



## **2018-2019 Handbook**



**Students First. District Proud.**

**Published by the Plank Road North PTSA**

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# GENERAL INFORMATION

## ADDRESS OF SCHOOL

Plank Road North School  
705 Plank Road  
Webster, NY 14580  
Phone: 671-8858  
FAX: 787-9009  
Web Site: [www.websterschools.org/planknorth](http://www.websterschools.org/planknorth)  
Attendance Code-a-phone: 670-4012

## SCHOOL HOURS 2018 - 2019

8:00 Office Opens  
8:15 Activity Period Begins (M, T, Th, F)  
9:00 Entry Bell  
9:05 Homeroom Begins  
3:18 Dismissal Bells Begin  
3:30 Buses Depart From Loop  
4:00 Office Closes

## SCHOOL OFFICE HOURS

During the school year, the office is open from 8:00 AM to 4:00 PM. In the summer, the hours are from 7:00 AM to 2:30 PM.

## DISTRICT/SCHOOL CALENDAR

September 4	School opens: Full day for all students
October 5	Superintendent's Day - No School
October 8	Columbus Day - No School
October 18, 19, 26	K-5 Parent-Teacher Conferences ½ Day's
November 12	Veterans' Day Observance - No School
November 21-23	Thanksgiving Recess - No School
December 24-January 1	Winter Recess - No School
January 2	School Resumes
January 21	Dr. Martin Luther King, Jr. Day - No School
February 18-22	February Recess - No School
March 14, 15, 21	K-5 Parent-Teacher Conferences ½ Day's
March 22	March Break- No School
April 8	K-8 Superintendent's Day - No School
April 15-22	Spring Recess - No School
May 14	Annual Budget Vote and Election
May 24, 27	Memorial Day - No School
June 21	Last day of classes - K-5

*For a more complete list of school and district events, you may purchase a district calendar through your PTSA.*

## ARRIVAL & DEPARTURE

Students will leave buses for the building at approximately 9:00 AM. Buses will leave the bus loop at approximately 3:30 PM. **Cars will not be allowed in the bus loop between 8:30 - 9:00 AM and 3:00 - 3:30 PM.** If you are dropping your child off, please use the Main parking lot or the lot near the Kindergarten classrooms. **There is no provision for supervision of students before the entrance bell. For the safety of your child, please be sure they do not arrive prior to 9:00 AM.**

## LATE ARRIVALS/SIGNING IN CHILDREN

If your child is arriving after the 9:00 entry time, you are required to bring your child to the office and sign him/her in. The inner doors are locked after the buses depart.

## SIGNING OUT OF CHILDREN

Please send a note with your child on the morning of the day he/she is to be excused early. Be sure to instruct your child to give the note to his/her teacher immediately upon entering the classroom. When you arrive at school, please go directly to the Main Office and inform the secretary the name of the child whom you are picking up. She will call the child's classroom and have them sent to the Main Office. Sign your child out in the logbook located on the counter in the Main Office. From time to time, you may be asked to show some identification to ensure the safety of the children.

End-of-Day pick up will occur in the Main Lobby. Your child will meet you there; you should not go to his/her classroom. Please provide a note in the morning or a phone call before noon to the Main Office 671-8858. Phone calls for pickups after noon can be challenging to effectively communicate and have a safe dismissal for all students. This will help us to minimize the interruptions to the classroom instruction. **Please do not park in the Bus Loop.** Please use the crosswalk and sidewalks as moving between buses can be dangerous.

## VISITOR'S ENTRY/PASS REQUIREMENTS

ALL DOORS WILL BE LOCKED DURING THE DAY. ALL VISITORS WILL BE REQUIRED TO REQUEST ENTRANCE TO THE BUILDINGS VIA A BUZZER SYSTEM AND THEN SIGN-IN IN THE MAIN OFFICE. FOR THE SAFETY AND SECURITY OF ITS STUDENTS, ALL VISITORS AND VOLUNTEERS TO WEBSTER CENTRAL SCHOOL DISTRICT BUILDINGS ARE REQUIRED TO SIGN IN AND SHOW PHOTO IDENTIFICATION UPON ENTERING THE BUILDING WHEN SCHOOL IS IN SESSION. DISTRICT PERSONNEL WILL PROVIDE EACH VISITOR WITH A VISITOR'S PASS TO BE WORN FOR THE DURATION OF THEIR TIME IN THE BUILDING. CHECK THE DISTRICT WEBSITE FOR UPDATES TO THIS POLICY. VISITORS AND VOLUNTEERS MUST GO DIRECTLY TO THE IDENTIFIED LOCATION.

## BUS PASSES AND OTHER METHODS OF TRANSPORTATION

We expect children to ride the proper bus home. If you wish to have your child go home by some other means such as walking, taking another bus, or being picked up at the office, please let us know by sending in a note. If we don't have written permission, your child will be required to go home as regularly scheduled. See Bus Passes section for more information on Bus Passes (p.9).

## LUNCH MONEY

The cost for an elementary school student's lunch is **\$2.55**.  
Milk is \$.60 for all varieties.

The Food Service Department has a computerized point of sale system that allows all Webster students to participate in a prepaid debit system for all lunches and snacks purchased. This system is NOT a charge account and students must have money in their account or pay with cash.

Prepayments, cash or check (Payable to: Webster Food Services) should be sent directly in with your child and can be handed in right at the cash register during lunch time. When you need to add money to your child's account we ask that it be made in \$5.00 increments. We will continue to accept cash at the registers. However, we encourage students to use the prepaid system instead of cash to avoid lost money and allow for faster service.

An on-line prepayment service ([www.myschoolbucks.com](http://www.myschoolbucks.com)) is available for parents to use to deposit money into their child's account. They may also view their child's account balance, transaction report of lunch line purchases, and establish a school meal balance on line. Parents will be notified automatically via e-mail of low account balances; low balance amounts may be set and/or changed at the parents' discretion.

To use the on-line pre-payment system, first visit the district Website, [www.websterschools.org](http://www.websterschools.org), click on Departments.

1. Click on the **Lunch Menus** quick link.
2. Click on [myschoolbucks.com](http://myschoolbucks.com) link.
3. Next you will need your child's name, student id number (not their pin number used for the POS system) and our school zip code – 14580.

If you have any questions or need help with the above directions, please contact the Food Service Department at 670-5104.

School lunch menus are posted in each school building. In addition, they are published in the Webster Herald, Webster Post and the Webster Pennysaver and can be found on the district website ([www.websterschools.org](http://www.websterschools.org)).

If you think your child might qualify for Free or Reduced priced meals please see the district web page above, click "Quick Links" and F/R Application. Follow the instructions to print and complete the paper application or follow the directions to submit your application electronically.

If your child has dietary restrictions based on medical needs, accommodation can be made. Please contact the district Food Service Office at 670-5104 for necessary paperwork and procedures.

## VISITORS AND VOLUNTEERS

Visitors and volunteers are to sign in at the Main Office and receive a Visitor or Volunteer sticker each time you come to school. We encourage parents to become involved in the life of the school. There will be many opportunities for you to volunteer your time, talents, and services.

Visitors and volunteers in the classroom areas need to make arrangements in advance with their child's teacher. Also, if you are stopping in to have lunch with your child, or to see an assembly, we ask that you stop in at the office and sign in. All side doors are locked during the day. Please enter the building through the main entrance.

## LOST & FOUND

Lost & Found is located in the cafeteria. We encourage children to check the lost & found collection for any missing items. We ask that you label clothing, lunch boxes, backpacks, and other items brought to school by your child. This will help us return a lost article to its owner. Clothes that have not been claimed prior to winter and spring breaks will be donated to charities.

## EMERGENCY INFORMATION

### EMERGENCY INFORMATION SHEETS

During the first days of school, your child will bring home an Emergency Information Sheet for your review, correction and updating. **Return the sheet with any necessary changes, additions and your signature.** Feel free to add information on the back as needed. Changes during the school year are important to us. Being able to reach you or your designee in an emergency is in the best interest of your child.

### EMERGENCY SCHOOL CLOSINGS AND EVACUATION PROCEDURES

In the event of any emergency closing, local TV and radio stations are contacted as quickly as possible. Announcements are broadcast via the district website ([www.websterschools.org](http://www.websterschools.org)) or radio and television.

#### Connect5

All Webster Schools will have access to an automated telephone and e-mail system that will contact families via phone numbers and/or e-mail addresses you provide on your **Emergency Information Sheet** described above. These messages will be generated with specific information provided by the Building Principal or District level administration.

#### AM Radio

WHAM (1180)

#### FM Radio

WXXI (91.5), WCMF (96.5), WPXY (97.9), WVOR (100.5)

#### Television Stations

7, 8, 10, 13, YNN (Channel 9) and Webster Cable 15

### **Emergency Evacuation or Sheltering of Students**

The decision by Webster Schools or competent authorities to evacuate Plank North facilities or shelter Plank North students or staff could be the result of a weather related event, incident at Ginna Nuclear Facility, hazardous materials incident on neighboring highways, or school site emergency (such as bomb threat). In the event of a need to evacuate our building, Plank North students would walk over to the Plank South School. All communications would flow through the Plank South Main Office (671-3190). Reason for evacuation or sheltering would be provided by the Plank North Main Office (through a Connect5 message or other means); it may also be provided on the district web-site as well for parents.

### **Nuclear Emergency Update**

If there is a nuclear emergency, all Webster Central School District students will be evacuated to Monroe Community College (MCC). Parents are not to come to the schools for their children in the event of an emergency situation. You will be notified via the Emergency Broadcast System when they can be picked up at MCC.

### **Safety Drills**

Students in all NYS Schools participate in 12 Fire Drills each school year to practice building evacuation in the event of a fire. Webster Schools also participate in drills called Lockdowns which are used to practice procedures to maximize safety when a risk has entered or tries to enter the building. Plank North and Plank South faculty and staff review evacuation procedures annually and have participated in simulations to familiarize ourselves with each other's building.

## **HEALTH**

### **ABSENCE OR TARDINESS**

If your child will be absent from, or tardy to school, please call your school's **Attendance Line at 670-4012**. Call as soon as you know that your child will be absent. **The attendance line is available 24 hours per day**. Please provide your child's name, grade, teacher's name, and reason for absence or tardiness, and your name and number where you can be reached. Please do not leave information for your child's teacher on the attendance line.

A staff member will follow up with all parent/guardian contacts of all students reported absent by their teacher. If you receive a call and believe that your child should not have been reported absent, follow the directions provided in the message. This procedure provides for an additional safety measure for your child.

### **IMMUNIZATIONS**

New York State Public Health Law requires all students to be fully immunized before starting school. The immunization requirements follow the ACIP guidelines. Please discuss this with your pediatrician or the school nurse.

Exemption to the immunization law may be granted based on verified medical or valid religious reasons when accompanied by the appropriate paperwork.

### **PHYSICAL EXAMINATIONS**

The district strongly recommends regular physical examinations for children. Exams are required for all students in kindergarten, and grades two and four. A child in any grade entering Webster Schools for the first time is also required to have a physical examination. A physical for all new entrants including kindergarten is accepted from one year prior to date of entrance.

### **MEDICATIONS IN SCHOOL**

All school personnel, including school nurses, are prohibited by State Law from dispensing medication to school children without written authorization from parents and a primary care provider. This law applies to prescription drugs, AND all over-the-counter items such as: pain/fever reducers, eye drops, and topical creams.

A parent is welcome to come to school and administer the medication to their child in the school nurse's office.

If a parent wishes his or her child to receive any medication while in school, the following requirements must be met:

- 1) A written request from a primary care provider indicating frequency and dosage of the medication (prescription and/or over-the-counter) must be submitted to the school nurse.
- 2) A written request from the parent to administer the medication as prescribed by the primary care provider must be submitted to the school nurse. Requests may be faxed. The fax number is (585) 670-4020.
- 3) Parents are responsible for the delivery of the medication to the school nurse in an original container from the pharmacy. Children are not to bring the medication to school.

Medication authorizations must be renewed each school year. Parents of children who require special attention for medical reasons should discuss the matter with the school nurse as soon as possible. Please remember to document any special considerations on the back of your emergency information sheet.

## ILLNESS

**Fevers:** Students must be “fever-free” without fever reducing medication, for 24 hours before returning to school after an illness.

**Strep Infections:** Students must be on antibiotics for 24 hours and be fever free without assistance from fever-reducing medication before returning to school. If the student has a negative rapid strep test, they may return to school if fever free for 24 hours without assistance from fever reducing medications.

**Head Lice:** Students returning to school after treatment must be brought to the health office by parents. They should not ride the bus until checked by the nurse. The school nurse will recheck the student and clear him/her to return to the classroom.

**Chicken Pox:** If you suspect your child has chicken pox, do not send him/her to school to be checked by the school nurse. Contact your child’s physician. Chicken pox is a very communicable illness.

## ACADEMICS

### ACTIVITY PERIOD: SEPTEMBER 17 – JUNE 7

Fourth and Fifth graders can participate in Activity Period which runs from 8:15 – 9:00 a.m. Activity Period students are transported on an early bus run. During Activity Period, students can participate in Band, Orchestra, Choir, Art Club, and Intramural Sports. Students identify their level of participation in the spring of the school year. Students wishing to play an instrument must select between Band and Orchestra, but can participate in the other choices once each week.

Activity Period is not offered on Wednesday mornings. Please remember to call our attendance line to report absences prior to activity start time (8:00am).

### ASSEMBLIES

Assemblies offered throughout the year are designed to enhance the curriculum. Assemblies are arranged through our Cultural Arts committee and are jointly funded by the PTSA and the district.

### CLASS SIZE LIMITS

There are limits to class size that varies from grade to grade. Average class size limits are listed below:

Kindergarten	25 students per class
Grades 1, 2, 3	25 students per class
Grades 4 & 5	26 students per class

### FIELD TRIPS

Buildings will be working with their PTSA to identify cost savings associated with Field Trips. Many classes take field trips during the course of the school year related to curriculum that the students are currently studying. Parents are often asked to accompany their child’s class. A permission slip will be sent

home a few days before the field trip. It will state other needs for the trip such as a bag lunch or a fee to attend. **The permission slip must be signed and returned to the school in order for the student to participate in the field trip.** Parents or guardians may provide the school with written notice authorizing an alternate form of return transportation for the student.

### GRADE LEVEL MEETING (CURRICULUM NIGHT)

**Grade Level Meetings will take place on Wednesday evening, August 29<sup>th</sup> for Kindergarten-5<sup>th</sup>.** All parents are invited to a presentation by administration followed by a meeting in the classroom where the teacher will discuss curriculum, schedules, textbooks, homework policies, reporting to parents, grouping practices and classroom policies. Grade Level Night is for parents only. Students will be able to show off their classrooms to their parents at **Open House on Wednesday, November 7<sup>th</sup>.**

Grade Level Night does not provide the opportunities to discuss individual parent/student concerns. Parents can request a meeting with their teacher at any point or utilize their Parent - Teacher conference which is scheduled in October.

### HOMEWORK

Homework assignments in the elementary grades are an important part of the total learning process. Homework reinforces learning that has taken place in the classroom. In addition, the right kind of homework will make it possible for parents to assist their children with school work and gain a better understanding of the school’s program. If your child is spending excessive amounts of time with homework, parents are strongly encouraged to contact their child’s teacher. Modifications and time limits for homework need to be discussed when time spent on assignments becomes excessive.

#### Suggestions for Parents:

- 1) Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
- 2) If possible, provide a quiet corner or space for your child to work.
- 3) Set up an area where there is good lighting and materials with which to work (pencils, ruler, dictionary etc.).
- 4) Let your child work on his or her own, but let him/her know that you are available to help.
- 5) Be aware that there is a difference between being a resource and doing the homework for your child.
- 6) Be available to check work if needed and to check whether the assignment has been completed.
- 7) If possible, help your child see how this particular assignment or skill relates to everyday life.

- 8) Students in grades 3-5 are provided with assignment notebooks by the school, which are used on a daily basis. Please ask your child to review their assigned homework.
- 9) Remember, nothing can help like a hug, smile and a word of approval. Be encouraging and supportive. Your attitudes are contagious.

#### **Homework and Vacations:**

Homework assignments cannot be provided in advance for family vacations that occur outside of scheduled school vacations. Teachers can set aside materials distributed while a child is away for completion upon their return. Our policy is to always encourage attendance during regular school days.

## **INSTRUMENTAL MUSIC LESSONS AND CHOIR**

Students in the fourth and fifth grades are eligible for instrumental music lessons. Students attend lessons on a rotating schedule so as not to miss the same class time each week. Students will receive an assignment at each lesson and are expected to practice their assigned work throughout the week. Classroom work missed during instrumental music instruction must be made up by students independently. Children who take lessons may participate in our school's Band and Orchestra. Rehearsals are held during Activity Period, culminating in 2 concerts per year, which are an expected part of participation in Band and Orchestra. For specific details, please check with instrumental music teachers. In the spring, third graders are introduced to a variety of instruments and given the opportunity to try them. This helps them to choose the instrument they wish to pursue in 4th grade.

Choir is open to any 4th and 5th grade students who would like to participate in a singing group. Choir students will also participate in 2 concerts. Since these concerts are an integral part of the Choir program all Choir members are expected to attend. Choir meets weekly during Activity Period. Choir is a rewarding opportunity for students to learn proper singing technique in a large ensemble.

## **LIBRARY**

Students are invited to use the library at the start of school from 9:15 to 9:30 AM. Students are scheduled in the library once every 6 days for a lesson and book exchange by homeroom. Students can also be scheduled in open blocks in the library schedule for lessons and research time to support classroom curriculum. Books are on loan for two weeks. Each student may borrow the following number of books: K and 1st - 1 book; 2nd - 2 books; 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> - 3 books. Students needing additional resources for research may be allowed to check out extra books. If books are overdue, books may not be borrowed unless a book is needed for a report or project. All books and resources need to be returned or paid for by the end of the year to guarantee full use of library books and resources the following year. This procedure ensures that we have the books

available for your children when they need them. We appreciate your support.

## **MAKEUP ASSIGNMENTS**

Teachers need time to prepare make-up work and collect books for students who are absent. If you wish to pick up or have work sent home with a neighborhood student, please send a note to the teacher or **call the office by 9:00 AM**. In most instances this is not necessary for students who will be absent just one day.

## **OPEN HOUSE**

Open House will take place on November 7, 2018. At this time the students can bring their parents to see their classrooms, as well as other areas of the building. It is also an evening when parents can meet the people who provide special classes/services to their children. The parking lot gets very full on this evening. Please try not to block others when parking for this event.

## **BIANNUAL PARENT-TEACHER CONFERENCES**

Parents and teachers of grades UPK-5 meet on one of the following dates for conferencing: October 18<sup>th</sup>, 19<sup>th</sup>, or 20<sup>th</sup>. On all days, ALL Plank North students will be dismissed at 11:30. There will be no elementary school lunches served on those days. A second spring conference will be scheduled with parents in a similar fashion March 14<sup>th</sup>, 15<sup>th</sup>, and 21<sup>st</sup>.

## **PHYSICAL EDUCATION**

Students in grades K-5 should come to school dressed in appropriate apparel for the gym. Clothing should be comfortable and easy to bend and move in. Children must wear sneakers.

## **REPORT CARDS**

Report Cards are prepared by your child's classroom teacher twice per year at the end of January and June for all students. This academic year, report cards will be available on the Parent Portal on January 30<sup>th</sup> and June 28<sup>th</sup>. Special area teachers also complete progress reports at different points in the year that are included with the above distributions. We encourage you to keep in contact with your child's teacher as often as necessary throughout the school year.

## **SPECIALS: GYM, ART, AND MUSIC**

All children in grades K-5 participate in specials on a rotating schedule. Students typically attend specials by homeroom. There are five sections in Kindergarten and three sections of Third grade this year. Classes will be split into 4 groups to create a class for each specials classroom. Gym class occurs every other day, with either art or music on the non-gym days. Please make sure that your child is ready with sneakers to participate in learning new skills on Physical Education days.

## STANDARDIZED TESTING

This testing calendar should be helpful to parents in scheduling appointments that may be necessary during the school day. It is helpful for parents to try, whenever feasible, to work around testing times/days. All standardized testing takes place in the morning whenever possible. Please consult with your child's teacher if you have any questions. More specific information will be forthcoming from Plank North.

Grade	Name of Test	Dates
New Entrants	Basic Screening	Sept. 7-17
K-1	AIMSweb	Sept./Jan./May
2	AIMSweb	September
2	NWEA Reading/Math	Jan./May
3,4,5	NWEA Reading/Math	Sept./Jan./May
1-5	Math Expressions Inventory	Fall
K	Reading Inventory	Spring
1 & 2	Reading Inventory	Fall/Winter/Spring
3,4,5	*NYS ELA Assessment	April 11-13
3,4,5	*NYS Math Assessment	May 1-3
4	*NYS Science	May 23 <sup>rd</sup> and June 4 <sup>th</sup>
ESL students	*NYSESLAT Speaking	April 9-May 18
ESL students	*NYSESLAT Listening, Reading & Writing	May 7-18

\*Scheduled by NYS Department of Education

## STUDENT AND PARENT SUPPORT SERVICES

### RE-TEACH & ENRICH, AND SUPPLEMENTAL SUPPORT SERVICES

**Re-Teach & Enrich:** The vast majority of students learn through the quality first instruction of their classroom teachers which is differentiated to provide an appropriate level of rigor. Classroom teachers assess the performance of their students and adjust instruction as needed. There will be times when students require a review of key instructional content or can benefit from extension and enrichment. We are providing a 30-minute block, called *Re-Teach & Enrich*, to address these needs. This 30-minute block will be devoted to Mathematics. Teachers at each grade level are encouraged to mix their students, based on student learning needs, during this block to provide either review or enrichment of curriculum. For example, groups of students might go to one room for a review of math problem-solving while another student group travels to

a different classroom to develop speed and accuracy with subtraction facts.

**Supplemental Support Services:** The classroom teacher can seek supplemental instructional support for the student when the instructional strategies available in the classroom and the *Re-Teach & Enrich* block have been exhausted and the child is not responding as expected to that instruction. These supplemental supports in literacy and mathematics are provided on an as needed basis with students moving in and out of service over the course of the school year. Parents are informed of their child's participation in the supplemental programs through letters from the Principal and informal contacts by the providers. Progress reports are provided. Parents may hear from providers between report periods to share pertinent information. Parents should also feel free to contact providers if they have questions.

### CONSULTANT TEACHER SERVICES

Consultant Teachers provide assistance to those students who have been identified by the Committee on Special Education. A student may receive support developing their skills in the areas of reading, writing, and math. Each student has an Individualized Education Plan (IEP) that is developed with input from parents and the classroom teacher. The Consultant Teacher's support can also be extended to any student in the class with similar learning needs. While the Consultant Teacher will typically work with the Classroom Teacher in the General Education classroom, they can also pull students on occasion to a separate location when that would better meet the students' learning needs.

### ENGLISH AS A NEW LANGUAGE (ENL)

Students whose home language or native language is other than English receive support in English and content areas. Skills in listening, speaking, reading and writing are addressed. ENL classes also help students assimilate our American traditions and culture while maintaining pride in their own language and heritage. The language of instruction is English. Continued eligibility is determined by scores received on the NYSESLAT (New York State English as a Second Language Achievement Test).

### PARENTS ADVOCATING FOR CHALLENGE IN EDUCATION (P.A.C.E)

Formerly known as GATES, Parents Advocating for Challenge in Education (P.A.C.E.) advocates for meeting the academic needs of students at all levels of instruction. P.A.C.E provides education on the following topics: accelerated learning, differentiated instruction, enrichment opportunities, goal setting, gifted education, advanced placement coursework, maximizing technology in the classroom, and how to best provide social and emotional support to students who seek to challenge themselves academically. For more information, contact Dorothy Petrie at 305-3385 or [petrie03@gmail.com](mailto:petrie03@gmail.com).



## **MENTAL HEALTH STAFF**

School psychologists help children and youth succeed academically, socially, and emotionally. They collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments for all students that strengthen connections between home and school.

School psychologists provide the following services:

### **Consultation**

- Collaborate with teachers, parents, and administrators to find effective solutions to learning and behavior problems.
- Help others understand child development and how it affects learning and behavior.
- Strengthen working relationships between teachers, parents, and service providers in the community.

### **Evaluation**

- Evaluate eligibility for special services.
- Assess academic skills and aptitude for learning.
- Determine social-emotional development and mental health status.
- Evaluate learning environments.

### **Intervention**

- Provide psychological counseling to help resolve interpersonal or family problems that interfere with school performance.
- Work directly with children and their families to help resolve problems in adjustment and learning.
- Provide training in social skills and anger management.
- Help families and schools manage crises such as death, illness, or community trauma.

### **Prevention**

- Design programs for children at risk of failing at school.
- Promote tolerance, understanding, and appreciation of diversity within the school community.
- Develop programs to make schools safer and more effective learning environments.
- Collaborate with school staff and community agencies to provide services directed at improving psychological and physical health.
- Develop partnerships with parents and teachers to promote healthy school environments.

### **Research and Planning**

- Evaluate the effectiveness of academic and behavior management programs.
- Identify and implement programs and strategies to improve schools.
- Use evidence-based research to develop and/or recommend effective interventions.

## **SCHOOL-WIDE ENRICHMENT PROGRAM**

The Enrichment Program is an important part of the overall program for students at Plank North. Differentiated instruction is the foundation of enrichment in Webster. Instruction is

differentiated through varied grouping, varied instructional materials and varied assignments. The Enrichment Specialist works with individual teachers and teacher groups to develop new instructional strategies and assist with differentiated planning where necessary. In addition, we continue to look for opportunities for students to explore their interests and talents. The Re-Teach & Enrich block provides classroom teachers the opportunity to extend and enrich the curriculum for students who are ready to explore math components at a deeper level. This 30-minute block is built into our Elementary Schedule for Mathematics. Teachers in the grade level can work with the Enrichment Specialists when developing the plans for this instruction.

## **SCREENING OF NEW ENTRANTS**

New York State Law requires that all children who are in New York State public schools for the first time be screened. We will screen first time New York State public school students in K through 5th grade during the first three weeks of school. Most Kindergarten students are screened in the spring prior to their start of school. The school nurse will review immunization and medical records, along with a screening of all new students' vision and hearing. The students' records from other NYS Schools will be reviewed by a group in lieu of a formal screening. Further evaluations can be performed as necessary.

## **SEPTA & PARENT TO PARENT**

SEPTA (Special Education Parent Teacher Association) is a group of concerned parents and teachers who have come together to voice opinions and support for our children's needs. Our purposes are to provide information and support to parents and teachers of children with special needs, and to promote better educational opportunities for all children. Our goals are to create a network and to disseminate information; to provide a voice in creating policy, to provide information regarding laws and parental rights, and to provide a communication link with administration. We hold informational presentations throughout each school year. Also, SEPTA sponsors non-competitive bowling and soccer leagues for children with special needs. If you would like more information on SEPTA and/or need more information on special education, please contact the school office, 671-8858.

Parent to Parent is a support group for Webster parents with questions about educational services available for their children, answered by parents with experience. Parent to Parent provides an open forum for any parent to come and gain information and direction to help themselves, their children, and each other, while in the educational system. We encourage each parent/guardian to become their child's best advocate. If you would like more information about Parent To Parent, please contact the school office, 671-8858.

## **SPEECH AND LANGUAGE PROGRAM**

Each year all kindergarteners and new entrants are screened to assess their speech and language skills. Students can also be referred for screening by their classroom teacher or parents. Additional diagnostic testing may be administered if this is indicated by the initial screening results.

Speech/language therapy can be provided for students who have been identified as having speech/language difficulties that affect their academic performance. Services can address articulation, receptive and expressive language, auditory processing, written language, voice, fluency and social skills.

Students who qualify can receive therapy through Plank North's Response to Intervention (RTI) model. Students may also be eligible to receive support through the Committee on Special Education (CSE) if their needs are significant and cannot be met through the RTI model.

## **TRANSPORTATION**

### **AUTOMOBILE/BUS SAFETY**

In the parking lot and the bus loop, as well as on all roads in the state, cars may not pass school buses that have their stop arm extended or their flashers on. This is a New York State traffic law. License plates of cars violating this law will be recorded by the bus drivers and reported to the Sheriff's Department. The fines for this violation are substantial. The safety of the children is our first concern.

- 1) **Please do not park in the bus loop as this will block arriving buses. When picking up students at the end of the school day, please park in the parking lot by the primary wing. Do not walk between parked buses, as this can be very dangerous.**
- 2) **The bus loop is closed to automobile traffic from 8:30 AM – 9:00 AM and from 3:00 PM to 3:30 PM.**
- 3) **Cars that enter the loop will be re-routed if there are no buses in the loop. If buses are in the loop, cars will either be directed by the bus loader or be held until all buses leave.**

### **BICYCLE RIDERS/WALKERS**

If your child wants to ride a bicycle to school or walk, district policy requires you to fill out a permission slip, obtainable at the Main Office. New York State law requires all children under the age of 14 to wear bicycle helmets.

### **BUS PASSENGER SAFETY & PROCEDURES**

Appropriate student behavior on the bus is a necessary component in providing a safe ride to and from school. Students should remember and practice the following rules:

- Board the bus single file and find a seat.
- Remain seated properly until your stop.
- The use, possession, or dealing of tobacco products, alcohol, or other drugs is prohibited.
- Littering or damaging the bus is prohibited.
- Keep the aisle clear at all times.
- Fighting, pushing, pulling, or throwing things on the bus is banned.
- No unauthorized objects on the bus.
- Unacceptable language or gestures (including teasing, taunting, verbal threats etc.) are forbidden.
- Eating or drinking is not allowed on the bus.
- Keep all body parts and all objects inside the bus.
- Keep the noise at an acceptable classroom/indoor level.
- Cross in front of the bus at the driver's signal.

Classroom teachers review appropriate bus behavior with their students. Your support and assistance is appreciated.

#### *Procedures for Improper Behavior:*

Improper behavior may or may not result in the suspension of bus privileges. The following procedure is followed at Plank Road North when a student's conduct may warrant suspension or other, less drastic action.

- 1) The bus driver completes a Respect & Protect bus referral describing the incident in which the student is allegedly engaged.
- 2) A report is sent to the parent(s), who will then discuss the incident with the student. The building administrator may also complete a referral on a student for inappropriate behavior (on or off the bus) without a bus referral from the driver, based on reliable information.
- 3) A 3rd violation or a Level 3 Offense is sent to a member of the Building Leadership team.
- 4) Building Leadership will inform the parent/legal guardian in writing or over the phone. The parent will have the opportunity to discuss the incident if they wish, and transportation department personnel will be available to explain details of the incident, if necessary.
- 5) Building Leadership may have the student miss recess, write a letter of apology if warranted, perform a community service, report to detention, and/or suspend bus privileges.
- 6) Notification and the timetable for suspension will be communicated by the Building Leadership Team.
- 7) When a suspended student does not have alternative public or private means to get to school, the district will make other educational arrangements.

#### *Items Prohibited on School Buses:*

For the safety of all riders, students may not carry potentially harmful items on the bus. Nothing should be carried that will

interfere with seating space or safety. For example, no: animals or bugs, glass objects, helium balloons, skateboards, sled/skis, bulky items, sharp or pointed objects, medicine, breakable objects, oversized projects (must fit on student's lap), large musical instruments.

Riding the bus is a privilege and we want all of our students to be able to benefit from it. Your support in this endeavor is very important and much appreciated. Questions and/or concerns about a bus or behavioral referral should be directed to the office at Plank Road North.

## **BUS PASSES**

Parents must send in a note giving permission for their child to ride a different bus at the end of the day. We urge you to send in a note with your child so that we have plenty of time to ensure a safe and clearly communicated dismissal for all.

**Information necessary for a bus pass includes: first and last name of both students involved, and the address and bus number of the child being visited.** *Note To School pads* can be purchased through PTSA or at the Main Office with quick and easy fill-in-the-blanks. These notes are collected by the classroom teacher and sent to the office for the bus passes to be filled out. The bus pass will be distributed later in the day to the student. Copies of the bus pass will be present in the Pioneer Press.

## **BUS SCHEDULES**

The Webster School District mails the bus schedule to each family the last week of August. Under special circumstances a bus stop may be changed. This is done directly through the District Transportation office, 265-3840.

## **CHILD CARE TRANSPORTATION**

Anyone with children needing before or after school transportation to any childcare location must apply annually to the Transportation Department by April 1<sup>st</sup>. This service for K-5 students is only available on a regular weekly basis for the entire year.

Late applications or changes will be honored only if there is already existing bus service and room on that bus. For more information, call the Transportation Office at 265-3840.

The district currently provides transportation between licensed day care centers and the child's home school. Children at private day care providers will be transported to the school assigned to the address of the day care provider. The Bayview YMCA School Age Child Care will be held after school at the Plank Road North School.

## **BUILDING & DISTRICT POLICIES**

### **CLASSROOM SNACKS/CELEBRATIONS**

The Webster Central School District is committed to providing a school environment that promotes and protects our students' health, well-being, and the ability to learn by fostering healthy

eating and physical activity. Our commitment to health and well-being for students has led to a review of existing practice around food consumption in school. To this end, the following guidelines for the district have been developed:

- Because of allergies and individual student needs, there will be no food sharing at any time.
- Only commercially prepared, individually packaged foods will be used. The packaging must include the original label.
- Birthday celebrations have moved toward birthday recognition through means other than the traditional food celebrations. We will no longer celebrate birthdays with cakes, cookies and other food treats at school.
- The staff will encourage the use of fruits, vegetables, healthy dairy, and nutritious grain products for classroom snacks.
- Teachers will manage the menus for holiday/special celebrations. The menus will encourage fruits, vegetables, healthy dairy and nutritious grain products. There will be a balance of sweet treats with healthy, nutritious foods.
- Since only commercially prepared, prepackaged food is to be used; preparation of food products within the classroom must be under the supervision of a qualified school food service preparer.
- It is our hope that these guidelines will help to promote good nutrition but also help to educate the students in balanced nutrition.

### **CAFETERIA EXPECTATIONS**

The cafeteria should be a safe and pleasant environment in which students can eat their lunch and socialize with their classmates.

Two cafeteria aides monitor the students, and if the need arises, they may have a student move to a different table or a separate desk to eat if he/she cannot follow the rules. Students are held accountable for their behavior in the cafeteria just as they are elsewhere in school. In order to communicate more effectively with students, we have implemented a cup system similar to a traffic light - Red, Yellow and Green. All classes start on green and cup colors are changed if needed when students are not following the rules.

If the situation warrants, the aides will send a student directly to the office to see a building administrator. Cafeteria aides will communicate infractions of the rules to the classroom teacher or building administrator who then follow up with a referral as necessary.

### **CODE OF CONDUCT**

The Webster School community is committed to maintain a school environment in which there is mutual respect and where students can work to their potential. Instances of misbehavior will be treated effectively, fairly and equitably, and with a view toward placing students in environments in which they can succeed. As required by New York State's S.A.V.E.

Legislation (effective July 1, 2001) Webster has developed a Code of Conduct which includes the following components:

- Student Rights
- Student Responsibilities
- Administrative Response
- Weapons Policy (see below)
- Student Dress Code (see below)

The Code of Conduct is available on the District website, [www.websterschools.org](http://www.websterschools.org); copies are also available in the school office.

### **Weapons Policy**

The Webster School District weapons policy is consistent with New York State law and State Education Department regulations.

*Actions that clearly endanger the health, safety or welfare of others or oneself, such as possession, sale or use of a weapon (including knives of any kind) will result in the following action:*

- Immediate parent contact
- Involvement of Webster Police
- Automatic out of school suspension
- Superintendent's hearing to determine potential re-admittance

*New York State law requires the immediate removal of any student bringing a gun to school grounds and is subject to a full year suspension following a Superintendent's hearing.*

As of December 1, 1999, making a bomb threat against a school is a Class E felony (Chapter 561 of the Laws of 1999). Such threats are now punishable by up to a three year prison sentence, a \$5,000 fine, and a mandatory one-year driver's license suspension. This law holds individuals – or the parents of those under the age of 18 who make bomb threats – liable for the costs of responding to those threats.

### **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress for school and school functions in a manner that is in line with the Principles of the Webster school community regarding respect for self and others. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

At the beginning of the school year, each building principal or his/her designee shall be responsible for informing all students and their parents of the Student Dress Code for their child's building. Parents and students will be updated as needed on any revisions to the dress code.

Students who violate the Student Dress Code of their building shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

*Following the dress code is not optional.*

A student's dress, grooming, and appearance shall:

- 1) Be safe, appropriate and not disrupt or interfere with the educational process
- 2) Include footwear at all times. Footwear that is a safety hazard will not be allowed
- 3) Ensure that undergarments and midriff are completely covered with outer clothing.
- 4) Recognize that as one matures physically, brief garments such as tube tops, net and halter tops, spaghetti straps, excessively short skirts and short shorts are not appropriate
- 5) Not include items that are vulgar, obscene, insulting or belittling of others on account of race, color, creed, religion, national origin, gender, sexual orientation or disability
- 6) Not include items that could be considered weapons such as heavy chains or studs
- 7) Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage illegal or violent activities
- 8) Recognize that at Plank North School, we do not typically wear our hats or hoods in school.

### **Personal Media Devices**

The use of personal media devices including, but not limited to, Game Boy, PSP, MP3 Players, Cameras and Cell Phones are prohibited during the school day, including the bus ride to and from school.

### **EQUAL OPPORTUNITY – TITLE IX**

The Webster Central School District (WCSD) does not discriminate on the basis of sex, age, race, color, national origin or handicapping condition in its educational programs, activities or employment practices. Inquiries regarding this non-discriminatory policy should be directed to:

#### **Title IX Coordinator and Section 504 Coordinator**

Shelly Cahoon – 216-0034

Any parent, student or employee who wishes to complain of civil rights violation under Title IX or Section 504 of the Rehabilitation Act of 1973 may do so by written complaint mailed or delivered to the appropriate Coordinator.

### **THE DIGNITY FOR ALL STUDENTS ACT**

The intent of the Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility in public schools. It focuses on prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate. The Dignity Act states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender/gender identity by school employees or students on school property, on a school bus or at a school function.

## PLANK NORTH PTSA & SCHOOL COMMITTEES AND EVENTS

**PTSA Meetings** will be held Monday evenings on September 17<sup>th</sup>, November 19<sup>th</sup>, January 7<sup>th</sup>, March 4<sup>th</sup> and May 6<sup>th</sup> at 7:00 PM at Plank North. The meeting agenda includes committee reports, new and old business, and the Principal and Board of Education updates. PTSA meetings are a terrific way for families to keep informed of Plank North events and programs.

**PTSA Chair:** Jill Jones

**Volunteers:** Each event put on by the PTSA requires the time and effort of many people. As little as an hour is needed for some tasks; others require more time and planning. Please help! Your children enjoy seeing you and knowing that you are involved with their school. Volunteer sign-up sheets are included in the monthly school newsletter.

**PTSA Correspondence:** All flyers and handouts distributed to students for home delivery will be printed on purple colored paper. It is our goal to bring your attention to these PTSA items.

**After School Activities:** Throughout the year various classes are offered as an after school program. Past clubs have included chess, science, animation, and sports clinics. Watch for flyers coming home with the students for registration information.

**Book Fair, November and March:** Each year, the Plank North Library and PTSA sponsor one or more book fairs to raise money to bring authors to our school.

**Community Arts Day, April 16:** This is a district-wide festival featuring student's accomplishments in the areas of Visual Art, Photography, Music and Creative Writing. CAD is held at Webster Schroeder High School. It highlights student and community talents with performances by musicians, dancers, and craftspeople.

**Cultural Arts:** The PTSA donates funds for field trips, assemblies, Artist-in-Residence programs, and workshops arranged by a committee of PTSA parents and teachers. A variety of people and groups come into the school for the education and entertainment of the students.

**Family Fun Night, January 17:** This is an event that allows our school community to come together for an evening of fun family activities.

**Field Day, June 17:** Field Day at Plank North is a much loved tradition. In addition to competitive games, we include activities that are simply fun and festive. Our PTSA is a generous supporter of this program and they coordinate with Mrs. Craig and Mr. Peter at school to make this event possible. One of our many goals at Plank North is that of creating a strong sense of community among our students, staff and

The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as the superintendent, school board members, parents, students, teachers, support staff, principals, administrators and other school personnel have particularly important roles to play in its implementation.

DIGNITY ACT COORDINATORS ARE ASSIGNED TO EACH SCHOOL BUILDING. PLANK NORTH'S DIGNITY ACT COORDINATOR IS MRS. BALSAMO. YOU MAY CONTACT HER AT 671-8858. TO LEARN MORE CONTACT YOUR BUILDING'S MAIN OFFICE OR CONSULT THE DISTRICT WEB SITE, [WWW.WEBSTERSCHOOLS.ORG](http://WWW.WEBSTERSCHOOLS.ORG).

### PARENT INTERACTION





If you have a specific concern, comment, and/or idea about school policy or programs, take the following steps in contacting district personnel:

1. Contact the teacher.
2. Contact the Plank North Leadership Team.
3. Contact the related supervisor at the District Administration office.
4. Write or call the Superintendent.
5. Call a Board member or address the Board during the visitor's speaking time at a Board meeting.

### LEARNING LEVELS

Learning levels are a guide that we use with all Plank North students. This is a tool that students use to rate the level that they are learning at: participation in lessons, interactions with peers and the completion of their work.

#### Learning Levels

	<p><b>Level 4</b> I am being responsible for my own learning and respectful to others who are learning. I am looking for new opportunities to learn.</p>
	<p><b>Level 3</b> I am being responsible for my own learning and respectful to others who are learning.</p>
	<p><b>Level 2</b> I need a reminder to be responsible for my own learning and respectful to others who are learning.</p>
	<p><b>Level 1</b> I am not being responsible for my own learning or respectful to others who are learning. I need to make better choices.</p>

families. Field Day is a wonderful way for all of us to celebrate our accomplishments and our friendships. Families are welcome but must sign in the Main Office. Younger children may attend but not participate in the activities.

**Fifth Grade Social, June 7:** Fifth graders will celebrate graduating from elementary school and moving up to the middle school. This is an afternoon of fun activities such as a DJ, pizza party, or a carnival.

**Fund-raisers:** There is one major fund-raiser held to support our ongoing PTSA programs and events. Participation in the fund-raiser is voluntary, yet we have a goal of 100% participation.

**Grade Level Night, August 29<sup>th</sup> for K-5<sup>th</sup>:** This is a night for parents to meet their child's teacher, discuss curriculum, schedules, textbooks, homework policies, reporting to parents, grouping practices and classroom policies.

**Health/Safety/Wellness:** This Central PTSA committee has a liaison from each school in the Webster District. They aid in the education of parents and children concerning health, safety and wellness issues.

**Kindergarten Registration:** Registration is held in late February/early March at each Webster District Elementary School. PTSA volunteers assist the school secretaries with paperwork and questions from our incoming kindergarten parents and children.

**PARP (Pick a Reading Partner):** focuses on providing students with reading incentives to motivate and create a love of reading. Scheduled for the spring of 2019.

**Spring Plant Sale, May 8-10:** Small individually potted plants, such as marigolds and petunias, are available for purchase by the students at a nominal cost.

**Newsletter:** The Pioneer Press is published monthly. In an effort to be environmentally and economically responsible, we are offering the Plank North newsletter via our website. You will be able to access the newsletter by logging on to the district website, [www.websterschools.org](http://www.websterschools.org). Using the Schools tab, click on the Plank Road North ES link. Scroll to the bottom of the page to download the newsletter.

**Open House, November 7:** This is when students can bring their parents and friends to see their classrooms, as well as other areas of the building. It is an evening when parents meet the people who are special to their children.

**PTSA Membership and Calendars:** Every family is encouraged to join the PTSA or renew their membership from the previous year. Membership fees are used to enhance students' educational opportunities through local, state, and national levels. The PTSA calendar lists dates for district and PTSA events.

**Red Ribbon Week:** A week-long activity at the end of **October** to teach awareness of drugs and alcohol and the benefits of a healthy lifestyle.

**Redemption Programs:** Information about our various redemption programs can be found online at the district website. On the Plank North Elementary webpage, look for the Plank North PTSA link. Click on Redemption Programs.

**School 17 Holiday Gift Giving:** Students and teachers have the opportunity to provide holiday gifts for those less fortunate. The PTSA works with the Community Service Club to wrap all of the presents donated by the Plank North Community.

**School Pictures, October 17:** Make-up day is November 30<sup>th</sup>. Parent volunteers help the students to look their best for the camera.

**School Spirit Apparel:** Fun and hip school logo apparel is available for sale. It is an opportunity for students to show their school spirit. There will be only one sale this year in the fall so please watch your child's backpack for your order form.

**Share the Season, November 30<sup>th</sup>:** This is an evening event for families to celebrate the season and decorate the school.

**Staff/Teacher Appreciation Week, May 6<sup>th</sup>–May 10<sup>th</sup>:** Recognized nationally by PTSA, a week-long event when teachers and staff are recognized for their efforts of encouraging our children.

## STUDENT PROGRAMS

### FAMILY MATH & LITERACY NIGHT

This is an evening for students and families to work together using fun activities. The event helps foster greater understanding and applications for our students and to help parents find and play activities they can do outside the classroom to support their child's learning. Join us for a night of fun.

### MATH OLYMPIAD

The Math Olympiad is a national competition in math problem solving. A team of 5th grade students participates in Math Olympiads to challenge their growing repertoire of math problem solving skills. They practice regularly and must use many creative strategies in the contests that are presented from October through March.

### PLANK NORTH STUDENT HELPERS

Each year 4<sup>th</sup> graders are given the opportunity to apply for student helper positions at the end of the year. In addition, any new fifth graders are welcome to apply at any time. Based on their essays and teacher recommendations, students will be considered, by a committee of teachers and administrators, for positions such as Safeties (indoor and outdoor), Announcers, Flag Raisers, Kindergarten Helpers. Other student leadership opportunities are available for students throughout the school year. Qualifications and expectations for these positions include responsible, age-appropriate behavior as found in our PBIS program, commitment to school code of conduct and academic responsibilities as well as a genuine desire to help and be a role model for the Plank North Community.

### STUDENT SHOWCASE – MARCH 6, 2019

Each year Plank North holds its annual Learning Showcase to recognize the talents and interests of our students. A perfect opportunity for your child to "drive" their own learning! The Showcase rotates between different themes. Students research and create a project based on the year's theme to be exhibited at school during the showcase. Many times these extra-curricular projects can be hands-on, performance based, and interactive. After a week of interviewing and sharing the projects with Plank North Staff, there is a celebration (Showcase) held on a Saturday for family and community members to attend. In addition to the students and classroom projects on display, there are sessions for families to attend that coordinate with the theme. The program is coordinated by Mrs. Balsamo with assistance from Plank North Staff and PTSA.

## WEBSTER BOARD OF EDUCATION

The Webster Board of Education is made up of seven community volunteers elected by the public for staggered three-year terms. School Board members are responsible for establishing district policy and approving expenditures, personnel, and administrative recommendations.

The Webster Central School District Board of Education appreciates your interest in our schools and welcomes your comments and questions. Residents who take the time to observe the Board in action, study the issues, and express their opinions play a major part in promoting excellence in education. Copies of the agenda, which outline the order of business, are available at each meeting. Agendas and supporting documents are mailed to Board members prior to the meeting date for study and review. Live and pre-recorded board meetings are shown on Webster cable station 15. Agendas and approved meeting minutes are posted to the District website; they are also available through the District Clerk, 216-0001.

### BOARD OF EDUCATION CALENDAR

The Board of Education Calendar is available at [www.websterschools.org](http://www.websterschools.org). On the homepage, click on District, and then Board Home. The Annual Budget Vote and School Board Election are Tuesday, May 15, 2018.

### WEBSTER CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Tammy Gurowski, <i>President</i>	645-6133
Linda Dioguardi, <i>Vice President</i>	787-3373
Sue Casey	704-7179
Janis Strege	872-6203
David Metzger	704-4922
Mike Suffoletto	872-5283
Maria Rigillo	469-9760

## WEBSTER CENTRAL PTSA

Webster Central PTSA is a group of parents and teachers who meet monthly. Members of the Central PTSA include the chairpersons from the PTSAs of each building, liaisons from SEPTA, the Board of Education, the Webster Teachers Association, and assorted committees.

PTSA stands for Parent, Teacher and Student Association. Webster Central is a member of National PTA. On the national, state, and regional levels, PTA has been influential in the passage of laws concerning school bus safety, bicycle helmet use, smoke-free school campuses, and reducing the availability of cigarettes to minors. Another goal of National PTA is parent education, helping parents develop the skills they need to raise and protect their children.

## APPENDIX

### PLANK ROAD NORTH SCHOOL DIRECTORY

Principal	Mr. Craig Bodensteiner
Assistant Principal	Mrs. Heather Balsamo
Secretaries	Mrs. Pamela Bingo Mrs. Cindy Ginster
Pre-K	Ms. Judy Molyneaux
Pre-K Aide	Mrs. Jessica Provenzano
Kindergarten	Mrs. Cindy Barnard Mrs. Theresa DuPont Mrs. Margaret Garritano Ms. Marnie Weinmann Mrs. Melissa Yates
Grade 1	Mrs. Amy Braband Mrs. Melanie Gibbs Ms. Christine Murphy
Grade 2	Mrs. Laurie Fuss Mrs. Kelly Hanley Miss. Sheila O'Hanlon Mrs. Jeanne Rosenzweig Miss Emily Topping Mrs. Jessica Tydings
Grade 3	Mrs. Stephanie Bizzigotti Ms. Maureen Brayley Miss Betsy Dewitte Mr. Dave Gorski Ms. Heidi Stauber
Grade 4	Miss Barb Banschach Mrs. Brenda Green Ms. Marcia Napolitano
Grade 5	Mr. Dan Crowley Mrs. Ann Merkey Mrs. Amy Peffley Mrs. Allison Rokosz
Physical Education	Mrs. Michelle Craig Mr. Kevin Sayers
Art	Miss Natalie Palermo
Vocal Music	Mrs. Sarah Rosenberry
Instrumental Music	Mrs. Kathy Biscaro Mr. Don Russo
School Nurse	
Librarian	Mrs. Gretchen Pulver
Literacy Specialists	Mrs. Sharon Goodman Mrs. Sue Hooper Mrs. Beth Lax Mrs. Janet Vespone
Teaching Assistant:	Mrs. Terri Nims

Teaching Assistant	Mrs. Elaine Wormsbecher
Math Resource	Mrs. Dori Bennett Mrs. Sarah Denis Mrs. Carleen Fallone Mrs. Deena Fairchild Mrs. Heather Jacks Mrs. Molly Dertinger Miss Brittany Filip Miss Rebecca Hyland Mrs. Mary Provenzano Mrs. Michelle Feltner Mrs. Alexandra Stark Mrs. Jodi Muscate Mrs. Ellen Swanger Mrs. Gretchen Buck Mrs. Kelly Deisenroth Mrs. Theresa DiSalvatore Mrs. Maureen Massaro Mrs. Susan Padgham Mrs. Rosalie Roumpapas Mrs. Renee Doody Mrs. Missy Rosenberry Mrs. Sherry Willis Mrs. Sandy Kudla Mrs. Ann Meers Mr. Willie Davis Mr. Sean DeLorm Mr. Charles Jackson Mrs. Brandie Mitchell Miss Denise Bonney
Consultant Teachers	
ENL	
Speech/Language	
School Psychologist	
Occupational Therapist	
Physical Therapist	
Aide	
Aide	
Aide	
Aide	
Aide	
Aide	
Building Aide	
Library Aide	
Cafeteria Manager	
Lunchroom Aide	
Custodial Staff	
Computer Technician	

### SPECIALS AND LUNCH SCHEDULE

#### Specials: Art, Music, Gym

8:15 – 9:00	Activity Period (4 <sup>th</sup> and 5 <sup>th</sup> Grades)
9:45 – 10:30	4 <sup>th</sup> Grades
10:35 - 11:20	3 <sup>rd</sup> Grades
11:25 - 12:10	5 <sup>th</sup> Grades
12:50 - 1:35	2 <sup>nd</sup> Grades
1:40 - 2:25	Kindergarten
2:30 – 3:15	1 <sup>st</sup> Grades

<u>Lunchtime</u>	<u>Grade</u>	<u>Teacher</u>
10:45 – 11:15	K	Yates
10:50 – 11:20	K	Garritano
10:55 – 11:25	K	DuPont
11:00 - 11:30	K	Weinmann
11:05 - 11:35	K	Barnard
11:10 - 11:40	2	Hanley
11:15 - 11:45	2	Fuss
11:20 - 11:50	2	O'Hanlon/Topping
11:25 - 11:55	2	Tydings/Rosenzweig
11:30 - 12:00		
11:35 – 12:05	1	Braband
11:40 - 12:10	1	Gibbs
11:45 - 12:15	1	Murphy



11:50 – 12:20		
11:55 - 12:25	3	Bizzigotti
12:00 - 12:30	3	Stauber
12:05 - 12:35	3	Brayley
12:10 - 12:40	3	Gorski
12:15 - 12:45	3	Dewitte
12:20 - 12:50		
12:25 - 12:55	4	Napolitano
12:30 – 1:00	4	Green
12:35 – 1:05	4	Bansbach
12:40 - 1:10		
12:45 - 1:15	5	Merkey
12:50 - 1:20	5	Rokosz
12:55 – 1:25	5	Peffley
1:00 – 1:30	5	Crowley

**SCHOOL AGE CHILD CARE**

The Bayview YMCA has an after school child care program at Plank Road North. There is a registration fee. For more information contact: Bay View YMCA, 1209 Bay Road, Webster NY 14580; phone 671-8414.

Western New York Child Care Council (654-4720) has a referral service which lists all registered caregivers in your area. [www.childcarecouncil.com](http://www.childcarecouncil.com)

Daycare Centers--The Webster School District currently provides transportation between Plank North and several area daycare centers. For further information see "Child Care Transportation."

The Main Office at Plank North has a list of Plank North parents who provide before and after school childcare. This list is provided as a service only. The school does not endorse any specific caregivers. It is up to the parent(s) to determine if a caregiver will suit their needs.

**PTSA MEETINGS 2018-19**

- Monday, September 17<sup>th</sup>, 2018 - 7:00 PM
- Monday, November 19<sup>th</sup>, 2018 - 7:00 PM
- Monday, January 7<sup>th</sup>, 2019 - 7:00 PM
- Monday, March 4<sup>th</sup>, 2019- 7:00 PM
- Monday, May 7<sup>th</sup>, 2019 - 7:00 PM

**PLANK NORTH PTSA DIRECTORY**

<b>Chair:</b>	Jill Jones
<b>Vice Chair:</b>	Shari Andrews
<b>Recording Secretary:</b>	Keri Carrillo
<b>Treasurer:</b>	Stephanie Blaschek
<b>Volunteer Coordinator:</b>	Michele Riedl
After School Activities	Kelly Lape
Book Fairs	Robin Mezzanini/Shari Andrews
Bulletin Boards	Erin Lantzer
Calendars	Rebecca Weber
Membership	Kelly Lape
Community Arts Day	<b>OPEN</b>
Fifth Grade Social	Robin Mezzanini

Fundraising	<b>OPEN</b>
Kindergarten Registration	Rebecca Weber
Kindergarten Orientation	Shari Andrews
New Family Gathering	Jessica DeMity
Note to School Pads	Pam Bingo
Pick a Reading Partner	Nancy Coughlin/ <b>OPEN</b>
Pioneer Press Newsletter	Samantha Schaubroeck
Plank North Handbook	Robin Mezzanini
Playground Totes	<b>OPEN</b>
PTSA-Teacher Liaison	Ann Merkey

**Redemption Programs:**

Box Tops for Education	Ginny Grattan
Tops Rewards	<b>OPEN</b>
Recycling Program	Heather Balsamo
School 17 Holiday Giving	Jessica DeMity
School Board Liaison	Dave Metzger
School Picture Coordinator	Jessica DeMity/Sara Alexander
School Spirit Apparel	Kelly Lape
Share the Season	Michele Riedl
Spring Plant Sale	Brianne Hudson
Staff /Teacher Appr.	Jill Jones/Alisha Hoagland
SweatHeart Dance	Carleen Fallone
Trunk or Treat(w/PS PTSA)	Alan Ley

**DISTRICT ADMINISTRATION STAFF**

119 South Avenue, Webster, NY 14580	216-0000
<b>Superintendent of Schools</b>	
Carmen Gumina	216-0001
<b>Assistant Superintendent for Business</b>	
Brian Freeman	216-0017
<b>Assistant Superintendent for Administration and HR</b>	
David Swinson	216-0011
<b>Deputy Superintendent and Assistant Superintendent for Instruction</b>	
Brian Neenan	216-0024
<b>Director of Educational Technology &amp; Information</b>	
Brian Zimmer	216-0099
Joe Montemaro	216-0123
<b>Director of Fine Arts</b>	
Michael Roller	216-0131
<b>Director of Humanities</b>	
Terrance McCarthy	216-0080
<b>Director of Mathematics &amp; Business</b>	
Susan Clark	216-0055
<b>Director of Science and Technology</b>	
Bill Ottman	216-0112
<b>Chemical Abuse Prevention Program and Supervisor of Health and Family/Consumer Science</b>	
Janine Sanger	216-0026
<b>Public Relations Coordinator</b>	
Krista Grose	216-0013
<b>Manager of Transportation</b>	
Joe Pustulka	265-3840
<b>Manager of Food Services/Free &amp; Reduced Lunch</b>	
Mark Balfour	670-5104

**Director of Infomatics**

Eric Blask

**BUILDING PRINCIPALS**

Dewitt Road Elementary  
Klem Road North Elementary  
Klem Road South Elementary  
Plank Road North Elementary  
Plank Road South Elementary  
Schlegel Road Elementary  
State Road Elementary  
Spry Middle School  
Webster Schroeder High School  
Webster Thomas High School  
Willink Middle School

Mark Schitchel  
Laura Ballou  
Martha End  
Craig Bodensteiner  
Scott Wilcox  
Francine Leggett  
Christine Noeth-Abele  
James Baehr  
Paul Benz  
Glenn Widor  
James Gindling

**ELEMENTARY ASSISTANT PRINCIPALS**

DeWitt Road Elementary  
Klem Road North Elementary  
Klem Road South Elementary  
Plank Road North Elementary  
Plank Road South Elementary  
Schlegel Road Elementary  
State Road Elementary

Rob DeRose  
Denise Lemcke  
Dr. Stephen MacAdam  
Heather Balsamo  
Jennifer Sullivan  
Robin Jennings  
Lucia Kemp

**SCOUTING**

Cub Scouts and Boy Scouts, Daisy, Brownie, and Junior Girl Scouts are after school or evening activities. There are many troops within Plank North. For more information please call:

**Cub Scouts (K-5)**

John Weber, Pack 363 Cubmaster .....270-1278  
[www.cubmaster2016@websterpack363.org](mailto:www.cubmaster2016@websterpack363.org)

Info Meeting Monday September 10, 2018 6:45PM

**Daisy/Brownie/Junior Girl Scouts (K-5)**

Robin Mezzanini, Webster Service Unit .....314-7786  
[www.webstergirlscouts@gmail.com](mailto:www.webstergirlscouts@gmail.com)

Info Meeting Tuesday September 18<sup>th</sup>, 2018

Silvia Widish, GSWNY Council..... 239-7916

**SPORTS**

The Webster/Penfield area offers a wide variety of sports and recreation programs for children. Eligibility of specific programs varies depending on town and school boundaries.

**Bayview YMCA** Phone: 671-8414

[www.rochesterymca.org/bayview](http://www.rochesterymca.org/bayview)

**Webster Parks and Recreation** Phone: 872-7103

[www.ci.webster.ny.us](http://www.ci.webster.ny.us)

**Webster Sports Arena** [www.websterarena.org](http://www.websterarena.org)

**Webster Aquatic Center** Phone: 670-1087

[www.websteraquaticcenter.org](http://www.websteraquaticcenter.org)

**Webster Athletic Association**

Baseball [www.waabaseball.org](http://www.waabaseball.org)

Girls Softball [www.waasoftball.com](http://www.waasoftball.com)

**Webster Swim Association (Bluefins)**

[www.wsabluefins.com](http://www.wsabluefins.com)

**Webster Soccer Association** [www.webstersoccer.com](http://www.webstersoccer.com)

**Webster Youth Hockey Association** [www.wyha.com](http://www.wyha.com)

**Webster Wildcats (Pop Warner Football & Cheerleading)**  
[www.eteamz.com/websterwildcats](http://www.eteamz.com/websterwildcats)

**Webster Junior Warriors and Junior Titans**

[www.wjw-wjt.org](http://www.wjw-wjt.org)

**Webster Lacrosse Club** [www.websterlacrosseclub.org](http://www.websterlacrosseclub.org)

**Webster CYO Basketball**

**Gliding Stars** [www.glidingstars.org](http://www.glidingstars.org)

(Adaptive ice skating programs for people with challenges)

**Penfield Recreation** [www.penfield.org](http://www.penfield.org)

**Penfield Little League** [www.penfieldbaseball.com](http://www.penfieldbaseball.com)

**Penfield Rangers Soccer (boys)**  
[www.rangers.cornerkicksystems.com](http://www.rangers.cornerkicksystems.com)

**Penfield Strikers Soccer (girls)**

[www.strikers.cornerkicksystem.com](http://www.strikers.cornerkicksystem.com)

**Sea Dragons Swim Club** [www.seadragons.org](http://www.seadragons.org)

**Penfield Youth Basketball**

[www.ptaharrishill.org/community-resources/sports/penfield-youth-basketball-pyb](http://www.ptaharrishill.org/community-resources/sports/penfield-youth-basketball-pyb)

**Penfield Youth Football** [www.penfieldyouthfootball.org](http://www.penfieldyouthfootball.org)

**Penfield Youth Lacrosse Club**  
[www.penfieldyouthlacrosse.com](http://www.penfieldyouthlacrosse.com)

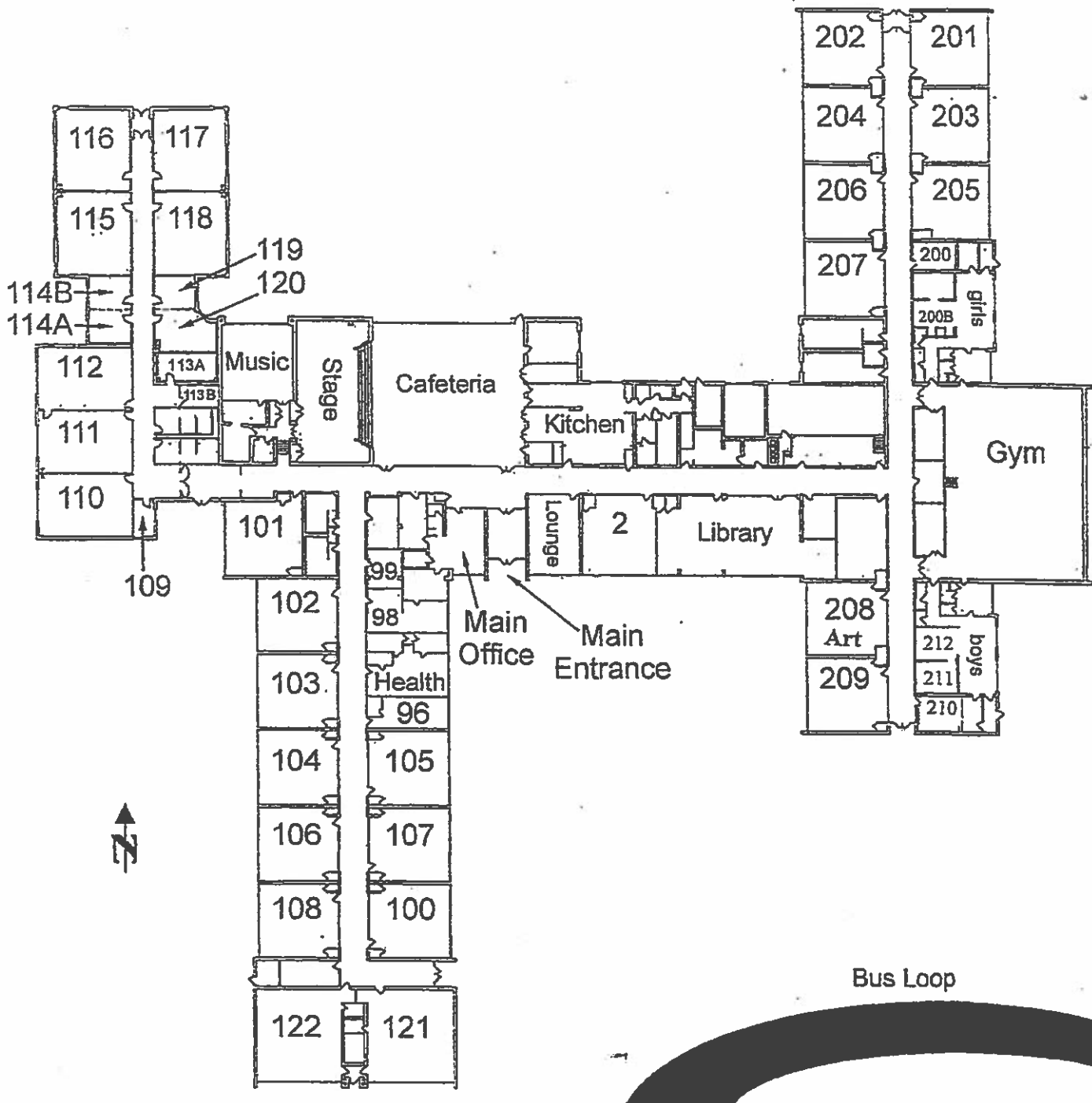
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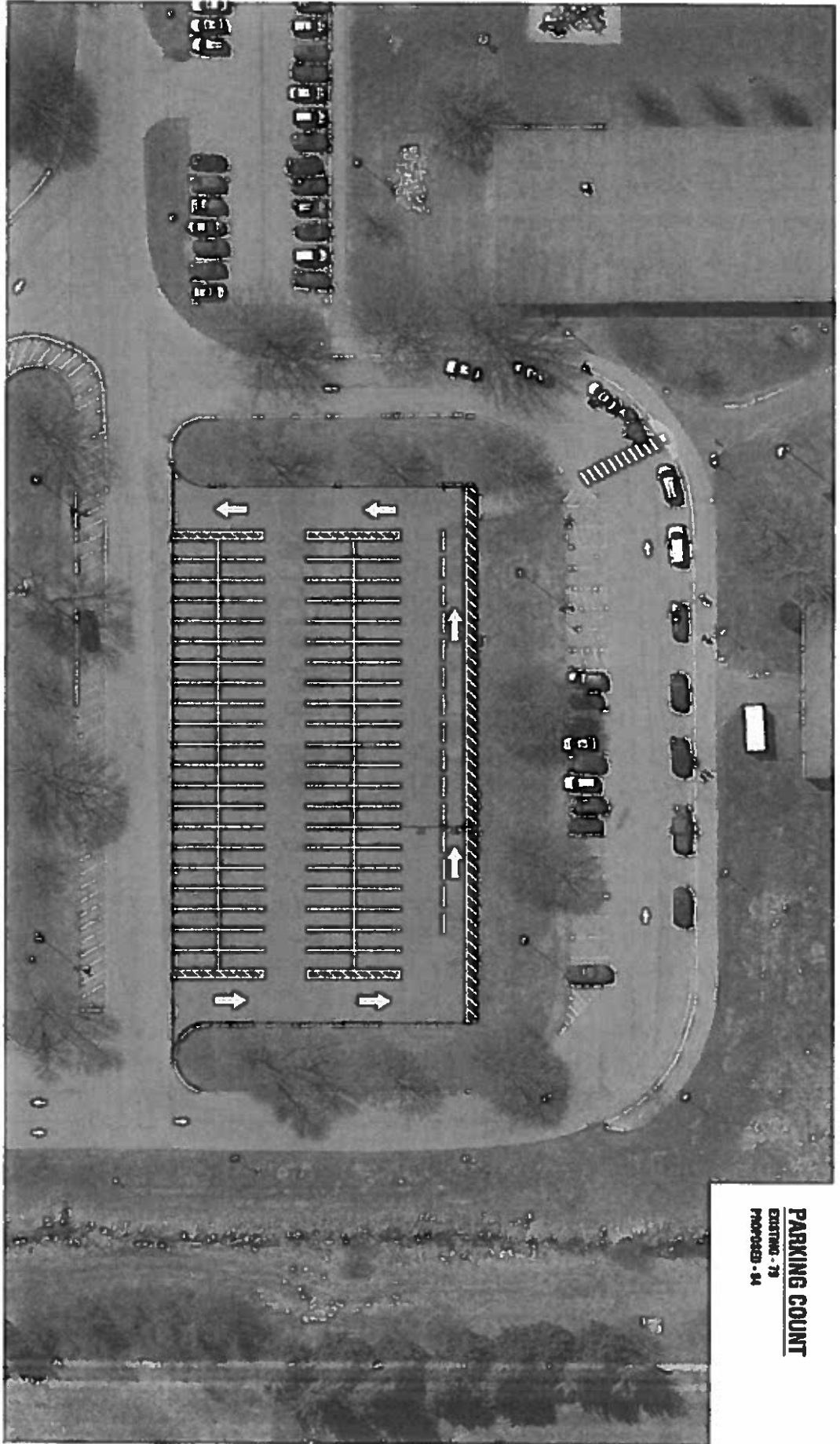
## MAP DIRECTORY

Name	Room
Mrs. Heather Balsamo	Main Office
Miss Barbara Bansbach	204
Mrs. Cindy Barnard	100
Mrs. Pamela Bingo	Main Office
Mr. Craig Bodensteiner	Main Office
Mrs. Dori Bennett	109
Mrs. Kathy Biscaro	Orchestra
Mrs. Stephanie Bizzigotti	112
Miss Denise Bonney	Music Suite
Mrs. Amy Braband	107
Ms. Maureen Brayley	117
Mrs. Gretchen Buck	Aide
Mrs. Michelle Craig	Gymnasium
Mr. Dan Crowley	202
Mr. Willie Davis	Custodial
Mrs. Kelly Deisenroth	Aide
Mr. Sean DeLorm	Custodial
Mrs. Sarah Denis	201
Mrs. Molly Dertinger	96
Mrs. Betsy DeWitte	115
Mrs. Theresa DiSalvatore	Aide
Mrs. Renee Doody	Copy Room
Mrs. Theresa DuPont	108
Mrs. Deena Fairchild	211
Mrs. Carleen Fallone	201
Mrs. Michelle Feltner	97
Miss Brittany Filip	114
Mrs. Laurie Fuss	101
Mrs. Margaret Garritano	122
Mrs. Melanie Gibbs	105
Mrs. Cindy Ginster	Main Office
Mrs. Sharon Goodman	99
Mr. Dave Gorski	118
Mrs. Brenda Green	206
Mrs. Kelly Hanley	110
Mrs. Sue Hooper	99
Miss Rebecca Hyland	120
Mrs. Heather Jacks	210
Mr. Charles Jackson	Custodial
Mrs. Sandy Kudla	Cafeteria

Name	Room
Mrs. Beth Lax	109
Mrs. Maureen Massaro	Aide
Mrs. Ann Meers	Cafeteria
Mrs. Ann Merkey	205
Mrs. Brandie Mitchell	Custodial
Ms. Judy Molyneaux	222
Ms. Christine Murphy	106
Mrs. Jodi Muscate	OT
Ms. Marcia Napolitano	207
Mrs. Terri Nims	Teaching Assistant
Miss Sheila O'Hanlon	103
Mrs. Susan Padgham	Aide
Mrs. Natalie Palermo	208/Art
Mrs. Amy Peffley	203
Mrs. Mary Provenzano	119
Mrs. Gretchen Pulver	Library
Mrs. Allison Rokosz	201
Mrs. Missy Rosenberry	Library
Mrs. Sarah Rosenberry	Music
Mrs. Jeanne Rosenzweig	111
Mrs. Rosalie Roumpapas	Aide
Mr. Don Russo	Band
Mr. Kevin Sayers	Gymnasium
Mrs. Alex Stark	125
Ms. Heidi Stauber	116
Mrs. Ellen Swanger	PT
Miss Emily Topping	103
Mrs. Jessica Tydings	111
Mrs. Janet Vespone	112
Ms. Marnie Weinmann	121
Mrs. Sherry Willis	Kitchen Manager
Mrs. Elaine Wormsbecher	Teaching Assistant
Mrs. Melissa Yates	104

**Plank Road North Elementary School**  
**705 Plank Rd.**  
**Webster, NY 14580**





**PARKING COUNT**  
EXISTING - 79  
PROPOSED - 84



Powered by partnership.

**PLANK ROAD NORTH ELEMENTARY SCHOOL**  
**PARKING CONCEPT 1**

SCALE: 1" = 40'

