

PTA HANDBOOK 2012-2013

THE ROBERT SEAMAN ELEMENTARY

Message from our Principal

Dear Parents:

This PTA Handbook has been designed to provide you with current information about the Robert Seaman Elementary School and the Jericho school community. Our school reopened on a beautiful campus in September 1996 as the district's third elementary school. The Robert Seaman School offers a full Kindergarten through Grade Five academic program with the latest in technology as well as rich offerings in the arts and physical education.

We take pride in our parent-teacher organization with its extensive and dynamic multi-level structure and its dedicated purpose — to inform and actively involve parents in supporting their youngsters' school experiences. We congratulate our hard-working corps of PTA parents who volunteer their time for our children. You will find both our PTA and school welcoming and responsive to all parents.

I applaud the efforts of the PTA parents who designed and who continually revise this fine Handbook. We can all look forward to an exceptional — and informative — school year.

Sincerely yours,



Adam D. Winnick

Principal

Table of Contents

<i>Principal's Message</i>	1
<i>Co-Presidents' Message</i>	2
<i>Code of Conduct</i>	3
<i>Staff & Faculty Assignments</i>	4-6
<i>PTA Meeting Dates</i>	7
<i>Head Class Room Representatives</i>	7
<i>PTA Guidelines</i>	8-14
<i>Megan's Law</i>	15

Electronic "Paperless" Communication

We are collecting parent e-mail addresses and sending all Seaman School/PTA information out electronically.

Also, we encourage parents to sign up for the School Notification System on the District web site www.jerichoschools.org in order to receive e-mail notification about school district events.

Message from our Co-Presidents

September 2012

Dear Seaman Families,

We are so excited to begin our new year as Co-Presidents. It is exciting to see so many of you joining our numerous and wonderful committees. We look forward to meeting and working with all of you.

In this handbook, you will find valuable information regarding the school year. The best way for you to stay informed about what is going on in our PTA is by attending as many of our meetings as possible. Meeting dates can be found on the District school calendar or our own monthly school/ PTA calendar. Please also check your emails for PTA events and reminders.

Last year was an extremely successful one. We have some exciting things planned for the students this year such as the Fall Carnival, PARP, Author Visits and class trip t-shirts for all students. Of course our fundraisers also enable us with means to provide programs and events for our children that enhance the curriculum. This is why it is so important to support our school whenever possible.

We love to hear from you! Please feel free to contact either one of us with new ideas or feedback at any time. We will also happily answer any questions you may have.

Sincerely,

Maria Bombace and Allyson Edelman

*Seaman School Student Code of Conduct***SCHOOL CODE OF CONDUCT**

1. Listen to and respect all adults in the school community.
2. Listen carefully to all directions.
3. Walk quietly through the halls.
4. Tell the truth at all times.
5. Take pride in your work and always do your best.
6. Treat others as you would like to be treated.
7. Respect other students and their property.
8. Be kind, polite and considerate of others.
9. Share with everyone and take turns.
10. Practice good sportsmanship.
11. Invite others to play with you.
12. Use appropriate words to solve problems.

CAFETERIA CODE OF CONDUCT

1. Walk, do not run.
2. Be respectful of all adults and children.
3. Pay attention to all signals from adults.
4. Include other children if they are alone.
5. Use a quiet, inside voice.
6. Get permission from an adult to leave the cafeteria.
7. Respect what others are eating.
8. Clean up after eating.

Student Use of Computer Information Resources

The Board of Education provides access to various computer information resources through the District's computer system (DCS). All use of the DCS, including independent use on and off school premises, shall be subject to acceptable student conduct. Further, all such use must be in support of education and/or research and consistent with the goals of the District.

Here at Robert Seaman Elementary School we work hard to treat everyone with respect no matter how that person looks, dresses, behaves or believes. At our school we make sure that there is dignity for all!

RECESS CODE OF CONDUCT

1. Can't say, "Can't Play!!!"
2. Share equipment and playground areas.
3. Include others in games and activities.
4. Talk out problems.
5. Always use appropriate language.
6. Play safely and fairly - indoors and outdoors.
7. Stop, look, and listen when a signal is given.
8. Get permission from an adult to leave the area.

BUS CODE OF CONDUCT

1. Listen to and respect your bus driver. Only he or she is in charge.
2. Remain seated while the bus is moving.
3. Bad language is not permitted on the bus.
4. Always talk quietly on the bus. Never scream.
5. Seat belts are available if your parents have advised you to use them.
6. If you must cross the street, always cross in front of the bus where the driver can see you.
7. Don't play with the emergency door.
8. Eating or drinking is not permitted on the bus.



Check for all upcoming events online

School Faculty Assignments 2012-2013

GRADE/SUBJECT	FACULTY	ROOM
Kdgn. A	Mrs. Nancy Sherman/Mrs. Phyllis Walters .5	4
Kdgn. B	Mrs. Kristen Freitag/Ms. Michelle Murphy/ Ms. Heather Blank/ TBA	5 5
Kdgn. C	Mrs. Lisa Fessler/Ms. Nicole DeLuca	6
1st A	Mrs. Ellen Zeises/Mrs. Anne Frischer/ Mrs. Kelly Belcastro	1 1
1st B	Ms. Fran Eldi/Mrs. Phyllis Walters .5	8
1st C	Ms. Lydia Marcucci/Ms. Danielle Russo Mrs. Denise Bungaro/Mrs. Jennie Hromin	9 9
2nd A	Mrs. Donna Lynn/ Mrs. Lori Spina	27
2nd B	Mrs. Jill Kaufman/Mrs. Denise Loguercio	29
3rd A	Mrs. Patty Glasser/Ms. Denise Goldberg/ Ms. Victoria Strocchia	18 18
3rd B	Mrs. Lynne Kane/ Ms. Lisa Viola	23
3rd C	Mrs. Kalpakis/ Mrs. Maria Iaccarino	24
4th A	Mrs. Melissa Cerullo	16
4th B	Mrs. Mona Iraggi/Mrs. Eileen Fitton	17
4th C	Ms. Lauren Saur/Mrs. Karen Lee	19
5th A	Mrs. Kathleen Treiber/Mrs. Stacey Krauser	20
5th B	Mrs. Valerie Gladd /Mrs. Denise Nieder	21
5th C	Mrs. Ronnie Horowitz/Mrs. Nancy Schubach	22

School Staff Assignments

DEPARTMENT	FACULTY MEMBER	ROOM
Art *	Mrs. Margaret Friedlander (periods 3—8)	25
FLES*	Mrs. Ilene Osroff (Mon., Wed. and Friday)	26M
FLES*	Ms. Pei-Shan Wu (Lunchtime enrichment Fridays 12-12:30 Gr.3)	26M
Hearing Impaired	Mrs. Jennifer Parlante	27
Inst. Music*	Ms. Leslie DeGioia (Mon PM, Tues and Thur. 12:30-1:55 PM)	7
Inst. Music*	Mr. Steven Marsh (Mon PM, Tues-Fri 12:30-1:55PM)	Inst. Music Rm.
Computer Lab Aide	Mrs. Elena Goldstein (8:30 AM-2:30 PM)	15
Librarian	Mrs. Lynne Mattern	Library
Math	Ms. Gabrielle DeLong	30
Music	Mrs. Deana Verone	10
Nurse	Mrs. Regina Rosenfeld	Health Office
OT/PT*	Mrs. Debbie Wanderman/Mrs. Liz Rudzewick (Tues AM /WED PM)	3
Phys. Ed.	Mr. Patrick Smith	P.E. Office
Phys. Ed.*	Mrs. Lauren Browne (periods 3-8)	P.E. Office
Psychologist	Mrs. Elyssa Crimeni	F
Reading	Mrs. Michele Malyniak	26
Reading	Ms. Maria Massari	28
Reading/Literacy Coach*	Mrs. Lisa DeRienzo (Mon., Wed., and alternating Thursdays)	28
Science*	Ms. Jacqueline O'Neill (Tues., Wed. and Thurs.)	G
Special Education Facilitator	Mrs. Beth Weissman (Mon., Thurs. and Fri.)	26
Special Education Incl. Floater	Ms. Denise Lennart	26
Speech	Mrs. Kathleen Molinski	26
Speech	Mrs. Marianne Pappas	3
Substitute Teacher	Ms. Nicole McMahon	
Learning Center	Mrs. Stephanie Damasco	2
Learning Center	Mrs. Jill Dvorznak	2
Learning Center	Mrs. Samantha Hyney	2
Learning Center	Mrs. Brenda Streitman	2
Learning Center	Mrs. Toni-Marie Uckar	2
Learning Center/ESL*	Ms. Cynthia Buccaran (AM)	3

*Shared Faculty

School Staff Assignments

<u>DEPARTMENT</u>	<u>FACULTY MEMBER</u>	<u>Room</u>
Secretary	Mrs. Susan Belfiore	Main Office
Clerk/Typist	Mrs. Denise Licari	Main Office
Aide	Mrs. Roseann Bramante (10:30 AM-1:30 PM)	
Aide	Mrs. Erin Brennan (10:30 AM-1:30 PM)	
Aide	Mrs. Janet Kramer (10:15 AM-3:15 PM)	
Aide	Mrs. Terry Pica (10:30 AM-1:30 PM)	
Aide	Mrs. Linda Werling (10:30 AM-1:30 PM)	
Head Custodian	Mr. Jacek Malecki	Custodian Office
Custodial	Mr. Julio Ortiz	
Custodial	Mr. Irek Dunski	
Custodial	Mr. Igor Volkiv	
Custodial	Mr. Jose Orlando Saravia	
Cafeteria	Mrs. Pamela Schiesser	Kitchen
Cafeteria	Mrs. Rosemarie Nieves	Kitchen

*Shared Faculty

PTA MEETING DATES

September	12	9:00am	March	13	9:00am
October	17	7:00pm	April	10	9:30am
November	14	9:30am	May	15	9:30am
January	9	9:00am	June	12	9:00am

*HEAD CLASS ROOM REPRESENTATIVES***Kindergarten**

A	Mrs. Sherman	Margarita Moshe
B	Mrs. Freitag/Ms. Murphy	Elvira Anderson
C	Mrs. Fessler	Stacey Landsberg**

Grade 1

A	Mrs. Zeises/Mrs. Frischer	Lori Hoff-Rooney
B	Ms. Eldi	Sheri Taubes
C	Ms. Marcucci/Ms. Russo	Lisa Albert**

Grade 2

A	Mrs. Lynn	Jami DeVellis**
B	Mrs. Kaufman	Juliette Kim

Grade 3

A	Mrs. Glasser	Alana Sabesan
B	Mrs. Kane	Margery Frank**
C	Mrs. Kalpakis	Christine Kasper

Grade 4

A	Mrs. Cerullo	Linda Ferdico
B	Mrs. Iraggi	Anjali Gopalani
C	Ms. Saur	Sheryl Glovin**

Grade 5

A	Mrs. Treiber	Jill Rosenblatt**
B	Mrs. Gladd	Sherli Saed
C	Mrs. Horowitz	Jayoung Lee

***denotes Head Grade Representative*

GUIDELINES

GENERAL INFORMATION:

Have a question?

General questions or concerns regarding the Seaman Elementary School are best addressed by calling the Main Office at 203-3630 for assistance.

What is the Chain of Communication for Elementary School Parents?

If you have any questions or suggestions regarding your child's education, please use the following steps as a guide:

1. Please call, e-mail or make an appointment with your child's teacher.
2. If further clarification is necessary, please contact the school's Principal. All calls directed to the Principal are maintained in a telephone log.
3. For additional assistance, you may contact offices of the Jericho School District's Assistant Superintendents or Superintendent.
4. As a last step, you may contact members of the Jericho Board of Education.

What is the Board of Education?

The Jericho Board of Education is comprised of five members, all of whom are elected to three-year non-salaried terms. The 2012-2013 Board members are: Joseph H. Lorintz (*President*); William Ferro (*Vice President*); Shawn Gladstone, Claire Hochheiser, and Barbara Krieger. Board of Education Meetings are held monthly, beginning at 7:30 pm. In addition, the Board conducts many informational meetings with parents and students. The Board welcomes citizens' participation and attendance at all meetings and school functions. Monthly school board meetings provide a forum to discuss general school concerns and programs and typically include a time for the public to be heard. However, this is not the appropriate forum for individual problems.

Annual elections and the District's School Budget are voted upon every May.

How do I join the Seaman PTA?

All parents are eligible for membership in the Parents/Teachers Association (PTA) upon payment of their annual \$10 per family dues. The PTA holds its General Membership Meetings every month in the Seaman Cafeteria. Any parents interested in participating in this year's scheduled PTA events are welcome to contact any of the chair people of the committees that interest them. Additionally, messages can be sent with your child to school and forwarded to the Main Office where there is a "PTA Mailbox" for such correspondence. We assure a prompt response to all inquiries. We need your participation and support!

GENERAL INFORMATION: (continued)

What is the SEPTA?

The Jericho SEPTA organization is a district-wide Special Education Parent Teacher Association that supports and promotes a greater awareness of special education. Membership is open to every family in the Jericho School District. For information, please contact Francie Gansl, SEPTA Liaison.

What is the Jericho Joint PTA Council?

The Jericho PTA Council, organized under the authority of the New York State PTA, consists of local PTA representatives. Its objectives include providing information and training, coordinating the efforts of school PTA's, and encouraging and supporting attendance at district and state conferences and workshops. The Council meets regularly with the Superintendent and other faculty members to discuss areas of concern and interest to the Jericho School District.

How can I contact my child's teacher?

As an established school policy, teachers are NOT called from their classrooms to answer telephone calls as it interrupts the instructional program. All teachers can be reached by either sending a note with your child, by calling the Main Office and leaving a message for that teacher, or by e-mail.

Who may use the office telephone?

The school's Main Office facilities are limited. Therefore, parents are asked not to call the school and ask that messages be delivered to their children. In addition, children are not permitted to use the phone for personal calls unless there is an emergency.

What is the school's visiting policy?

All parents or visitors are instructed to use the parking lot entrance and must report to the Main Office upon entrance into the building. Please remember that baby carriages or strollers are not permitted in the building as they present potential safety and exit hazards.

How do I get class assignments when my child is absent?

Homework is available on Edline.net, which is accessible at www.jerichoschools.org/edline/. Also, please provide teachers with advance notice if you want to pick up books for your child's homework. Please call the office in the morning to notify the teacher, who can then have sufficient opportunity to have the books ready by dismissal. The assignment can be brought home by another student or picked up at the Main Office.

GENERAL INFORMATION: (continued)

What is the procedure for releasing children from school?

The Seaman School's administration continues to take every reasonable precaution and measure in order to assure the maximum security of all school children. Therefore, no child is released from school unless their parent or someone designated by such, in writing, is present for their release. Identification will be required at the Main Office.

ACADEMIC INFORMATION:

How and when can I review my child's permanent records?

A student's permanent records may be reviewed by the child's parents at any time by making an appointment with the principal. These records include:

1. Registration information.
2. Attendance information.
3. Copies of all report cards.
4. Standardized test results.
5. Progress information pertaining to all programs.

What are the grade assessments and when are they administered?

The following assessments are scheduled for the 2012–2013 academic school year:

1. A Literacy Profile (WRAP) is created for each child in Kindergarten through Grade 5 (fall, winter, and spring).
2. In April, English Language Arts Assessments will be administered to students in Grades 3, 4, and 5.
3. In April, Mathematics Assessments will be administered to students in Grades 3, 4, and 5.
4. In May and June, an Elementary Level Science Assessment will be administered to students in Grade 4.



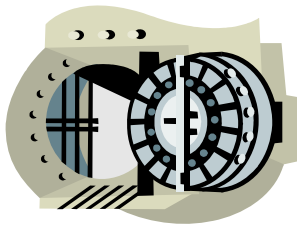
MISCELLANEOUS INFORMATION:

What's for lunch?

All children are welcome to bring their own lunch from home each day. As another option, our Cafeteria provides a complete meal, including milk, for \$2.60. The cost of a pint of skim or chocolate milk is 40 cents. Children pay for their lunch on a daily or school term basis. A monthly calendar of school lunch menus is distributed to all students.



It is the parent's responsibility to provide their children with lunch or lunch money. However, no child will be allowed to go hungry. If your child forgets lunch money, he or she is welcome to borrow from either the class treasury or our Main Office with the understanding that repayment will be made the following school day. As a school we promote healthy choices and snacks.



Money and valuables?

Parents are asked to instruct their children not to bring money (except for lunch or snack), valuables, electronic gadgets and/or collectibles to school.

How can I express appreciation to my child's teachers and aides?

Board of Education Policy No. 8400.1 states, "Every officer or employee of the Jericho Public Schools...shall not accept any gifts with the aggregate value exceeding Seventy-Five Dollars in any one school year from any one source."



MEDICAL INFORMATION:

How and when do I explain my child's absence from school?

A note explaining your child's absence is required the day they return to school. During school hours, please contact the Nurse, Mrs. Rosenfeld at 203-3600, Extension 5284.



Communicable Diseases

We ask the full cooperation of all parents in order to prevent outbreaks. When your child is diagnosed as having a communicable disease (strep throat, chicken pox, pediculosis, etc.) please promptly notify the school nurse. This will enable her to alert the parents of the other children in your child's class to be sensitive to particular symptoms and thereby help prevent its perpetual spread to other students, including siblings. Please be assured that the school's notice will not contain your child's name.

Administration of Medication in School

The New York State Bureau of Health Services does not permit the school nurse to administer any medication (including over-the-counter) without:

1. A written request by the student's parent, and
2. A written request by the student's physician indicating the child's name, the prescribed medication, dosage and frequency. Medication must be in its original sealed container and brought directly to the Health Office. Students may not keep medication in their desks.

Medical Forms

Photocopies of any medical documents (physicals, immunizations, etc.) will be accepted **only** with a doctor's stamp and live signature affixed. **Medical documents may be faxed directly from the doctor's office to the school.** The fax number is 681-9493, and the document should be sent to the attention of the Health Office.

What if my child is unable to participate in Physical Education class?

Students who are to be excused from gym for more than two classes require a Physician's written excuse. On these days, students will not participate in recess as well. In order to resume Physical Education classes, written permission from the Physician is required.

How do I request my child's early dismissal?

We ask that parents schedule all dental, medical and other appointments for their children during non-school hours so that they do not miss valuable class time. The last half hour of each school day is as much a part of the school day as any other time. Therefore, please refrain from asking to have your child released during this period.

TRANSPORTATION INFORMATION:

Arrival and Dismissal

School hours are from 8:25 AM until 2:55 PM. In order to provide for the supervision of all children, it is requested that they not arrive at school earlier than 8:15 AM. For all parent pick-ups after 2:40pm, please meet your child(ren) in the cafeteria.



Bus Safety

The Board of Education expects students to observe all bus regulations. Any student that does not follow the rules or directives of the bus drivers and other staff in authority will be subject to disciplinary actions by the Principal.

Bus Transportation

For information regarding bus schedules, delays and/or inquiries regarding items left on buses, please contact Ms. Lori-Ann Savino at 203-3600, Extension 3244 / 3245.

Bicycle Riders

Bicycle racks have been provided adjacent to the school building for our children. School Board policy does not permit bicycles to be ridden on school grounds. It is recommended that bicycles be chain-locked to these racks as the school assumes no responsibility for loss or damages.

What are the Seaman Elementary School's traffic instructions?

The New York State law prohibits the passing of a stopped school bus with flashing lights as such actions needlessly endanger all children. In order to assure a safe and orderly process, all arrivals and dismissals for the Seaman School have been established as follows:

1. Only school buses may use the front circular driveway.
2. All carpools and passenger vehicles must use the main door (parking lot) entrance at the North side of the school for student drop-off. At the conclusion of the school day, all vehicles will be held in this lot until the last school bus has left our grounds.
3. All walkers and bicyclists will use the field side entrance doors in order to avoid crossing the aforementioned vehicular paths.

Your cooperation is fully expected and patience kindly appreciated.

School Closing & Delayed Opening

Please do not call the school in the event of severe weather closings or delayed openings. A delay of sixty (60) minutes would indicate that school bus pick-up times and school opening time would be sixty (60) minutes later than usual. The dismissal time would remain the same. For the latest information, please refer to the district website www.jerichoschools.org as well as local media.

CHILDREN'S ACTIVITIES:

Cultural Arts

Cultural Arts will begin in November and end in February. All district-resident children, Grades K through 5, are eligible to attend these classes on Thursday afternoons. There is a monetary charge for attendance. Transportation home from these workshops is the parents' responsibility. For additional information, please call 203-3600, Extension 5414.



Swim Program

The swim program is held at Jericho High School. For additional information, please contact the Saturday Swim Coordinator at the High School Athletic Office, 203-3600, Extension 3249.

The Jericho Athletic Association (JAA)

Organized instructional sport programs are provided for our children in baseball, softball, soccer, basketball, and lacrosse. Please watch for notices from school and announcements in the Syosset-Jericho Tribune concerning these programs. Parents may address inquiries to: P.O. Box 152, Jericho, NY or www.JAASPORTS.org



Project Safe Time

Supervised after-school child care for students in grades K-5 from 3:00 PM until 6:00 PM is conducted on days when school is in full session. Children are bused to the school site. For additional information, please contact the District's Assistant Superintendent for Facilities, Dr. Ben Ciuffo, at 203-3600, Extension 3203.

What are my child's responsibilities?

One of the prime objectives of the elementary school is to train children to be independent and to help children acquire worthwhile work habits. You can help the school achieve this objective by seeing that your child comes to school prepared for the day. Lunch or lunch money, sneakers, glasses, textbooks, homework, notebooks, etc., are all part of the day's preparations. No hats (except for religious observance) are permitted in school.

MEGAN'S LAW

Parents For Megan's Law (PFML), an organization funded by the county, state and federal government to provide community level support with sex offender notification, has developed a Sex Offender Email Alert Program. This service will actively inform subscribers each time the organization is notified by either the Suffolk or Nassau County Police Departments of a moderate or high-risk sex offender. Be advised, at this time, Parents For Megan's Law is only notified of offenders residing within the Suffolk and Nassau County Police Department's jurisdiction, not within all local municipal police departments. All information on registered sex offenders is always available at no cost from:

www.parentsformeganslaw.com.

Registration information for the Sex Offender Email Alert Program is available at this site as well. Each time a moderate or high-risk sex offender notification from Suffolk or Nassau County is disseminated, PFML will place that information, including photo, on their website. After signing up for the program, subscribers receive email alerts informing them of the offender's name, date of birth, zip code and a link to the page on the website where the entire notification, including a photo can be viewed. Individuals who do not have Internet access can contact the PFML Helpline at (631) 689-2672 for additional instructions.

