

Maple Avenue Elementary School

952 Maple Avenue ♦ Niagara Falls, New York 14305



Learning For All...Whatever It Takes

Parent Handbook 2007-2008

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Maple Avenue School
952 Maple Avenue ♦ Niagara Falls, New York 14305

School Directory/Whom To Call

School Phone Number		278-9140
Fax		278-9156
Principal	Carol Gold	278-9140
Secretary	MaryAnn DeMartin	278-9140
School Psychologist	Chithra Kandaswami	278-9151
Pupil Service Assistant (PSA)	Holly Rodgers	278-9145
School Counselor	Garda OKeefe	278-9151
Clinic	Annette Snyder	278-9142
Lunch Applications	Debbie Maj	278-9143
Transportation Issues	John Tattersall	286-4239
Report Card Issues	School Office	278-9140
Academic Progress	Your Child's Teacher	278-9140
Problem at School	Principal's Office	278-9140
Volunteering	Principal's Office	278-9140
Special Education	CSE	286-4280
Curriculum Inquiries	Instructional Office	286-4259
District Policy	Human Resources	286-4225

Maple Avenue School Staff List 2007-2008

		<u>Gr.</u>	<u>Room</u>			<u>Subject</u>	<u>Room</u>
_____	Mrs. Rieker	Pre-K	6	_____	Mrs. Sullivan	Literacy Coach	5
_____	Mrs. Spanbauer	Pre-K	3	_____	Mrs. Santiago	Math Coach	5
_____	Ms. Blanchard	Kdg.	1	_____	Mrs. Tower	Consultant Tchr.	
_____	Mrs. Campbell	Kdg.	2	_____	Mrs. Beckett	Consultant Tchr.	
_____	Mrs. Kajfasz	Kdg.	4	_____	Mrs. Olsen	Teaching Assistant	
_____	Mrs. McKean	1	16	_____	Mrs. Dingwall	Teaching Assistant	
_____	Mrs. Richards	1	15	_____	Mr. Griggs	Phys. Ed.	Gym
_____	Mrs. Scirto	1	17	_____	Mrs. Buchholz	Phys. Ed. Assoc.	Gym
_____	Mrs. Kramer	2	13	_____	Ms. Ryan	Art	5
_____	Mrs. Benjamin	2	14	_____	Mr. Chmaj	Vocal Music	5
_____	Mrs. Pileggi	3	11	_____	Ms. Heist	Inst. Music	
_____	Mrs. Conner	3	12	_____	Mrs. Tretheway	Library Assoc.	Library
_____	Mrs. Gregg	4	21	_____	Mrs. Snyder	Nurse	Clinic
_____	Mrs. Martin	4	22	_____	Mrs. Catanzaro	Speech	
_____	Mrs. Hunter	5	20	_____	Mrs. Kandaswami	School Psychologist	
_____	Ms. Martino	5	18	_____	Ms. Rodgers	PSA	
_____	Mr. Robins	6	9	_____	Mrs. OKeefe	School Counselor	
_____	Mr. Sauvageau	6	10	_____	Mrs. DeMartin	Secretary	Office
_____	Mrs. LaGamba	CA	3	_____	Mrs. Gold	Principal	Office
_____	Mrs. Bateman	CA	3	_____	Ms. Boland	Temp. Custodian	
_____	Mrs. LeGault	CA	6	_____	Mr. Bones	Porter	
_____	Mrs. Manning	CA	6	_____	Ms. Touma	Cleaner	
_____	Mrs. Sorg	CA	15	_____	Mrs. Haynes	TSR	
_____	Mrs. Maj	Sr. Sch. Mon.	Office	_____	Mrs. Stanek	Cook	
_____	Mrs. Barrett	Lunch Assoc.		_____	Mrs. Bruno	Assistant Cook	
_____	Mrs. Bradley	Lunch Assoc.		_____	Mrs. Castile	Food Service Helper	
_____	Mrs. Quarantillo	Lunch Assoc.		_____	Mrs. Tripi	Lunch Assoc.	

District Mission Statement

The Mission of the Niagara Falls Board of Education and Niagara Falls City School District is to guarantee educational excellence for every student and prepare students for successful employment, continuing education, and lifelong learning in an ever-changing world.

District Vision Statement

The Vision of the Niagara Falls City School District is to be a world-class quality educational organization.

Niagara Falls Board of Education Strategic Goals

1. To exceed and continuously improve learner outcomes against academic standards
2. To achieve the highest level of employee cooperation, trust and empowerment
3. To effectively control financial costs while maintaining quality education
4. To achieve the highest level of partnerships with our community

Enrolling in School

If you have moved or are new to the Niagara Falls City School District, please register at your nearest school. Parents transferring students from another school district should bring a copy of each child's educational and medical record to the new school.

The entrance age for Kindergarten is four years, nine months on or before September 1st. There are no exceptions for this State-recommended beginning age.

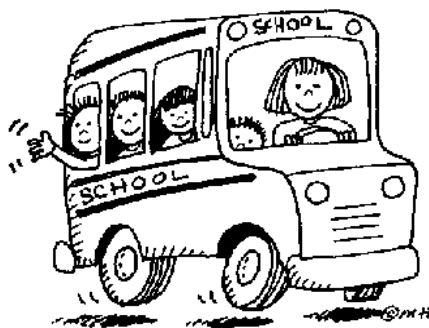
Daily Schedule

Pre-Kindergarten

Monday, Wednesday, Thursday, Friday	8:45am-3:00pm
Tuesday	8:45am-2:00pm
*Tuesday (Staff Development Days)	8:45am-11:55am

Grades Kindergarten through sixth

Monday, Wednesday, Thursday, Friday	8:45am-3:00pm
Tuesday	8:45am-2:00pm
*Tuesday (Staff Development Days)	8:45am-11:55am



Transportation

State subsidized bus transportation is provided free to all children grades Pre-K through 12 who live more than 1.5 miles from the school they attend. Eligibility will automatically be determined by computer registration at the student's school. All elementary special education students are transported. Parents must inform the school of any address change to ensure service. . If your child will not be taking the bus home, a note must be sent to the school office in advance. We cannot rely on the children for changes in bussing

***You will be notified of your child's bus stop and arrival time of the bus at that location.**



School Closings

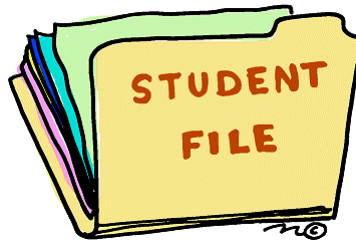
If schools must be closed because of bad weather or other emergencies, parents and students will be notified in the early morning, or if possible, the evening before by the automated system, radio, or television announcements.

Notified Radio Stations

- * WEBR AM 970
- * WGR AM 55
- * WBEN AM 930
- * WHLD AM 1270
- * WJL AM 1440
- * WBLK FM 94
- * WKSE FM 98.5
- * WYRK FM 106.5

Notified Television Stations

- * Adelphia Cable TV
- * WGRZ-TV
- * WIVB-TV
- * WKBW-TV



Attendance Requirements

Regular attendance is important for success in school. Parents should make every effort to have their child in school, rested and ready for work. Only illness, emergency, medical or dental reasons should keep a child from attending school. A student must bring a note for the absence as required by State Attendance Policy.

Tardiness is also a serious problem since work and assignments are missed. Parents should stress with their children the importance of arriving to school on time, ready to work. **Research has shown that poor attendance and tardiness negatively impacts your child's success.**

Attendance Policy

It is expected that students will attend school daily and punctually, unless there is a serious reason.

Excused Absence

- * Sickness
- * Sickness or death in the family
- * Quarantine
- * Attendance a health clinic, etc.

Unexcused Absence

- * Visiting relatives
- * Vacation
- * Baby-sitting
- * Oversleeping/missing bus

Maple Avenue School Attendance Policy

- 1) If your child has been absent more than the usual amount of times, a warning letter will be sent to you.
- 2) If your child continues to be absent and the absences are more than 20 days (without a valid medical reason) we will not hesitate to consider this educational neglect and will contact the appropriate agency.

- **Call the school if your child will be absent.**
- **Send in a written excuse when your child returns to school.**
- An absence without a written excuse will be considered an illegal absence.
- If a medical appointment is necessary during the school day and the child will report when finished, please send in a written note the day before the appointment so that the child will not be charged with an absence or tardiness.
- If a child must leave school early for an appointment, a note must be presented for signature in the school office. The child will wait in the office until an adult picks him/her up.

3) **Tardy**

- When your child is tardy, they are to report to the office before going to their class.
- A written note must be sent to the school with an explanation for tardiness
- Parents will be contacted in instances of recurring tardiness

Procedures for Leaving School During the School Day

- 1) Parents are to report to the office to pick up their child who will be excused
- 2) An excuse should be sent in that morning for the child to be excused
- 3) If a note was not sent in, the parent/guardian is required to bring in the excuse at pick up
- 4) Students who are excused will be called to the office to be excused from there.

Maple Avenue Expectations

In order to make Maple Avenue School a community that is a safe environment for learning, the following guidelines have been established. We need all parents and students to be aware of these guidelines. We are asking parents to discuss them with their children.

1. **Children will accept responsibility for their own learning and behavior.**

What it looks like:

- Children will attend school regularly and arrive on time
- Children will come to school prepared with materials and homework
- Students will stay on task by listening and following directions
- Children will not bring gum, candy, or toys to school without the permission of their teacher

2. **Children will act with respect and consideration for themselves and others.**

What it looks like:

- Keep hands, feet, and person to self
- Come to school ready to learn
- Follow directions the first time they are given
- Use appropriate manners with everyone (example: sorry, excuse me, please)
- Listen while others are talking
- No bad language, gestures, or name calling
- No pushing in line
- No throwing objects at anyone
- Dress appropriately for the weather, and wear clothing that will not distract from learning

3. **Children will listen to adults and treat them with respect**

What it looks like:

- Listen the first time
- All adults will be addressed by proper name or title
- When an adult speaks, children will listen and respond

4. **Children will have respect for school materials and facilities**

What it looks like:

- Take pride in your work; neatness and appearance count
- Write on paper only
- Handle books the correct way
- Garbage belongs in cans
- Proper use of lavatories
- Pick up things on the floor
- Walk in the building and on the stairs
- Enter and leave the building by their assigned door

To ensure a safe and educational environment for students at Maple Avenue School, the following consequences will be put into place based on the severity of each incidence of unacceptable behavior. The following consequences will be instituted:

- Verbal intervention—a warning for behavior to stop
- Time out from existing situation
- Student sent to the office and parent contacted
- Some form of in-school or at-home suspension with an action plan developed for return to classroom

The Niagara Falls City School District has zero-tolerance for violence of any kind. Serious offenses, including violence or threats, will immediately result in some form of suspension. Please note that the goal of consequences is to stop any unacceptable behavior, so that we are able to work and learn.

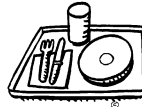
Breakfast/Lunch Program

Free and reduced price meals are available for eligible families. Students who were eligible during the past school year are automatically eligible during the month of September. Newly enrolled students, or students whose family income has changed since the previous school year, may pick up applications at the school office. In order to remain eligible after September, families must fill out new application forms. Determination of continued eligibility will be based on guidelines established by the federal government that went into effect October 1, 2003. New application forms will be sent home or may be obtained in all school offices.



Breakfast

Breakfast is served daily at 8:25am beginning Thursday September 6, 2007. Students wishing to participate in the program and do not qualify for a free or reduced-price breakfast may do so at the price of \$.75 per breakfast.



Lunch

All children attending a full-day session remain in school for a half hour lunch period. Free and subsidized lunches are available for those who qualify, which is based on income and determined by the principal. While a hot lunch and milk may also be purchased, you may also prepare a lunch for your child to eat at school.



- Full-priced lunch \$1.50*
- Reduced-price lunch \$0.25*
- Milk \$0.40*
- Chocolate milk \$0.45*
- Orange drink \$0.30*
- Ice cream \$0.75*

Prices are subject to change pending Board approval

There are three lunch periods at Maple Avenue School. The lunch periods for each grade level revolve around the academic program and are scheduled accordingly. Students with a late lunch have a mid-morning snack in their classroom, which should be brought from home.

Students are expected to call the lunch associates by their proper names. Our Senior School Monitor is **Mrs. Deborah Maj**. The Lunch Room Associates are:

Mrs. Barrett

Mrs. Bradley

Mrs. Quarantillo

Mrs. Tripi

Students are expected to conduct themselves in an orderly fashion. While talking is permitted, students are to use a regular speaking voice. The last two minutes are a quiet time for all in the lunchroom.

LUNCH RULES

- | | |
|---------------------------|--|
| *We come in quietly | *We keep our hands and feet to ourselves |
| *We sit in assigned seats | *We are polite and respectful |
| *We use quiet voices | *We leave quietly |
| *We listen to directions | *We eat our own food |
| *We stay in our seats | |

Maple Avenue Elementary School

Baked Goods Policy



The Maple Avenue School Quality Council (SQC) instituted a Baked Goods Policy for our school in November 2002. The policy became necessary due to health concerns brought to our attention, as there are a number of children in our school who have specific food allergies. To comply with the Niagara Falls City School District's Wellness Policy adopted in May 2006, the policy has been updated for September 2007.

The policy requires that only store bought items, preferably with ingredients listed, be brought to school for parties and classroom celebrations. When originally instituting the policy, we surveyed parents and received close to 100 positive responses from parents saying they could support a Baked Goods Policy at Maple Avenue School.

The following is a guide to assist you in purchasing items to send to school for classroom consumption and is not meant to limit your choices. Please call the school at 278-9140 if you have any questions.

Suggested Treats

- Rold Gold Pretzels
- Frito Lay Baked Potato Chips, Cheetos, or Doritos
- Frito Lay Sun Chips—Original and Cheddar
- Grandma's Mini Chocolate Chip Cookies
- Grandma's Fudge Big Cookies
- Pre-packaged cookies in a large bag
- Cupcakes from Tops/Sam's Club
- Ice cream sandwiches/cups to be served at lunchtime.

Additional Low-Fat Items: Granola bars, Rice Crispy Treats, Animal Crackers, Snack Pack Pudding, Pop Tarts, Fat-Free Jerky's, Low-Fat ice creams, yogurt, fruit bars, fresh fruit.

As always, students should never have hard candy or small suckers that could get stuck in their throats.

Inedible Suggestions

- A new pencil for each child
- Stickers
- Fun pads
- Erasers
- Donating a book to your child's class with his/her name in it with the occasion for celebration

We will be sending home reminders home to parents about the Baked Goods Policy the month prior to each child's birthday or celebration. Please remember this policy includes treats for holiday parties and other school events. We thank you in advance for your cooperation.



Maple Avenue School Building Procedures

Community Playground Rules

- Obey all adults
- Use the equipment properly
- Respect all children and adults
- Proper language and behavior is required
- Playground closes at dusk
- Students may use the playground after school only if an adult is present

Please...**NO**
*graffiti
*food and drink
*throwing wood chips
*bicycles
*smoking
*pets
*running

Entrance

Breakfast Program

Students eating breakfast at school will enter the building using the doors closest to Lewiston Road on the parking lot side of the building. Breakfast is available from 8:25am to 8:45am each day in the cafeteria. Please **do not** send children to school before 8:25am, since there is no supervision at that time.

8:45am Entrance

When students arrive at school, they must wait in line outside of their designated entrance door (which is the same door they exit out of at dismissal—see next page) until the bell rings to enter at 8:45am. **Please do not send your child prior to 8:45am** as there is no supervision before these times unless your child is registered with the Latchkey Program.

Classes begin at 9:00am. Students who are not in class at this time will be marked tardy. Students who arrive after 9:00am are to report to the office with a **written excuse** for their tardiness.

Late/Visitor Entry

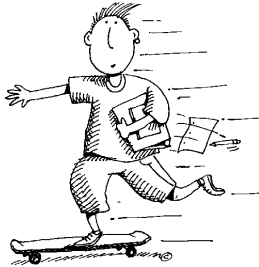
For the safety of the children, all Maple Avenue School doors will be locked after 9:00am. It is not intended to discourage any of our Maple Avenue families from entering our building. We need and want you to be a part of our Maple Avenue School, but our priority is the safety of your children. Please understand our caution and concern.

- If you wish to enter after 9:00am, you must do so through the main doors of the school, which face the parking lot. Please do not disturb staff or ask children to open locked doors during the school day. Please ring the doorbell outside the main door and identify yourself to office staff and the locked door will be released by office personnel so that you may enter.
- Report immediately to the office to sign in and receive a visitor tag from a member of the office staff. ***Anyone without a visitor tag will be immediately directed to the office.**
- Visitors should not go to a classroom without being announced by the office staff.

Maple Avenue School Building Procedures

Late/Visitor Entry con't

- Parents/volunteers who will be spending time in the school should sign in at the office and fill out a visitor's tag with their name and date and affix the tag to their clothing.
- During the day, if you bring a forgotten lunch, instrument, sneakers, etc. for your child, please report directly to the office. We will make sure your child receives the item promptly.



Dismissal

Children who take the bus home should wait for the announcement that their bus has arrived. When the announcement has been made, bus students should immediately go to the doors at the back of the new addition. They will leave the building for the bus waiting on McKoon Avenue after being dismissed by the Senior School Monitor or Principal.

Children who walk home from school will be dismissed through the classroom doors that exit onto Maple Avenue. Children may not re-enter the building after they have been dismissed. They are expected to leave school grounds promptly after dismissal. Only students accompanied by an adult will be allowed on the playground at dismissal time.

Older children are expected to meet younger brothers and sisters at a designated area outside of school. They may not wait in a child's classroom. Parents and guardians who are picking up children are also required to wait outside of the child's dismissal door, or, in the event of inclement weather, in the hallway between the double doors. **Parents should not wait outside their child's classroom door.**

Dismissal times are 3:00pm on regular school days and either 11:55am or 2:00pm on Tuesdays. The dismissal and entry doors for students are by classroom as follows:

Dismissal from classroom door, Maple Avenue side:

Kindergarten—Ms. Blanchard

Dismissal at Maple Avenue door:

Pre-Kindergarten—Mrs. Spanbauer/Ms. Figliomeni

Kindergarten—Mrs. Campbell and Mrs. Kajfasz

Second grade—Mrs. Kramer

Third grade—Mrs. Conner and Mrs. Pileggi

Dismissal at back door, McKoon side:

Sixth grade—Mr. Robins and Mr. Sauvageau

Dismissal from back doors of new addition:

Fourth grade—Mrs. Gregg and Mrs. Martin

Fifth grade—Mrs. Hunter and Ms. Martino

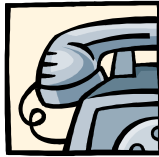
Dismissal from north doors closest to Lewiston Road:

Pre-Kindergarten—Mrs. Rieker

First grade—Mrs. McKean, Mrs. Richards, and Mrs. Scirto

Second grade—Mrs. Benjamin

Maple Avenue School Building Procedures



School Phones

School phones are not to be used by children. In case of an emergency, your child should seek the assistance of their teacher or another adult.



Lost and Found

There is a “Lost and Found” basket in the hallway across from the gym. The box will be cleaned out and its contents given to a charitable group at Christmas, Easter, and in June. Please encourage your children to look in the Lost and Found box for missing items. Items of value (e.g. glasses, jewelry, etc.) will be kept in the office. It helps if you label your child’s belongings.



Traffic Safety

Please review safe pedestrian rules with your child, and insist they cross streets only at corners. If you are dropping off or picking up your child, please observe the **NO PARKING** regulations around the building and do not park too close to intersections and cross walks.

- Parents are **NOT** to drive into the school parking lot to pick up or drop off students, or park in **NO STANDING** zones along school property. Please drop your child off at the entrance of the driveway. Children will not “suffer” if they have to walk a few extra feet to enter the building.
- Due to congestion on McKoon and Maple Avenue at entry and dismissal times, you may want to consider picking up your child on Lewiston Road, which has much less traffic. Your child may have to walk a bit farther, but their safety would be much more secure than on the narrow side streets.
- Parents should not park too close to intersections, cross walks, or **NO STANDING** zones because it restricts the visibility of the students and poses a potential hazard when vehicles pull out or back up. It may also encourage students to cross at spots other than the designated crossing locations.
- Students are encouraged to use cross walks. They should not walk or run to cross the street at random mid-block locations. Please encourage your child to look both ways carefully. You must be exceptionally cautious when calling to them as they dash across the street without looking. Please don’t drop your children off in the middle of the street, it is better to pull over to the curb.

Maple Avenue School Building Procedures

Our Special Plea

Repeating Our Special Plea:

Thank you for your help year after year in an area that we feel is most important. We want as much good-quality instructional time with children as possible. This means few interruptions to classrooms. We ask that you do not call the school with messages for your child, unless they are of a serious or unexpected nature. Please make arrangements for your child's after school activities or pick-up before they leave for school in the morning.

It is not good for the learning situation or the school building to have phones tied up with messages for your child. Surely, we know that there are unexpected circumstances such as a family emergency, baby-sitter ill, etc. We honor those, but we do ask you to make as many arrangements as possible prior to the school day. Thank you for your cooperation in this matter.

The school office **cannot** call cabs for children. The parent/guardian is responsible for calling the cab. Please make sure of the following:

- 1) When notifying the school, please make sure we know the name of the cab company and the address of the child's destination.
- 2) Make sure that the cab company knows the name of the child/children and where they are to be driven. The driver must come in to the school and identify himself before we will release your child/children.
- 3) Make sure the driver knows the dismissal time so he/she can be at the school on time: 3:00pm for all students. Tuesday dismissal times may be 11:55am or 2:00pm.

Parents/guardians are responsible for insuring that their children arrive and are picked up from school on time. If an adult other than the registered parent/guardian is picking up a child, it is the responsibility of the child's registered parent/guardian to inform the school in person of that plan. We **WILL NOT** release children to anyone other than a registered parent or guardian without proper notification.





Student Appearance Code



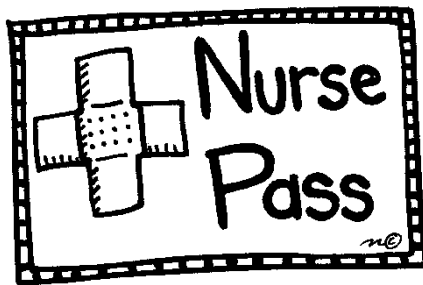
The Niagara Falls School Community believes that students' appearance should at all times be neat, clean, and appropriate for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents. The student's appearance should not be distracting to other members of the school community or a safety/health risk to the student or others. All District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following minimum standards are enforced:

- 1) Headgear should not be worn in the building. Headgear that is vulgar, indecent, imposes a health risk or is disruptive in any way is inappropriate.
- 2) Headgear shall not be worn in the classroom except for medical or religious purpose.
- 3) Footwear must be worn at all times. Certain footwear that poses a hazard (e.g. flip flops) will not be allowed.
- 4) All underwear must be completely covered with outer clothing and all apparel should be fastened appropriately and worn as designed.
- 5) Above the waist apparel must cover all of one's person except the arms and a modest opening at the neck and may not be of transparent materials. Blouses, shirts, and sweaters are to cover shoulders, back, chest, and stomach.
- 6) Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps and plunging necklines are not appropriate.
- 7) Sleeveless team jerseys cannot be worn without a tee shirt with arms worn under it.
- 8) All fashions should be no more than three inches above the knee when a student is in standing position.
- 9) If a student chooses to wear layered fashions, each and all layers shall comply with the student appearance dress code.
- 10) All articles that advertise, display, or represent items depicting such themes as alcoholic beverages, tobacco; items with abusive, suggestive, vulgar, obscene, controversial, or gang-related themes are prohibited.
- 11) All articles that carry messages that are suggestive, vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disabilities are prohibited.
- 12) Appropriate physical education clothing (e.g. gym shorts) may be worn in physical education classes only.
- 13) During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, radios, iPods, MP3 players, cell phones, beepers and other electronic equipment of any kind are to be turned off and kept in lockers (except gym bags when the student is going to or coming from physical education.).
- 14) Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the educational program or activity, is prohibited.

Each principal shall be responsible for informing students and their parents of the Student Appearance Code at the beginning of the school year and any revisions made to the Appearance Code made during the school year. Students who violate the Appearance Code shall be required to modify their appearance by covering or removing the offending item. Students who are unable to do so shall be retained until the end of the day or until a parent or designee brings an acceptable change of clothing to school.

Students who refuse to comply with the Appearance Code shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the Appearance Code shall be subject to further discipline, up to and including out of school suspension.



School Health Office

Phone: 278-9142

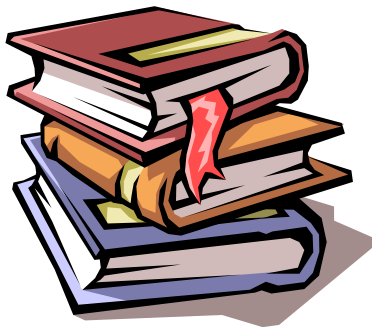
Fax: 278-9156

If at any time you have any health-related questions, please call the health office at 278-9142. Below are updated Board of Education policies.

IMMUNIZATIONS: All students must be immunized according to New York State Public Health Law. **Effective January 1, 2005, Varicella immunization or Health Care Provider written documented disease history is required for all students born on or after January 1, 1994 and who enroll in the 6th grade at the beginning of the 2007-2008 school year.** Varicella is also required for all students born on or after 1/1/2000 who are entering day care, pre-K and all students entering Kindergarten. **(Please note: parent recall of the disease history cannot be accepted as proof of immunity).** All students entering the 7th grade must be vaccinated against Hepatitis B. **All children born after 1/1/2005 entering any day care or any school program must be immunized against Pertussis. STUDENTS NOT IMMUNIZED ACCORDING TO THE LAW WILL NOT BE ALLOWED TO ENTER SCHOOL.**

MEDICATIONS and MEDICAL SERVICES: The State Education Department mandates that schools shall not administer medications or perform special medical services without health care provider authorization. **NO MEDICATION WILL BE GIVEN DURING SCHOOL HOURS** without written consent of the parent and written prescriber's authorization. All medication is to be furnished by the parent in a properly labeled original container from the pharmacy and must be brought to the school health office by the parent or guardian, **never by the child.** As of April 2002, there are new guidelines and school procedures for students who are considered non-self-directed when taking oral, topical, or inhalant medications or receive medical treatment off school grounds or after school hours while participating in a school-sponsored activity. The nurse will contact parents/guardians when this procedure applies.

PHYSICAL EXAMINATIONS: In accordance with State Law, physical examinations are required for students in the 1st, 3rd, 7th and 10th grades, as well as special education, and all new students to the District. Health Services strongly recommends a physical examination for students entering 5th grade, but it is not mandated by NYS. Parents or guardians who would like their child's 5th grade physical completed by the District nurse practitioners must complete and sign a consent form. This form may be obtained from your school nurse. Mandated and working physicals may be completed by the family's health care provider. The District nurse practitioners will examine students for policy and regulation compliance.



Library Media Center

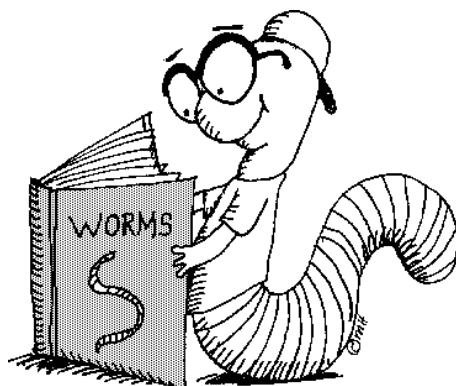
Maple Avenue School's newly renovated Library Media Center is equipped with research materials, both print and electronic, for children of all ages. Classroom instruction is supported by a wide range of multicultural materials. Children are encouraged to visit whenever they need information or books for recreational reading.

The Media Center is staffed by Mrs. Laurene Tretheway, Library Associate. Children, with their classroom teacher's supervision, go to the media center weekly for book exchange. Books may be signed out for one week and may be renewed the following week.

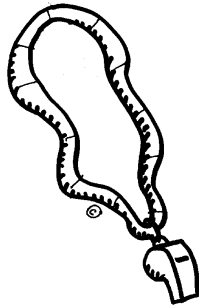
All children may sign out books. If your child does not return books on time, or loses/damages a library book, s/he will be asked to keep the library book in school. Lost or damaged library materials must be paid for before your child will be allowed to sign out materials again. Kindergarten and first graders may sign out one book at a time, second and third graders may sign out two, and fourth, fifth, and sixth graders may sign out three. Kindergarten children begin coming to the Media Center in September, but will not sign out books until the classroom teacher feels they have developed responsibility. All kindergarteners will be able to sign out books in January.

If your child loses or damages a book, a note will be sent home with the replacement cost. Arrangements can be made to pay in installments. The average price for library books is \$12.00. Please help your child take good care of library materials and return them on time.

Research has proven that children who read at home every day and who have books and magazines available in their homes are more successful learners. Please read to your children every day, and have them read to you.



Maple Avenue School Building Procedures



Physical Education

Physical Education classes are 30 minutes long for grades Pre-Kindergarten through two, and 40 minutes long for grades three through six. Pre-K through second grade students do not change clothes for activity, therefore, for the comfort and safety of your child, please be sure s/he wears appropriate clothing and sneakers (velcro or tied) to Physical Education class. Students in third through sixth grade are required to bring sneakers, shorts, and a tee shirt in a **clear plastic** bag, as **backpacks are not permitted in the locker rooms**. Due to limited locker room availability, students do not shower after gym class. This does not interfere with your child's desire to bring personal hygiene products for post-exercise use, as ample time will be given to freshen up upon return to their respective classrooms.

Pool classes require that girls wear swim caps (available for purchase from the Gym Associate). The **NO-CAP-NO-SWIM RULE** will be enforced for maintenance and hygiene purposes. All students shall wear an appropriate bathing suit, bring a towel, personal grooming items, and a positive attitude. Locker room behavior should be discussed with your child prior to the first pool class. Appropriate responsible behavior is expected during locker room changing times.

The Niagara Falls City School District offers a skill progression button program in both gym and swim classes. The requirements for each level will be addressed during orientation. Please understand that each child has his/her own level of skill mastery. Your child will acquire certain skills when he/she is developmentally ready, not when you or I decide s/he should be ready. The button program is a great motivator, and we take pride in your child's accomplishments.



Gym

- * **Blue—Beginner Level**
- * **Silver—Intermediate Level**
- * **Gold—Advance Level**

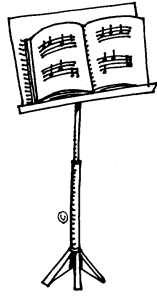


Swim

- * **Red—Beginner Level**
- * **Yellow—Intermediate Level**
- * **Green—Advanced Level**

Excuses

If a child is to be excused from a gym or swim class due to minor illness or injury, please send a note stating the date and reason with a parent/guardian signature to the health office the morning s/he is to be excused. A maximum of two parental requests in succession is acceptable. Any lengthy illness of injury should be accompanied by a physician's note.



Instrumental Music Program

Based upon the instrumental program music goals, the following shall be the program procedures for student participation:

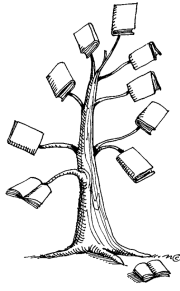
Students in grade 4-6 are eligible to participate in the instrumental music program, and may study one of the following musical instruments: **flute, oboe, clarinet, saxophone, trumpet, French horn, trombone, baritone horn, tuba, or percussion.** Selection will be determined by any or all of the following: student interest, classroom/music teacher recommendation, instrumental needs of the ensemble, and individual physical characteristics.

Students who own or otherwise have daily access to one of these instruments may register at their home school with a form provided by the music instructor. For students who do not own a musical instrument, the district maintains a limited inventory for rent (excluding drums), which will be distributed beginning with second year band students on a “first come, first served” basis. Beginning band students will be offered any remaining instruments using the same procedures. The maximum school year rental fee is \$20. This fee may be adjusted for a financial hardship, as determined by the school principal. Remuneration for a damaged or lost school instrument is the responsibility of the student and his/her family. Interested students also have the option of renting a musical instrument from a variety of music stores in Western New York. Students are responsible for the instrument’s care and may be required to purchase supplies for the instrument.

Upon program enrollment, weekly, small group lessons are organized by instrument and student level of experience. Achievement grades are listed on student report cards every ten weeks. Students are assigned homework at each weekly lesson and are expected to practice for at least ½ hour daily. Parent/guardian support regarding daily practice is extremely important.

At various times during the year, students with a certain degree of experience and technical ability may be asked to audition for the school band. If chosen, students will rehearse in the large group band weekly, in addition to their regular lesson. Regular participation in band performances is expected.





Niagara's Choice School Design

All K-8 classrooms in the Niagara Falls City School District will implement the Niagara's Choice School Design during the 2007-2008 school year. Aligned closely with the "No Child Left Behind" (NCLB) federal legislation, the Niagara's Choice School Model has a rich and challenging literacy program focusing on the following key NCLB elements for student success: Phonemic awareness, Phonics, Fluency, Vocabulary, and Comprehension.

One of the major components of the program is the 2 ½ hour Literacy Block. During the daily 2 ½ hour Literacy Block concentrating on oral language development, vocabulary, reading comprehension, and writing, students develop good literacy habits that will help them become fluent lifelong readers and writers.

The daily 2 ½ hour Literacy Block consists of three areas: Skills Development, Readers' Workshop, and the Writers' Workshop. During **Skills Development** students learn phonemic awareness and phonics. **Readers' Workshop** concentrates on oral language, vocabulary development, comprehension, and fluency in reading. Finally, during **Writers' Workshop** students write daily, using a writing process that helps students plan, edit, revise, and publish their writing. Classrooms are well-organized around workshop rituals and routines that keep students engaged and excited about their learning!

Some other exciting components that are part of the Niagara's Choice School Design are:

- 1) Author and Genre Studies
- 2) The 25 Book Campaign
- 3) Book of the Month

At Maple Avenue we are all looking forward to continuing the Niagara's Choice program. Please join us and encourage your child to be a lifelong, independent learner, and embed in them a love of literature.

Parent/Guardian Community Outreach Coordinator & Student Action Response (S.T.A.R.) Team

Parent and community involvement is a key element of the Niagara's Choice School Design. At Maple Avenue, we have a dedicated **Parent/Guardian Community Outreach Coordinator (PCOC), Holly Rodgers**, whose main focus is to bridge the gap between school and home. Creating a strong partnership between school and home helps students feel safe and confident, ensuring their success. The PCOC helps parents/guardians participate in the educational lives of their children. We encourage parents to contact our PCOC and become involved in the 25 Book Campaign, Book of the Month program, and learn more about upcoming workshops.

We also have a STAR Team that concentrates on student attendance, tardiness, and identifies students who are struggling with their academics. The STAR Team develops Academic Intervention Services and behavior Plans that will help all students be successful! Members of our STAR Team are, among others:

Carol Gold, Principal

Chithra Kandaswami, School Psychologist

Garda O'Keefe, Guidance Counselor

Holly Rodgers, Pupil Service Assistant/STAR Team Assistant, PCOC

Maple Avenue School & Home Compact

At Maple Avenue Elementary School, we believe that a joint commitment between school and home is an essential element for student success. The school and parents work cooperatively to provide for the successful education of the children. Our school mission is to have all students meet or exceed New York State standards in English Language Arts, math, science and social studies by the end of 5th grade and be ready to succeed in middle school. To that end,

THE SCHOOL AGREES:

- to set high standards that provide quality curriculum and instruction, including Character Education.
- to provide a safe and orderly environment.
- to provide frequent reports to parent on their children's progress and reasonable access to staff.
- to provide opportunities in which parents can volunteer and participate in their children's education through involvement in the Parent Education Group (PEG), the School Quality Council (SQC), and the America's Choice program.

Principal: _____

THE PARENT/GUARDIAN AGREES:

- to monitor attendance, tardiness, homework and sleep time.
- to support the District's Code of Conduct concerning rules of behavior and appropriate dress.
- to encourage his/her child to read by having books available and reading to him/her.
- to attend parent/teacher conferences and to connect regularly with the classroom teacher.
- to read and respond to school correspondence.
- to check the school calendar for early dismissal times.

THE CHILDREN AGREE:

- to accept responsibility for their own learning and behavior.
- to act with respect and consideration for themselves and others.
- to listen to adults and treat them with respect.
- to have respect for school materials and facilities.

After reading the Maple Avenue School & Home Compact, **please sign and return this section to your child's teacher the first week of school.** Keep the top section for reference. Thank you.

I have read the Maple Avenue School & Home Compact and agree to fulfill my responsibilities as a parent/guardian. I also know what is expected of my child and have discussed his/her responsibilities with him/her.

Parent/Guardian signature: _____

I understand what is expected of me at Maple Avenue School in order to be a successful student.

Student signature: _____

Parent/Guardian Exception Form

Parents/Guardians,

The Niagara Falls City School District prides itself on the technology available to students, parents, and staff of our District. As you are probably aware, the Niagara Falls City School District has a website which may be accessed at www.nfschools.net. This site provides valuable information to students, parents, and staff members regarding what is happening in the District.

Throughout the years that your child is a student of the School District, his/her principals or teachers may wish to post pictures of your child and/or work completed by your child on the website, so as to be able to take advantage of the technology and share them with you and the community through other media outlets, such as cable television, local newspapers and the District's newsletter, "Our Schools."

To grant the School District permission to use your child's likeness and/or work in any compilations on the School District's website and in other forms of media mentioned in this letter during the years he or she is a student of the District, you do not need to do anything at this time. If now, or at any time in the future, you *do not* wish to provide the School District with this permission, you must fill out the Parent/Guardian Exception Form below and return it to your child's principal.

Thank you

Parent/Guardian Exception Form

I, _____ (parent or guardian) the legal parent or guardian of _____, a student at

_____ do not give permission to the Niagara Falls

City School District to use my child's photograph, likeness, and/or work in any

compilations to be distributed within the community through placement in the School

District's website, www.nfschools.net, or in other forms of media.

Signed (parent or guardian)

Date

School Related Activities

Academic Awards— Academic Awards are given out every marking period to two students per classroom who have met their academic goals. Our sponsor for academic awards is Mr. James Fernandez of George Optical Co.

Character Education Cheerleaders— Our Maple Avenue School Character Education Cheerleaders are 5th and 6th graders who reinforce the character traits chosen by the Positive Behavior Committee each month at Morning Program with cheers and jumps. It is expected that the Character Education Cheerleaders will model the behaviors that we desire for all students at Maple Avenue School.

Morning Program— Morning Program is a ritual at Maple Avenue School. All students and staff members gather together every Monday morning from 8:55 AM until 9:20 AM in the gym/auditorium for weekly announcements, birthday celebrations, jokes, positive behavior information, community speakers and presentations and sometimes, student performances. Parents are invited to attend every week. Chairs are set up for parents and guests in the back of the gym/auditorium behind where the children are seated.

Positive Behavior Grant— Maple Avenue School has a three-year grant from the U. S. Department of Education to promote, teach, demonstrate, model and celebrate positive behavior and character. Our four “B’s” of behavior are: Be respectful, Be Responsible, Be Safe and Be Bully-Free. Students receive tickets from teachers and staff members when they demonstrate the character trait that we are working on each month. There are weekly, monthly and yearly drawings for incentives and awards to encourage positive behavior and good character.

Running Club—This club focuses on the proper running and stretching techniques. Also, the students will work on pacing over long and short distances. The cumulating activity is the Annual Elementary Mile Run at NFHS in October.

Safety Patrol—The purpose of safety patrol is to help ensure the safety of the students at Maple Avenue. This year 5th and 6th graders will make up safety patrol. There are various post throughout the building so that safety patrol member can help traffic flow of students to run smoothly, quickly, and most importantly safely.

Student Council— The Student Council is comprised of student representatives from grades 4, 5 and 6 who meet monthly for the purpose of community outreach and school community involvement. Some yearly activities are: The Salvation Army Food Drive, Mother’s Day Carnation Sale, School Roller Skating Party, and Movie Nights.

Swim Team—This competitive club focuses on the four basic swimming strokes. The students will work on the proper stroke techniques. Also, the students will work on conditioning over short and long distances. The cumulating activity is the Annual Elementary Swim Meet at NFHS.

Yearbook Club— The Yearbook Club is staffed by 6th graders who take pictures throughout the school for the annual school yearbook. The school yearbook is available for purchase each year and is a popular memento of the school year for our students.

Parent Education Group (PEG)

The PEG is a group of parents who meet 6 times during the school year to plan and sponsor activities for the school's student body. We hold two fundraisers per year. They are 1) Family Fun Night, November 9, 2007; 2) Niagara Chocolate Easter Candy Sale, beginning January 8, 2008. The funds raised through these efforts support class field trips, one all school field trip and an end of the year picnic for all students and staff. We also give money to areas in need, such as new gym equipment, art supplies, a new piece of playground equipment and the sponsoring of Holiday baskets for families in our community.

You can become a Room Parent! Room Parents are the direct liaison between the PEG and class room teachers. There are 2 room parents for each class. The room parents help the teacher with volunteers when needed. This is especially true for Pre-K, K and 1st grades. Part of the room parent's responsibility includes coming to PEG meetings to share information and needs.

There are so many ways a parent can be involved. You do not need to "be in school" to be involved in your child's education.

Joining the PEG is a great way to keep in touch with what is going on and show your support for Maple Avenue School .

DATES to REMEMBER

October 10th -PEG meeting 6:30pm in the cafeteria

November 9th -Family Fun Night

January 8th -Niagara Chocolate Sales

MEETING MONTHS

October, November, December, February, March and May

If you have any questions, please feel free to contact the president of the Maple Avenue PEG, Kelly Bancroft-Billings at 716-285-0435.





Cell Phone Policy
(Taken directly from NFCSD Code of Conduct)

Disciplinary procedures for unauthorized use of cellular phones/wireless communication devices—Unauthorized use of cellular telephones/wireless communication devices included but not limited to: having the phone/device on, making and/or receiving calls and sending and/or receiving text messages during the school day, during examinations or at school time events, field trips or functions will result in the following penalties:

First Infraction—Immediate confiscation of the cellular telephone/wireless communication device from the student. Returned to identified owner by the main office and/or the dean’s office at the conclusion of the school day. Parent/guardian to be notified and informed regarding penalties for repeat offenses.

Second Infraction—Immediate confiscation of the cellular telephone/wireless communication device. At the discretion of the administrator, student is subject to a short-term suspension not to exceed five days. Cellular telephones/wireless communication device returned to the parent/guardian of the student upon their request and retrieval. Parent/guardian to again be notified and informed regarding penalty for repeat offense.

Third Infraction—Immediate confiscation of the cellular telephone/wireless communication device. At the discretion of the administrator, student is subject to a short-term or long-term suspension. Cellular telephone/wireless communication device returned to the parent/guardian of the student upon their request and retrieval at the conclusion of the school year.

Niagara Falls City School District Policy

100% Tobacco Free School Policy

Dear Parents:

On July 5, 2007, the Niagara Falls School Board adopted a 100% Tobacco Free School Policy. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times—including school events after regular school hours. This policy also prohibits students from bringing tobacco products on campus.

The School Board adopted this policy for three reasons:

- **Support families to keep their children off tobacco**
Tobacco use is the single leading cause of preventable death and disease in our state and nation. Eighty percent of adults who are addicted to tobacco began smoking before the age of 18. In fact, the average age of initiation is between 12 and 14 years old. Most parents—even those who use tobacco—do not want their children to become addicted. Youth spend a great deal of their time at school and school-related events. Allowing the use of tobacco products on campus implies school approval of such use. Keeping tobacco off campus means students have less opportunity to see their friends and teachers using tobacco, and less access to tobacco products. This means they will be less likely to try—and possibly become addicted to—tobacco.
- **Provide a safe environment for students and staff**
We have an obligation to provide a safe learning and work environment for students and staff. Exposure to secondhand smoke can trigger an asthma attack or exacerbate respiratory problems. Clusters of employees and visitors smoking outside near building entrances, or at school-sponsored events, place others at risk. This does not meet the standard of a safe environment.
- **A cleaner campus**
Discarded smoking materials litter school grounds, parking lots, vehicles, and stadiums. Cleaning or replacing items damaged by smoke or discarded smoking materials is costly. Banning tobacco from campus will mean a cleaner environment for students, staff, and school visitors.

Over the next few months, we will be placing signs promoting the new policy on all school campuses, and making announcements at school sponsored events. We will also be letting you know of upcoming tobacco education and cessation classes for students who use tobacco and want to stop. If you have questions or comments about the policy, or want more information on these programs or services, please call the principal at your child's school.

Thank you for your support.

Sincerely,
Carmen A. Grant
Superintendent of Schools

Niagara Falls City School District Policy

Special District Programs

Head Start Pre-School Program:

The District offers a pre-school program for four year olds, regardless of income guidelines in conjunction with the Niagara County Head Start Program. Enrollment this year will be on a first-come first-serve basis. For more information, contact Geraldine Donovan, Head Start Director at (716) 694-5127.

Center for Young Parents:

This comprehensive service program designed for the adolescent mother residing in Western Niagara County is located at the Community Education Center, 901 - 24th Street. For more information, contact the center at 286-0763.

Focus on Families:

This special school district program focuses on healthy living for students and their families. It encourages a lifestyle that promotes physical and emotional well-being. It is located at the Family Resource Center.

Henry J. Kalfas Magnet School:

1800 Beech Avenue, 284-3346. The mission of the Kalfas Magnet School, in cooperation with the home and community, is to provide a child-centered, stimulating, and culturally diverse environment which will foster the development of lifetime productive learners. Enrollment is based on a spring lottery selection.

21st Century Community Learning Center:

The 21st Century Community Learning Center opens a world of opportunities to meet educational, recreational, social and creative interests. Now in its third year, the Center has already opened doors to summer school programs, fine arts programs, extended library use, computer access, community education programs and community use of recreational and athletic facilities at the high school. For more information about 21st Century Community Learning Center programs, at Niagara Falls High School and the Middle Schools. Contact Sue Ross.

Arts In Education Institute:

The Arts in Education Institute Center at Niagara Falls High School is located in the Arts Guild by invitation of the Niagara Falls City School District. The Center and the District have a unique partnership that has included extensive aesthetic education programming in Abate, 60th Street and Niagara Street Elementary Schools, Niagara Falls High School Kalfas Magnet School, and Gaskill, LaSalle and Niagara Middle Schools. These programs feature artists partnering with teachers to present programs that meaningfully integrate the arts with the elementary and secondary curricula through careful planning and professional development sessions, artists' residencies, and performances/exhibitions. In addition, free community/family performances are provided in the beautiful Performing Arts Center.

Niagara Falls City School District Policy

Community Services Directory



Alcoholism Council		282-1228
American Red Cross		285-6938
Big Brothers/Big Sisters		285-6680
Boy Scouts of America		434-2851
Boys and Girls Club		282-7181
Child Abuse Hotline		1-800-342-3720
Community Center and Girls Club		285-2920
Community Mental Health Center		278-4541
Community Missions		285-3403
Department of Social Services		278-8400
Domestic Violence		433-6716
Drug/Suicide Hotline		285-3515
Family and Children's Services		285-6984
Girl Scouts of Niagara County		434-6212
Niagara County Health Department		439-7470
(Immunizations)		284-2134
Niagara Falls Recreation Department		286-4956
Niagara Falls Youth Bureau		286-4930
Poison Control	Local	278-4511
	National	1-800-888-7655
Runaway Hotline	Local	285-7158
	National	1-800-621-4000
Salvation Army		283-7697
YMCA		285-8491