

PTA HANDBOOK 2011-2012

THE ROBERT SEAMAN ELEMENTARY SCHOOL

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

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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 2011

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.

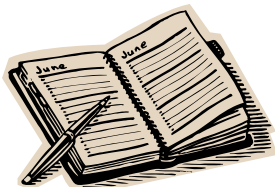
In this handbook, you will find valuable information regarding the school year. The best way for you to stay informed about what is going on in our PTA is by attending as many of our meetings as possible. Meeting dates can be found on the District school calendar or our own monthly school/ PTA calendar.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

Allyson Edelman Daborah Lee



Check for all
upcoming events
online.

Seaman School Student 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.

School Faculty Assignments 2011-2012

<u>GRADE/SUBJECT</u>	<u>FACULTY</u>	<u>ROOM</u>
Kdgn. A	Ms. Sue Stanco/Mrs. Cheryl Blumberg	4
Kdgn. B	Mrs. Kristen Freitag/Ms. Michelle Murphy/ Ms. Briana Hertz/Mrs. Jennie Hromin	5
Kdgn. C	Mrs. Lisa Fessler/Ms. Danielle D'Aguanno/ Ms. Nicole DeLuca/Mrs. Denise Nieder	6
1st A	Mrs. Ellen Zeises/Ms. Phyllis Walters	1
1st B	Ms. Lydia Marcucci/Mrs. Denise Bungaro	9
2nd A	Mrs. Donna Lynn/ Ms. Tracy Bisceglie/ Mrs. Maria Iaccarino	27
2nd B	Ms. Fran Eldi/Ms. Lisa Viola	28
2nd C	Mrs. Jill Kaufman/Mrs. Kelly Belcastro/ Ms. Victoria Strocchia	29
3rd A	Mrs. Patty Glasser/Mrs. Karen Lee	18
3rd B	Mrs. Lynne Kane/ Mrs. Eileen Fitton	23
3rd C	Mrs. Nancy Sherman	24
4th A	Mrs. Mona Iraggi/Mrs. Lori Spina	17
4th B	Ms. Lauren Saur/Mrs. Stacey Krauser	19
4th C	Mrs. Ronnie Horowitz/Ms. Heather Blank/ Mrs. Nancy Schubach	22
5th A	Mrs. Kathleen Treiber	20
5th B	Mrs. Valerie Gladd /Mrs. Denise Loguercio	21

School Staff Assignments

DEPARTMENT	FACULTY MEMBER	RM#
Art	Mrs. Margaret Friedlander (periods 3—8)	25
FLES*	Mrs. Ilene Osroff	8
FLES*	Ms. Pei-Shan Wu (Lunchtime enrichment Fridays 12-12:30 Gr.3)	8
Inst. Music*	Ms. Leslie DeGioia (Mon, Tues and Fri PM)	7
Inst. Music*	Mr. Steven Marsh	Inst. Music Rm.
Computer Lab Aide	Mrs. Elena Goldstein (8:30-2:30)	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	3
Phys. Ed.	Mr. Patrick Smith	P.E. Office
Phys. Ed.*	Mrs. Lauren Browne (periods 3-8)	P.E. Office
Primary Literacy	Ms. Leigh-ann Sambus	7
Psychologist	Mrs. Elyssa Crimeni	F
Reading	Mrs. Michele Malyniak	26R
Reading	Ms. Maria Massari	16
Reading/Literacy Coach*	Mrs. Lisa DeRienzo	16
Science	Ms. Jacqueline O'Neill	G
Special Education Facilitator	Mrs. Anne Frischer	26
Special Education Incl. Floater	Ms. Denise Lennart	26
Speech	Mrs. Kathleen Molinski	26S
Speech	Mrs. Marianne Pappas	3
Substitute Teacher	Ms. Melani Nazarieh	
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 Ucker	2
Learning Center/ESL*	Ms. Cynthia Buccaran (AM)	3

*Shared Faculty

School Staff Assignments

DEPARTMENT	FACULTY MEMBER	RM#
Secretary	Mrs. Susan Belfiore	Main Office
Clerk/Typist	Mrs. Denise Licari	Main Office
Aide	Mrs. Cheryl Blumberg (8:15AM-12:45 PM)	
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 21	9:00am	March 21	9:00am
October 18	7:00pm	April 25	9:30am
November 16	9:30am	May 16	9:30am
January 11	9:00am	June 6	9:00am

*HEAD CLASS ROOM REPRESENTATIVES***Kindergarten**

Ms. Stanco/ Mrs. Blumberg	Stefani Appel
Mrs. Fessler/ Ms. D'Aguanno/ Ms. DeLuca/ Mrs. Nieder	*Gina Levy
Mrs. Freitag/ Ms. Murphy/Ms. Hertz/ Mrs. Hromin	Kristin Higgins

Grade 1

Ms. Marcucci/ Mrs. Bungaro	*Aileen Gingold
Mrs. Zeises/ Mrs. Walters	Samantha Ripka

Grade 2

Ms. Eldi/ Ms. Viola	Jayoung Lee
Mrs. Kaufman/ Mrs. Belcatsro/ Ms. Strocchia	Margery Frank
Mrs. Lynn/ Ms. Bisceglie/ Mrs. Iaccarino	*Maria Bombace

Grade 3

Mrs. Glasser/ Mrs. Lee	*Juliette Kim
Mrs. Kane/ Mrs. Fitton	Tracy Kidan
Mrs. Sherman	Margarita Moshe

Grade 4

Mrs. Horowitz/ Ms. Blank/ Mrs. Schubach	Pamela Flink
Mrs. Iraggi/ Mrs. Spina	*Cynthia Simoncic
Ms. Saur/ Mrs. Krauser	Inna Markus

Grade 5

Mrs. Gladd/ Mrs. Loguercio	*Daborah Lee
Mrs. Treiber	Sejal Patel

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 2011-2012 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 2011–2012 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.



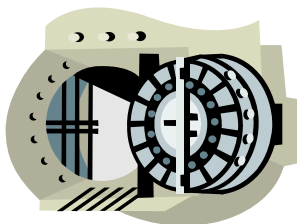
MISCELLANEOUS INFORMATION:

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 \$2.50. The cost of a pint of regular, 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.

