\$ 1.90
Reduced lunch:	\$.25
Milk:.....	\$.55
Lunch (Adult) Ala Carte	
Snack prices range from	.10 to \$1.50



Free and reduced price lunches are provided for eligible students. Appropriate application papers are sent to all families in September. Applications should be returned to the school office. All applications are confidential.

Menus are sent home monthly to the oldest students. Please read the information that appears on the back of the menus.

Lunch times are as follows:

Mrs. Melanson, Mrs. Parisi**.....	11:30AM – 12:00PM
Ms. Norton, Mrs. Cummings, Mrs. Slater.....	11:45AM – 12:15PM
Mrs. Adams, Mrs. Ignatz, Mrs. Cohen.....	12:00PM – 12:30PM
Mrs. Murphy, Mrs. Ripps, Mrs. Ryan.....	12:15PM – 12:45PM
Mrs. Koes, Mr. Kovarik, Mrs. Reeves.....	12:30PM – 1:00PM
Mrs. Backus, Mrs. Karbowski*, Mr. Thompson.....	12:45PM – 1:15PM
Mrs. Panucci, Mrs. Acton, Mrs. Delancey-Smith.....	1:00PM – 1:30PM
Mr. Gluck, Mr. Perrott, Mr. Teter.....	1:15PM – 1:45PM

Parisi

*****Tuesdays Only 11:45AM-12:15PM***

Karbowski

****Fridays Only 12:15-12:45PM***

Children are to eat their own lunches. Food should not be shared. Please no glass containers.

PLEASE! PLEASE! PUT YOUR CHILD’S NAME ON HIS/HER LUNCH BOX AND THERMOS.



PERMISSION NOTES

A child must have a signed note from home indicating that he or she has parental permission to go to a friend's home after school. A note must also be received from the friend's parent indicating they are aware the child is coming to their home. The school office will then issue a bus pass. Without both notes, the child will be sent home on the regular bus. If your child must ride a different bus home than usual, a request in writing must be given to the secretary indicating reason/s. A bus pass will then be issued. Otherwise students will not be permitted to board a different bus.

PERSONAL APPEARANCE



Studies have shown that children learn better when they feel comfortable about their appearance. Students should dress appropriately for the school day and for afterschool activities. Appropriate dress is that which is not disruptive to classroom learning or the operation of the school. Students and parents are asked to use good judgment. Loose fitting shoes such as clogs, “flip-flops”, or untied sneakers can cause falls on the tile floors. Therefore, we ask that “secure” footwear be worn to school.

Students are expected to go outside during activity period daily. Parents are asked to see that students have appropriate clothing for the weather. Extreme weather conditions may prohibit outside activities.

PERSONAL ITEMS/ELECTRONIC GAMES

All electronic games, cell phones and expensive items (i.e. game boys, etc.) are to be left at home. Loss or confusion as to “ownership” causes high emotions and a loss of academic time. We are not responsible for lost or stolen items. This includes “collector cards” of all types. Thanks for your cooperation.

USE OF TELEPHONE BY STUDENTS

The telephones in school are needed to conduct school business and to respond to incoming calls. Students are not allowed to use the phone to make personal arrangements, (such as requesting permission to go to another child's home after school).

Children may use the telephone only in an emergency. Permission to use the phone if the child upon occasion:



- forgets lunch, homework, note, sneakers, paraphernalia for afterschool activities.
- forgets to tell parent about after-school activity.
- needs to find out where to go after school.

Please plan ahead with your child if he or she is to follow procedures different from the norm after school. Messages to pupils or teachers will be relayed to them at the end of the day so as not to interfere with class instruction.

Private cell phones may not be used by the students during the school day.

STUDENT RECORDS

Each student has a permanent folder, which can include some of the following:

- progress reports;
- testing results;
- work samples;
- an educational plan (where applicable)
- attendance data; and,
- records of parent contact.



Parents may view them at any time. Please contact your child's teacher.

Authorized school personnel have access to these records, but written parental consent must be provided before these records can be viewed by a third party or sent elsewhere.

CONDUCT AND BEHAVIOR

The behavior expected from students at school is a combination of common courtesy and safety considerations. A school atmosphere conducive to teaching and learning is enhanced when safety, order, and discipline are communicated and maintained, thus creating a purposefulness with which the school can accomplish its instructional mission.

General School Conduct

- Treat others as you would like to be treated.
- Respect school's property, other people's property and person (no hitting, stealing, talking back to teachers or others, as examples).
- Laugh with anyone, but laugh at no one.
- You are responsible for your own learning.
- Come to school and class on time. Be ready to work.
- Hand in assignments on time.
- Do not disturb people who are engaged in learning.
- Walk and talk quietly in the hallways.



BUS CONDUCT

The same level of discipline and behavior maintained in the schools is expected to be maintained on school buses. Students are expected to be seated on entering the bus and remain seated during the entire time the bus is in motion. Passengers on the bus will refrain from any behavior which is detrimental to safe operation of the school bus.

Bus drivers are not to permit students to leave the school bus at any stop other than the regular bus stop unless written permission is granted by the administration of the pupil's school.

Any violation of the district's bus safety rules may result in the student receiving a referral, parent conference or suspension from riding the bus.

Cafeteria Conduct

- + Talk quietly with your friends.
- + Be courteous to other children and to the monitors.
- + Stay in your seat unless given permission to get up.
- + Eat your own lunch. Do not buy snacks for others.
- + Practice good table manners.

Each student will bring home a Code of Conduct which we ask parents to review and sign with your child.



RULES FOR PARENTS DRIVING PUPILS TO SCHOOL

If students are late, parents are expected to park the car in the parking lot and walk the child to the school office. Cars should not be parked in the drop off lane. All students who are late need to be signed in by a parent/guardian.

LOST AND FOUND AND DAMAGED PROPERTY

All clothing, personal belongings, lunch boxes, etc. are placed in a box near the gymnasium. Students are responsible for personal items brought to school. Names on belongings help in getting the “lost” item back to the right child. Remind your child to check the box regularly for any belongings they may have misplaced.

Lost Books

Textbooks, workbooks and library books are furnished for each student to use. If a book is lost, misused, or damaged beyond reasonable wear, the parent shall be billed for the cost of the book.

Property

If a child damages school materials or property, the parent will be asked to reimburse the school for the loss or damage.

School equipment is expensive to replace. We ask that you help your child learn to take responsibility for good care of these items. Poor care or obvious neglect may cause you to be billed for the damage.

You can also help us teach students to respect personal property of others on their way to and from school, as well as while at school. Students will be held responsible when property is defaced, marred, unnecessarily broken, or stolen. Parents will be contacted.

Pupils are discouraged and should not bring expensive objects such as toys, radios or electronic games to school. The school is not responsible for lost or stolen items.

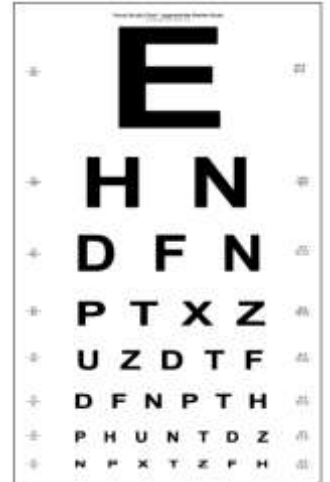
HEALTH SERVICES

MEDICAL RECORDS

The nurse keeps a cumulative record of your child's health in the health office. Results of the required physical exams as well as vision and hearing screenings are recorded, along with the child's health history and immunizations.

VISION AND HEARING TESTS

Hearing and vision screenings are done yearly as per New York State mandates. Hearing is tested with an audiometer and vision is tested with a Snellen chart. If there are any concerns as a result of the screenings, you will be notified by written referral and/or phone call. Referrals must be brought to and completed by the appropriate physician and returned to the health office immediately following the appointment.



PHYSICAL EXAMINATIONS

All new entrants, kindergarten, second and fourth grade students are required to have a physical examination as per New York State law. These physicals must be completed and documented by your physician by September 1st. The health form must be completed by the child's physician and returned to the health office immediately following the physical. Call the health office for a form or download one from the South Colonie website. As a part of your child's education and in recognition of a desirable health practice, the annual health examination, by your family physician or pediatrician continues to be encouraged. The examiner is familiar with your child's health history, is able to give a more thorough physical examination and to immediately advise you regarding any conditions that might be found.

ILLNESS AT SCHOOL



Children must not be sent to school if illness is suspected. The following are some guidelines in determining if your child is well enough to be in school:

- Children with fevers must remain home until the child is fever-free for 24 hours. Taking Tylenol or Motrin to control a fever does not qualify the child as fever free. Temperature must be normal without medication.
- Children who have been prescribed antibiotics for contagious illnesses such as strep throat, tonsillitis, bronchitis or pneumonia may not return to school until they have taken three doses of the medication and 24 hours have passed.
- Children who are vomiting or who have diarrhea should remain home until symptom-free for 24 hours.
- All contagious illnesses must be reported to the health office (i.e.: flu, strep throat, pneumonia, chicken pox, head lice). These are tracked by the local county health department.

ILLNESSES AND INJURIES AT SCHOOL

In the event of illness or injury at school, your child will be cared for temporarily by the nurse or a designated staff person. Please be sure to keep your emergency phone numbers up to date.

MEDICATION POLICY

Some children, particularly those with chronic illnesses, may require prescribed medication to be able to function in the school setting. In these instances, school personnel may be asked to administer medication. Every effort should be made to administer medication outside the school setting, but if medications are to be administered to students, strict guidelines exist to conform with statutory regulations and appropriate health practices.

All medication, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber. A written order shall include:

- Student's name
- Diagnosis
- Name of medication **
- Dosage and route of administration
- Frequency and time of medication
- Conditions under which medication should be administered
- Date written
- Prescriber's name, title, and signature
- Prescriber's phone number

A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required. The parent or guardian must assume responsibility to have the medication delivered directly to the school health office **in the original container.**

**** THE PHARMACY LABEL DOES NOT CONSTITUTE A WRITTEN ORDER AND CANNOT BE USED IN LIEU OF A WRITTEN ORDER FROM A LICENSED PRESCRIBER.**

If you have any questions, feel free to phone the School Nurse at 869-4661 ext.274.

THE HOME CONNECTION

The child functions better in school when he/she has had sufficient rest, a healthy breakfast, and maintains good personal hygiene.

It is the parent's responsibility to keep the school informed of any health condition that could negatively impact on their child's safety or school performance. It is also the parent's responsibility to report any contagious disease (e.g. chicken pox, head lice, conjunctivitis) which their child may have to the health office. Children are to be kept home during the contagious stage.

All staff are concerned about and make every attempt to avoid student accidents. Accidents sometimes happen and are not noticed by staff. Children must report all injuries or accidents at once to their teachers. Appropriate treatment, parent notification, and completion of accident reports can then occur.



EDUCATION GOALS AND PROGRAMS

The basic goal of our school is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. The specific goals and curricula of the school are established and guided by the New York State Education Department. Our educational programs are intended to reflect the needs and desires of all citizens.

The students receive instruction in Language Arts (reading, spelling, writing, handwriting and English), Mathematics, Social Studies, and Science.

Students also receive special instruction in the following areas:



- Art.....one 40 minute session weekly...Grades K-4
- Library.....as determined by classroom needs.
- Music.....one 40 minute session weekly...Grades K-4
- Physical Education.....three 30 minute sessions weekly..Grades K-4
two 15 minute fitness bursts weekly Grades K-4



TESTING

All students in grades 3 and 4 will be given the NY State Tests during the spring. Grade 3 will be administered the state ELA & Math exams. Grade 4 will be administered the state ELA, Math, and Science exams.

OTHER SUPPORT SERVICES

Psychological Assistance

Our school psychologist does individual psychological testing and interpretations, as well as some individual counseling.

Speech/Language

All students entering the district for the first time are screened in order to determine specific needs as well as those students referred to the therapists by teachers and/or parents. Students serviced include those having difficulties in the areas of voice, fluency, articulation, and language. They are seen in small groups as well as on an individual basis, as determined by their level of need.

Computer Assisted Instruction (CAI)

Students in grade 4 receive computer assisted instruction four times a week, grade 3 students and grade 2 students will receive it 3 times a week in reading and math. Students receive practice and reinforcement in a variety of reading and math skills.



Open Access Lab

Students at Veeder will now be able to work as a group in our computer lab. This lab is located in the main hallway and will facilitate classroom instruction on word processors, spreadsheets and data bases. Classroom teachers will schedule time in the open access room. A teacher assistant will assist students and oversee the lab as well as the CAI room.

Social Worker

Our social worker is available to all students in grades K-4. The social worker provides support for those students who may be in a crisis situation, or have or are undergoing changes such as separation, divorce, remarriage, death, friendships and/or school adjustment problems.

Instrumental Music

Students in grade four will be able to take lessons on a stringed instrument. Students will have small group lessons for thirty minutes and a full orchestra rehearsal for thirty minutes each week.



Remedial and AIS Services

These programs offer children help in reading and math in grades K-4. Children are placed in the programs on the basis of New York State ELA & Math Test Scores, Fountas & Pinnell Assessments of reading and teacher recommendations.

English as a Second Language

“English as a Second Language” program (ESL) is provided at Forest Park School for those students determined to be non-English speaking or to have a limited knowledge of English.

Resource Room

The resource room is a special education program for a pupil who needs specialized supplementary instruction in an individual or small group setting for a portion of the school day. The Committee for Special Education makes the decision for these services.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.



Let your child do the homework. That's the only way a child will learn. The secret to success is the belief that homework is necessary to reinforce your child's schoolwork and treat it accordingly. Making homework a family commitment can help your child develop lifelong study skills, self-discipline, and independence. Conversely, if you think homework is a waste of time, so will your child.

All assignments for a particular evening should be able to be accomplished within a reasonable length of time. The following are considered to be reasonable guidelines for concentrated study when homework is assigned.

- Kindergarten..... 15 minutes
- Grades 1 and 2 20 minutes
- Grades 3 and 4 30 minutes

If you find your child consistently spending more time than the above, stop your child and write a note to the teacher.

HOME - SCHOOL COMMUNICATIONS

We seek to keep parents informed ways in which parents can assist their activities as:



about school curriculum, programs and child at home. We do this through such

- . Information tips: This information may be on separate sheets or may appear on the back of the menu.
- . Open house: The purpose of the open house is to acquaint parents with an overview of the curriculum and to share the teacher's expectations for the year.
- . Parent-teacher conferences: Conferences are scheduled by the teachers. Each parent will have at least one conference per year. The purpose is to review the child's progress and to share pertinent information which we hope will make the child experience a successful school year.
- . Progress reports (report cards): Progress reports are issued three times a year. Please review your child's progress and contact the teacher if you have questions regarding grades.
- . Kindergarten orientation: During the kindergarten orientation parents are given an overview of the kindergarten curriculum and are advised of teacher expectations and school policies. It is hoped that the orientation will make parents less anxious about their child's first year in school.

While these are our major methods of communication with parents, we urge parents to call the teacher when there is a concern regarding their child's program. Most teachers can be reached at school between 8:15 And 9:00 AM It is unfair to call a teacher at home to ask questions about homework, etc. If you call after 9:00 AM, you may leave a message on the teacher's voicemail.



PARENT TEACHER ASSOCIATION (PTA)

The Veeder PTA has been highly involved in improving our school. All parents are urged to become members and to actively participate. There are two types of PTA meetings.

One is the PTA Board meeting, which meets monthly; and the other is a general meeting, which is held three times a year.

YOU ARE CORDIALLY INVITED TO ATTEND ALL OF THE MEETINGS.

Each year the PTA sponsors several money making projects. With the help of all parents, these projects can be very successful. They allow the PTA to fund many important activities and programs that support and enhance the educational program at Veeder.

OUTSIDE PLAYTIME

Weather permitting, students are given the opportunity to go outside after. Decisions to have students outdoors during cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside playtime. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

SCHOOL SUPPLIES

Each teacher furnishes his/her students with a list of supplies needed for school.

Students in grades 2, 3 and 4 will be using an assignment book which will be available for purchase at Veeder.

The school district provides each student with the necessary textbooks and workbooks. These materials are loaned to the students. Students are expected to take proper care of the textbooks, workbooks and library books.



VOLUNTEERS

Many teachers make use of parent volunteers to do a variety of tasks. Let your child's teacher know if you are interested in volunteering your services in some way.

- o Volunteer qualifications:
- o Dependability, promptness
- o Interest in children and ability to relate to them in a positive way
- o Respect for the confidential nature of the job
- o Sense of humor
- o Willingness to try different tasks
- o Pleasant voice used with children
- o Willingness to perform the task/s under the direction of the teacher
- o Flexibility

We appreciate your willingness to volunteer your time to help us in many ways. However, when volunteering please leave the siblings at home or at a sitter.

VISITING THE SCHOOL

Visitors to the school must sign in the visitors' log by the office and wear a visitors' badge.

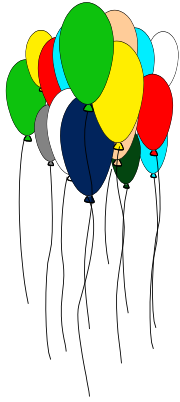
To avoid a situation whereby the teacher or principal cannot meet with you because of being involved in a meeting or engaged in other activities, we recommend parents and guardians call the school office or send a note to the classroom teacher to make an appointment.



BEFORE AND AFTER SCHOOL PROGRAMS

A before and after school program is offered by the Town of Colonie. Both programs are held in Veeder School. Please call the Colonie Youth Center if you are interested in having your child enrolled in either or both of these programs.

CLASSROOM PARTIES



A school wide party is held on Halloween. Teachers may have other parties and/or celebrations on other days throughout the school year. Teachers will contact parents on an as-needed basis.

If your child would like to celebrate his/her birthday in school, please contact the teacher ahead of time to make arrangements. To avoid hurt feelings, invitations for private, out-of-school parties are **not** to be distributed in school. As a lesson in good manners you will probably want to instruct your child when having such parties, or as an “invitee,” not to discuss it around others who may not be attending.

AS A SCHOOL, INFORMATION REGARDING NAMES AND ADDRESSES OF PUPILS IS CONFIDENTIAL. THE SCHOOL CANNOT RELEASE THIS INFORMATION.

GUN FREE SCHOOLS ACT OF 1994

The Gun-Free Schools Act requires schools to adopt policies relating to the possession of firearms in school. The definition of a firearm is “any weapon, including a starter gun which will, or is designed to or may readily be converted to expel a projectile by the action of any explosive.” We interpret this to include pellet guns and B.B. guns. Please be aware that the major thrust of the policy requires an automatic expulsion for not less than 1 year for bringing a firearm to school. **At Veeder, we do not allow toy weapons on school property as well.**

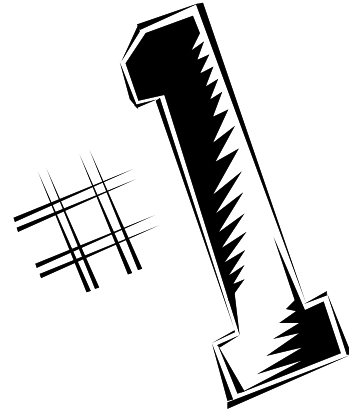
SMOKING

New York State law prohibits smoking on school grounds. Please be aware that smoking in or out of the building is a violation of the law.

**YOU ARE YOUR CHILD'S
FIRST AND MOST IMPORTANT TEACHER!**

Since your child was an infant,
you've been teaching-
speech, skills, manners, etc.

Your child looks up to you,
follows your example
and wants to please you!



**YOUR ROLE AS TEACHER SHOULDN'T STOP
WHEN YOUR CHILD GOES TO SCHOOL!**