

August 2012

Dear Seventh Avenue Parents,

Welcome to the 2012-2013 school year! The following information should help this year progress smoothly for everyone. You will receive additional information about school policies and procedures during the first days of school. As always, if you have any questions, please call us at school.

### SCHOOL HOURS

For first through sixth grade students, our school day begins at 8:30 A.M. and ends at 3:00 P.M. Morning kindergarten begins at 8:30 and ends at 11:15. Since school staff members are not on duty to supervise students who arrive earlier than 8:20, students should not arrive at school earlier than 8:20 A.M. At this time students in grades 1-6 will begin to enter the building so they can visit with their classmates in the gym and be ready for our Morning Assembly that will begin at 8:30. Any student who enters the building after 8:30 must check in at the office and will be marked tardy. We ask for your cooperation helping your child arrive at school at the appropriate time so we can all provide a safe environment for our students. Our Safety Patrol students will be stationed on the four corners around our school by 8:15 each morning and at 3:00 each afternoon to help ensure that students can safely cross the street. Please help us keep everyone safe by using the crosswalks to cross the street.

### LUNCH

Our lunch/recess schedule is as follows:

Grades 1, 2, & 3      11:35 – 12:10

1 <sup>st</sup> & 2 <sup>nd</sup> Grade	Lunch: 11:35 – 11:55	Recess: 11:55 – 12:10
3 <sup>rd</sup> Grade	Recess: 11:35 – 11:50	Lunch: 11:50 – 12:10

Grades 4, 5, & 6      12:15 – 12:50

4 <sup>th</sup> & 5 <sup>th</sup> Grade	Lunch: 12:15 – 12:35	Recess: 12:35 – 12:50
6 <sup>th</sup> Grade	Recess: 12:15 – 12:30	Lunch: 12:30 – 12:50

### PROCEDURES FOR PURCHASING HOT LUNCHES AND MILK

On most weeks, students may add money to their lunch account on Monday mornings. If there is no school on Monday, this will be done on Tuesday morning. The price of a hot lunch is \$2.25. The price of a carton of milk is 30 cents. Milk can be purchased on a daily basis, or a student can add enough money to his/her account to pay for many milks.

You may check the balance on your child's account by logging into Power Lunch (you will receive more information about this process during the first days of school). Money may be added to a student's account in any quantity and can be accessed throughout the school year. If your child is going to eat a hot lunch on a daily basis, you may deposit any amount of money into his/her account, but for your reference, \$11.25 would pay for five hot lunches.

The food for our hot lunches is prepared every morning, based on the number of students who indicate that they wish to eat a hot lunch that day. We collect student cards each morning for those students who wish to have either a hot lunch or a milk. Each classroom teacher has a procedure for students to follow to indicate that they wish to have a hot lunch that day. Since our food preparation begins early in the morning, we cannot provide hot lunches for students who forget to include their cards in our count for that day, or for students who forget to bring a lunch to school. When a student forgets his/her lunch, it is important for that student to inform his/her teacher as soon as possible so we can call you to provide your child with a lunch.

### MICROWAVE GUIDELINES

Please help your child follow these guidelines if he/she wishes to use a microwave to warm up part of his/her lunch:

- Microwaves should be used only to warm up food, not to cook frozen or uncooked food.
- Food to be warmed in the microwave should be brought to school in appropriate containers that can be used in the microwave.
- Bags of microwave popcorn cannot be brought to school since they take too long to eat.

### TELEPHONE

The Seventh Avenue School telephone number is 708-482-2730. Mrs. Kathy McHugh is our Administrative Assistant. Mrs. Carol Ervin is our Clerical Aide. Both Mrs. McHugh and Mrs. Ervin receive incoming phone calls and will be happy to assist you. Please keep any messages you wish to send to your children on an emergency basis only. Messages will be delivered to students in a way to minimize interruptions to student learning. During any time when our phone system may be disabled, we can always call out and you can reach us on our office cell phone number, 708-721-2704.

### ABSENCES

Please be sure to call school (482-2730) by 8:45 A.M. on any day your child will not be at school. If we have not heard from you, we are required to call your home, verify that your child is at home, and ask for the reason of your child's absence. If you wish to call early in the morning, you may leave a message on our answering machine stating your name, the name of your child and his/her teacher, and the reason your child will not be at school. If your family will be going out of town during the school year, and your child will miss school, please send a note with this information to your child's teacher. The teacher will make sure that the office receives this information.

## VISITORS AT SCHOOL

For the safety of our children, it is important that we know who is in the building at all times. All visitors must report to the school office upon entering the school building, sign in, and receive a visitor's sticker. In order to provide consistent instruction for all students, social visits to students, teachers, or classes during regular school hours is discouraged. Parents wishing to observe their child's class are welcome to do so, but should make arrangements in advance with their child's teacher.

Adults who have appointments with teachers, are here to volunteer, or have other reasons to be at school, must have authorization from the school office before proceeding to any section of the building. If you wish to speak to a teacher during the school day, please call the main number at school and we will transfer you to the teacher's voice mail. You may also contact your child's teacher by sending him/her an email.

If you need to pick up your child while school is still in session, please report to the school office. All students who leave during the school day must be signed out by a parent or guardian. As you sign out your child, we will call his/her class and ask your child to come to the office. A note to your child's teacher at the beginning of the school day is a good way to let us know that your child will be leaving school early. This helps us make sure that your child will be ready to leave in a timely manner with the materials he/she will need for home or the next school day. At dismissal times, students will meet you outside one of the school exits. If you will be meeting your child on a daily basis, it is helpful to decide on a meeting place that will be used each day.

## SCHOOL DRESS & DISCIPLINE CODE

Please review The Parent Student Handbook you will receive during the first weeks of school that will describe the district's policy of appropriate dress, procedures for in-school and out-of-school suspensions, and other important information for your child and you to discuss. This handbook is an important resource for parents and students. A copy of the Acceptable Dress Policy is included in this folder. Please review this policy with your child before the first day of school. Please note that our school has central air conditioning, so students should dress appropriately.

## HOMEWORK ASSIGNMENTS

If a student is expected to be absent from school for a number of days, you may call the office in the morning to request homework. The classroom teacher will arrange for assignments to be sent to the school office for you to pick up at the end of the day. If your child is only going to be absent for one day, he/she can receive any missed assignments upon the return of school.

If you have any questions about these, or other matters, please don't hesitate to contact me. Working together, we can provide our students with an engaging and rewarding school year!

*Mrs. Krzyzanski*  
Principal