

**Au Sable Forks Elementary School
Au Sable Forks, New York 12912**

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

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David Whitford,	Sherry Snow, Vice President
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Scott Bombard	Susan Richards
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Faculty and Staff

Miss Jennifer Bailey	Kindergarten
Ms. Lori DeLauriers	Kindergarten
Mrs. Kristi Hackett.....	First Grade
Ms. Shyloah Osteyee	First Grade
Mr. Stewart Mitchell	Second Grade
Mr. Doug Garrand	Second Grade
Mrs. Cheri Bunn	Third Grade
Mrs. Nancy Garrand.....	Third Grade
Mrs. Laurie Estes	Fourth Grade
Mrs. Kathleen Barber	Fifth Grade
Mrs. Tammy Forrence	Fifth Grade
Mr. Eric Carey	Sixth Grade
Mr. Martin Remillard	Sixth Grade
Mrs. Kim Chamberlain	Special Education
Mrs. Cynthia Patnode.....	Special Education
Ms. Alyssa Atchinson	Speech Pathologist
Mrs. Robin Dragoon	AIS Teacher
Mrs. Brenda Martin	AIS Teacher
Mr. John Thatcher	Computer Instructor & AIS
Mrs. June Zerrahn	AIS/Literacy Coach
Mr. Dan Hoey	Physical Education
Mrs. Aisha Stanyon.....	Music Teacher
Miss Michelle Garbera	Permanent Substitute/Art
Miss Allison Arnold.....	Teacher Assistant
Mrs. Heather Arthur.....	Teaching Assistant/Permanent Substitute
Miss Meredith Torrance.....	Permanent Substitute
Miss Ashley Vanderhoff.....	Permanent Substitute
Mr. Benjamin Bright.....	Permanent Substitute
Mrs. Fabienne Rossi.....	School Psychologist
Mrs. Sylvia Smith.....	School Nurse
Ms. Kelly Murphy	Secretary
Mrs. Dori Murphy	Library Aide
Mrs. Cindy Burdo	Teacher Aide

Mrs. Caroline Douglas	Teacher Aide
Mrs. Judy Ford	Teacher Aide
Mrs. Sarah Hall.....	Teacher Aide
Mrs. Mary Bombard	Monitor
Mrs. Sherry Walton.....	Teacher Aide
Mrs. Melissa Manning.....	Teacher Aide
Mrs. Marsha Buskey.....	Cafeteria
Mrs. Jean Mousseau.....	Cafeteria
Mrs. Debbie Cumber.....	Cafeteria
Mr. Harley Eaton	Custodial Worker
Mr. Bernie Rosio	Custodial Worker
Mr. David Stickles	Custodial Worker

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. In addition this year, we will be implementing 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.

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 key to the healthy mind and body needed to do well in school.
7. **Be positive about school, your child’s work and their teacher.** Your child takes 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 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 once a month in the AFES cafeteria. 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. If you are interested in joining the PTO, please contact PTO president Shannon Stanley at

Academic Intervention Services (AIS)

Au Sable Valley Central School provides additional instruction for those students who have demonstrated academic weaknesses 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 need 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.

Under state law you have the right to be notified when your child is absent from school. If possible, please notify the school each time your child is absent. If we do not hear from you we will call you unless you have indicated that you do not want to be contacted.

If your child enters school after morning attendance has been taken, 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 to honor those students who have followed the PBIS matrix, demonstrating 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.**

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 \$.55 for a white milk or \$.75 for chocolate milk.
3. Send \$1.90 to school in the morning for the lunch. (We do offer two main entrees for the students to choose from for lunch.)

4. Send \$9.50 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 \$1.10	White Milk \$.55
Lunch \$1.90	Chocolate Milk \$.75
Doubles \$1.20	Ice Cream \$.65
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 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.

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 resource center and are, therefore, responsible for their care. Books should be returned on time. There will be a 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 parents driving cars, to park in the circle in the front of the building, or at the side or rear of the building when at the Elementary School. There is to be no traffic in the main 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. Those should be kept in school. It is suggested that girls try to wear slacks or shorts on gym days, or they may bring them to school in a bag to change into before gym classes.

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. 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.

For security purposes all doors except the main doors at the Elementary School will be locked.

Parents and visitors are asked to enter and exit through the main doors and sign in & out at the main office during the school day.

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, Chelsea Lincoln.

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.

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.

We feel that a healthy child is a happy, content child - Let's work together to achieve this.

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 the child will be left off with, **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 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 Rule 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.