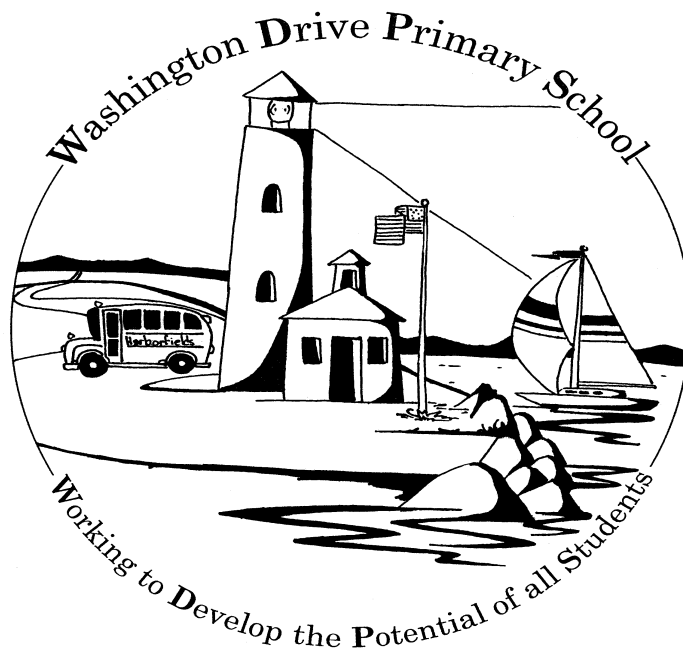


# WASHINGTON DRIVE PRIMARY SCHOOL



## PARENT / STUDENT HANDBOOK

Harborfields Central School District  
Greenlawn, NY 11740

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# Washington Drive Primary School



**W**orking to **D**evelop the **P**otential of all **S**tudents

## *Mission Statement*

The mission of the Washington Drive Primary School is to provide a developmentally appropriate education, which focuses on the talents and academic strengths of each child. We are dedicated to teaching academic excellence while working to develop the potential of all students. Through the cooperative efforts of school, family, and community, we will enable each child to grow socially, emotionally and cognitively.

# HARBORFIELDS CENTRAL SCHOOL DISTRICT

The Washington Drive Primary School serves pupils in kindergarten through second grade. It was opened on January 6, 2003 to house our growing population of primary students.

Graduating WDPS students attend Thomas J. Lahey Elementary School, which serves grades three through five. Students continue their education at Oldfield Middle School, which serves grades six through eight, and Harborfields High School for grades nine through twelve.

## Board of Education

The Superintendent of Schools, Mr. Frank Carasiti, is charged with carrying out the policies formulated and approved by the Harborfields School District Board of Education. The Harborfields School Board and Central Administration personnel are located at:

Oldfield Middle School  
2 Oldfield Road  
Greenlawn, NY 11740

Dear WDPS Families:

We are happy to welcome you to the Washington Drive Primary School. We expect your child to have a positive and successful school year full of growth in all areas. By working together, we can achieve these goals.

Your child's WDPS experience includes a rich classroom program along with instruction in special subject areas. In addition to our classroom and special subject teachers, our staff includes a school psychologist, a social worker, a nurse, resource room teachers, speech and language specialists, reading specialists, paraprofessionals, food service workers, custodians, secretaries and administration. All of us work together to provide a caring, supportive and child-centered environment.

Our School-Based Planning Committee, made up of parents, teachers, staff and administrators, has written this handbook to promote and ensure a clear understanding of school procedures, values, responsibilities, and rules. Please read and discuss this handbook with your child. With a cooperative and coordinated effort, the entire community can affect excellence in education for all of our students.

We look forward to a wonderful and productive educational experience with you.

Sincerely,

Maureen D. Kelly  
Principal

Marguerite A. Greene  
Assistant Principal

# General School Information

## HOURS

Grades 1 & 2	9:20 AM – 3:30 PM
AM Kindergarten	9:20 AM – 12:05 PM
PM Kindergarten	12:45 PM – 3:30 PM

## ACCESS TO THE SCHOOL BUILDING AND ARRIVAL PROCEDURES

During the school day all doors are locked except for the main entrance.

**Teachers are ready to receive the children in the classrooms at 9:20 AM. Children should not report to school before that time.**

**Buses will begin letting the children off at 9:20 AM. Parents delivering children by car should bring them to the greeter's desk at the main entrance in the front of the building. Children are not to be left unattended if brought to school prior to 9:20 AM.**

## Late Arrival

**No child is permitted to be dropped off at the curb. Each student who arrives late must be escorted into the building and signed in at the Greeter's Desk.**

## Early Dismissal

If a child must be dismissed early due to a parental emergency, parents should call the main office and sign out the child at the Greeter's Desk. Be prepared to show identification.

**NO CHILD MAY LEAVE THE SCHOOL ALONE  
AT ANY TIME.**

## AM KINDERGARTEN DISMISSAL

AM kindergarteners are dismissed at 12:05 PM. Dismissal procedures at that time are the same as the 3:30 dismissal procedures listed below.

## DISMISSAL PROCEDURES

Children who take the bus home are dismissed at 3:30 PM. All children will receive a designated bus and bus stop.

### **Changing buses or stops is prohibited.**

Children who are permanent walkers are dismissed at 3:30 PM. Parents of these children will be issued permanent pick-up passes, which must be shown to the staff member in charge. The children assemble in the cafetorium. Parents will pick up their children at a designated area outside the cafetorium.

**If your child usually uses the bus and for a personal or special reason is being picked up from school, please write a note to the teacher informing her/him of the situation. It is imperative that you write the date and the name of the individual picking up your child. Please make sure that picture identification is available.**

Students will be released **only** to a parent or other designated adult. He/she must sign the student out at the Greeter's Desk. **NO EXCEPTIONS.**

Please do not offer to take another child home unless the school has a note from the parent of that child. School personnel cannot release children to anyone other than a parent or a person designated in writing by the parent.

**It becomes a safety and security problem when parents arrive between 3:15 and 3:30 PM requesting that we locate their child and have them brought to the cafetorium for pick up even though they did not write a note.**

**If you have not given your child a note, please meet your child at the designated bus stop. This will be a tremendous help to us.**

# TRANSPORTATION AND SAFETY RULES

## Walkers

The American Automobile Association issues the following SAFE WALKING TIPS:

1. Cross only at crosswalks. Keep to the right of the crosswalk.
2. Before crossing, look both ways. Be sure the way is clear before you cross.
3. Cross only on proper signal.
4. Watch for turning cars.
5. Where there is no sidewalk, and it is necessary to walk in the roadway, walk on the left side, facing traffic.
6. Carry or wear something white at night to help drivers see you.

## Bus Riders

**Riding a school bus requires proper behavior at all times for the safety and comfort of everyone on the bus.**

**Bus privileges may be taken away for improper behavior.**

**WDPS School Bus Safety Superstar Guidelines:**

1. Stay in your seat at all times with your seatbelt buckled.
2. Keep all food and drinks in your backpack or lunch bag.
3. Keep the bus clean.
4. Use a quiet voice instead of a loud voice.
5. Keep your hands and feet to yourself.
6. Be kind to everyone on the bus.
7. Tell the bus driver when someone bothers you.
8. Help others if they drop or lose their belongings.
9. Keep your hands inside the bus.
10. Be respectful and mind your manners.

**All Bus Riders**

**Please note that a parent or designated person is required to meet the child at the bus stop. Drivers are instructed to release children from the bus only when a parent or designated person is present at the stop.**

**Unsupervised children will be brought back to the school office and the parents will be notified. If this occurs repeatedly, transportation services will be suspended due to the fact that the situation will be considered dangerous and unsafe.**

**BREAKFAST / LUNCH**

All first and second grade students will eat lunch in the school cafeteria. Children may bring bag lunches or lunch may be purchased. All children are permitted to buy milk, juice, and/or snacks. Prepaid lunches can be purchased. Parents may choose to deposit any amount to the debit system by sending in a check or by logging onto [www.mynutrikids.com](http://www.mynutrikids.com).

**- PRICES -**

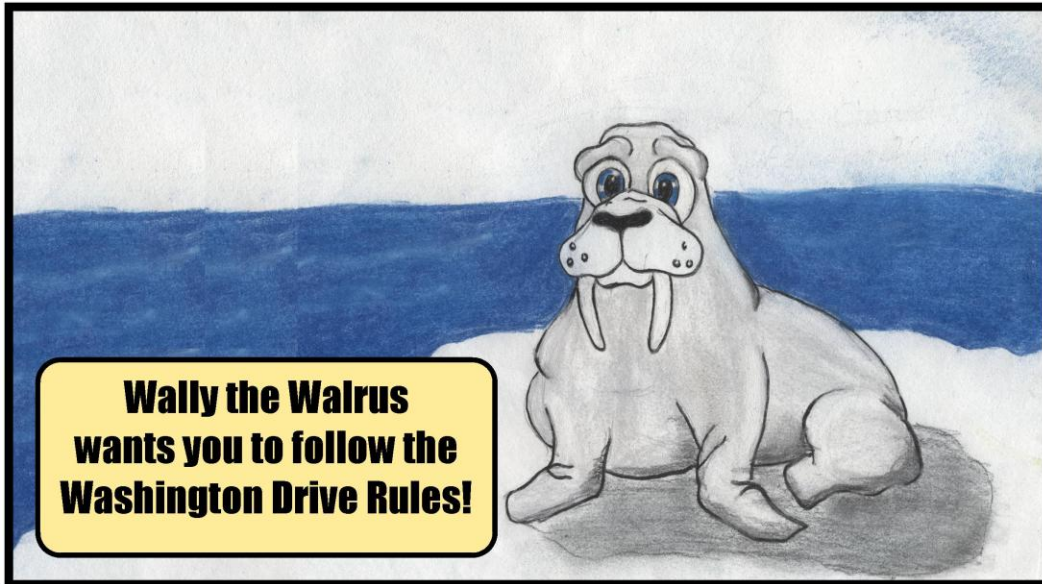
Single Lunch.....\$ 2.00  
Full Year Lunch...\$ 360.00

Single Breakfast...\$ 1.25  
12 – Breakfasts ... \$ 11.00

Breakfast will be served each day from 9:20 AM to 9:30 AM for those first and second graders who wish to participate.

(Checks should be made payable to  
Harborfields Food & Nutrition)

# School Rules



## School Rules

- 1. Be polite and kind.**
- 2. Use appropriate language.**
- 3. Keep hands, feet, and objects to yourself.**
- 4. Say “STOP” and walk away from trouble.**
- 5. Walk quietly in the halls.**
- 6. Clean up after yourself always.**



# CAFETORIUM & PLAYGROUND RULES

In order to provide a safe and orderly lunch/recess hour for all youngsters, the following rules have been developed for the cafetorium AND PLAYGROUND. We expect all children to enjoy their lunch/recess period and to contribute to the enjoyment of their classmates.

Please review the rules listed below with your child.

## Cafetorium Rules for Students

1. All students should come to the cafetorium prepared for lunch with a bag lunch or lunch money if they do not have prepaid lunch.
2. Keep the cafetorium clean for yourself and for others. If you drop something, pick it up.
3. Please walk.
4. Raise your hand if you need to leave your seat.
5. Paraprofessionals supervising in the cafetorium have an important and difficult job. Please demonstrate respect for them.
6. When the signal is given for quiet, please stop all talking. Important announcements are being made.
7. Students who violate the rules of the cafetorium may lose recess privileges.
8. Food and money may not be shared.

## Playground / Recess Rules

1. Please make sure children are dressed appropriately for the weather.
2. Students must notify a paraprofessional before leaving the playground area.
3. Toys, cards, Webkins and electronic games are NOT permitted in school.
4. All equipment must be returned to the school.
5. All games must be played fairly and safely.
6. Every student who wishes to play a team game must be included in the game for some part of the game.
7. Individual games can be organized at any time.
8. All games should be played by the very same rules used by the teacher in physical education class.

Any student violating playground/recess rules  
may lose recess privileges.

## Emergency Information

At the beginning of each school year, all parents receive an emergency information form. We ask that you complete all of the data and return it to school as soon as possible. It is imperative that the information be kept up to date.

## FROM THE HEALTH OFFICE

### Health Examinations

*The New York State Education Department requires that all children entering grades K, 2, 4, 7, and 10 have a health examination. This examination will be performed by the school doctor unless an examination report is submitted by October 15<sup>th</sup> and signed by the child's own physician. All new children to the district must submit a current physical report.*

### Administration of Medicine to Children While in School

The New York State Education Department prohibits the administration of any medication to children without the following:

1. An order from the child's physician stating the medication, dosage, and frequency of administration.
2. Parent's request in writing that the student be given the medication at school.
3. The medication supplied to the school is in its original clearly labeled pharmacy bottle with the child's name, name of medication, dosage, and frequency to be given.
4. Never send the child's medication to school with your child. All medication is to be given to the school nurse.

## Absence from School

When a child is sick, he/she should remain home. If a child has a communicable disease, e.g., chicken pox, strep throat, lice, pink eye, ringworm, this fact should be reported to the nurse so that parents of children who have been exposed may be notified.

The child is well enough to return to school when....

1. The child has no fever for at least 24 hours or longer;
2. The child's cough is well controlled during a normal day's activities;
3. The child's throat is not red;
4. The child's eyes do not look pink, or have a discharge;
5. The child's parents think the child is ready to go outdoors. A child whose parent feels he/she is not well enough to go outside at recess, lunchtime, during physical education periods, or fire drills, is not well enough to be in school.

When in doubt, the parent is urged to consult the family physician, especially if the child is frequently absent. When it is necessary for activities to be curtailed, a letter from the physician explaining the circumstances and the length of program modification is required.

## Illness at School

The school nurse will telephone and ask that a child be taken home, when, in her opinion, the child should not be in school. Please keep the school current of all parent work or cell numbers, and emergency numbers to call if you cannot be reached.

## Reporting Student Absences

The parent is required to notify the school whenever the child will be absent. Students may not make report of absenteeism. Calls should be made to the Attendance Office at Ext. 591. Please state your child's name, teacher, grade, and the reason for absence.

If the school receives no report, every attempt will be made to reach you to verify your child's absence. **It is essential to notify the school when there are changes in the telephone numbers noted on the emergency card.**

Upon your child's return to school, please send a written excuse to his/her teacher even though you have reported the absence by telephone.



### MESSAGES



Messages for teachers will be left in their mailboxes, unless it is an emergency. Only in extreme emergencies, will they be called to the phone. Please remember that in most cases the teachers will not receive your messages until the end of the day.

## VISITORS

It is important that the school is aware of all visitors to the building for the security of your children. All parents and visitors are required to sign in at the Greeter's Desk to obtain a Visitor's Pass. All visitors must sign out with the greeter when leaving the building. No one will be permitted to meet with a teacher without an appointment. **Students are not permitted to be taken out of class to attend building shows or events of a sibling.**

## LOST AND FOUND

The Lost and Found is located inside the cafetorium. All found items (except money and jewelry) are placed there. Children are permitted to go the Lost and Found during the day. **Parents are urged to mark all outer clothing and lunch boxes for easy identification.** Report lost money/jewelry to the main office.

## LOST BOOKS

When a library book, textbook, or classroom reading material is lost, the parent must either replace the material or pay its cost to the school.

## FIELD TRIPS

Field trips are planned to enrich the curriculum. A consent form is sent home for the parent's signature before each trip. No child will be permitted to go on a field trip without written consent. Transportation for these trips is supplied by bus, and, as with all safety and transportation rules, the children are expected to demonstrate proper behavior.

*The "Parent Chaperone Responsibilities" form is listed on page 18 for parents who volunteer to attend a field trip with their child's class.*

## **Parent Chaperone Responsibilities**

Thank you very much for volunteering to chaperone our class field trip. We are very excited to have you join us and appreciate that you are giving up your time to be with the class. Below are some guidelines for all chaperones. We hope that by following these few requests that our class trip will be an enjoyable experience for everyone.

- When chaperoning on a field trip, please provide careful supervision of all students in your group and stay in close proximity to them.
- Students are expected to behave in an appropriate manner. If any child is not complying with directions or is behaving inappropriately, please notify the teacher. Unless the behavior can be managed without teacher intervention.
- If any student requires first aid or any form of medical attention, please notify the teacher immediately.
- Please limit cell phone use to emergency situations. Cell phone conversations are not permitted during the field trip.
- Parents may be asked to take a child or group of children to the bathroom as needed.
- No eating or drinking is permitted on the bus.
- Please follow Bus Safety Guidelines. (see attached guidelines)
- Please remind children to buckle their own seatbelts.
- Please do not purchase food or gifts beyond expectations of field trip.
- Your child will be expected to arrive and return on the bus. Children and chaperones are expected to ride the bus to and from the field trip and to stay for the duration unless otherwise notified.
- Please focus your conversations towards the students in your group. This is a valuable time for chaperones to talk with the children about what they are learning on the field trip. Conversations with other chaperones or staff members detract from this learning experience.
- Due to the level of supervision required on field trips, siblings are not permitted on the field trip.

## CLASSROOM VOLUNTEERS

We appreciate the support and hard work volunteers do in our school. Please take a moment to review the following guidelines.

- Please arrive at your scheduled time. Notify the school when you are unable to be present.
- After signing in at the greeter's desk please go directly to your destination and wait to be invited into the classroom.
- Maintain a caring and supportive role with students while keeping a professional attitude. It is important to show good judgment and use age appropriate language.
- Respect the **confidentiality** of all information that relates to students and staff. By respecting the privacy of the children and staff, you can establish a positive and mutually respectful relationship.
- **Upon completion of your volunteer work, please do not visit other areas of the building. This will ensure the security and privacy of all students during instructional time.**

## HOMEWORK

Homework assignments are an important part of the educational process. Homework gives the student a sense of responsibility, the chance to review the day's work, and provides practice to develop new skills. Homework is assigned at the discretion of the child's teacher.

Here are some helpful homework tips:

1. The study area should be quiet.
2. A certain time should be set aside just for school work.
3. Assignments should be completed and handed in on time.
4. A student should do his or her own assignments and have an adult available for discussion or advice.

## COMMUNICATION BETWEEN SCHOOL AND HOME

The Washington Drive Primary School staff makes every effort to maintain close contact with the home. This is accomplished in several ways.

### Parent / Teacher Conferences

Kindergarten parents have two scheduled conferences with their child's teacher. The first is usually in the fall and the second in spring. Mutual concerns about the youngsters' progress are discussed at these sessions.

First and second grade parents are scheduled for a conference in the fall only. However, communication during the school year is encouraged.

### Report Cards

Kindergarten parents are given a formal report card at the end of the school year.

First and second grade parents are given a formal report card at the parent teacher conference in the fall. A second report is sent home in March and a third is sent home at the end of the school year.

### Meet the Teacher Nights

The school hosts an Open House in the evening in September. During Meet the Teacher Nights, parents visit their child's classroom in order to meet the teacher and learn of plans and expectations for the year. This is a general information session and there are no individual conferences at this time.

## CURRICULUM

In addition to the regular classroom curriculum, there are several additional instructional areas.

### *Music and Art*

It is the mission of the Harborfields Central School District Music and Art Department to provide a comprehensive music and art education program for all students that develops skills, an understanding and appreciation for the arts, and offers valuable experiences to attain a lifelong enrichment through the arts. The music and art program in our primary grades (K-2) provides the foundation for sequential music and art programs that continue at our elementary school and through a child's school career at Harborfields. Instructional activities taught by a talented and experienced music and art education faculty are directed towards the achievement of the standards as prescribed as a part of the NYS Learning Standards for the Arts (in music and the visual arts) and the National Standards for Arts Education.

All children in Kindergarten receive one, 20-minute class in music and one, 20-minute class in art each week for the duration of the school year. All children in grades 1 and 2 receive one, 40-minute class each week in both music and art for the duration of the school year.

## ***Music Program K-2***

The K-2 curriculum in music education at the Washington Drive Primary School comprises a balanced and sequential music education program that introduces singing, the playing of instruments, listening to music, improvising and composing music, developing rhythmic and melodic awareness, and moving to music. Also included are learning experiences and activities designed to introduce a child to simple music reading and notation in preparation for the introduction of chorus, orchestra, and band at the elementary school level. Music representing diverse genres, styles, periods, and cultures is used in the classroom. This introduction to music forms a connection to all curricular areas and is designed to allow each child to experience music in a fun and educationally stimulating environment.

## ***Art Program K-2***

The K-2 curriculum in art education at the Washington Drive Primary School comprises a balanced and sequential art education program focusing on providing students with an educationally stimulating, fun and exciting introduction to the visual arts. Children receive a foundation of basic art techniques and theory in addition to being able to participate in various projects and activities that allow them to experience different mediums, processes, and artists in history. Art representing diverse genres, styles, periods, and cultures is used in the classroom. This introduction to art education forms a connection to all curricular areas and is designed to allow each child to experience art in an environment that fosters creativity and self-expression while providing a strong foundation for continued experiences in the classroom and beyond.

## Physical Education

The goal of Physical Education is to create safe, enjoyable, positive experiences for students through physical activity. Each child is a unique individual and needs to be recognized for his/her own strengths. The objective of Physical Education is to create physically fit individuals with a desire to lead physically active life styles. We aim to teach children the benefits of activity so they can share their knowledge and cooperatively work with others.

### **What do students learn in Physical Education?**

- Self and General Space
- Locomotor Skills (gallop, skip, jump, hop, run, leap, & walk)
- Gymnastic Skills (balancing, rocking, rolling, and jumping)
- Fitness Stations & Stretching (increase cardiovascular endurance, muscular strength and flexibility)
- Seasonal Games
- Tag Games
- Cooperative Games
- Multicultural Games
- Jumping Ropes
- Manipulatives (hoops, balls, beanbags, scooters, scoops & scarves)
- Parachute
- Eye-hand coordination (under and overhand throwing, catching, & dribbling)
- Muscles & Bones
- Bowling
- Dance (lummi sticks, square dancing, & creative dance)
- Hopscotch
- Newcombe

## Library

The library at the Washington Drive Primary School is a very special place. Many types of media in the library stimulate the children. There are books, video tapes, audio tapes, and music. The students read, learn library skills, participate in read alouds, interactive writing activities, creative projects, and themed units. In the library the children become aware of the many dimensions of literature in a comfortable atmosphere.

## Science

The Washington Drive Primary School Science Program supports an enriching environment by implementing hands-on instruction that integrates curricular disciplines such as mathematics, language arts, and social studies. Emphasis is placed on showing children a way of discovering why things happen the way they do. Our program shows that science is more than a list of facts. Science is fun!

## Computer Lab

Our computer laboratory houses 30 Dell computers that are connected to the Harborfields network and have internet accessibility. The computers operate on Windows XP and contain the Microsoft Office suite as well as many educationally based programs that strengthen skills in keyboarding, reading, writing, and mathematics. All computers are connected to two laser printers, one of which is color. The computer lab also houses a SmartBoard.

## SUPPORT SERVICES

In the course of the school year, a classroom teacher may identify a child who may need special support services.

At the Washington Drive Primary School these services include Speech & Language, Resource Room, Occupational Therapy, and/or Physical Therapy as recommended by the Committee on Special Education.

### *School Psychologist*

The School Psychologist works with teachers and children throughout the school on a regular basis. He is available for consultation with parents. You may call his office for an appointment.

### *Social Worker*

Social Worker services are provided through the office of Pupil Personnel Services on an as needed basis. To access these services, a parent or teacher should contact the principal or the social worker directly by either filling out a referral form or calling his office for an appointment.

### *Speech and Language*

The Speech and Language teacher meets with children for diagnosis of speech/language problems and for remedial speech/language work.

### *Resource Room*

The special education teacher meets with classified students as directed on their Individual Education Plan. The special education teacher works closely with the regular education teacher to reinforce the areas of concern.

### ***Integrated Classes***

In an integrated class, the special education teacher team teaches with the regular education teacher and a teaching assistant. The classified students will have their individual goals met within the regular classroom setting. These classes are smaller in size.

### ***Occupational Therapy***

The Occupational Therapist (OT) meets with children who are diagnosed as having difficulty with fine motor coordination, perceptual skills, and daily living tasks such as tying shoes and opening items at lunch. The OT works in the classroom and on an individual basis.

### ***Physical Therapy***

The Physical Therapist (PT) meets with children who demonstrate decreased strength, difficulties with gross motor skills, balance or coordination which interfere with their school functioning.

### ***English as a Second Language***

English As a Second Language (ESL) services are provided to students for whom English is not the dominant language or for students who reside in bilingual homes. ESL classes offer a small group learning environment in which students receive extra support in reading, writing, speaking and listening in English.

## Reading Services

The reading program at the Washington Drive Primary School is part of a balanced literacy program, which strives to develop reading, writing, listening, speaking and thinking skills in all areas of the curriculum. The developmental differences and learning styles of children are recognized, respected and addressed. Reading specialists work with classroom teachers to assess students' abilities and plan instruction. They also work with small groups and individual students to provide an intensive early intervention program.

## Reading Recovery

The Reading Recovery program is designed to provide individualized reading attention to first graders who have been identified as needing extra help in reading. Students and teachers meet once a day for thirty minutes.

## Character Education

The Harborfields Central School District provides a Character Education curriculum for all students. The mission statement is *“The Harborfields Central School District is committed to promoting character and civic awareness in a supportive environment that fosters all respect for differences and cultivates the development of a compassionate, caring, honest, and responsible school-wide community.”*

Teachers utilize read alouds, shared reading activities and writing workshops to instruct the students in the required topics.

## HARBORFIELDS PTA COUNCIL

PTA Council addresses educational concerns on a district-wide basis. It coordinates activities among district schools, facilitates sharing of ideas, and promotes projects, which benefit all. PTA Council provides the leadership for scholarship fund raising. It keeps the district's population informed of important matters.

## WASHINGTON DRIVE PRIMARY SCHOOL PTA

PTA membership is open to all parents, teachers and community members who share an interest in good education and the welfare of children. Yearly dues are \$ 10.00 per person. Our goal is 100% teacher and parent membership. We hope you can help us make this dream a reality!

PTA meetings are held monthly and the dates are listed on the school calendar. Reminders are sent home with the children. PTA meetings are open to everyone, but only members may vote or participate in discussion.

Please join the PTA and volunteer your time and talents to make its activities and programs strong and effective. Your input could be just what an event needs to make is a wonderful success. We need your ideas (and your time) in order to best serve our children.

Please feel free to contact any PTA officer with your questions or suggestions. (Telephone numbers are located in the school calendar.) We look forward to seeing you frequently this coming year!

The following three items are district policy, and apply to all students in the Harborfields Central School District:

## RESPONSIBILITIES

**Students** are expected to conduct themselves in a manner conducive to a proper learning environment and respect the civil and property rights of all members of the school community. Students will be held individually responsible for knowing the policy and assisting in its implementation.

**Parents and Guardians** have the overall responsibility for the behavior of their children. Parents and guardians are expected to cooperate with school authorities and provide their children with the foundation of respect, dignity, and self-control so that the students' behavior will be supportive of the school's educational program.

## RULES

- Running is not permitted in the halls nor outside during arrival and dismissal.
- Fighting will not be tolerated.
- Stealing will not be tolerated.
- Curses or obscenities will not be tolerated.
- Radios, electronic games, cell phones, and beepers are not permitted in school.
- Toys or games are permitted only if requested by the teacher for recess period.
- Dangerous instruments, e.g., a pocket knife, or anything that may have the appearance of a weapon are not permitted in the building.
- Tampering with fire safety measures such as fire extinguishers and alarms is not permitted.

## CODE OF CONDUCT

An expansive explanation of the district Code of Conduct is included in the district calendar.

A student may be suspended from school or subjected to other disciplinary action when the student:

1. Fails to comply with school rules.
2. Engages in conduct which is disorderly:
  - a. Fighting or engaging in violent behavior
  - b. Using abusive or obscene language
3. Is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator or other employee in charge of the student.
4. Endangers the safety, morals, health or welfare of others.

**IMPORTANT TELEPHONE  
NUMBERS**

Washington Drive Primary School

(631) 754-5592

Main Office.....Ext. 591

Principal  
Maureen D. Kelly.....Ext. 592

Assistant Principal  
Marguerite A. Greene.....Ext. 593

Health Office  
Ilene Kalmar .....Ext. 225

Attendance.....Ext. 591

Psychologist  
Daniel Pinto, Ph.D.....Ext. 594

Social Worker  
Carrie DeWan, L.M.S.W.....Ext. 238

Cafeteria  
Bernadette Jones.....Ext. 639

Central Administration Personnel

**District Office – (631) 754-5320**

Superintendent of Schools

Mr. Frank Carasiti.....Ext. 320

Deputy Superintendent for Curriculum & Instruction

Ms. Diana Todaro.....Ext. 325

Assistant Superintendent for Human Resources

Dr. Howard Koenig.....Ext. 322

**Business Office – (631) 754-5300**

Assistant Superintendent for Business

Mr. William Nimmo.....Ext. 301

Transportation Coordinator

Mrs. Kathleen Riker.....Ext. 330

**Directors**

Director of Pupil Personnel Services

Ms. Victoria Melone.....754-5416

Director of Music & Art

Mr. Thomas Gellert.....754-5379

Director of Physical Education, Health & Athletics

Mr. John Valente.....754-5375

# **BOARD OF EDUCATION**

Nicholas P. Giuliano

*President*

Maggie Boba

*Vice President*

Michael Banks

Donald W. Mastroianni

Dr. Thomas McDonagh

Gary Schoer

Joseph Toles

## **ADMINISTRATION**

Mr. Frank Carasiti

*Superintendent of Schools*

Ms. Diana Todaro

*Deputy Superintendent for Curriculum & Instruction*

Mr. William Nimmo

*Assistant Superintendent for Business*

Dr. Howard Koenig

*Assistant Superintendent for Human Resources*

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