



The
Anderson School
P.S. 334

2011-2012
Parent Handbook

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*Cover drawing of the facade of our building, 2009, as drawn by **Jacob Kerr**, current 4th Grader*

Getting Oriented

and where to learn more

Anderson Contact Information

Main Office Phone: **212-595-7193**

- Principal: **Jodi Hyde**
- Assistant Principal: **Denise Jordan**
- Interim Acting Assistant Principal: **Rob Schliessman**
- Parent Coordinator: **Marcie Shaw**
- Community Coordinator: **Donna Smiley**
- Guidance Counselor: **Gail Ridder**
- Nurse: **Susan Epler, R.N. (212-579-0850)**

School Website: www.ps334anderson.org

PTA Website: www.andersonpta.org

Wingspan Afterschool Program: www.wingspanarts.org

NYC Department of Education: <http://schools.nyc.gov>

Our Address:

The Anderson School

Public School 334
100 West 77th Street
New York, NY 10024

Phone: (212) 595-7193

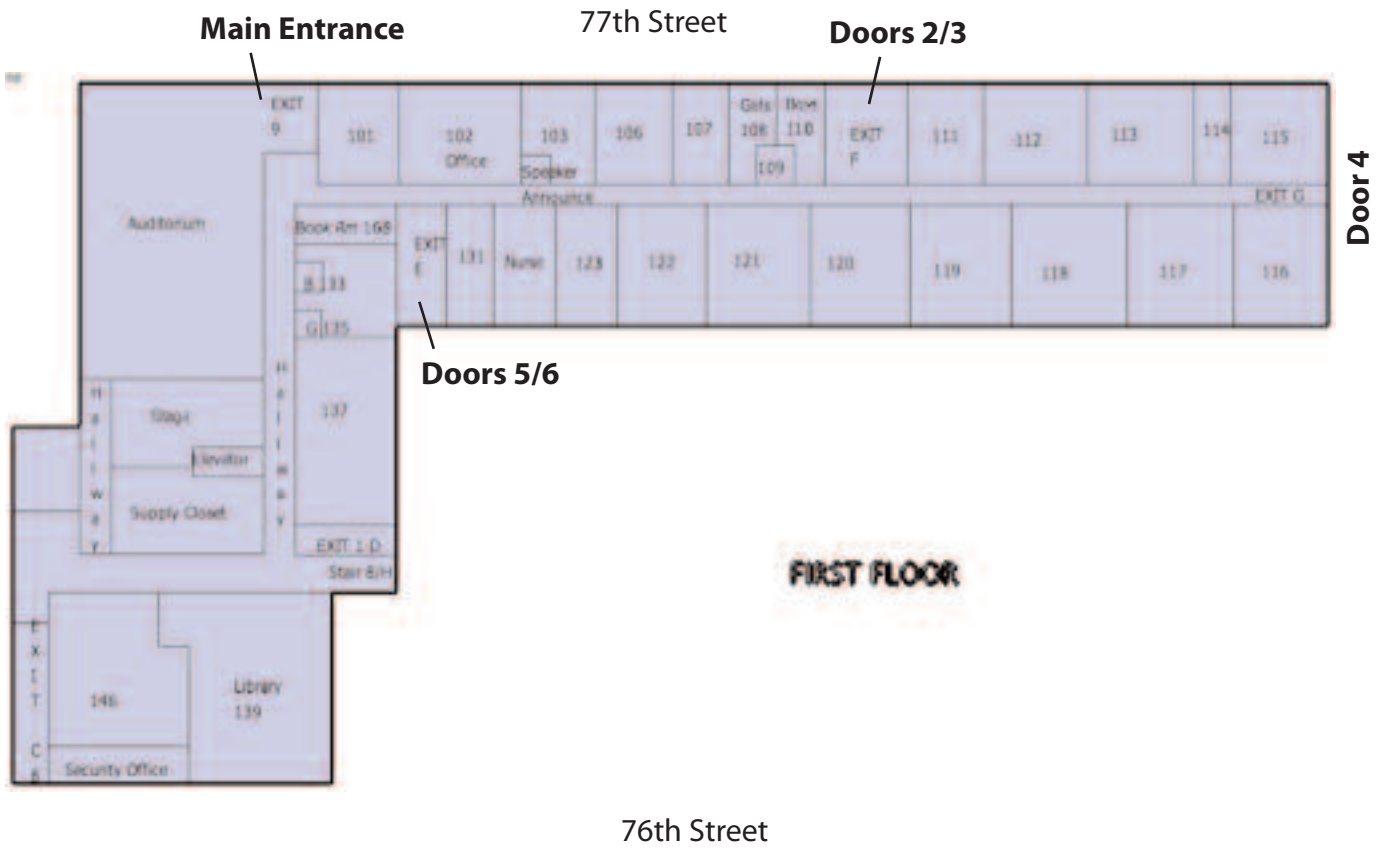
Fax: (212) 496-2854

THE BUILDING

The main entrance to the school building, the William O’Shea Complex, is on West 77th Street between Columbus and Amsterdam Avenues. It is directly across from 137 West 77th Street.

There are three entrances to the yard, which occupies all of Columbus between 76th and 77th Streets. However, Anderson only uses the one on 76th Street.

Anderson occupies two floors in the building. **The first floor**, which you enter when using the main entrance, houses: **classrooms for Kindergarten through 4th grade, the Administrative offices, Music rooms, Auditorium, the library, the Nurse’s office and the PTA Room (Rm. 151).**



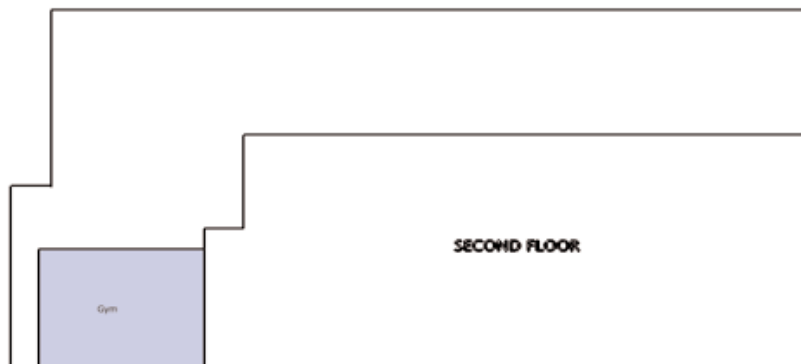
Anderson also occupies **the Ground floor** which is accessed by entering from the yard, or by internal stairs once inside.

The Ground floor houses the **classrooms for the 5th through 8th graders, lockers for these students, upper grade Science labs, Art room, and the Cafeteria.**



The gym is on the 2nd floor. PS 452 is also on the second floor. The 3rd floor, which we do not use at all, houses the Computer School (MS 245).

Please note: each school uses only the bathrooms on their own floors.



The School Day at Anderson

MORNING ARRIVAL AND DROP-OFF

- 8:10 am** School building opens to breakfast students
- 8:10-8:30 am** Breakfast is available for all grades in the lunchroom
- starting at **8:10 am** **Grade K** enters through the Main Entrance
- 8:30-8:38 am** **Grades 5-8** enter building through the schoolyard gate on W. 77th Street (by the playground equipment)
- 8:30-8:40 am** **Grades 1-4** enter yard through 76th Street entrance

In case of inclement weather: Grades K-4 enter the school via the Main Entrance.

A sign will be posted on the 76th Street gate by 8:25 a.m. alerting Grade 1-4 parents if inclement weather rules apply. K-4 then report to the Auditorium.

Attendance

LATENESS

Students arriving once the gate/doors have closed must stop in the office and obtain a late pass (younger students will be escorted to their classroom by Anderson staff.) Please note that **parents may not bring late children to their classrooms. Student lateness and absences cause disruption for the student and his or her class and teacher and also reduce our funding from public sources. PLEASE BE ON TIME!!**

VACATIONS

Attendance is documented in the main office. If you know ahead of time that your child must be out of school, please send a note stating which days will be missed and the reason for the upcoming absence. **Please note that taking your child out of school for family trips is against New York City regulations.** Advance documentation (including a copy of child's airline ticket) for unavoidable extended trips due to family illness or a death in the family must be provided to the main office to avoid reporting to city agencies. Students will be caught up upon return. Advance work will not be provided.

ILLNESS

If your child is sick in the morning, please **send an email to young3@schools.nyc.gov or call the main office (212-595-7193)** to alert the school that he or she will not be in that day. All students who have been absent from school need to bring a note from a parent or a doctor (if they are absent due to an illness for 3 days or longer) stating the reason for their absence.

Note: We are strictly following our late policy

Grades 5-8 must be in the classroom by 8:40 a.m.

Grades K-4 must be with their teachers by 8:40 a.m.

Lunch

GRADES K-4:

Recess: 11:30 to 11:55 a.m.

Lunch: 11:55 a.m. to 12:20 p.m.

During inclement weather, students will have recess in the Cafeteria with board games and other activities. Children are supervised during recess by school aides, assistant teachers and Learning Leaders. Throughout the year, there will be a variety of organized activities during recess such as dance, soccer, and other physical games. Balls, hula hoops and other playground equipment is available for use by all students. Children are encouraged to participate in these activities.

GRADES 5-8:

Recess: 12:20 to 12:45 p.m.

Lunch: 12:45 to 1:10 p.m.

5th Grade: Same procedures as K-4 above.

6th-8th Grades: Combination of above and/or off-campus lunch. Detailed instructions (and permission forms) are sent to Middle School parents.

Lunch in the cafeteria is served **free of charge**, as the building has been designated as a Universal School Meals site this year. If your child brings lunch from home, please be aware that it will not be refrigerated at school, nor can food be reheated.

This year, our school is continuing our **partnership with Wellness in the Schools**, to enhance the school meals in the cafeteria. This includes a chef intern to plan and prepare healthy and delicious meals.

Breakfast

Breakfast is available for all students free of charge from **8:10 - 8:30 am** in the cafeteria.

Snack

Grades K-4 should check with their teacher to learn their classroom's snack policy.

Grades 5-8 are offered a free "Grab-n-Go" snack provided by SchoolFood between 1st and 2nd periods.

Dismissal and Pick-up

GRADES K-5:

3:25 p.m. In the yard. Enter via the 76th Street yard gate for pickup.

GRADES 6-8:

3:00 p.m. Middle school students will be dismissed from the AMS doors on 77th Street. Students are asked to leave the immediate school area within 10 minutes.

SCHOOL BUS RIDERS:

Yellow bus service begins:

- the first day of school for grades 1–6 who were previously on a bus
- the second day of school for new entrants to grades 1–6
- the start of the second full week of school for K students

Please call Atlantic Bus Company first at **(718) 585-8592** with inquiries about late buses, etc. **Donna Smiley** (dsmiley@schools.nyc.gov) is the school contact for any Yellow Bus or transportation problems.

SOME DISMISSAL REMINDERS

Saying Goodbye to the Teacher. For your child's safety, please make sure to have your child and the adult picking him/her up after school **say goodbye to the teacher directly**. This is customarily done with a handshake and making eye contact with the retrieving adult. Please remember that pick-up is not an appropriate time for an extended conversation with the teacher.

Play Date Dismissal Procedure. If you have arranged for your child to go home with another child directly after school, **you must send a note to the classroom teacher** stating the name of the person who will be picking up your child that day for the play date. Students are not released to anyone who is not listed on the blue card without written notification. Students may not ride home on a bus that is not assigned to them.

Afterschool program

WINGSPAN AFTERSCHOOL PROGRAM

The program begins on **Monday, September 12, 2011**. The Anderson Afterschool course schedule and registration links may be found online, under "School Programs" at www.wingspanarts.org. If your child is participating in the Afterschool program,

you may pick up your child any time between 5:15 and 6:00 PM. Pick up is in the cafeteria, enter on the 76th Street side of the school.

Parent Involvement

WONDERING HOW TO GET INVOLVED?

Volunteer to help with a PTA-sponsored event

Fundraising is the key to continuing all the special programs and enrichments we have here at Anderson and we ALWAYS need help with our fundraising efforts. It is fortunate that many of the efforts that raise the most money are also community-building and fun for our children and families. We challenge every parent to find their niche at Anderson—their way to make a difference, large or small, in our children's lives. There are ways to help out for stay-at-home parents and for those who work out of the home full-time. There will be many times throughout the year that you will be contacted by Class Parents, Grade Reps and/or members of the PTA to enlist your help. Please remember that "it takes a village" and be generous with your time; our children will be the beneficiaries of our efforts!

Volunteer in the Classroom

There are many ways for you to lend your time and talents to the classroom. You can serve as a Class Parent or Class Treasurer, act as chaperone on a class trip and donate books and supplies. Class Parents and Class Treasurer are selected by classroom parents at Meet the Teacher Night in early Fall. Each grade will also have one Grade Rep who oversees the Class Parents and Class Treasurers and serves as a liaison to the PTA Executive Board. Grade Reps are elected in the spring for the following year.

Be a Class Parent

Each classroom needs up to four Class Parents. There will be one Lead Class Parent who will be primarily responsible for communicating with the teacher and with the class. Class Parent Responsibilities Include:

- Attend monthly PTA meetings
- Communicate with teachers directly and serve as liaison between parents of that class and teacher
- Arrange and coordinate class trip volunteers.
- Organize class activities such as potluck dinner and end of year picnic
- Assist in scheduling parent-teacher conferences
- Keep teacher's supply Wish List current
- Organize parent volunteers for PTA fundraising activities
- Organize the class pages for the Anderson Journal
- Update information for the school directory

Be a Class Treasurer

Each classroom needs one Class Treasurer. This is a great job for someone who wants to be involved but is not necessarily available during the school day.

Be an Auction Rep

- Help and encourage each family to obtain auction donations
- Assist the class project rep as needed
- Participate in the auction's corporate calling campaign
- Help to recruit volunteers to work the event

Help Produce your Class Auction Project

- Design, buy supplies for, organize and execute a one-of-a-kind artistic project created by the students to be sold at the auction
- Coordinate with teachers and/or specialists

Volunteer in the School

Be a Learning Leader

Anderson is pleased to have Learning Leader volunteers working in our school. Learning Leaders is a not-for-profit organization which brings parent and community volunteers into the public schools. After completing a six hour training course, Learning Leader volunteers obtain certification that allows them to work at the principal's request to assist teachers, administration and staff. To become a Learning Leader volunteer contact Jennifer Grenert at jggrenert@yahoo.com

Help Out in the School Library

One of the most important jobs for Learning Leaders is to help out in the school library. In the past, parents have helped with shelving, book maintenance, check-in/out and processing stock for circulation.

Help Out with Lunch/Recess

Parent volunteers help in the lunchroom and on the playground during recess.

Help Out with School Tours and Open Houses

Parent volunteers give daytime school tours and can help host evening open houses as needed at various times of the year. Parents from all grades are encouraged to volunteer.

The PTA at Anderson

The PTA's primary goals at Anderson are to raise funds to support our school and to build our community. The first PTA meeting of the year will be held on **Tuesday, Sept 20th at 6:15 p.m.** in the Auditorium. The schedule for this year is listed below. PTA meetings will provide a great opportunity to hear from our Principal and the PTA Executive Board about what's happening and what's planned for the coming months. All parents, legal guardians and teachers are automatically PTA members, and are encouraged to attend PTA meetings. Everyone is welcome and needed! Childcare is provided free for school-age children during evening meetings. This year's PTA Executive Board is as follows:

POSITION		PHONE	EMAIL
Co-Presidents	Roxanne Wild Feeley	(212) 734-3874	rpfeeley@msn.com
	Joli Golden	(212) 866-2521	joligolden@nyc.rr.com
Treasurers	Janet Chang Manabat	(212) 362-5401	janetchang917@yahoo.com
	Robin Rosenblum	(212) 496-4014	robin.rosenblum@empireblue.com
Assistant Treasurer	Huifang Chen	(718) 886-0054	hcluo2000@yahoo.com
	Veronica Chen	(347) 851-0232	smokyduck@aol.com
VP Fundraising	Sumru Aricanli	(917) 575-9387	sumru44@yahoo.com
	Judy Castello	(212) 222-2479	jcastello@nyc.rr.com
	Mary-Anne Cross	(646) 707-3766	mgcross3@hotmail.com
	Amy Davidson	(917) 538-6627	amydavidson25@hotmail.com
VP Communications	Kat DeHaen	(212) 923-2848	katdehaen@gmail.com
	Stuart Agtsteribbe	(646) 320-5857	stuartagtsteribbe@gmail.com
Recording Secretary Alternate	Kathy Sandler	(212) 628-8526	ksandler1@gmail.com
	Lynda Pierini	(646) 283-2570	lynda.pierini@gmail.com
Budget Committee Co-Chairs	Wil McCoy	(212) 781-2471	Lisawil.mcgill@gmail.com
	Bojan Stoyanov	(212) 722-3264	Bojan37@yahoo.com
VP Parent Involvement	Wendy Reimer	(212) 875-1230	nywendy@nyc.rr.com
VP Community Affairs	Albert Tom	(212) 792-5291	atom@nyct.net
Grade Representatives	K : to be elected	TBD	TBD
	K : to be elected	TBD	TBD
	1st: Seema Divan	(212) 288-1869	Seema.divan@pfizer.com
	2nd : Jeanne Goffi-Fynn	(212) 280-3796	jeanniegoffi@yahoo.com
	2nd : Lauren Heymann	(212) 873-3024	lauren_heyman@yahoo.com
	3rd : Kori Stanton	(646) 245-7408	kor Stanton@yahoo.com
	4th : Joanna Brody	(212) 496-2596	joanna.l.brody@pjc.com
	4th : Amy Goldstein	(212) 570-9338	amygoldstein@nyc.rr.com
	5th: Jaleh Amouzegar	(212) 737-1751	jamouzegar@yahoo.com
	5th : Helen Garey	(212) 799-5049	helenandlen1@yahoo.com
6th : Pamela French	(917) 445-0079	pamelafrench@nyc.rr.com	
7th : Linda Hahn	(212) 666-2613	jawdogs@aol.com	
8th : Beth Redler	(212) 861-0214	beth@redler.org	
PTA Rep to SLT	Mindy Wigutow	(212) 249-0248	mindyrobin@yahoo.com

School Directory: The PTA maintains a directory of all families in the school. New families should provide their information by contacting Laura Mount at llmount88@gmail.com. During the year, if your contact information changes, please email Laura Mount at the above email address. The PTA directory is for school-wide, grade and class communications, and is NOT to be used for marketing or solicitation. The information you provide for the directory will not be distributed outside the PTA or sold to anyone for any marketing or other purpose.

At the September PTA general membership meeting, nominations for open positions will be taken, and voting will occur at the October PTA meeting. Positions on the Executive Board to be filled are:

2 Kindergarten Grade Representatives

Positions on the Budget Committee to be filled are:

2 representatives each, from grade groupings K-2, 3-5, and 6-8

All PTA officers and committee chairs are elected in May/June and serve a one-year term from June 30th through July 1st of the following year. In addition to monthly general membership meetings, The PTA Executive Board meets once monthly, and those meetings are open to the entire PTA membership. The meetings this year will be held on the following dates:

September 20, 6:15 PM	January 17, 6:15 PM	April 17, 8:50 AM
October 18, 8:50 AM	February 14, 8:50 AM	May 15, 8:50 AM
November 16, 8:50 AM	March 20, 6:15 PM	June 12, 6:15 PM
December 13, 8:50 AM		

The School Leadership Team

The School Leadership Team (SLT) is a DOE-mandated committee in which parents work with the principal, teachers and staff to establish school priorities, decide how the budget is spent, and evaluate the school's progress. The SLT develops the Comprehensive Education Plan (CEP) that sets annual goals for the school in all areas and focuses on developing educational strategies for improvement. The School Leadership Team consists of the Principal, a PTA president, the UFT representative, teachers, parents, and staff members. The 2011-2012 SLT parent members are:

POSITION		PHONE	EMAIL
K-2nd Grade Rep	Megan Alexander	212-619-1667	megansalexander@gmail.com
3-5th Grade Rep	Deborah Skolnik Lopez	212-362-1053	dskolniklopez@gmail.com
6-8th Grade Rep	Laura Mount	212-586-6722	LLMount88@gmail.com
K-4 Member at Large	Rina Cohen Schwarz	212-579-0480	rinacohenschwarz@gmail.com
5-8 Member at Large	Paul Radvany	212-663-7788	Radvany@law.fordham.edu
PTA Rep. to the SLT	Mindy Wigutow	212-249-0248	mindyrobin@yahoo.com

Friends of Anderson

Founded over twenty years ago by Anderson parents, FOA is a not-for-profit corporation that raises money to benefit The Anderson School. Before Anderson became a school with its own PTA, FOA served as Anderson's primary fundraising organization. Today FOA continues to serve its mission of benefiting the school by reaching out to alumni and others to raise funds and expand the Anderson community. This year FOA is excited to work toward its multi-year goal of building an endowment for the school. FOA's Board of Directors for the 2011 - 2012 school year will include current Anderson parents (representing grades K-2, 3-5 and 6-8), as well as alumni or alumni family members. If you are interested in learning more about FOA and opportunities for getting involved, please contact Cathy So at catherinewhso@hotmail.com.

PTA FUNDRAISING HIGHLIGHTS

Fundraising and fun-raising events are important aspects of the PTA's responsibilities, which help greatly to support our school and build community among our families and students. Please mark your calendars now and save these dates, as we hope all families will participate in some way throughout the year!

DIRECT APPEAL

Beginning in September, all Anderson families will be asked to contribute to the Direct Appeal, in order to supplement all of the fundraisers conducted throughout the year. The Direct Appeal accounts for approximately 50% of the funds the PTA raises each year. We hope that all families will contribute in any amount. Stay tuned for more information in September.

WELCOME BACK TO SCHOOL PICNIC

Don't miss Anderson's **FALL WELCOME PICNIC** on a fall date to be announced. Celebrate the first school-wide event of the new year with fun and friends. A great chance to reconnect with old friends and welcome the new families to Anderson.

PRINCIPAL'S MAGAZINE DRIVE

This fundraiser kicks off in September but you can participate all year long by ordering or renewing magazine subscriptions through QSP Reader's Digest, and the School will receive a percentage of every sale. Visit www.qsp.com. Remember to enter **our school id #425028047** so we get credit for every sale!

CANDY AND GIFT WRAP FUNDRAISER

Like many public schools, **our Candy & Gift Wrap Fundraiser takes place in the early fall**. Get a jump start on your holiday gift wrap supplies and support our school. Anderson earns 50% on every order, so please shop! You may also shop online (visit www.innisbrook.com for the Gift Wrap link; our school ID is 102681).

ANDERSON AUCTION

The Anderson Spring Auction, our school's biggest fundraising event, will take place on Saturday, March 31, 2012. Proceeds from this community event, a fun night out for the grown-ups, go toward funding our classroom teaching assistants as well as many other enrichments for the students. This event has been tremendously successful, and is not to be missed! Joining the auction committee is a great way to meet fellow parents and give to the school even if you've never participated in an auction before. If you're interested, contact Stacey Lender, our Auction Chair, at ps334auctionchair@gmail.com. Every family will also receive an Auction solicitation packet in the fall, with information on how to solicit donations for our school.

BOXTOPS & ONE SOURCE

Ongoing fundraisers like **Boxtops for Education** (clip the little coupons that come on a variety of products and put in the Boxtop Box in the school office. They add up fast!) and **OneCause** (www.onecause.org whenever you do any online shopping and a percentage of your purchases will be donated to our school at no extra cost to you.) Every little bit really does help so don't forget to participate in these fundraisers!

OTHER WAYS TO CONTRIBUTE

Many events, large and small, take place throughout the year, including bake sales, movie nights, concerts, and book fairs. **We're hoping that every Anderson family will find events that they will enjoy supporting this year.**

2011-2012 School Calendar

2011

September	8	Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS. Early dismissal for Kindergarten Students only.
September	9	Friday	Early dismissal for Kindergarten Students only
September	29 and 30	Thurs. & Fri.	Rosh Hashanah
October	10	Monday	Columbus Day
November	8	Tuesday	Election Day NO SCHOOL for students/Staff Development Day.
November	11	Friday	Veterans Day
November	24 and 25	Thurs. & Fri.	Thanksgiving Recess
December	26 through	Mon. through	Winter Recess
January	2	& incl. Monday	(including Christmas and New Year's Day) Students return to school on Tuesday, Jan. 3, 2012.

2012

January	16	Monday	Dr. Martin Luther King, Jr. Day
February	20 through	Mon. through	Midwinter Recess
February	24	Friday	(including Washington's Birthday)
April	6 through	Fri. through	Spring Recess
April	13	Friday	(including Good Friday, Easter and Passover) Students return to school on Monday, April 16.
May	28	Monday	Memorial Day Observed
June	TBA		Half Day/Early Dismissal
June	7	Thursday	Staff Development Day /No school for students
June	TBA		Half Day/Early Dismissal
June	27	Wednesday	LAST DAY FOR ALL STUDENTS /Early Dismissal

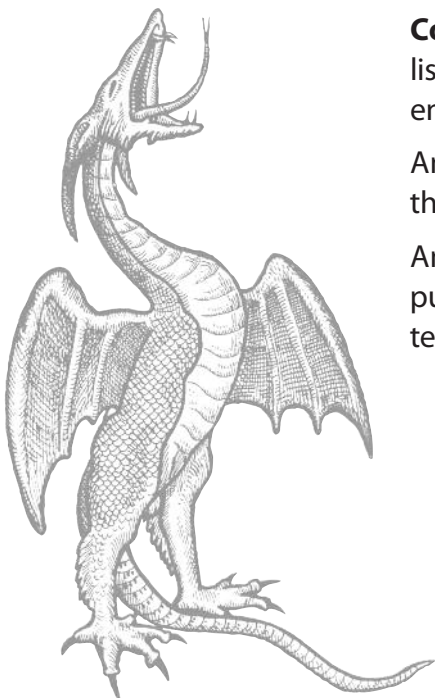
Please check the DOE website for changes in the calendar: <http://schools.nyc.gov/default.htm>.

FALL EVENTS

- Our First PTA Meeting will be on Tuesday, September 20 at 6:15 p.m. in the Auditorium. Come join us.
- **MEET THE TEACHER NIGHT will be on Tuesday, September 27th:** This is your opportunity to spend an evening meeting in your child's classroom with other classroom parents. The teacher will outline his/her curriculum for the year and answer any questions. Parents also use this meeting to elect a class treasurer and class parent(s) and make donations to class funds.
- **CLASS POT LUCK DINNER (Fall):** This event is scheduled by the class parents at a volunteer's house or at a local restaurant. This parents-only event is a great way for the parents to get to know one another.
- **WELCOME BACK PICNIC (September):** Celebrate the new school year with fun and friends...join us after school in the yard for the first school-wide event of the year.
- **OPEN SCHOOL WEEK (November):** Each class schedules a morning when parents are invited to school to visit their child's class. It is a wonderful chance to share your child's school experience and get to know his/her teacher and classmates better.

Anderson Sports

*Did you know our mascot is the dragon?
and our school colors are Red and white?*



Come out and support Sports at Anderson. Sports events are always listed on the school calendar and all Anderson students and families are encouraged to come out and support our teams.

Anderson elementary schoolers may participate in Run Smart and Girls on the Run.

Anderson middle schoolers participate in a sports league with other NYC public middle schools. Children in grades 6-8 may try out for the following teams during the school year:

- Boys Soccer
- Girls Soccer
- Girls Volleyball
- Flag Football
- Track & Field (co-ed)
- Boys & Girls Lacrosse
- Girls Basketball
- Boys Basketball
- JV Basketball
- Baseball (co-ed)
- Tennis (co-ed)
- Table Tennis
- Flag-Rugby

The Kindergarten Year

Important Tips

PHASE-IN SCHEDULE

Thursday, September 8 and Friday, September 9

Kindergarten students will have a half-day schedule.

Monday, September 12

Kindergarten students start a full-day schedule.

After you drop your child off on the first day of school, please join us from 9-10 am for an orientation to your new community. This will be a great opportunity to learn some more about your new school and to meet some of your fellow parents.

PARENT-TEACHER COMMUNICATION

Teachers keep parents apprised of classroom work and activities in different ways. Some offer a grade level newsletter, others send information on to parents after finishing a certain unit of study or circulate monthly or bi-monthly newsletters. If you are concerned about a particular issue and wish to express that concern, or would like to convey suggestions to resolve a problem, please first contact the teacher directly. Parents may contact the teacher to arrange a meeting or telephone call by sending a note in your child's red folder or by sending an email (if the teacher has given an email address for this purpose.) If the teacher cannot resolve the problem, please contact the Parent Coordinator and then the Principal. *Parent-teacher conferences occur in late fall and early spring, but pressing issues should be dealt with as needed.*

STAY INFORMED

Check the school website daily, as well as your child's backpack for all messages from school. These notices

To "BACKPACK" something means to send it by way of your child's backpack. The backpack "network" allows the convenient sending and receiving of items to and from school and among Anderson families.

— PTA updates, monthly calendars and the school newsletter — will all be available on the school website and emailed home regularly. These will keep you informed about school and classroom activities. The "red folder" is generally the place where teachers backpack info to parents but most information is sent home via email. You will also receive regular emails from the Parent Coordinator and the PTA via Google Groups. If you have not yet received a "News From Anderson" email, please contact **NewsfromAnderson@gmail.com**.

DISCIPLINARY GUIDELINES

The DOE publishes a pamphlet describing New York City public school discipline code. It is available to all Anderson families and is usually backpacked home during the first month of school.

SCHOOL FORMS

Please take time to fill in and return all the forms sent home from school (blue cards, immunization forms, and transportation request forms). These forms are essential to the efficient operation of our school as well as the health and safety of your child. Don't delay!

BIRTHDAY AND HOLIDAY CELEBRATIONS

Check with your classroom teacher regarding their birthday policy. The classroom teachers will try to accommodate requests for short celebrations in the classroom. These usually involve sharing a book or story that is special to your child. Children with summer birthdays are usually invited to celebrate their birthdays in-class in June.

LOST AND FOUND

That errant mitten, lunchbox or what-not may have found its way into Lost and Found, which is located outside the lower music room. If an item belonging to your child is lost, be sure to check the area more than once; it sometimes takes a while for a found item to make its way there. Items in the Lost and Found will be donated to local charities once a month following the PTA meeting.

WHAT HAPPENS IF MY CHILD IS SICK?

Illnesses, attendance, and classwork

ILLNESSES AND EMERGENCIES AT SCHOOL

If your child becomes ill or an emergency occurs during school hours, **the parent(s) listed on the blue card will be contacted.** Please notify the nurse if your child has an ongoing medical condition (e.g. food allergies, asthma). Please also note that Anderson staff, including the school nurse, are prohibited from doing any invasive procedures (including splinter removal!) and dispensing medications, other than as follows:

- Medicine, both prescriptions and over-the-counter, that your child needs to take during school hours for chronic conditions, must be pre-approved by the DOE and the Department of Health. Speak to the school nurse or the guidance counselor for further information and to obtain a 504 form for approval. A form must be filed *each year* to continue administering medication at school. Contact the guidance counselor or school nurse in the spring to be prepared for the start of the next school year.
- Medicine prescribed for short periods of time (such as to treat a cold, ear ache, or strep throat) that must be administered during the school day must be given by the parent or a designated adult. Do not send medicine to school with a note requesting the nurse or teacher to administer it. The nurse can only administer pre-approved medicine.

CONTAGIOUS INFECTIONS

Please make sure to notify the school nurse (Susan Epler, RN) if your child contracts a communicable condition or illness so that classmates and staff can be alerted. Children diagnosed with contagious infections need a medical doctor's note stating the date the child may return to school. **Contagious infections include: Swine flu and seasonal flu, strep throat, ringworm, scabies, conjunctivitis (pink eye), and scarlet fever.**

REQUESTS FOR CLASSWORK

It is your (or your child's) responsibility to obtain homework assignments due to absence. Some assignments will be posted on a teacher's webpage but you must arrange to find any other work not posted. You may want to set up a partnership with another child that lives near you as a Homework Buddy. Please do not ask the teacher to send home work for your child either in advance of an absence or after one.

DOCTOR'S APPOINTMENTS — TAKING YOUR CHILD OUT OF SCHOOL EARLY

Please make every effort to schedule your child's routine appointments outside of school hours. However, when unavoidable to do this, you must sign your child out in the main office and sign him/her in again upon returning to school. In the event that you must pick up your child for an appointment, please send notification to your child's teacher beforehand, and provide the time that you will be picking up your child (unless, of course, the child has become ill at school that day.) For early release during the school day, students must be signed out by an adult, regardless of age.

PLEASE NOTE: Due to diminished office staff, we have established a firm new rule about early pick-up that will apply to all families in grades K-8. Except in the case of an emergency or illness, no early pick-up will be accommodated from 2:30-3:30 pm. We need your cooperation to ensure that you work with the school to make sure all students are here for the full day of instruction regularly. That means we cannot release students early for doctor's appointments (unless related to that day's illness), after-school instruction for sports or tutoring, or religious school, etc.

IDENTIFICATION: Please remember that all **parents MUST have ID to enter the building.** This is DOE policy and it is strictly enforced to ensure the safety of **all** of our children. We are in a big building with many entrances and exits. Help our school safety officers do their job by always bringing along your ID.

Transportation Facts

If you are new to the school or changing your preferred transportation, please make sure that you have filled out a Transportation Request Form provided by the school. **Your child is eligible for yellow bus service provided there is a designated yellow bus stop near your home already assigned to this school on a route that is less than 5 miles in length (with all mileage incurred from the start to the school) and within Manhattan only.**

Less than 1/2 mile	Grades K-2	Your child may be entitled to a half-fare, bus-only MetroCard or yellow bus service
	Grades 3-8	Transportation is not provided in this area by the DOE
Btwn ½ mile and 1 mile	Grades K-2	Your child is eligible for yellow bus service if there is a yellow bus stop assigned to Anderson near your home OR a full-fare MetroCard
	Grades 3-6	Your child may be entitled to a half-fare, bus-only MetroCard.
Btwn 1 mile and 1½ miles	Grades K-6	Your child is eligible for yellow bus service provided there is a designated yellow bus stop near your home already assigned to this school on a route that is less than 5 miles in length and within Manhattan only OR a full-fare MetroCard
	Grades 7-8	Half-fare, bus-only MetroCard only
More than 1½ miles	Grades K-6	Your child is eligible for yellow bus service provided there is a designated yellow bus stop near your home, already assigned to the school on a route that is less than 5 miles in length and within Manhattan only OR a full-fare MetroCard
	Grades 7-8	Full-fare MetroCard only

YELLOW SCHOOL BUS

Student transportation by a yellow bus is a service offered to schools by the DOE. **Yellow school bus service to Anderson is provided by Atlantic Bus Company for Manhattan residents only, Grades K-6.** If eligible, your child will get bus service to and from a designated yellow bus stop near your home residence. Bus stop sites are determined by the DOE's Office of Pupil Transportation, not by Anderson. If you have requested and received yellow bus service, you will be notified of your designated bus stop number, along with two "run numbers" (Bus #M ____ a.m. and Bus #M ____ p.m.), which identify your child's morning bus and afternoon bus. Make sure that you have these numbers on hand when you need information from the bus company or the school about bus service. If you have questions about transportation, you can also contact **Donna Smiley at dsmiley@schools.nyc.gov**

METROCARD

Student MetroCards are valid on NYC buses and subways between 5:30 am and 8:30 pm, Monday through Friday during the school year (three trips per day which includes transfers). Assigned bus cards and MetroCards are sent to the classroom teacher for distribution twice a year.

Anderson Homework Policy

PHILOSOPHY

The Anderson School assigns homework to correspond with what students are learning in their classrooms. Homework is a support – not a substitute – for classroom instruction.

The amount of homework is grade-appropriate for Anderson students. While homework is an important support for school learning, more is not necessarily better. Too much homework can place inappropriate pressures on children and undermine intrinsic sources of motivation such as curiosity.

The amount of homework increases in direct proportion to the Anderson students' capabilities. In the early grades, homework is kept at a minimum. What homework there is reinforces skills and basic concepts. At the intermediate level, grades 3-5, more time needs to be spent nightly on short-term work, long-term assignments are introduced, and weekend assignments are given. In middle school, there is a mix of long term, 2-4 weeks, and multi-weekly assignments. There is usually weekend work in 2-3 of the core subjects. Homework is meant to underscore what is being learned in class, take it to new depths, and develop organization and time management skills.

PURPOSE

According to the philosophy of homework as defined by the Anderson School, the purpose of homework is

- 1) to reinforce skills taught in class
- 2) to provide an opportunity for extended and independent learning based on content specifically addressed during class time
- 3) to provide the teacher with data to assess the mastery of skills
- 4) to build stamina as a student

ROLES AND RESPONSIBILITIES

Parents

Parents are responsible for conveying to their children

the importance of meeting expectations for homework tasks and deadlines, and helping their children learn to manage their time.

Parents should use their discretion when assisting their children with homework. It is acceptable to help your child, but do not "do" the work for them. If you have concerns about your role in homework you should ask for clarification during Meet the Teacher Night, when teachers traditionally address their individual homework policies.

Parents should monitor after school and other activities to ensure that the child can meet teachers' expectations for schoolwork.

Teachers

Teachers are responsible for giving students clear and explicit assignments appropriate for gifted students.

Teachers should provide specific due dates for short term and long term assignments.

Teachers are encouraged to frame a late-homework policy that describes the consequences for submitting work late.

Teachers are discouraged from assigning homework that extends over vacations, except under special circumstances.

Teachers are expected to provide grades or feedback on homework.

Teachers are expected to incorporate some supports, which may be scaled back for older students, as long as they have gained the necessary preparation in the earlier grades. In general, however, the following are important:

- A clear and explicit description of the assignment, particularly in writing
- Rubrics describing criteria for evaluation for long term projects and writing
- Timelines for completion for longer term projects
- Description of resources that may or should be used