

The Learning Community  
at Broadalbin-Perth

# School and Home Handbook



**2009-2010**

**A Parent's Guide to the K-2 Primary Education**

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Dear Parent (s)/Guardian (s),

The contents of this Family Handbook are intended to familiarize you and your child with all aspects of The Learning Community program. To acknowledge receipt of the Handbook, please review this statement and return a signed copy to the office.

"I understand and consent to the responsibilities outlined in The Learning Community at Broadalbin-Perth School and Home Handbook. I also understand and agree that my child shall be responsible for the behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I also understand that any student who violates the student code of conduct shall be subjected to disciplinary action, up to and including suspension from school."

"I understand that the Broadalbin-Perth School District does not discriminate on the basis of disability with regard to admission or access to, treatment or employment in school program and activities."

"I understand that as a parent of a student under eighteen years of age, I have the right to inspect and review any and all official records, files, and data directly related to my child, including all material that is incorporated into each student's cumulative record folder and intended for school use. The cumulative record folder specifically includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement, attendance date, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings on observations, and verified reports of serious or recurrent behavior patterns. Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than the custodial parent or school employees and officials without written consent of the parent."

"I also understand that certain student information (a.k.a. directory information including a student's address, telephone number, date and place of birth, honors and awards and dates of attendance) can be released, by law, upon anyone's request. Parents requesting that directory information not be released this year should notify The Learning Community principal, in writing, by Friday, September 18th.

"Lastly, I understand and have discussed with my child the information regarding the Broadalbin-Perth School District's emergency plans."

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### **FAMILY HANDBOOK**

Once you have read through this handbook, please sign and return to the office by Friday, September 18th, 2009.

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Parent Signature

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Student Name

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Date

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## Mission Statement

Broadalbin-Perth Central School District provides a stimulating and safe environment of success for lifelong learning. Students of all ages will develop intellectually, emotionally, socially, physically and creatively through the cooperative efforts of school and community, all striving for excellence.

## THE LEARNING COMMUNITY

**PRINCIPAL** - Mrs. Teresa LaFountain

**SECRETARY** - Ms. Susan Manell

**SCHOOL NURSE** - Mrs. Carol Lempke

**SOCIAL WORKER** - Miss Lauren Christiano

### SPECIAL AREA TEACHERS

ART - Mrs. Plunkett

COMPUTER—Mrs. Topper

LITERACY—Miss Kelly VanSchaick  
Mrs. Hamel, Mrs. Sniezyk

MUSIC - Mrs. Rasefske

MEDIA CENTER - Ms. Schery

PHYSICAL EDUCATION - Mr. Richards  
and Mr. Klug

### SPECIAL EDUCATION

Mr. Strait  
Mrs. Sanders  
Mrs. Loatman  
Mrs. Womer

### CLASSROOM TEACHERS

PRE-K  
Mrs. Barker                      Mrs. Scott

KINDERGARTEN  
Mrs. Aery                      Mrs. Klein  
Mrs. Arehart                  Mrs. Richards  
Mrs. Floyd                      Ms. Schwartz

GRADE 1  
Ms. Argotsinger              Mrs. Murphy  
Ms. Farrant                      Mrs. Rogers  
Mrs. Morrissey                Mrs. Tomlinson

GRADE 2  
Mrs. Blaha                      Mrs. Marsden  
Mrs. Hartney                  Mrs. Sullivan  
Mr. Izzo                          Mrs. Townsend

### SUPPORT SERVICES

Mrs. Alric (Speech)  
Mrs. Galati (Speech)  
Mrs. Sargalis/Mrs. Munn (PT)  
Mrs. Couperus (OT)

# Important Telephone Numbers

Superintendent, Mr. Stephen Tomlinson .....	954-2500
Assistant Superintendent, Mr. Marco Zumbolo.....	-2500
Secretary, Mrs. Georgia Baldwin.....	-2500
Transportation Department, Mrs. Bonnie Horton-Olbie .....	954-2570
Cafeteria Supervisor, Mr. George Hanstein .....	-2667
Athletic Director, Mr. Adam Barnhart.....	-2604
Dir. of Special Programs/Chairperson, Ms. Christine Foglia...	-2725
High School Principal, Mrs. Robin Blowers .....	954-2600
High School Assistant Principal, Mr. Adam Barnhart .....	-2604
Office Secretary, Mrs. Narda Giaconia .....	-2600
Guidance Secretary, Ms. Kim Hughes .....	-2620
Social Worker, Mr. Marshall Gottung.....	-2625
Middle School Principal, Mr. Wayne Bell.....	954-2700
Office Secretary, Ms. Kim Armer.....	-2700
Social Worker, Ms. Kathleen Dufresne .....	-2722
Intermediate School Principal, Mr. Dan Casey.....	954-2750
Office Secretary, Mrs. Mary Ann Bryk .....	-2750
Social Worker, Mrs. Andrea Hamill.....	-2722
The Learning Community Prin, Mrs. Teresa LaFountain.....	954-2650
The Learning Community Office Fax Number .....	-2659
Office Secretary, Ms. Susan Manell .....	-2650
Media Center, Ms. Carol Schery ..	-2690
Social Worker, Miss Lauren Christiano.....	-2671
School Nurse, Mrs. Carol Lempke .....	-2660

## After School Activities



The Broadalbin-Perth School District expects the same in-school high standard of conduct during after school activities from its students, faculty and visitors. The school district will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic and other programs and activities.

The use of district facilities such as classrooms, cafeterias and kitchens, gymnasiums, auditorium or playing fields are to be scheduled through the District Offices. A facilities request form is to be completed and forwarded to the District Offices for approval.

Entrance and exit doorways are often locked during after school hours. Because of these security measures, bathrooms may not be available to out-of-door, after school activity personnel and spectators.

During after school hours, it is recommended that children on the playground be supervised by an adult and adhere to the safety rules designated during school hours.

## AIDS Instruction

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The Learning Community provides age-appropriate instruction; a copy of the course outline is located in the main office for public information.

## Assemblies

Student assemblies are seen as part of the overall educational program. School assemblies, including The Learning Community's Morning Program, are held in either The Learning Community gymnasium or auditorium located on the High School



site. Students are reminded of proper performance etiquette at assemblies to ensure a responsible and positive audience.

Rules of auditorium etiquette are as follows:

1. Neither food nor drink is allowed in the auditorium.
2. For safety factors, center and side aisles are to remain clear throughout the performance.
3. Younger children, as invited guests, are to remain at all times with the parent or guardian. It is requested that a parent remove any child who may be a distraction to the performers and/or audience.
4. Video cameras on tripods are to be set up at back of auditorium. Any hand-held camera may be used from seat if it does not hinder audience view.

## Attendance (Absences And Excuses)

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor from six to sixteen years of age shall regularly attend school full time, unless the student has completed a four-year high school course of study. The following reasons for student absences from school are recognized as legal excuses according to the Education Law: personal ill-

ness, illness or death in the family, impassable roads or weather making travel unsafe, religious observance, attendance at a medical clinic, approved school-sponsored trips, quarantine and required court appearances.

For each absence, it is the parent's responsibility to provide a written excuse containing the reason and date of absence. This note should be forwarded to the nurse's office upon the child's return to school.

The Broadalbin-Perth School District believes that it is important that students are attending school on time in order to ensure an orderly and non-disruptive environment for learning. Student arrival via school bus or parental drop-off is expected between 8:15-8:30. Any student arriving after 8:35 is considered tardy. Tardiness, whether the fault of the parent or child, cannot be excused. A written note explaining the cause of lateness is required. Excessive tardiness and absences are not conducive to good work habits or learning. Parents should make every effort to have the student in attendance at The Learning Community on a daily basis.

## PERFECT ATTENDANCE AWARD

The BP Perfect Attendance Award is given to any student who attends school every day that school is in session. The student must be present in school no later than 8:30 a.m. and remain in school until 2:45 p.m. Absence from school for any reason such as doctor's appointments, sickness, family obligations and family emergencies, etc. will eliminate any student from receiving Perfect Attendance Award consideration.



## The Learning Community Banking Program



A weekly school-banking program is offered to all kindergarten through second grade students. The banking program is offered through First Niagara Bank and our local branch is on Maple Avenue in Amsterdam adjacent to Ponderosa.

Students participating in the program must complete and sign an enrollment card. The enrollment card must include the student's social security number, address and phone number, date of birth, and his/her signature. A parent or guardian must also sign the bank enrollment card. At the time of enrollment, First Niagara Bank will deposit \$1 in the student's account to get them started! Enrollment packets are available in the main office and can be obtained anytime during the school year.

**School banking** will take place on every Friday that school is in session. A deposit can be made for as little as 25 cents per week. Once a student makes his/her first deposit, he/she will be provided with a zip-lock banking bag for use on future banking days. Cash withdrawals cannot be made in school; however, they can be made at any First Niagara branch. Cash withdrawals require the student's signature plus at least one parent signature whose name is on the enrollment card. For withdrawal convenience, it is suggested that both parents sign the enrollment card.

Throughout the school year numerous incentives are given to students who demonstrate a commitment to saving money. Incentives are based on consistent banking and not on the amount of money deposited each week. Please contact the building principal with any questions regarding the banking program.

## Bus Safety

### Rules

New York State Law makes it illegal to pass or overtake a stopped school bus displaying red warning lights on school property. The same fines and penalties apply as if the bus were on a highway.



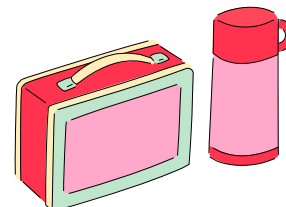
In order that the bus ride to and from school may be safe, all TLC students are informed of safety rules throughout the school year. The rules are as follows:

1. The driver is in charge of all its riders. Students are to promptly obey the bus driver's commands.
2. A student rider is to be at the bus stop on time for am pick-up.
3. A student rider is to remain off the roadway while waiting for bus pick-up.
4. A student rider is to cross the street or road so the bus driver can see the student and only after the bus driver has signaled that it is safe to do so.
5. While boarding or disembarking from the bus, the use of safety rails will be of assistance. A student rider is expected to enter and leave the bus in an orderly manner and only when the door is fully opened.
6. A student rider is to promptly sit in a seat as designated by the bus driver.
7. While riding the bus, a student rider is to: remain seated at all times while the bus is in motion, keep head and limbs inside the bus, keep all noise at a low level, refrain from any and all aggressive behavior, keep all objects inside the bus, clean up any debris, and keep feet and other personal belongings out of the aisle.
8. Eating and drinking is prohibited.
9. A student rider is to walk to an awaiting bus for pick-up.

Upon receipt of a written conduct referral from a bus driver, disciplinary action will be taken by the Building Principal as follows: 1) a warning with written notification forwarded to the parent, 2) a loss of bus privilege for one, three or five days and parental notification, 3) a loss of bus privilege for an extended period of time and parental conference with bus driver, 4) notification to Superintendent of Schools with a request for a parental and student meeting. **Depending on the severity and/or frequency of the offense, the sequence of disciplinary action may be altered at the discretion of the Building Principal.**

## Cafeteria

With the exception of the student who has been pre-approved for free food services, all other children are expected to pay at time



of food servicing at breakfast or lunch. If a student does not have money to pay for either breakfast or lunch, the cost will be charged to the student and a meal provided to the child. Parents will be notified of all food service charges and are responsible for payment. Questions regarding charges are to be directed to The Learning Community Cafeteria Manager.

Lunchtime in the cafeteria is both a place of eating and socializing. To enjoy both the food and friends, it is imperative that the cafeteria rules be followed:

1. Food is to be eaten in the cafeteria and not taken into hallways.
2. Children are to stand quietly and politely in lunch lines without pushing or getting out of line.

3. Children are to move cautiously to their pre-assigned tables and remain in their seats until time of throw-away.

4. Food is to be eaten, not thrown or played with.

5. Children are to eat their own food and allow neighboring students to do the same. Food is not to be traded.

6. Expected behavior at lunchtime in the cafeteria is no different than expected behavior within the school day; children are expected to follow the Golden Rules.

7. Every child is responsible for cleaning the table and floor and throwing away trash.

8. Children are to return all trays, dishes and utensils to the appropriate dishwasher window.

## Computer Use

District networked computers give K-2 students access to a variety of educational programs, application programs as well as the internet. Providing a safe environment for



using the internet is done by educating students about the pros and cons of the internet world. As with other safety issues, parents and schools work together to discuss, teach and monitor students until they have

an understanding and appreciation for their environment. Our school has established rules for computer use that all students are expected to follow. Computer use is for educational purposes only. Internet usage is with teacher's approval only. If you have objections to your child using the internet at school, you should discuss your concerns with your child's teacher. If you still have concerns, please send written notification to the building principal. We encourage all families to establish ground rules for children using the internet at home.

## Conferences

Parent-Teacher conferences are an important element in reporting student progress to parents. In November, two days are set aside for scheduled meetings between teacher and parent. If a parent cannot attend a scheduled conference, the parent is asked to notify the school in advance so



that another time and date may be rearranged. Although time permits only a limited number of conference days, a parent may initiate a conference at anytime by telephoning the main office and requesting an appointment with a teacher, support staff member and/or Building Principal.

## Counseling Services

The Broadalbin-Perth School District is fortunate to have the services of a social worker on site daily at The Learning Community. The Learning Community social worker offers both individual and group counseling to students and families. The social worker is also responsible for the development and implementation of "Banana Splits", a counseling group for students in grades K-2 who are presently coping with separation in the form of a family divorce, death or other situations of separation. Counseling permission forms are available from the social worker or the Building Principal.

## Day Care Programs, Before And After School

For those parents whose work schedules are not conducive to school hours (8:15am - 3:05pm), Before and/or After School Day Care Programs are available only on days when school is in session and at the following times:

Before School Program -  
7:05-8:15 students in grades K-5

After School Program -  
2:50-5:55 students in grades K-5

For interested parents, a registration form must be completed **24 hours in advance** and forwarded to the main office.

The following criteria must be met in order to qualify for the Before and/or After School Programs:

1. Both parents or the single parent must be working or college bound during the requested hours of the program.
2. Payment for the program is to be met upon the time schedule as indicated; an outstanding balance will disqualify your child from the program.
3. Parental drop-off (Before School) and pick-up (After School) is necessary within the times indicated. Bus transportation is not available for those students, K-5, attending these programs.
4. Although the parent may select days of attendance for the child, attendance is to be consistent. The programs are not intended for sporadic, inconsistent attendance.

The Before and After School Programs are not intended to be used on an emergency basis. If an emergency occurs (ex., car breakdown), the parent may telephone the main office and discuss the situation with the Building Principal. The safety and welfare of the child will always be the Primary School's first priority; no child will be left unattended while waiting for a late arriving parent.

## Disciplinary Code

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student in The Learning Community is responsible for his/her own behavior. Rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classroom and throughout the school. Every classroom and special area teacher is responsible for designing and implementing an assertive discipline plan for students. An assertive discipline plan will include classroom rules and consequences to include parental notification and conferencing with The Learning Community Principal. The Building Principal will first review the student's disciplinary record and consider the circumstances which led to the violation of the school code before assigning the consequence. Parents will be notified in either writing (discipline referral notice and/or via telephone) when disciplinary action needs to be taken. Students who fail to meet these standards and violate school rules are subject to appropriate disciplinary action. Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing inappropriate behavior, and action will be appropriate to the seriousness of the offense.

Disciplinary action will be taken by the Building Principal for the following student misbehaviors: disorderly conduct (including physical and verbal aggression, abusive language and gestures, creation of a hazardous condition, unreasonable noise or disruption and insubordination. The sequence of disciplinary action is as follows: 1) a warning to the student, 2) loss of privileges and parental notification, 3) in-school suspension and parental conference, 4) out-of-school suspension and parental conference and 5) notification to Superintendent of Schools with a request for a

parental and student meeting. **Depending on the severity and/or frequency of the offense, the sequence of disciplinary action may be altered at the discretion of the Building Principal.** A complete version of the district code of conduct is available on the BPCSD website. Upon request, a copy of the school district code of conduct behavior plan will be provided.

**DRESS CODE** - Appropriate attire is a necessity for all Learning Community children. All students are expected to dress in clothes that do not cause disruption to the orderly management of a school/classroom environment or pose a danger to themselves or others. Learning Community students are given daily opportunities to play out-of-doors during **all** seasons and clothing items such as water-proof boots, suits, mittens and hats are highly recommended. All outer clothing, including hats and boots, are to be removed upon entering the classroom. Neither flip flops or athletic shoes with wheels are permitted in school.

**VANDALISM** - All students are expected to respect and care for Broadalbin-Perth property. Acts of vandalism (the willful or negligent act of destroying, damaging or defacing school property) are serious flagrant acts against the school district and community. If a student damages school property, disciplinary action (as stated above) will be taken **and** monetary reimbursement to the district for the value of the damaged property (State law now permits parental liability for up to \$2500) will become the responsibility of the parent.

**POSSESSION/USE/SALE OF DRUGS OR ALCOHOL** - The Broadalbin-Perth School District is committed to the prevention of drugs and alcohol substance abuse. No student may use, possess, sell or distribute drugs or alcohol, nor may a student

use or possess drug paraphernalia on school grounds or at school-sponsored events (with the exception of drugs prescribed by a physician). Any drug or alcohol substances found shall be confiscated by school personnel with immediate parental notification. Appropriate disciplinary action will be taken, up to and including expulsion. In its effort to maintain a drug-free environment, the district shall cooperate fully with local, state and/or federal law enforcement agencies.

**SMOKING ON SCHOOL PREMISES**- Due to health hazards associated with smoking and in accordance with federal and state law, students, staff and other visitors are forbidden to use or possess tobacco and tobacco-related products. All Broadalbin-Perth school premises, including parking lots, playing fields, school buses as well as in school buildings, are smoke-free. Any tobacco products possessed by a student shall be confiscated with immediate parental notification. Appropriate action will be taken, up to and including out-of-school suspension.

**DANGEROUS WEAPONS** - Students are forbidden to have in their possession on school premises any object which is not necessary for school activities and which could be used as a weapon capable of inflicting bodily harm. Federal law requires that a school district suspend for at least one year any student who is determined to have brought a weapon to school. The Superintendent of Schools is permitted to review the disciplinary action and may modify the suspension on a case-by-case basis based on criteria including but not limited to: the age of the student, the student's grade in school, the student's prior disciplinary record, the Superintendent's belief that other forms of discipline may be more effective, input from the parent and teachers, and other extenuating circumstances.

## Dismissal Precautions Regulation

In order to ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the Primary School. **No** student may be released to the custody of **any** individual who is not the custodial parent or guardian of the student without consent of the custodial parent/guardian. A visitor coming to The Learning Community for the purpose of student pick-up is governed by the following rules:

1. Student dismissal by pick-up is at 2:45 for students in grades K-2. **Pick-up prior to that time will be noted on a student's attendance as an early release and a note must be provided.** Emergency or appointment pick-ups may be made anytime during school hours. Please provide a note with your child the morning of the appointment so the teacher will be prepared with homework, etc. In the event of any emergency pick-up, students will be called to the main office to meet the pick-up person; students must then be signed out with main office personnel.



2. For safety reasons, the pick-up person may be asked to show identification to school personnel prior to student dismissal.

3. The pick-up person is to wait in the lobby until the doors are opened and then proceed to the pick-up location.

4. The pick-up person is to sign out on the clipboard with school personnel. Pick-up dismissal for grades K-2 is in either the gymnasium or Media Center.

## Electronic Devices

All electronic devices, including hand held games, CD players, MP3 players and cellular phones are not allowed to be used during the school day and will be taken to the office. Please discourage your child from bringing these items to school. These valuable items often create distractions to our students.

## Emergency Management Plan

In accordance with regulations of the Commissioner of Education, the Broadalbin-Perth School District has developed an Emergency Management Plan to safeguard the safety and health of students and faculty in the event of a true emergency. In the event of an emergency, room parents from individual classrooms will be contacted via telephone. They, in turn, are responsible for contacting all parents of students in the classroom and will give pertinent information regarding the nature of the emergency and the dismissal time and location of students. Parents are asked to refrain from calling the school as limited telephone lines will be used to contact room parents and to take incoming calls from them. Students are bussed to locations as designated on the emergency forms as completed by the parent.

## Emergency Closing

The Superintendent of Schools may close the schools or dismiss students and faculty early when hazardous weather or other emergencies (i.e., bomb threat, no water supply, etc.) threaten health or safety. Our district uses an automated telephone system to notify parents of emergency closings. It is important that the school is informed of any new home or work numbers. Parents are asked to listen to any of the following stations for school closing information:

WRGB TV Channel 6, WNYT TV Channel 13, WTEN TV Channel 10, WGY 810AM, WGNA 1460AM, WIZR 930AM, WENT 1340AM, WCSS 1490AM, WBUG 1570AM, and WROW 590AM.

If dismissing early, students will be bussed to the location you chose on the emergency closing information form.

**SAFETY DRILL** - The Building Principal is responsible for conducting safety drills in order to inform faculty of a lockdown necessity (i.e., a violent intruder in the school) and to practice lockdown procedures with their Learning Community students. All exit routes are locked and no student, faculty member or visitor is allowed to enter or exit during any lockdown drill.

**FIRE DRILL** - The Building Principal is responsible for conducting fire drills in order to instruct students and faculty in exiting The Learning Community building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits as well as fire drill procedures. Exit routes are posted in each classroom.

**BUS SAFETY DRILLS** - The Building Principal is responsible for conducting bus safety drills. All students and faculty members are instructed in the identification of an emergency bus situation as well as emergency exit procedures. A bus safety drill also includes the reiteration of bus safety rules while students are riding to and from school.

## Fees, Fines And Charges

The Learning Community students are expected to exercise reasonable care in the use of school equipment and materials. Any incurred damage to or loss of school equipment or materials such as library or text-

books due to misuse or negligence will become the monetary responsibility of the parent. If a paid-for item is relocated, any monies paid will be returned.

A parent is expected to pay all encumbered Before- and/or After-School Program charges on a regular basis as designated by the payment schedule. A more flexible payment schedule is available depending on need and discussion with the Building Principal.

A parent is expected to pay all breakfast and/or lunch student charges.

**In order for a parent to receive the student's final report card in June, all fees, fines, and charges must be rectified by the end of the school year.**

## Field Trips

Field trips extend student learning experiences into the community. Anytime throughout the school year, faculty members may schedule field trips that are deemed educational, relate to the curriculum being taught in the classroom and are age-appropriate. In order for a field trip to be approved, one adult chaperone must be available for every ten Learning Community children attending the field trip. Although a minimum of adult chaperones are a necessity and are assigned to buses, other interested parents may elect to travel in their own vehicles. Students must travel to and from the field trip site on school buses unless permission has been granted from the Building Principal. For a student to be permitted to attend a field trip, a parent must sign and forward to school a field trip permission slip. Depending on the specific event and/or place of the field trip, parents may be asked to pay a fee for their children's attendance.



## Free Or Reduced Price Food Services

The nutrition of our Broadalbin-Perth students is an important factor in their education progress. The Learning Community therefore participates in federally-funded school breakfast and lunch programs, and shall provide free or reduced food services to qualified district students. Free or Reduced Breakfast/Lunch forms are available through the main office or can be requested from the Cafeteria Manager. All information regarding free or reduced price food services is kept confidential.

## Hallway Rules

Because The Learning Community students visit many different locations during the school day, it is imperative that corridor rules be followed:

1. Children are to walk quietly at all times.
2. Children are to assist in keeping hallways and walls clean and free from litter.
3. Eating or drinking is not permitted in the hallways.
4. Children are to be aware and considerate of art work and other displays found on walls and bulletin boards.
5. Children are to walk on the right side of the hallway, yielding the right-of-way to others.

## Health Services

The Learning Community Nurse will provide all health-related services to students, including emergency first aid care for students in accidental or unexpected medical situations. Because the school nurse is not allowed by state law to give any treatment beyond emergency first aid care, a parent will be immediately notified in the event of an emergency injury.

If a student needs to take medication during the school day, the following rules are strictly enforced: a written parental note is to be forwarded to the school giving the nurse permission to store and administer the medication and a doctor's written note is to be forwarded to the school with instructions regarding dosage, frequency of administering, etc.

All medications are to be forwarded to the school nurse. No Learning Community student is permitted to have any medication (either prescribed or over-the-counter) in his/her possession while in attendance at school.

## Homework

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, encouraging student self-initiative and involving the parent. Homework begins as early as the primary level. Studies have shown that students who complete their homework throughout their years in school tend to be successful throughout their lives. Completing homework builds responsibility in a student.

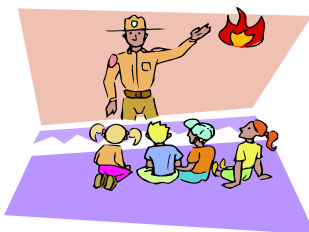
Homework is often used as a review or reinforcement of a concept that was previously learned in school. Parents are often urged to use homework time as a setting where they can sit down to oversee the process. Parents are asked to check the child's homework to see if it was done correctly. A parent is a very valuable and useful partner in the homework situation. A parent's responsibility is to ensure that the child's homework is completed on time and with pride.

Each classroom and special area teacher will inform parents of his/her individual homework policy and homework frequency at the beginning of the school year. Parents and teachers working together will make homework a valuable tool of growth.



## Morning Program

On Monday, Wednesday and Friday, the students and faculty meet in The Learning Community gymnasium (on special occasions, the auditorium may be used) from 8:50-9:15 to begin the school day



with a welcome, pledge, patriotic and fun song, date and menu, guest introductions and any special activity. Parents and other guests are encouraged to attend. Found within the monthly newsletter is each month's Morning Program calendar. On days Morning Program is held, any one or two hour delay (due to inclement weather) will delay the beginning of Morning Program to 9:50 or 10:50.

## Parent, Teacher, Student Organization (PTSO)

The PTSO (includes The Learning Community, Intermediate School and Middle School) offers a wealth of opportunities for parents to become involved in the school and to extend the learning experiences of their children. A \$5.00 family membership is required; membership forms can be obtained from any PTSO officer. Meetings, alternating between The Learning Community and Intermediate School Media Centers, will begin at 6:30 pm.

DATE

SITE

**FIRST MEETING WILL BE HELD ON**  
Monday, September 21.....TLC School

A schedule for the remainder of the year will be sent home with your child(ren) as soon as it becomes available.

The 2009/2010 PTSO Officers are:

- Co-Presidents.....Debbie Frascatore  
Karen Hodsoll
- Vice President.....Debbie Walters
- Treasurer.....
- Secretary.....

## Playground Rules

Weather permitting, The Learning Community students are given daily access to the playground. Because safety is of greatest importance, the Primary School playground rules are as follows:



1. Children must be walked to and from the playground by an adult with no running from the top of the hill to the playground.
2. Running is permitted on the grassy areas surrounding the equipment area; however, running is not allowed within the equipment area.
3. Children are expected to take turns, with no pushing other children or pulling on their clothing.
4. Children are to leave sticks and stones on the ground with no picking up and throwing.
5. Children are to stay off the fence and out of the bushes.
6. The slide is for sliding down feet first. Children are not to walk up the slide.
7. Children are not to jump from the top of any piece of equipment.
8. Bars are for hand-to-hand travel with no crawling or walking on top of the bars.
9. Footballs or other hardballs are not permitted; all other soft balls and toys are left to the discretion of the supervising adult.
10. With a medical or bathroom emergency, a child must be accompanied to the building by an adult.
11. Children are to report accidents

and problem behaviors to a supervisory adult while on the playground, not after-the-fact to classroom teachers.

12. Children are responsible for toys and other possessions taken to the playground.

13. Children are to line up as soon as the whistle is blown.

14. Children are to quietly enter the school building.

## Public Information

**BOARD OF EDUCATION** - Parents and members of the community are encouraged to attend and participate at the Broadalbin-Perth Board of Education meetings, which are held on the third Monday of each month at 6:45 p.m. Meetings of the Board of Education follow a planned agenda. At a certain time in the agenda, the board President will recognize any district resident who wishes to make a brief statement (not more than five minutes in length) or express a viewpoint. The Board of Education's main purpose is policy setting. Board members are very interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community expectations.

**SHARED DECISION MAKING** - The Learning Community Shared Decision Making Team, comprised of parents, administrator, faculty and support staff, meets monthly at an agreed upon time and date. Parents, community members and faculty are invited to attend all meetings.

**NEWSLETTER** - The Learning Community Newsletter is posted on the website on a monthly basis. Parents wishing to receive a hard copy should contact the office.

## Room Parent

Any parent interested in becoming a room parent is to contact the classroom teacher. Room parents are also expected to be members of the BP-PTSO. Responsibilities of a room parent may include but are not limited to: assisting the classroom teacher with the organization of holiday parties and chaperoning field trips. The number of room parent volunteers will be one factor in determining the specific extent of classroom responsibilities.

## School Costs

### Cafeteria

Breakfast.....	\$1.00
Reduced Breakfast.....	\$ .25
Lunch (including milk).....	\$ 1.90
Reduced Lunch.....	\$ .25
Milk.....	\$ .55

### Day Care Programs

The cost of the Before School Program is \$2.00 per morning, per child. Fractional parts of the hour will also cost \$2.00. Registration fee is \$5.00 for each child.

The cost of the After School Program is \$3.25 per hour for the first child and \$2.25 per hour for each additional sibling. The minimum fee is \$3.25/\$2.25 per hour. Registration fee is \$10.00 for one child and then \$5.00 each per sibling.

### School Store

Pencils.....	\$ .10 - .25
Pencil Sharpeners.....	\$ .40
Erasers.....	\$ .05 - .35
Crayons.....	\$ .50 - .70
Pencil Cases.....	\$ .40 -1.00
Pocket Folder.....	\$ .25
School Folder.....	\$2.00
Glue Stick.....	\$ .55

## Student Rights And Responsibilities

Broadalbin-Perth students have all the rights afforded them by federal and state constitutions, statutes and regulations. The Learning Community reminds students that certain responsibilities accompany these rights.

### **It shall be the right of each student:**

1. to have a safe, healthy, orderly and courteous school environment.
2. to take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability.
3. to express her/his opinions as long as the expression does not interfere with the rights of others or disrupt normal school operations.

### **It shall be the responsibility of each student:**

1. to be familiar with and abide by all district policies, rules and regulations pertaining to school conduct.
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. to make constructive contributions to the school and to report fairly the circumstances of school-related issues.

## Telephone Usage

The Learning Community students are allowed to use the main office telephone for messages relating to school (i.e., forgotten lunches, homework, parental notes, etc.). The Learning Commu-



nity students are not given permission to use the telephone for messages relating to social arrangements outside of the school day. Any telephone calls regarding the health of the student will be made via the nurse's office.

## Testing Programs

As required by the Broadalbin-Perth School District, The Learning Community students will be administered locally developed benchmark assessments in the fall and spring of each year. Students scoring below designated performance levels for their current grade will receive Academic Intervention Services.

## Academic Intervention Services

Academic Intervention Services (AIS) are offered in English Language Arts (reading, writing) and math at The Learning Community. AIS includes additional instruction that supplements regular classroom instruction and/or student support services needed to address barriers to improved academic performance.

Kindergarten and first grade students qualify for services based upon teacher recommendations, academic progress and/or if the student is delayed in the ability to form sounds associated with letters or delayed in forming letters associated with sounds. Second grade students qualify for services based on teacher recommendations, not meeting the standard set on a locally administered benchmark assessment, not demonstrating adequate progress with fluency and comprehension on regularly scheduled running record assessments, and/or not making necessary required academic progress.

## Time Schedule

7:05 - 8:15 am	.....	Before School Program
8:15 - 8:30 am	.....	Student arrival to classrooms
8:15 - 8:45 am	.....	Breakfast Program
8:35 and later	.....	Students are considered tardy
8:45 - 9:15 am	.....	Morning Program (M,W,F)
11:30am-1:05pm	.....	Lunch Program
2:45 - 3:00 pm	.....	Student pick-up by parent
2:50 - 5:55 pm	.....	After School Program
2:50 - 3:05 pm	.....	PM bus dismissal

## Visitors To The School

Our policy on visitors in no way is intended to discourage parents and/or guests, rather it represents our efforts to maintain a **safe**, orderly school for all students. It is imperative that we know of all visitors and their school destination for this to happen.

**All visitors** are required to sign in at the main office and wear a visitor's tag while in school. This tag signals to staff and students that the visitor is permitted to be on school grounds. Visitors should return the tag to the main office and sign out upon leaving The Learning Community. Visitors are welcome as parent volunteers when scheduled, as participants in special activities and for scheduled appointments. Unannounced visits to classrooms prior to the start of the school day (or during the school day) to speak with teachers/staff cannot be accommodated as such visits interfere with instruction, planned meetings and/or teacher planning time. While you may only want to take "a few minutes", such minor interruptions can have a major impact on instruction and/or teacher's preparedness for the day.

Parents and others may sign in and proceed to a classroom or other area of the school **when expected by a faculty member**. Items such as a forgotten lunch, snack, homework assignment, etc. may be brought to the main office. Office personnel will see that your child receives these items. (Please label them accordingly.)

We continue to welcome parents and guests to join us at our Monday, Wednesday and Friday morning programs at 8:45. We ask that you sign in and wear your visitor's tag while you are in the building.

Student visitors from other schools must obtain prior approval from the Building Principal.

Infrequent visitors to The Learning Community are governed by the following rules:

1. The Building Principal is to be contacted by the person or group wishing to visit, and prior approval is to be obtained.
2. All infrequent visitors are to report to the main office, sign in and be issued a visitor's permit, which must be displayed at all times. The permit is to be returned to the office and the visitor is to sign out at the conclusion of the visit.