



ELIZABETH FORWARD *School District*

August 7, 2007

Dear Greenock Parents,

As summer's end arrives, we prepare for a new school year and await the opportunity to welcome your children back to school! My staff and I look forward to working with you as partners in this most important endeavor, the formal education of your children.

All day Kindergarten is here at last! And, we welcome Mrs. Glowacki to our staff as full time Reading support teacher.

First and foremost, academic progress and success is our primary concern. This year, we welcome the introduction of a new Science program for K-5. You'll hear more about that in days to come. In addition, we will also be giving attention to the development of our Writing program. Staff development for that focus began in June.

Last year's PSSA scores look like this:

Greenock Spring 2007 PSSA's	% of students scoring Proficient/Advanced in Math	% of students scoring Proficient/Advanced in Reading
Gr 3	82%	55%
Gr 4	76%	59%
Gr 5	93%	75%

We are starting the year with significant strengths and must work hard to maintain them!

Many things impact on student success. Attendance and punctuality are of primary concern. When children come to school regularly and on time, well rested and prepared for class, it makes all the difference. We depend on you to make that happen.

We will institute a lunch schedule change this year, having the older students eat first, providing a longer morning block for the little ones. This means that packing a morning snack for K, 1 & 2 will be very important! We're also going to try recess first, hoping that

the children will run off some of their energy and then come to the cafeteria ready to sit and eat!

The following are some guidelines that will help us to maintain a safe and orderly operation. We ask you to abide by these guidelines.

Communication - Please be sure to update and keep your e-mail address current through the district web site so that we can efficiently provide you with general information and announcements.

School begins at 9:05 A.M. Walkers and car riders should arrive at 9:00, unless they are coming for breakfast. Please do not send your children to school too early! Breakfast begins at 8:50.

ABSENCES must be excused in writing to your child's teacher upon their return to school. Absences of longer than 3 days require a note from the doctor. Please note that medical excuses will be required if a student misses more than 10 days in a school year, and 4 unexcused absences will result in a trip to the magistrate's office, as mandated by Pennsylvania state law. The law applies the same for all students, Kindergarten through 12th grade.

If your child is sick, please call the office (896-2324) before the school day begins to report your child absent and make arrangements to have your child's homework sent home. A written excuse from the parent/guardian is required for the absence on the day the student returns, even if a phone call has been made.

TARDY STUDENTS - A child arriving late for school, after 9:05, **must be accompanied by a parent/guardian to the main office.** All doors are kept locked daily. To enter the school, press the buzzer on the intercom located outside the door. The intercom is located on the brick wall. The student must be signed in at the office before going to class. Any student arriving after 10:40 am will be marked absent for the morning (1/2 day absence). Any student leaving before 2:05 pm will be marked absent for the afternoon (1/2 day absence). If the student has a doctors/dental appointment, please remember to get an excuse from the doctor.

EARLY DISMISSALS - a parent/guardian **MUST** send a note to school the morning of the dismissal stating: the child's name, room, time and reason for the dismissal. If someone OTHER than the child's parents will be picking him/her up, please include that person's name in the note. When a parent/guardian arrives to pick up their child they must report to the office and sign the child out in the student sign in/out book and may be asked to show a form if I.D. The secretary will call your child to the office. Please do not wait in the hallways or at your child's classroom door.

MEDICATION - POLICY- Students are not permitted to bring medication to school unless a parent/guardian has spoken to the school nurse. The law requires specific medication forms be completed by the child's physician and parent. (This includes cough drops, Tylenol, aspirin, cough syrup, creams, lotions, etc.) Please call the nurse with questions.

VISITORS – In the interest of the safety of all students and building personnel, all visitors entering the building must report directly to the office. A visitor's pass will be issued to you upon signing in at the office. **Before you exit the building, you must sign out at the office.** A visitor is any person not employed in the school building. **No one is permitted to walk children to their classrooms, unless arrangements have been made with the office.**

PARENT / TEACHER CONFERENCES - a parent/guardian wishing to speak with their child's teacher may call the school between 8:20 a.m. and 8:50 a.m. or after dismissal between 3:45 p.m. and 4:00 p.m. If you have an urgent matter during the school day (9:00 a.m. - 3:45 p.m.), a message will be given to the child's teacher and she/he will return your call as soon as possible.

TRANSPORTATION PROCEDURES - Students in the Elizabeth Forward School District are permitted to ride only the bus to which they are assigned, both to and from school. This procedure was developed with the safety, health and welfare of all our students in mind. Emergency cards are kept at the bus garage for the students that ride that bus in case of an emergency. For additional transportation information, please refer to your E.F. District Calendar.

STUDENT DRESS – Please do not send children to school in flip-flops or “Heeleys,” the shoes with built in wheels. They are a safety hazard on the playground. Other details relative to student dress are outlined in the policy in the EFSD calendar.

LUNCH – Please check the district web site or calendar for details about current lunch prices, etc.

Those are the big things to get us started. There is a volume more of information available for you through the district's web site, www.efsd.net, and published in the school district calendar. Please become familiar with both of those venues for information.

Please do not hesitate to call me with questions or concerns.

The bell will ring on Monday, August 27th. Looking forward to a great year at Greenock!

A handwritten signature in blue ink on a light yellow rectangular background. The signature is cursive and appears to read "Susan Heatherington".

Susan Heatherington
Principal