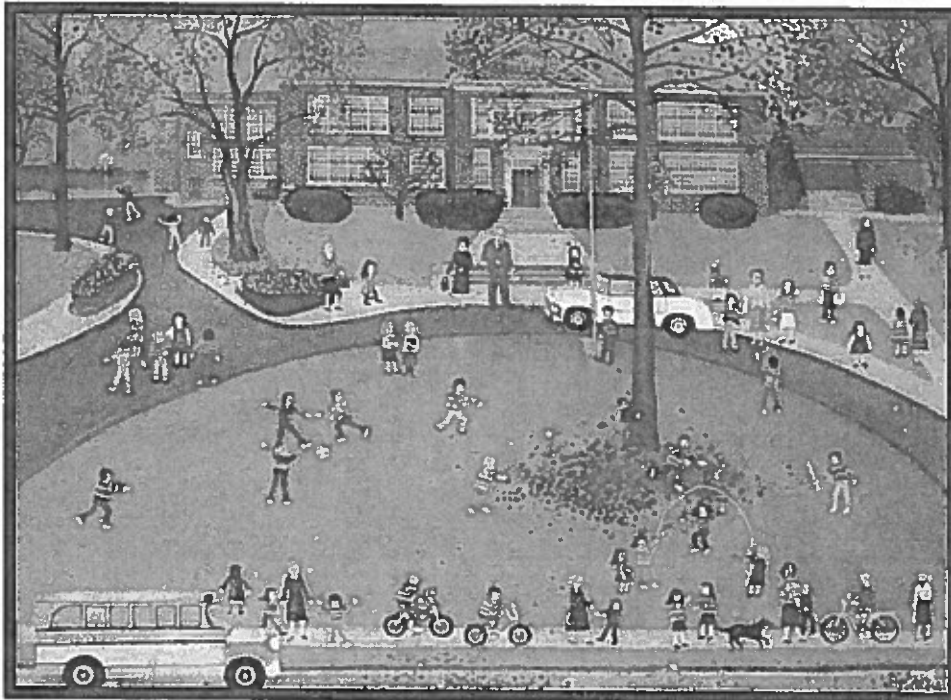




HANDBOOK



**Mr. Darrell Stinchcomb, Principal
2017-2018**

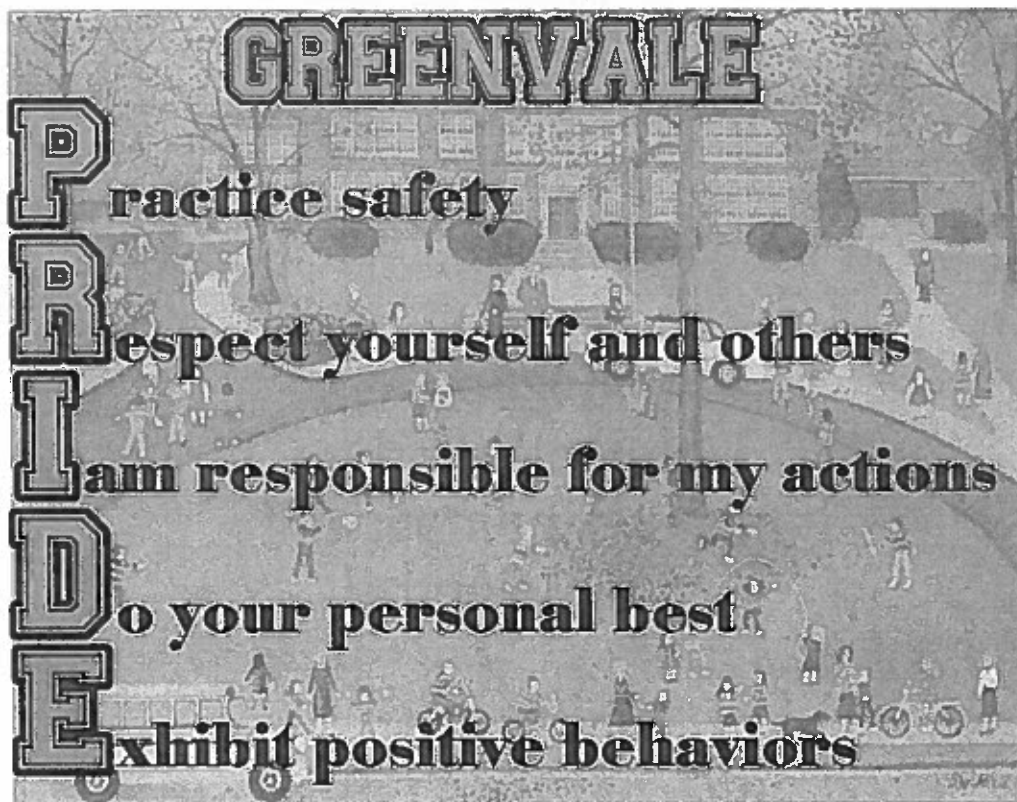
GREENVALE SCHOOL

It is the mission of the Eastchester Public Schools to provide an environment that fosters mutual respect, and guides all students intellectually, emotionally, physically and socially. Students are encouraged to become life-long learners and productive members of society. The strength and effectiveness of this mission is done in partnership with the parents and community.

One of our main goals is to continue to promote Character Education through our model of GREENVALE PRIDE. Each student is encouraged to:

- Practice Safety
- Respect Yourself and Others
- I Am Responsible for My Own Actions
- Do Your Personal Best Always
- Exhibit Positive Behaviors

GREENVALE PRIDE exemplifies the basic rules of behavior that each and every student is expected to model. In partnership with parents, it is our hope that GREENVALE PRIDE will be reinforced through the home-school community bond.



GREENVALE School Rules: *BE KIND*

Respect myself and others. What does it look like?

- *Welcome new students to Greenvale.*
- *Listen and respect all adults in the building.*
- *Help fellow Greenvale students when possible.*
 - *Make new friends.*

BE SAFE

Practice Safety. What does it look like?

- *Walk quietly in the hallways.*
- *No running in the building.*
- *Use indoor voices in the building and on the school bus.*
 - *Wearing seat belts on the bus at all times*
 - *Reporting unsafe behavior and practices.*

BE RESPONSIBLE

Do my Personal Best. Exhibit Positive Behaviors. What does it look like?

- *Doing what is right even when no one is watching.*
 - *Completing all class work and homework.*
 - *Coming to school prepared and ready to learn.*
- *Completing all projects and assignments to the best of my ability and independently.*

Absences and Lateness

Attendance is taken every morning. If a student reaches 7 absences in a 10-week period, we consider it an attendance problem. A letter will be sent to the parent requesting more information about the absences. If the attendance pattern does not show improvement and the building team decides that further intervention is necessary, a referral will be made to the principal. The principal will request a parent conference to determine the consequences for not attending school as well as to develop a course of action that will ensure the student's attendance in school. At this time, a doctor's note may be required for all future absences. These interventions will occur for excessive tardiness and early departures from school too. When a family has received the above two interventions and the student accumulates at least 15 days of absences, the principal may pursue formal sanctions.

Students who are absent from school will not be permitted to participate in any after-school activities on the day(s) of their absence. This includes but is not limited to: clubs, concerts, or any other school sponsored events. Students who are unable to attend school due to illness should remain at home to rest and recover.

Parents must call the Nurse's Office when their children are absent from school. To reach the School Nurse, please call 793-6130 ext. 5313. An answering machine will record your message if you call outside of regular school hours or if the Nurse is away from her desk. The Nurse should also be informed of any planned absences.

To ensure each child's safety, the Attendance Clerk will call the parent if a child is absent and no phone call was made to the school.

On the day of your child's return, a written note by the parent explaining the absence is required. This note should be submitted to the teacher.

Unexcused (Illegal) Absences and Lateness

Any absence, tardiness, or early departure may be considered unexcused or illegal. Examples of an unexcused absence is, but not limited to: family vacations, oversleeping, or missing the bus.

Any absence without a written note upon return to school will be considered illegal.

Arrival/Dismissal Times

Our regular school hours for students are: ENTRANCE: 8:00 AM / DISMISSAL: 2:27 PM

Building Safety & Security Procedures

MAIN OFFICE HOURS ARE 7:30 am – 3:30 pm.

All parents, guardians, visitors, etc to the school MUST sign in – sign out at the main reception desk in the main hallway. NO ONE is to proceed past the office without signing in for any reason. All parents, guardians, visitors, etc will be issued a VISITOR'S PASS to wear while in the building.

Parents, guardians and visitors will ONLY be permitted to a classroom by appointment ONLY. They MUST have a scheduled appointment with the teacher or staff member. Teachers will be informing the front desk of all their expected visitors and guests in advance of any meeting, event, etc. Parents and visitors MUST use the main door to exit the building in order to sign out before leaving.

Parents who are dropping off forgotten items (such as eyeglasses, lunch, etc.), birthday items, or any other student item, are NOT permitted to deliver them to the classrooms. These items will be dropped off at the main front desk and students will be called to come and get them. Teachers who have appointments with parents before or after main office hours will meet the parent at the main door and will escort them to the nearest exit upon completion of the meeting.

ALL DOORS to the buildings are locked at ALL TIMES. During recess, a monitor will be stationed inside the door to allow students in and out for use of bathroom, drinks of water, and visits to the nurse.

Parents and students are NOT permitted to return to the building after dismissal for forgotten books or assignments.

Please Note: The office closes at 3:30pm, so no one will be there to answer the door or telephone.

Bus Regulations and Safety

Any and all students living ½ mile or more from the school are eligible for bus transportation to and from school.

Students are required to follow the bus safety rules:

1. Obey the instructions of the bus driver.
2. Remember that the bus drivers are in control on the bus.
3. Line up quietly before entering the bus.

2nd drill to be between November 1st and December 31st

Cafeteria Rules and Regulations

Lunch System

Students have the option to bring their lunch from home, or purchase lunch in school. The Lunch Pass Systems allows parents to set up an account for their children. A Pin Number is assigned to each student who is on this system. The activation of the PIN Number allows for lunch purchase without any exchange of money. Accounts must have an appropriate balance in order to access. Parents are to submit checks or cash to the cafeteria for account set-up.

Rights

1. Children have the right to a leisurely and quiet lunch
2. Children have the right to buy lunch if they wish without being pushed or shoved
3. Children have the right to talk quietly to their friends if they do not disturb others

Responsibilities

1. Children have the responsibility to follow all cafeteria regulations
2. Children are to obey the instructions of the teachers and aides and exercise courtesy toward them at all times
3. Children should make every effort to bring the proper amount of lunch money. If they borrow money, it should be returned as soon as possible
4. Each child should take care to clean up after her/himself
5. Use of good table manners is expected and encouraged

Cafeteria Procedures

1. Enter and exit the cafeteria in a quiet and orderly manner.
2. Cold lunch students go to their assigned tables and be seated (wait for the aide to send you for drinks or snacks).
3. Sit during lunch; raise hand if you need something; remain seated; no walking around; continue soft talking.
4. When lunch is finished, clear table area. Wait for aide to send children, by table, to dump tray and leave cafeteria.
5. At aides' directions, dump tray; get on line; continue soft talking, exit cafeteria in a quiet and orderly fashion.

Recess

1. Students have the right to enjoy their supervised recess time
2. Forms of intentional violence or verbal abuse are **not permitted**

- Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel."

The following consequences can and may be imposed as a result of unacceptable conduct. Please note that these consequences are not limited exclusively to the above infractions.

- a. Verbal warning to student
- b. Notification to parents/guardians
- c. Loss of recess privilege
- d. Intervention of faculty with parents to achieve behavioral modification
- e. Suspension from activity
- f. Suspension from school

Cheating – is the act of consciously copying someone else’s work to obtain a higher score and/or to complete an assignment.

Consequence – Evidence of cheating may result in the student receiving a zero for such work. The student will be required to redo the assignment. Tests will not be administered again.

Theft

Any student stealing school property or the property of staff members or students could receive up to a five day suspension, and may face a Superintendent’s hearing and/or expulsion from school. The incident may be filed with the police, depending upon the severity. The parents/guardians are also responsible for restitution.

Use/Possession of Dangerous Items

If a student is in possession of, or using a potentially dangerous item (i.e. knife, gun, etc.), that item will be confiscated by the staff member and held by the principal for retrieval by the parent. Reporting of weapons to the Local Law Enforcement is mandatory. Suspension from school will be enforced.

VANDALISM

Any student who vandalizes school property or the property of a staff member or another student may receive up to a five (5) day suspension, and may face a Superintendent’s hearing and/or expulsion from school. Disciplinary Consequences /Actions for infractions not

Depending upon the nature of the violation, it is the board’s desire that student discipline is progressive, i.e. a student’s first violation should merit a lighter penalty than subsequent violations. It is also the board’s desire that an employee take into account all other relevant factors.

The range of code penalties include:

- verbal warning
- written warning

- Accept responsibility for their actions.
- Report any incidents of violence and threat to safety of all others to designated school authority, local officials or law enforcement. Reporting may be made anonymously when possible.

Parents Responsibilities

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

- 4) Staff members in the classified service of the civil service entitled to the protection of Civil Service Law 75 – They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law 75 or any other legal rights that they may have.
- 5) Staff members other than those described in subdivisions 3 and 4 – They shall be subject to warning reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, the **principal or his or designee shall have the individual removed immediately from school property or the school function.** If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Dress Code

Students are expected to dress and groom appropriately.

1. The attire must not jeopardize the health and safety of self or others.
2. The attire must not interfere with the educational process or cause disorder.
3. Appropriate footwear is required for health and safety reasons. Flip flops, high heels, backless shoes are **not** permitted. Roller skate sneakers are **not** permitted.
4. Midriff blouses, halter tops, tank tops, muscle shirts or undergarments worn as outer garments are not permitted. Shorts should be of an appropriate style and length (i.e. walking shorts or Bermuda types). Very baggy and low hanging pants are not permitted.
5. Sunglasses, hats, caps, headbands, bandannas, etc. are not permitted to be worn in the classroom.
6. The use of headphones (eg. Ipods, personal stereos), personal televisions, walkman/game boys, beepers, cell phones, etc. is prohibited. The district in NOT responsible for stolen, lost or damaged personal electronic devices if brought to school.
7. Clothing which reflects controlled substances, alcoholic beverages or suggestive and/or offensive language or illustrations is not permitted.

The District will use its automated phone system to CALL each student's home or emergency phone numbers in the event of a delayed opening/early dismissal/school closing. Note that these contact numbers are not the same as Medical Emergency Contacts.

1. Advance Notice Notification

In the case of expected inclement weather or other anticipated situations, calls will be made the evening before or early on the morning of a delayed opening, early dismissal or closure. Calls will be made to the student home number (or the number that the parent/guardian listed as the primary contact number).

2. Unanticipated Emergency Notification

An emergency may occur during the course of the school day and one or all schools may have to be closed early (e.g. in the case of deteriorating weather, power outage, heat outage, etc.).

In this case, calls will be made to the contact number listed on your Early Dismissal Contact Information forms.

It is essential that the District has a valid and current early dismissal contact number on file. All families should have an emergency dismissal plan that your child is familiar with.

Release Procedures

Early dismissal of students will generally follow this schedule:

- High School/Middle School 10:15am
- Greenvale 10:30am
- Anne Hutchinson 11:15am
- Waverly 11:15am

Note: It is possible that these times could differ, depending on the situation. You will be notified if the release time differs from the above.

For the elementary schools, please note that students must be released to a designated adult as follows:

- **Bus children:** Students will be placed on their regular school buses. A parent, neighbor or guardian designated to meet your child (must be over 18 years of age) must be waiting at the bus stop or at home to accept the child when he/she arrives.
- **Walkers:** Students who are picked up will be released at the school to their parents/guardians/designees at the early dismissal time. Please be there promptly.
- **Unusual Circumstances:** When possible, parents should send in a note to the teacher if the release of the student is different from the normal routine.

In the event of an early dismissal/school closing or cancellation, the following also generally occurs:

- No late buses
- No after school or evening activities (including the EASY after school program at Anne Hutchinson)

Note: If your child attends the Woodlot Christian School Daycare Program or the Lincoln Academy, check with that program to determine if it is open. If it is open, transportation will be provided as usual.

Where to Find Information

enter the building **ONLY** if it is deemed safe. Otherwise, they will be moved to the designated safe place off property. Teachers and students go about their daily routine within the building, with windows shut and shades drawn. Lockout is over **ONLY** when deemed safe by the Police or district authorization from the Police. Outdoor recess is **NOT** allowed until threat is removed.

- The Greenvale School has a designated primary (EHS Auditorium) and secondary (Lake Isle) evacuation site, just in case the primary site is unavailable. Both sites are within walking distance of the Greenvale School.
- Emergency evacuation alerts will be messaged to parents using the emergency phone system and/or e-mail **BLASTS**. The alert will include the sire where students are safe-housed, and the procedure for picking up or busing students home, depending on the type of emergency.

Field Trips

Field Trips are educational in nature. Students must submit a permission slip signed by their parent/guardian in order to participate in the field trip. **NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THIS SIGNED PERMISSION SLIP.** Teachers and the Principal have the authority to revoke a student's privilege of going on a field trip if disciplinary problems exist.

Fire Drills

A fire drill is a serious event and requires proper conduct. Students are not permitted to run or talk during a fire drill. The school will conduct twelve (12) fire drills throughout the year.

“The Greenvale Echo”

The school newsletter provides parents, students and teachers with useful information about our school and its community. It is usually available on a Friday, earlier in the week if the school is closed on Friday. **ECHO** on-line is a “Go Green” project. Please look for it on line, on either the District or Greenvale website.

Homework

The **recommended** time ranges for homework assignments are:

Grade 2	15-30 minutes per night
Grade 3	20-40 minutes per night

PTA volunteers give generously of their time for the benefit of the entire school. Parents serve on committees, volunteer in the library, organize yearbooks, assist with promotion preparations and host an annual Staff Recognition Luncheon. Greenvale Night is held in June and all families enjoy food, games and music. Parents or guardians **must** accompany and remain with their children at Greenvale Night for supervision purposes.

Parent-Teacher Conference

Conferences can be held at any time during the school year at the request of the parent or teacher. There is a Parent-Teacher conference in the fall which will be scheduled by appointment. It is recommended that each parent meet with their child's classroom teacher at that scheduled time. Formal Parent-Teacher conferences are also scheduled in the spring, but not required for all parents to attend. It is strongly recommended that parents do not bring young children or babies to parent- teacher conferences.

Release of Students from School

A student may not be released from school to anyone other than his/her parent/guardian. Any exception must be by written permission. This permission should state the name of the person to whom the student can be released.

Dental, optical and medical appointments during school hours are discouraged. If such an appointment can only be scheduled during school hours, a written note from the parent is necessary.

Report Cards/Interim Progress Reports

Report cards are viewable to parents in the Home Access Center (2) times during the school year: January and June.

Interim progress reports are viewable in the Home Access Center in November and in April.

School Nurse

The School Nurse is responsible for the health and safety of your children. When necessary, all attempts will be made to contact the parents of any ill or injured child. Parents fill out Student Contact Information Forms each September, and if any changes occur, the school nurse/office should be notified immediately.

The School Nurse is responsible for vision screening in grade 2, and vision and hearing screening in grades 3 and 5. A scoliosis screening for grade 5 students is also required. Physical exams are required for all new district enrollees and for grade 2 and grade 4 students.

signed by the parent/guardian and the treating physician is available for those who would like to have a child with an allergy sit at the regular lunch room table. Another letter is sent out before the start of the school year to all parents/guardians informing them of any child in the class who has a food allergy (this letter is not confined to peanut/nut allergies but includes all food allergies). When a child with a food allergy has a prescription for an EPIPEN, the teacher is instructed in the administration of this antidote should the need arise during a class trip when a nurse or parent/guardian is not in attendance. Parents/guardians of students with a known allergy are informed in advance of class parties or celebrations so that they can provide a special treat for their children.

Head Lice

When a child is identified or suspected of having head lice (pediculosis), he or she is checked by the school nurse. If the child does in fact have head lice, the child's entire class at the elementary school level is checked. Any school age sibling in the district is also checked by the nurse in that school. Once identified as having head lice, the child or children are excluded and instructions for treating the condition are provided. After treatment, parents/guardians should check the hair every 2-3 days and use a nit comb to remove any nits or lice they see. The child may not return to his or her class until a determination is made by the school nurse that he or she is nit free since a single nit can lay up to 100 eggs with a 2 week period. A Health Alert Form is sent home to all parents/guardians in the class(es) in question. The parents/guardians are advised to continue checking their child or children at home for the presence of nits. Nits are small oval yellowish-white sacs that cling to hair shaft and can only be removed by pulling down with one's finger or a fine tooth comb. Dandruff flakes tend to be larger and white in color, and are easily dislodged from the hair. At the elementary level, trash bags are provided to all students in that particular class for storing coats and book bags over a period of 2-4 weeks.

Parents are encouraged to call with any questions concerning the health and safety of their children.

Special Area Curriculum

ART

The elementary art education program follows the "Adventures in Art" program. The program deals with the elements of art such as line, shape, form, texture and color. Each element builds on the next. For example, lines form shapes, shapes form objects which may have color and texture. Grades 2 and 3 are introduced to famous artists on a very basic level dealing with a particular project. 4th and 5th grades projects are geared toward the fine arts using various materials such as scratch-board, water colors, sand, and paris craft.

Children on all levels are encouraged to be creative with projects, using their imagination to take projects further than the examples given.

Grades 2 – 5 meet once a week for 45 minutes. Children are asked to wear either old clothes on the day they have art, although smocks are available in the art room.

- Mr. Rich maintains a technology website that can be access through www.skillsarefun.com. It features math skill practice, typing practice, brain exercises, math drill print outs and seasonal websites.

MUSIC

The music program at Greenvale offers general music classes to all students. Grades 2 – 5 receive 45 minutes of general music per week. The Grade 3 program includes recorder instruction.

In addition to general music, a pull-out program is available for grades 4 – 5 to those students who have expressed an interest in playing a string/band instrument.

In grades four and five, through voluntary participation, students are able to perform in band. Band, like strings, is a pull-out program. Instruments need to be rented (by parents) and instruction is given weekly. Instrumental ensemble rehearsals are conducted twice a week during recess.

Chorus is incorporated in the grade four and five curriculum. The elements of concert choral selections will be taught during fourth and fifth grade general music class. Chorus rehearsals are conducted once a week during recess.

Additionally students who participate in chorus have the opportunity to perform in the evening winter and spring concerts. Students who do not attend regular practice sessions and/or do not behave appropriately at these practices are subject to dismissal from these programs.

Two annual concerts are scheduled for students who participate in our band, strings and chorus programs.

PHYSICAL EDUCATION

Physical Education is a sequential educational program that helps students:

- 1) understand, develop, and maintain physical fitness levels throughout life, to establish healthy lifestyles, through various venues
- 2) understand and improve motor skills
- 3) understand the connection between muscles, bones and movement
- 4) understand the importance of team work and sportsmanship
- 5) apply their skills, knowledge and concepts to game activities

The programs provide for both individual and group activities that are beneficial to the growth and development of all students.

- 2) **FRIENDSHIP** groups for students who wish to improve their ability to maintain and initiate friendships.
- 3) **SELF-ESTEEM** groups for students who need assistance identifying their strengths and improving their confidence.

In each group, children work on sharing their feelings and improving their ability to cope with particular concerns. By working on these skills in a group setting, children learn from each other, attain peer support, establish connections and take comfort in the fact that they are not alone in their concerns. Students may be referred for group counseling through a teacher, a parent, or may initiate participation themselves.

Our Social Skills Program addresses the areas of leadership and social development in young students. Studies have shown that children who fully participate in this program, and have parent support at home, develop better social skills, increased self esteem and an acceptance of peer differences. Under the direction of our school psychologist and guidance counselor lessons are taught to peer mentors and mentees to provide approaches to develop appropriate social cues and behaviors. Students learn to problem solve, discuss how to deal with real life situations and learn how to make and maintain friendships. Character values such as respect, empathy, compassion and kindness all tie in to the social skills program.

Many students seek individual counseling to discuss more private and personal concerns having to do with school, peers, or family. A student may be seen on a short-term basis in order to resolve a particular issue. The counselors explore with the student his or her resources and abilities to cope with the problem. Solutions are discussed and the student is encouraged to try a comfortable solution and report back to the counselor for feedback. At times, a student's parent, teacher, or peers are involved in the problem solving process. For students requiring individual counseling on a long-term basis, in order to resolve issues beyond the scope of the school, a referral to an outside agency or therapist is recommended.

In situations where parents or teachers may have academic or emotional concerns regarding a student, the counselors assist the parent and/or teacher in developing a plan to help the student function more successfully. The counselor may assist a parent through phone conversations, conferences, or by referring a parent to appropriate resources within the school or community. The counselors consult with teachers weekly through the meetings of the Instructional Support Team (IST).

The counselors are also available to assist teachers, the principal, and parents in dealing with crisis situations that may affect one student or the entire student body. A counselor intervenes by working with students to relieve the high levels of stress, anxiety, and fear that children may feel during a crisis. In any crisis situation, a referral to an outside professional may be necessary and the counselor can assist in facilitating an appropriate referral in the community.

THE ROLE OF THE SCHOOL PSYCHOLOGIST

In addition to providing counseling services to students, consultation with teachers and parents, crisis intervention, and IST coordination, the School Psychologist also evaluates

disability meet specific criteria for one of the eleven possible classifications (e.g.: learning disabled, language impaired, deaf, etc.). Decisions for building level services are made by the IST, whereas Special Education services require the CSE to meet in making all support service decisions. The NYS Education Department provides school districts with mandates that must be followed. When a student is classified by the CSE, an IEP (Individual Education Plan) is compiled to address that individual student's specific academic needs. The service providers and classroom teacher follow this document in educating this special needs student. Parents are involved in all decision making for both building level and special education services.

COMPUTER LAB

The Computer Lab is located in the main building and houses 25 computers (including teacher station), 2 printers, and an interactive Smartboard set-up. Teachers may schedule time for their classes to come and use the lab on designated grade level days throughout the week. Here, whole classes may work on research projects, concept maps, and other projects. Training for staff is also provided in the computer lab.

Interactive Whiteboards (Smartboards) are also installed in all classrooms as a device to support and enhance instruction.

GREENVALE'S ENGLISH LANGUAGE LEARNER PROGRAM

Entrance and Exiting Criteria:

The ELL Program enters and exits students based on the following criteria "The Language Assessment Scales" (L.A.S.), the ELL instructor's and/or classroom teacher recommendations, and parental input. Students must test at the proficient level as determined by the New York State English as a Second Language Achievement Test (NYSESLAT) in order to exit the ELL program.

Areas of concentration: Listening, speaking, reading, and writing

Purpose of program: To develop English proficiency in all areas of concentration through special "ELL" teaching materials, methodologies, and techniques.

The program is a pull out setting wherein students attend ELL classes at least 4x to 5x per week, depending upon individual needs. Extra beginner level ELL work is also provided for new students with limited English skills when they are unable to meet the challenges of regular classroom assignments. This enables students to learn at their own pace, while allowing the teachers the teachers to learn at their own pace, while allowing the teachers to distribute their attention to all students equally.

Expected student achievement goals: The immediate goals for newcomers include basic survival and everyday conversational skills, along with beginning reading and writing skills.

READING WORKSHOP

Reading Workshop is an Academic Intervention Service (AIS) provided to help students in the area of Reading/Language Arts. The program provides students with direct instruction in reading skills and strategies, in a small group setting using appropriate materials and methods to meet their needs. This service is provided in addition to the developmental reading instruction in the classroom.

Materials required for Reading Workshop are: paper, pencil, notebook and pocket folder.