

Glens Falls City School District
Jackson Heights Elementary School
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Glens Falls, NY 12801

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August 2017

Dear JH Families:

Greetings!. We are very excited for the upcoming school year and have been busy getting ready for it. You will notice an updated library with fresh paint, new furniture and carpeting, a new color in the nurse's office and the placement of our Buddy Bench out on the playground! Our custodial staff has worked very hard to prepare and clean all of our rooms. It looks amazing! We will be welcoming five new staff members to our Jackson Heights family this year. They are teaching assistants Ms. Lauren Ketring, Ms. Brooke Poole, and Mrs. Joanne Truchon, lunchroom and recess monitor Mrs. Betty McCutcheon and an aide Ms. Marci Been: Mrs. Stacy Frandsen will be our new secretary in the main office. Their experience and expertise will benefit our students greatly!

Arrival and Dismissal Information- School Day is 8:20-2:45 pm .

ALL entrances have large letters **A (main entrance) – G (cafeteria entrance)** above the doors for identification. Students should arrive at school **no earlier** than 8:15 am. Staff will not be available to monitor students at any entry point prior to 8:15 am. Students will enter the school at 8:20 am and exit the school at 2:45 pm. It is very important that you pick your child up on time. Please send in a note if someone else is picking up your child. The assigned locations based on grade level and teacher assignments are listed below:

Breakfast Students - 8:00 am- Entrance E (the far end of the building)

Breakfast is served at 8:00 am for any student. Breakfast students should arrive **no earlier than** 8:00 am and should enter the building through Entrance E.

Parents/guardians are responsible to monitor their student until they enter the building at 8:00 am. Please do not drop your child and leave them before they enter for breakfast.

Kindergarten, 1st Grade - Entrance A (main entrance, Jackson Avenue)

K- Bickford, Shpur, Wettersten's walkers
1st- Walajtys, Parmelee

2nd Grade – Entrance B (Sagamore Street)

Clough, Scott

Bused Students- Entrance B (Sagamore Street)

Smith, Dutcher, Wettersten

3rd Grade- Entrance C (gym door)

Jerzak and Davis

4th Grade- Entrance C (gym door, (Sagamore Street))

Donohue and Eyer

Code of Conduct and Dress Code

Enclosed - please read carefully.

Conference Dates- Dismissal @ 11:30 am.

Communication between parents and teachers is vital. In order to enhance and maintain this link, we hold parent/teacher conferences twice during the school year. The first session accommodates every student while a spring conference will be scheduled if needed. Please make note of the dates for this school year: **December 1, December 5, and December 8 and March 9. School dismissal will be at 11:30 on these half days. Be sure to make pick-up arrangements for your child.**

Safety

The safety and security of our children is a priority at Jackson Heights.

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- Deliver and pick up your children in a timely fashion.
- Provide your teacher with a note if your child is being picked up by anyone other than yourself.
- **Do not double park, do not park in the wrong direction and do not block other parked cars in while waiting for your child.**
- Park in designated parking locations .
- Obey stopped school bus signs and crossing guards respectfully.
- **Proceed very cautiously there are children everywhere!**

Attendance

It is a **requirement** of the New York State Education Department that the school keep a written record of each of your child's absences from school. Please be sure to call the attendance office to notify us of your child's absence and send a note when your child returns after an absence stating the reason for it with your signature. It is the school's policy to call home when a child is absent from school to verify that the child is at home and under adult supervision. We will send home attendance letters monthly to notify you when tardies or absences exceed five. We are required by law to report excessive tardies or absences to the state.

Please take the time to read through all of the enclosed **important** information and feel free to call the school should you have any questions at 792-1071. I am looking forward to seeing you on **Wednesday, September 6, 2017**. Enjoy the rest of your summer!

Sincerely,

Carrie T. Mauro
Principal,

"Together, we can make a difference."

