

CHERRY LANE SCHOOL



PARENT HANDBOOK
2025-2026

CARLE PLACE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

Ms. Vanessa Dong-Monaco – President

Mrs. Kathleen Reardon – Vice President

Mr. Lawrence F. Zaino, Jr. – Trustee

Jacqueline DaTorre – Trustee

Dr. Patrick Dunphy, Jr. – Trustee

SUPERINTENDENT OF SCHOOLS

Dr. Ted Cannone

***ASSISTANT SUPERINTENDENT FOR
CURRICULUM, INSTRUCTION, AND INNOVATION***

Mrs. Leigh Shaw

ASSISTANT SUPERINTENDENT FOR BUSINESS

Ms. Joanna DeMartino

***ASSISTANT SUPERINTENDENT FOR SPECIAL EDUCATION
& STUDENT PERSONNEL SERVICES***

Dr. Philip Molnar

EXECUTIVE DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

Ms. Jennifer Bambino

***EXECUTIVE DIRECTOR FOR
HUMAN RESOURCES & LEADERSHIP DEVELOPMENT***

Mr. Andrew Bennett

PRINCIPAL CHERRY LANE SCHOOL

Ms. Lauren Moriarty



CARLE PLACE PUBLIC SCHOOLS

Honoring Tradition ♦ Inspiring Excellence
Shaping Our Future
...Together

This vision is supported by our guiding principles:

- Our community is built upon a foundation of values including respect for ourselves, others, and the Earth; responsibility for the development of a moral culture; and recognition of the need to serve others.
- We support the evolution of a relevant, rigorous, and articulated course of study that supports the physical, social, emotional, and academic welfare of our students and prepares them for success as contributing members of our democratic society.
- We are dedicated to finding, developing, and retaining faculty, staff and administrators who model our values and guiding principles.
- Our schools are the center of our community; as such, all members are important and have experience and expertise to offer.
- We recognize our obligation to be responsible stewards of public resources.

September 2025

Dear Parents,

Welcome to the 2025-26 school year. We are thrilled to start off the school year with you and your child, in what is surely going to be an exciting year! Our goal is to continue to partner with parents to provide our students with a meaningful and effective education while securing everyone's health and safety. We are looking forward to a rich and rewarding school experience for each and every one of our students.

This handbook is to be used as a reference for our school procedures and rules. Each of our procedures have been established for our school community to ensure a safe, healthy, and secure learning environment. It is essential that you thoroughly review them with your child as they are important for all to understand and follow.

If you should have any questions, please feel free to contact me or your child's teacher.

I know that the school year ahead promises many new and exciting experiences for all!

Sincerely,

A handwritten signature in black ink, appearing to read 'L Moriarty', with a long horizontal line extending to the right.

Lauren Moriarty
Principal

Table of Contents

| | |
|--------------------------------------|-----------|
| I. INTRODUCTION | 1 |
| Cherry Lane School Mission Statement | |
| School Goal | |
| II. MODELS OF INSTRUCTION | 2 |
| A. In person - procedures | |
| • Student Cohorts | |
| • Bus Transportation | |
| • Arrival Drop Off/Walkers | |
| • Dismissal | |
| • Early Pickup | |
| • School Closings | |
| • Delayed Openings | |
| • Lunch & Recess | |
| • Safety | |
| • Drop Off Table | |
| • Behavioral Expectations | |
| B. Remote Learning | 7 |
| • Behavioral Expectations | |
| • Resources and Materials | |
| • School-wide events | |
| • Return to In-Person Learning | |
| III. ATTENDANCE | 8 |
| IV. DAILY SCHEDULE | 9 |
| Six-Day Cycle | |
| Lunch and Recess | |
| Cafeteria | |
| Programs | |
| School Property | |
| V. GUIDELINES FOR DRESS | 9 |
| VI. HEALTH OFFICE | 9 |
| VII. WELLNESS POLICY | 11 |

| | |
|---|-----------|
| VIII. HOMEWORK GUIDELINES | 11 |
| IX. LOST AND FOUND | 11 |
| X. PARENT/TEACHER COMMUNICATION | 11 |
| XI. PARENT INVOLVEMENT | 12 |
| XII. PARENT PORTAL | 12 |
| XIII. SCHOOL DIRECTORY | 12 |
| XIV. SCHOOL RECORDS | 12 |
| XV. SPECIAL SUBJECT AREAS | 13 |
| Library | |
| Art | |
| Physical Education | |
| Music | |
| XVI. ACADEMIC SUPPORT | 14 |
| XVII. STUDENT DISCIPLINE | 14 |
| XVIII. IMPORTANT CONTACT INFORMATION | 15 |

I. INTRODUCTION

Cherry Lane School Mission Statement

Our Cherry Lane School mission is to cultivate lifelong learners who are creative, cooperative, collaborative and curious problem solvers in a safe and respectful environment. We instill an attitude that embraces challenges and change with the purpose of increasing effort and learning.

School Goal

Every student has the capability and the right to learn. Cherry Lane School exists to provide this opportunity for children in a safe, secure and supportive environment.

The school staff recognizes that the primary goal of education in Cherry Lane School is to meet the educational needs of all our children. Most significantly, the following objectives formulate a philosophical basis for attaining this goal. Our school curriculum is designed to:

- 1) Develop proficiency with the basic skills;
- 2) Encourage our children to learn about their own environment and the interrelationships that exist in a changing world;
- 3) Assist our children in developing aesthetic sensitivities, talents, and skills;
- 4) Help our children achieve individual mental and physical health;
- 5) Instill an appreciation for people of all races, nationalities, and creeds, and to work cooperatively toward common goals ; and
- 6) Build an understanding of rights and privileges guaranteed in a form of government and to assume the individual and group responsibility allied with these rights and privileges.

II. MODELS OF INSTRUCTION

In the recent past, we have had to plan for two models of instruction (in school or remote/at home) based on decisions made by governmental or health agencies as well as local weather conditions. Should there be a need in the future to shift to remote/at home instruction, the schedule below will be followed. You will be notified by your child's teacher of any changes/modifications to this schedule.

| | | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 |
|--------------|--------------------------------|-------------|-------------------|-------------|------------------|--------------|------------|------------------|--------------|
| Kindergarten | 9:10-9:35 | 9:40-10:10 | 10:12-10:45 | 10:48-11:00 | 11:05-11:35 | 11:35-12:30 | 12:30-1:00 | 1:23-2:06 | 2:10-2:50 |
| | Attendance and Morning Meeting | Foundations | ELA | Snack | Small Group Work | Lunch/Recess | Math | Special | Asynchronous |
| | | | | | | | | | |
| First Grade | 9:10-9:35 | 9:40-10:10 | 10:12-10:55 | 10:58-11:41 | 11:45-12:00 | 12:00-12:55 | 1:00-1:30 | 1:35-2:10 | 2:10-2:50 |
| | Attendance and Morning Meeting | ELA | Foundations Snack | Special | Small Group Work | Lunch | Math | Small Group Work | Asynchronous |
| | | | | | | | | | |
| Second Grade | 9:10-9:35 | 9:40-10:10 | 10:12-10:55 | 11:00-11:55 | 12:00-12:35 | 12:38-1:21 | 1:25-2:00 | 2:00-2:10 | 2:10-2:50 |
| | Attendance and Morning Meeting | Math | Small Group Work | Lunch | Foundations | Special | ELA | Snack | Asynchronous |

The two models are:

- A. 100% face to face instruction. Students will report to school for instruction.
- B. 100% remote instruction. Students will receive all instruction remotely in their homes.

We have continued to print these models for you in the case that there may ever be the need for a swift shift in instruction, or a weather related incident where student will learn from home. At any given time we may move from one model to another.

A. IN PERSON INSTRUCTION

| In Person Daily Schedule | |
|--------------------------|---|
| 8:25 – 8:38 A.M. | Student Drop Off/Walkers There are two options for drop off: 1 st and 2 nd grade drop off can be at the flag pole entrance by the 2 nd grade wing of Cherry Lane K-2 drop off option two is in the main parking lot once all buses has pulled out in the morning. |
| 8:40 A.M. | Drop Off/Walker door closes. Students will need to report to the main entrance and will be marked late |
| 8:43 A.M. | Morning Announcements |
| 11:00 – 11:55 | Second Grade lunch/recess |
| 11:35 – 12:30 | Kindergarten lunch/recess |
| 12:00 – 12:55 | First Grade lunch/recess |
| 2:55 P.M. | Kindergarten/First grade pickup – west side exit by big playground |

| | |
|-----------|---|
| | Second grade pick up – east side exit by flagpole |
| 3:00 P.M. | Bus Dismissal |

1. STUDENT COHORTS

Every student has a class assignment. This class is your child's cohort. As of today, we do not plan to keep cohorts isolated (students will travel to art class, music class, etc.) but should we receive guidance from State Education Department or the CDC, we will adjust accordingly.

2. BUS TRANSPORTATION

Please make sure that you have placed the assigned colored band on the loop of your child's backpack before the first day of school. The color of your child's band indicates to staff which bus your child is to board at dismissal or if your child is a walker. Please **DO NOT REMOVE** it.

If you are bus eligible, bus information can be found by logging into your SchoolTool Parent Portal. Children riding the buses are to be on their best behavior for safety. Children should be at their designated bus stops about five minutes before their bus is due to arrive in the morning. Hands must be washed before coming to the bus stop. Parents are urged to discuss appropriate bus behavior with their child and to respect the property of others while waiting. Additionally, there are bus safety drills held in school periodically throughout the year. It is a Cherry Lane School procedure not to let children exit the afternoon bus unless an adult is there to meet them. In an event where an adult is not present, the child will be brought back to Cherry Lane School. For the safety of your child, individual drop off arrangements with the bus driver are not permitted.

Our school's behavioral expectations also include the bus ride to and from Cherry Lane School. If it is determined that your child is behaving in an unsafe manner and/or is having difficulty with another student on the bus, the principal will be notified. A meeting with the student may be warranted with follow-up parent communication. Any student behavior deemed to be abusive, destructive, or dangerous, may result in suspension of bus privileges.

Play Date

Play dates should be arranged from your home, not from school. In an emergency, any child going home with a classmate, must have a note from his own parent/guardian and a corresponding note from the classmate's parent/guardian. If your child rides a bus, he/she will not be permitted to ride another bus or go to another bus stop for a play date.

3. WALKER AND DROP OFF ARRIVAL

8:25 A.M. – 8:40 A.M.

There will be staff and security outside at each of the two drop off areas to assist students and drivers.

1st and 2nd Grade Drop off will take place in the east parking lot with the flag pole. Drivers remain in their cars. Students exit the vehicle on the curb side.

Kindergarten, 1st and 2nd Grade Drop off will also take place at the main entrance once all buses

pull away. Cars will not be permitted to pull into the main parking lot for drop off until all buses have left. Students exit the vehicle on the curb side.

All students will enter the building either through the main entrance, entrance 1 by Room 1 or the second grade flagpole door.

If a child arrives after 8:40 A.M. parents must escort him/her to the security booth via the main entrance doors. The parent will then be directed to sign his/her child in late. The security officer will arrange for an escort to bring your child to his/her class.

4. DISMISSAL

Dismissal for all students is at 2:55 P.M.

All students will be mailed a colored band, which parents will attach to their backpacks prior to the first day of school. The color of your child's band indicates to staff which bus your child is to board at dismissal or if your child is a walker. Please DO NOT REMOVE it.

If you are picking your child up, please be sure to park in a legal parking space on the street or an available parking space in the Roslyn Avenue parking lot next to the Rushmore playground. We need your full cooperation to maintain a safe environment during dismissal time. Please note that school buses depart at 3:00 P.M. and need to turn onto Roslyn Avenue. Kindly adhere to the posted signage.

(Parent Tip: Rushmore dismisses at 2:45 P.M. If you arrive too early, you may have additional congestion in the area.)

Kindergarten and first grade pickup – Outside the large playground
Second grade pick up and Room 15 – Second Grade Flag pole door

For safety and security purposes no one is permitted in the building after dismissal.

ANY CHANGE TO YOUR CHILD'S DISMISSAL MUST BE IN WRITING addressed to your child's teacher (emails present a problem if the teacher is absent and/or if it is not retrieved in time), and communicated on the day of the change. To ensure that notes are not lost, please use notepaper that is at least 5 x 7 in size. These changes will then be forwarded to the school office. In the event that a change needs to be made unexpectedly, a phone call must be made to the school office. **Phone call changes must be made before 2:00 p.m. and should be of an emergency nature only.**

5. EARLY PICK-UP

If you are picking up your child during school hours, you must sign him/her out at the security booth. If you return your child to school on the same day you must then sign him/her in (lunch and recess included).

6. SCHOOL CLOSINGS

Whenever schools have to be closed due to inclement weather, you will be notified via our Parent Square System. Additionally, our District's website (www.cps.k12.ny.us) will have it posted.

7. DELAYED OPENINGS

The district has adopted a delayed opening schedule. This schedule will allow us to remain in session on days which might normally be emergency closing days (i.e. snow days). The delay will be one or two hours, depending upon weather conditions. If a delayed opening is one hour, school opens at 9:30 a.m. If delayed opening is two hours, school opens at 10:30 a.m. For both delays, **dismissal times remain the same**. Please be assured that you will receive notification of any such delayed openings as noted above.

8. LUNCH AND RECESS

The following are the lunch and recess times for each grade:

| | |
|---------------|-----------------------------------|
| Grade 2/Rm 11 | Lunch and Recess 11:00 – 11:55 PM |
| Grade K/Rm 12 | Lunch and Recess 11:35 – 12:30 PM |
| Grade 1/Rm 10 | Lunch and Recess 12:00 – 12:55 PM |

All classes on the grade level will eat lunch together in the cafeteria and will enjoy recess together outdoors. On days where weather impacts recess, students will have recess in their classrooms.

9. SAFETY

Building Security

Building security is maintained at all times with two security guards on duty throughout the school day. After students' arrival to school, all entrance doors are locked and secured. All appointments must be pre-scheduled, as day of appointments are not permitted. If you need to pick up your child, picture ID is required for entry. Please note that drivers' licenses will be scanned.

Emergency Drills

New York State Education Law requires that twelve emergency drills be held during a school year. Eight drills are to be evacuation drills. Four are to be lockdown drills. When the fire bell sounds, all occupants of this building will evacuate immediately and in silence, while complying with social distancing protocols. When the lockdown notification is made, all doors remain locked and students remain silent until the drill is over.

IMPORTANT: A blue flashing light above entrance doors indicates that the school is having a lockdown drill and you should leave the premises immediately.

Additionally, our district transportation office arranges for three bus drills annually. Students board a school bus to listen to bus safety rules and practice exiting the bus from the rear emergency exit.

Emergency Dismissal Drill

In compliance with the Commissioner of Education Regulations and as part of the NYS SAVE

Legislation, the Carle Place School District must schedule one annual test of an Early Dismissal Plan. An *Emergency Response Procedures for Parents/Guardians* brochure has been mailed to you outlining the procedures. Parents will be notified via letter regarding the Emergency Dismissal drill.

Emergency Information

It is essential that your child has up-to-date emergency information on file on the Schooltool portal. **All emergency names should be available during school hours at the numbers listed.** Please include cell phone numbers where appropriate. Please update doctor names and telephone numbers, as they may be needed in an emergency. Please remember that anyone listed has your permission to take your child out of school for emergency reasons at any time during the school year. **It is imperative that you notify the school office of any changes to your emergency contact information.**

10. DROP OFF TABLE

The “Drop Off” table is located in the vestibule between the two main entrance doors. In the event that you need to drop something off at school such as a forgotten lunch, you will be asked to leave the item(s) on the table labeled with your child’s name and class. The security officer located at the desk will contact your child’s classroom and someone will pick it up.

11. GUIDELINES FOR CELEBRATIONS

To avoid a child feeling “left out” of a birthday celebration, party invitations are only permitted to be handed out in school if all classmates are invited. In-class celebrations such as birthdays may be celebrated with a special snack to be shared by the birthday boy/girl. Any snack brought to school to be shared with the class **MUST** be store bought, include the ingredients label and **can only be a food item that is listed on our Cherry Lane Safe Snack List.** Please note that **“goodie bags”, balloons, birthday decorations or any items to take home of any kind are not allowed.** If goodie bags or gift items are sent in, they will be returned.

12. BEHAVIORAL EXPECTATIONS

The District Code of Conduct has been adopted by the Board of Education and will be the policy adhered to at Cherry Lane School. (A copy of the Code of Conduct can be found on the district’s website.)

Acceptable student behavior is an integral part of creating an atmosphere where all children can successfully learn. Rules and expectations developed and supported by the staff at Cherry Lane School are geared toward developing a sense of responsibility, self-discipline, and respect. Please assist us in our endeavor in developing a positive, self-disciplined school environment by reviewing school rules with your child and by supporting our policies.

1. Speak and listen respectfully at all times to all people.
2. Use appropriate and respectful language including “please”, “thank you,” “you’re welcome,” and “excuse me.”

3. Walk quietly so those who are learning are not disrupted.
4. Keep your hands to yourself.
5. Respect and care for your own property, other's property and the school's property.

The Leader In Me program and Code of Conduct support the positive social and emotional growth of all of our students. Our emphasis continues to be one that fosters a positive learning environment, and supports good citizenship. Additionally, the emotional wellness of our students is a priority.

School Property

Our school district is smoke free. Smoking and vaping are not allowed in our building or on the school grounds.

To protect our school property:

*Vandalism will not be tolerated.

*Chewing gum is not permitted in the building at any time.

B. REMOTE LEARNING

In the recent past, we have had to plan for two models of instruction (in school or remote/at home) based on decisions made by governmental or health agencies as well as local weather conditions. Should there be a need in the future to shift to remote/at home instruction the schedule below will be followed. If there is a need for a change in the below schedule, your classroom teacher will send you a revised schedule with the updates.

| | | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 |
|--------------|--------------------------------|-------------|-------------------|-------------|------------------|--------------|------------|------------------|--------------|
| Kindergarten | 9:10-9:35 | 9:40-10:10 | 10:12-10:45 | 10:48-11:00 | 11:05-11:35 | 11:35-12:30 | 12:30-1:00 | 1:23-2:06 | 2:10-2:50 |
| | Attendance and Morning Meeting | Foundations | ELA | Snack | Small Group Work | Lunch/Recess | Math | Special | Asynchronous |
| | | | | | | | | | |
| First Grade | 9:10-9:35 | 9:40-10:10 | 10:12-10:55 | 10:58-11:41 | 11:45-12:00 | 12:00-12:55 | 1:00-1:30 | 1:35-2:10 | 2:10-2:50 |
| | Attendance and Morning Meeting | ELA | Foundations Snack | Special | Small Group Work | Lunch | Math | Small Group Work | Asynchronous |
| | | | | | | | | | |
| Second Grade | 9:10-9:35 | 9:40-10:10 | 10:12-10:55 | 11:00-11:55 | 12:00-12:35 | 12:38-1:21 | 1:25-2:00 | 2:00-2:10 | 2:10-2:50 |
| | Attendance and Morning Meeting | Math | Small Group Work | Lunch | Foundations | Special | ELA | Snack | Asynchronous |

1. BEHAVIORAL EXPECTATIONS DURING REMOTE LEARNING

The District Code of Conduct has been adopted by the Board of Education and will be the policy adhered to at Cherry Lane School. (A copy of the Code of Conduct has been mailed home to you and can be found on the district's website.)

Acceptable student behavior is an integral part of creating an atmosphere where all children can successfully learn. Rules and expectations developed and supported by the staff at Cherry Lane School are geared toward developing a sense of responsibility, self-discipline, and respect. Please assist us in our endeavor in developing a positive, self-disciplined learning environment by reviewing these rules with your child and by supporting our policies so that remote learning can be optimal.

- Set up a learning space that is quiet and with no distractions.
- Join the class on time.
- Come to class appropriately dressed for school. Costumes and pajamas are not appropriate unless it is a spirit day.
- Eat a good breakfast before joining the class during learning time there should be no eating.
- Be prepared with your toolkit; respect and care for your own property, as well as the school's property.
- Speak and listen respectfully at all times to all people; take turns.
- Use appropriate and respectful language including "please", "thank you," "you're welcome," and "excuse me."
- Ask questions when you don't understand.

Students will be instructed on specific virtual protocols and behavioral expectations.

III. ATTENDANCE

Attendance is mandatory in school. The Carle Place School District Attendance Policy outlines criteria for excused and unexcused absences. This Comprehensive Policy will be mailed home to you. (A summary version is available to you in the District's school calendar.) Excused absences include personal illness, illness or death in the family, impassible roads due to inclement weather, religious observances (see Attendance Policy for comprehensive list). Unexcused absences or tardiness include family vacation, haircut, oversleeping, etc. (see Attendance Policy for comprehensive list). With consideration of the above, every effort should be made to schedule non-emergency medical and/or dental appointments outside of school day.

Please be advised that both tardiness and early departure shall be recorded as excused or unexcused in accordance with the Carle Place Attendance Policy.

NOTE: For grades K-6, any student absence without excuse for 10% of the school year shall be deemed at risk for retention, and the parent shall be informed of such. Students at risk shall be provided with early intervention strategies. At the discretion of the District and in accordance with this policy, students who are absent without an excuse for 20% of the school year may be retained.

Parent(s)/person(s) in parental relation to students who are at risk of being retained or who are at risk of receiving a significant grade reduction due to deficiencies in class participation as it relates to attendance, shall receive notice of their child's possible retention or significant grade reduction.

Students with Disabilities

For students with disabilities, the District will consider whether the student's absence is related to his/her disability or medical condition. The District will not apply its attendance policy to a student with a disability for purposes of student retention or class participation grades, where the student's absences are related to the student's disability/medical condition.

IV. DAILY SCHEDULE

Six-Day Cycle

Our building utilizes a six day cycle when scheduling special area subjects for our students. Simply stated, this means we will rotate through a six-day cycle, Days 1 through 6, rather than a traditional Monday through Friday schedule. This results in an equitable distribution of special classes. Each student will have the following special classes: art, music, chorus, library and physical education. Teachers will provide parents with specific class schedules.

In the event of an emergency day closure, the day we return will be the day designated on the calendar (we skip the day we missed). We will make up the numbered day on our optional emergency make-up date, which can be found on the district calendar. For example, if Monday, January 4th, Day 2, is a snow day, we return on Tuesday, January 5th, it will be Day 3. Day 2 will then be made up on May 27th, our optional emergency make-up day, if required.

V. GUIDELINES FOR DRESS

The District Code of Conduct has been adopted by the Board of Education and will be the policy adhered to in the Cherry Lane School. Students of the Cherry Lane School are given the responsibility of dressing for school in appropriate attire with consideration to neatness, modesty, health, safety, and the weather. Students should be well groomed and dressed to show pride and respect for themselves, fellow students, and their school. Hats are not to be worn in school as they are a distraction to the instructional program. Only shoes with backs are allowed. **Flip flops are prohibited.** If instruction is remote, students must log on dressed to learn. Swimsuits, pajamas, costumes etc. are not appropriate unless your child's class is having a spirit day. During physical education children must wear sneakers and comfortable clothing (shoes with heels, long dresses and skirts are not permitted). Please note that students do go outside for recess in the winter. Please be sure that your child is dressed in layers, and has a hat/hood and mittens/gloves.

VI. HEALTH OFFICE

Mrs. Lennon, School Nurse: 622-6403

You must call the nurse if your child is going to be absent.

In the event that a student goes to the nurse's office during the school day as a result of a complaint of feeling ill, a designated area within the nurse's office has been identified for students to wait until being picked up.

Our health office is where our school nurse, Mrs. Christianne Lennon, addresses health related needs for your child. To avoid illness and/or lethargy, children should have a restful night's sleep and a nutritious breakfast to start the day. The following guidelines are in place to assist you in maintaining optimum communication with our school nurse.

1. Any medication brought to school must be accompanied by a doctor's note and a parent's note. This includes prescription as well as non-prescription drugs (i.e. Tylenol). All prescriptions must arrive in the original container with a prescription label affixed. Forms are available from the health office for the doctor to fill out to administer medication in school. Parents must bring the

medication to the security booth. Your child is not to bring medication to school. At no time is a child permitted to have medication in his/her possession. All medication must be administered by our school nurse.

2. If your child has allergies it is important to contact the school nurse to make us aware of the allergen and the severity of an allergic reaction. In the event that a student requires a peanut/tree nut free environment, a class will be identified as a nut free class for the school year.
3. As per the Carle Place School District's Attendance Policy guidelines, a parent must call the health office every morning that a child is absent. For your convenience, you may leave a message on the nurse's answering machine the night before or the morning of the absence. (Mrs. Lennon may be with a student or away from her desk. However, the messages are checked frequently.) Nurse Lennon's telephone number is 622-6403. You should be prepared to report the name of the child, and the child's teacher and the reason for the absence. **A child still must bring the teacher a note explaining the absence upon their return to school.** If a note is not received with two (2) school of the student's return, the absence will be determined to be an unexcused absence (see Attendance). All communicable diseases, including those listed below, *must be reported to the school nurse:*

**Chicken Pox
Strep
Scarlet Fever
Scabies**

**Lice
Fifth's Disease
Conjunctivitis
COVID-19**

Please keep your child home if there are any signs of sickness, including fever or vomiting. **Students must be fully recuperated, including fever free for 24 hours,** to return to school to participate in all activities including recess. Additional health department requirements for return to school after a positive COVID-19 test are in the place. Please contact Mrs. Lennon to determine a date of return. If you have concerns about your child participating in outdoor recess, please keep him/her home. We are unable to make accommodations for individual students to remain inside.

- Every kindergarten and first grade student and every new student to our school is required, by law, to have a complete physical exam. Forms are available on the District's website and in the health office.
- During the school year, each child will be screened for vision, hearing, height, and weight. They may also be screened for lice and color blindness.
- Additional forms are available on the website and in the health office include, but are not limited to, dental reports, free lunch (income based), free health insurance, and accident reports.
- The following immunizations are required by law for school entry:
 - 5 Diphtheria Toxoid Vaccines (4 doses if child was age 4 or older when 4th dose was received)
 - 3 Oral Polio Vaccines (3 doses if 3rd dose was received at 4 years or older)
 - 1 Mumps (live vaccine after 1st birthday)
 - 1 Measles (live vaccine after 15 months of age)
 - 2 Varivax

Children born after 1/85 must also have: 2 Measles Vaccines

Children born after 1/31/93 must also have: 3 Hepatitis B Vaccines

*****HIB is recommended*****

VII. WELLNESS POLICY

In August 2006, the Board of Education adopted a Wellness Policy. Section 204 of the Federal Child Nutrition Act of 2004 required each school district to establish a local Wellness Policy. This is in response to the rise in diabetes, overweight children, and health problems related to poor nutrition. Studies have shown that the consumption of foods high in nutrition throughout the school day, greatly increases attentiveness.

As a school, we have initiatives to educate our school community on the Wellness Policy. In partnership with the Cherry Lane PTA, events that promote health and wellness will occur.

VIII. HOMEWORK GUIDELINES

Homework is considered an essential part of a student's educational program and therefore will be assigned regularly. Homework is intended to reinforce the concepts being taught, and to help foster responsible work and study habits.

The amount of homework will vary depending on grade level and subject area. The general guidelines are:

| <u>Grade</u> | <u>Average Homework Assignment</u> |
|--------------|--|
| K | 10-20 minutes per day and includes a shared reading time with your child. |
| 1 | 10-20 minutes per day. Additionally, students are required to read 20 minutes. |
| 2 | 20-25 minutes per day. Additionally, students are required to read 20 minutes. |

All students are expected to complete their homework assignments in a careful and timely fashion. Homework and classroom work will not be provided for vacations while school is in session (these are unexcused absences). Therefore, please make every effort to plan vacations during school-designated vacations.

Parents are encouraged to assist in making homework an effective learning tool by providing a suitable environment and by monitoring the student's homework progress. If your child is experiencing difficulty in completing homework assignments, please contact your child's teacher.

IX. LOST AND FOUND

Lost clothing may be found in the cafeteria. Smaller objects such as eyeglasses, jewelry, and wallets are forwarded to the security booth.

X. PARENT/TEACHER COMMUNICATION

Parent/Teacher communication is essential in building and maintaining the best possible school experience for your child. During the course of the year there will be scheduled opportunities for you to meet with your child's teacher(s). In addition, you may request a virtual or telephone meeting

with a teacher by calling the Cherry Lane School office at 622-6402 or contacting your child's teacher via email. All teacher email addresses can be found on our website.

XI. PARENT INVOLVEMENT

Parents are encouraged to become involved in our schools. Opportunities include membership in the Cherry Lane PTA and SEPTA (Special Education PTA).

XII. PARENT PORTAL

All parents have access to the Schooltool Parent Portal. The portal will provide parents with access to the Census Module of the student information system's Parent Portal. This includes your child's demographic information such as age, date of birth, grade level, etc. Also included will be the contact information for your child, such as parent and emergency contact data that is collected and updated by the building each year. This will give the parents the opportunity to ensure the accuracy of this crucial information. Student bussing information can also be found on the Parent Portal. The portal also will give parents the opportunity to view their child's report card quarterly. You will be notified when report cards are available for viewing. Please be advised that hard copies of report cards are not sent home.

How to Begin Using the Portal

The link to the Parent Portal may be found on our school's website, <http://www.cps.k12.ny.us> under the column heading "Parents and Teachers." Just click on the link to "Parent Portal" page. Simple instructions on how to log in for the first time can be found on this page as well as the actual login link. These instructions will tell you how your password is generated. Once your password is set up, you will have secure access to your child's information.

What do I do if I have a problem with/question about the following:

Account log in - Please send an email to schooltoolparent@cps.k12.ny.us if you are having trouble logging in or resetting your password.

Demographic Information - After reviewing your child's demographic information, if you see any information that needs to be changed, please contact the Cherry Lane School main office (622-6402).

XIII. SCHOOL DIRECTORY

Through the efforts of the Cherry Lane PTA, a class directory, including students' addresses and telephone numbers, will be made available to you. Requests will be forwarded to you by the PTA, regarding your choice to participate. You are not required to include your information in the student directory. It is on a volunteer basis only.

XIV. SCHOOL RECORDS

Parents are entitled to review their child's permanent records. This can be done by contacting the principal to schedule an appointment to review the record. Additionally, it is a parent's responsibility to keep the school informed of any changes in family status and to provide the necessary documentation.

Address Change

The District requires completed documentation if you are moving to another address in the Carle Place School District. Forms are available in the Assistant Superintendent's Office through the District Registrar (516-622-6449). If you anticipate moving out of the Carle Place School District, you must notify the main office in advance and complete a Student-Family Relocation Form. This form is to be returned to the Cherry Lane School. All questions regarding the formal withdrawal from our district should be directed to Mrs. Sue Buffolino abuffolino@cps.k12.ny.us Once you register at your new school, they will request your child's records and we will send them.

XV. SPECIAL SUBJECT AREAS

Library

All students will work with our school librarian regularly during the six day cycle. Students follow a library program which emphasizes 21st century skills. Through grade specific projects involving research skills, Engineering, Robotics and Coding, students are able to practice the necessary 21st century skills within the library.

Students also have the opportunity to participate in our book exchange program. They learn the important parts of a book, how to handle a book properly, the difference between fiction and non-fiction, different genre of literature such as folktales, fairy tales, biography, poetry, and how to read spine labels and locate specific books. Students start the year by selecting one or two books to borrow once a cycle. Once books are returned, additional books may be borrowed from the library. An Overdue Notice will be sent home if books are not returned. There are no fines for overdue books, however students cannot borrow more books until the overdue ones are returned.

Payment is required for books or magazines that are lost or defaced. The money is always returned if the material is found at a later time. If missing material is not returned or paid for by the end of the school year, final report cards may be delayed.

Art

Once a cycle, students attend art class where art instruction is specifically taught in an experiential manner. Each art exercise, or project, has a specific aim in teaching a skill, developing and/or reinforcing coordination, as well as using imagination in expressing themselves.

New concepts and skills help them to understand and experiment with various sources of inspiration for creative work. Lessons are varied to sustain the child's interest, yet organized so that concepts and skills introduced in one lesson can be reinforced and expanded upon in later lessons.

Physical Education

Physical Education is an integral part of our educational program. In addition to gross motor coordination, children's academic learning experiences are reinforced through movement education.

Developing life-long health and wellness habits is also a goal of our PE program. Students participate in the physical education program regularly in a 6 day cycle.

The students are required to wear sneakers on days they have physical education and are encouraged to wear comfortable clothing (pants or shorts) on those days. Sweatshirts are recommended for cooler days when class may be held outdoors.

Music

In the Music program at Cherry Lane School, students are introduced to the basic elements of music, including melody, rhythm, and tone color. Students are also introduced to the different styles of music. Students participate in the music program regularly in a 6 day cycle. Annual performances are a highlight for students and parents alike!

Comfortable shoes and clothes are preferable for Music class, as students sit on the floor and participate in movement activities.

XI: ACADEMIC INTERVENTION SERVICES (AIS)

Academic Intervention Services are available for our students in the areas of literacy and mathematics. You will be notified if it becomes necessary for your child to participate in any of these programs. Additionally, our school psychologist is available to meet with you or your child if a situation warrants her intervention.

Instructional Support Team (IST) & MTSS (Multi-Tiered System of Supports)

The Instructional Support Team (IST) is designed to supportively address the needs of individual students, as they arise. Its primary focus is for colleagues to work together making it possible for a student to succeed in their current setting.

The IST consists of the principal, school psychologist, speech pathologist, school nurse, general education and special education teachers, a literacy specialist, the parent of the child and the child's classroom teacher(s). The team meets to discuss a child's strengths and needs, and to develop a support plan to help a child meet with success. The Multi-Tiered System of Supports may be academic, behavioral, social or emotional. Virtual meetings will take place. If your child is referred to the IST by a faculty member, you will receive a letter of invitation. As a parent, you can also make a referral.

XVII. STUDENT DISCIPLINE

The district-wide Code of Conduct will be strictly followed. For our less severe, more common disciplinary infractions, the following building procedures will be in place.

Undesired behaviors will be significantly reduced by creating a classroom environment that promotes healthy, positive and mutually respectful relationships where clear expectations are communicated and the responsibility for appropriate conduct is shared by all members of the class. The key to reducing undesired behavior is developing students' problem-solving strategies. Jane Bluestein writes "Without positive ways to generate solutions to their problems, students will surely find negative

routes.” If an inappropriate behavior does occur, the teacher is seen as an authority figure who is responsible for implementing the Code of Conduct.

XVIII. IMPORTANT CONTACT INFORMATION

| | |
|-----------------------------------|---|
| Cherry Lane School Main Office | 622-6402 |
| Nurse’s Office, Mrs. Lennon | 622-6403 (call if your child is going to be absent) |
| School Psychologist, Dr. Pakula | 622-6401 |
| School Social Worker, Mr. Michael | 622-6558 |
| School Counselor, Mrs. Cohn | 622-6520 |