

STEWART SCHOOL

501 Stewart Avenue
Garden City, New York 11530
(516) 478-1400

<http://www.stewart.gardencity.k12.ny.us>

2018 – 2019

GENERAL INFORMATION

School Hours - Grades 2-5. 8:10 a.m. to 2:45 p.m.

ABSENCES/TARDINESS

1. Students are expected to be in school except in cases of emergency or for reasons listed as excused absences.

Excused Absences

1. Sickness
2. Illness or death in family
3. Impassable roads or weather
4. Religious observance
5. Quarantine
6. Required to be in court

2. Unexcused Absences are family vacations, oversleeping, or missing the school bus.
3. If you know beforehand that your child is going to be absent from school, please advise the teacher and the office. Parents are requested to report a child's absence or lateness by telephoning the school that morning between 8:00 a.m. - 9:00 a.m. at **478-1400**. New York State Law requires a written note from the parent when a child is absent. The call does not take the place of a note.
4. Students arriving late for school (8:10 a.m.) must report to the reception desk to sign in before 8:30 a.m. Any student who arrives after 8:10 a.m. will receive a 'pink pass' to give to their teacher. After 8:30 a.m. students report to the main office before going to their classroom.
5. Students are responsible for making up work missed due to an absence. If your child is absent for a legal reason and you want work sent home, you must contact the office **before 11:00 a.m.** so that the teacher has adequate time to prepare materials for your child. It is best to make arrangements with classmates to take home assignments; assignments can be picked up at the end of the school day in the main office.

Guidelines have been established for students who go on extended family vacations (unexcused, illegal absence).

Grades 2 – 3: Students keep a daily journal, read 20 – 30 minutes each day. When students return to school additional class work and assessments will be made up within one week of return to school.

Grades 4 – 5: Students keep a daily journal, read 20 – 30 minutes each day, and complete any long-term assignments that have already begun. Book reports, content area projects, journals and reading logs are due upon return to school. All new material and assessments will be made up within one week of school.

BEHAVIOR / RULES and CONSEQUENCES

1. Discipline Statement

In order to maintain an environment which is conducive to learning and to foster respect for students, staff, and school property, children are expected to follow all rules established by the code of conduct, building principal and the teaching staff. Students are expected to demonstrate high personal standards as they relate to courtesy, proper use of language, honesty and the development of positive relationships.

2. Building Behavior

Children are expected to follow school rules and demonstrate mutual respect, citizenship, character, tolerance and honesty. They will walk quietly through the halls and speak in low voices so other classes are not disturbed. Students will conduct themselves in a courteous and orderly manner showing respect to all individuals as well as individual and school property. Students are expected to work to the best of their ability and accept responsibility for their actions. Children will attend school in appropriate dress that meets safety standards and does not interfere with learning.

3. Consequences

The building principal, assistant principal and/or the teaching staff will address any student whose behavior does not comply with school or building rules. Firm, fair and appropriate consequences will be determined in order to effectively change the student's behavior.

BIRTHDAY CELEBRATION

We hope to create an environment for learning that promotes and protects students' health, well-being and the ability to make healthy choices. Our schools implemented a "no birthday treats" practice. This decision was made after much thought, consideration, research and discussion by the Site Based Teams at all schools.

Please know that we are not taking the fun out of birthday celebrations. Classroom teachers will continue to recognize children on their special day in special ways. A "birthday menu" will be provided for students to select how they would like to celebrate. Examples of choices include: parent(s) joining the class to read a favorite picture book (K-4), donating a special book to the classroom or school, etc.

BUILDING SECURITY

1. Parents are to stop at the table between the front doors and drop off student's lunch, message, homework or instrument. Parents should not bring anything or go to their child's classroom. Classroom teachers should not be interrupted during the instructional day. **If you have a meeting or are volunteering in the school, show identification, sign in at the reception desk, wear a visitor's pass, and report to the main office.**
2. All doors to the school are closed and locked during the school day. Students are not to open doors for visitors. Please stress this with your child.
3. Students who leave school prior to regular dismissal time must be signed out by parents or guardians at the Main Office. Leaving school at times other than the end of the school day is forbidden unless authorized in writing by the parent. All children must be signed out by the parent when leaving the school. Please understand the importance of this rule as it applies to security and safety. At the end of the school day, students who are usually bus riders are to be signed out by the auditorium. Parents should enter by Clinton Road doors.

BICYCLES

1. Stewart School students in grades four and five are permitted to ride bicycles to school. **Students must wear bicycle helmets.** Helmets can be carried into the classroom. Skateboards and skates are prohibited.
2. Bicycles must be parked in the bike rack. They should be locked for security reasons.
3. Children must walk their bicycles across streets and walk them on school property.

BUS INFORMATION

1. Students who come to school on the bus should return home on the bus. Riding the school bus is a privilege. Improper conduct on the buses will result in this privilege being taken away.
2. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from class in the afternoon.
3. Students **must go home on their designated bus only**. In accordance with Board of Education Policy 5320R, the Garden City School District **does not permit children to go home on another bus.**

COMMUNICATIONS

1. Contact. One of the most important facets of the student's education is an open and clear communication system between his/her two most important people—the parent and the classroom teacher. This is a two-way system and is the responsibility of both the parent and teacher. It is incumbent upon the parent to contact the teacher and keep in close communication at all times. You are urged to contact your child's teacher when any question arises which may need attention. Please send a note to the teacher or call the main office to set up an appointment with your child's teacher.

2. Back-to-School Night. This is a special night at the beginning of the school year for the purpose of meeting your child's teacher, hearing the goals set by the teacher for his/her students and developing communications systems between parent and teacher. Back-to-School Night is for **parents only**. At Back-to-School night there will not be time for an individual conference with your child's teacher.

3. Open House. Open House is an evening in the spring when your child will invite you to come with him/her to view his/her work and visit with the teachers. Make this a very special night and allow your child to be your host.

CONFERENCES

November 5	Parent Teacher Conferences – evening	7:00 p.m. – 9:00 p.m.
November 6	Parent Teacher Conferences – day	9:00 a.m. – 12:00 p.m.
March 4	Parent Teacher Conferences – evening	6:30 p.m. – 8:30 p.m.
March 6	Parent Teacher Conferences – day	9:00 a.m. – 12:00 p.m.

CROSSING GUARD

A crossing guard is provided by the Garden City Police Department fifteen minutes before and after school at the Clinton Road and Huntington Road intersection.

DAMAGE OR LOSS OF SCHOOL PROPERTY

The loss or destruction of school property willfully or due to negligence will be assessed to the parents of those who incur the loss.

EMERGENCY CLOSINGS

Emergency closings or delayed openings of school will be announced on AM radio stations: WINS 1010, WHLI 1100, WALK 1370 and WOR 710; FM radio stations: WBLI 106.1, WKJY 98.3, WBAB 102.3, as well as on Cablevision Channel 12. The district website will also post school closing information on: <http://www.gardencity.k12.ny.us>

When schools open late, buses will be delayed two hours. Normal dismissal schedules will be in effect.

FIELD TRIPS

Educational excursions are a part of the Garden City School program. Consent forms will be sent home prior to each trip.

FIRE DRILLS/EMERGENCY DRILLS/ LOCKDOWNS

Emergency and lock down drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Students are to remain silent, walk, and move quickly and quietly to the designated area.

HEALTH SERVICES

1. **Information.**
 - a. Vision, hearing and scoliosis testing is provided by the school nurse according to New York State Directives.
 - b. The New York State Education Law requires that each child entering school for the first time, or entering kindergarten, second grade, fourth grade, seventh grade and tenth grade have a physical examination submitted to the school upon entrance. The exam should be performed not more than twelve months prior to the school start date. Therefore, any physical exam performed after September 1, 2015 will be acceptable for this school year. Parents are encouraged to have the examination done by their private physician. If you are unable to have your family physician give the medical examination, your child will be examined by the school physician.
2. **Medications.** According to the New York State Education Department, any student receiving any prescription or over-the-counter (OTC) medications, for either an acute or chronic condition, must provide the school district with written authorization from both the parent and licensed health care prescriber. An authorization form will be sent home on the first day of school for your convenience.

The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. Prescription medication must be in the original pharmacy container. (Ask the pharmacist for two containers--one to remain at home and one at school). OTC medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

In general, most medications that need to be administered once, twice, or three times a day, can be administered at home.

School nursing personnel/school staff members cannot administer medication to students unless the above procedures are strictly followed.

HOMEWORK

Homework is a natural extension of the daily classroom learning process. It is given regularly, averaging 20-50 minutes per night. In addition, a minimum half-hour of reading at home should take place daily. Parents are encouraged to offer appropriate support and guidance to their children in completing home assignments.

If your child is absent and you want work sent home, you must contact the office **before 11:00 a.m.** so that teachers will have adequate time to prepare materials for your child. It is best to make arrangements with classmates to take home assignments.

LOST and FOUND

The area on the side of the Gym hallway has been set aside for lost clothing and other items. If a child is missing something, he/she should look first in the classroom and then check the lost and found area. All lost and found clothing items are placed on display twice a year. Please label sweaters, coats, lunch boxes, etc. with your child's name.

LUNCH

1. We anticipate that all children will bring lunch to school. Crossing guards will not be on duty during lunchtime. A child may be excused from school for lunch, but only upon the written request of a parent. Arrangements must be made to pick up the child in the Main Office.
2. The first two weeks of school students will need to bring a drink with them. For safety reasons, glass bottles are not permitted. Milk and/or water will be available starting Monday, September 17, 2018. Information on the milk/water program will be handed out on the first day of school. Milk money should be brought to your child's teacher. If you want to purchase milk or water, please have your child's envelope in the classroom by Friday, September 7, 2018.
3. We suggest that students use plastic lunchboxes or paper bags to carry lunch. Metal lunchboxes can be dangerous.
4. Fast food lunches create a problem in the cafeteria. The smell of fast food encourages children to ask their parents for the same treat. Many working parents cannot deliver fast food during the school day therefore in fairness to all students fast food deliveries are not permitted in the cafeteria.
5. Lunch Program: Vouchers can be purchased in groups of ten through the School Lunch Program Manager (478-2780). More information will be sent home on the first day of school.
6. The milk program is available according to financial need. Miss Norton handles all requests for consideration in strict confidentiality. If you think you might qualify for free milk/reduced price lunch program, please call the office and leave a message for Miss Norton to contact you.

NOTICES

A monthly calendar of events as well as other parent information will be e-mailed. This information is also available on the school web site.

PEST MANAGEMENT

The Garden City School District has adopted an Integrated Pest Management Program in accordance with NYS Education Department Regulations. This Program dictates that the least toxic pesticide will be used for pest management. Any student, parent or staff member may register to receive written notification 48 hours prior to a regulated pesticide application. Individuals may request their name to be added to the school registry at any time during the school year.

Anyone interested in being added to the school registry for notification, please contact the Director of Facilities, Monday through Friday 8:30 a.m.-11:00 a.m. at 478-1080.

PTA (Parent Teacher Association)

Garden City Schools have a very active PTA. The PTA schedule of meetings and events is listed on the monthly calendar. Our PTA director is Mrs. Donna Kraus (646-247-8929).

SEPTA (Special Education Parent Teachers Association)

The Garden City School District has a very active special education PTA (SEPTA). The SEPTA schedule of meetings and events are sent home with the children. The co-presidents of SEPTA are Mrs. Cristina Dickey and Mrs. Neha Bajaj. The SEPTA phone number is 587-9365.

SITE-BASED TEAM

Representatives of parents, teachers, support staff, students, and administrators meet quarterly to discuss goals and direction for Stewart School. The monthly school calendar has meeting dates and times.

SNACK

A short time may be provided in each class for a snack. The snack should be nutritious and should not include candy.

STEWART SCHOOL STORE

1. Stewart School has a school store. It typically opens the second week of school. It is not to be the primary source of school supplies. Students will be able to purchase "fill-in" supplies Monday-Thursday from 7:55 a.m. - 8:10 a.m.
2. Second graders must bring money in an envelope labeled with their name, their teacher, the amount enclosed and items to be purchased. Third, fourth, and fifth graders do not need to use an envelope.

STEWART SCHOOL WEBSITE

Stewart School's website is an excellent source of information for parents. The website features informative articles, pictures, student work, and links to educational websites. School closing information and news from parent organizations can also be accessed from the website. Our website address is: <http://www.stewart.gardencity.k12.ny.us>

STUDENT USE OF TELEPHONE

The students' use of the telephone must be confined to **emergency calls only**. It is the student's responsibility to remember homework, lunch, instruments, supplies and after school activities. Each classroom in our building has a telephone. **We highly encourage leaving cell phones at home.**