

# **RHAME AVENUE SCHOOL**



# **STUDENT HANDBOOK**

## **2009-2010**

## **“Everybody is somebody at East Rockaway Schools”**

### **PRINCIPAL’S MESSAGE**

Welcome to the Rhame Avenue School learning community. At Rhame Avenue, we encourage parents, teachers and students to form a partnership in learning.

As you know, there is a direct correlation between student performance and a strong home-school connection. At Rhame Avenue School, we are committed to upholding high academic standards and recognizing the unique gifts and talents of each and every child. It is our hope that this student handbook will assist you in your partnership with Rhame Avenue School.

Through parental support and working together, we can continue to provide our children with a program of high expectations, excitement and excellence. Through this partnership we can teach and inspire the lives of our future – our children.

### **THE RHAME AVENUE SCHOOL MISSION**

It is our hope that every child who attends Rhame Avenue develops into the best he/she can be socially, physically, emotionally and academically. Each child is encouraged to be responsible and respectful of family, friends and teachers and have a well-defined set of values.

### **NOTABLE NUMBERS**

Main Office: 887 – 8300 ext. 324  
Nurse: 887 – 8300 ext. 332  
Psychologist: 887 – 8300 ext. 325

Office Fax: 887 – 8332  
Social Worker: 887 – 8300 ext. 327  
Cafeteria 887 – 8300 ext. 328

### **FOR YOUR CHILD’S HEALTH, SAFETY AND HAPPINESS**

- No gum chewing, skateboards, roller blades, sneakers with wheels and electronic equipment.
- Use of cell phones is prohibited.
- Students will not be permitted to use the office telephone except for extreme emergencies.
- Permission to stay after school must be received by note in advance.
- Verbal permission for trips etc. will not be accepted.
- No backpacks on wheels (unless authorized by a doctor).
- If your child would like to celebrate his/her birthday in school, please make arrangements with the classroom teacher. We encourage healthy alternatives for birthday snacks.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

Children may ride their bicycles, scooters and skateboards to school. They must, however, not be ridden on school grounds. Students must walk their bicycles etc. while on school property and be placed in the bicycle racks and locked. **WEARING A HELMET IS MANDATORY!!!** Bicycles will be confiscated if a student does not have a helmet. In-line skates and roller skates are not permitted.

### **ARRIVAL PROCEDURES**

School hours for children in grades 1 – 6 are from 8:40 a.m. until 3:00 p.m. each day and 8:40 a.m. until 2:50 p.m. for Kindergarten students. **Children are not supervised before 8:30 a.m.** If your youngster attends one of our morning programs or extra help, lineup is on the basketball courts. (Gym in inclement weather). At the start of the program, an adult will meet, greet and escort the children indoors.

All classes have an assigned lineup area in the morning on the basketball courts and after lunch. Once they have reported to their line, their classroom teacher will escort them into the building at 8:40. In the case of inclement weather, all children report to the cafetorium for lineup.

A parent volunteer will assist your children out of the cars in the morning. If you are the first car in line, please pull up to the stop sign when dropping your children off on Rhame Avenue. Please observe the orange cones and be considerate and leave once your children have exited your car. Remind children that the adults at lineup are there if they need assistance.

## BEFORE SCHOOL/AFTER SCHOOL SUPERVISED PROGRAMS

An early morning childcare program for students of working parents is held from 7:30 a.m. to 8:30 a.m. A minimal cost is involved.

Breakfast Program – 7:30 a.m. to 8:30 a.m. – A full breakfast is served from 7:45 until 8:15 a.m. only.

An after-school childcare program for all district children is held at the Centre Avenue School from 3:00 p.m. to 6:00 p.m.

Students are bused from Rhame Avenue School to the Centre Avenue School. A minimal cost is involved.

Information on the above programs is provided on the first day of school or is available in the main office.

## DISMISSAL PROCEDURES

All children in grades 1 – 6 are dismissed at 3:00 p.m.; kindergarten at 2:50 p.m. Children in grades 3 – 6 are dismissed at their designated area and should immediately proceed to their caregiver or home. Children in grade 2 are dismissed at the primary wing exit (Althouse Ave.) directly to a designated parent or caregiver. Kindergarten and grade 1 dismissal is at the main entrance, directly to a caregiver or parent. Children who are not promptly picked up at dismissal will be escorted to the main office. **Supervision ends at 3:00 pm.**

## TRAFFIC SAFETY

- Please keep the crosswalks open and available for the children.
- Please do not make illegal U-turns, but instead go around the block.
- “No Parking”, “No Standing” and “No Stopping” signs must be obeyed.
- The police patrol may give out tickets to those who do not observe traffic laws.

## EMERGENCY SCHOOL CLOSINGS

Please listen for a Connect Ed message or to the following media stations for school closings in the event of inclement weather or an emergency school closing:

- WCBS 88 AM
- 97.5 AM
- NEWS 12
- WOR 710 AM
- WGBB 1240 AM
- <http://news12.com/Home>
- [www.eastrockawayschools.org](http://www.eastrockawayschools.org)
- [www.longisland.com](http://www.longisland.com)

## DELAYED OPENING PROCEDURES

In the event that weather conditions warrant a delayed opening, Rhame Avenue School will open at 10:00 am. **Please be aware that all morning activities prior to 10:00 am will be cancelled**, including the Breakfast and Before School Programs, Extra Help, and music lessons. **Supervision will not be available to children before 10:00 am.**

## ADMISSION & REGISTRATION

The following documents **MUST** be presented at the time of registration:

1. Completed registration packet and health history forms.
2. Birth certificate (**original**) or passport evidencing child’s legal name and age.
3. Certificate of Immunization for: (2) measles, mumps and rubella; (3) DPT; (3) polio; (3) Hepatitis B Vaccine; and (1) varicella vaccine.
4. Three (3) proofs of residency: If you are a homeowner, proofs may include: deed, mortgage coupon, or tax bill plus two (2) current utility bills. If you rent your home, you must supply two (2) current utility bills plus a signed landlord and tenant affidavit. Affidavits will be distributed at registration. The landlord affidavit must include proof of ownership, i.e., deed, tax bill, etc.
5. Copies of custodial, divorce, separation, and/or guardianship documents evidencing the child’s legal custodial parent must be brought to registration.

We prefer that you have your child examined by our own doctor prior to registration and have a medical form completed at that time. The completed form should be brought to the nurse's office at the time of registration. If you have questions, central registration office may be of assistance to you: 887-8300 Ext. 533.

### **ABSENCES & LATENESS**

- Call Nurse's office if your child will be absent for the day or an extended period of time.
- When your child returns to school send a note stating the date(s) and reasons for absence(s). This is a legal requirement. A doctor's note is required for 3 or more sick days.
- If your child arrives late to school (after 8:40 a.m. or after lunch/recess), he/she must have a note and be signed back into school at the nurse or main office before going to class.
- If your child is leaving the building at lunchtime, notify the classroom teacher in writing. He/she must also be signed out in the main office.
- If your child is absent and you have not notified the office, the nurse will attempt to call your home to verify the child's absence.
- If your child is to be released early, a parent must sign him/her out in the main office.
- Absences due to pleasure trips and social engagements are regarded as unexcused by the Compulsory Education Law of New York State. School personnel are obligated under the Social Services Law to report excessive absenteeism to the Department of Social Services.

### **BACK TO SCHOOL NIGHT**

Parents have the opportunity to meet their children's teachers, get an overview of curriculum, teacher expectations and classroom rules.

The specific date for Back-to-School Night is written on the district calendar. This is not the time to discuss individual children. Save that for your first conference. Most teachers post a sign-up sheet for the conferences at this time.

### **VISITORS**

For your child's safety, school doors are locked all day. No one will be admitted without permission from the door greeter or school office. **ALL VISITORS MUST REPORT TO THE DOOR GREETER OR MAIN OFFICE TO SIGN IN.**

### **PARENT COMMUNICATION**

We welcome your involvement with the classroom teacher but we do not permit interruptions during class time. Parents are requested to telephone ahead for appointments to see a teacher. Likewise, often times school staff needs to contact parents. Please be sure home, work and cell phone numbers are up to date.

### **CHAIN OF COMMUNICATION**

In the event you have a concern, our chain of communication is:

CHILD → PARENT → TEACHER → PRINCIPAL  
(CLASSROOM AND/OR SUPPORT TEACHER)

### **DRESS CODE**

Students should be dressed in casual, neat and comfortable attire that does not interfere with their learning or the learning of others. During warm weather, clothing must cover a sufficient amount of the body. Attire must have appropriate language and sayings on them. (nothing with alcohol, tobacco or drug promotions). Footwear should be comfortable and safe. All children must wear appropriate clothing to physical education class. Sneakers with adequate foot support must be worn to participate.

### **SHELTER & EVACUATION DRILLS**

Shelter & evacuation drills are practiced in the event one is needed for safety & security of school inhabitants. In case of a situation which calls for a lockdown of the school for safety issues, the following procedure will be followed:

An announcement will be made on the public address system. All teachers will check the hallways and bathrooms for stray students, lock their doors and close their windows. During that period of time, no one will be allowed in or out of the rooms or in or out of the building.

In case of a situation which calls for the evacuation of the school for safety reasons, the following procedure will be followed:

The fire alarm will ring. All teachers will escort all students out of the building to the predetermined location. During the evacuation, no one will be permitted to re-enter the building.

In the event of an emergency situation, procedures are in place for contacting parents.

### **FORGOT SOMETHING?**

We encourage our students to take responsibility for their own belongings. In the event that important items, such as the child's lunch or eyeglasses are forgotten, parents may bring the item to the greeter's desk in the front lobby. Items will be delivered to the children or the lunchroom.

### **CLASS PLACEMENT**

Each year children are placed in classes heterogeneously, mindful of staffing strengths and student needs. Each individual child's case will be discussed in detail by the staff and parents with regards to promotion, retention or acceleration.

### **HOMEWORK POLICY**

Homework reinforces daily lessons in class, affording children an opportunity to practice and demonstrate what was learned. Homework **is usually given Monday through Thursday, in addition to long-term projects and daily reading.** Children are encouraged to arrange a **BUDDY** system in the event there is confusion about homework.

### **SUPPORT SERVICES**

There are several support services available at Rhame Avenue School to help meet the needs of your child:

**Enterprise  
Resource Room  
Occupational Therapist  
Physical Therapist**

**E.L.L.  
Psychologist  
AIS**

**Social Worker Services  
Speech/Language Remediation Program  
Reading Support**

### **SPECIALS**

Special academic areas that are part of every child's curriculum:

**ART**

**COMPUTER**

**LIBRARY**

**MUSIC**

**PHYSICAL EDUCATION**

### **MUSIC PROGRAMS**

Music lessons are available to all children who want to play an instrument starting in the 4<sup>th</sup> grade. Lessons are given throughout the day in the band room. Although teachers make every attempt to assist the children, it is the child's responsibility to make-up any work missed. Chorus is available to 3<sup>rd</sup> – 6<sup>th</sup> grade students.

### **EXTRACURRICULAR ACTIVITIES**

The list of activities varies from year to year depending upon the needs and interests of the children, the availability of trained adults to lead such groups, and district funding.

Student Council – grades 5 – 6  
Band/Chorus/Strings – Strings/Band – grades 4 – 6; Chorus – grades 3 – 6  
Newscasters Club – grade 6  
After School Sports – grades 5 – 6  
Art Club – grades 5 – 6  
Computer Club – grades 5 – 6  
Safety Patrol

## PARENT-TEACHER CONFERENCES

Conferences occur in conjunction with the November interim marking period & the distribution of the March report cards. This is your opportunity to discuss your child's progress in school. Daytime and evening conferences are available. *Dismissal is at 11:45 a.m. on daytime conference days.* The specific dates of the conference days are on the school calendar. You are not limited to conference days to speak to a teacher. Call the office and leave a message for the child's teacher to set up an appointment if there is something you'd like to discuss.

## LUNCH PROGRAM

Rhame Avenue School offers a food service program. The children may eat in school, go home or be taken out to lunch. Please consult the monthly cafeteria calendar for menus.

Three sessions are presently scheduled for the cafeteria, and may be subject to change:

11:45 – 12:45 pm	Grades 3 & 4
12:15 – 1:15 pm	Grades K, 1 & 2
12:45 – 1:45 pm	Grades 5 & 6

All children eat and then have recess.

## RECESS

We believe that all children need the opportunity to play and exercise during recess. Participation in non-contact activities is encouraged during the 30-minute recess period. **No equipment and toys are allowed from home.** The school will supply equipment for children use.

Lunchtime Playground Supervision: Teacher Recess Supervisor, Teacher Aides and playground monitors are assigned to playground duty on a daily basis. Lunch/Recess is a privilege. Children who do not follow recess/playground rules may be excluded from this privilege.

## STAR Program

“Students Trying And Reaching”

Any fourth or fifth grade student with an “A” average or greater in the five academic subject areas (Reading, Language Arts, Math, Science, Social Studies) and has a “G” or better in Conduct, including the Special Area Subjects (Physical Education, Art, Music, Library) will be recognized in The STAR Program for the first marking period. The child's recognition for his/her achievement will be a dated star on a bulletin board in the lobby. For the rest of the population, a baseline will be determined this marking period for a future measurement of performance and effort.

Any fourth or fifth grader who improves ½ grade (5 points) in his/her overall average in the second or third marking periods in the five academic areas and attains a “G” or better in conduct will be recognized in The STAR Program. Students who maintain the “A” average will remain in The STAR Program and denoted by a double star. Children who increase their averages by ½ grade, or five points, will receive a dated star each time success is reached for each marking period. The stars are placed over the previous ones, shadowing earlier accomplishments. In addition, a classroom teacher may nominate a student for The STAR Program for outstanding effort, although the overall average did not improve.

## HONOR ROLL

The criteria for honor roll is rigorous and reflects high standards in academic and social achievement. Students in grade 6 who have an overall average of 87% or better in ELA, Math, Social Studies and Science, or an average of 93% or greater for high honor roll, are recognized. However, these students must also have a conduct grade of “good” or better in Music, PE, Art, and the classroom.

## CODE OF DISCIPLINE

At Rhame Avenue, discipline is approached from a positive perspective and places responsibility on the child. Children are motivated to exhibit appropriate behavior, not by intimidation or threat of punishment, but simply because it is the right thing to do. When violations occur, consequences will be enforced at the discretion of the teachers or administrator.

Please review the East Rockaway School District Code of Conduct for more details.

### **LOST SOMETHING?**

Our lost and found is maintained outside of the cafetorium on the first floor. Your best chance of retrieving lost clothing and other items is to check for it immediately!

### **PTA**

We encourage everyone to become a member of PTA, come to monthly meetings and volunteer to participate in our many activities. PTA offers the children many valuable programs throughout the year.

Membership envelopes are distributed in September, one per family. Membership is either individual or family. Please look for it in your child's book bag. We look forward to having you as a valued member of Rhame Avenue's PTA!