

## FIRST DAY REMINDERS

From the Durand-Eastman School Main Office



September 2018

Dear Parents,

I would like to take this opportunity to extend a welcome to all our new Durand-Eastman families. On Wednesday, **September 5, 2018** school re-opens to all students.

All students in third, fourth, and fifth grades will receive a school planner and also a separate parent handbook of pertinent information. **The parent handbook will be sent home electronically.** If you do not receive this, please contact the main office and we will send a hard copy home with your child. I have also included in this letter some specific information you might find helpful.

Please be aware that we will be conducting fire drills and other safety drills required in the Emergency Plan and SAVE legislation. These drills will begin shortly, in order to familiarize all of our students with important procedures to help insure their safety. We will be sure to inform our students on exact procedures.

### **Attendance Procedures**

Please call the attendance office at **339-1361** when you know that your child will be not attending school. Please leave your full name, student's first and last name, teacher, and the reason he/she will not be attending school.

### **Arrival Procedures**

**Please do not drop off your child at school any earlier than 8:25 a.m., as we do not have staff available to supervise students prior to that time.**

Durand-Eastman students will start school at 8:40 a.m.

- Buses will arrive between 8:30 a.m. - 8:40 a.m.
- Students who will be getting breakfast will be allowed into the building at 8:25. All other children will remain on the bus or in the foyer until 8:40am.
- Homeroom classes will begin at 8:45 a.m.
- Parents who choose to transport their students need to have their child at school by 8:40 a.m. Students, who arrive after 8:40 a.m., **must be escorted by a parent/guardian to the main office** to sign in.
- All doors will be locked at **8:45 a.m.**

The drop off area for both parents and buses in the morning will be at the bus loop in front of the school. Durand-Eastman students will use the front door entrance and we will follow the same security procedures for parent / visitors as the other schools in the district. Parent identification will be

required. Daily entrance will be through a door buzzer / camera system to the main office. Parents / visitors will be instructed to enter the main office area for assistance.

### Visitors

Effective September 1, 2017 - **ALL** visitors to the building **MUST** have a valid NYS License/picture ID with them that will be scanned into our computer system, and will generate a visitor's pass. **Without a valid ID, you will not be given access beyond the main office.**

- **Visitors must prearrange all visits to a classroom with the classroom teacher.**
- **Visitors wishing to meet with an individual within the building (including Principal, Counselor, teacher, etc) must make an appointment to meet with the individual during a time that is convenient for both parties.**
- **As per New York State Law, students *are not allowed* to carry *ANY* over the counter medications (e.g., cough medicine, nasal spray) to school. Students must have a doctor's note on file in the nurse's office and medication must be kept in the nurse's office.**

### Birthday Treats

If you wish to send in a treat for your child to share with their class, please remember that they **must be store bought**. In addition, you will not be allowed to bring the treats up to your child's classroom. They will need to be left in the main office, and the teacher will send your child (and a friend) to the office to pick up the treats when they are ready to celebrate. The celebration will be done when it is convenient for the teacher, so that there is no disruption to their daily routine. **Exceptions will only be made if you have made other arrangements with the teacher PRIOR to dropping off the treats.**

Please be sure to provide proper paper products and utensils. If providing something that needs to be cut, please do this ahead of time.

Balloons can be distracting and will not be permitted in the classrooms!!!!

### Early Release/Dismissal Procedures

We are seeking your assistance if you need to pick up your child from school at the end of the day. **Pick up for parent transport is 3:10 PM at the back door by the gym. Please do not block the bus loop in front of the school.**

**As per school policy, we are reminding you to be sure to send a note in with your child at the start of the school day, if you are going to be picking them up.** Your children are our number one responsibility while they are here. The earlier we are notified by the parent/guardian about any changes in dismissal will result in a safer and orderly dismissal for your child. All students going home with parents are called and given ample time to get out of the back door before the busses leave at 3:20 pm. **Parents should park in the back parking lot, and enter the building through door #10. All parents MUST sign their child out, and be prepared to show ID at the back door before students will be released to them.**

We will use the PA system to call students to the buses in the afternoon by grade level beginning at 3:10 PM.

*Please do not park or block the area labeled bus pick up zone.*

*No student will be allowed on an alternative bus or to walk/ride home with another student without written permission from their parent(s) or guardian. If a note is not sent with the student he/she will be placed on their regular bus to go home.*

### **Room Locations/Lockers**

All classrooms are located on the first and second floors of the building. Included on the first floor also is the Principal's office, Main Office, Counselor / Psychologist / Nurse Office / Computer Room / Library / Gym / Art / Music.

Students will be assigned lockers for their belongings. All lockers are located next to their classroom. Students **do not** need locks for these lockers. Students in the Swartz Wing classroom have built-in cubbies in the room for their belongings.

Each classroom teacher also has a telephone with voice mail capabilities and a computer with e-mail. You can communicate with teachers using either depending on your comfort level.

The school phone for Durand-Eastman is **339-1350** and will connect you to the main office. Our mailing address is 95 Pt. Pleasant Road, Rochester, New York 14622.

**SAVE THE DATE**  
**DE Curriculum Night and Open House**

Thursday, September 20, 2018  
6:30 p.m. - 8:00 p.m.  
Grades 3, 4, & 5

**More Information to Follow**

I am looking forward to working collaboratively with our Parent Teacher Association this year. I look forward to you being part of our team!

Please remember that if you have any questions, at any time, do not hesitate to contact me at **339-1350**. You may also email me at [Tim\\_Roach@eastiron.monroe.edu](mailto:Tim_Roach@eastiron.monroe.edu). As a valued member of our school community, your input and views are essential to our success.

Sincerely,

Mr. Timothy Roach  
Principal