

McVey Elementary School  
2201 Devon Street  
East Meadow, New York 11554  
*Getting Started*

This communication contains information you may find helpful regarding:

- School Hours
- Arrival Information
- Bus Transportation
- Code of Conduct
- Dietary Restrictions
- Emergency/Early Release Authorization
- Lunch Schedule
- Maintenance, Security, Safety
- Open-School Visits
- Parent Orientation Dates
- Progress Reports
- Pupil Absences
- School Spirit Days

**School Hours:**

Grades K – 5 - 9:14 a.m. to 3:29 p.m. (see below)

Kindergarten walkers will be dismissed at approximately 3:15 p.m.

**Arrival/Dismissal:**

The morning arrival will be as follows:

8:54 a.m. Teachers begin entrance supervision

9:09 a.m. First Bell

9:14 a.m. Second Bell – Students enter classrooms

**The circular drive and main entrance will not be available as an entrance and exit for walkers. The driveway will be used for bus drop-off and pick-up.**

Parents who need before and/or after school care are reminded that the S.C.O.P.E. Program is available for a fee. Information about S.C.O.P.E. can be received by contacting them at (631) 360-0800.

Students arriving for morning clubs, music groups and/or extra help will be permitted to enter the building through **Exit 11** only. This is the exit located at the end of the Grade 5 wing on Franklin Avenue. This door exit will be open for these students by an adult monitor who will supervise the entrance. **Please do not drop your child off for these early morning programs before the time designated for the specific activity. The parking lot entrance/exit cannot be used for student drop off due to the dangers of vehicular traffic.**

**STUDENT ARRIVAL AND DISMISSAL:**

- **THE PARKING LOT IS CLOSED EXCEPT FOR STAFF ARRIVAL. PLEASE DO NOT ENTER THE PARKING LOT AT ANY TIME.**
- **U-turns are illegal in school zones.**
- **Prior to 8:30 a.m., the circular drive can be used for students attending SCOPE. They may enter the building through Exit #2 near the Cafeteria. Please ring the SCOPE doorbell to enter. The circular drive will be closed at approximately 8:30 a.m. and re-opened at approximately 9:30 a.m. The driveway will be closed again at 2:00 p.m. for dismissal.**
- **All entrances, with the exception of Exit 11 are locked and inaccessible before 8:54 a.m.**

First Grade Walkers will enter and exit at the entrance by the kitchen driveway (which will be closed to vehicles.) This entrance is on the opposite side of the first grade wing from the circular drive. The entrance nearest the circular drive will not be used for arrival and dismissal.

Kindergarten Walkers

Your child's safety is always our major concern. Adult monitors are assigned to watch the kindergarten morning walkers. Supervision begins at 8:54 a.m. Thank you for your cooperation.

Walkers will not be permitted to enter or exit via the main entrance during morning arrival and afternoon dismissal.

**Afternoon Dismissal:**

**In order to provide for a safe dismissal and to minimize traffic congestion, dismissal times are staggered.** *Kindergarten walkers will be released at 3:15 p.m.; walkers in grades 1 and 2 will be released at 3:23 p.m. and grades 3, 4, 5 at 3:25 p.m.* Dismissal of all students will be completed by 3:29 p.m. **We request your help in being prompt in picking up your child and making space for the next group of parents arriving to pick up their children.** If you are requesting that siblings utilize the same exit, please note, siblings will be released through the older child's exit. Please write a note to your child's teacher indicating this request.

In the event your child is being **transported by bus to a private after-school program,** (such as Alphabetland, Carousel, Tutor Time, etc.), please complete and return the enclosed East Meadow UFSD Parental Permission Form for after-school **Pickup by a Third Party** to your child's teacher.

*Our goal is to achieve a maximum level of safety for your children. Your cooperation is greatly appreciated.*

### **Bus Transportation:**

Safety on the bus is a priority concern for all of us. Kindly discuss appropriate behavior with your child. All children must:

- remain seated at all times and speak quietly while the bus is in motion
- treat other children with respect
- report problems to the driver, teacher and/or the Assistant Principal
- avoid danger zones around the bus (10 feet in each direction)

**\*\*It is imperative that a student never walk behind the bus.**

Seatbelts are provided on buses for the safety of our children. Please advise your children on the use of seatbelts. In addition, please note, parents are not permitted on the buses.

As part of your child's instructional curriculum, he/she will learn about bus safety. If your child rides the bus to and from school, **advanced written notification must be provided in the event that your child will not be riding the bus home.**

In the event you need to contact the bus company directly, either before or after school hours, please call Guardian Bus Company at 723-3287, prompt 1.

### **Change in Dismissal Routine:**

**For the safety of the children, any change in your child's dismissal routine must be in writing. Please be sure to send a note in the morning to the classroom teacher.**

### **Code of Conduct:**

Please review the East Meadow School District Code of Conduct with your student. The last page should be signed by both the parent and student and returned to your child's classroom teacher.

### **Connect Ed**

Connect Ed is a mass communication received via voicemail or email that can include emergency information. **Therefore, it is imperative that we have your correct information on file.** As such, when completing your child's Student Information and Health/Emergency Card, please note the following:

- All outreach calls as well as attendance calls will go to the number which has been designated as your home phone number.
- If you wish to have attendance calls go to a different number, please contact your child's building and indicate which number you would like to receive these calls.

To further our communication efforts, we are able to text and e-mail messages. All mobile phone numbers and e-mail addresses provided will be receiving messages as well. In addition, the McVey PTA will be implementing *REMIND* as another way of contacting parents. Information regarding this will be sent home by the PTA.

- If you **do not** wish to receive communications via text messaging, be sure to OPT out of the service when prompted by your cellular carrier. When we send a text message out for the first time, you will receive a one-time message from your carrier asking you to accept or to OPT out of receiving future messages.
- If you **do not** wish to receive communications via email message, you can block those messages from your e-mail carrier.

Please note that all Emergency notifications will be delivered to all points of contact which you have provided on your child's Student Information and Health/Emergency Card.

**Dietary Restrictions:**

If your child is not permitted to eat specific foods due to religious beliefs or medical condition, please notify his/her classroom teacher and the School Nurse.

**Dress Code:**

Please review the dress code with your child as printed in the student Code of Conduct.

**East Meadow Emergency Release Card/ Early Dismissal Permission Form:**

The enclosed cards and form are intended to allow you, as the parent or legal guardian, to designate an adult or adults other than yourself, who would have your authorization to take your child out of school. It is also utilized for the purpose of contacting parents in the event of an emergency. We **cannot** release any children to any unauthorized persons.

**Therefore, the Emergency Release Cards and Student Evacuation/Emergency/Early Release Forms are required to be on file in the school. *Emergency Release Cards and Forms* are enclosed.** Kindly complete the cards and form and return it to school at your earliest convenience. Each card **MUST** have two valid contact numbers in addition to the valid numbers of the child's parents or guardians.

**Field Trip Chaperone**

Chaperoning a field trip is both a rewarding and enjoyable commitment. Extra supervision is needed to ensure our students' safety and well-being. As a chaperone you may be asked to be in charge of a small group of students or assist the teacher with the whole class. Duties may include, but are not limited to: bus supervision, distribution of lunch bags, bathroom opportunities, gift-shop supervision, assisting hosts with the distribution of information and completion of related worksheets and being in charge of the needs of the group. The basic responsibilities of a field trip chaperone are to keep the students safe and orderly and to ensure a productive and worthwhile learning experience. The McVey teachers thank you for your time and patience.

**Food and/or Medicine Allergies:**

Please complete the form that is being sent home to you regarding any food/medicine/insect allergies that your child may have. It is strongly suggested that you inform the classroom teacher and nurse on the first day of school about any of these allergies.

### **Forgotten Items**

The Welcome Desk monitors will call children 10 minutes before the child's lunch time to pick up items dropped off. Classes will not be interrupted for forgotten items during the school day.

### **Free Lunch**

If you feel that your child qualifies for a free lunch or reduced-price lunch, please complete an application and return to the school nurse. Applications are available on the East Meadow School District Website.

### **Homework Help Available from E.M. Public Library:**

Log on to LIVE HOME-WORK HELP. Students in grades 4 to 12 can get help from a tutor in English, language arts, math, science and social studies every day from 2:00 p.m. to 10:00 p.m. LIVE HOMEWORK HELP and LIVE LIBRARIAN can be accessed through their website [www.eastmeadow.info](http://www.eastmeadow.info). Just click on the icon of choice.

### **Inclement Weather:**

In the event of inclement weather, parents will be notified via a telephone call through the district's *ConnectEd* System. You may also call the district's information hotline number which is 228-5232, then dial 1. Announcements will also be posted on the district website at [www.eastmeadow.k12.ny.us](http://www.eastmeadow.k12.ny.us). You can also tune in to local radio stations or News 12.

### **Lincoln Drive Gate:**

The Lincoln Drive Gate will be opened at 7:30 a. m. each morning and closed at 3:40 p. m. each afternoon. It will remain closed when the children are outdoors for playtime and on the weekends.

### **Lunch Program:**

The children may purchase lunch or bring lunch from home to be eaten in the school. Parents can take advantage of the pre-payment (SNAP) debit card; however, we encourage all parents to take advantage of *My School Bucks, the simple way to pay* that can be used for purchasing lunches and snack items. All Information about this on-line payment plan can be found on the East Meadow School District Website under the tab **FOR PARENTS**. In addition, if you require any further information, please do not hesitate to contact the McVey Cafeteria Manager, at **228-5300 and press 6** at the prompt.

Students will be expected to behave in a respectful manner in the cafeteria. Please review the following "Lunchtime Behavior Rules" with your child.

<b>PROPER HALLWAY BEHAVIORS</b>	<b>PROPER CAFETERIA BEHAVIOR</b>
<ul style="list-style-type: none"><li>• Walk quietly and stay with your class in the hallway and cafeteria</li></ul>	<ul style="list-style-type: none"><li>• Listen to and be respectful of the lunch aides.</li></ul>
<ul style="list-style-type: none"><li>• Walk safely</li></ul>	<ul style="list-style-type: none"><li>• Eat quietly, and stay in your seat.</li></ul>
<ul style="list-style-type: none"><li>• Practice self-control</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself.</li></ul>
<ul style="list-style-type: none"><li>• Be considerate</li></ul>	<ul style="list-style-type: none"><li>• Be courteous to others.</li></ul>

Administrators, teachers and lunch aides will also discuss “Behavior Rules” with your child.

**Lateness:**

If your child is arriving after the second bell, 9:14 a.m. please escort him/her to the nurse’s office for his/her attendance card. If a student arrives after 9:30 a.m., he/she will be marked late as per district policy.

**Maintenance, Security and Safety:**

Please encourage the children to respect the facilities, equipment and supplies they receive from school. Simple procedures such as covering textbooks and properly utilizing paper and notebooks will assist in holding back expenses.

Children who ride bicycles to school MUST have a lock and chain. We also require that students wear bicycle safety helmets, in accordance with State Law. We also ask that skateboards, rollerblades/skates and scooters not be brought to school.

All outside doors will be locked at all times, thus necessitating entry only through the front door to the lobby. Identification is required at all times to enter the building.

**The school must be notified in advance of all visits to the building. All visitors must present a valid picture I.D. Unannounced visitors will not be permitted entry into the building.**

Our building security procedures are as follows:

- all visitors must report to the Main Office/Welcome Desk
- all visitors must wear a visitor’s pass
- parents attending classroom programs must present their invitation to the welcome desk monitor
- visitors who are unfamiliar will be challenged
- stranger/danger is instruction for our children
- students will only be released to authorized adults only (the names of individuals on the students’ emergency cards.) **Students must be signed out either at the Welcome Desk or the Main Office.**

**Parent Orientation:**

Parent Orientation will take place by grade level as scheduled below. The staff and I cordially invite you to visit your child’s classroom and participate in the discussions of academic and social objectives. **All of the orientations will start with the Principal, Mrs. Dunne, in the APR at 3:30 p.m. followed by classroom visits.** The sessions will be held on the following dates:

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3:40 p.m.	September 11 <sup>th</sup> – Grade 1 Parent Orientation
3:40 p.m.	September 13 <sup>th</sup> – Grade 2 Parent Orientation
3:40 p.m.	September 14 <sup>th</sup> – Grade 3 Parent Orientation
3:40 p.m.	September 18 <sup>th</sup> – Grade 5 Parent Orientation
3:40 p.m.	September 19 <sup>th</sup> – Grade 4 Parent Orientation

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McVey monitors will provide supervision for McVey students whose parents are attending the above orientation sessions until 4:15 p.m. **Please send in a note with your child on the day of the orientation to inform the teacher that you will be picking up your child as a walker. It is your responsibility to pick your child up at dismissal and walk your child to Cafeteria A.** Kindly provide your child with an activity. Appropriate behavior is expected. Please inform your child that he/she will not be permitted to leave the cafeteria during this supervised period.

**Parent/Teacher Conferences** – Parent/Teacher Day and Evening Conferences will be held on **Wednesday, December 6, 2017. Students will not attend school on this day.**

### **Pets**

Dogs and other pets are not permitted on school property during arrival, dismissal or any other times. Signs are posted that clearly prohibit this practice and we appreciate your cooperation in this matter.

### **Physical Education**

Please be advised that **no jewelry is allowed to be worn during Physical Education classes.** This safety rule is for the protection of your child and the other children participating. It is also suggested that clothing appropriate for physically active games and sports be worn on Physical Education Days. Please be reminded that “Platform Sneakers” (those having very high soles), sandals or flip flops are not to be worn because of the potential for ankle and other serious injuries.

### **Progress Reports**

Progress Reports and Interim Reports will be issued for each trimester.

### **PTA**

As a national, state and local organization, PTA has always served the interests of schools and children. The McVey PTA has a wonderful impact on the total school program. We encourage you to become involved with PTA activities and be a part of the PTA family. We strongly urge you to join this worthwhile organization as the PTA is essential to the education of your child. We also invite you to attend the PTA’s first meeting. It will be held on Tuesday, September 13<sup>th</sup> at 1:00 p.m. in the All-Purpose Room. The purpose of this meeting is to acquaint parents with the role of PTA and to offer ways for parents to become involved. In addition, in the event you would like to visit the PTA website, their address is:

<https://www.mcveypta.com/>

### **Pupil Absences**

Your cooperation is needed in utilizing the telephone answering machine to report pupil absences. The telephone machine will be in operation from **4:00 p.m. through 9:30 a.m.** This will enable parents to call in absences the prior evening as well as the morning of the absence. **The absence number is 228-5300 and press 1 at prompt.** Please do not call absences into the school main office.

When you call, please give the following information:

- Child's first and last name
- Child's teacher's name
- Date(s) of expected absences
- Reason for absence

The school nurse will be available to receive calls in her office between 9:30 a.m. and 3:30 p.m., at 228-5300, then press 1. Requests for make-up homework assignments for absentees may be included in your absence message. **Requests for homework should be made through the nurse's office (for same day of absence) no later than 11:30 a.m.** All work will be left in the main office for pick-up. Please send a note to your child's teacher indicating the reason for the absence when your child returns to school.

### **Pupil Attendance**

At the end of the school year, a child will receive a congratulatory certificate if he/she has 100% attendance. If a student has more than 5 cumulative latenesses or leaves school early more than 5 times he/she will not be eligible to receive this certificate.

### **Returning to School for forgotten items:**

Students are encouraged to be responsible for taking home essential books and items each night. The custodial staff cannot open classrooms for parents and/or students after school hours to retrieve forgotten items. If your child forgets items frequently, please discuss and implement a 'check' before dismissal procedure with the classroom teacher.

### **School Spirit Days:**

The following dates have been designated as "***School Spirit Day***":

September 15<sup>th</sup>  
October 27<sup>th</sup>  
November 17<sup>th</sup>  
December 15<sup>th</sup>  
January 19<sup>th</sup>  
February 16<sup>th</sup>  
March 23<sup>rd</sup>  
April 20<sup>th</sup>  
May 18<sup>th</sup>  
June 15<sup>th</sup>

Children are encouraged to wear McVey school colors or school clothing highlighting McVey on these days.

### **SCOPE PROGRAM**

The Scope Program will be held in Cafeteria "B". Parents wishing to obtain information regarding their before and after school program can contact them directly at (631) 360-0800.



## **IMPORTANT REMINDERS:**

Once again please be reminded that the safety of our students is our number one concern. With this in mind, please be reminded of the following:

- Double or illegal parking is prohibited. Illegal parking creates a dangerous condition during arrival and dismissal. A single double-parked car can cause a serious safety problem as well as traffic delays. **U-Turns on Franklin Avenue opposite the school are also illegal. It is imperative that extreme caution is exercised while driving near the school.**
- **Any change to your child's dismissal procedure requires a note. This note must be provided to the classroom teacher on the day of the change.**
- Any parent/guardian visiting McVey or picking up a student throughout the course of the day must always have **picture I.D.** This I.D. must be presented to the Security Monitor at the welcome desk prior to admittance and signing the child out. All visits must be preceded by a phone call.
- Any person authorized to pick up your child must be on the **Student Emergency Card** and must have a valid **picture I.D.**
- If your child is absent and you would like to pick up his/her homework, please call the **nurse's office at 228-5300, prompt 1**
- In the event you would like to speak with your child's teacher, **please send in a note with your child.**
- During the winter months, there will be days when the temperature is warm enough for the children to play outdoors. Children should have a warm jacket or coat, gloves and a hat so they are comfortable playing outside.