

FIFTH AVENUE SCHOOL 2010-2011

PARENT INFORMATION BULLETIN POLICIES AND PROCEDURES --- GRADES K- 5

*****Please save this section for reference throughout the year.*****

ATTENDANCE

New York State Education Law requires that all students between the ages of 6 and 16 be in attendance at school on a daily basis. Regular attendance is essential for successful academic growth and social development. Recurring absences will inevitably result in the child's missing the introduction or development of a necessary skill. Therefore, our expectation is that a child be in school every day that he/she is physically able. **School hours are 8:05 AM - 2:25 PM (grades 1-5), 8:05 - 11:15 (A.M. Kindergarten), and 11:15- 2:25 PM (P.M. Kindergarten).**

ABSENCE

It is the responsibility of the parent or guardian to notify the school when a child is ill or will be absent from school. Parents are requested to call the School Nurse at **262-6823**, before 10:00 a.m. on the day of absence. Voice mail is available at this number to receive messages during evening/early morning hours. In this way, the school will know that provisions have been made for the child, and a call to the home will not be necessary. Parents who wish to be notified whenever their child is absent from school should forward a specific request in writing to the Principal.

Absences due to family business or vacation are considered illegal and are so recorded on the child's official attendance card. No new work can be provided for the child as an assignment during such absences.

Students returning to school after an absence must bring a note signed by their parent explaining the reason for the absence. This note should be given to the classroom teacher on the day the child returns.

CHANGES IN YOUR CHILD'S DISMISSAL

Parents should send a note with their child or come to the Main Office, if there is any reason that a student needs to leave school early. Parents, or a designated adult, must sign the student out of school when leaving before dismissal. Parents may NOT pick up children directly from the classroom or the playground. This procedure is designed for the safety and protection of our children. Early dismissal must occur at least thirty minutes prior to the end of the school day and the child must be signed out in the Main Office. Those who arrive to sign out their child less than thirty minutes from the dismissal time will be asked to wait and pick the child up at their normal dismissal time and location.

Whenever possible, parents should schedule appointments for their child during non-school hours to avoid interrupting his/her academic program.

If a child is returned to school before the end of the day, parent and child should report to the Main Office before the student re-enters the classroom.

Please be advised that changes in dismissal plans must be received by the Main Office by 1pm.

LATENESS

Children who arrive late to school--after 8:05 AM--must report **with their parent** to the Main Office. A note from the parent is necessary in order for the student to obtain an excused tardy. The child should then stop by the Health Office so that the daily attendance sheet can be amended.

MAKE-UP WORK / HOMEWORK

Parents requesting assignments for legally absent children should make the request to the school nurse (262-6823) when calling in the child's absence. Please be advised that homework will be available for pick-up at 3:00 p.m. in the main office.

MORNING ARRIVAL

The school day begins at 8:05 a.m., with buses scheduled to arrive at approximately 8:00 a.m. Members of the staff supervise the children in the All-Purpose Room and the Gym between 7:45 a.m. and 8:00 a.m., at which time students proceed to their classrooms. Therefore, if your child is a walker or is driven by car to school, please make sure that he/she does not arrive until 7:45 a.m. Afternoon Kindergarten students should not arrive before 11:10 a.m. This policy will ensure adequate supervision of all children.

DISMISSAL

It is our responsibility to ensure the safety of our students at all times of the day, including dismissal. Parents waiting for their children at dismissal are requested to wait outside the "B" wing on the Fifth Avenue side.

BEHAVIOR

Fifth Avenue School is a special place of learning for children. We strive to cultivate an atmosphere of care and concern in which children are helpful, courteous and considerate. We expect children to show respect for themselves, for each other and for every adult in our school community.

BICYCLES

Children should park their bicycles in the racks provided as soon as they arrive at school. The school cannot assume responsibility for bicycles, and we urge children to keep them locked. Bicycle safety should be followed at all times, including the wearing of helmets. **Please instruct your child to walk his/her bicycle when on school grounds.**

BUS TRANSPORTATION

Please encourage your child to be a "bus rider" and avoid driving him/her to school. We stress bus safety at school, with at least three bus drills conducted during the school year. Students are expected to behave in a safe and respectful manner while waiting at the bus stop and when riding on the school bus. We would appreciate home reinforcement of bus safety and courtesy. Children who jeopardize their own safety and/or the safety and well-being of others due to misconduct, will risk the suspension of bus privileges. Children must wear seat belts at all times; they may not walk around on the bus when it is moving.

BUS TRANSPORTATION continued

Parents should note that the bus drivers have been instructed to pick up and drop off children only at scheduled stops.

Kindergarten students will ride regular "big buses" on their way to or from school. These children will be given priority seating in the front of the bus. Older students are asked to provide assistance, when necessary, in identifying scheduled bus stops.

Bus children are permitted to ride only on their designated bus. Walkers are not permitted to use the school buses unless they are on a field trip.

Questions or concerns about bus transportation should be directed to the Principal or the District Transportation Office (262-6865).

CAR TRANSPORTATION

**UNDER NO CIRCUMSTANCES SHOULD AUTOMOBILES STOP
OR PARK IN THE SCHOOL CIRCLE OR AT THE EDGE OF THE PARKING LOT**

If you are driving your child to school, I would appreciate if you would review the following recommendations as we ensure the safety of all children.

- We ask that if you drive your child to school that you please leave your child off at the "drop off" lane on the North side of Fifth Avenue or near the crossing guard on the South side. Please do not leave your car unattended in the drop off lane as this creates an unnecessary and unsafe back up of cars that disrupt the smooth flow of traffic.
- Please do not drive into the parking lot to drop off your children. It is a safety hazard to use the parking lot as a drop off area. Of course, if you are coming into the building, please park in the lot and walk your child into the building.
- We request that you do not use Cordell Place as a drop-off zone for children.
- Please observe the sign posted in front of the school and avoid driving into the bus circle during the hours posted.(7:30 - 8:30 and 2:00 - 3:00)

EMERGENCY INFORMATION

Updated emergency information is essential for communication in the event of illness or accident. Please fill out the form completely and have your child return it to his/her teacher on the first day of school. It is important that the home and work telephone numbers are current.

Also to be included are the name and telephone number of a person(s) to contact if the parents cannot be located in an emergency.

FIELD TRIPS

Field trips can add a new dimension to a child's learning as they complement or enhance the instructional program. Such experiences are encouraged when the activity is appropriate and enriching, and when the cost is reasonable. Whenever possible, field trips are planned so that District buses can be used, with no transportation charge to parents.

Permission slips--signed by a parent or guardian--are required for **all** field trips. This applies even to local trips to other schools in the District. Parents are frequently asked to serve as chaperones on field trips. If you are interested in participating in this type of learning experience, let your child's teacher know early in the school year. All chaperones are required to sign the District Chaperone Field Trip Form.

LUNCH

Hot lunches, sandwiches, milk, and juice are available each day. A monthly meal calendar is provided by the District. Lunch tickets are **strongly** encouraged if your youngster will regularly purchase a meal. Some students may qualify for lunch at no cost or at a reduced cost. Additional information on this program may be obtained from the Nurse.

The All-Purpose Room serves as the school's cafeteria, and students are expected to behave in a calm and orderly manner during lunchtime. Tables and floors are to be kept reasonably clean; and children should dispose of their refuse properly, in the appropriate recycling containers.

MEDICAL INFORMATION

Students in Kindergarten, second and fourth grades, as well as students new to the district, are required by New York State to have a complete physical examination. This may be done by the family physician or the school physician.

Screening tests of hearing and vision are performed annually by the School Nurse. All first graders are administered the "Convex Lens Vision Screening" to help determine their ability to do close work. Height and weight are done routinely on all students. In addition, New York State Education Law requires that students in fifth grade receive screening for scoliosis (curvature of the spine). Parents are informed if such testing reveals any possible concern and are encouraged to pursue appropriate follow-up with their family physician.

Parents are encouraged to call the School Nurse at any time to discuss matters affecting the health and well-being of their children. Ailments such as diabetes, epilepsy, asthma, and allergies are some of the conditions which should be noted on health records and discussed with the School Nurse.

Parents are specifically requested to report to the school nurse all cases of communicable disease.

Student illness occurring during the school day will be evaluated by the School Nurse. The child will either be sent home or allowed to rest in the Health Office.

MEDICAL INFORMATION continued

When it is necessary for a student to take medicine during school hours, the Nurse may cooperate with the family physician and the parents if the following requirements are met:

- a. the medicines must be in their original containers and must be retained by the Nurse in the school Health Office;
- b. there must be a written note from the physician stating the name of the medicine, the dosage, and the time to be given, and possible side-effects;
- c. there must be written permission from the parent to administer the medicine to the child.

These steps also apply to over-the-counter medications.

Students are not allowed to carry medication to administer to themselves.

MESSAGES

To avoid interruption of instructional time, only messages of an **emergency** nature will be delivered to students in the classroom. Any "forgotten" item brought to school by parents (lunch, homework, books, instruments, etc.) should be left with the greeter. The office staff will make sure that your child receives it.

It is usually impossible for teachers to come to the telephone to receive a call, unless prior arrangements have been made. Parents who have a concern of an immediate nature should leave their telephone number and the teacher will return the call as soon as possible.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled during the school year. These conferences provide parents and teachers with an opportunity to share information and concerns and to review the child's progress in all areas of instruction as well as his/her relationship with others.

Please do not wait for the conference time if you have a problem or concern relating to your child. Contact your child's teacher and arrange for an appointment to discuss the issue together.

PARKING

When visiting the school at any hour, please park in the school parking lot or on **the school side** of Fifth Avenue. Parking often presents a problem, as the lot is rather small. On field trip days or special event days, car pooling is greatly appreciated.

PTA

The Fifth Avenue PTA seeks to promote the well-being of our students by encouraging parent involvement, facilitating communication, supporting programs, and sponsoring activities. It is a wonderful, proactive organization. Please check the district calendar for the dates and times of our upcoming PTA meetings. These meetings are held once a month in the All-Purpose Room.

RECESS

Lunch recess is an important part of the day for grades 1 - 5, as it provides the children with an opportunity for healthy activity in the fresh air. All of the children need this break; it helps them to refresh themselves for the afternoon class work. Our expectation is that all students in attendance will participate in outdoor recess. Parents, therefore, should use discretion in selecting appropriate outer wear. Even if it is cold, the children really prefer to have recess outside. Teacher aides provide general supervision on the playground. When the weather is severely inclement, all children will remain indoors for recess.

REPORT CARDS

Pupil Progress Reports for students in grades K-5 are an important method of communicating your child's progress. All report cards are sent home with the children.

DELAYED OPENING / EARLY CLOSING / INCLEMENT WEATHER

PTA Presidents, local radio stations and Channel 12 will be notified as soon as possible, should hazardous weather conditions necessitate a change in the school hours. **When the opening of school is delayed due to weather, road conditions, etc., the AM Kindergarten is canceled for that day.**

When it is necessary to close school early, it is important that the children know what to do, and where to go, in case there is no one at home. In homes with working parents, arrangements should be made to have a neighbor take in the child or to have the child go to the house of a friend. Back-up arrangements should also be planned. It is most important that these emergency arrangements are clearly understood by your child. **In case of an emergency regarding the closing of school or early dismissal, parents will be notified by the Connect Ed phone/e-mail system. When school is closed because of bad weather, extra-curricular activities and meetings held at the school are also canceled.**

DISTRICT CALENDAR/DIRECTORY

This district publication will provide you with information about school and district wide events, programs, services, etc. It is mailed to each family in August. Please keep it handy. Circle all events and activities on this calendar that are identified with the letter F (Fifth Avenue.) Additional school activities will be noted in our newsletter, which can be found on- line each month.

If you notice any conflict with a scheduled event, please inform me prior to September 15th so that we can address the situation.

SPECIAL PROGRAMS

In addition to the core K-5 academic program, each child will receive instruction from Special Area faculty in Art, Music, Health, Library, and Physical Education. Further, the Board of Education has provided each elementary school with other full/part-time specialists (computer, counselor, speech, etc.) who will work with class groups, individual youngsters, and parent groups. For those children in need of remedial/corrective help (e.g., math, reading, writing, speech, etc.) Learning Support services are also provided.

TEACHER AIDES

Teacher Aides perform a wide variety of tasks at Fifth Avenue School which enable classroom and special area teachers to give more attention to students. By doing clerical tasks, by providing skills reinforcement, by helping students study, and by supervising the lunchroom, playground and buses, the Aides not only free teachers to work more individually with children, but provide additional opportunities for us to guide children in constructive activities.

TELEPHONE

Children are permitted the use of the Main Office telephone only for messages/requests deemed **essential** by the teacher. We discourage calls for forgotten lunches, gym clothes, instruments, social matters, and frequent users.

TEXTBOOKS

The care of textbooks, workbooks and library books is the student's responsibility. A charge will be issued for lost or damaged books.

VISITORS

Parents are always welcome at Fifth Avenue School, and we certainly hope you will visit during the school year. Please note, however, that district policy requires that **all** visitors--including parents--report directly to the Main Office and register before proceeding anywhere in the building while school is in session. In addition, we request that all visitors, including parents, wear a visitor pass. This policy is designed for the protection and safety of all of our children. We have a security surveillance system which monitors the school doors.

FOR THE SAFETY OF THE CHILDREN, WE REQUEST THAT ALL VISITORS, INCLUDING PARENTS, REPORT DIRECTLY TO THE MAIN OFFICE. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM OR THE PLAYGROUND.

VOLUNTEERS

In the past, parents have volunteered to help the school in a wide range of activities. Some volunteers assist in the special areas, while others help in the regular classroom. If you are interested in serving as a school volunteer, please contact the PTA, speak with your child's teacher, or leave your name and telephone number at the school.

WALKER / BIKER SAFETY

Parents whose children walk or bicycle to and from school, are requested to inform their children of the route they wish them to travel and urge them to observe pedestrian and traffic safety precautions. We urge every parent to advise their child against talking to strangers at any time, and to discuss exactly what the child should do if any type of emergency should occur.

COMMUNICATION

All communication from the main office and PTA will be done via e-mail. If you do not have an e-mail address, a paper copy of the correspondence will be sent home with your child.

It is important that staff and parents communicate whenever necessary. If there is an issue you need to discuss with the teacher, please write him/her a note. If you feel there is a need for a conference, the teacher will set up an appointment with you.

Jl:md Word/Back to School Info/parent info bulletin