

Greenburgh Eleven Union Free School District
**PUPIL PERSONNEL
SERVICES**

Dorothy Riolo, Supervisor

P.O. Box 501
Dobbs Ferry, NY 10522-0501
(914) 693-8500 Ext. 214
Fax (914) 693-4029

DAY STUDENT PROGRAM

GENERAL INFORMATION

TRANSPORTATION

Your child's transportation to Greenburgh Eleven UFSD is arranged and contracted for by your child's home school district.

If you have any problems with your child's transportation, contact the Bus Company or your home school district.

It is expected that students will conduct themselves appropriately while being transported. To maintain safe conditions, it is necessary for each child to follow the rules and regulations of the Bus Company.

SCHOOL DAY

The school day for the day students begins at 8:00 AM and ends at 3:15 PM.

The majority of the day is spent in a self-contained classroom with one special education teacher and one teacher aide, and eight to ten students. Each day classes attend at least one of the following programs: Art, Music, Physical Education, Library, Technology, Computer Lab, Health Education, Home & Careers, and Spanish.

STUDENT DRESS

At Greenburgh Eleven we have a Dress for Success program for our students. This standard of clothing has been implemented to help our students prepare for the world of work as well as raise student's self-esteem. The standard consists of the following:

- The students will wear a collared "golf" shirt with "khaki"/chino/Docker style pants.

Please be aware that our students *will not be* permitted to wear the following on our campus: do-rags, bandanas, head sweatbands, etc. Students are allowed to wear hats to school, however, they must be worn in a forward direction and they are expected to remove them once they enter any building. Hats may be confiscated if students do not comply with this rule.

MEALS

Breakfast and lunch are provided at Greenburgh Eleven. These nutritious meals are available under the Federal Meal Reimbursement Program. An application for this program is attached. If you have not filled out the application for this program, please complete it immediately and return it to the CSE Office, fax number (914) 674-9048 or mail to Greenburgh Eleven UFSD, P. O. Box 501, Dobbs Ferry, NY 10522. Students who wish to bring their own meals should feel free to do so.

ATTENDANCE

If for any reason, your son is going to be absent, please call the school office between 8:00 AM and 9:00 AM at (914) 693-8500 ext. 242 for Junior and Senior High School Students and ext. 253 for Middle and Elementary School Students. Please return the enclosed form each time your child is absent.

In order to succeed in school it is important that your child attend school regularly. Please support us in instilling good attendance habits in your son.

MEDICAL SERVICES

The medical staff of The Children's Village, Inc. Department of Health Care Services will provide routine emergency care. In the event your child becomes sick in school we will notify you. You may pick him up or he will be transported home by his school bus. In the event he needs emergency hospitalization, a staff member will stay with him until you arrive. The treatment facilities utilized by Greenburgh Eleven are: Dobbs Ferry Hospital, Dobbs Ferry, NY, Westchester Medical Center, Valhalla, NY or Montefiore Medical Center, Bronx, NY. It is imperative that we have a current phone number where you can be reached during school hours.

All children entering a new school district must have a physical examination before they begin school and before entering grades 1, 3, 7 and 10. You are also encouraged to have your child receive a physical examination once each year. The doctor's form that we need is attached. Please have your doctor fill it out as soon as possible and return it to the CSE office in the enclosed envelope.

As required by law, we cannot admit any child who does not have proper immunization records. We are requiring every parent to provide a record of immunizations for all children currently enrolled/or to be enrolled in Greenburgh Eleven Union Free School District. The Director of Nursing will then evaluate these records to determine if your child is in need of any additional vaccinations, or tuberculin testing. If your child needs vaccinations or testing, you will be notified to bring him to his own physician for these vaccinations and/or testing, and to return to us documentation that these immunizations and/or testing have taken place. If we do not have documentation of the required immunizations your child may not be able to return to school until you supply them. New York State Public Health Law requires that we provide parents of students in grades 7-12 with information regarding meningococcal disease and the availability of a vaccine

to prevent it. Please read the enclosed information and return the signed response form as soon as possible in the enclosed envelope.

Enclosed you will find our policy and regulations on Student Health Services. Please review it carefully as it provides important information on medical procedures regarding immunizations, physicals, illness in school and emergency medical treatment and facilities. This document also includes important information on administering psychotropic medication. Please note that all medications must be prescribed by your physician. Students who have a prescription for medication from a private physician may receive those medications during the school day. We must have on record the doctor's orders and your signed consent before any medication will be administered. Please sign the attached page to verify your receipt of this policy and regulation. If you have any questions regarding the policy or regulation, please call Mrs. Riolo at 914-693-8500 ext 214 or Dorothy Ryan, School Nurse at 914-693-0600 ext 1425.

MONEY OR PERSONAL POSSESSIONS

Money or personal possessions (toys, radios, stereos, pets, etc.) should not be brought onto our campus by a day student for himself or another student.

Electronic equipment is not permitted in any school building. This includes, but is not limited to, cell phones, walkmans, MP3 players, PSP's etc. Any item brought to school will be taken from the students and secured in a locked closet. Any student who attempts to sneak contraband into the school building will have the items confiscated. These items will be returned if and when a parent/guardian is able to retrieve them.

Greenburgh Eleven cannot in any way be responsible for replacement of money or repair/replacement of personal possessions brought to school.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Maintaining a safe educational environment with clearly defined rules and expectations that are taught and reinforced through acknowledgement by caring adults is focus of the behavior management strategies employed at Greenburgh Eleven. In conjunction with The Children's Village we have chosen and are working to implement a program called Positive Behavior Interventions and Supports (PBIS). Through this model adults and children create a social culture that encourages positive behavior and interactions while discouraging problem behaviors. This social-culture leads to a safer environment where children can build self esteem. In addition, all staff are trained in the techniques used in Therapeutic Crisis Intervention. Appropriate behavior is fostered by anticipating when a crisis will occur and using verbal interventions to deescalate a potential crisis situation. In the unlikely event a student's behavior necessitates the use of a restraint all staff are trained in appropriate techniques to keep the student and themselves safe. The Greenburgh Eleven Board of Education has adopted a detailed policy on restraint focusing on training requirements for staff. The policy is available upon request. If you

would like to receive the policy, call your child's principal or Dorothy Riolo at 914-693-8500 ext 214. In addition we have enclosed our School Board Policy on Sexual Harassment and a Summary of the Code of Conduct Policy. The entire Code of Conduct Policy is available upon request. If you would like the entire document please call your child's principal or Dorothy Riolo at the number above.

SMOKING/DRUGS

This is a smoke free campus. Students are not permitted to carry or use Tobacco products of any type. Student possession of any drugs (legal or illegal) will not be permitted. In order to receive any prescription or over-the-counter medications all students must have parental permission and a signed doctor's order. All medication must be dispensed by the school nurse and delivered to the medical department by an adult. A pre-paid envelope is available if you would like to mail your child's medication to the school nurse. The district policy and regulations on the use of psychotropic medication is included in the policy on Student Health Services.

WEAPONS

Students are prohibited from carrying any type of weapon (including, but not limited to, razor blades, box cutters, knives, or guns) onto the campus. In an effort to maintain a safe environment, all Day Students and high school students must pass through a metal detector when entering school. Our procedures For Use of the Metal Detector are enclosed. Please read it and sign where indicated. Questions may be directed to Dorothy Riolo at 914-693-8500 ext. 214.

LEAVING CAMPUS DURING THE SCHOOL DAY

Day students are not allowed to leave the school unless they are participating in a school-related activity. Your written permission must be received before your child can participate in these activities. A sample copy of our official permission form is enclosed. Please complete it and return it to the CSE office in the envelope provided.

SCHOOL CLOSINGS OR DELAYED OPENINGS

If school at Greenburgh Eleven is closed or delayed due to inclement weather, it will be announced on the radio. Please tune to station, WFAS, FM 103.9 and AM 1230, WHUD, FM 100.7 and WOR, AM 710 radio dial. You may also watch one of the following television stations; WNBC, News 12 Westchester, Fox 5 – WNYW, CBS, or WABC – Eyewitness News. You may call 914-693-8500 ext. 234 after 6:00 AM to hear a message relaying the status of school opening/delay.

VISITING THE SCHOOL

We welcome you to visit Greenburgh Eleven so that your child understands that we are all working together.

To assure that our staff members are available to meet with you, it is necessary for you to make an appointment in advance. Feel free to call your child's counselor at (914) 693-8500, to make these arrangements.

c:\md\Day Student Registration - General Info