

AU SABLE FORKS ELEMENTARY SCHOOL

PARENT HANDBOOK



2016-17 SCHOOL YEAR

We hope that you find this handbook useful. On behalf of all of us at AFES we wish you and your son/daughter a very successful school year!

Mrs. Gigi Mason, Principal
Au Sable Forks Elementary School



The AFES Staff and Faculty Pledge

At Au Sable Forks Elementary School we are committed to creating a school that will:

**Achieve
and
Foster
Educational
Success**

OUR GOAL

Every student on our campus, without exception and without excuse, will be proficient or advanced in reading, writing, and math.

AFES Family Pledge

We, as parents and families of the students at AFES, are 100% committed to being active participants in our child's education. Our family will provide the environment needed to ensure excellence in education. We will make sure our children are rested, nourished, prepared and on time each day, without excuse. The support we provide our children will be steadfast and unwavering.

AFES Student Pledge

We, as students at AFES, believe in the brightness of our future.

We commit to:

- Improving our academic skills by paying attention, working hard, and completing and turning in homework
- Coming to school every day on time unless we are ill
- Following the four B's and developing our character

At AFES we believe that we have the power to make college part of our future.

Au Sable Forks Elementary School
Au Sable Forks, New York 12912
Achieve and Foster Educational Success

Mr. Paul Savage, Superintendent
Mrs. Ginene (Gigi) Mason, Elementary Principal

Board of Education Members

David Whitford	Sherry Snow
Jamie Martineau, Vice President	Mark Allen
Scott Bombard, President	Susan Richards
Robyn Pray	

Faculty and Staff	Position	College	Email
Mrs. Lori DesLauriers	Kindergarten Teacher	Syracuse	deslauriers.lori@avcsk12.org
Mrs. Kristi Hackett	First Grade Teacher	Skidmore	hackett.kristi@avcsk12.org
Ms. Shyloah Osteyee	First Grade Teacher	U of Maine	osteyee.shyloah@avcsk12.org
Mr. Stewart Mitchell	Second Grade Teacher	St. Lawrence	mitchell.stewart@avcsk12.org
Mr. Doug Garrand	Second Grade Teacher	Genesee	garrand.doug@avcsk12.org
Mrs. Cheri Bunn	Third Grade Teacher	Alfred	bunn.cheri@avcsk12.org
Mrs. Michelle Mitchell	Third Grade Teacher	Manhattanville	mitchell.michelle@avcsk12.org
Mrs. Laurie Estes	Fourth Grade Teacher	UCLA	estes.laurie@avcsk12.org
Mrs. Heather Arthur	Fourth Grade Teacher	Plattsburgh	arthur.heather@avcsk12.org
Fifth/Sixth Grade Departmental Team:			
Mrs. Kathleen Barber	Science Grades 5,6	Rockhurst	barber.kathleen@avcsk12.org
Mrs. Tammy Forrence	ELA Grades 5,6	Tulane	forrence.tammy@avcsk12.org
Mr. Eric Carey	Social Studies Grades 5,6	William and Mary	carey.eric@avcsk12.org
Mr. Marty Remillard	Math Grades 5,6	Siena	remillard.marty@avcsk12.org
Special Area Teachers:			
Miss Kayla Furnia	Special Education	U. of Buffalo	furnia.kayla@avcsk12.org
Mrs. Kim Chamberlain	Special Education	St. Rose	chamberlain.kim@avcsk12.org
Mr. Daryl Johnson	Special Education	Texas	johnson.daryl@avcsk12.org
Mrs. Katie Dergosits	Special Education	Princeton	danbury.katie@avcsk12.org
Ms. Alyssa Atchinson	Speech Pathologist	Old Dominion	atchinson.alyssa@avcsk12.org
Mrs. Fabienne Rossi	School Psychologist	SUNY Albany	rossi.fabienne@avcsk12.org
Mrs. Robin Dragoon	AIS Teacher	UVM	dragoon.robin@avcsk12.org
Mrs. Brenda Martin	AIS Teacher	Florida Southern	martin.brenda@avcsk12.org
Mrs. June Zerrahn	AIS/Literacy Coach	UNC	zerrahn.june@avcsk12.org
Mr. John Thatcher	Computer Instructor & AIS	RPI	thatcher.john@avcsk12.org
Mr. Michael Farbotko	Physical Education	Clemson	farbotko.michael@avcsk12.org
Mrs. Cherie LaDuke	Music Teacher/Art Teacher	NEC/BU	laduke.cherie@avcsk12.org

Teacher Assistants/Permanent Subs

Mrs. Bethany Blair	TA	blair.bethany@avcsk12.org
Mrs. Kerri Ormsby	TA	ormsby.kerri@avcsk12.org
Mrs. Kristin Bombard	TA	bombard.kristin@avcsk12.org
Mrs. Amanda Rondeau	TA	rondeau.amanda@avcsk12.org
Ms. Kate Villios	Permanent Sub	villios.kate@avcsk12.org

Staff:

Mrs. Brooke Sorrell	School Nurse Walden	sorrell.brooke@avcsk12.org
Ms. Kelly Murphy	Secretary Springfield	murphy.kelly@avcsk12.org
Mrs. Dori Murphy	Library Aide LeMoynes	murphy.dori@avcsk12.org
Mrs. Cindy Burdo	Teacher Aide	burdo.cindy@avcsk12.org
Mrs. Caroline Douglas	Teacher Aide	douglas.caroline@avcsk12.org
Mrs. Judy Ford	Teacher Aide	ford.judy@avcsk12.org
Mrs. Mary Bombard	Teacher Aide	bombard.mary@avcsk12.org
Mrs. Sherry Walton	Teacher Aide	walton.sherry@avcsk12.org
Mrs. Melissa Manning	Teacher Aide	manning.melissa@avcsk12.org
Mrs. Kelly Smith	Teacher Aide	smith.kelly@avcsk12.org
Mrs. Christie Stork	Teacher Aide	stork.christie@avcsk12.org

Mrs. Marilyn Plishka.....	Cafeteria
Mrs. Jean Mousseau.....	Cafeteria
Mrs. Morgan Himmel.....	Cafeteria
Mr. Harley Eaton	Custodial Worker
Mr. Bernie Rosio	Custodial Worker
Mr. David Stickle	Custodial Worker

Bus Garage: Dean Lincoln 834-2834

Positive, Safe School Environment

Au Sable Forks Elementary is proud to participate in Positive Behavioral Interventions and Supports (PBIS). PBIS is a proactive, school wide approach to teaching behavioral expectations to all children. Positive behaviors are frequently acknowledged by all school staff, while undesirable behaviors are consistently addressed with predictable consequences.

PBIS is used at Au Sable Forks, at the other schools within the Au Sable Valley School District, and at more than 3,000 schools throughout the country. Our goal at AFES is to create a safe, nurturing atmosphere that promotes learning for all students. To achieve this goal, students will be re-taught PBIS principles at the beginning of the school year and throughout the school year as needed. Part of this program includes a respect curriculum, designed to address bullying concerns.

Students are expected to follow the PBIS “4-B’s” at all times:

- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**
- **BE COOPERATIVE**

Students will also be asked to follow the respect curriculum guidelines:

- **STOP**
- **WALK**
- **TALK**

Please review the PBIS matrix attached to the back of this handbook with your child. Sign and return one copy to the school, and keep a copy to refer to at home (on the refrigerator is a great spot!)

The PBIS Team values your input and suggestions. Anyone interested in making a suggestion is encouraged to call the school. For more information about PBIS, visit the national website www.pbis.org.

Involvement in No Excuses University:

Au Sable Forks Elementary is a No Excuses University School. What is No Excuses University (NEU)?

The NEU is the idea that all students deserve the opportunity to be educated in a way that prepares them for college if they so choose to attend.

It brings together a culture of universal achievement and a college type atmosphere. A school cannot simply call themselves a NEU. A school interested in becoming one must apply and not only show that they are creating a college type atmosphere but also demonstrate that they have implemented proven systems to increase student achievement.

These systems are:

1. A belief that ALL students can learn and that it is the school's job to make this happen.

2. Collaboration among staff, working together to come up with unique solutions for student learning- grade level, class visits, monthly Professional Learning Communities

3. Aligning our teaching with what the state standards require students to know.- Math and ELA teams, investigate modules, teach one unit

4. Creating an assessment plan so that we can see where students are at and how we can help them improve- revamp our RTI model to include more intervention work, more transparency to students and families

5. Analyzing data to see trends in how our students are doing, and being able to share this data with students so that they can set goals.

6. Interventions: Working with at risk students who are behind in their learning. AIS, RTI

Some examples of activities we do to promote this:

Wear our University t-shirts every Friday

Each class has adopted a university and has or will learn its cheer

Promote college readiness character traits- Grit, Self- Control, Zest, Social Intelligence, Gratitude, Optimism, Curiosity

Students write goals and action plans for achieving their goals

Family Orientation Night to promote learning and college readiness

College bulletin boards highlighting where our teachers went to college as well as where each class' university is located

Teachers, parents, and students are asked to commit (by signing) the Universal Statement of Achievement

Assemblies to promote college readiness

Field trips to universities (in conjunction with CFES)

College For Every Student (CFES):

Au Sable Forks Elementary is part of the College For Every Student organization (formerly known as the Foundation for Excellent Schools). College For Every Student (CFES) is a program committed to raising the academic aspirations and performance of students so that they can prepare for, gain access to, and succeed in college.

CFES currently works with 200 rural and urban schools and districts in 24 states. In our school we have chosen our sixth grade “seniors” to be our CFES scholars. These students will participate in the following activities:

- Mentoring
- Goal Setting Activities
- Field trips to a college
- Community Projects
- School Projects
- Assisting in different areas at school

Helping Your Child Be Successful In School

Often parents ask, “What can I do to make my child more successful in school?” Here are some suggestions from the U.S. Department of Education along with a few of our own.

1. **Provide a quiet place to read and to complete homework.** Set aside the same time each evening to work with your child. Your interest in your child’s work will motivate them to do well. Check your child’s planner each day and praise them for completing work on their own.
2. **Provide books for your child to read and to read to your child, and model reading by reading with your child.** Show your children how much you enjoy reading and they will follow your example.
3. **Set a regular bedtime routine and stick to it.** Kids need lots of sleep! Research has shown that one of the central reasons children have difficulty learning is because they are sleep-deprived.
4. **Discuss school, friends and activities on a daily basis.** By talking to your child about their daily activities, you are showing that you care and building a solid loving relationship. Mealtimes in particular are a great time to discuss the day.
5. **Compliment behaviors you value as often as possible.** Acknowledging good behaviors by praise, hugs, sticker charts and time with you will help to ensure a repeat of that behavior.

6. **Keep your child healthy!** Good nutrition, enough sleep and lots of exercise are keys to a healthy mind and body.

7. **Be positive about school, your child's work and their teacher.** Your child sees you as the authority and if you are positive, they will be positive. Discuss concerns that you have about school with your child's teacher privately.

8. **Limit and monitor television viewing, internet use, cell phone use and gaming.** These activities are passive with little benefit for your child. Try to watch positive TV shows with your child and share conversations about what you are watching.

9. **Stay in touch with your child's teacher.** Ask about your child's progress often. Attend conferences. If problems arise, consult your child's teacher immediately so that misunderstandings do not arise.

The Au Sable Forks Parent-Teacher Organization

The Au Sable Forks Elementary school Parent-Teacher Organization is a group of parents and school members who meet the second Thursday of the month at 6:30 pm in the AFES library. The purpose of this very important organization is to support and implement activities for the entire school community. Parents are invited and encouraged to join and support PTO activities. Please visit their Face book page! If you are interested in joining the PTO, please contact PTO president Jackie Hancock at scissorqueen86@gmail.com .

Academic Intervention Services (AIS)

Au Sable Valley Central School provides additional instruction for those students who have demonstrated academic need in Reading, English Language Arts or Math. Academic intervention services are provided by teachers pushing into classrooms or by pulling students out of classrooms and working in small groups, depending on the needs of the student.

Attendance

New York State Law requires that a specific reason be given for a child's absence from school. Likewise, a reason must be given if the child is late for school. Consequently, an excuse blank will be sent home for you to indicate the reason your child has not been in school. Your cooperation is urged in signing and returning the excuse blank immediately. If you send a note explaining your child's absence, an excuse blank will not be needed.

If your child enters school after 7:45 am, please have them report to the office. Please be sure your child is in school, on time, every day.

Awards

At Au Sable Forks Elementary School we feel it is very important to celebrate our

students' successes. To this end we hold periodic awards assemblies and pep rallies to honor those students who have followed the PBIS matrix, demonstrated outstanding responsibility, respect, safety and cooperation; and to award academic excellence and improvement. Parents and other family members are always most welcome at these special events.

Bad Weather Procedure

In the event that school is closed because of weather conditions, or for any other reason, the announcement will be made over the following radio stations: AM radio station: **WIRY-1340 AM**, FM radio stations: **WEZF-92.9 FM, 95XXX-95.3 FM, WOKO-98.9 FM, WLFE-102.3 FM, KOOL-105.1 FM, WIRD-105.5 FM, WIZN 106.7 FM**, Television Stations: **WPTZ Channel 5 & WCAX Channel 3**. **In addition we utilize an all call system. If you listed a phone number in your registration packet you will receive a phone call with delay/closing information.**

Breakfast and Lunch

There are a number of ways for your child to eat lunch at school. Read them over and plan on the way that works best for you. When sending lunch money with your child, please enclose it in an envelope with your child's name on the envelope

1. Send lunch to school.
2. Send lunch to school and \$.65 for a white milk or \$.75 for chocolate milk.
3. Send \$2.30 to school in the morning for the lunch. (We do offer two main entrees for the students to choose from for lunch.)
4. Send \$11.50 on Monday morning for the week. We encourage this because money is less likely to be lost. If your child is absent or brings lunch one day, a credit will be recorded.

Prices

Breakfast \$1.45	White Milk \$.65
Lunch \$2.30	Chocolate Milk \$.75
Doubles \$1.40	Ice Cream \$.80
Veggies, French fries or tator tots \$.80	

Our cafeteria manager is **Mrs. Michelle Martineau**, who can be reached at 834-2805.

Electronics

Electronic devices such as CD players, I-pods, video games, phones, etc should not be seen in school. These devices are expensive to purchase and are often lost or damaged at school, so please keep these items at home. The school will not be responsible for any of these items lost or damaged at school.

Field Trips

During the year there will be opportunities to take students on field trips to enhance the learning experience. Notices will be sent home whenever a trip is planned. Parental assistance is often requested in the form of chaperoning. There are limits as to how many

chaperones we can allow due to bussing constraints. **No one under the age of 18 will be considered for chaperoning, and chaperones that are parents will be given first consideration. If you are accepted as a chaperone and you have younger children, please make arrangements to leave them at home. SMOKING is never permitted on field trips. Please ask before taking pictures. Any pictures taken are for private use only and MAY NOT be posted publically, including FACEBOOK posts, under any circumstances.**

Library/Media Center

The Library/Media Center serves the entire school and should be used to everyone's advantage. Students have the privilege of borrowing books from the library and are, therefore, responsible for their care. Books should be returned on time. There will be a replacement fee for lost books.

Parking Areas

To insure the safety of the children boarding buses, and to permit the buses to maneuver and load safely and efficiently, we request that parents driving cars to please park in the circle to the side of the building, or at the rear of the building when at the Elementary School. There is to be no traffic in the front parking lot between the times of 7:30-8:00 a.m. and 1:45- 2:15 p.m. Let's keep our kids safe!

Physical Education

All children participate in the Physical Education program. For the safety of children, sneakers must be worn in the gymnasium. If possible a pair of sneakers should be kept in school.

Recess

Each day your child will have a thirty minute recess period. They should dress to go outside and play all year. In the case of extreme weather they will not go outside. Please be sure your child has a coat, (ski-pants grades K-3), sneakers or boots, mittens and a warm hat for recess. When in doubt, please be sure your child has boots. On warm spring days, we often have slush and mud.

Playground Equipment Rules

Parental support in observance of adopted rules of behavior on playground equipment will help to insure the safety of your child.

Swings

1. Get on and off by going around the outside of the two rows.
2. Sit only.
3. Stop swing before getting off.
4. One person to a swing.
5. Walk straight ahead when getting off the swing.
6. Poles may not be climbed.

Slide

1. Wait at the bottom of the ladder until the person ahead of you reaches the top.
2. Go under curved bar at the top.
3. Go down the slide on your seat only, feet first.

4. Wait until the slide is clear before you start down.
5. Poles are not to be climbed or slid down.
6. Never, climb up the slide or attempt to go down the slide on your feet.

Visitors

A visitor is defined as anyone not employed by the District to work at AFES. We are delighted to welcome visitors to our school. For security purposes all outside doors to the school will be locked during hours when students are in the building. To access the school please come to the main doors and ring the buzzer located to the left of the doors. Once your identity is confirmed you will hear a buzz and the doors will unlock so you may enter. We ask that you check in at the main office and pick up a visitor's pass. The pass should be worn while at school and returned to the main office when you leave. We sincerely hope all parents will feel free to acquaint themselves with our school and our programs. If you wish to confer with a teacher, we ask that you make an appointment in advance.

Volunteers

Parents and friends wishing to volunteer in the classroom, playground, library etc... please call or stop in at school to arrange times. There are plenty of volunteer opportunities at the school, and we welcome all those who wish to help us insure the success of the children. You may wish to contact school and ask to speak with our Parent/Volunteer Coordinator, Brooke Sorrell . Brooke can be reached at 647-5503, ext. 4159, or by sorrell.brooke@avcsk12.org.

School Health Program

1. Each child - Grades K, 2, and 4 may receive a medical examination by the school physician. If you do not wish to have the school physician examine your child, please have your family doctor complete this examination and fill out the district form.

2. The following screenings will be done by the school nurse for your child: vision, hearing, scoliosis, blood pressure, pulse and height and weight measurements. Periodic checks for head lice will occur. If any potential problems are found you will be notified.

3. The nurse administers first aid only. If any further treatment is needed, a note from your physician must accompany the request. She may only administer medications to students if accompanied by a prescription. All medications must be brought to school by an adult in their original container.

4. A health record is kept on every child. It is important for us to have a history regarding the diseases your child has had.

5. In order to protect your child and others, do not send him to school if any of the following symptoms are in evidence: coughing, fever, running nose, vomiting or skin eruption.

Transportation

If your child is to ride a different bus for any reason or depart from the bus at a different location, PLEASE BE SURE TO WRITE A NOTE. This note should include the **full name** of the person with whom the child will be left off, **their address** and **telephone number**. This is to avoid confusion and anxiety for your child and is for the safety of your child. It is important that all children ride the bus during the first week of school. This will

give the bus drivers a chance to find out where your child will be picked up in the morning and where he/she should be delivered in the afternoon. It also helps the bus driver develop a schedule so everyone will know when to expect the bus.

All children will be transported to school this year. Consequently pick-ups are being scheduled so that the children will arrive at the Au Sable Forks Elementary School by 7:45 a.m.

Dismissal will be at 2:05 p.m. Bus students must return home on their scheduled bus. The principal will grant special permission if a **written request** is made by the parents or guardians. THE AFTERNOON BUS MAY NOT BE THE SAME AS THE MORNING BUS. THIS MAKES IT VERY IMPORTANT THAT YOU INFORM US OF ANY CHANGES **IN WRITING IN THE MORNING.**

To insure the safety of the children on the bus it is important that parents and teachers cooperatively stress rules of behavior. The following list is provided for your information.

Bus Rules for Students

1. Take your turn and avoid pushing upon entering or leaving the bus.
2. Take a seat promptly and REMAIN SEATED until the bus arrives at school (am) or your stop (afternoon).
3. If the bus driver assigns you to a certain seat, you will always sit in that seat until the bus driver gives permission to change.
4. Keep your feet on the floor.
5. Keep your books, lunch box, FEET, etc. out of the aisle (etc. means all other body parts) and anything else the student may be transporting (i.e. musical instrument.)
6. Keep your hands off the other students and the property of other students.
7. Avoid loud boisterous talk and other noises which might distract the bus driver.
8. Use appropriate language (No swearing or obscene language).
9. Never tamper with the emergency door or windows.
10. Do not shout or call out the windows to anyone.
11. Do not extend ARMS or other parts of the body out of the window.
12. No eating of ANYTHING on the bus AT ANY TIME.
13. Do not throw anything IN THE BUS or OUT OF THE BUS, through the windows or the door.
14. Do not carry sharp instruments (pencils, pens, compasses, knitting needles etc.) or marbles on the bus unless in a box or a back pack.
15. Wait for the bus driver to signal for you to cross the road.
16. You will cross the highway fifteen feet IN FRONT of the school bus, never behind the school bus.
17. Observe all rules and respond promptly to the bus driver's instructions.

ANY PUPIL WHO FAILS TO OBSERVE THE ABOVE RULES WILL BE REPORTED TO THE PRINCIPAL BY THE BUS DRIVER. CONTINUOUS VIOLATION OF ABOVE RULES MAY RESULT IN A STUDENT LOSING RIDING PRIVILEGES.