



M Mohonasen
CENTRAL SCHOOL DISTRICT

Bradt Primary School

P A R E N T H A N D B O O K

2023-2024

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Bradt Primary School

Parent Handbook

Welcome to the 2023-2024 school year! The Bradt faculty, staff and administration are excited about beginning another successful year with you and your child(ren). The following general information should answer many of the questions you may have throughout the year. We look forward to working with you and your child(ren) as we continue to build the foundation for lifelong learning. Please feel free to contact me if you have any questions or concerns. Please be sure to visit our district website at www.mohonasen.org for the most up-to-date information, and follow us on Twitter @bradtprincipal.

Sincerely,

Leslie Smith, Principal

This guidebook has been developed to give parents and students useful information that will help everyone navigate grades K-2 with confidence and greater success. You'll find an overview of our program on the following pages.

Hang on to this guide and you'll probably find yourself coming back to it when questions or problems arise. If we left something out that would be useful for parents or students to know, please tell us so that we can include it in future handbooks. You can call the Communications Office at (518) 356-8250 or send an email to communications@mohonasen.org. Please also keep in mind that the information contained in this guide is subject to change.

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Contact Information

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Health Office Assistant
Gail Greeley
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School Secretaries

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Jennifer Winders

School Counselor

Brenda Riehlman

Speech Therapists

Karli Johnson
Betsy Vachon
Kristen VanHage Lund

Kindergarten

Christine Baumann
Chloe Bellcourt
Elizabeth Ciccone
Paige Greene
Jennifer Groth
Rebecca Milano
Kerriane Pace
Andrea Pigliavento
Amanda Ross
Melissa Tracy

Grade 1

Laurie Dennis
Jessica Filarecki
Marianne Masick
Melissa McGowan
Amber Newman
Colleen Palleschi
Maria Savallo
Amy Varano
Susan Yates
Brittney Willisie

Grade 2

Maria Andrew
Emily Burns
Anna Dagostino
Jennifer Hurst
Elizabeth Kelly
Rita McGuire
Shylo Mosier
Jennifer Palleschi

Remedial Math

Melissa Goard
AnnMarie O'Brien

Remedial Reading

Teresa Bancheri
Sharon Berschwinger
Carmella Fusco
Elizabeth Rocco

Art

Jaime Murray

Music

Renee Poutre

Library

Savanah Crouch
Librarian
Jayne Salerno
Secretary

Physical Education/Health

Lori Moore
Kevin Olsen

ENL

Laura Eggleston

OT/PT

Lori Burke
Heidi Fowler

Special Education

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District Contacts

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Information Technology Director

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Academic Administrator for STEM & APPR

Matt Hubbell
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Academic Administrator For APPR, Data State Reporting, Mentoring, Social Work & School Counseling, Art, 504 Plan Coordinator

Deborah Kavanaugh-Farnan
(518) 356-8200

Administrator for Humanities

Katie Lossi
(518) 356-8200

Aquatics Program Coordinator

Alicia Faucett
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Business Office Supervisor/District Treasurer

Tracey Freemantle
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Continuing Education

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Communications Coordinator

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Director of Facilities

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Director of PE, Athletics & Health Education

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Food Service Program Supervisor

Kimberly Gagnon
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Transportation Department Supervisor

Randy Jerreld
(518) 356-8260

Head Mechanic

David Rickard
(518) 356-8263

Arrival/Dismissal

Arrival

School begins each morning at 8:20 a.m. Students who arrive late are illegally tardy and must be signed in by a parent/guardian. Students enter the building through the main entrance. For safety reasons, parents may not drop off their children prior to 8:20 a.m., as there is no supervision for them. Parents are encouraged to get their child off to a good start each school day and make every effort to have him/her to school on time. If your child is participating in the breakfast program and is transported by parents they may enter the building for breakfast at 8 AM. If your child is taking the bus they will be released from the bus as soon as they arrive at school through the C-Wing doors.

Student Drop-off: 8:20 a.m.

If you are driving your child in the morning, please sign them in at the A-Wing entrance and have them walk through the building to their classroom. **Do not allow children to walk into the building without being signed in by an adult.** Parents signing students in at 8:20 are requested to part with their child at the entrance to the A-Wing. School faculty/staff are available to escort children to their classrooms as needed.

Dismissal

Dismissal Before 2:50 p.m.

To pick up your child during the school day, please send a YELLOW (pads are given out each year to all new families, including our new Kindergarten class) note to the classroom teacher to let him/her know when to have the child ready. Stop in the main office and sign the child out in the Student Log. The staff will contact the classroom and have the child come to the main office.

Please be prepared with a picture ID as we try to know our parents but are not familiar with all adults picking up children.

Dismissal at 2:50 p.m.

Unless we receive written instruction from a parent, all students will be sent home on the school bus or will be at the Pick-Up located at the main entrance.

Student Pick-Up

1. If your child is being picked up, please send a note to the classroom teacher indicating who will be picking up the student.
2. Students being picked up at dismissal will be called at 2:50 p.m. to report to the main office.
3. Parents/Guardians will sign the child out in the Student Log in the main entrance.
4. If you find it necessary to change your child's dismissal plan and haven't sent in a note, please call the main office at **(518) 356-8400** to make arrangements prior to arriving.

Emergency Dismissals

A variety of reasons could make it necessary to dismiss school early. Loss of power and/or water, a hazardous condition in the area, and inclement weather are examples of such situations.

Unplanned early dismissals are announced through local media channels.

The district utilizes a communications system known as SchoolMessenger to provide parents with important announcements and timely emails, text messages and phone calls. There are alerts for general district news, weather-related closings, School Board news, Continuing Education, Athletics and more.

Parents will be automatically connected to SchoolMessenger through SchoolTool, which is the district's student information management system and Parent Portal. Please take a moment to make sure your contact information is up-to-date in SchoolTool, as this will be vital to you receiving important messages through School Messenger. If you believe your contact information to be out of date, please **email your updated contact information to schoolmessenger@mohonasen.org or call (518) 356-8222.**

It is also more important than ever that your contact information on file with the district is accurate and up to date. We know you fill out and return many forms at the beginning of the year, and we appreciate your prompt response. Please remember to notify us of any change in emergency, home, or work numbers throughout the year.

It is critical that we have accurate information in order to reach you quickly in the event of an emergency.

While every attempt will be made to activate the automated phone calling and email systems, in the event of an unplanned early dismissal, there may be times when that is not possible (jammed phone circuits, loss of phone service, insufficient time).

Please make sure your child knows what to do if he/she arrives home unexpectedly and you are not there.

You can access emergency school closing/delay information from the Mohonasen district website at <https://www.mohonasen.org/>.

School Attendance

Quality instructional time is our priority. Education Law Section 3205 requires that students attend school every day unless excused. We strongly believe that children learn best in the educational setting. While children sometimes must miss school for a variety of excused reasons, (i.e. illness, bereavement, religious observance), a growing number of children are missing school for unexcused reasons (i.e. vacations).

It is not possible for teachers to prepare work in advance to make up for such an absence. The instructional experience children miss during an unexcused absence often cannot be made up upon their return. Teachers, at their discretion, may suggest alternate assignments in relation to the duration and nature of the absence (i.e. journal writing/travel logs, practice math facts).

Obviously, we discourage unexcused absences. Our goal is to provide the best possible instructional opportunities for all children, as they work to attain higher standards. Thank you for your cooperation in taking family vacations during school vacations, and in making school attendance a priority.

Absenteeism

If your child is going to be absent please call the school before 9 a.m. each day of the absence. If you need to leave a message, please give the child's name, the date and the reason for the absence. If we haven't heard from you in the morning and your child's name shows up on our absence list, we will call to verify your child is home. Parents will be notified through an automated service when their child is absent. Please be sure to send in a note when the student returns to school.

Thank you in advance for reporting your child's absence, because reporting all illnesses, especially a communicable disease, helps us take immediate action to eliminate or control the spread.

Students who are absent from school must submit a written excuse signed by the parent/legal guardian within three (3) school days of their return. The student's attendance record will permanently reflect an unexcused absence after three school days. The excuse should include the reason and date(s) of the absence.

Visitors

Visitor Procedure

All visitors are required to report directly to the security monitor upon entering the building.

Visitors will sign in on our logbook and will be given a visitor badge that indicates a specific destination and must be worn. You may have already noticed safety-related items: visitor badges, sign-in books, and the signs on the doors requesting visitors to check in; this is district policy. This step, though inconvenient, is in no way intended to limit your visits or active involvement. This procedure has been instituted to ensure that we know who is in the building during the school day. When visiting school, please do not park in the fire lanes of the front loop. These areas **must** be kept open at all times in case of an emergency.

Dropping Off Items

Please drop off sneakers, forgotten lunches, notes, homework, birthday snacks, etc. to the monitor. The monitor will gladly see that the item is delivered to the classroom. Classrooms will NOT be interrupted during instructional time.

Classroom Visits

We request that you not visit classrooms between 8:10 a.m. and the start of school and between 2:30 and 3 p.m. Teachers need to be able to attend to the orderly arrival and dismissal of all students.

Transportation Services

Mohonasen transports approximately 3,000 students more than a half million miles annually. Staff in the Transportation Department work hard to provide safe and efficient service to all students. Postcards are mailed home notifying students of their **assigned** bus stop approximately two weeks before the start of each new school year. Students are asked to report only to this stop. Please be patient the first few weeks of school for adjustments to bus routes and times. Pick-up and drop-off times may vary 5-10 minutes either way.

Transportation to Daycare

Parents wishing to have their child picked up or dropped off at a daycare or location other than their home must complete a request form that can be found on the district website, www.mohonasen.org/transportation. Please contact the transportation office at **(518) 356-8260** with any questions. Due to safety concerns, alternative busing arrangements from established drop-off locations are not possible except in the case of an emergency requiring building principal approval. Daycares have to be within the Mohonasen school district boundary.

Bus Rules

The school day starts when your child boards the bus. The bus is an extension of the classroom, and your child should apply those same rules with respect to how he or she treats the driver and fellow students. The bus is a moving vehicle, and by following the rules and treating others PBIS rules with respect, your child will help keep everyone safe. All buses are school property and are subject to all rules set forth in the Code of Conduct. Each student has an individual responsibility to follow the rules. Coming to school, going home and riding buses for extracurricular events or field trips, all students are expected to listen to and obey all instructions from transportation personnel and adhere to the following rules:

1. Behave in a safe and orderly manner at the bus stop, school bus port and on the bus.
2. Look both ways if crossing a road AND wait for the driver's hand signal or directions before crossing.
3. Enter and exit the bus in an orderly fashion.
4. Remain seated at all times.
5. Keep the bus clean and free of litter. Flinging things in or out of the bus is not allowed.
6. Keep all parts of your body inside the bus at all times.
7. Be responsible for your own belongings.
8. Always respect others, the bus and yourself.
9. Speak quietly, using appropriate and respectful language.
10. Refrain from activities that may damage the bus.
11. Do not bring food or drink on the bus to prevent allergic reactions, choking, safety and sanitary issues.

12. Do not bring objects onto the bus that may present a safety hazard, including skateboards, large musical instruments or school projects.

Please note: Any parent with a transportation issue or question should contact the transportation office at **(518) 356-8260** or their child's school rather than address the bus driver at the bus stop.

Changing an Assigned Bus Stop

If you want to request a change in an assigned bus stop, contact the transportation office by phone at **(518) 356-8260** or visit online at www.mohonasen.org to fill out a transportation to locations other than home form. (Please note there will be a delay in processing requests received within a week before or at the start of the school year.) Mohonasen's policy is to try to honor change requests to existing bus stops — provided there is enough room on the bus. For obvious safety reasons, the district's goal is to have no students forced to stand on buses. During the first two weeks of school, bus routes may need to be adjusted to meet this goal.

Positive Behavioral Interventions and Supports Program

At Mohonasen, it is very important that students feel safe and comfortable riding to and from school on the bus. The bus can be a place where bullying and other problems can occur. The PBIS Program is a whole-school preventive-based program, designed to teach students how to build and maintain a safe, respectful and responsible bus. Together, administrators, bus personnel, teachers, parents, and students work to prevent and decrease the amount of bullying and inappropriate behavior taking place while promoting a positive community on the bus. The bus drivers participate in the PBIS kick off week and discuss the dynamics of the bus, identify potential or existing problems, discuss the rules of the bus, and to teach problem-solving and social skills. The bus drivers reward students that have consistently demonstrated positive behavior with star power tickets daily.

Homework expectations

Kindergarten

Spend approximately 10 minutes a night reading to your child as well as completing monthly activity calendars, home study sheets and supplemental practice. This is critical to developing beginning reading skills. Examples include: "Activity Calendar" activities, sight word activities, phonemic awareness activities, practice letter formation, and Problem Sets math activities.

First Grade

Begin reading approximately 10 minutes a night with your child in September. In October, homework will be given four times a week, Monday through Thursday. As the year progresses, the length of time increases from 10 to 20 minutes, as well as 10 minutes of reading with your child each night. This may include, but is not limited to, written activities/ projects in Language Arts, Math, Science, and Social Studies. Examples include: Practice sight words, spelling words, writing sentences, ABC order, etc., phonetic skills, reviewing math facts and Problem Sets math activities.

Second Grade

Begin in September with homework given four times a week, 20-25 minutes each night, as well as approximately 15 minutes of reading with your child each night. This may include, but is not limited to, written activities/projects in Language Arts, Math, Science and Social Studies. Examples include: practice spelling words, writing sentences, ABC order, etc., paragraph writing, phonetic skills, review math facts, and math problem sets.

Food Services

The Mohonasen Central School District Food Service Department offers a nutritionally balanced breakfast and lunch program to all students. School meals adhere to all federal regulations outlined in the Healthy, Hunger Free Kids Act that was signed into law in 2010. As a result, meals follow strict calorie limits, provide more fruits and vegetables and follow guidelines on breads/grains served.

In addition, under the law, all students MUST take a fruit or vegetable with each meal. Monthly menus can be found online at www.mohonasen.org/food-service-program/.

Breakfast is served from 8:00 to 8:30 a.m. daily (students are allowed to get off their bus upon arrival for breakfast). Lunch is served from 10:50 a.m. to 1:10 p.m. A snack bar is available to students. Student meal accounts may not be used to purchase snacks; however, students may bring cash for this purpose.

School Lunch Prices

- Breakfast: \$1.50
- Lunch: \$3.30
- Milk: .50
- Lunch Guest Meal: \$5.50

How Much Does Breakfast & Lunch Cost?

Students may pay using cash or a check made out to Mohonasen School Lunch or you may prepay online using PayPams which allows payment with debit or credit cards. All students are assigned a school meals account. Money may be put into the account to utilize for meals throughout the year. If you feel your family qualifies for free or reduced meals please fill out the free and reduced application that is mailed to households over the summer or print and complete the free and reduced application form on Mohonasen's webpage and return to the food service department.

Parents/Guardians Roles & Responsibilities regarding Food Allergies, Sensitivities, or Intolerances

- Notifying the school of their child's allergies, sensitivities, and/or intolerances.
- Providing written notification of any diagnosis of allergies including if an EpiPen is needed for the emergency treatment of allergic reactions.
- Providing a written request for the school to maintain an extra EpiPen in the building nurse's office
- Providing written medical documentation, care or treatment instructions, and/or

medications directed or prescribed by a physician. Please fill out allergy questionnaire with school nurse for specific food allergy needs.

- Completing and submitting all required documentation to include a Food Allergy Action Plan, medication list, and medical releases for administration of medicines.
- Communicating any specific food allergies and accommodations and/or limitations to the Food Service Supervisor. Email FSS at kgagnon@mohonasen.org to discuss food allergy needs.
- Teaching your child to:
 - Recognize the food items that may contain ingredients harmful to them.
 - Recognize the first symptoms of a food allergy/anaphylactic reaction.
 - Communicate the appearance of anaphylaxis symptoms.
 - Not share snacks, lunches, drinks, or utensils.
 - Read food labels for ingredients where labels are available to them.
 - Know of allergy-safe zones and behaviors.

Free and Reduced-Price Meals

Students may be eligible for free or reduced-price meals if their families meet federal guidelines. Free and reduced status is used for other benefits in addition to free meals. If you feel your family qualifies for free or reduced meal prices please fill out the application as soon as possible.

The application takes only minutes to fill out and can be done at any time during the school year.

Students are given pin numbers just like everyone else so their peers and food service workers are not aware which students are receiving free or discounted meals.

A copy of the application is mailed out each summer. The application can also be obtained by calling the food service office at **(518) 356-8225** or online at www.mohonasen.org/forms/. A new application must be completed for the current school year.

All previous applications expire on Sept. 30.

Lunch Guests

The Bradt cafeteria is a place to learn and practice socialization skills as well as skills for eating in public. Parent lunchroom guests are welcome to sign in with the monitor and join their children for lunch, beginning in October. (This provides time for students to acclimate and learn lunchroom expectations and routines.)

Guests are asked to limit their visits to no more than once per month due to limited capacity.

An alternate table will be provided for students and their guests. This process will prevent disruption of seating assignments/behavior plans at your child's table, and will allow us to follow through on health plans for food allergies.

Guests are asked to send in a note to the teacher the morning of your lunch visit, arranging to purchase school lunch (hot lunch, PBJ, yogurt, bagel) OR to bring a simple bagged lunch (No fast food, please). Please do not share food with or lend money to a child other than your own.

Snack Guidelines

A healthy snack is essential for fueling a child's body with the energy required to focus and learn. In response to our district's Wellness Policy and the increase in obesity, the following healthy food choice guidelines are being provided. In addition, we will be emphasizing increased physical activity as part of a healthy lifestyle.

We ask that snacks reflect the Smart Snacks in Schools Guidelines:

- 200 or less calories
- 200 or less mg sodium
- 0 grams of trans fat

Healthy Food Choice Guidelines:

- fruit/dried fruit
- cheese
- vegetables
- yogurt
- whole grains
- pretzels
- popcorn
- cereal bars
- beverages: water, 100% fruit or vegetable juice

Student support services

Mission Statement

"Our purpose is to work with the school community to promote the development of independent, resilient, successful students empowered to explore and achieve their academic, social and emotional potential."

School Counselor

The elementary school counselor teams with parents, teachers, support staff, administrators and community members to give students every possible opportunity for success. The school counselor's role is broad and includes various methods such as preventive school-wide programs; classroom guidance lessons; crisis intervention; and small-group and individual student sessions. The school counselor assists in the social, emotional and academic development of students, while focusing on the future through goal-setting and career awareness.

At Bradt we have a full time School Counselor that works with all students in a variety of settings (classroom guidance, small group support, individual check in/sessions) on various topics such as character education, school readiness, emotional awareness, self-regulation, conflict resolution, bully prevention, changing families, friendship and socialization.

Feel free to learn more about our School Counselor and Bradt's School Counseling Program on the district webpage.

School Psychologist

The school psychologist collaborates with parents, teachers, support staff, administrators and community members to support the needs of students. The school psychologist works with students who require specific academic/behavioral support and provides psychoeducational testing when appropriate. The school psychologist also responds to questions regarding student evaluation and testing, behavior plans, the SST(Student Success Team) and the Committee for Special Education (CSE) process.

Academic Intervention Services (AIS)

AIS services are provided to students who require support in the areas of English language arts (ELA) and math. School districts are required to provide AIS for students who have not reached a certain benchmark on the state assessments. However, the level and frequency of services is determined by the needs of each student.

Additionally, through instructional programs there are different layers of intervention services designed to support students. These services may be "push in" during class time or "pull out." There are reading and math specialists professionally trained to provide these services to students.

Response to Intervention

Response to Intervention (RtI) is an approach to monitor the academic progress of students. RtI emphasizes high-quality, research-based reading instruction which emphasizes early support for students who are experiencing difficulties. All K-5 students will be assessed for critical pre-reading

and reading skills in the fall, winter and spring. Students who score in the “some risk” or “at risk” categories will receive additional support or intensive interventions to help them learn and master essential skills. Identified students’ progress will be closely monitored and recorded, and discussed at the student success team meetings. Depending on results, children may be reassigned to different groups within or outside of the classroom for different kinds of activities, with schedules changing accordingly. We are confident that monitoring children’s progress and individualizing instruction will enable us to develop the best educational plan for our students.

Students with Disabilities

At Bradt, students with disabilities frequently work side-by-side with their peers and are actively involved in all aspects of Bradt life. The students often receive additional services or participate in specialized programs to accommodate their disabilities and facilitate success in school and life.

What follows is a brief explanation of some of the district’s programs, plans and resources for students with disabilities. For more information, parents should contact Mohonasen’s Director for Special and Alternative Education at **(518) 356-8221**.

Consultant Teachers

Since the goal is to provide a quality education in the least restrictive environment, most disabled students learn side-by-side with their peers in general education classrooms. Consultant teachers are special education teachers who work with the regular classroom teacher to help “integrated” students find success in the general education environment. Consultant teachers, for example, may co-teach lessons, restructure assignments, provide special accommodations and follow-up with students and/or teachers after class.

Resource Room

Special education teachers are available to meet with students in small groups outside the general education classrooms to make sure students receive the supplemental supports needed to meet high academic standards. The nature of these supports is spelled out in each student’s Individual Education Plan (IEP).

The resource room is staffed by special education teachers who provide additional instruction to strengthen the skills of disabled students. Resource room teachers also work to provide students with necessary accommodations and modifications.

Special Class

While all students with disabilities are encouraged to participate in general education classes, for some this environment proves to be very restrictive. Some students require the additional support and structure of special classes designed to address their unique instructional needs. These “self-contained” classes have low student-to-teacher ratios and allow for more individualized instruction related to academic, behavioral and social emotional needs.

Individualized Education Plan (IEP)

The Committee on Special Education must develop an Individual Education Plan (IEP) for all special education students. In developing the IEP, the committee considers evaluations, student strengths, concerns of the parent and where appropriate, student performance on state and district assessments.

An IEP documents the following: present level of performance; how the student's disability impacts his/her participation in the general curriculum; classification of the disability; annual goals; recommended programs and services; eligibility for state or alternate assessments; a list of any alternative accommodations; a list of any assistive technology devices; and transitional goals at the appropriate time.

Program/Testing Accommodations

Students with IEPs or 504 Plans often have testing or classroom accommodations as part of their elementary program. Accommodations may include: additional strategies for participating in class activities, for acquiring class notes or for completing homework. Testing accommodations are provided only as the result of a recommendation by the Committee on Special Education (CSE) or 504 Compliance Committee.

504 Plans

"504 Plans" are developed to support students whose physical or medical needs have a significant negative impact on their success in school. Special accommodations are written into 504 Plans to ensure that students with disabilities receive a free and appropriate education. Accommodations, for example, may include providing additional time and/or alternative locations for tests or special strategies for participating in class activities. A 504 Plan is not the same as an IEP (Individual Education Plan), which is generally much more intensive.

Psychoeducational Testing

At the request of the Student Success Team and/or the parent/guardian, a student can receive psychoeducational testing, which may include tests of ability and/or achievement level. A psycho-educational evaluation must be authorized by Mohonasen's Office of Student Services. Testing is conducted by the school psychologist. Students with an IEP are required to receive an updated evaluation at least every three years.

Web Resources

The Internet is a helpful source of information for parents and students who want to learn more about a particular disability, find resources, network with others, etc. Here are a few sites that address some common disabilities:

- Asperger Syndrome Education Network
<http://aspennj.org/>
- Children and Adults with Attention Deficit Disorder
<http://www.chadd.org>
- Learning disabilities
<http://www.ldonline.com>
- National Attention Deficit Disorder Association
<http://www.add.org>
- Center for Parent Information and Resources' Library
<https://www.parentcenterhub.org/ourcelibrary/>
- Obsessive-Compulsive Foundation
<http://www.ocfoundation.org>
- New York State Talking Book and Braille Library
<http://www.nysl.nysed.gov/tbbl/index.html>
- Office of Special Education and Rehabilitative Services
<http://www.ed.gov/about/offices/list/ose/index.html>

Portrait of a Mohonasen Graduate

- Growth Oriented and Knowledgeable: persistent in effort; embracing of challenges, maximizing potential; exhibiting a Growth Mindset
- Intellectually Curious and Creative: Driven to learn and understand the complexities and connections among cultures, people groups, facts and ideas.
- Financially Literate: Demonstrating fiscal awareness and discernment in all areas of money management including budgeting, saving, borrowing, investing, and credit.
- Team Players & Responsible Citizens: Exhibiting selfless behavior; service oriented; multiculturally fluent; champions for equity; active contributors to local, state, national and global communities.
- Effective Communicators: Active and empathetic listeners demonstrating clear, concise, confident and courteous written and oral communication skills.
- Dynamic Problem Solvers & Critical Thinkers: Demonstrating effective, logical thinking to appropriately analyze and interpret data and situations as part of collaborative problem solving.

Library/Media Center

The Bradt library has thousands of items in the collection, including physical and electronic books. The library has Internet access, student Chromebooks, databases, and an automated circulation system. The librarian works in collaboration with classroom teachers to instruct information literacy and to promote reading. In addition, the library introduces students to basic technology skills such as database navigation and online research.

The best way for a student to become a better reader is for them to read. At Bradt, students are encouraged to select books that appeal to them. If a student is having trouble finding the right book, the student or their parent should contact the librarian for assistance.

Circulation information

Second Grade students may take out up to three items at a time. First grade students may take out two items at a time. Kindergarten students will borrow one book at a time. Exceptions are made for school projects and special circumstances. All items circulate for a one week period and are due back by their next library class.

Students will be given time for book selection and checkout during their weekly library class. Checked out materials will be due back in one week, on students' library class day. Students may renew their books to keep them for another week.

Summer Circulation

Students are encouraged to check out materials at the end of the school year for summer reading. Students may check out up to five books for the summer. Additionally, each Bradt student will receive a summer reading assignment. Information relating to the summer reading project is distributed each spring.

Overdue items and renewals

All items have a one-week circulation period. Books may be renewed for two additional weeks. If your student would like to renew their book please keep it home and instruct them to ask the librarian to renew it online. Overdue notices are sent home on a weekly basis. These notices serve as a friendly reminder to students and families.

Billing

In order to maintain the school's materials and resources, families are responsible for what students take out from the library. Bills for damaged materials or lost items must be paid before a student may resume borrowing from the library. If your student damages a book please have them return it to the library so the librarian can assess the damage. Sometimes families think books are irreparable when that is not the case.

Volunteers

Parent volunteers are welcome to assist in the library to help shelve books and assist with projects. Please contact the librarian by calling **(518) 356-8408**.

Health Office

Absences/Attendance

When a child is absent, his/her parent must notify the office at **(518) 356-8402** by the start of the school day. If the school is not contacted by a child's parent/guardian, someone will call the person listed on the student's emergency card that morning.

New York State law requires that the school keep a written excuse of any student absence on file. When a student is absent, he/she should bring this excuse to the main office when they return to school. The excuse should state the child's first and last name, the reason for the absence, the date(s) of the absence and the parent's signature.

Please remember that vacations are NOT considered legal absences and teachers are not required to provide work.

Illness

If a child has symptoms of illness, such as sore throat, fever, upset stomach, diarrhea, or uncontrolled cough, they should not be sent to school. It is school policy that, for your child's protection as well as that of their classmates, a student must be fever-free for 24 hours without medication before they return to school. Cough drops are not allowed at Bradt.

School Screening

A school screening is completed on all students if a current physical is not on record. This includes height, weight, vision and hearing.

Physicals

New York State requires all incoming kindergartners, 1st graders and students new to Bradt to have a physical exam. Parents should make sure the immunization section is completely filled out, along with the newly required BMI section. NYS also requires a Dental Health Certificate from a child's dentist. Forms are available on the Mohonasen website at www.mohonasen.org.

Medications

All prescription and any over-the-counter medication, as well as any herbal supplements will require an original signed physician order and a signed parent consent indicating medication name, dosage, time to be administered and for how long, reason for medication and any adverse reactions that need to be observed. All over-the-counter medications are required to be in an original, unopened container. All medications need to be brought in by a parent to the health office and orders and consents have to be renewed each school year. Under no circumstance should the medication be delivered by the student.

Please note that the signed student Emergency Information Health Card is NOT an acceptable parental consent for administering medication. Please remember students are NOT allowed to carry, transport or store medication in school at any time. At the end of the year all medication must be picked up by a parent. Any medication not picked up by the last day of school will be discarded.

Hand Sanitizer Use

Bradt will be making alcohol-based hand sanitizers available in its school buildings. If parents/guardians wish to opt their child out of using it, they should send a written notice to the school.

This & that

Access to the building after the school day

All students are encouraged to take the time during the school day to ensure they have packed all personal belongings and instructional materials required for the evening and the following school day. In the event that a student must return to school to obtain instructional materials necessary for the following school day, the main doors of the school will be open until 7 p.m. A custodian can be asked to assist parents/students in obtaining needed materials from a student's classroom. For the safety of the student and to maintain building security, students must be accompanied by a parent or guardian to re-enter the building after 2:50 p.m.

Guidelines for birthdays

In response to our district's Wellness Policy, the increasing number of serious food allergies, and our general desire to maximize classroom instructional time, we have established the following guidelines for recognizing students' birthdays in school:

- Full-scale birthday parties (cake, candles, helium balloons, flowers, ice cream, pizza, favors, and/or party bags) are for outside of the school setting. (Invitations to birthday parties outside school should be mailed, unless everyone in the class will be receiving one.)
- Parents should contact the teacher about sending in a simple, healthy snack for the class in recognition of their child's birthday, if they so desire.
- The simple snack should reflect the school district's policy promoting healthy food choices.
- The simple snack should be in individual servings and easy to distribute and should be easily eaten with minimal clean-up required. Please provide napkins and plasticware if utensils are required.
- Birthday snacks should be left in the main lobby with the security monitor if your child is unable to transport it on the bus.

1,000 Books club

Research shows that a child who has heard 1,000 books prior to entering school is more likely to succeed in reading. To help parents instill a love of reading in their young children, Bradt offers the 1,000 Books Club.

Parents can register their child for the program by filling out a short registration form. At that time, parents can take home the first of 100 numbered tote bags filled with 10 children's books each. As soon as they return that tote bag to school, they can pick up another.

Parents are encouraged to enroll their child by age three in order to complete all 1,000 stories by the start of first grade. However, it's not a race! Many children start later and finish later — and that's fine too!

Reading together is easy to join and a wonderful way to spend time with your child fostering a love of learning.

Instill a love of reading ...

As we prepare for a wonderful, new year of learning here at Bradt School, we are excited to let you know that we have updated our 1,000 Book Club! The 1,000 Book Club is an amazing lending library of picture books for young children that is here to help you instill a love of reading in your child. This convenient library, located in our main hallway, is also a wonderful resource for you to use in order to get those 20 minutes of reading in every night!

Here's how the self-serve program works:

If you are a new or returning member:

1. Fill out a blank registration form in the "new registration" binder at Bradt Primary School cafeteria, located at 2719 Hamburg Street in Rotterdam. If you are returning, please check the binder for the blue registration card (all students that were previously registered have been moved up to the next grade level in the binder.)
2. Place a blue card in the binder that is organized by grade level and then alphabetized by your child's last name.
3. Select a bag of books between the hours of 8:45 a.m.-2:30 p.m. daily. In order to accommodate many families, please only sign- out one bag of books at a time. Please be sure to return the books no later than 1 week from sign-out. For example, if you sign-out on a Monday, please return the books by the following Monday. Your child may also return and sign out with assistance from our First New York Banking parent volunteers on Fridays.

Returning Bags:

1. Place bags in numerical order on the bag stands. Each pocket holds two or three bags of books.
2. Select and sign out your new bag!

You can track the number of books you have read on an individual chart for your child. This chart will be displayed on our 1,000 Book Club bulletin board. For every 10 books (1 bag) read, your child will receive a sticker for their chart.

As a self-serve program, parents are expected to:

Keep track of which tote bags you've borrowed by checking off the numbers (1-100) on the back of your child's registration form (kept in the sign-out area in the main hallway).

Please return bags within a one-week period.

Parents should add a sticker on the chart once for every 10 books(1 bag) are read.

We will send home overdue notices, on bags that have not been returned.

We will recognize students who complete a row of their card with a small prize at the main office. Please ask your child to check with their teacher to pick up a prize any morning following announcements.

We will also recognize students and invite families to attend the morning program once a student has reached the halfway mark and then completed the program. We have morning programs in October, December, February, and April.

Thank you in advance for following the process above so our 1,000 Book Club runs smoothly!

If you have any questions, please contact Principal, Leslie Smith, at 518-356-8401.

Additional reading resources

[Scholastic Teacher Book Wizard](#) – Find resources for leveled reading books, booktalks, author information, lesson plans, and much more.

Character education

Bradt's Character Education Program focuses on promoting a school community of respect, responsibility, and positive citizenship. We are proud of our students and want to recognize them for displaying exceptional behavior that is symbolic of the character themes of each month. Character awards are given to students monthly in classrooms, as well opportunities for school wide recognition throughout the year.

Communication

Communicating with parents about their child's individual progress — as well as important news and information about the school and district — is accomplished in a number of ways, including:

- Principal webpage
- Social media, including Twitter and Facebook
- Parent or teacher-initiated contacts at any time during the year
- Open house each fall
- Frequent updates on our school's individual website, including a calendar of upcoming events
- Occasional notes and letters from teachers
- Work children bring home
- PTO meetings and programs
- District website
- District newsletter and other district publications
- SchoolMessenger

There are many decisions made daily in the classrooms. If you have a concern about a teacher's decision, it is best to make direct contact with the teacher for clarification before involving the principal. If you still have a question or concern after speaking with the classroom teacher, please contact the principal.

Conference Dates/Report Card Dates

Parent Conferences are an important time for parents and teachers to work together by sharing information, discussing student expectations and setting goals that will help the child grow as a learner and succeed in school. All parents are encouraged to schedule a fall conference with their child's teacher.

Students will be dismissed at 11:30 a.m. on the day of the conferences to allow for afternoon meeting times with parents. Parents can sign up for conferences at open house each September. Parents may schedule an additional conference at any time with their child's teacher.

Report cards for students in grades K-5 are distributed three times a year. These dates can be found in the district calendar.

Dignity for All Students

New York State's Dignity for All Students Act (The Dignity Act) took effect on July 1, 2012. Just as with the district's Code of Conduct, the new law seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from the discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

School officials understand the impact bullying and harassment can have on a school environment. More than a physical threat, bullying creates a climate of fear and makes learning difficult for all students. The new law calls for each school to appoint a Dignity Act Coordinator who is trained to address issues in areas protected by the law and is accessible to the school community.

The Dignity Act Coordinators at Mohonasen are the principals of each school.

District Code of Conduct

In compliance with the state's Safe Schools Against Violence (SAVE) legislation and the Dignity for All Students Act, the Mohonasen Board of Education has adopted a Code of Conduct (i.e., rules and regulations) for all people on school property.

Mohonasen's Code of Conduct sets high standards for student conduct and academic integrity. The Code of Conduct outlines clear consequences for students who break the rules. It specifically addresses consequences for infractions such as bullying, intimidation, harassment, swearing, and cheating.

The Code of Conduct also outlines the student Dress Code and Electronics Policy, as well as what is expected of students involved in extracurricular activities. This complete Code of Conduct is available online at www.mohonasen.org or in the Bradt School main office.

The Code of Conduct serves as a standard for consistency and fairness that protects students' rights while promoting responsibility.

Parents play an important role in the maintenance of good discipline in Mohonasen schools. Parents are encouraged to review the Code of Conduct and discuss it with their children.

Electronic games, cell phones, collectables

Electronic games, cell phones, iPods and collectable cards/characters need to be left at home. Highly desired valuable items often create a significant distraction (disputes over ownership) and are not necessary in school.

Lost and found

If your child is missing an item, please check the lost and found in the main hallway.

Morning Program

Parents are invited to attend a Morning Program. Morning Program celebrates student accomplishments and highlights school happenings. Programs are held on Tuesdays for kindergarten, Wednesday for 1st grade and Thursday for 2nd grade. A bi-monthly calendar will be sent home with the dates.

Parents as Learning Partners

At Mohonasen, we believe that partnership with our families is extremely important. Several evening Parents as Learning Partners (PALP) events focusing on academics, behaviors and mindfulness will be scheduled throughout the school year. We encourage all families to attend. When we work together, so much can be achieved.

SchoolMessenger

SchoolMessenger is now the district's primary communications tool for sharing important school news and emergency notifications. It replaced the School News Notifier (SNN) system.

Using the contact information that is stored in School Tool, SchoolMessenger allows district and school officials to send automated email, phone and text messages to families. These messages include updates and reminders about district activities and information about school closings and delays.

To ensure that we can reach you in an emergency, it is more important than ever that your contact information on file with the district is accurate and up to date. Please remember to notify us of any change in cell phone, home, or work numbers throughout the year.

If you have not been receiving these messages, please email your updated contact information to schoolmessenger@mohonasen.org or call (518) 356-8222.

MohonCARES

Programs operated by the district that support children and families in need are often funded through an initiative known as **MohonCARES** (Connecting Area Resources to Empower Students). This program helps serve students both inside and outside the classroom. Across the district, students in K-12 are provided food, clothing and toiletries.

MohonCARES exists at different levels in each school building. These programs largely exist because of donations from our families, our community and district employees. Visit the mohonasen.org homepage and click on the MohonCARES icon to make a donation.

Elementary PTO

The Elementary Parent Teacher Organization (PTO) serves students in kindergarten through grade five at Bradt Primary School and Pinewood Intermediate School. The PTO coordinates events and fundraising to benefit elementary students and the school community. New members and volunteers are always welcome. PTO is a great way to actively participate in your child's education!

Officers for the 2023-2024 school year are:

Co-Presidents

Ashley Barnoski

ashleylehan@hotmail.com

Bridget Craver

bcraiver1983@gmail.com

Co-Vice Presidents

Brooke Gregory

Julie Rouse

Treasurer

Lynn Nuzback

Secretary

Megan Heinbach

Volunteer Coordinator

Open

PTO Email: MohonasenPTO@gmail.com

Elementary Yearbook Email: mohonyearbook@gmail.com

Be sure to check the district website, the Mohonasen Elementary PTO Facebook page, and calendar for information on PTO meetings.

NOTES

Lined area for notes, consisting of approximately 30 horizontal lines.



Bradt Primary School
2719 Hamburg Street
Schenectady, NY 12303
(518) 356-8400

P A R E N T H A N D B O O K

2022-2023