

Maple Avenue Elementary School

952 Maple Avenue ♦ Niagara Falls, New York 14305



Learning For All...Whatever It Takes

Parent Handbook 2017-2018

W E L C O M E

Dear Parents, Guardians and Students:

We are very excited about beginning another school year at Maple Avenue Elementary School. Our school provides your child access to the newest technology and best practices in instruction. Do you believe that school is an environment that can help your child's dream come true? We do! Learning opens your child's eyes to new ideas, new ways of seeing things and new possibilities! Learning helps our students reach their dreams!

This handbook contains many of the school's procedures, rules and policies. The information has been compiled in order to improve communication between home and school. Better communication will result in less confusion and/or problems. Please take a few minutes to read this handbook with your child(ren) so that you will have a better understanding of the rules and procedures. Monthly calendars will be sent home in order to keep families informed of all the activities and events at Maple Avenue. Our website will post a calendar for the month with important dates and dismissal times for your reference. We highly recommend referring to our school website for updated, ongoing information.

It is our hope that this school year will be enjoyable and academically successful for all of our students through an "active" partnership between home and school. We all must be involved in our children's education. Please do not hesitate to contact an administrator, teacher, or staff member with questions or concerns or to offer assistance.

Wishing you a wonderful and successful year.
Sincerely,

Maria Chille-Zafuto Principal
and
The Faculty and Staff at Maple Avenue Elementary School

WEBSITE

www.nfschools.net, look under "Schools", click and drag down to Maple Avenue.

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	Maria Chille-Zafuto	278-9140
Secretary	Laura Skalski	278-9140
School Psychologist	Deanne Giambra	278-9151
Pupil Service Assistant (PSA)	Holly Rodgers-Parker	278-9145
School Counselor	Linda Blake	278-9152
Clinic	Amanda Castilon	278-9142
Lunch Applications	Debbie Maj	278-9143
Transportation Issues	Carolyn Blose	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	Main Office	278-9140
Special Education	CSE	286-4280
Curriculum Inquiries	Instructional Office	286-4259
District Policy	Human Resources	286-4225

Table of Contents

<u>Topic</u>	<u>Page</u>
Welcome Letter	2
Who to Call List	3
Table of Contents	4
Maple Avenue Staff List	5
District/BOE Mission Statement	6
District Vision Statement	6
NFBOE Strategic Goals	6
Enrolling in School	6
Daily Schedule	6
Transportation	7
School Closings	7
Attendance Requirements	8
Attendance Policy	8
Early Student Release	9
Maple Expectations	10
Breakfast/Lunch Program	11
Baked Goods Policy	12
Maple Avenue School Building Procedures	13
Entrance	13
Late/Visitor Entry	13/14
Dismissal	14
School Phones	15
Lost and Found	15
Traffic Safety	15
Our Special Plea	16
Student Appearance Code	17
School Health Office	18
Library Media Center	19
Physical Education	20
Instrumental Music Program	21
Instructional Focus	22
S.T.A.R./Second Step/Character Ed. Program	23
Maple Avenue School & Home Compact	24
Parent/Guardian Exception Form	25
Consolidated Permission Form	26
School Related Activities	27
Parent Education Group (PEG)	28
Cell Phone Policy	29
100% Tobacco Free School Policy	30
Community Services Directory	31

MAPLE AVENUE SCHOOL
STAFF LIST 2016-17

	<u>Gr.</u>	<u>Room</u>		<u>Subject</u>	<u>Room</u>
_____ Miss Roscetti	Pre-K	6	_____ Mrs. Caprio	Instructional Coach	23
_____ Mrs. Spanbauer	Pre-K	3	_____ Mrs. Manella	Instructional Coach	23
_____ Mrs. Pileggi	Kdg.	1	_____ Mrs. Tower	Consultant Tchr.	4B
_____ Mrs. Campbell	Kdg.	2			
_____ Ms. McKean	1	16	_____ Mrs. Dingwall	Teaching Asst.	4A
_____ Mrs. Scirto	1	15	_____ Mrs. Granieri	Teaching Asst. (PEP)	17
_____ Mrs. Walker	2	4	_____ Mrs. Ponticello	Teaching Asst. (PEP)	17
			_____ Mr. Griggs	Phys. Ed.	Gym
_____ Mrs. Benjamin	2	14	_____ Mrs. Stewart	Phys. Ed. Assoc.	Gym
_____ Mrs. Conner	3	12	_____ Mr. Johnson	Art	5
_____ Mrs. Kramer	3	13	_____ Kary Dobbs	Vocal	5
_____ Mrs. Gregg	4	21	_____ Miss Custode	Inst. Music	Stage
_____ Mrs. Martin	4	22	_____ Mrs. Violanti	Library Assoc.	11
_____ Mrs. Hunter	5	20	_____ Mrs. Castilon	Nurse	Clinic
_____ Mrs. LaSota	5	18	_____ Mrs. Catanzaro	Speech	
_____ Mr. Robins	6	9	_____ Mrs. Giambra	Psychologist	
_____ Mr. Sauvageau	6	10	_____ Mrs. Parker	Pupil Service Assistant	
			_____ Mrs. Blake	Counselor	
_____ Mrs. LaGamba	Classroom Assoc.	6	_____ Mrs. Skalski	Secretary Office	
_____ Mrs. K. Sirianni	Classroom Assoc.	3	_____ Mrs. Chille-Zafuto	Principal Office	
_____ Mrs. LeGault	Classroom Assoc.	6	_____ Mrs. Kozlowski	Custodian	
_____ Miss Tyran	Classroom Assoc.	3	_____ Ms. Carella	Porter	
_____ Mrs. Sorg	Child Care Assoc.	22	_____ Mrs. Mang	Cleaner	
			_____ Mrs. Forgione	Cook	
_____ Mrs. Maj	Sr. Sch. Monitor		_____ Mrs. Porto	Assistant Cook	
_____ Mr. O'Neill	Lunch Associate		_____ Mrs. Borowicz	Food Service Helper	
_____ Ms. Pruitt	Lunch Associate		_____ Mrs. Castile	Food Service Helper	
_____ TBD	Tech Support				

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 Central Office, 630 66th Street. 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 Pre-Kindergarten is four years old, on or before December 1st. There are no exceptions for this State-recommended beginning age.

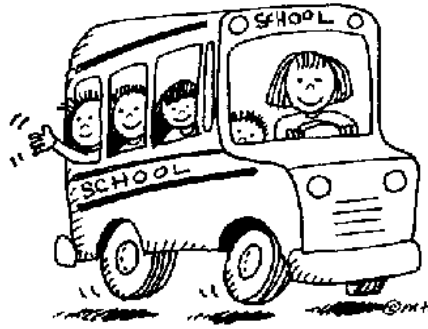
Daily Schedule

Pre-Kindergarten

Monday, Wednesday, Thursday, Friday	8:45am-2:45 pm
Tuesday	8:45am-1:45 pm

Grades Kindergarten through Six

Monday, Wednesday, Thursday, Friday	8:45am-3:00pm
Tuesday	8:45am-2:00pm



Transportation

State subsidized bus transportation is provided free to all children grades K through 12 who live more than 1.5 miles from their home. Eligibility will automatically be determined by computer registration at the student's school. 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.

Attendance Policy

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

Legal Absence

Sickness

Sickness or death in the family

Quarantine

Attendance at health clinic

Illegal Absence

Visiting relatives

Vacation

Baby-sitting

Oversleeping, etc.

- Send in a written excuse when your child returns to school.
- An absence without a written excuse will be considered an illegal absence.
- The School will contact the home when a child has been absent over a period of time and the school has not been notified.
- If a medical appointment is necessary during the school day and the child will report to school when finished, please send in a written note to the classroom teacher 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.

Tardy

- **When your child is tardy, he/she should report to the office before going to class.**
- **A written note must be sent to the school with an explanation for tardiness.**
- **Parents will be contacted in instances of recurring tardiness/absence**

CHANGE OF ADDRESS/TELEPHONE

IT IS EXTREMELY IMPORTANT THAT EVERY STUDENT MAINTAIN AN UP TO DATE ADDRESS AND WORKING TELEPHONE NUMBER IN THE SCHOOL OFFICE. NOTIFY THE SCHOOL IMMEDIATELY IF YOU HAVE A CHANGE OF ADDRESS OR TELEPHONE NUMBER. ALSO, PLEASE LET US KNOW IF YOUR WORK PLACE AND WORK NUMBER CHANGES.

It is also extremely important that we have an emergency name and phone number.

Please call the school if your emergency contact and telephone changes.

MAPLE AVENUE ELEMENTARY SCHOOL



EARLY STUDENT RELEASE

Parent/Guardian authorization is required for any student leaving school at times other than normal dismissal times. Persons picking up a student during the school day must report to the office and sign the student out; they may not go directly to the classroom. Identification, such as a driver's license or photo I.D., will be required to sign a student out of school. **Only persons who are listed on the registration form or on the emergency release form may sign a student out.** Students will be called down once the parent arrives. If parents desire to have someone else sign their child out, they must forward written notification to the school of the date and time of the dismissal change. The name and relationship of the person picking up the student is to be included. Without prior notification, no child will be released early to anyone other than a parent or guardian. NO STUDENT, under any circumstance, is to leave school or school grounds without being officially excused. This is for the protection of all our students and we appreciate your support and cooperation.

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.

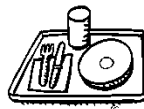
Breakfast/Lunch Program

Free breakfast and lunch is available to ALL STUDENTS, no eligibility required.



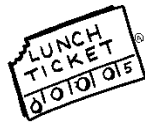
Breakfast

Breakfast is served daily at 8:25am. All breakfast students are to enter through Door 5.



Lunch

All children attending a full-day session remain in school for a half hour lunch period. While a hot lunch and milk is offered free to all, you may also prepare a lunch for your child to eat at school.



There are four 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.**

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 was updated in September 2015.

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. **However, any item with any kind of nuts or peanut butter is not allowed!** 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.

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



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**
- **The playground is reserved for families only until 3:30 (2:30 on Tuesdays)**

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

Entrance

Breakfast Program

Students eating breakfast at school will enter the building using Door #5 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

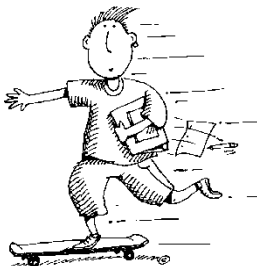
For the safety of the children, Maple Avenue School Door #1 will be locked after 8:55 am. It is not intended to discourage any of our Maple Avenue families from entering our building. We need and want you to be a part of our Maple Avenue School, but our priority is the safety of your children. Please 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 are not permitted in classrooms without clearance 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. (**New NFBOE Policy ADOPTED in March 2008 – ALL VOLUNTEERS MUST FILL OUT A VOLUNTEER INFORMATION FORM, to be kept on file in main office of school.**)
- During the day, if you bring a forgotten item for your child, please label it with your child's name and 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 are not permitted to enter the building at dismissal.**

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

Dismissal from classroom door, Maple Avenue side:

Kindergarten—Mrs. Pileggi

Dismissal at Maple Avenue door #4:

Pre-Kindergarten—Mrs. Spanbauer

Kindergarten—Mrs. Campbell

Second grade—Mrs. Walker

Third grade—Mrs. Conner and Mrs. Kramer

Dismissal at back doors closest to playground, McKoon side - door #3:

Sixth grade—Mr. Robins and Mr. Sauvageau

Dismissal from back doors exiting to small parking lot - door #2:

Fourth grade—Mrs. Gregg, Mrs. Martin,

Fifth grade—Mrs. Hunter and Mrs. LaSota

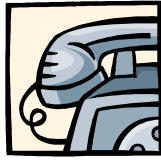
Dismissal from north doors closest to Lewiston Road – door #5:

Pre-Kindergarten—Miss Roscetti

First grade—Mrs. McKean, 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” box in the back hallway. 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. This will be STRICTLY enforced.**
- **It is ILLEGAL to make a U-turn in a school driveway or entranceway. Please be mindful that students are walking through our lots and on our sidewalks.**
- Due to congestion on McKoon and Maple Avenue at entry and dismissal times, please 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.

Nor is it 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 time is 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

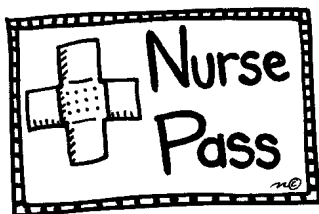


The Niagara Falls School Community believes that students' appearance should at all times be neat, clean, and appropriate for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents. The student's appearance should 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

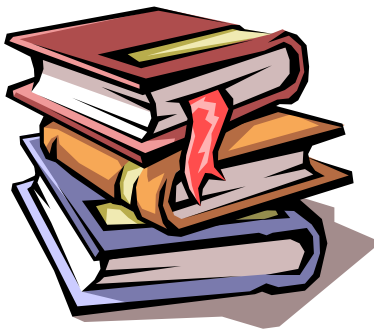
Fax: 278-9156

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. NYS Public law requires a Tetanus, Diphtheria, and Acellular Pertussis (Tdap) booster shot for children born on or after January 1, 1994 AND entering, repeating, or transferring into the sixth grade on or after September 1, 2007. In addition 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 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 entering Kindergarten. **(Please note: parent recall of the disease history cannot be accepted as proof of immunity).** All students entering 7th grade must be vaccinated against Hepatitis B. All children 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.** There are 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 2nd, 4th, 7th, & 10th grade, special education classes, and new entrants including Pre-K and K. If you prefer to have your own health care provider complete this examination, please have him/her complete the physical examination form that was sent home or is available in the school clinic. If this form is completed and returned, your child will not participate in the school physicals. In accordance with NYS law, the District Family Nurse Practitioners will provide physicals for students who do not return a completed physical examination form.



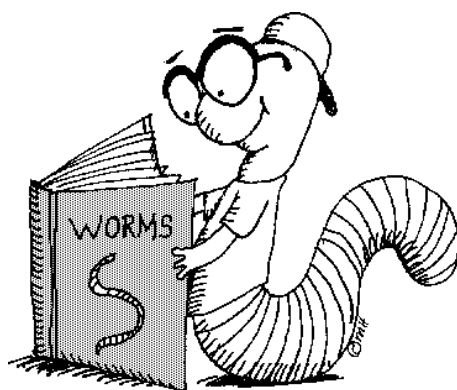
Library Media Center

The Media Center is staffed by Mrs. Kathy Violanti, 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 (twice a week) for grades Pre-Kindergarten through one, grade two is one hour per week, and 40 minutes long for grades three through six. Pre-K through first 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 second 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. 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, clarinet, saxophone, trumpet, French horn, trombone, baritone horn, 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 their use (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. 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.





Instructional Focus

ENGLISH LANGUAGE ARTS

All K-8 classrooms in the Niagara Falls City School District will implement a balanced literacy program that is aligned with the Common Core Learning Standards (CCLS). Journeys (grades K-4) and CCSS Module instruction (grades 5-6) are rich and challenging programs focusing on the following key elements for student success: Phonemic awareness, Phonics, Fluency, Vocabulary, Comprehension and the Writing Process.

The Daily Literacy Block consists of Skills Development (phonemic awareness and phonics) as well as a blended Readers' and Writers' Workshop, whereby students concentrate on oral language, vocabulary development, comprehension, reading fluency, and the writing process (planning, editing, revising and publishing). An Intervention Block provides instruction for students requiring additional support in grades K-4. Strong rituals and routines as well as engaging text keeps students focused during instruction.

MATH WORKSHOP MODEL

Mathematics instruction in a Maple Elementary School classroom takes place within a workshop setting. This year, students in grades K-5 will be using a new math resource, Investigations 3. This program utilizes a problem-based learning approach where students actively explore mathematical ideas to develop understanding and fluency with common core mathematic standards. Students will collaborate, investigate, and take part in problem-based learning. In the mathematics classroom, students demonstrate understanding of math concepts by talking and thinking about them; analyzing mathematics by comparing solutions and giving explanations; and understanding mathematics by making connections, identifying errors and tracing one's reasoning skills. In grade 6, in conjunction with our Prep School colleagues, will pilot *Go Math*, an engaging and interactive approach to understanding common core standards.

When it comes to mathematics work, routines define what is carried out each day and rituals define specifically how it is carried out. Artifacts refer to the learning objects involved in that work. The objects (artifacts) are provided by the teacher to facilitate learning and are created by the student as a result of learning. Rituals, routines and artifacts create a functioning community.

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-Parker**, 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 out 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:

Maria Chille-Zafuto, Principal
Colleen Caprio, TSA -Instructional Coach
Angela Manella, TSA – Instructional Coach
Deanne Giambra, School Psychologist
Linda Blake, Guidance Counselor
Holly Parker, Pupil Service Assistant/STAR Team Assistant, PCOC



DISTRICT –WIDE CHARACTER EDUCATION PROGRAM

The District-wide Character Education program was formed to support parents' efforts in developing good character in their children. The schools, parents and communities identified a list of character words and definitions deemed important regardless of a person's political leanings, race, gender or religious convictions.

The purpose of the Character Education program is to integrate good character traits into the total school environment, as well as into the community. Each month, a trait is focused on the attitudes and personal qualities that build a foundation for success in life and work. These character traits are imbedded throughout the curriculum and are a daily focus of both students and school staff members. See district calendar for monthly traits.

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 6th grade and be ready to succeed in prep 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 Niagara's Choice program.

Principal: _____

Maria Chille-Zafuto, 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

September 2017

Dear Parent/Guardian:

The Niagara Falls City School District prides itself on the technology available to the 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 rest of the school community. Additionally, your child's picture and/or work may be shared 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 the other forms of media mentioned in this letter during the years he/she is a student of the District, you must fill-in and sign the Parent/Guardian Permission Form below and return it to your child's principal. If in the future you wish to reverse this permission, you may do so in writing.

If you have any questions, please feel free to contact your child's principal.

Thank you.

PARENT/GUARDIAN PERMISSION FORM

2017-18

Niagara Falls City School District
Consolidated Permission Form for Releasing Information to the US Military,
Using District Computer Systems, Online Art Gallery and Media Release

Please complete this form and return it to your child's school. Put your **initials** in the appropriate **Yes or No** box.

Student Name _____ **Student ID Number** _____

School _____ **Class/Homeroom Teacher** _____

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Release of information to the US Military (Grades 11 and 12 only)
The No Child Left Behind Law of 2002 requires high schools to release the name, address, and phone number of any 11th or 12th grade student to the United States Military. In order to receive federal funding, the Niagara Falls City School District must comply with this mandate unless parents provide written notification via this form that they do not want this information released.

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Computer Acceptable Use (all grades)
Parents and guardians can obtain a copy of the District's Acceptable Use Policy by visiting any school or www.nfschools.net. All student computer use must comply with this policy. Internet Safety is part of the State curriculum and learning to use technology responsibly is an important part of education. Unless a parent provides written notification via this form, students will have access to the District's computer system in accordance with the District's AUP.

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Online Art Gallery (all grades)
I give permission to the Niagara Falls City School District School to share my child's artwork along with his/her first name on the Online Art Gallery on the School District's Website, www.nfschools.net

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Media Release (all grades)
I give permission to the Niagara Falls City School District School to use my child's photograph, likeness and/or work in any compilations to be distributed within the community. Specifically, photographs of students may be used in the *Our Schools* District newsletter, in pamphlets or brochures, or on flyers. Such images may also be distributed to local media, either print or video, or may be used on the O.S.C-TV Channel 21, or be used or distributed in like manner. Images of students do not appear on the District website.

If in the future you wish to reverse any permission, you may do so by notifying your child's principal in writing.

Parent/ Guardian Name: (Please Print) _____ Date _____

Parent/ Guardian Signature: _____

School Related Activities

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 posts throughout the building so that safety patrol member can help traffic flow of students to run smoothly, quickly, and most importantly safely.

Swim Team—This 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.

Science Club

Engineering Club

Parent Education Group (PEG)

The PEG is a group of parents who meet monthly to plan and sponsor activities for the school's student body. We hold several fundraisers each year, including Family Fun Night, a Walk-A-Thon and the Niagara Chocolate Easter Candy Sale. The funds raised through these efforts support class field trips and an end of the year picnic for all students and staff. We also give money to areas in need, such as for new gym equipment, art supplies, a new piece of playground equipment and the sponsoring of Holiday baskets for families in our community.

There are many ways a parent can be involved. You do not need to "be in school" to be involved in your child's education. Please attend our kick off meeting on September 19th at 6:30 pm. We are working to restructure our PEG and need fresh faces and ideas. Many hands make the work light! We will also begin offering morning PEG meetings in October.

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

September/October –Walk A Thon

October – Picture Day (makeups in November)

November - Family Fun Night

January/February - Niagara Chocolate Sale begins

February/March – Yearbook Pre-order Sale

MEETING DATES - Our first meeting will be held on Thursday, September 19th at 6:30 pm in the Cafeteria. Future meeting dates will be decided at that meeting. Please join us!

If you have any questions, please feel free to contact the Maple Avenue PEG via main office at Maple 278-9140.



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

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.

Community Services Directory



American Red Cross		731-4030
Big Brothers/Big Sisters		285-6680
Boy Scouts of America		891-4073
Boys and Girls Club		282-7181
Child Abuse Hotline		1-800-342-3720
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		278-8180
(Immunizations)		278-1903
Niagara Falls Recreation Department		286-4956
Niagara Falls Youth Bureau		923-5232
Poison Control	National	1-800-222-1222
Runaway Hotline	Local	285-7124
	National	1-800-786-2929
Salvation Army		283-7697
YMCA		285-8491

24 Hour HELPLINE

282-5432