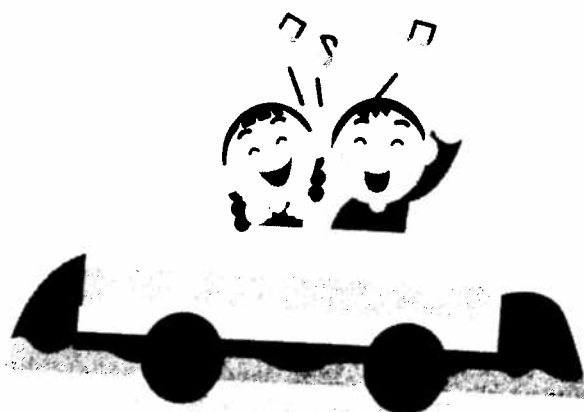


Hempstead Early Childhood Center

Parent Handbook



2007-2008

Richard Brown
Principal

"COMMITTED TO EXCELLENCE IN EDUCATION"

Hempstead Early Childhood Center
Mr. Richard Brown, Principal

<i>Teachers</i>	<i>Teaching Assistants</i>
<i>Quianna Burton</i>	<i> Lorena Escobar</i>
<i>Cynthia Fiumara</i>	<i>Angela Abrams</i>
<i>Keith Hart</i>	<i>Delphine Webb-Brooks</i>
<i>Sheri Hauser</i>	<i>Kaitit Mays</i>
<i>Bonita Johnson</i>	<i>Electra Nicholson</i>
<i>Janice Martin</i>	<i>Racquel Weeks</i>
<i>Iris Maston</i>	<i>Joyce Brock</i>
<i>Elizabeth McCoy</i>	<i>Joyce Brock</i>
<i>Cheryl McCue</i>	<i>Patricia Valencia</i>
<i>Lateef Myles</i>	<i>Electra Nicholson</i>
<i>Keira Stroughn</i>	<i>Arti Oliphant</i>
<i>Jeanette Tillman</i>	<i>Bridget Bouknight</i>
<i>Juanita Winfield</i>	<i>Staci Williams</i>

Support Staff

<u><i>E.S.L. Teachers</i></u>	<i>Jeff Costa</i> (Head Custodian)
<i>Nancy Arce</i> <i>Lizz Diaz</i>	<i>Edgardo Rivera</i> (Custodian)
<i>Mary Grafeo</i> (Music)	<u><i>Lunch Monitors</i></u>
<i>Chuck Sherwood</i> (P.E.)	<i>Teisha Dean Smith</i> <i>Irasema Siri</i>
<i>Dianne McCabe</i> (Art)	<u><i>Food Service</i></u>
<i>Madeline Zember</i> (Media)	<i>Sandra Garcia</i> <i>Mabel Lowe</i>
<i>Peggy Wilkins-Walker</i> (Social Worker)	<u><i>Security</i></u>
<i>Sandra Murphy</i> (Curriculum Coach)	<i>Dorothy Page,</i> <i>Lavon Tolliver</i>
<i>Lisa Byers</i> (Speech)	<i>Karen Gordon</i> (Psychologist)
<i>Mr. Battle</i> (Attendance)	<i>Rose Louis-Pierre</i> (Nurse)
	<i>Debbie Porto</i> (Reading Specialist)
	<i>Bernice Smith</i> (Secretary)

Hempstead Unified Early Childhood Program

Mission Statement

The Mission of the Hempstead Unified Early Childhood Program, a culturally diverse learning community, is to provide an academically age appropriate enriched setting in which students receive a strong educational foundation that prepares them to become self-confident, life-long learners and productive citizens. This will be achieved through excellence in teaching, and a continuous partnership with family and community in a safe and nurturing environment.



Hempstead UFSD

Excellence In Education



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Hempstead Public Schools Hempstead, NY 11550

CALENDAR - 2007/08 SCHOOL YEAR

September

4	Staff Development Day - Staff Only
5	Staff Development Day - Staff Only
6	1st Day of School - Students Report
14	Schools Closed - Rosh Hashanah

October

8	Schools Closed - Columbus Day
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November

6	Schools Closed - Election Day
12	Schools Closed - Veterans Day
21-23	Schools Closed - Thanksgiving Recess

December

24-31	Schools Closed - Holiday Recess
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January

1	Schools Closed - Holiday Recess
21	Schools Closed - Martin Luther King Jr. Day

February

18-22	Schools Closed - Winter Recess
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March

21-28	Schools Closed - Easter Recess
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April

21-25	Schools Closed - Spring Recess
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May

26-27	Schools Closed - Memorial Day
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June

27	Last Day of School for Staff and Students (1/2 Day for Students)
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in words

Subdued volume, although loud when excited; uses dramatic inflection

Speech is intelligible in context

Masters b, t, d, k, g sounds, but r

and l may still be faulty

Developmental stuttering is prominent

Can speak of imaginary conditions (I hope, I wish)

Queer feelings at a party, can't understand how to converse

Recites nursery rhymes

Follows commands involving 3 unchained actions

4-5 word sentences

Responds to questions involving time

Shows an interest in reading

Counts to 10 by rote and can count 3-7 objects by matching points to a line

Plays sports by rote

Enjoys playing with blocks and figures

Gross Motor Skills

Kicks rolling ball

Throws ball overhand, little body motion

Catches bean bag with hands and body

Climbs stairs using alternating feet

Hops on one foot 7-9 times

Fine Motor Skills

Strings small beads

Laces sewing cards

Enjoys puzzles, drawing, coloring, and sand

Copies cross, circle, line

Completes 6-8 piece puzzle

1. Many opportunities for large muscle activity;
2. Running, jumping, skipping
3. Play activities that promote problem-solving including
4. Sand, water, block play and cooking
5. Playing house, zoo, office, etc.
6. Simple board games (Candy-land, Memory, etc.)
7. Action games (Duck, Duck, Goose)
8. Setting the table, help sort laundry (comparisons, matching, etc.)
9. Classifying toys, putting blocks together by size or shape
10. Grocery shopping
11. Playing with balls, bean bags
12. Riding toys
13. Praise all efforts for verbal communication;
14. Never ask your child to slow down or repeat words
15. Read to your child daily
16. Musical games and finger play

FEELINGS II

We all have feelings, and our feelings often determine how we behave. A child behaves the way he/she feels. If he/she feels good, he/she acts good. If he/she feels bad, he/she acts bad. A child works best and learns the most when he/she feels good. Let's help him/her develop good feelings.

Some guidelines to facilitate good feelings.

- 1. Make suggestions or directions in a positive rather than a negative form.**
- 2. Give the child a choice only when you intend to leave the choice up to him/her.**
- 3. Use your voice as a teaching tool. Use words and a tone of voice which will help the child feel confident and reassured.**
- 4. Avoid motivating a child by making comparisons between one child and another, or by encouraging competition.**
- 5. Avoid trying to change behavior by methods which may lead to loss of self-respect, such as shaming or labeling behavior as "naughty" or "selfish".**
- 6. Make your suggestions effective by reinforcing them when necessary.**
- 7. Forestalling is the most effective way of handling problems. Learn to foresee and prevent rather than mop up after the difficulty.**
- 8. When limits are necessary, they should be clearly defined and consistently maintained.**
- 9. Be alert to the total situation. Use the most strategic position for supervising.**
- 10. See yourself in the child!**

STATEMENT ON SCHOOL AND PROCEDURES

BEHAVIOR AND ATTITUDE

No individual can attain his/her potentialities if he/she fails to be accountable for his/her actions and to do his/her work efficiently. Because responsibility, or responsible behavior, is very important in our society, we must have a positive program for the development of responsible behavior.

SCHOOL EXPECTATIONS

1. Training that develops self-control, character, orderliness, and efficiency is the key to good conduct. All students should form a correct attitude towards school and learning. Doing this insures that you, the student, are doing your part in making the school an effective place of learning. It also helps you to develop the habit of self-restraint which will make you, the student, into a better person.
2. Students are expected to:
 - a. Attend school regularly and promptly each day.
 - b. Adhere to the rules and regulations of your classroom and the school.
 - c. Treat the lessons taught and the assignments given in a serious and responsible manner.

SCHOOL PROCEDURE

Students profit from education as long as they seek to learn and do not interfere with the learning of others. Students who disturb the educational process with improper behavior must be disciplined. Discipline is used as a corrective measure to change negative behavior into positive, productive action. This is done by:

1. Teacher/student conferences
2. Student/counselor conferences
3. Parent Conferences
4. Continuous communication during the school year.

When all efforts to improve student behavior have been exhausted, it may be in the best interest of both the school and the student to

temporarily remove the student from the class attendance through a **suspension procedure**. The following breaches of school discipline and proper conduct constitute grounds for suspension:

1. **Fighting in or on the school campus**
2. **Possession of weapons/ firearms, or use of noise-making devices such as fire crackers or smoke/scent bombs.**
3. **Destruction of school property**
4. **Theft**
5. **Insubordination to staff members.**
6. **Use of abusive language to any staff member or student.**
7. **Threatening remarks to students or staff members with regard to person or property.**
8. **Extortion**

The parents of a student who is removed from attendance of class will be notified immediately.

SCHOOL REGULATIONS

1. All students are encouraged to wear uniforms
2. Footwear must be worn all time sand must be appropriate for school activity.
3. No coats or hats are to be worn in school or the classrooms unless there are extenuating circumstances.
4. No shorts, halter/midriff tops, shorts, or other revealing clothing should be worn to school.

Ten Reasons Why Students Should Wear School Uniforms:

1. School uniforms make schools safer
2. School uniforms make parent's lives easier.
3. School uniforms boost academic performance.
4. School uniforms help boost attendance.
5. School uniforms minimize the difference between rich and poor.
6. School uniforms are cost-effective.
7. School uniforms encourage individual self-expression.

TEXTBOOKS

The textbooks, which are necessary for class work, are loaned to the students by the school. These books should receive the best possible care, for they must be returned in good condition.

To receive a satisfactory grade in classroom participation, students will be required to complete assignments and lessons missed during an absence within the designated time period and make-up limits outlined in the attendance guidelines set forth for each school.

SCHOOL ACTIVITIES/CLUBS

Clubs and activities provide a major opportunity for you to pursue your interest in a particular area. You may become involved with a club or activity by joining. Everyone is welcome and encouraged to participate in all school programs. The following are offered here at ECC

Computer Club
General Music
Rhythm &
Movement
Spanish
ECC News

STUDENTS RULES AND REGULATIONS IN AND AROUND SCHOOL

INTRODUCTION

The boys and girls at ECC are expected to exhibit good manners and a proper attitude at all times. Good manners are shown by a modulated tone of voice, use of "please" and "thank you", an absence of language that is considered inappropriate in school, instructions and directions to be followed.

Good behavior begets a good education.

The following rules and regulation are necessary for the safety and well being of all children of ECC

General Guidelines

1. Display courteous behavior to staff, visitors, and peers.
2. Respect rights and property of others at all times.
3. Use appropriate language.

4. Fighting is forbidden.
5. Do not bring caps, firecrackers, dangerous weapons, or other dangerous objects to school that may harm someone.
6. Use litter baskets to keep the school clean.
7. Absolute silence is necessary during fire or bus drills. Obey the person in charge.
8. Do not bring gum / candy on school grounds.
9. Obey crossing guards and cross only at corners.

SCHOOL WIDE STANDARDS ATTENDANCE STANDARD

- Good attendance is necessary for a good education.
- A written excuse is required by state law for an absence or lateness from school.
- Children are marked late if they arrive after 8:45 a.m.

ARRIVAL/DISMISSAL STANDARD

Students enter and exit the building daily in a safe and orderly fashion. Students assemble in double lines by grade levels outside the school building in the mornings and enter quietly with escort of the teacher. At dismissal, students leave the building quietly and peacefully and go directly home.

CRITICAL ELEMENTS:

Students demonstrate their knowledge of the arrival and dismissal STANDARD by exhibiting the following behaviors:

(STUDENT ARRIVAL)

- Enter the building at 8:00 a.m. for breakfast
- Upon giving directions, all students will line up outside by grade level
- Enter the building quietly with teacher escort
- No student is permitted in any classroom unless a teacher is present
- Upon entering classroom follow morning procedures

(STUDENT DISMISSAL)

- Leave the classroom quietly in two straight lines
- Remain in the line until escorted completely out of the building and released by the teacher
- Go straight home and do not play on the playground or front lawn

STUDENT CONDUCT

- *All students must have a pass when being excused from the room for any purpose.*
- *Chewing gum or eating in class will not be tolerated.*
- *Students who repeatedly disregard school rules: fighting, disrupting the class, damaging school property, etc. will be excluded from the school until parents can accompany the student back to school for a conference. In extreme cases, student will be either suspended or required to attend a Superintendent Hearing.*
- *Use designated doors to enter and leave the building. All students are to line up by 8:30 a.m. Instructions begin at 8:35 a.m. Staff members are to go outside and make sure their students are lined up quietly and escort them into the building.*

Attendance

- Regular school attendance is essential for each student to achieve standards and make the maximum scholastic progress possible. Most of the study skills taught are sequentially arranged and it is necessary for each student to learn and master one skill before proceeding to the next. One of the most important factors influencing skill mastery is the continuity of exposure that is assured through regular attendance.

Each student returning to school after an absence is required by the Education Laws of New York State to bring a written excuse describing the reason for his/her absence.

Parents are expected to write a note requesting permission for their child to leave school early. Such request should only be made to resolve an unavoidable conflict and should include

1. Date
2. Destination
3. Full name of student
4. Means of travel from school
5. Time to be excused

6. Telephone number by which the request can be confirmed: (home, emergency, doctor, dentist, etc.)

There is a close relationship between class attendance and school achievement. Students learn most effectively and are better prepared to regularly throughout the school year. The daily interaction between the teacher/student, and among the students themselves, is a vital part of the educational process for which there is no ready substitute.

District Discipline Code of Conduct

Rights of Students

Education in a free society demands that students are aware of their rights and learn to exercise them responsibly. Therefore, students have a right to:

- Obtain an appropriate education in an orderly and safe environment.
- Be informed of all school rules
- Be respected and have their property
- Receive fair treatment and due process under the regulations of the school district and the Education Laws of New York State.
- Have the opportunity to present their version of the facts and circumstances leading to the professional staff member imposing such actions in disciplinary matters professional staff member imposing such actions in disciplinary matters.
- Be consulted in planning and implementation of their education
- Participate in student clubs and extracurricular activities on an equal basis regardless of race, sex, national origin, disabilities, or course of study.
- Have the opportunity to address administrators (building/district and/or the Board of Education).



A NOTE TO SCHOOL

To: _____
(teacher's name)

From: _____
(parent's name)

Date: _____

Subject: _____
(student's name)

(check applicable)

is late due to _____

will be picked up by _____
at _____ AM/PM

will be going home with _____
_____ on bus # _____
address _____

is returning to school after an absence of _____
days due to illness.

(other) _____

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.

Parents or eligible students may ask Hempstead School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides to amend the record as requested by the parent or eligible students, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or