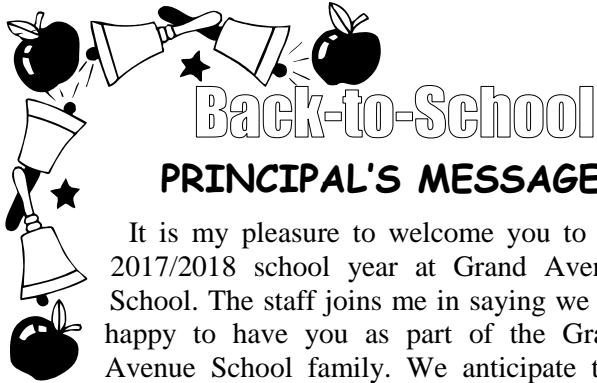


# Grand Avenue Elementary

Uniondale Union Free School District  
711 School Drive  
N. Baldwin, NY 11510

## Parent-Child Handbook 2017-18





# Back-to-School

## PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to the 2017/2018 school year at Grand Avenue School. The staff joins me in saying we are happy to have you as part of the Grand Avenue School family. We anticipate that this will be a successful and satisfying year for you.

The pages of this handbook provide you with school information discussing policies, regulations, and services.

For updates of the information provided in this agenda, please visit our **NEW** school website at <http://gas.uniondaleschools.org>.

Together we can make this school year a successful one for all Grand Avenue School students.

**Mrs. Bryant-Bell**  
Principal

### MISSION STATEMENT

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.” - Rev. Martin L. King Jr.

The parents and staff of Grand Avenue School will work together to achieve the following goals for our children:

- To prepare students with the tools for higher learning through the development of critical thinking and problem solving skills
- To provide a stimulating and creative environment that is conducive to learning
- To develop the meaning of respect in each child, and to foster acceptance of diversity and richness of our multicultural community
- To encourage and maintain cooperation and interdependent relationships and interaction with other children in a friendly, kind and helpful manner
- To provide a clean, secure, safe, healthy environment

## UNIONDALE SCHOOL DISTRICT 2017-2018 SCHOOL CALENDAR

<b>September 5</b> .....	First Day of School*
<b>September 21-22</b> .....	Rosh Hashanah
<b>October 9</b> .....	Columbus Day
<b>November 7</b> .....	Election Day
<b>November 10</b> .....	Veteran’s Day
<b>November 23-24</b> .....	Thanksgiving Recess
<b>December 7-8...</b> .....	Parent/Teacher Conferences
<b>December 25-Jan 1</b> .....	Christmas/New Year Recess
<b>January 15</b> .....	Dr. Martin Luther King’s Jr. Day
<b>January 29</b> .....	Superintendent’s Conference Day
<b>February 19-23</b> .....	President’s Day/Winter Recess
<b>March 15</b> .....	Parent/Teacher Conferences
<b>March 30- Apr 6</b> .....	Spring Recess
<b>April 9-13</b> .....	NYS ELA (Grs 3 – 5)*
<b>April 30 – May 4</b> .....	NYS Math (Grs 3- 5)*
<b>May 28</b> .....	Memorial Day
<b>June 22</b> .....	Last Day of School*
	<i>School In Session*</i>



### TELEPHONE NUMBERS

Dr. William K. Lloyd, Superintendent...	560-8824
Mrs. Rhonda Taylor, Assistant Supt. for Curriculum & Instruction .....	560-8825
Mr. Jamal Scott, Asst. Supt. For Business & Operations.....	560-8801
Transportation Office .....	560-8806

<b>Grand Avenue School</b> .....	918-2100
Nurse’s Office .....	918-2136
Attendance - Report Absences .....	918-2125
Mrs. Nadine Patterson, Social Worker.....	918-2124
Security (After 4pm).....	918-2166



### 2017-2018 PTA OFFICERS

<b>Ms. Joanne Ortiz-Galeano</b> PTA President	<b>Ms. Marianne Sierra</b> 1 <sup>st</sup> VP of Membership
<b>Mr. Chris Moses</b> 2 <sup>nd</sup> VP of Fundraising	<b>Ms. Tanisha A’See</b> Recording Secretary
<b>Ms. Kymara Lewis</b> Treasurer	<b>Ms. Charmaine Green</b> Council Delegate – Budget
	<b>Ms. Cathleen McCrystal</b> Council Delegate - Curriculum



## SCHOOL HOURS

Grades K – 5, 8:40 a.m. to 3:25 p.m.

Dismissal is at 3:25 p.m. All students must be picked up no later than 3:25 p.m. Please make the appropriate arrangements to pick up your child at this time. Supervision of students will not be provided after dismissal time.

Please do not send students to school before 8:15 a.m. unless participating in a club. Supervision cannot be provided until this time.

## ATTENDANCE

Regular attendance and punctuality are important for student achievement. It is necessary for parents/guardian to send a written excuse if a child has been absent, even though you have called the school. These notes are required by law and kept on file.



State Education Law permits absence from school for the following reasons only: Sickness; sickness or death in the family; impassable roads or weather making travel unsafe; required presence in court; religious observance; religious instruction: one hour per week with parents' written consent.

If a parent does not send a written excuse note to the school or call the school during his/her child's absence, the student's attendance card will be marked illegal for the day/days the child has been absent. Therefore, it is of the utmost importance that you comply with this important regulation.

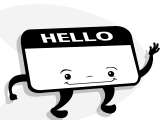
If your child is absent, please call the school nurse before 9:30 a.m. at 918-2125. If your child is late, please escort your child into the building to receive a late pass.

## SPECIAL RELEASE

No child may be taken from the school premises, even by his/her parent, until the person doing so reports to the school office and presents valid identification. If the student is being picked up by someone other than his/her parent, the school must have written parental authorization.

## SCHOOL VISITORS

Visitors to school are welcome if they have made an appointment and have a pass from the office. Strangers in the building will be challenged in the interests and safety of your children. *Visitors must enter Grand Avenue School by the main front doors and sign in at the security desk and get a visitor's pass.*



## TELEPHONE/CELL PHONES

Parents are reminded that classroom phones cannot be used to contact their children or the teacher directly. Messages may be left with the secretary or teacher's voice mail. **Instruction is important – students are not to be interrupted unless it is an emergency.**

**Cell phones are NOT allowed in school.** As per the District's policy, any cell phone visible or audible will be confiscated. Parents/Guardians can make arrangements to pick the phone up in the main office.

## PARENT CONFERENCES

Parent conferences are scheduled twice a year by the district: December 7<sup>th</sup> and 8<sup>th</sup> and March 15<sup>th</sup>. However, you are invited to contact your child's teacher to make an appointment for a conference whenever you feel it would be helpful.



## SCHOOL and LIBRARY BOOKS

Students will be issued textbooks and library books. Students are financially responsible for the books and their condition. Payment for lost books or fines for damaged books must be paid promptly on request to the teacher. Failure to do so will result in disciplinary action.



## SCHOOL LUNCH

All children eat lunch in school. Hot and cold lunches are available daily for \$2.10. Kindly make checks payable to the Uniondale School District each month. As per District policy, if a student balance exceeds \$10, the student will only be entitled to a cheese sandwich. A letter will be sent home stating the balance in your child's account. Parents can access their child's account through [www.myschoolbucks.com](http://www.myschoolbucks.com).

Students will only be able to pay cash for snacks. Please refrain from bringing special lunches (McDonald's, Burger King, pizza, etc.) to the school. This practice tends to be disruptive to our lunch and office routines.

If a child forgets his/her lunch, he/she will be given a school lunch. Reimbursement can be made the next day.

**Families who are entitled to free/reduced lunch must submit a completed form no later than October 20, 2017 or balances will begin to accrue.**





## STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education's goal is to provide an environment in which a student's rights and freedoms are respected. The Board assures district students that they shall have all the rights afforded them by federal and state constitutions, statutes and regulations. The Board also recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

It shall be the right of each district student: (age appropriate)

1. to have a safe orderly, respectful and courteous school environment;
2. to take part in all district activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender;
3. to attend school and participate in school programs (e.g., student government) unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. to have school rules and conditions available for review and, whenever necessary, explanation by school personnel; whenever necessary, provide written explanation;
5. to be suspended from instruction only after his/her rights pursuant to Education Law, Section 3214 have been observed;
6. in all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction; and
7. to address building administration, central administration and/or the Board of Education.
8. Time out of class for elementary students shall be the equivalent of 1 secondary period.

It shall be the responsibility of each district student, and parent/guardian (age appropriate):

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. to conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to discipline procedures;
5. to be in regular attendance at school and in class;
6. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;

7. to dress appropriately for school and school functions in accordance with standards promulgated by the Board and the Superintendent;
8. to make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

## PROHIBITED CONDUCT

The following discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, and/or participating in school-sponsored activities. Students may be subject to disciplinary action including detention, in-school suspension, suspension from school and expulsion. Examples of punishable offenses include but are not limited to:

1. fighting or engaging in violent behavior
2. bullying (bullying is understood to be hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.)
3. threatening another with bodily harm
4. intimidating students or school personnel
5. making unreasonable noise that disrupts the instructional and learning environment
6. using abusive language or gestures, including racial, ethnic, or sexual remarks which are improper
7. creating a hazardous or physically offensive condition
8. failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of the student
9. missing or leaving school without permission
10. harassment (the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to real for his or her physical safety.
11. vandalism or any destruction of real and/or personal property (including graffiti or arson),
12. theft or robbery
13. discrimination (is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual group of people because of the group, class or category to which that person belongs).
14. lewd behavior
15. possession or use of obscene materials
16. stealing
17. throwing objects in classrooms, cafeteria, halls, etc.
18. hazing ( is an induction, initiation or membership process involving harassment which produce public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation , physical or emotional discomfort or public ridicule is like to occur.
19. School computer/electronic communication misuse
20. displays or threatens to use what appears to be a weapon or facsimile of a weapon

## DRESS CODE

The Uniondale Board of Education adopted a policy that all students in Grades K – 8 will be required to wear a school uniform beginning with the opening of school in September 2002.



***The following uniform will be required to be worn by all students in Grades K - 8:***

### Male

- Navy blue pants
- Light blue shirt (oxford – button pullover with collar, or a button-down shirt)
- White, blue, or black socks
- Black footwear (shoes, sneakers)

### Optional

- Sweater – Navy Blue
- Tie – Navy Blue
- School Emblem on shirt or sweater
- Turtleneck – light blue

### Female

- Navy blue pants, or skirt (pleated or straight)
- Light blue shirt(oxford or traditional button-down)
- White, blue, or black socks
- Black footwear (shoes, sneakers)

### Optional

- Sweater – navy blue (crew neck, v-neck, cardigan)
- Tights – navy blue or black
- Turtleneck – light blue

### No Sweat Pants Except on Gym Day

## Notice of Non-Discrimination

The Uniondale Union Free School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

## REPORTING VIOLATIONS

Students are expected to report code of conduct violations to a teacher, social worker, building principal or his/her designee. Students observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, principal, or a figure of authority or to the superintendent.

### SCHOOL POLICY REMINDERS



1. Parents should not bring a lunch, sneakers or even a message directly to their child's classroom. Please stop at the Main Office and the secretary will arrange for the message or article to get to your child.
2. You are urged to contact your child's teacher when any question arises which may need attention. Please send in a note to your child's teacher or call the Main Office and the secretary will set up an appointment for you.
3. **Cell phones are not allowed to be used by any student on school property. If a cell phone is in visible sight or interrupting instruction, they will be confiscated. Parents/guardians can call to arrange a time to pick them up in the main office.**

### FORGOTTEN ITEMS



Students are not permitted to return to their classes after school to retrieve forgotten items (e.g. books, homework assignments, instruments, etc.) without an adult and accompanied by a building employee.

### MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

### PARTIES

**Birthday parties are allowed with teacher permission only.** Parties are scheduled once a month by the teacher. Please refer to the District's Wellness Policy for guidelines and recommendations.

### CLASS TRIPS

A signed statement by a parent/guardian is required before a student can attend a school outing. Telephone/verbal permission will not be accepted. Parent chaperones **must** ride the bus and be proactive.

## DISMISSAL

There is NO parking in the front driveway at any time. For students' safety, please cooperate.

At 3:15pm, classes will begin their dismissal procedure.

All students must be picked up by 3:25pm unless attending an afternoon club or extra help.

**Grades 3 – 5:** walkers are dismissed through the gym door exit.

**Grades K – 2:** walkers are dismissed to their parent/guardian through the Kindergarten side door.

**All bus students are escorted to their bus spot. Grades K – 2 in the G.P. Room, Grades 3 – 5 in the gym. No student is to leave their bus line without permission.**

The front lobby must be kept clear at all times.

Students will only be released to those adults listed on the emergency contact form. ***Please keep your emergency contact form up-to-date (this includes working phone numbers).***

Any parent/guardian picking a child up early or late, must sign them out.

## BUS TRANSPORTATION

Students are assigned to buses and stops from the Office of Transportation. Every student assigned to a bus will receive a bus pass. They must carry this pass on them at all times and show it to the driver.

**Only** those students with a bus pass will be able to ride the bus. **Students are NOT allowed to switch buses or change stops.**

Parents should talk to their child about their bus stop and appropriate behaviors while riding the bus (always crossing in front of the bus, remaining seated, speaking quietly, no eating or drinking, no defacing the bus, no using inappropriate language, etc.) Throwing of any and all objects (pebbles, rocks, crayons, toys, etc.) is prohibited and may result in the suspension of a child's bus pass for the remainder of the school year.

An adult must be at the bus to meet any K or 1<sup>st</sup> grade student. If an adult is not there, the driver will bring the student back to school.

**REMEMBER – riding the bus is a privilege.**

## STUDENT OF THE MONTH

One student from each class will be recognized monthly for outstanding behavior and academic achievement. The recognition will include certificate, ribbon, photo displayed, year-end party and a bumper sticker.

## ACADEMIC ACHIEVEMENT

At the end of the school year, students who displayed successful progress in academics, behavior, citizenship, character improvement and participation in school activities will be recognized.

## PRINCIPAL'S HONOR ROLL

Honor Roll will be for students in Grades 3 – 5. It will be awarded after reviewing the report card grades of the second semester for Grades 3, 4 and 5. The honor roll is computed after the second semester. A student must have a "3" or "4" in all subject areas – core and special areas and a "3" or "4" in social development, work habits and conduct/attitude for the second and third semesters. Additionally, 4<sup>th</sup> and 5<sup>th</sup> graders must have an 80 average or better in the second and third semesters. Students meeting the above criteria will receive a Principal's Honor Roll pin, certificate, and bumper sticker. Recognition will be given at an assembly in the spring and a group photo with their names will be displayed in a showcase. **Any student who has been suspended will not be eligible for the honor roll.**

## CLUBS/ACTIVITIES

All students in the building before or after regular school hours (8:15am – 3:25pm) must be involved in a supervised club or activity. This will ensure the safety of all of our children.

Siblings, friends or relatives of students involved in a club or activity before or after school will not be allowed to enter any portion of the school premise without authorization or remain in the building before or after normal school hours.

Parents/guardians need to make arrangements for their child to be picked up on time from a club/activity. You will be contacted if this does not happen and this may jeopardize your child's ability to attend the club/activity.

**\*\*The main office is closed after 4pm. Anyone needing to reach their child in case of an emergency must call the Security desk at 918-2166.**

# GRAND AVENUE SCHOOL PARENT-CHILD HANDBOOK 2017-2018

Please fill out, sign and return this page to your child's classroom teacher no later than Friday, September 15, 2017. Thank you.



## SIGNATURE PAGE

We have discussed the rules and understand the consequences as stated in both this handbook and the Uniondale School District Code of Conduct. I support these rules to ensure the safety of my child and the safety of all children at Grand Avenue Elementary School.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_