

PARENT/STUDENT HANDBOOK  
2019-2020



Fostertown ETC Magnet School

*Excellence Through Creativity*

364 Fostertown Road  
Newburgh, NY 12550

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

**Fostertown ETC Magnet School  
Parent/Student Handbook 2019-2020**

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Dear Parents:

Welcome to a new and exciting year at Fostertown ETC Magnet School. Our parent/student handbook is designed to communicate information and expectations to students and parents. Please read it carefully with your child and refer to it throughout the school year. You will find it contains critical information about our school as well as district rules, policies, and procedures.

The handbook will also help to bridge the gap between the school and home. Our main intention is to ensure that all of our students are provided with a safe environment, as well as creating an atmosphere and culture that is educationally fun and interesting for the students. By immediately establishing certain rules and regulations, parents, students, and staff members will be able to establish their expectations, in a positive manner, and set goals that are attainable for all. Furthermore, during the first week of school, we will have grade level assemblies, for the students, to review the Parent/Student Handbook and the District's Code of Conduct.

As the year begins, you will be receiving additional publications regarding the state, district and school policies, as well as forms to sign and return to school as soon as possible. Please return these signed forms in a timely manner so that we can all remain in compliance.

It is belief that if we can take care of the nuts and bolts immediately, then we can focus ourselves in providing our students a great instructional and fun school year. Once again, we look forward to a very prosperous year and are confident that your child will have a positive and rewarding experience. If you any questions or concerns regarding the enclosed information, please feel free to contact us at 568-6425.

Lastly, we would like to welcome you and your family in joining our family at Fostertown!

Sincerely,

Joseph Duffy  
Principal

Isabela Santiago  
Assistant Principal

# FOSTERTOWN PARENT TEACHER CLUB

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FOSTERTOWN ETC MAGNET SCHOOL

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364 FOSTERTOWN ROAD, NEWBURGH NY 12550

September 2019

Welcome Parents,

The Summer has come to an end. Now is when the hard work and the real and refreshing fun begins. We are delighted to see all of the new Kindergarten children and parents joining our Fostertown family, our entire student body and their parents, school teachers and administrators. We are looking forward to working with you to improve our children's educational experience.

Our Parent Teacher Club (PTC) board is made up of a group of parents like you; eleven volunteering parents and four school administrators working together on behalf of our Fostertown children. By maintaining the club status, we raise funds for the sole purpose to invest in activities, events and educational items for our Fostertown children such as school productions, class trips, Field Days, scholarships, school supplies, etc. and we don't have the obligation to pay dues to the national PTA.

As a non-for-profit club, our purpose is to promote the well-being of our Fostertown children. We encourage a closer relationship between home and school, between you and your teacher(s). We work tirelessly to promote and develop projects and programs which will enable your child to reach their optimal educational potential as well as their overall potential as contributing members of our community.

We welcome you to attend our monthly PTC meetings which are held on the second Wednesday of every month. We encourage you to bring your enthusiasm and ideas to help improve your child's educational experience or feel free to just listen in on all of the activities and events the school administrators and parents have in store for your child. We always need parent volunteers for our activities, so don't shy away. Whichever manner you choose to participate, know that you are welcome. Complete the voting membership form and we will email you the activities and events discussed during the meetings, in case you are not able to attend.

We are very appreciative and look forward to working with you. Feel free to contact us at [ptc.fostertownschool@gmail.com](mailto:ptc.fostertownschool@gmail.com) and like us on Facebook: **Fostertown School PTC.**

# Newburgh Enlarged City School District Calendar 2019-2020

Adopted: April 2, 2019  
Revised: August 13, 2019

September-19	Mon	Tue	Wed	Thu	Fri			
	(2)	3	4	5	6	September 2	Labor Day	
	9	10	11	12	13	September 3	Superintendent's Conference Day-No Students	
	16	17	18	19	20	September 4	First Day of School	
	23	24	25	26	27	September 30	Religious Holiday	
	(30)							
							18+1	
October-19	Mon	Tue	Wed	Thu	Fri			
		(1)	2	3	4	October 1	Religious Holiday	
	7	8	(9)	10	11	October 9	Religious Holiday	
	(14)	15	16	17	18	October 14	Columbus Day	
	21	22	23	24	25	October 31	1/2 day Superintendent's Conference Day	
	28	29	30	31				
							20	
November-19	Mon	Tue	Wed	Thu	Fri			
					1	November 5	Superintendent's Conference Day-No Students	
	4	(5)	6	7	8	November 11	Veteran's Day	
	(11)	12	13	14	15	November 25	Evening Parent/Teacher Conferences Grades 6-12	
	18	19	20	21	22	November 27	1/2 day A.M. Parent/Teacher Conferences No Students	
	25	26	(27)	(28)	(29)	November 28-29	Thanksgiving Recess	
							16+2	
December-19	Mon	Tue	Wed	Thu	Fri			
	2	3	(4)	5	6	December 4	1/2 day Superintendent's Conference Day	
	9	10	11	12	13	December 9	Evening Parent/Teacher Conferences Grades PreK-5	
	16	17	18	19	20	December 23-31	Winter Recess	
	(23)	(24)	(25)	(26)	(27)			
	(30)	(31)						
							15	
January-20	Mon	Tue	Wed	Thu	Fri			
			(1)	(2)	(3)	January 1-3	Winter Recess	
						January 20	Martin Luther King Day	
	6	7	8	9	10	January 21-24	Regents	
	13	14	15	16	17			
	(20)	21	22	23	24			
	27	28	29	30	31			
							19	
February-20	Mon	Tue	Wed	Thu	Fri			
	3	4	5	6	7	February 17	President's Day	
	10	11	12	13	14	February 20	1/2 day Superintendent's Conference Day	
	(17)	18	19	20	21			
	24	25	26	27	28			
							19	
March-20	Mon	Tue	Wed	Thu	Fri			
	2	3	4	5	6	March 19	1/2 day Superintendent's Conference Day	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
							22	
April-20	Mon	Tue	Wed	Thu	Fri			
			1	2	3	April 6 - 10	Spring Recess	
	(6)	(7)	(8)	(9)	(10)			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
							17	
May-20	Mon	Tue	Wed	Thu	Fri			
					1	May 19	Superintendent's Conference Day-No Students	
	4	5	6	7	8	May 25	Memorial Day	
	11	12	13	14	15			
	18	19	20	21	22			
	(25)	26	27	28	29			
							19+1	
June-20	Mon	Tue	Wed	Thu	Fri			
	1	2	3	4	5	June 2, 17-26	Regents	
	8	9	10	11	12	June 11	1/2 day Superintendent's Conference Day / PreK-5 Only	
	15	16	17	18	19	June 18	1/2 day Superintendent's Conference Day / PreK-5 Only	
	22	23	24	25	26	June 25	Graduation	
						June 26	Last day of school	
							20	
<input type="radio"/>	School Holiday							
<input type="checkbox"/>	Superintendent's Conference Day-No Students							
<input type="checkbox"/>	1/2 Day Staff Development/ 1/2 day for students							
							185+4	

This calendar has 5 emergency days built in. Should there be excessive utilization of emergency days, instructional days will be scheduled as needed at the Superintendent's discretion. Parents & staff will be notified as soon as practicable. If there are unused emergency days, these days will be added to the Memorial Day weekend in this order: 5/22/20, 5/21/20, 5/20/20, 5/26/20, 5/27/20, or at the Superintendent's discretion.



## STUDENT SCHEDULE

### **Arrival Time:**

- Students enter the building at 9:15 AM. In order to ensure the safety of each child, students **should not** arrive to school prior to 9:15 AM.
- **Students who arrive at school after 9:30 AM are considered tardy** and should report to the Security Desk for a tardy pass. Please note that the back entrance (“Walker Entrance”) will be locked at 9:30 each morning in order to allow our faculty members to begin their academic day. Students arriving after the doors are locked must be driven to the front entrance and receive a tardy pass from Security.
- **Breakfast ends at 9:30 AM.**

### **Dismissal Time:**

- 4:00 PM - Walkers/Parent Pick-up at the Back Entrance
- 4:15 PM - Bus Students
- **Parents who are picking their child up before the regular dismissal time are to come into the Main Office and sign them out. If it is before 3:30 PM, your child will be called from his/her classroom to the Main Office. If it is after 3:30 PM, your child will be told to meet you at the Back Entrance at 4:00 PM.**
- **Please be aware that any dismissal before 4:00PM is considered an absence and will be reflected in the system.**

### **Visitors:**

- For the safety of all our students and staff, all visitors are required to report to the Security desk, sign-in and receive a visitor’s tag. When you sign in you must note the time and your destination.
- Before leaving the building, you must return to the security desk to sign out and to return your visitor’s tag.

## IMPORTANT DOCUMENTS

<u>ITEMS TO BE RETURNED IMMEDIATELY</u>	<u>ITEMS TO KEEP AT HOME</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Free or reduced lunch applications</li> <li><input type="checkbox"/> Photo Release Form</li> <li><input type="checkbox"/> Emergency Medical Information Form*</li> <li><input type="checkbox"/> Office Information Card*</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Student Handbook</li> <li><input type="checkbox"/> Monthly Menu</li> <li><input type="checkbox"/> Monthly Fostertown Happenings Calendar</li> </ul>

**\*During the school year, if you have any changes in address, phone number, babysitter or other important information, please notify the main office as soon as possible.**

## TRANSPORTATION



### **Private Cars:**

- If you must bring your child to school or pick him/her up at dismissal time, please enter the parking lot located at the **rear of the building**.
- **Do Not** Park in any of the reserved or numbered spots in any of the parking lots. These are for faculty and staff parking only.
- If you must come to school during the school day, please park in the **Bus Loading Zone**. There is no parking in the Bus Loading Zone from **8:30-9:30 AM** and from **3:00-4:00 PM**.
- There is no parking on Brandywine Crossing.
- Parents who pick their children up every day at dismissal should use the back parking area and must sign them out in the gym.
- Must have ID present.

### **Bus Transportation:**

- School bus transportation is provided for our students. **We recommend that students ride the school bus to and from school each day.**
- Students have a responsibility for good, safe behavior on the school buses. Please take the time to discuss with your child their responsibility for proper behavior. **Improper behavior may very well cost your child the privilege of riding the bus.**
- As per district policy, no student will be allowed to ride an alternate bus without the approval of the District Transportation Department. Forms for these requests can be found in the Main Office. **All Requests must be submitted one week in advance.** Students must ride the alternate route for a minimum of five (5) consecutive days. You will be notified by the District Transportation Department if your request has been approved or denied.

## BUS SAFETY PROGRAM



Dear Parents,

The safety and well-being of your children are of the utmost concern to each one of us at Fostertown ETC Magnet School.

Again, this year we will be constantly instructing the students on good safety practices at bus stops and on the school buses.

We are taking this opportunity to present to you the material that will be covered with the students. Therefore, all involved will have a clear understanding of the responsibilities and rules to ensure the safe transportation of our children.

Parents are requested to go over this material thoroughly with their children. This is truly a safety issue.

The success of any aspect of education depends on everyone working in a concerted effort. Bus personnel, school personnel, parents and students must work together!

Sincerely,

Joseph Duffy  
Principal

Isabela Santiago  
Assistant Principal



## Bus Rules and Regulations:

1. Be at your bus stop on time.
2. Wait quietly and talk softly.
3. Sit down immediately and remain seated  
(Do not change seats).
4. Sit quietly and talk softly.
5. Keep the aisle cleared at all times.
6. Never stick hands or head out of the window.
7. Do not get up to leave until the bus has stopped.
8. Move away from the bus immediately.
9. Cross the road only after the driver signals it is safe.
10. Listen to and respect the bus driver!

### Penalties for Infractions:

A student who becomes a discipline problem on the bus endangers the safety of all the children on the bus. He or she will then be deprived of the privilege of riding on the bus. All parents are notified of this ruling. **If a student is suspended from the bus, his/her parent(s) will be required to furnish the child's transportation to and from school during the entire period of suspension.**

## Bus Safety Starts at Home!





### **Bus Company's Responsibilities:**

- Provide a properly trained driver.
- Provide equipment in good working order.
- Provide prompt and consistent service.
- Practice and enforce bus safety rules.
- Report children who are disruptive.



### **Fostertown School's Responsibilities:**

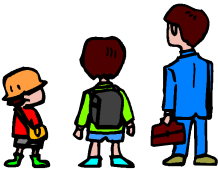
- Teach school bus safety rules.
- Reinforce learning through programs.
- Supervise the loading and unloading of buses.
- Remedy unsafe conditions.
- Conduct annual evacuation drills.
- Be aware of and act on disciplinary problems.



### **Fostertown Students' Responsibilities:**

- Learn and practice bus safety rules.
- Be at the bus stop on time (5 minutes early).
- Listen to and respect the bus driver.
- Conduct yourself so as not to infringe upon the safety rights of others.
- Ride only on the bus assigned.
- Get on and off at your assigned stop only.

### **Fostertown Parents' Responsibilities:**



- Be aware of your children's bus route number.
- Be sure your children ride on their assigned buses only.
- Be familiar with bus safety rules.
- Foster in your home respect for the driver.
- Impress upon your children the need and importance of obeying the rules of safety.
- Report to the bus company and the school any problems your children may have on the bus.
- Complete a "Babysitting/Alternate Stop Request" form one week in advance of any change whenever an alternate bus needs to be taken.
- **UNDERSTAND THAT PHONE CALL REQUESTS CANNOT BE HONORED.**

# Bus Safety is No Accident!

## ATTENDANCE



### **Daily Attendance:**

- Regular, punctual attendance is one of the prerequisites to be able to gain a good education. Punctuality and good attendance are habits that are formed early in our lives.
- If your child is absent from school, you must call our Health Office at **568-6431**.
- When your child returns to school, please send in a note giving the reason for the absence (even if you already called the school).
- If after 5 days a written excuse for the absence is not received, the absence will be assumed illegal.
- Per district policy, **NO** changes can be made after the 5-day period, even with an excuse.
- Absences (excused or unexcused) are considered as missed instructional time and are taken into account when calculating Perfect Attendance.

### **Tardiness:**

- If students are tardy, (arrive after **9:30 AM**) they must go straight to security desk and receive a tardy pass. Tardy is considered missed education time therefore will be calculated into the system as missed time in school.
- Tardiness is taken into account when calculating Perfect Attendance.

### **Students Leaving During the Day:**

- If your child is to leave school before dismissal, **please send in a note stating the reason and time of early dismissal.**
- **Parents who are picking their child up before dismissal are to come into the Main Office and sign them out. If it is before 3:30 PM, your child will be called from his/her classroom to the Main Office. If it is after 3:30 PM, your child will be told to meet you at Back Entrance at 4:00 PM.**
- **Early dismissals are considered as missed education time therefore will be calculated as missed time in school.**
- **Early dismissals are taken into account when calculating Perfect Attendance.**

**PERFECT ATTENDANCE IS BEING PRESENT ALL DAY, EVERY DAY**

## CLASSROOM



### **Teacher Conferences:**

- We strongly urge communication between the home and school as often as possible. However, please keep in mind that our teachers have responsibilities during the day and it becomes difficult to stop teaching and conduct an “on the spot” conference with a parent. When you have the need to confer with a teacher, please call ahead and arrange a mutually convenient time with the teacher. In addition, a parent conference will be arranged for every parent at the issuance of the First Report Card.
- In order to ensure your child’s instructional time is uninterrupted, all calls during the school day will be directed to the **teacher’s voicemail**.

### **Books:**

- You will be expected to take proper care of all textbooks and other school items.
- If your child takes out a library book, it is his/her responsibility to return it. If it is not returned, they will not be able to take out any other books until it is returned. If it is lost, you will be responsible for payment.

### **Grading:**

- Grades are used to indicate achievement and development in each class or subject area. Grading will be based, in part, upon student improvement, achievement, assessments, and participation in classroom discussions and activities.
- Classroom participation (and thus student attendance) is an important factor in earning satisfactory grades.
- **During Fostertown School’s Open House, teachers will elaborate on specific grade-level expectations.**

### **Homework:**

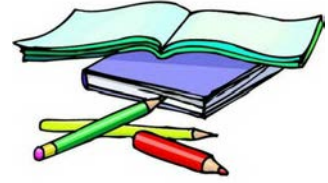
Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning. Some of the ways parents can assist their children with homework are by:

- Providing a study area free of distractions and with good lighting.
- Avoiding undue pressure.
- Helping create a “homework habit” at the same time each night.
- Encouraging and monitoring assignments.

Homework is assigned at regular intervals. If a student is absent for a length of time, it is the responsibility of the parent to contact the classroom teacher by note or phone to see that assignments are available for the student.

## Promotion and Retention of Students:

- Students who pass all subjects will be promoted.
- Students who do not make satisfactory progress shall have their cases considered and may be retained.
- A decision to retain a child shall be arrived at by consensus from a case conference approach involving the teacher and building principal. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized and state test scores; social, emotional and physical development; and for identified students, recommendations by the committee on special education.



## DRESS CODE

### Student Attire:

Clothing should be safe, comfortable, and not restrictive to learning activities. Please adhere to the following guidelines.

- Tank tops or halter tops are inappropriate.
- Flip Flop sandals are not allowed. They are dangerous and can cause your child to fall.
- Shirts should be buttoned.
- On hot school days shorts may be worn to school. Proper short length is at least to the middle of the thigh.
- During the winter months, students may go outside (weather permitting) for different activities. Please be sure your child brings to school a warm coat, hat, mittens, gloves, etc.
- Students should wear comfortable shoes or sneakers. All shoes must have at least an ankle strap.
- Sneakers should be worn or brought to school on days of Physical Education instruction. Students will not be allowed to participate in the gymnasium without sneakers.
- Sandals may be worn as long as they strap around the ankle.
- **STUDENTS WHO ARRIVE AT SCHOOL DRESSED INAPPROPRIATELY WILL BE SENT HOME FROM SCHOOL.**



# *Fostertown Cafeteria*

845- 568-6438



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September 2019

Dear Parents:

A well balanced breakfast and hot lunch is available and free of charge for all students for the 2019-2020 school year. Our menu varies from day to day and menus are sent home every month with the students. Our menus may be subject to change due to unexpected snowstorms or deliveries not arriving on time.

Snacks and/or beverages other than milk are available for a fee. If you would like to put money in your child's account, please make sure that you put it in an envelope with your child's name on it. If you are writing a check, please make checks payable to *Fostertown Cafeteria*. The envelope should be brought to the Cafeteria before morning announcements and not during the serving time, as we must continuously serve food.

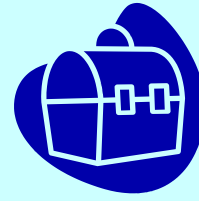
I look forward to serving your child delicious and healthful meals. Thank you.

Sincerely,

*Barbara Slaughter*  
Cafeteria Manager

### **Cafeteria Rules:**

1. Respect the Monitor/Teacher.
2. Walk in a single file.
3. Talk in a quiet, conversational voice.
4. Follow directions and lunchtime rules.
5. No pushing or running.
6. No throwing food.
7. No glass containers.
8. Keep uneaten food on trays and empty trays carefully.
9. Remain seated until dismissed by Monitor/Teacher.



### **Recess Rules:**

*Failure to follow playground rules can result in a loss of playground privileges and disciplinary measures consistent with the district's code of conduct.*



1. Stay on designated playground or area with a teacher/monitor.
2. Respect others, take turns, share and allow others to play.
3. Maintain a safe distance from playground equipment while in use by others.
4. Refrain from throwing objects inappropriately.
5. Stay away from icy areas.
6. Refrain from using foul language, offensive names, or put-downs.

**All students participate in recess after they are done eating their lunch.**



**ALL electronic devices are prohibited from school. This includes cell phones, DS Players, etc.**

## HEALTH OFFICE

### Medications:

- If medication must be taken during the school day, it is absolutely necessary for the medication to be kept in the Health Office and administered there.
- **When the medication is brought to the Health Office it must be in its original container and accompanied by a note from the doctor stating the dosage and when it is to be administered.** This applies to both prescription and over-the-counter medications.
- Students are not to carry medication on their person at any time or keep it in the classroom.

**Due to the new Privacy Acts, physicians are no longer allowed to fax any medical documents to the school.**

**If you have any health related concerns, please contact our health department at 568-6431.**

