

Welcome to George Washington Elementary School

Dear GW Families:

Welcome to the 2023-2024 school year!

As Principal, I look forward to working in partnership with parents, students, faculty, and staff to make this a successful year of learning for all. A strong partnership between school and home is essential to ensure the academic and social success of your child. Our goal is to motivate students to do their very best, to never give up, encourage others, and work together as a community. To achieve this goal, we expect all members of the GW community to be Respectful, Responsible and Ready to Learn every day. This handbook is a valuable resource. It is designed to help answer some of the commonly asked questions about school life at George Washington Elementary. Please read through this handbook with your child to familiarize yourself with school procedures. It may also be helpful to keep the handbook handy to reference throughout the school year. I am super excited and look forward to a wonderful year together!

Grateful,

Mrs. Wanda LoBianco

Principal

George Washington School Motto:

*I am Kind, Creative, and
Dedicated to Work*

Arrival Procedures

Students that are having breakfast at school need to be at school by 8:30am-students will enter through the Wall Street main entrance.

The school day begins officially at 8:45am. Students should arrive to school by 8:45am to be ready to begin the school day.

4th grade students/**Ms. Kelly Mathis** class will be welcomed into the school through the gym doors and dismiss through the gym doors.

E1/ Christine Klippel/ Caitlin Sanzi will be welcomed and enter and dismiss through the auditorium doors.

Children's House will be welcomed and enter and dismiss through the Children's House entrance.

For UPK-K students who arrive by car, please enter the parking lot via Washington Ave. Staff will be at their designated door from 8:45-8:55 to escort students into the building.

After 8:55 am students are officially tardy to school and must enter through the front entrance on Wall Street Avenue. Your cooperation is so appreciated!

Parents and visitors should always use the Wall Street Avenue entrance. Parking in fire lanes in front of the building and other non-designated areas of the parking lot is prohibited. Drivers should use caution when driving on school property and must always follow the traffic patterns.

Attendance/Absence/Tardiness

School attendance is a legal requirement for all children under the age of 17. Attendance data becomes part of the child's permanent school record. All absences require a written explanation to the teacher on the day the student returns to school. The written excuse must state the inclusive dates of the absence, the reason, and must be signed and dated by a parent or legal guardian. A phone call is helpful, but it does not satisfy the legal requirement for excusing absences. Failure to send a note result in an illegal absence on the child's attendance record. Please note these attendance reminders:

- If students are LATE for school (8:56am), they must be accompanied to the main doors with a written excuse signed by the parent or guardian. No child should be dropped off without a parent escort into the building after the doors to the school have been locked at 8:55am.
- Parents are asked to avoid picking up children before the end of the school day except in cases of appointments or emergencies. Every minute of instructional time is important from the start to the end of the school day.
- It is important for the parent to notify the teacher and/or school when a child may be absent for several days due to illness. The school nurse should be contacted for serious medical conditions that may be contagious or require monitoring upon the child's return to school.
- Parents requesting work for absent children should contact the school prior to 9:30am on the date of their child's absence. Work can be picked up in the office at 3:00pm or can be sent home with another student.
- Excessive absences, lateness, or early departure may be considered a matter of educational neglect. School officials are required to report instances of educational neglect to Child Protective Services.

Back-to-School Night

The school hosts Back-to-School Night at the beginning of each school year. This year's "Back to School Night" will be held in-person on **Thursday, September 21 at 6:00pm**. This evening is an opportunity for parents to meet teachers, learn about school & teacher expectations, and build partnerships with the community. It is not intended as a time for individual conferences regarding student progress and/or concerns.

Backpacks

All students are encouraged to carry a backpack or school bag. Books, assignments, and personal items can be carried safely in a backpack. Parents should check backpacks daily for information from school and/or teacher and for student work.

Band & Strings Instrumental Program

Fourth grade students have the opportunity to learn to play a musical instrument by participating in the BAND and STRINGS programs. Students have music lessons during the school day. The groups will meet at least once in a 6-day cycle before school and perform at school concerts. Additional rehearsals at 8:00am may be planned during the school year.

Bicycles

Students may ride bicycles to school. All bicycles should be securely locked to the bicycle racks.

Building Leadership Team (BLT)

The Building Leadership Team (BLT), a committee composed of all school stakeholders, develops a yearly School Comprehensive Education Plan (SCEP) as part of the school improvement process. The school improvement process requires the team to establish goals and actions that will improve student achievement at all grade levels. The team meets once a month to monitor the action steps in the plan and to assess the success of school programs. Parent participation in the BLT is important to the school improvement process. We are asking for three (3) new parents who have not participated previously and are interested in becoming a part of the GW BLT for the 2023-2024 school year. If you are interested, you should contact the principal wlobianco@kingstoncityschools.org

2023-2024 Building Leadership Team

Wanda LoBianco <i>Principal</i>	Felipa Gaudet <i>E1 Teacher</i>	Kimmer Gifford <i>School Social Worker</i>
Dana Diacovo <i>School Nurse</i>	Janet Diaz <i>School Psychologist</i>	Carol Kinnin-Matthews <i>ENL</i>
Krista Villiellm <i>E1 Teacher</i>	Agnieszka Zarnowska <i>E1 Teacher</i>	Nicole Gill <i>Children's House Teacher</i>
Erin Borden <i>Children's House Teacher</i>	Janet Diaz <i>School Psychologist</i>	Janice Zito <i>E1 teacher</i>
Andrea Dassie <i>Speech Pathologist</i>	Michael Pettit <i>E1 Teacher</i>	Lisa Hopper <i>Children's House Teacher</i>
Sharon Huppert <i>E1 Teaching Assistant</i>	Lindsay Nadler <i>Children's House Teacher</i>	Parent <i>TBD</i>
Briana Owen <i>Reading Specialist</i>	Kira Tutko <i>Reading Specialist</i>	Parent <i>TBD</i>
Christine Klippel <i>Special Education Teacher</i>	Lisa Graziano <i>Music Teacher</i>	Parent <i>TBD</i>

Bus Transportation and Safety

Students in grades K-4 who live more than 1/2 mile from school are provided with bus transportation. Bus routes are planned by the school district's transportation office. The routes are posted on the district website and published in the "Back-to-School" supplement of the Daily Freeman in mid-August. General descriptions of each route, identified by number and color, are posted in the school. Specific questions about buses and routes should be addressed to the Transportation Office at 943-3050. We encourage families to use the transportation provided by the school district. The PBIS program identify the behaviors that promote **respect, responsibility, and readiness for the school bus ride**. The behaviors will be reviewed with students throughout the year and students will be recognized for following safety procedures.

The bus driver has the ultimate responsibility of getting our children to and from school safely. It is important that your child follow the rules and regulations of safety on the bus. Please review the following guidelines with your children:

1. Be at the bus stop 5 minutes early and stand away from traffic while waiting for the bus.
2. Children should not run around or make physical contact with one another while waiting for the bus.
3. Children must obey the driver.
4. Students must remain seated and always facing forward on the bus. Seat hopping is not allowed.
5. Students must keep hands and feet to themselves. Reaching arms over the seat, out the window, or putting feet in the aisles is unsafe.
6. Voices should be kept at the level of regular conversation; teasing and inappropriate language is unacceptable.
7. Objects should never be tossed on the bus. Breakable items are not allowed.
8. Problems should be reported to the driver as the student exits the bus, not while the bus is moving.
9. Parents should address concerns with the driver and/or the principal as they arise.
10. Parents are expected to be at the bus stop when the bus arrives at the end of the day. If the driver assesses that the child may not be supervised, the child will be returned to the school.

Every effort will be made to teach children how to be safe on the bus. Consequences will be issued when students violate bus safety procedures. Students may be suspended from the bus for repeatedly violating bus rules and safety procedures.

Bus Changes

A note must be sent to school anytime there is a change in the regular dismissal plan for your child. **Without a parent note, the child will be sent home according to the regular dismissal plan.**

Celebrations

Classroom celebrations will be coordinated by the classroom teacher. These celebrations include student birthdays and holidays. Parents are asked to check with your child's teacher and the school nurse before sending in food or items for celebrations in school.

Character Education/ Social Emotional Learning (SEL)

Parents, students, and staff each have a responsibility to develop standards of excellence in academics and citizenship. The GW school mission/pledge is recited every day; ***“I am Kind, Creative, and Dedicated to work.”*** The words become actions when the meaning is understood and practiced each day. GW School will follow the PBIS model for creating a respectful and safe school community. Parents can help to promote positive attitudes and practices of excellence.

Chorus

Students in grades three and four may participate in our school chorus. Chorus is offered during the school day. Two concerts will be held throughout the year in the evening for parents and guardians to attend.

Contacting the School

The school phone number is 943-3513, and the fax number is 338-3041. The best time to call if you have questions is between 8:00am and 3:00pm. Parents and guardians are asked to be mindful of the busy times in the school office. Only emergency calls should be made between 8:30 and 9:00am and 3:00 – 3:30pm. Phone lines must remain open while buses are transporting students to and from school. All staff members have a voicemail extension. If you call during the school day to speak with a teacher, the call will be transferred to voicemail. Staff is expected to check voicemail regularly and to return calls promptly.

Curriculum Information

Books, curriculum materials, paper, pencils, and any other necessary supplies are provided in the classroom for student use. Students are instructed in all the subjects required by the State of New York with primary focus on English Language Arts and Mathematics. Topics in Science, Health, and Social Studies are incorporated into the KCSD curriculum. Students also receive instruction from teachers outside their normal classroom in special subjects. The special subject areas are Art, Library, Physical Education, and General Music. (See “Special Area Subjects”).

Custody Information

For families who share custody of children, the school district requires that custody papers indicating legal guardianship be filed in the school. If legal documents are not provided, both parents have equal access to the child and the child’s records. In the case of joint custody, the arrangements for student pick-up and other issues that may impact the school day should be shared with the school so that the child is not confused or anxious during the day. Orders of Protection that are issued on behalf of GW students must be shared with the school as soon as possible.

Daily Schedule

All elementary schools will follow a six-day letter day cycle (A-F). Classroom teachers will provide students and parents with the classroom schedule with the details of specials, recess, lunch, and other related services.

DASA

New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The law requires all school to be responsible for collecting and reporting data regarding material incidents of discrimination and harassment. The DASA Coordinators at GW School is Kimmer Gifford and Georgia Lentzos Scott. When an incident of bullying or harassment is suspected, a DASA investigation is conducted. If parents suspect a problem of bullying or harassment, they are advised to contact the DASA Coordinators to initiate the DASA process. It is important to remember that ‘bullying’ is defined as ***unwanted, aggressive behavior among school aged children that involves a real or perceived imbalance of power. The behavior is repeated, or has the potential to be repeated, over time.*** The term ‘bully’ is frequently mis-used. Most conflicts between children do not meet the standard of ‘bullying’.

KCSD Discipline Protocols

The Kingston School District Code of Conduct (**Policy #5300**) guides all areas of discipline in our schools. This policy clearly outlines student misbehaviors and possible consequences including restorative practices. The Kingston District has also integrated the PBIS model into all schools in the district. **Positive Behavior Interventions and Supports (PBIS)** is designed to teach children how to be responsible for their own behavior. GW will focus on student learning and the teachable opportunities that arise when students have difficulty with self-regulation and behave inappropriately. Each classroom teacher is responsible for developing an individual classroom management plan. Teachers are encouraged to include the students when developing classroom norms and expectations of their classroom communities. Classroom plans will be discussed at Back-to-School Night. Behaviors that are chronic or endanger the welfare of the school will be brought to the attention of the principal with a written report that clearly explains the action of the student. The student will be expected to discuss the behavior and the reason(s) for it. Parents will be informed and constructive conversation as how to help and support the child will be had. Behavior reports are kept on file in the school. They do not become

part of the student's permanent record. Parents are asked to review and discuss with their children the expectations for student behavior at school.

Dismissal

Student safety is the primary concern during afternoon dismissal. The dismissal plan is intended to avoid confusion between bus students and walkers, and car students. Bus students line-up and depart from the back of the school. Walkers and car students will be dismissed at approximately 3:00pm from the main entrance. Parents will meet students outside the front lawn of the GW school by the teacher's sign. Children House dismissal is at the side of the school building. Children who want to play at dismissal should be taken to the playground. Bus students are dismissed between 3:00pm and 3:10pm.

District Calendar

The year-long calendar including the holidays and vacations for 2023-2024 can be found on the district website. Every effort should be made to plan family vacations that are aligned to the school's vacation calendar.

Dress

Students are expected to wear suitable and comfortable clothing to school. Clothes should be neat, clean, and appropriate for the weather. Students should wear comfortable shoes, sneakers are recommended and safe for daily recess. Appropriate outer wear is also important for recess. Any form of dress which is contrary to good health or safety or which is distracting or disruptive to the learning process will not be permitted. Please see the district's **Standard of Dress Policy # 5340** for more details.

Early Child Pick-up/Sign-Out Procedures

Students leaving during school hours must be signed out in the main lobby by their parent/guardian. Ms. Becky Geraci will assist. Students should only leave school early for medical appointments or family emergencies. A note indicating the student's early departure and the name of the person who will pick up the student must be sent to school and handed in by the student in the morning. Parents are encouraged to write a note when communicating with the school. Emails can also be sent to the Main Office to GW office manager spalmgren@kingstoncityschools.org. Parents are not permitted to take students from the classroom or playground. Students will be called to the office when the parent arrives.

Early Dismissal Days

On planned early dismissal days, students are dismissed by 11:15am. A staggered dismissal plan is followed beginning walkers and busses at approximately 11:00am. Buses begin loading at 11:05am. If the dismissal routine changes for your child on early release days, please be sure to send a note to inform the school of the change. Refer to the district calendar for early dismissal dates.

Emergency Dismissals

Emergency dismissals are generally called for weather related problems. The details of the emergency and the time of the dismissal will be announced by the district office. It is not possible for the school to call all parents during an emergency dismissal nor is it possible for all parents to call into the school. Parents are advised to access the district website at www.kingtoncityschools.org or call 943-3900 for up-to-date emergency information. Parents can also sign-up for an E-news alert through the district website. Parents are advised to develop a plan for emergency closing of school and review the plan with your child. Emergencies can create fear for children. Stress and fear can be minimized when children are familiar with the plan. As a family, please review the plan periodically especially during the winter months.

Emergency Procedures

In the event of an incident occurring during the school day that disrupts normal classroom activity, the incident will be immediately reported to our school's main office. Instructions for either school sheltering or evacuation for non-weather emergencies are reviewed annually by our safety team. Emergency drills are practiced with students and staff throughout the school year. The Building Safety Plan addresses all emergency procedures and is kept on file in the school.

Emergency Information-Demographic Validation Form

Your child will bring home an **EMERGENCY INFORMATION Form** during the first week of school for you to review, up-date, and return to school. The information in the school's management system will be pre-printed. It is very important that this information is up-to-date in case of an emergency. During the course of the year if any of the information changes, the school must be notified of the change. **It is extremely important that a working phone number be on file for all students.**

Please consider the following details when providing information on the emergency card:

- **Parent information:** List all parent/guardians who are involved in the child's life.

- **Other emergency contacts:** List only those persons who have a telephone and the means to pick up the child in the event a parent/guardian is not available.
- **Special Circumstances:** Identify any situation that may have an impact on your child's social/emotional well-being such as custody issues, orders of protection, temporary living arrangements, etc.

KCSD Field Trips

Field trips provide enrichment and educational experiences for students outside of the classroom. Most classes take a field trip at some time during the year for all or part of the day. The PTO (Parent/Teacher Organization) provides most of the funding for the cost of buses and admission, however families are sometimes asked to help with the costs. If participation in the activity is a financial hardship for the family, please contact the teacher. Our goal is for all students to benefit from these excursions. All students participating in a field trip must have a permission form signed by a parent or guardian. Permission to attend field trips must be in **written form, verbal permission is not acceptable.** Field trips are school sponsored educational activities. The time in the classroom before and after the trip is used for lesson preparation, discussion, and lesson closure. Students are expected to participate in all parts of the activity and travel with the class to and from all field trips. For the safety of all children, **teachers are not authorized to release a child to a parent on a school trip without prior administrative approval.** Parents must submit the alternative transportation form to the principal prior to the departure of the field trip to transport their own child home from a field trip at the end of the school day. Parents who chaperone field trips must complete the volunteer application and be Board approved prior to the trip.

Health Services

A full-time school nurse (**Nurse Dana**) is assigned to GW School. Parents are advised to contact the nurse directly with health-related questions at 943-3515. Specific and detailed information related to the health office policies, practices and requirements are detailed in the health office manual which can be obtained from the nurse. A few important details regarding the health office include:

- The school is not a medical service provider. By law, the school is required to conduct certain screenings to monitor the height, weight, hearing, and vision of students. If a concern arises during the screening, the nurse will contact the family to recommend a follow-up with a family physician for further investigation.
- Medication cannot be given in school without the following conditions:
 - Written permission from the doctor that includes name of the medication, dosage, time, and conditions for administration.
 - Medication must be delivered to the nurse by the parent in the original container. Children cannot be sent to school with any medication.
- Contagious illnesses and/or conditions are easily passed from student to student. Parents are asked to use good judgment when deciding to send a potentially sick child to school. Parents will be called to pick-up a child who becomes sick in school. Please report to the nurse if your child has been diagnosed with an infectious illness so that appropriate steps can be taken.
- In the case of head lice, the school nurse will examine symptomatic children and /or children that have been noted to have live lice or evidence of nits. If an infestation is noted, the nurse will attempt to notify the parent by phone and recommend that the child be picked up from school to begin treatment.
- A change of clothes should be supplied to the nurse's office for any child who has difficulties with toileting or personal hygiene.
- Effective July 2019, no students will be admitted to school without up-to-date immunizations. Please contact the Health Office with questions.

Homework

Homework provides the practice to reinforce learning outside of the classroom. It is considered a logical extension of the school day and an important aspect of your child's readiness for school. Teachers can assign homework on a regular and consistent basis in accordance with the Kingston School District Homework Policy. Children need the support of parents to develop good homework habits and routines for self-directed learning. It is self-directed learning that will become a valuable asset when your child reaches high school and college.

HOMEWORK GUIDE FOR STUDENTS

- Record each assignment in an assignment book/agenda planner.
- Budget study time so that it is divided among each subject.
- Study in a good place to concentrate with minimal distractions.
- Be sure that all materials needed are at hand and ready for use.
- Check work for appearance and accuracy.

HOMEWORK GUIDE FOR PARENTS

- Recognize that homework is a part of the learning process.

- Make sure that proper conditions are available for efficient and effective home study.
- Encourage your child to complete each assignment neatly and accurately.
- Show interest in your child's homework and help him/her to take pride in their work.
- ***Maintain open lines of communication with your child's teacher especially if your child has difficulty with the work or cannot complete it in a reasonable amount of time.***
- Assist your child with homework as needed. **Do not do homework for your child.**
- Help to develop your child's natural tendency to inquiry and show interest in learning.
- Read to and with your children as a regular routine.

Intramurals

Students in grades three and four may participate in school intramurals throughout the school year. Written permission from a parent or guardian is required. Transportation will need to be provided either before or after school.

KALP

The Kingston Accelerated Learning Program, sponsored by the Kingston School District, is committed to the belief that students should be provided with the opportunity to develop emerging gifted behaviors both in and beyond the regular classroom setting. KALP is offered in two programs: ***Discoveries and Explorations***. ***Discoveries*** are after school classes that provide learning experiences that do not occur in the regular classroom. ***Discoveries*** are open to all students in grades 2, 3, and 4. ***Explorations*** is a program for students who have been identified as 'gifted' on the screening test for gifted and talented. Students in Explorations will be expected to participate in the program as active learners and problem solvers. Students will identify the topic/project of interest and work independently or in a team to research the topic and develop a product. They will use research skills and technological resources to support their individual learning. The *CogAT* (Cognitive Assessment) is the screening tool the school district has chosen to identify gifted and talented students.

Library

Children are encouraged to use and borrow books from the school's Library/Media Center. Students are responsible for the books they have borrowed and should return them on the day they are due. At the end of the year, parents will be expected to replace items that have not been returned. Parents are advised to help children develop responsible behaviors by keeping library books in a special location and noting the date they are due to be returned.

Lost and Found

Items that are lost are displayed in the main lobby. Students and parents are encouraged to check this area to retrieve lost items. Small items, such as jewelry and money, are kept in the office. In order to avoid lost items, **please be sure your child's name is on all personal items especially backpacks, lunch boxes, and clothing.** It is much easier to identify the owner of lost items when they are labeled. Students should not bring toys to school unless the teacher asks the student to bring an item for a reason. Toys become a distraction to the student and can be broken or lost when shared with other students. Students should not carry extra money, electronic devices, items of value, or medication. If your child has left an item on the bus, the driver usually keeps it on the bus. Check with the driver the next day or call the Transportation Office at 339-3050.

Lunch & Breakfast Program

Breakfast and lunch will be free to all students in the KCS D during the 2023-2024 school year.

Media Permission

If your child, for any reason, cannot participate in any pictures, videotapes, press releases in any local newspaper and/or TV stations, please check the appropriate area on the *Student Emergency Information Form* sent home on the first day of school. The district website frequently features student events in schools and student recognition. It is very important to make it known to the school if your child cannot be photographed. **If it is not noted on the information sheet, it is assumed that the child can be photographed.**

STUDENTS AND PERSONAL ELECTRONIC DEVICES- Electronic devices are not permitted during school hours-Policy 5695

Morning Announcements

Announcements will begin promptly at 8:55am via GW News Channel on TEAMS. We ask that all students are in their rooms seated and listening as important information for the day is announced. Every effort is made to recognize students and share good news during the announcements.

4th Grade Moving Up Ceremony

A Moving-Up Ceremony is scheduled for the last school day at 10:30am for fourth graders who will be moving to the Middle School.

Parent Advisory

The Kingston Parent Group works towards creating and sustaining family and community engagement. This group serves as the voice of district parents for the Board of Education and Superintendent and gives feedback on the annual SMART goals we set as an organization. The Kingston Parent Group is comprised of parents who hold elected positions within their school's PTA/ PTO or representatives that have been appointed by their group's president.

Parent Partnerships

Parents are partners in the education of students at GW Elementary School. Parents are encouraged to get involved with the school to support programs and opportunities for students. Parents who visit the school building must follow the visitors' expectations as outlined in the handbook and report to the main office, sign-in and obtain a visitor's badge. Refer to the list of opportunities for parents to be informed and get involved:

Opportunities for Parent Involvement in the GW School Community

- The GW Elementary School will have parent representation on the Building Leadership Committee.
- Participation in PTO meetings on the second Tuesday of each month at 6:00pm/Zoom.
- PTO sponsored events such as picture day, book fair, school assemblies, and field day require the help of parent volunteers.
- Staff and parents will maintain an open line of communication through written correspondence and conferencing to address student progress and concerns. Timely responses are encouraged and expected by both teachers and parents.
- Teachers and staff will use student agenda planners in grade 4. Student agenda planners are designed to be used as a daily communication between school and home.
- All parents will be invited to participate in designated school activities by grade level throughout the year and are encouraged to attend Back-to-School Night, Parent Visitation Days, Parent-Teacher Conferences, PTO Meetings/functions, and Parent Information Sessions.
- Parent volunteers are welcome for field trips, special events, and classroom support. Regular volunteers must complete the district volunteer application form and be approved for volunteer work. Volunteer assignments for the classrooms will be arranged at the request of classroom teachers.
- Visits to the classroom must be planned in advance with the teacher/principal. Parents are asked to be respectful of the classroom routines and understand that all visits are expected to support student learning. All volunteers and visitors are expected to respect the confidentiality related to working with children.

Parent Teacher Organization (PTO)

The PTO of GW Elementary School is an important part of our school. The Parent/Teacher Organization is made up of parents and teachers working together to ensure the best educational experience for our students. Parents are welcome and encouraged to become involved in your child's school through membership and active participation in the PTO. PTO provides funds to cover many activities and school improvements. It is also a network for information using newsletters, monthly meetings, and social media. The ideas and perspectives of all parents are critical in making balanced decisions about events, fundraising, and the allocation of funds. Regular meetings are scheduled for the second Tuesday of each month at 6:00pm.

PTO Officers for the 2023-2024 school year:

Co-President/Vice President-Liz Yoder and Mariel Fiori

Treasurer: Liana Grey

Secretary: Jasmin Watson and Nicole Vitale

Fundraising: Fabian Furgal

Communications: Laura Wyatt

Parking and Student Pick-up

The safety of our children is jeopardized when parents and visitors do not drive and park appropriately on school property. Vehicles enter and exit school property using the Washington Avenue entrance. Cars are to be parked in the designated parking area. Parking in fire lanes, driving lanes, or in front of the school is prohibited. At dismissal, students who depart from school by car will be picked up by the designated adult outside the school cafeteria.

English as a New Language/ Multilanguage Learner (ENL/MLL)

English Language Learners are entitled to receive services from the ENL provider if they do not meet the proficiency standard for the English language test.

Programs for Students with Disabilities

GW School offers a variety of programs for those students who qualify for services through the Committee on Special Education. These programs are designed to support and address the educational needs of students with disabilities. The programs at GW include

Special Classes, Consultant teacher services (Integrated classroom), Speech Therapy, Physical and Occupational Therapy, and Counseling Services. The school's 504 Committee will determine if a student is eligible for accommodations under the Section 504 of the Rehabilitation Act. Students may be eligible for remediation services in reading and math without classification.

Response to Intervention (RTI) Support

Reading/Math specialists, Speech, OT, PT, School Psychologist, and the Social Worker provide academic intervention services (AIS) for students who need extra help in academic, physical, and social emotional skills. Students requiring such service are determined by their performance at each grade level through multiple measures. The District's RTI plan will provide the guidelines for levels of intervention and services.

Response to Intervention Student Team (RST)

The (RST) is a team of staff members who meet every 6 to 8 weeks to monitor the progress of students who are experiencing academic, social, and/or emotional difficulties in school. The District's Response to Intervention Plan (RTI) provides the criteria of eligibility for intervention services. Parents are notified when their child's progress is being discussed.

Recess and Lunch

Children benefit from the physical activity made available during recess. Weather permitting, recess is held outside daily for all children. Students should be dressed appropriately for the weather conditions; this includes hats, gloves, and boots in the winter. Please be sure each item is marked with your child's name. For safety reasons, students may not go on the playground equipment when wearing flimsy sandals or flip-flops. Students may be asked to sit from recess for inappropriate behaviors. Guidelines for a safe and positive recess/lunch:

- Follow the directions of the monitors and school cafeteria staff.
- Always remain in the supervised playground area.
- Keep hands to oneself except when part of the game or activity.
- No name calling, teasing, bullying or intentional exclusion of others.
- Respect school property; playground and cafeteria
- No playing with or throwing food; focus on eating and talking quietly with table friends.
- Clean up table area; deposit trays and trash as instructed.

Regular Lunch Schedule

Grade/Cohort	Recess	Lunch
Childrens House (A)	11:35-11:55	11:15-11:35
Children's House (B)	11:15-11:35	11:35-11:55
E1 (A)/8:1:2 SC	12:20-12:40	12:00-12:20
E1 (B)/12:1:2 SC	12:00-12:20	12:20-12:40
4th Grade (A)	1:30-1:50	1:50-2:10
4th Grade (B)/12:1:1 SC	1:50-2:10	1:30-1:50

Registration for School

Student registration is centralized for all Kingston City Schools. Parents must register at the Meagher Administration Building, 21 Wynkoop Place, Kingston, New York. ***Proof of residency, immunization records, birth certificate, and custody papers (if applicable) are required for registration of all children.*** By law, students are enrolled in school based on the residence of the parent/guardian. In the event of joint custody, one address must be identified as the official residence of the child. The child will be enrolled in the school of that attendance zone. Families that move during the school year are expected to notify the school of the change in address. The students must be registered in the school (district) of the new address. In some cases, parents can request special permission for the student to remain enrolled at GW School. **Special permission must be approved by the Superintendent of Schools. All criteria for special permission need to be followed to remain at GW Elementary School.**

Kindergarten registration takes place by appointment during specific dates in April for children who will be five years old by the 1st of December of that year. The dates are posted in the school and published in the Daily Freeman. Parents or guardians should bring all required paperwork to the appointment. Prospective kindergarten students arriving after the April dates may register by contacting the registration office at 943-3011. Early registration is encouraged to help school officials determine class sizes and to allow time for appropriate review of records. An orientation day for parents and incoming kindergarten students is held prior to the beginning of school.

Report Cards

Report cards are issued every ten weeks. The report card is a Standards based document. It is designed to provide parents with information about the academic skills that are acquired throughout the school year at each grade level. The skills are identified from the Common Core Learning Standards. The grading system is based on proficiency levels, (1-4).

- Earning a '4' - Your child has an advanced understanding and exceeds grade level expectations.
- Earning a '3' - Your child has a proficient understanding and meets grade level expectations.
- Earning a '2' - Your child has basic understanding and partially meets grade level expectations.
- Earning a '1' - Your child has minimal understanding and does not meet grade level expectations.

The report card distribution dates will be communicated in the GW Weekly Family News Update. Report Cards are sent home with students. Parents are asked to sign the report card envelope and return it to your child's teacher after each quarterly report is issued.

School Pictures

A KCSD approved professional photographer takes class and individual pictures of students each year in the fall and spring. The purchase of these pictures is optional. Students also have the option of purchasing a class picture. Class pictures and individual photos are used for the yearbook and school records. All children should be dressed appropriately for pictures. Students who are absent will have pictures taken on a scheduled picture re-take day.

Smoking

Smoking on all school property is prohibited. This includes the parking lot and playground.

Snacks

Snack time in some classrooms is at a specified time during the day. Snacks should be healthy foods that are stored in unbreakable containers that can be easily opened. Please check with your child's teacher about sending snacks to school. **There is no snack sharing.**

Special Area Subjects K-4

Students also receive weekly instruction outside their regular classroom. The special subject areas are art, computer, library, music, and physical education. There is a brief description of each of these areas.

ART: The goals of the art program are based on the New York State Standards for the Arts and on the State Syllabus. Instruction is varied to address a wide variety of skills and understanding. **Please be sure to send in a smock for your child.**

LIBRARY: There are many components to our library program. Library and research skills; enhancing the skills of listening, reading, and writing; appreciation of written language; and exposure to different genres of literature are only a few of the goals. Students attend library on a weekly basis.

MUSIC: All students participate in vocal music classes on a weekly basis beginning in kindergarten. Varied instruction includes all aspects of the music curriculum. The New York State Standards guide the instructional program in music.

PHYSICAL EDUCATION: Children participate in physical education classes **three times** in the A-F cycle. Although a uniform is not required, it is suggested that clothing appropriate to physical movement be worn on scheduled physical education days. Sneakers must be worn. Slip on shoes with rubber soles and platform sneakers are not appropriate and children will not be allowed to participate without acceptable sneakers.

Standardized Testing

Testing is an integral component for measuring student achievement and program effectiveness. As a public school district in the State of New York, the Kingston School District is required to participate in both local and state testing programs. The local assessments used to monitor student progress include STAR Literacy, Reading, and Math, pre and posttests in writing and math, and NSGRA reading records. Students in grades 3 will take the New York State Assessments in ELA and Math. Students in grade 4 will take the NYS Assessments in ELA, Math & Science. The school district is not authorized to exempt any student from state testing. Parents can prepare children for testing by discussing the benefits of facing challenges and encouraging them to do their best to 'show what they know'. Tests are a part of the learning process and children should become familiar with testing protocols in order to appropriately assess the skills they have acquired in school.

Volunteers

Adult family members are welcome to volunteer in the school. All volunteers must complete a volunteer application prior to beginning any service. The **District Policy # 1250** on 'School Volunteers' identifies the expectations for volunteers and the requirements for approval. Teachers will determine the need for volunteers in the classroom.

Weather Delays and Closings

There may be occasions during the year when it is necessary to close school early due to poor weather conditions, unsafe conditions in the building or neighborhood, or other unforeseen hazards. It is best for families to have an alternate plan for early closings. This

preparation will prevent stress and confusion for your child at dismissal time. School closings, delayed openings and early dismissals will be posted on the district website and announced over local radio and television stations. Parents can also sign up for E-news from the district or call 339-3000 for cancellation information.

Yearbook

Each year, the PTO publishes a yearbook that highlights the school year here at GW.

2023-2024 GW Faculty and Staff

Office Staff:

Mrs. Wanda LoBianco	Principal
Ms. Susan Palmgren	Office Manager
Ms. Jenny Acosta-White	Typist
Ms. Becky Geraci	GW Greeter

School Nurse:

Ms. Dana Diacavo

Children's House (UPK 3 and 4-Kindergarten)

Ms. Nicole Gill
Ms. Lindsay Nadler
Ms. Sherry Hixson/Ms. Holly Huppert
Ms. Lisa Hopper
Ms. Erin Borden
Ms. Andrea McGovern

E1 (Grades 1, 2,3)

Ms. Agnieska Zarnowska/Ms. Mary Deitz
Ms. Janice Zito
Ms. Deanne Bradley
Mr. Michael Pettit
Ms. Krista Villiellm/Ms. Tara Dyal
Ms. Felipa Gaudet
Ms. Siobhan Murphy

4th Grade

Ms. Jennifer Farmer
Ms. Samantha Bigley
Ms. Nicole Gardner/Ms. Irene Suarez

Special Education

Ms. Christine Klippel (k/1)-12:1:2
Ms. Caitlin Sanzi (2)-12:1:1
Ms. Kelly Mathis (3 & 4) 12:1:1

Special Area

Ms. Georgia Lentzos-Scott	Art
Ms. Dana Fisher	Art
Ms. Melanie Camara	Library
Ms. Brandon Carroll	Band
Mr. Jacob Hefe	Strings
Ms. Lisa Graziano	Gen. Music
Mr. Mark Wyncoop	PE
Mr. Frank Passante	PE

ENL Teachers

Ms. Carol Kinnin-Matthews
Ms. Wendi Altman
Ms. Annie Kane-Horrigan

Support Services

Ms. Lynda O'Reilly	Math RTI
Ms. Andrea Dassie	Speech
Ms. Susan Mason	Speech
Ms. Jayme Casey	Speech
Ms. Kimmer Gifford	Social Worker
Mrs. Janet Diaz	Psychologist
Ms. Melissa Bamford	PT
Mrs. Megan Sheth	OT
Ms. Kira Tutko	Reading
Ms. Amy Suozzo	Reading
Ms. Christine Miller	Reading
Ms. Briana Owen	Reading

Teaching Assistants

Ms. Rosa Procahska-E1
Ms. Catherine Murphy-CH
Mr. Liam Johnston-1:1
Ms. Kelly Holsapple-CH
Ms. Kathleen Halwick-CH
Ms. Amy Bonewit-CH
Ms. Tiffany Coughlin -At Large/ENL
Ms. Bridget Bovee-CH
Ms. Christine Harris-CH
Ms. Sean Paul Pillsworth-CH
Ms. Judith Hakim-E1
Ms. Sharon Huppert-E1
Ms. Diana Bautista-E1
Ms. Randi Chambers-CH
Ms. Lisa Connelly-CH
Ms. Theresa Malits-12:1:1
Ms. Karen Spance-Martin-12:1:1
Ms. Caitlin Boyd-CH
Ms. Amanda Iversen-CH
Mrs. Jodi Liland-1:1
Mrs. Sheila Donohue-E1
Ms. Larysa Kinder -12:1:2
TBD-12:1:2

Computer Lab TA

Anna Miressi

Bilingual Family Worker

Ms. Cristina Madrid

Monitors

Mrs. Laurie Paige
Mrs. Lori Appollonia
Mrs. Evelyn Delgado
Ms. Kayla Brewster
Ms. Vanessa Umbro

Custodial Staff

Mr. Roger Jones

Mr. Kenneth Zeidler

Mr. Mark Williams

Ms. Terri Peppard

Mr. Dan Bentley

Food Service

Ms. Sherri Benchic

Ms. Caroline Keller