

William Rall Elementary School Parent Handbook



2022-2023

Table of Contents

Message from the Principal and Assistant Principal

District Mission Statement

Parent Concerns: Chain of Command

General Procedures

- Visitor Entry
- Morning Arrival
- Dismissal
- Building Map

Attendance

District Report Cards and Grading Policy

Home and School Communication

Contingency Procedures

Breakfast/Lunch Program

Code of Conduct

Meet the Staff

PTA Information

Calendar at a Glance

BoE Meeting Dates

Parent Signature

Message from our Principal and Assistant Principal

Welcome to William Rall! We proudly introduce ourselves as the principal and the assistant principal at William Rall Elementary School. I look forward to working with you and your child to provide a truly rigorous and enriching school experience.

Our goal is to provide leadership that will facilitate a school environment that allows your child to feel safe and valued. We believe it is essential to encourage our students to understand that mistakes and obstacles are a part of life, but how students persevere, learn and grow from these difficulties will encourage our children to develop into successful adults and lifelong learners. We are confident that our school will continue to be a place where our students can learn and grow academically and socially.

Our door is always open to both you and your child. If there is anything we can assist you with, please let us know.



FMcKenna@lufsd.org

Principal

631.867.3450

TBD

Assistant Principal

631.867.3450

District Vision

It is the mission of the Lindenhurst School District to educate students in the values, critical skills, and essential knowledge necessary to be informed and responsible citizens prepared to take the next steps in their education, careers, and lives in our diverse society. The goal of the District shall be to provide a safe and nurturing environment in which students will be motivated to achieve academic excellence, positive values, and a strong self-image in preparation for a successful future.

Parent Concerns: Chain of Command

From time to time, parents or residents have questions or concerns about their children or schools in general. The guidelines established by the Lindenhurst School District as to whom one should contact for assistance are as follows:

If you have questions or concerns about your child, you should speak to your child's teacher. In some circumstances, you may wish to consult with your child's special area teacher, such as the Social Worker, Reading Teacher, Speech Teacher, Resource Teacher, Psychologist, Nurse, etc. All of these people can be contacted by calling the school your child attends. A time will be set aside to meet with you; therefore, it is suggested that you call ahead to make an appointment.

If you wish to take the matter further after speaking with the classroom or special area teacher, call the Assistant Principal of the school.

For those who would prefer to take their concerns further, after meeting with the Assistant Principal, contact should be made with the Principal.

To speak to someone further regarding your questions or concern, contact should be made with the Assistant Superintendent for Elementary Curriculum and Instruction.

General Procedures

Visitor Entry

- For the safety of our students and staff, all entrance and exit points of the building are locked at all times. **Visitors will not be permitted into the building for this school year without prior approval from the building principal.** All appointments will be held via phone conference or video conference in accordance with health and safety guidelines. When visiting our school you will be buzzed in by the security desk where you **must present your license or a photo ID.** A **visitor pass** will be issued to you. This pass must be visible at all times when you are in the building and must be returned to our security desk upon your exit. **Visitors are not permitted to walk to any classrooms without authorization.**
- The main entrance to the school is on Wellwood Avenue. Upon entering the building, all visitors (including parent volunteers) must stop at the security desk and sign in. Picture ID is required. No exceptions. From there, all adults and visitors must proceed to the Main Office. As a safety rule, baby strollers and bicycles are not permitted past the security desk. Bicycles, scooters, or wheeled shoes should not be ridden on or around school property during or after school hours. Also, bicycles or scooters are not allowed to be tied or chained to the school gates during school hours and will be removed if the school cannot locate the owner.
- Parents/Guardians may not escort children beyond the security desk or Main Office during school hours.
- To protect the safety of the children, any adults that have documented authorization to pick up a student will be asked to present a picture I.D. and must know the child's first and last names and classroom number.

Arrival and Dismissal Procedures

- For your child's safety, no student is allowed to enter the building until the designated time. Doors open at 8:00 am for **zero-period students only.**
- Doors open at 8:55 am for all other students.
- The school day begins at 9:05 am.
- Students arriving after 9:05 am will sign in at the security desk and be marked late. Students in the lower grades will be escorted to class if needed. This period is a very busy time of day. Since the disruptions can upset the normal routines and learning of all students, it is important that you help your child be on time each day. Establishing good attendance habits right from the start is very helpful.
- We encourage families that need to pick up their child early to provide the building with advanced notice, when possible in writing, to minimize disruptions to classroom and dismissal procedures.

All non-bus riding students will arrive and be dismissed (as in prior years) as follows. Dismissal locations are designated on the map below.

3:15 pm	Grade K	On the south side of the building in the small parking lot.
3:20 pm	Grade 1	The far entrance on the south side of the building in the small parking lot.
3:25 pm	Grade 2	Ms. Contorno's classes- The far entrance on the south side of the building in the small parking lot. Ms. Rosen and Ms. Corrigan's class- The doors opposite the flagpole in the front of the building.
3:30 pm	Grade 3	The doors opposite the flagpole in the front of the building.
	Grade 4	The rear entrance of the building from the cafeteria doors.
	Grade 5	The rear entrance of the building near the cafeteria.

William Rall Building Map



Attendance

Every Minute Counts!

Attendance is the number one predictor of academic success. Just like our staff, children are expected to be at school every day on time. Absences are only appropriate in extreme cases of illness. Excessive absences may prevent a child from being promoted to the next grade level.

Patterns of lateness impact your child and their classmates upon their arrival. You will receive a monthly notification when a pattern of 5 or more late arrivals for the month has been established. A pattern of lateness can lead to a promotion in doubt letter.

At Rall, our school day is designed to ensure that your child is fully engaged in purposeful learning that is designed to promote critical thinking, prompt ongoing discussion and provide multiple opportunities for our children to show us what they know by applying their newly learned skills to larger concepts and applications. Our objective is to prepare our children to feel confident enough to solve problems and address challenges that they've never seen before.

If your child is consistently late and/or absent, expect lots of communication with the classroom teacher, attendance teacher, social worker, assistant principal, and principal.

Student Absences

Please call the Main Office to notify the school if your child will be absent. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness, or communicable disease. All students who have been absent from school (regardless of the number of days) must bring a note to the classroom teacher from their parent/guardian or doctor stating the reason for their absence. The teacher forwards the note to the Main Office where it is kept on file. Please check the school calendar carefully so that you can plan your family vacations and appointments during school breaks.

Taking your child out of school for family trips is strongly discouraged as it is academically and socially disruptive to your child's learning. If your family needs to travel for an emergency, please contact the Main Office at 631-867-3450 and let your child's teacher know. Attendance is carefully documented in the Main Office and any extended period of absence from school can result in a parent/teacher conference. If your child is sick, you can ask that a classmate bring home the homework but often without the lesson, the homework is confusing. We recommend using the time to practice basic math facts and read.

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	345 lessons
65%	67 days	13.5 weeks	405 lessons

- Most K-12 academic school years run from September – June
 - 10 months of school in a defined academic calendar year
 - If a student misses just 2 days of school each month they will have missed a total of 20 days for the school year; by most definitions the student would be categorized as chronically absent.



Did you know? Being 15 minutes late each day is the same as missing two weeks of school.



Every School Day Counts.
Every Minute is Equally Important.

District Report Cards and Grading Policy

Report cards are issued on a set schedule and Parent-Teacher Conferences are part of that schedule. Please feel free to contact the teacher by writing a note or phoning for a conference if there is a problem.

If after speaking to the teacher the problem is not solved, feel free to call the Principal.

2022-2023 Report Card Calendar

Marking Period	End of Marking Period Date	Report Cards released to Parent Portal
MP1	Wednesday, November 30, 2022	Friday, December 16, 2022
MP2	Friday, March 3, 2023	Friday, March 24, 2023
MP3	Friday, June 23, 2023	Friday, June 23, 2023

Performance Level Key
4 - Exceeding Standards: Meets requirements and exceeds expectations for grade level work. Demonstrates knowledge, understands, applies and extends learned concepts and skills. Produces work of outstanding quality.
3 - Meeting Standards: Meets requirements for grade level work. Demonstrates knowledge and understanding of learned concepts and skills. Produces quality work.
2 - Working Towards Standards: Meet some requirements for grade level work. Beginning to demonstrate knowledge and understanding of learned concepts and skills. Produces quality work inconsistently.
1 - Below Standards: Seldom meets requirements of grade level work. Demonstrates minimal knowledge and understanding of learned concepts and skills. Assistance is necessary to produce work.
A plus sign (+) indicates growth towards meeting the next performance level; a minus sign (-) indicates additional growth needed to meet the next level.

Effort/Habits of Success Key
E – Excellent
G – Good
S - Satisfactory
I - Improving
N - Needs Improvement

In order to have the best chance at success, students have to be in school on time, every day. Student grades are a reflection of the consistent effort you put into your studies in class and at home.

Home and School Communication

Parent Portal/Class Placements/Communication

- Your child's class placement and cohort grouping will be posted on the parent portal on August 19th. Kindergarten families will receive class placement information via mail.
- Please follow the link to access [Parent Portal](#). You will use the username and password that you previously selected or click *Parent Portal Registration* to create one. Please be sure to update your parent portal with current cell phone numbers and email addresses so we can contact you through our new parent communication platform, ParentSquare. . Please visit our district website for more information on all of our digital platforms, including: Classlink, Google Classroom, ParentSquare, and Parent Portal. Please see the enclosed information regarding how to access the ParentSquare app for easy accessibility on your phone.
- For easy accessibility, we have included the following links below:
 - [Parents' Guide to Google Classroom](#)
 - [ParentSquare Tutorial](#)
 - [Parent Portal Registration Instructions](#)

Contingency Procedures

Announcements of school closings or delayed openings will also be posted on the district's website, www.lindenhurstschools.org. The district also utilizes a school-to-parent communication service. Through this system, parents will receive recorded announcements via a phone call on the numbers they provide the district.

The school district reserves the right to delay the opening of, or to close schools at any time, due to inclement weather, failure in the power and/or heating systems of the schools, or for any other emergency. In the event that this procedure becomes necessary, parents should make alternate arrangements.

Under any circumstance, the decision as to whether or not your child should be sent to school, even when transportation is available, must be made by the parents.

In the event of a delayed opening, early closing or school closure due to inclement weather, or any other emergency, parents are asked to avoid calling the schools.

One-Hour Delayed Opening—approximate start of a.m. bus pickup: 9:40 am

One-Hour Delayed Opening-adjusted school hours: 10:05 am-3:30 pm
Two-Hour Delayed Opening-approximate start of a.m. bus pickup: 10:40 am
Two-Hour Delayed Opening-adjusted school hours: 11:05 am-3:30 pm

Potential Early Closings Due to Inclement Weather - Approximate PM Bus Departure
Elementary School 1:30 pm dismissal (TBA Parents Notified)

School Trips and Events

School field trips are an extension of the classroom and provide students the opportunity to make real-world connections to their grade level curriculum and standards. To participate in school field trips all students must have a permission slip signed by a parent or guardian as well as a medical form. Parents are frequently invited to accompany their child's class on trips as chaperones. Please remember—you are coming as a teacher's helper and will be assisting the whole class. A parent or relative may not take the child's sibling out of another class to attend the trip with the student. Persons under the age of 21, whether or not related to the child, are not allowed to accompany any child's class on a trip in any capacity. If your child has allergies, asthma, or other medical concerns please contact the school nurse prior to field trips. Students are only permitted to attend before and after school events sponsored by the PTA, building, or district if they were present in school on that day.

Breakfast/Lunch Program

All schools that participate in the Federal School Lunch Program must adhere to the new federal nutrition standards for school meals. These standards were interpreted from the Healthy Hunger-Free Kids Act (HHFKA) and adopted into law. Many of these new standards took effect in the 2012-13 school year, while others were slated to go into effect in future years. The purpose of the HHFKA is to ensure that meals are healthy and well-balanced and provide students with all the nutrition they need to succeed at school and encourage good nutrition.

Please be advised that for the 2022-2023 school year breakfast will cost \$1.25 and lunch will cost \$2.50. All students will be able to obtain breakfast and lunch on days when they are in school. The district is requesting that families continue to complete the Free and Reduced-Price Lunch applications as this will inform our future funding.

For information regarding our school meal programs and for Free and Reduced Price Lunch applications, visit the district website's "School Lunch Program" section at:

www.lindenhurstschools.org/news_and_information/lunch_program

Code of Conduct

District Code of Conduct:

Visit the Policies page on our district website for additional information, guidelines, and changes.

[Lindenhurst Code of Conduct PDF](#)

District Rules for Student Conduct on Buses

Visit the Transportation page on our district website for additional information, guidelines, and changes.

Social-Emotional Support

Sanford Harmony

Sanford Harmony is a social and emotional learning program used in all classrooms that helps teachers cultivate strong relationships between all students by targeting the development of social skills. By focusing on peer relationship processes we can contribute to students' academic success. The program consists of structured activities, lessons, games, and stories designed to promote learning environments that are inclusive and collaborative to support the development of healthy peer relationships.

Using age-appropriate materials, teachers facilitate lessons and activities that enhance students' communication and relationship-building skills. The five themes of Harmony are Diversity and Inclusion, Empathy and Critical Thinking, Communication, Problem-Solving, and Peer Relationships. Each of the Harmony themes addresses an important need in our school to create positive and proactive environments that support the student success of diverse students.

Meet our Mental Health Team

Our mental health team consists of our school psychologist, Ms. Tagliaferri, and our social worker Ms. Brodmerkel. Together they support students and their families with mental health resources, in-school counseling, behavior management strategies and plans, social-emotional development and learning, and special education evaluations and services.

Meet the Staff

All staff can be reached through Parent Square and/or by email. Email addresses for all staff members are their first initial and last name followed by our school domain: @lufsd.org.

Grade K	Grade 1	Grade 2
B. Capozzoli K. Dubay L. Gilhuley M. Keogh C. Paglino	T. Buonocore J. Latargia C. Pelo L. Raccomandato A. Quinn	C. Contorno J. Corrigan K. Masciana D. Rosen
Grade 3	Grade 4	Grade 5
S. Bressi A. Morales M. Rollman T. Schlitt K. Shields	H. Donnery M. Cohen C. Miller-Tiscione J. Morris F. Ulrich	C. Connell V. Dietrich J. Kick D. Spinelli J. Villardi
ENL	Special Area Teachers	Mental Health Team
G. Nowakowski V. Chojnacki S. Karabajian	Art- V. Maguire Music/Chorus- J. Liepa PE- K. Block, M. Crispo Orchestra- P. Cronin Band- A. Oliveto Library- T. Lynch	Psychologist: C. Tagliaferri Social Worker: K. Brodmerkel
Related Service Providers	AIS Reading	AIS Math
Speech: C. Donnelly OT: K. Taufman Resource/Consult- K. Parpounas Early Intervention- A. Garcia	S. Ducos G. Riccui L. Epp D. Mauro L. Burnett C. Maglio	J. Cooke R. Hennig D. Masterson T. Berry

PTA Information

Meet the PTA

Janine Haire- President
Erin Primm- Vice president
Mrs. Farrah McKenna- Second President
Michelle Adinolfi- Treasure
Kelly McNulty- Recording Secretary
Shannon Eibach- Corresponding Secretary

PTA Calendar

September 2nd	Meet the Kindergarteners
September 9th	Back to School Movie Night
September 13th	Executive Meeting- 7:00
	General Meeting- 7:30 pm
September 12-16th	Read-a-Thon
September 15-16th	Book Fair
September 15th	Theme Bingo Fundraiser
September 23 & 30th	Picture Day
September 29th	Class Parent Meeting
October 19th	General Meeting- 7: 30 pm
October 20th	Pumpkin Pick (Rain date 10/21)
October 22nd	Halloween Trunk or Treat (Raindate 10/29)
November 4th	Picture Day Retake
November 9th	General Meeting- 7: 30 pm
December 14th	Executive Meeting- 7 pm
	General Meeting- 7:30 pm
December 15-16th	Holiday Boutique
December 29th	Holiday Family Fun Day
January 12th	Theme Bingo Fundraiser
January 17th	General Meeting & Nominations- 7:30 pm
February 23rd	Winter Family Fun Day
March 7th	Nominations & Elections Meeting- 7:30 pm
March 20th	PARP Night
March 21-22nd	Scholastic Book Fair
March 31st	Spring Picture Day
March 31st	Spring Dance
April 13th	Theme Bingo Fundraiser
April 19th	Executive Meeting- 7 pm
	General Meeting- 7:30 pm
May 8-12th	Staff Appreciation Week
May 11th	Plant Sale (Rain date 5/12)
June 1-14th	Virtual Boutique
June 7th	PTA Awards and Installations 7pm
June 9th	Spring Family Fun Night

Calendar at a Glance

District Calendar

September 1 & 2	Staff Conference Day
September 5	Labor Day
September 6	First day of classes- students
September 26-27	Rosh Hashanah
October 5	Yom Kippur
October 10	Columbus Day
November 8	Superintendent's Conference Day
November 11	Veterans' Day Observed
November 18	Parent Teacher Conferences Elementary Only
November 23-25	Thanksgiving Recess
December 26- January 2	Holiday Recess
January 16	Martin Luther King Jr. Day
February 20-24	Midwinter Recess
April 3-7	Spring Recess
May 29	Memorial Day
June 19	Juneteenth

BoE Meetings

Please note- All meetings are held at 8:00 pm at the McKenna Administration Building.

Month	Business Meetings	Community Meetings
July	July 13th	
August	August 17th	
September	September 7th	September 21st
October	October 12th	October 26th
November	November 2nd	November 16th
December	December 7th	
January	January 4th	January 18th
February	February 1st	February 15th
March	March 1st	March 15th
April	April 12th	April 25th Budget Adoption*
May	May 3rd	May 16th**
June	June 7th	June 14th

* The April Community Forum Meeting is on a Tuesday. This is our BOCES Budget Vote and Election followed by the Community Forum.

** The May Community Forum Meeting is on a Tuesday. This is our Budget Vote and Election (6 am- 9 pm). The Community Form to be followed by Annual Meeting (held after the polls close). The date is set by law as the third Tuesday in May.

Parent Handbook Signature Page

Acknowledgment of Receipt of the 2022–2023 William Rall Parent Handbook

Included in this Handbook is information you will need throughout the year. Please keep this in a safe place to reference.

**Please sign and return this page to your child's teacher no later than
September 23, 2022.**

I _____ (Parent / Guardian Name) have received and read the 2022–2023 William Rall Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: William Rall's policies and procedures are subject to change to reflect the needs of the program, children, and families we serve. We may also make changes or modifications in our policies if required by our central administration. William Rall will inform parents of changes taking place whenever possible in a timely fashion.

Parent/Guardian's Name (PLEASE PRINT) _____

Parent/Guardian's Signature _____ Date _____

Student's Name (PLEASE PRINT) _____

Student's Signature _____ Date _____