



SEA CLIFF SCHOOL **GENERAL INFORMATION AND SCHOOL POLICIES 2019-2020**

Mrs. Jeanette Wojcik, Principal

Liz Howell, School Secretary (516-277-7501) Candy Capobianco, School Secretary (516-277-7502)

Lilah Dima, School Nurse (516-277-7510)

SCHOOL HOURS

Doors open at the sound of the 8:15 AM bell. The school day begins promptly at 8:25 AM. Children who arrive in their classrooms after **8:25 AM** will be marked tardy and must report to the Attendance Clerk in the Health Office before proceeding to their classrooms. The school day ends at 2:30 PM for Kindergarten and 2:40 PM for grades 1-5.

ENTERING THE SCHOOL BUILDING

All parents and authorized visitors are welcome in the school building for pre-arranged classroom celebrations and other announced classroom or school activities.

- Parents and visitors may not enter the school at the busiest times (**8:15 to 8:30 and 2:30 to 2:45**) when large amounts of students are entering or exiting at once.
- All visitors must sign in with our security staff upon entering the building after being “buzzed” in the front door.
- ***Please note - The front door is the only point of entry and exit for all visitors.***

ABSENCES

Please call the school attendance office at **277-7511**, **before 8:45 AM**, each day your child is absent. Please note that a doctor’s note is required for absences of more than 3 days.

CHANGE OF GOING HOME ARRANGEMENTS

If there is a change of going home arrangement from the typical arrangement on a particular school day, please email the student’s teacher and copy the main office at howelle@northshoreschools.org and capobianco1@northshoreschools.org **by 10:30 AM that day** or **preferably** by sending in the “Change of Going Arrangement” form (see attached) with your child to give to your child’s teacher on the day of the change. ***Please note, this form is not necessary if your child is attending a regularly scheduled club that he/she has joined.***

EARLY DISMISSAL

Parents/guardians who will be picking up students for early dismissal must first check in with the security guard and then sign the student out. When a child is taken ill during the school day, the home will be notified. It is the responsibility of the parent to provide supervision for their child from school to home.

- **For the safety of all, no child will be released from school without the main office verifying a parent or authorized representative’s identification.**
- **Students will be called down to the main office for early dismissal only after a parent or guardian has arrived at the school.**

Forgotten Instruments, Homework, or Lunch

We would like to encourage an atmosphere of responsibility, so if your child has forgotten anything at home, please leave it with the school security staff. It will be expected that students will independently check at the security desk on their way to music lessons or lunch if they forgot something at home.

(Over)

HEALTH AND EMERGENCY INFORMATION

School children are required to provide proof of medical and dental examinations upon entering school and at grades 2, 4, 7 and 10. Forms for this purpose are provided for each child and extras may be obtained from the school office. Please make every effort to complete the children's examinations early in the school year. **It is extremely important to complete the front of the medical form listing persons to be called in emergencies concerning your child.**

Be sure that any special health information such as allergies, limitation of physical activity, etc, is provided to the school nurse as well as each teacher the child comes into contact with.

MEDICATION ADMINISTRATION IN SCHOOL

Medication to be taken during school hours must be delivered to the school nurse in the original pharmacy container.

- Both prescription and over the counter medications **must** be accompanied by a physician's medical order and a parent's note giving the nurse permission to administer the medication.
- ***For the confidentiality and privacy of all students, only the school nurse may administer medication in the health office. Parents and guardians are not permitted into the nurse's office to administer medication.***

BUS TRANSPORTATION

Each child eligible for bus transportation is automatically notified of schedules and sent a bus pass prior to the beginning of school.

- **A child must have a bus pass to ride a bus at any time.**
- Please notify ***the teacher and the main office*** secretaries via email or the Change of Going Home Arrangement Form if your child, who normally rides the bus, is not to do so on a specific day.
- Each child listed for the bus will be accounted for by the teacher on duty.
- Buses leave school promptly at 2:30 PM.

In case of any questions concerning bus schedules or eligibility, please contact the North Shore School District Transportation Office at 277-7930.

LOST AND FOUND

There is a lost and found located by the cafeteria serving area, which can be visited whenever a child loses something. **Be sure to write your child's name on an inside label so that we can return the article as soon as possible.**