

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

Getting Started

This communication contains information you may find helpful regarding:

- New Staff
- School Hours
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New Staff Members:

We are pleased to welcome the following new staff members to the McVey Community:

Nadine Lombardo	Reading Teacher
Stacey Matulewicz	ESL Teacher
Susan Mechanic	P/T Nurse
Len Minerva	Fifth Grade Teacher
Cheryl Safren	Art Teacher
Fara Silva	P/T Reading Teacher
Kerry Sykora	Reading Teacher

School Hours:

A.M. Kindergarten	9:14 a.m.	to	11:54 a.m.
P.M. Kindergarten	12:49 p.m.	to	3:29 p.m. *
Grades 1 - 5	9:14 a.m.	to	3:29 p.m. (see below)

*P.M. 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

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) 235-4731.

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.**

PLEASE DO NOT ENTER THE PARKING LOT AND MAKE A U-TURN ONTO FRANKLIN AVENUE. THIS IS DANGEROUS DUE TO THE FACT THAT STAFF ENTERS THE PARKING LOT BEGINNING AT 6:45 A.M.

Please remember that U-turns are prohibited on Franklin Avenue in the vicinity of the school. Signs are posted.

The circular drive will be used for students attending SCOPE. They may enter the building through Exit #2 near the Cafeteria. Please ring the 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.

Please keep in mind that all entrances, with the exception of Exit 11 are locked and unsupervised 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.

A.M. Kindergarten Walkers

Your child's safety is always our major concern. An adult monitor is assigned to watch the kindergarten morning walkers at exits 8 and 11. To ensure appropriate supervision and safety, students are asked to line up inside the fence, near the playgrounds. 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 we will stagger the dismissal. Kindergarten walkers will be released at 3:15 p.m. and walkers in grades 1 to 5 will be released at 3:23 p.m. If you are requesting that siblings utilize the same exit, the older child will be released at 3:20 p.m. from his/her classroom. Please write a note to your child's teacher indicating this request. At approximately 3:25 p.m. buses will begin departing. This will allow several minutes for automobile and pedestrian traffic to leave the area before the buses exit. Dismissal of all students will be completed by 3:29 p.m.

In the event your child is being transported by a private after-school program, please complete and return the enclosed East Meadow UFSD Parental Permission Form to your child's teacher.

Our goal is to achieve a high level of safety without loss of instructional time. Your cooperation is greatly appreciated.

See Map of School for arrival and dismissal locations.

Bus Transportation:

Safety on the bus is a priority concern for all of us. Kindly discuss appropriate behavior with your child. Frequent reminders can include:

- the need to remain seated and speak quietly while the bus is in motion
- the importance of treating other children with respect
- the need to report problems to the driver and/or teacher
- the need to stay out of danger zones around the bus (10 feet in each direction)

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

Seatbelts are available on buses. The East Meadow School District advocates the use of seatbelts on all school buses. Parents are asked to advise their children on the use of seatbelts. If you wish to have your child use the seatbelt, you will need

to teach him/her at home using your car seatbelt buckle. 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, **please provide the teacher with advanced notification 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 Courtesy Bus Company at 766-6107.

Change in Dismissal Routine:

For the safety of the children, any change in your child's dismissal routine needs to be in writing. Please be sure to send a note in the morning to the classroom teacher. Only under **emergency circumstances** should you phone in a change.

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.

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.

Dress Code:

Please review the dress code with your child. It is printed in the student code of conduct.

East Meadow Emergency Release Card/ Early Dismissal Permission Form:

The occasion may arise when you would wish your child to be released from school to an adult authority, other than yourself. For example, this need became particularly apparent during a snowstorm situation. At that time, many people arrived at school before dismissal time, asking permission to take children home as a favor to friends or neighbors who, under the circumstances, could not themselves pick up their children. In many cases, we were unable to contact parents for the necessary authorization and we did not accommodate the requests because the authorization for release was not on file.

The attached 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. Without proper authorization, we must adhere to our policy of not releasing children to any unauthorized persons.

Therefore, it is extremely important that we have the Emergency Release Cards and Student Evacuation/Emergency/Early Release Forms on file in the school. *Emergency Release Cards and Forms* are attached. Kindly complete the cards and form and return it to school at your earliest convenience.

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 contact the school nurse for an application.

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. Just click on the icon of choice.

Inclement Weather:

In the event of inclement weather, please either tune in to Channel 12 News, radio station K-JOY 98.3, or call the district hotline number which is 228-5232, extension 8400.

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 price for school lunch, including milk, is \$2.10

The children may purchase lunch or bring lunch from home to be eaten in the school. We encourage all parents to take advantage of the pre-payment (SNAP) debit card that can be used for purchasing lunches and snack items. Information about the SNAP card can be obtained from the Cafeteria Manager, Mrs. Walsh, (extension 131). The envelope for the SNAP Card, which you will receive, explains the procedures.

A lunch schedule for the 2011/2012 school year is enclosed.

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

PROPER HALLWAY BEHAVIORS	PROPER CAFETERIA BEHAVIOR
• Walk quietly	• Listen to and be respectful of the lunch aides.
• Walk safely	• Eat quietly, and stay in your seat.
• Practice self-control	• Clean up after yourself.
• Be considerate	• Be courteous to others.
• Stay with your class	

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. This is a 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** be provided with a lock and chain. We also request 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.

At approximately 9:30 a.m. daily, all outside doors will be locked, thus necessitating entry only through the front door to the lobby.

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.

We will continue to utilize our building security procedures, which include:

- requiring all visitors to report to the Main Office/Welcome Desk
- issuing disposable-daily visitor passes
- requiring parents attending classroom programs to present their invitation to the welcome desk monitor
- challenging visitors who are unfamiliar
- reinforcing stranger safety in our classes
- locking exterior doors after 9:30 a.m.
- maintaining vigilance relevant to playground supervision
- lunch/recreation monitors will wear Velcro ID Badges
- releasing students to authorized adults only, i.e. names of individuals on the students' emergency cards. **Students must be signed out either at the Welcome Desk or the Main Office.**

Personnel have been hired to monitor visitors entering the school between 8:30 a.m. and 3:30 p.m. Visitors must sign-in at the Welcome Desk in the main lobby.

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. The sessions will begin at:

- 3:40 p.m. Monday, September 12th - Grade 1
 - 3:40 p.m. Tuesday, September 13th - Grade 2
 - 3:40 p.m. Wednesday September 14th - Grade 3
 - 3:40 p.m. Thursday, September 15th - Grade 4 - Parents of QUEST students will meet at 2:40 p.m.
 - 3:40 p.m. Tuesday, September 20th - Grade 5 - Parents of QUEST students will meet at 2:40 p.m.
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McVey monitors will provide supervision for McVey students until 4:15 p.m. whose parents are attending the above orientation sessions. **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 bring 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 7, 2011.

Pets

Please refrain from bringing dogs onto school property during arrival, dismissal or any other times. This has potential for serious safety and health concerns. Even on a leash a dog could cause injury. In addition, children may be fearful of dogs or allergic. Signs are posted that clearly prohibit this practice.

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) are not to be worn because of the potential for ankle and other serious injuries.

Progress Reports

Interim and Progress Report Dates will be forthcoming.

PTA

As a national, state and local organization, PTA has always served the interests of schools and children. Traditionally, the McVey PTA has had a positive input on the total school program. You are encouraged to become involved with PTA activities. You are strongly urged to join this worthwhile organization. We also invite you to attend the PTA's first meeting. It will be held on Tuesday, September 13th 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: <http://www.myteacherpages.com/webpages/mcveypta>.

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 unlisted absence number is 228-5306 or 228-5300 and press #7 at prompt.** Please do not call absences into the school main office or nightline.

The school nurse will receive calls in her office between 9:30 a.m. and 3:30 p.m., at 228-5300 (then press #7.)

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

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 daughter or son 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 23
October 28
November 18
December 16
January 20
February 17
March 23
April 27
May 25
June 15

Children are encouraged to wear McVey school colors, red and black, on these days.

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:

- 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. **Please be aware that U-Turns on Franklin Avenue opposite the school are illegal. It is imperative that extreme caution is exercised while driving near the school.** Adhering to traffic/parking laws will ensure everyone's safety.
- **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 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 signing the child out.

- 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 **228-5306**.
- 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.