

BAILEY AVENUE &  
OAK STREET  
ELEMENTARY  
SCHOOL



Student/Parent  
Handbook  
2009 - 2010

# **BAILEY-OAK MISSION STATEMENT**

**“We at Bailey Avenue – Oak Street School are an active school family working and growing together in an open nurturing environment. Our aim is to instill in each child a desire to achieve high standards of excellence in academic, social, emotional and physical skills. These goals will enable students to function as contributing members of society”**

SEPTEMBER 2009

DEAR PARENTS,

THE FACULTY AND STAFF WELCOMES YOUR CHILD TO THE BAILEY AVENUE/OAK STREET SCHOOL. WE VIEW BAILEY/OAK AS ONE Pre K-5 SCHOOL. WE ARE FORTUNATE THAT WE HAVE A VERY SPECIAL PRIMARY COMPONENT (Pre K-2) AT BAILEY AVENUE AND AN EXCELLENT INTERMEDIATE COMPONENT (3-5) AT OAK STREET.

WE ARE EXTREMELY PROUD OF OUR SCHOOL. PARENT-SCHOOL COMMUNICATION IS A VERY IMPORTANT PART OF OUR PROGRAM. SHOULD YOU HAVE ANY QUESTIONS, CONCERNS, NEEDS, ETC. PLEASE CONTACT US. WE WILL DO OUR VERY BEST TO KEEP YOU INFORMED OF THE ACTIVITIES AND INFORMATION YOU WILL NEED THIS YEAR. WE HOPE THAT YOU WILL FEEL FREE TO VISIT OR CALL US.

THIS HANDBOOK IS DESIGNED TO ASSIST YOU IN BETTER UNDERSTANDING PROCEDURES AND POLICIES AT OUR SCHOOL.

SINCERELY,

DIANE THOMPSON  
BAILEY AVE. PRINCIPAL

CARRIE ZALES  
OAK ST. PRINCIPAL

## **Bailey - Oak Attendance Procedures**

We at Bailey-Oak believe that consistent attendance at school is imperative to attain a thorough and complete education. It is important that students be in school on time each day in order to be presented with academic material that will help them grow as a student. We also recognize that there are circumstances in a child's life that may require them to miss school occasionally. These tardies or absences are understandable and accepted as long as the occurrence doesn't become frequent.

Oak Street starts school at 8:15 AM. Bailey Avenue starts at 8:25 AM. Students who arrive in their classroom after these times are reported to the main office as tardy for school. Absences are identified by a student being out of school for an entire day. Both of these attendance measures are forwarded to a database where we keep track of attendance for each child. When a student is absent from school, the main office will call the child's home to make sure that the parent is aware of the child's absence and we can ensure the child's safety.

The expectation at Bailey-Oak is that parents will forward, in writing, a note that includes a date, student's name and explanation of absence. We keep these notes on file in the nurse's office. Each week an attendance check is done on all of our children. Below you will find the schedule for school correspondence when attendance issues become concerning for a child's progress:

### **Tardy**

### **Absence**

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10 Tardies – Letter #1	10 Absences – Letter #1
15 Tardies – Letter #2-Parent Conf.	15 Absences – Letter #2-Parent Conf.
20 Tardies – Letter #3-Parent Conf.	20 Absences – Letter #3-Parent Conf.

**In both instances, if a parent fails to meet or talk with the school and/or if continued attendance issues persist an outside agency referral will be made.**

**It is a school-wide goal at Bailey Avenue to improve student attendance. In order for parents to assist us with this school-wide goal, we ask that parents make every effort to schedule family vacations during our school breaks. In addition, we ask that parents schedule students' doctor's appointments after school as much as possible. When students are signed out of school early, they miss valuable instructional time and could begin to fall behind academically when leaving early becomes excessive.**

**NOTE: Medical documentation from a doctor supersedes this protocol.**

## REPORTING ABSENCES

If your child is going to be absent from school, please call the school by 9:00 A.M. on the immediate day and report the reason for his/her absence. Bailey - 563-2410. Oak - 563-4950. **Please remember that regular and punctual attendance is essential for the optimum growth and development of students.**

## SCHOOL HOURS

Bailey School Day	8:25 A.M. - 2:35 P.M.
Oak School Day	8:15 A.M. - 2:25 P.M.

Students who arrive to school late need to check-in at the office in order to be admitted to class.

## SCHOOL TELEPHONE NUMBERS

### BAILEY AVENUE SCHOOL

Principal's Office	-	563-2410
Health Office	-	563-4190

### OAK STREET SCHOOL

Principal's Office	-	563-4950
Health Office	-	561-4760

## CAFETERIA PROGRAM

The cafeterias at Bailey-Oak have a wonderful breakfast program. Breakfast is served at the Oak Street cafeteria from 8:00 - 8:15 AM and Bailey Avenue cafeteria from 8:10 - 8:25 AM. (Late arrivals cannot be served.) The breakfast program is open to everyone and is a great way to start a happy day at school! The cost of a breakfast is \$1.25 per day.

Hot lunches are served each day for any student desiring to eat lunch at school. The price of a student hot lunch is \$1.85 and this is collected in the cafeteria. Our cafeteria program will start as of Wednesday, September 9, 2009. Children carrying a bag lunch may purchase milk in the cafeteria. White milk and chocolate flavored drink is \$0.65 per carton.

Every elementary student will have their own personal cafeteria account. As students pass through the breakfast and lunch lines, they will simply give their names to the cashier to have their purchase recorded in the system. Although students may still pay with cash each day, we strongly encourage parents to deposit money into students' accounts. Payment Instructions for MyNutrikids Computerized Payment System for Breakfast and Lunch Available at: [Payment Instructions - MyNutrikids home page](#)

**Students will be permitted to charge up to 5 lunches and after they've accumulated 5 charges without the account being paid, students will be served a cheese sandwich or alternative lunch according to the individual child's specific nutrition needs until the account is paid in full. Students who forget their lunch money will be calling their parents for lunch money.**

Students in grades K-5 are scheduled for a 45-minute lunch period per day. Children who repeatedly misbehave during lunchtime will be excluded from the noon-hour program for a length of time determined by the principal, and other arrangements for lunch will have to be made by the parents. There will be NO exceptions to this rule.

## INCLEMENT WEATHER

If and when we have weather conditions during the winter which warrants the closing of school WIRY, WKDR, WEAV & WDOT Radio Stations will make spot announcements informing you of such action.

## BOOKS

All textbooks are provided by the school system. In some instances, there will be a need to buy other aids or materials. A separate letter concerning this will be sent home to you.

Children will be responsible for the books that are assigned to them. In the event that a book is lost or destroyed, a fee will be charged for the replacement.

## **PARENT/VISITOR SIGN-IN/OUT PROCEDURES**

We'd like to establish clear communication with regard to our parent and visitor sign in/out procedures at Bailey Avenue. For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival. In the office, visitors will sign in and receive a visitor badge. Upon departure, visitors are asked to return to the office to sign out. Parents are not only welcome, but are encouraged to visit and become involved in their child's school, but must also sign in. We must follow school safety guidelines established by New York State. According to the New York State School Safety guide checklist issued in September 2007, schools must establish "a visitor policy, requiring a sign-in procedure for all visitors, including visible identification." In addition, schools must "promote a safe and orderly school community," by "establishing and maintaining a daily structure and routine for students."

**Parent Sign In/Stopping at Classes:** In order to be certain that all of our children are safe, we need to be sure that parents and students are aware of the sign-in and sign-out procedures. Any parent visiting the school for any reason must:

- 1 Sign in at the main office
- 2 Check in with the secretary
- 3 Take a visitor's badge

We ask that parents do this every time that they visit the school. We cannot ensure safety of the children unless this procedure is followed every time. We ask that parents sign in automatically. If you are asking yourself- "I wonder if I have to sign?" - the answer is **YES**. It is important that this procedure is followed.

**As a primary school, at Bailey Avenue, we understand that it can take a couple of weeks for some children to adjust to the new school year and we would like to let parents know that we are very sensitive to this issue, however, once the school year has set in after approximately two weeks, we ask that parents say good bye to their children at the double doors entering the building and not walk their children down to their classroom.** Once students enter the building at 8:25 AM, it is very important that teachers begin morning routines and instruction with a minimum of disruption. Allowing your children to enter the building on their own, will help to foster independence. If a parent must enter the building before or after 8:25 AM to assist children with carrying snack, we ask that you please remember to sign-in in the office and get a visitor's tag before entering the halls. If you wish to speak to your child's teacher, we encourage you to send in a note, call or email. Of course, if your child has special accommodations that need to be made, we urge you to contact the principal as soon as possible to develop a plan for the morning transitions.

**Students Arriving Late:** If your child comes into school after the normal arrival time (after 8:25 AM), for whatever reason, we ask that you sign them in at the office and say good bye at that point. This process usually allows for a smoother and quicker transition to the classroom. Thank you for your assistance in helping your children be more independent and for minimizing interruptions in the classrooms.

#### **Sign Out Procedure:**

In addition, if a student has to leave school for any reason before the end of the day, we need a note from the parent. The parent must also sign the sign-out book in the main office before a student may leave the building.

#### **SUPERVISION**

Your school is responsible for the safety and welfare of the children from the time they come to school in the morning until they return home in the afternoon. Because of this, a number of rules have been made to insure the safety of the children. In addition to fire drills and bus drills other rules of interest to parent's include:

1. Children are not allowed to leave the school during the day without the express written permission of the parent or guardian, and only with a responsible adult known to the child.
2. Bicycle privileges are granted as long as the child maintains a responsible attitude for the safety of other children.
3. Children are allowed to ride their bicycles ONLY to and from school. All parents are urged to provide a lock for the child to safeguard his/her bicycle. The child is requested to push his/her bicycle on and off the school property.
4. Supervision is not provided before or after school. In order to ensure their safety students must not arrive prior to 8:00 AM at Oak Street and 8:10 AM at Bailey Avenue. Unless participating in intramurals students must go directly home. If your child is driven to and from school, it is most important that the rides be on time in order to ensure safety for the student.

## EARLY RELEASE OF STUDENTS

Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. **We highly encourage parents to schedule students' doctor's appointments after school as much as possible. When students leave school early, they miss out on valuable instructional time and can fall behind academically.**

## HEALTH SERVICES

The School District is concerned with the health and well-being of each of the pupils. It has been shown that the child profits greater from instruction only when he/she feels well and is in a satisfactory emotional state.

A health office is maintained in each school with a school nurse in charge. She checks students who are ill in school and keeps health records on individual students. In addition, she tests eyes and ears, advises corrections when needed, and helps the school physician with physical examinations.

Parents are notified of all findings, emergency first-aid treatment is given, but by law, the school nurse is NOT allowed to diagnose, prescribe or treat. Each child in the building, after being absent because of sickness, should bring his/her excuse to school. In case of illness during the school hours, parents will be called to pick up their child. The Health Office phone number is: 563-4190 at Bailey and 561-4760 at Oak.

Occasionally it may be necessary for your child to take medication during school hours.

In order for the school nurse to administer medication to the students, they must have:

1. Written order from a physician directing the nurse to give medication.
2. Written parental permission
3. Medication in original container

The medicine should be labeled with the name of the child and his/her grade, and be taken to the Health Office. It is not a good practice to send medicine to school with small children. If you are not able to bring it yourself, perhaps you could send it with an older brother or sister.

We are sorry if this might cause any inconvenience, but we must follow state mandated laws. As always, please feel free to contact us with any questions you might have.

If the above procedure is followed, the school nurse will be glad to administer the prescribed medicine. All the other unprescribed medication, however such as aspirin, vitamins and cough syrups cannot be administered under any circumstances.

If you have any questions, please feel free to call the school nurse.

## PHYSICAL PROBLEMS

If your child has any physical defects that are not readily apparent, please acquaint your child's condition and limitations to the school nurse at the Health Office and to his/her teacher. Examples of this type would include rheumatic heart, weak kidneys, below average hearing, etc.

## BOOTS, MITTENS AND COATS

All classes are encouraged to go outdoors at some time during the school day, weather permitting. Each child should be dressed warmly enough for outdoors during the colder months. It is suggested that the child's name be written or securely sewn on their sweaters, coats, and boots.

## PARENT-TEACHER CONFERENCES

A conference with your child's teacher is one of the most important ways that you can help your child in his/her progress through school. To insure a successful conference, parents should contact the school office in advance. The teacher will then have time to collect marks, and make notes about his/her school life that will be helpful during the conference. All conferences should be scheduled at the close of the school day.

## PROGRAMS AT BAILEY AVENUE/OAK STREET SCHOOL

### 1. CLASSROOM

Bailey/Oak is considered to be one Pre K-5 school. The Primary Wing located at Bailey Avenue is Pre K-2. The Intermediate Section located at Oak Street School is 3-5. Classrooms are heterogeneously (mixed ability) grouped. Classroom disciplines include focuses on Reading, Writing, Mathematics, Science, Social Studies, Language Arts, etc.

### 2. LIBRARY

Miss Kathy Curran is the Bailey/Oak Librarian. Each classroom has a thirty minute Library Skills instructional class per week. In addition each classroom has a weekly book exchange.

### 3. HEALTH EDUCATION

The Plattsburgh City School District has developed a comprehensive Health Education Program for Elementary School Students. Mrs. Kim Quinn is the Health Education Teacher/Coordinator. Her office is located at the Duken Building. An overview of the program will be distributed to all parents.

### 4. MUSIC - VOCAL

Each classroom has a Vocal Music Class scheduled weekly. The instructor is Mrs. Sandra Verity. In addition, interested students may take instruction in strings beginning at grade three and brass beginning in grade five.

## 5. PHYSICAL EDUCATION

Each classroom is scheduled twice weekly for Physical Education. The Physical Education instructor at Bailey Avenue is Mr. Brad LaValley. The Physical Education instructor at Oak Street is Annmarie Curle

## 6. PSYCHOLOGICAL SERVICES

Psychological services are available at Bailey/Oak. Mr. Sheldon Cullen is the School Psychologist at Bailey Avenue and Mr. Garrett McLean is the School Psychologist at Oak Street. Arrangements may be made by calling the school office.

## 7. READING & MATHEMATICS LABS

Students qualifying for the program (below minimum competency on standardized test scores) receive individualized or small group instruction in Reading and/or Mathematics.

## 8. SPEECH SERVICES

Students qualifying for the program will receive services in speech and language at Bailey/Oak. Mrs. Jan Kinne is the Speech Therapist at Bailey. Mrs. Carol Rock is the Speech Therapist at Oak.

## 9. ART

Each classroom has an Art Class scheduled weekly. The instructor is Mrs. Emily Sullivan.

## 10. ODYSSEY

The Odyssey Program provides experiences for selected students that are above and beyond those of the regular classroom. In depth explorations of a wide variety of projects are the focus of this program. Mrs. Sarah McCarty is Odyssey for Bailey Avenue and Oak Street Schools.

## 11. CHORUS

Mrs. Sandra Verity is the Bailey/Oak Choral Music Conductor. Chorus is conducted for interested third, fourth and fifth grade students on a weekly basis.

## 12. INTRAMURALS

Intramurals are provided for interested fourth and fifth grade students at the close of school (2:30 - 3:30). Students participate in a wide variety of sports and activities.

## 13. CHILD ADVOCATE

Mrs. Tracey Giroux is the Bailey Avenue Child Advocate. Mrs. Jane Pike is the Child Advocate at Oak Street. They specialize in counseling, parenting workshops and family services.

