

Welcome to the 2011-12 school year! The Bradt faculty, staff, and administration are excited about beginning another successful year with you and your children. The following general information should answer many of the questions you may have throughout the year. Please do not hesitate to call if we can be of assistance.

Informational topics are listed in alphabetical order:

Absenteeism:

Please be advised that we have a safety program that involves telephoning parents at their home or place of work to validate an absentee if we have not been informed of the absence. Therefore, please telephone 356-8400, the morning of your child's absence between 7:30-9:00 AM. to report that your child will not be attending school. A note to the teacher explaining the reason for an absence is also required when a student returns to school.

Attendance:

Quality instructional time is our priority. Education Law Section 3205 requires that students attend school every day unless excused. We strongly believe that children learn best in the educational setting. While children sometimes must miss school for a variety of excused reasons, (i.e. illness, bereavement, religious observance), a growing number of children are missing school for unexcused reasons (i.e. vacations).

It is not possible for teachers to prepare work in advance to make-up for such an absence. The instructional experience children miss during an unexcused absence often cannot be made up upon their return. Teachers, at their discretion, may suggest alternate assignments in relation to the duration and nature of the absence (i.e. journal writing/travel logs, practice math facts).

Obviously, we discourage unexcused absences. Our goal is to provide the best possible instructional opportunities for all children, as they work to attain higher standards. Thank you for your cooperation in taking family vacations during school vacations, and in making school attendance a priority.

Behavior:

Bradt Primary School is a safe, positive place to learn because students and their parents are committed the following:

- I choose to learn.
- I do my personal best.
- I let the teacher teach.
- I respect myself and others

Each child and their parent will be asked to sign and return a copy of the Bradt Primary Learning Contract. Students will then be supported in fulfilling their responsibilities.

Bus Transportation:

Students are strongly encouraged to make riding their assigned school bus to and from school part of their daily routine. Kindergarten students sit up front and our *Peaceful Bus Program* promotes a sense of safety and family on our buses. Students who are driven by parents often arrive late and are signed out early, resulting in a significant loss of instructional time.

Requests to ride a different bus on any given day require a written note with specific information. This note must be approved by the main office at the beginning of the school day.

Our Security Monitor maintains a log of all bus notes. After being logged in, bus notes are stamped and returned to your child as their "bus pass" for the afternoon driver. When notes lack critical information, we run the risk of children ending up in the wrong place. As you write a bus note, please provide the following specific information:

- Your child's first and last name
- Your first and last name
- The bus #, bus symbol and stop (or address)
- The first and last name of the resident at the final destination
- Teacher's name

All bus notes must go through this process. **BUS NOTES MAY NOT BE GIVEN DIRECTLY TO THE DRIVER.**

Dress:

In order to enhance the learning process, all students are expected to dress in clothes that do not cause disruption to the orderly management of a school environment conducive to learning. Students are required to wear rubber-soled sneakers to physical education classes (no heels or cleats). Shoes with wheels in the heel are not allowed at any time. For safety reasons, students using the playground must wear sneakers.

Early Dismissals (scheduled and unscheduled):

A variety of reasons could make it necessary to dismiss school early. Loss of power and/or water, a hazardous condition in the area, and inclement weather are examples of such situations. Unplanned early dismissals are announced by the media. When possible, our automated phone-calling system and automated email notifier system (for those who have subscribed to this free service) (<https://snn.neric.org/mohon/index.cfm>) will be activated.

- If the phone numbers on the emergency contact sheet you filled out change, **please update** (those numbers) through your child's teacher.
- We know you fill out and return many forms at the beginning of the year, and we appreciate your prompt response. Please remember to notify us of any change in emergency, home or work numbers throughout the year. ***It is critical that we have accurate information in order to reach you quickly in the event of an emergency.***
- While every attempt will be made to activate the automated phone calling and email systems, in the event of an unplanned early dismissal, there may be times when that is not possible (jammed phone circuits, loss of phone service, insufficient time). **PLEASE MAKE SURE YOUR CHILD KNOWS WHAT TO DO IF HE/SHE ARRIVES HOME UNEXPECTEDLY AND YOU ARE NOT THERE.**
- You can access emergency school closing/delay information from the Mohonasen website <http://www.mohonasen.org>. **FOR THE MOST UP TO DATE INFORMATION, MAKE SURE YOU HIT THE REFRESH BUTTON EVERY TIME YOU ACCESS THE SITE.**
- Mohonasen operates a 24- hour Emergency Closing Hotline at **356-8348**. This hotline is provided to make it quick and easy to get emergency information.

Electronic Games, I Pods, Cell Phones, Collectables:

Electronic games, cell phones, I Pods and collectable cards/characters need to be left at home. Highly desired valuable items often create a significant distraction (disputes over ownership) and are not necessary in school.

Guidance Counselor:

We have a full-time guidance counselor, Ms. Brenda DiNicola. The purpose of a school-counseling program at this level is to provide support to children, and to parents, in order for students to reach their full potential. Ms. DiNicola will continue to provide a series of conflict resolution lessons in all first grade classrooms, and as well as an introduction for kindergarten and a follow-up in second grade.

Banana Splits (for children whose families have experienced or are experiencing separation or divorce) and a variety of group support sessions. (i.e. friendship, anger management) will also be offered. Please feel free to contact Ms. DiNicola at 356-8416 or email her at bdinicola@mohonasen.org.

Homework Expectations:

Kindergarten

Spend approximately 10 minutes a night reading to your child as well as completing monthly activity calendars, home study sheets and supplemental practice.

This is critical to developing beginning reading skills.

(Examples: "Activity Calendar" activities, sight word activities, phonemic awareness activities, practice letter formation, and "Home Links" math activities)

First Grade

Begin reading approximately 10 minutes a night with your child in September. In October, homework will be given four times a week, Monday through Thursday. As the year progresses, the length of time increases from 10 to 20 minutes, as well as 10 minutes of reading with your child each night. This may include, but is not limited to, written activities/projects in Language Arts, Math, Science, and Social Studies.

(Examples: Practice sight words, spelling words, writing sentences, ABC order, etc., phonetic skills, reviewing math facts and "Home Links" math activities)

Second Grade

Begin in September with homework given four times a week, 20-25 minutes each night, as well as approximately 15 minutes of reading with your child each night. This may include, but is not limited to, written activities/projects in Language Arts, Math, Science and Social Studies.

(Examples: Practice spelling words, writing sentences, ABC order, etc., paragraph writing, phonetic skills, review math facts, and "Home Links" math activities)

Lunch Guests:

The Bradt cafeteria is a place to learn and practice socialization skills as well as skills for eating in public.

- Parent lunchroom guests are welcome to sign-in with the monitor and join their children for lunch, beginning in October. (This provides time for students to acclimate and learn lunchroom expectations and routines.) **Guests are asked to limit their visits to no more than once per month.** (Our capacity is limited.)
- An alternate table will be provided for students and their guests to sit at. This process will prevent disruption of seating assignments/behavior plans at your child's table, and will allow us to follow through on health plans for food allergies.
- Guests are asked to send in a note to the teacher the morning of your lunch visit, arranging to purchase school lunch (Hot lunch, PBJ, Yogurt, Bagel) **OR** to bring a simple bagged lunch (**NO FAST FOOD PLEASE**).
- Please do not share food with or lend money to a child other than your own.

Snack Guidelines:

A healthy snack is essential for fueling a child's body with the energy required to focus and learn. In response to our district's *Wellness Policy* and the increase in obesity, the following *healthy food choice guidelines* are being provided. In addition, we will be emphasizing increased physical activity as part of a healthy life style.

We ask that snacks reflect the four (4) *Choose Sensibly Guidelines*:

- 7 grams of fat or less
- 2 grams or less of saturated fat
- 15 grams or less of sugar
- 360 mg. or less of sodium

Healthy Food Choice Guidelines

fruit/dried fruit	cheese
vegetables	yogurt
whole grains	pretzels
popcorn	cereal bars

Beverages: water, 50-100% fruit or vegetable juice

Guidelines for Recognizing Students' Birthdays at Bradt Primary School

In response to our district's *Wellness Policy*, the increasing number of serious food allergies, and our general desire to maximize classroom instructional time, we have established the following guidelines for recognizing students' birthdays in school.

- Full-scale birthday parties (cake, candles, helium balloons, flowers, ice cream, pizza, favors, and/or party bags) are for **outside of the school setting**. (Invitations to birthday parties outside school should be mailed, unless everyone in the class will be receiving one.)
- Parents should contact the teacher about sending in a simple, healthy snack for the class in recognition of their child's birthday, if they so desire.
- The simple snack should reflect the school district's policy promoting healthy food choices.
- The simple snack should be in individual servings, and easy to distribute.
- The simple snack should be easily eaten, with minimal clean-up required.
- Please provide napkins and plastic ware, if utensils are required.
- Birthday snacks should be left in the main lobby with the *security monitor*, if your child is unable to transport it on the bus.

*Ideas for Healthy Snacks:

fruit cups

Jello cups

pudding cups

yogurt cups

applesauce cups

cheese and crackers

string cheese

cereal bars

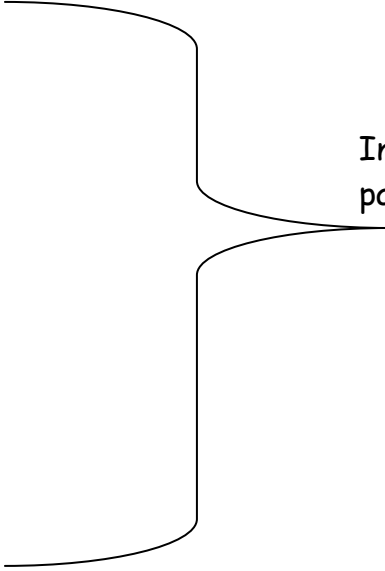
pretzels

raisins

bagel chips

apple slices

grapes



Individually store prepared and packaged, with ingredients listed on package

**Options may vary by classroom, based upon food allergies*

Medication Policy:

The following is the New York State and the school policy regarding medication during the school day:

- The nurse must have a written request from the physician on file, which indicates the frequency and dosage of a prescribed medication.
- The nurse must have a written request from the parent on file in order to administer the medication as specified by the physician.
- The medication is to be delivered directly to the nurse by the parent. **Under NO circumstance should the medication be delivered by the student.**
- The medication should be in a properly marked pharmacy container. The label should include: student's full name, address, name and strength of medication, dosage, and frequency of medication.

Parking:

When visiting Bradt School and/or dropping off or picking up a student, please park in a lined parking spot in the lot in front of the school, or in the designated area along the side of the school. **Parking is never allowed in the fire lane along the entire front sidewalk.** Emergency vehicles must be able to freely access our building at all times.

School Hours:

Bradt School hours are 8:20 AM to 2:50 PM. We expect children to arrive at school on time and remain until dismissal. Late students (arriving after 8:40 AM) are directed to stop at the monitor's desk located in the main lobby to receive a late slip before going to the classroom. Parents will be asked to indicate the reason for being late on the sign-in log. **PLEASE**, do not drop off any children at Bradt School. All students must be signed in by a parent or other adult after 8:10 AM if the student is purchasing breakfast, or after 8:20 AM if not. There is no supervision of the school grounds prior to that time. Parents signing student in at 8:20 are requested to part with their child in the main lobby. School faculty/staff are available to escort children to their classrooms as needed.

School Lunch Prices:

Breakfast \$1.00

Lunch \$2.00

\$40 for 21 pre-paid lunches

Additional information on pre-paying by credit card

www.PayPAMS.com

Signing Out Your Child Before 2:50 PM:

To pick up your child during the school day, please send a note to the classroom teacher to let him/her know when you will be arriving. Sign your child out with the Security Monitor, in the Student Log. The staff will contact the classroom and have the child come to the main office. **Please be prepared with a picture ID** as we try to know our parents, but are not familiar with all adults picking up children.

Signing Out Your Child at 2:50 PM:

Unless we receive written instruction from a parent, all students will be sent home on the school bus.

Pick-Up With A Note

1. If your child is being picked up at dismissal, please send a note to the classroom teacher indicating who will be picking up the student.
2. Students being picked up at dismissal will be called at 2:50 to report to the main office.
3. Parents/Guardians will sign the child out with the Security Monitor.

Pick-Up Without A Note

1. If you decide to pick your child up at 2:50 PM without a note, you will need to visit the main office PRIOR to 2:50 PM to place your child's name on the dismissal list, show identification, and provide a note.

2. Without a note, your child will be put on the bus if you are delayed, in spite of verbal instructions to the student. To minimize confusion at dismissal time, we strongly urge that you send written instructions.
3. If you find it necessary to telephone dismissal instructions, please understand the difficulties we encounter in identifying the caller. We request that you give instructions by phone only when you have no other alternative, or in an emergency situation.

Visitors:

ALL VISITORS ARE REQUIRED TO REPORT DIRECTLY TO THE SECURITY MONITOR UPON ENTERING THE BUILDING. *You will be asked for your driver's license or other valid picture ID.* Visitors will sign-in on our logbook and will be given a **visitor badge**, generated from their picture ID. This step, though inconvenient, is in no way intended to limit your visits or active involvement. This procedure has been instituted to ensure that we know who is in the building during the school day. When visiting school, please do not park in the fire lanes of front loop. These areas **MUST** be kept open at all times in case of an emergency.

- Please drop off sneakers, forgotten lunches, notes, homework, etc. to the monitor. The monitor will gladly see that the item is delivered to the classroom. Classrooms will **NOT** be interrupted during instructional time.
- Faculty and staff are the only adults who have access to the building beyond the main lobby **between 8:10 and the start of school and between 2:30 and 3:00 PM.** **Teachers need to be able to attend to the orderly arrival and dismissal of all students.**

Some Important Dates (Please see your 2011-12 School Calendar for a complete listing.):

09/14/11	Grade 1 Open House	6:30 PM	
09/15/11	Grade 2 Open House	6:30 PM	
09/22/11	Kindergarten Open House	6:30 PM	
09/28/11	Grade 1 Morning Program	9:00 AM	
09/28/11	Early Dismissal	11:30 AM	Staff Development
09/29/11	Grade 2 Morning Program	9:00 AM	
10/05/11	<i>Bradt Picture Day</i>		
10/11/11	Kindergarten Program	9:00 AM	
10/12/11	Grade 1 Morning Program	9:00 AM	
10/13/11	Grade 2 Morning Program	9:00 AM	
10/20/10	Early Dismissal	11:30 AM	Parent/Teacher Conferences
10/26/11	Early Dismissal	11:30 AM	Parent/Teacher Conferences
10/31/11	Early Dismissal	11:30 AM	Staff Development
11/15/11	Early Dismissal	11:30 AM	Parent/Teacher Conferences
11/16/11	<i>Bradt Picture Make-up Day</i>		