

FRANKLIN AVENUE ELEMENTARY

**HANDBOOK FOR
PARENTS**

2017-2018



**MRS. MAUREEN ALAIMO
PRINCIPAL**

**Pearl River School District
Pearl River, New York 10965**

2017 – 18 Board of Education

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Andrea Pompey	Assistant Principal, Pearl River High School
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Kristin Talleyrand	Assistant Principal, Pearl River Middle School
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Peggy Lynch	Principal, Evans Park Elementary School
Kathleenann Cool	Principal, Lincoln Avenue

FRANKLIN AVENUE ELEMENTARY SCHOOL
48 Franklin Avenue, Pearl River, NY 10965
845-620-3965 FAX- 845-620-3981 www.pearlriver.org

STAFF

PRINCIPAL:	Mrs. Maureen Alaimo
CLERICAL STAFF:	Mrs. Linda Ryan Mrs. Lisa Meehan Mrs. Pat Nelan
NURSE:	Mrs. Fiona Burke
CUSTODIANS:	Mr. Alvin Santiago Mr. Israel Roman
SPECIAL AREA TEACHERS:	
Art	Mr. Tom Price
Librarian	Ms. Valerie Mui
Music	Mr. Scott Louis
Physical Education	Mr. William Donnelly Mr. Ken Driscoll
SUPPORT STAFF:	
Academic Support	Mrs. Yvonne Zielinski
ENL Teachers	Mrs. Beth Toubin & Ms. Jennifer Bayer
Occupational Therapy	Mrs. Eileen Pipilo
Physical Therapy	Mrs. Sharon Sobol
Psychologist	Mrs. Ellen McCabe
Resource Room	Mrs. Kristin Acunto
Speech	Mrs. Stephanie King
CLASSROOM TEACHERS:	
Kindergarten	Mrs. Carla Harris Mrs. Jeanie Imperati Mrs. Kim Mealy
Grade 1	Mrs. Alyson Fishman Mrs. Colleen Rourke Mrs. Cornelia Quinn
Grade 2	Mrs. Patricia Calise Mrs. Amy Patchoros Mrs. Heather Reekie

CLASSROOM TEACHERS:

STAFF

Grade 3

Ms. Laurie Lewis
Mrs. Cathy Mulligan
Mrs. Regina Zito

Grade 4

Mrs. Tarra Nicholson
Mrs. Brianna Reale
Ms. Vivian Toledo

TEACHING ASSISTANTS:

Mrs. Rodi Amanatidis
Mrs. Kathy Aris
Mrs. Betsy Blanco
Mrs. Jacqueline McGee
Mrs. Patricia Lambert
Mrs. Jane Massaro
Mrs. Pilar Orralo O'Hara
Mrs. Alicia Vonderhorst

MONITORS:

Mrs. Barbara Cieszkowski
Mrs. Karen Dennis
Mrs. Cara Martin
Mrs. Patti Sheahan
TBD
TBD

The best way to reach any staff member is by emailing them using the address format below:

lastnamefirstinitial@pearlriver.org

You may also contact any staff member by calling the school office at 620-3966 and leaving a message with a secretary.



Welcome to the 2017-18 school year at Franklin Avenue Elementary School! We hope that the information contained in this handbook is useful in referencing information on the following topics:

- ❖ Arrival Procedures
- ❖ Attendance/Lateness
- ❖ Bicycles
- ❖ Birthdays
- ❖ Book Care
- ❖ Building Use
- ❖ Busing
- ❖ Cafeteria Procedures
- ❖ Class Trips
- ❖ Code of Conduct/Behavior Expectations
- ❖ Communication
- ❖ Conferences
- ❖ DASA (Dignity For All Students Act)
- ❖ Delayed Openings/School Closings/Early Dismissal
- ❖ Dismissal Procedures
- ❖ Flexible Learning Exchange (formerly known as JET)
- ❖ Food in School
- ❖ Health Services
- ❖ Homework
- ❖ Lost and Found
- ❖ Parent Teacher Association (PTA)
- ❖ Parking and Safety
- ❖ Pets/Animals in School
- ❖ Questions and Concerns
- ❖ Recess
- ❖ Referral Process
- ❖ Registering New Students
- ❖ Report Cards/Conferences
- ❖ Student Attire
- ❖ Toys from Home
- ❖ Visiting the School

ARRIVAL PROCEDURES

Students who walk or are driven to school should plan to arrive between 8:45 a.m. and 8:55 a.m. Buses will arrive at approximately 8:50 a.m.

Children should not be at school before 8:45 a.m. as adequate supervision will not be available before this time. Your cooperation is appreciated.

ATTENDANCE/LATENESS

Regular attendance and punctuality are important to all grades. If absent or late, upon return to school, the child is required by New York State law and the Board of Education policy #5160 to bring a written note of explanation from a parent.

Our attendance procedures are as follows:

1. If your child is absent from school, please call to inform the nurse's office (620-3970) between 8:30 and 9:00 a.m. on each day of absence of undetermined length. If you know your child will be absent for a determined number of days, one call on the first day of absence, indicating the number of days of expected absence, is sufficient.
2. The nurse's office is equipped with voice mail at all times. Absence messages for the next day may be left on the voice mail system.
3. If a child arrives at school after 9:00 a.m., he or she is considered late and must report to the nurse's office for a late pass.
4. Parents are not permitted to escort their children to their classrooms.
5. If your child is reported absent and the nurse's office (620-3970) has not received a call, she will phone you to verify the absence. In the event your child is brought to a sitter when ill, it is essential that the school have the sitter's number on file.
6. The following reasons for student absences from schools are recognized as valid by the Board of Education:
 - sickness or death in family
 - impassable roads or weather making travel unsafe
 - religious observance
 - sickness requiring attendance at a medical clinic
 - approved school-sponsored trips
 - quarantine
 - required court appearances

Any other absence is considered unexcused. Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that a parent/guardian provide a written excuse for each absence when the child returns to school. Such excuse should contain the reason and date of absence.

BICYCLES

Children may begin to ride bikes to school in the third grade. Bikes must be locked to the racks provided. They should be equipped with good brakes, a horn or bell, reflectors, and a front light if the bike is used after dark. We require that children wear helmets when biking to school. Children should be reminded to ride on the right side of the road, single file, one person per bike, and to obey the rules of the road. Rollerblades are not permitted on school property at any time.

BIRTHDAYS

Birthdays are recognized through a variety of activities in school and in individual classrooms. The child celebrating his/her birthday may enjoy an individual birthday treat at lunch. However, birthday treats (i.e. cupcakes, cookie cakes, candy, etc.) will not be shared with classmates or staff.

BOOK CARE

Parents are requested by the school to be aware of the treatment given to schoolbooks and library books while the children have them at home. Pupils who cause unnecessary damage to books will be asked to reimburse the district for replacement of the book. This is also true of lost books or equipment. In addition, no student may take additional books out from the library if he has not returned previously borrowed books. Classroom textbooks should be covered. Your cooperation is appreciated.

BUILDING USE

Community groups are welcome to make use of our building facilities. Permit forms are available at the school office and through Mr. Robert Nelan in the Facilities Dept. These permits should be submitted to Linda Ryan in our school office and/or Mr. Nelan.

BUSING

Youngsters in elementary school who live more than 1/2 mile from the school qualify for bus transportation. Students who qualify will receive bus passes from the Transportation Department, showing the times for pick up and drop off and the location of their bus stop. Buses may be equipped with cameras.

Bus students should be at the bus stop at least five minutes prior to the time they are scheduled to be picked up each morning. During the time the youngsters are riding the buses to and from school, they are expected to be on their best behavior. At bus stops, younger children should board before older children and younger children should sit closer to the bus driver.

School buses are equipped with seat belts. However, neither the bus company employees nor school district employees can require your child to wear a seat belt. The child will only be reminded of the availability of seat belts and asked to follow parental instructions. If you want your child to wear a seat belt, remind him/her regularly. Students may ride only their assigned bus to avoid overcrowding and to enable us to track the safe dismissal of all children.

Bus Contract

In January of 2008 a bus contract was created with the students. The purpose of the contract is to teach positive bus behaviors while instilling a sense of responsibility in our students.

In early September we will be distributing 2 copies of the bus contract to each student. Parents will be asked to keep one copy to review with their child and to return the other signed by their child and a parent. Please review the bus rules on a regular basis to help support this endeavor. Thank you in advance for your assistance.

CAFETERIA PROCEDURES

Children are able to purchase lunch, snacks and beverages or bring their lunch to school with them. The monthly menu lists each day's selections and is available on the district website.

In the cafeteria:

- Students purchasing lunch wait in an orderly lunch line; they know that they should not break in line or save places for others.
- After getting their food, students will proceed directly to their tables.
- **Children may only buy one snack with lunch per day**; they are not permitted to take opened items from the cafeteria to consume later.
- While eating, students are expected to stay at their tables and talk quietly.
- At the direction of the staff, students will line up and follow the protocols for dismissal from lunch.
- Students whose *Point of Sale* account balance may be depleted or who do not bring money for lunch will be permitted to "charge" their meal, but not snacks. We ask that you refresh your child's account as soon as you are made aware, so that he/she is not subject to having to be reminded by the cashier and refused snack purchases.

CLASS TRIPS

Throughout the year teachers may arrange class trips to enhance the educational program. Parents are often needed to chaperone students on class trips. Your child's teacher will contact you concerning this. Please note that siblings are not permitted to go on class trips.

The required signed permission slips, along with any money requested should be returned promptly, well before the day of the trip. No student will be allowed to go on a class trip without the required permission slip. Trip fees should be sent in the form of a check payable to: Franklin Avenue Extracurricular Activity Fund (FAEAF).

CODE OF CONDUCT/BEHAVIOR EXPECTATIONS

Pearl River annually distributes a Code of Conduct to all families. Please review and share appropriate content with your children. All students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the safety of any individual in the school. It is the school's goal to assist children in developing behaviors necessary for successful living through programs and activities that promote positive interactions with peers and adults.

The Pearl River Elementary Schools employ a plan based on PBIS, *Positive Behavioral Interventions and Supports*, to instill and promote school-wide expectations. Students are taught expectations early in the year; staff provides ongoing review as well. All expectations in Pearl River elementary schools fall under the attributes, ***Be Respectful, Responsible, Ready and Safe***; there are specific behaviors outlined for classrooms, hallways, cafeteria, bathrooms, playground, bus/bus rooms. All elementary schools have committees that work on information sharing, acknowledgements and referrals related to school expectations and continuing updates to our PBIS effort.

COMMUNICATION

Communication between home and school is vital to your child's growth and success. Please be aware that parents may talk to staff relative to concerns about assignments, homework, behavior, grades, classroom or school procedures, etc. at any time they feel necessary.

Several different forms of communication will be part of our routine. Listed below are the most common practices utilized by staff:

- In person
- Email (lastnamefirstinitial@pearlriver.org)
- Telephone
- Weekly or monthly newsletters
- Backpack fliers
- Website (district and school)

You can be well informed by making sure your contact information is correct, legible and current. Please also let us know whenever you have a change of home or email addresses, home or work telephone numbers, doctor's number or emergency contact persons.

When parents have questions or concerns, following some simple steps will assure that the concerns are met in a timely manner.

1. Call or email the classroom teacher to make an appointment or have a conversation, allowing 24-48 hours to receive a response.
2. If the question is not answered or the problem is not resolved between you and the teacher, the next step would be to contact the principal for a meeting between you, the teacher, the child (when appropriate) and the principal.
3. If your concern is still not addressed, the principal will advise you of next steps to take to answer your questions.

K -12 ALERTS

Email Messages and Text Messages

This feature allows us to send Email messages and text messages to an unlimited number of addresses/numbers. We use this feature for all of the emergency situations for which we place the telephone calls described above. WE ALSO SEND MESSAGES on important district issues such as sex offender notifications, significant calendar changes, Parent University programs, budget vote and school board candidate election information, etc. A parent must designate the email addresses and text-to-phone numbers for this service through your online profile. Click on the K-12 logo above on your computer/cell phone to set up your profile.

If you have not already done so, please enter your contact information on-line and complete and return the telephone contact form so that we can add you to our K-12 Alerts listings.

- Email (lastnameinitial@pearlriver.org)
- Telephone & voice mail
- Weekly or monthly newsletters
- Backpack fliers
- Website (district and school)

CONFERENCES

Teachers will schedule parent-teacher conferences for all children in the fall to discuss your child's levels and early progress at the new grade level. In the spring, parent-teacher conferences are scheduled based on the need of the parent and/or teacher to meet and discuss things. If, however, at any time during the school year you have concerns, please do not hesitate to call the school to make an appointment to speak or meet with a member of the staff.

DELAYED OPENINGS/SCHOOL CLOSINGS/EARLY DISMISSAL

The Pearl River School District has procedures in place for school closing, delayed openings, and early dismissals due to inclement weather or other circumstances and emergencies. Staff and parents should become familiar with these procedures.

In the event of a school closing, delayed opening or early dismissal, a message will be placed on the district's voice mail system; a message will also be posted on the district web page, www.pearlriver.org under "Late Breaking News." In addition, you will receive a K-12 alert message on the phone number and/or the email address you have provided to the district. Staff and parents can call any of the main building and department telephone lines to access the message by 6:10 a.m. It is strongly suggested that you ensure that you are signed up for K-12 Alerts. As in years past, announcements are made on the following radio stations:

**WHUD 100.7 FM
FOX TV**

**NBC TV
NEWS 12**

K-12 Alert (If you signed up)

The decision to close schools due to weather is made by Superintendent Mr. Marco Pochintesta and Director of Operations Quinton Van Wynen after checking with Accuweather Forecasts, local highway authorities, bus companies and other school districts in Rockland County. Closings and delayed openings are called in to the radio stations by 6:00 a.m. You will be informed by our K-12 alert system, and a message will be placed on the voice mail system and the web page immediately following. Any delayed openings result in corresponding delays in transportation schedules for both public and private school students transported by the district.

At each elementary building there is an established procedure for early dismissals. Please be sure to have a current emergency phone number of someone who is available to pick up your child during the day.

SCHOOL HOURS

Grades K - 4

9:00 a.m. - 3:15 p.m.

Classrooms are locked at dismissal time. We are encouraging our students to be responsible for the assignments and materials they need in order to do their homework and study for tests. The building will not be opened for students after dismissal.

Emergency Evacuation of Building

In the rare event of an emergency evacuation of the school building (ex. severe storm, no heat, loss of power, etc.) during the school day a K-12 Alert will go into effect. Please ensure that you are registered by clicking on the K-12 icon on the Pearl River School District home page. Click on the parent button and input your e-mail and phone numbers. It is essential that we have a single emergency contact for a local relative, friend or neighbor, who will be available to pick up

or meet your child at the bus stop in the event of an emergency. Staff and parents should become familiar with procedures for access to this information:

- K-12 Alerts automated telephone, email and text messages
- Log on to the district website, www.pearlriver.org
- Call any of the district's main phone lines to hear a voice mail update
- Log on to www.cancellations.com. Follow the directions on screen.
- Tune in to WRCR 1300 AM, WHUD 100.7 FM, WFAS 1230 AM/103.9 FM
- Turn on Channel 4, Channel 5 or News channel 12.

During the school day, there is an established procedure for early dismissals at each elementary building, including first and foremost, the notification via the K-12 Alert System.

Dismissal Procedure

All students will be dismissed at 3:15 p.m. In order to provide for the safe and orderly dismissal of students, parents or their designees, are asked to wait outside the school for the children who are walkers. Kindergarteners will be dismissed from their classroom doors onto the kindergarten black top. Older siblings can join their kindergarten siblings in the kindergarten classroom. Grades 1-4 walkers are dismissed from the library side of the school; 2 & 4 from the eastern or rear side door; 1 & 3 from the western or front side door.

Children who are transported home (or to childcare) from school will be escorted to their normal bus each day. If a child will not be riding the bus on a particular day, the parent must send a note to the teacher stating this. If there is a day (or days) that a child will be picked up on a regular basis (for example, for religious instruction once a week), the parent should send a note to the teacher stating this condition and the length of time the condition will be in effect to the teacher. All notes will be then delivered to the main office and kept on file. No child will be excused from the bus without a written parent request.

Please refrain from picking up your child from the bus room. This practice creates a situation that impacts the safety of our children and the security of the building.

For your child's safety, teachers have been instructed that under no circumstances are children to leave the school with an adult unless written permission has been received and approved by the principal.

In order to provide for the safety of our students, it is important that all parents follow these procedures.

Early Dismissal

Children should only be dismissed early in the event of a medical or family emergency. Teachers are teaching up until dismissal time. When parents take children home early, children lose vital instructional time. If such an emergency takes place, send a note or email your child's teacher. When picking up your child early, sign him/her out in the nurse's office.

FLEXIBLE LEARNING EXCHANGE (FLEX)

Flexible learning exchange is a period of time (approximately 45 minutes each day per grade level) set aside in each elementary school for students to receive a variety of enrichment or support services without disruption to classroom instruction. During FLEX, students may receive academic intervention, resource room, speech, occupational therapy and/or physical therapy for anywhere between 20-45 minutes, in small group instruction rooms or their classrooms. Throughout this time, activities for all students may include centers, reinforcement for groups or individuals, or time for research, writing, projects or technology activities, rather than the introduction of new content through direct instruction of the entire class.

FOOD IN SCHOOL

Consistent with our required health and wellness policy, food products will not be used in classroom learning experiences and/or as a reward of any kind.

Due to the rise in severe food allergies, we are mindful of food that comes to school for snack, lunch, and occasional celebrations. We ask that snacks that will be consumed in classrooms are **peanut and tree nut free**. Read the nutrition labels to ensure that the product you are sending in for snack does not contain peanuts or tree nuts. The following website is updated monthly and may help you and your child to choose safe and enjoyable foods.

<http://snacksafely.com/safe-snack-guide/>

In the cafeteria, during each lunch period, a *safe-food zone* will be designated at cafeteria tables to provide a safe eating area for those children with severe allergies and their classmates with safe-foods. These *safe-food zones* will be carefully monitored and washed after each lunch period. When the need arises, we may impose seating restrictions during snack time in the classroom and at lunch. Protecting all students is our collective responsibility; we appreciate your cooperation.

Occasions that include food will be limited to calendar events which include Halloween, Thanksgiving, Winter, Spring and end-of-year celebrations. Information about foods being served during these celebrations will be provided to all families in advance of the event so each can plan accordingly for their child(ren).

HEALTH OFFICE

When a child becomes sick, or is injured at school, the home is contacted. If the parent cannot be reached, a neighbor or relative as noted on the emergency form is then called. In the event that the child requires immediate doctor's care or hospitalization and the parents cannot be reached, the school personnel then act in loco parentis and contacts the child's physician or goes to the nearest hospital. For these reasons, it is very important for the school to have the name and telephone number of your child's doctor and two neighbors.

Injuries

A child who has sustained an injury and cannot participate in physical education must give the nurse a note from the doctor. The child will not be allowed to participate in recess during that period of time. A note from the doctor is necessary for the child to return to PE and recess.

Medication

When the following conditions are met, the nurse may administer medication:

- The principal or school nurse must have on file a written request from the family physician, which must indicate the frequency and dosage of a prescribed medication. The school physician may request additional information.
- The principal or school nurse must have on file a written request from the parent to administer the medication as specified by the family physician. School personnel responsible for dispensing medication cannot accept a verbal or telephone request from the parent or physician.
- The medication should be kept in the Health Office in a locked drawer or file, completely separated from any supplies for emergency care.
- The principal or school nurse will periodically evaluate the procedures for administration of medications and the specific procedure for each individual pupil receiving a medication. Parents should immediately report to the principal or the nurse any change in prescribed treatment or medication. The school nurse will share with the parent and family physician any reactions observed by school personnel. Close and continuing communication is essential for the re-evaluation process.

HOMEWORK

Pearl River Board of Education policy recognizes homework as an integral part of the educational program. Homework should provide for reinforcement and extension of learning that takes place in classrooms and the development of positive study habits. Teacher, student and parent each play an important role in ensuring that homework is completed for this purpose.

The nature and amount of homework will vary by subject and grade level with consideration to the individual needs of students. Prompt feedback and evaluation by the teacher is an expectation.

Homework:

- Is planned and assigned regularly
- Provides for the practice of skills and integration of knowledge and independence
- Includes daily independent reading
- May include exploring and researching new subject matter

Approximate Time Allotments:

- Grade 1: 15-20 minutes
- Grade 2: 20-30 minutes
- Grades 3 and 4: 30-45 minutes

Homework will not be provided in advance of student vacations. Teachers will determine the needs for review and/or new learning when the student returns, following up with necessary assignments in class and at home.

LOST AND FOUND

Small lost and found articles are turned in to the main office. They are kept in the office for a reasonable time. We strongly urge parents to use name tags and/or permanent markers to identify your child's belongings. Lost articles are also displayed in the school lobby for children to see and recognize. Please have your child check periodically. After several months, items are donated to People to People

PARENT TEACHER ASSOCIATION

The Franklin Avenue Parent Teacher Association is a self-governing unit of the National Congress of Parents and Teachers. It plans its own activities and programs to carry out the objectives of the PTA.

All parents and teachers are urged to join the PTA. It is a way of uniting the home, school and the community on behalf of the children. The money raised by dues and fund-raising is used for such projects as cultural arts assemblies, safety programs, field trips, etc. Please refer to your Pearl River Public School District Calendar for a complete schedule of Franklin Avenue PTA meetings. Every parent/guardian is welcome to attend these meetings to be informed of upcoming events and/or issues pertaining to our school community.

PTA PRESIDENT FOR 2017 – 2018
MRS. ALLISON TARSNANE
atarsnane@gmail.com

PARKING AND SAFETY

The combination of vehicular traffic and small children is always potentially dangerous. For this reason, parents are asked to obey traffic and parking signs on school property and park in the slots designated. Always use extreme caution when driving through the parking area - 5 mph.

To ease the flow of traffic during certain times of day (beginning of the school day and dismissal time), a traffic pattern has been designed. On the back of this page is a pictorial representation of this plan. This plan was developed in consultation with the Pearl River Director of Transportation, The Chestnut Ridge Bus Company and our PTA. In order to keep the bus lane open, and keep our children safe, please be sure to use the center lane to enter when dropping off children in the morning and picking them up in the afternoon. Do not leave your car unattended. Please do not drive or park in bus lanes.

At dismissal time, since parking is so limited, you may take advantage of parking on Franklin Avenue or on William Street if you are picking up your child. In addition, please do not leave your car double-parked. Please be extremely careful when driving past the crosswalk, and remember to yield to all adults and children who may be crossing.

"NO PARKING" signs in areas in front of the school must be observed. It is important to leave the fire lane area in front of the school free of cars at all times during the school day and during special evening events. It is especially important that the "NO PARKING" and "ONE WAY" regulations be observed at all times.

PETS/ANIMALS IN SCHOOL

It is the policy of the Board of Education, for health and safety reasons, to prohibit animals and pets of any kind in school buildings and on school district property. Dog walking is strictly prohibited. Children may never bring their pets to school.

QUESTIONS AND/OR CONCERNS

Questions, concerns and rumors are bound to arise during the year. Parents are encouraged to address them to the principal, where answers or clarifications can often be resolved by just one phone call or visit.

RECESS

Students' afternoon participation in class is enhanced by their ability to be outdoors for exercise and fresh air. Children are sent outdoors to play during recess, unless it is raining or weather conditions are extreme. Please dress your children appropriately for the season, especially in cold or damp weather. Using layers is the best way to ensure that they are comfortable in and outside of the building.

REFERRAL PROCESS

When a child is having difficulty (either academically or socially), the child may be referred to the building level Instructional Study Team (IST). This team consists of the building principal, school psychologist, reading teacher, resource room teacher, and classroom teacher. Concerns are discussed and suggestions are made to assist the student in the area(s) of concern.

If a child continues to exhibit difficulties, a child may be referred to the district Committee on Special Education for testing.

REGISTERING NEW STUDENTS

Any child, who is five years old **before December 1st**, may be admitted to Kindergarten in September of that year. Kindergarten registration takes place in the late winter, on dates published locally. Families moving into Pearl River during the school year must register at Central Office.

Parents of new students must present:

- Legal proof of birth (birth certificate, baptismal certificate, passport or other legal proof of birth; with an official raised seal).
- Proof of residence in Pearl River (copy of lease, copy of deed or contract to purchase; copy must be notarized).
- Proof of the required New York State Medical Vaccinations and inoculations.
- A copy of last school's progress report to aid in proper placement of the student.

REPORT CARDS/CONFERENCES

There are four marking periods during the school year. Specific dates for report card distribution are noted on the district calendar. In the fall, parent-teacher conferences are scheduled to discuss your child's progress in November. A report card is also issued during that month. In the spring, a half-day is set aside for parent-teacher conferences based on the need of the parent and/or teacher to meet. Please note that a conference can be scheduled at any time during the school year in addition to the above dates.

STUDENT ATTIRE

Children are requested to dress in clean comfortable and appropriate clothes, which will not be cumbersome for daily school routines. Sneakers must be worn for Physical Education activities. Clothing which would cause a distraction from learning should not be worn. Flip flops and crocs are not acceptable footwear for school.

TOYS FROM HOME

The motivation to bring personal belongings to school is sometimes strong, especially when they are new. The danger in doing so, however, is that the items may be broken or lost. Monitoring these is nearly impossible, and the resulting misunderstandings amongst our students is an added quandary. Students may not bring toys to school.

VISITS AND CONFERENCES

Please remember, for the safety of our children, all visitors to Franklin Avenue, including parents and guardians, are required to check in at the school's greeter's desk or in the main office and sign in/out in our visitor's log. Parents are permitted to visit classrooms, lunchroom or be in the hallways **only with permission.**