



**HARRISON AVENUE SCHOOL
480 HARRISON AVENUE
HARRISON, NEW YORK 10528**

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August 19, 2019

Dear Parents and Families,

Welcome to the 2019-2020 school year. I hope your summer has been filled with time spent with friends and family. I always look forward to hearing from your children about their summer adventures!

If you are new to Harrison Avenue this year, a special welcome to you and your family. We are a large school of approximately 575 students, and our goal is to make a large school feel like a second home to your child. If you are not a new family this year, then you know that we have endured some long-term construction that has rendered a significant increase in space.

While our cafeteria was renovated last year, it is now fully air-conditioned. We have 4 new classrooms in the new wing, as well as a courtyard which connects the new structure to the already-existing kindergarten and first grade wing. Due to the new classroom addition, we were able to regain space for a science lab, book room and professional development room, as well as more space for our growing population of students who come to us needing support in English as a second language.

Please find below some information that you may find helpful as the school year begins:

In the coming days, families will receive email communication from the district prompting you to access your parent portal account to update, or confirm contact and emergency information as well as read and acknowledge important school documents. Please update your information through the online parent portal as soon as possible, but no later than Friday, September 20, 2019. This information must be updated every year and is absolutely necessary for effective school to home communication. Additionally, please see the attached "**Procedures and Guidelines**" document for information pertaining to arrival, dismissal, attendance, breakfast and lunch.

Harrison Central School District
50 Union Avenue • Harrison, NY 10528
914-835-3300

As part of the enclosed packet, your child's teacher for the upcoming school year is included. If your child's placement letter contains the name of more than one teacher, he/she is in a co-teaching classroom in which both teachers instruct in all areas. All classrooms are heterogeneous and carefully constructed academically, socially and emotionally to ensure success and rigor for all. The placement process is complete, and therefore **requests for class assignment changes cannot be considered**. Be assured that at Harrison Avenue School every faculty and staff member is committed to providing a safe, secure and engaging learning environment for every child.

Please welcome our newest faculty to Harrison Avenue School:

Mr. Charlie Bennett, Orchestra Teacher

Ms. Jessica Benvenuto, Grade 2 Teacher

Ms. Jacqueline Cirieco, Grade 5 Teacher

Ms. Caitlin Clarke, Kindergarten Special Education Teacher

Ms. Elizabeth Petitti, Speech and Language Pathologist

Mrs. Nicole Whelan, Grade 1 Teacher

As a school community, we accomplish much together. We partner on your child's educational experience and collaborate to meet his/her social and emotional needs. A sense of belonging is paramount to each student's success, and Mrs. Spagnola and I are looking forward to greeting new and returning families on the first day of school, September 5, 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Hymes".

Mrs. Valerie Hymes,
Principal

HARRISON AVENUE SCHOOL

Procedures & Guidelines

2019-2020

Arrival 8:00 a.m. – 8:50 a.m.:

- The school day begins at 8:50 a.m. It is important that all students arrive on time. Attendance is taken at 8:55 a.m. with instruction beginning promptly at 9:00 a.m.
- Students arriving to school after 8:50 a.m. are considered tardy and must report to the Main Office to obtain a late pass.
- Drop-off in the morning is in the Mathews Street parking lot. Please have your child ready to exit the car in a timely manner when dropping off. This will keep the line moving. *If you wish to walk your child to the door, **please park in a designated spot in the Mathews Street parking lot only.***
- Kindergarten and 1st Grade students must report to the cafeteria when arriving to school.
- 2nd, 3rd, 4th and 5th Grade students must report to the auditorium when arriving to school.

Dismissal 3:05 p.m.:

- The school day ends at 3:05 p.m.
- **Anyone picking up children from school should carry photo identification and be prepared to show it upon request.**
- Students who take the bus will go to the auditorium.

CHILDREN BEING PICKED UP WILL BE DISMISSED FROM THE FOLLOWING LOCATIONS:

Grade Level/Teacher	Dismissal Location
Grades 3, 4, and 5	Main Entrance on Harrison Avenue
Grade 2	Central Exit adjacent to the left of the main entrance
Grade 1 : Mrs. Pojednic Mrs. Arone	Cafeteria ramp door ~ playground area
Grade 1 : Mrs. Costello/ Ms. Baum Mrs. DeMaria	Library exterior door ~ playground area
Kindergarten : Mrs. Williams, Mrs. Harold, Mrs. McCarthy, Mrs. Dougherty	Kindergarten exterior doors
Kindergarten : Ms. Palefsky/ Ms. Clarke	Mrs. Williams' exterior door

- **For safety reasons, siblings are not permitted to travel to another sibling's class for dismissal and will be dismissed from the designated area assigned to their particular classroom.**
- *When picking up student(s), please do not linger as this tends to clog the parking lot. **Please be sure to park in designated spots only in the Mathews Street parking lot.***

Absence:

- Family must notify the school if their child will be absent. Please call the **Attendance Hotline** promptly at **630-3199** and leave a message. **This number is available 24-hours a day.**

Transportation:

- Questions regarding bussing and/or transportation qualifications should be addressed to the District's Transportation Department at 630-3303.

Meal Programs:

Lunch:

- Harrison Avenue School is part of the National School Lunch Program, and **lunch** will be **available** for purchase each day throughout the school year beginning with the **first day of school on September 5**. The school lunch menu is accessible for viewing on the home page of the District's website www.harrisoncsd.org. If you would like your child to participate in our school lunch program, please access www.myschoolbucks.com or send in a check made out to the "Harrison Central School District Lunch Fund" in the amount of \$40.00. Remember to include your child's Student ID Number. Please note that your child's Student ID number remains the same throughout his/her tenure in the District. A letter referencing your child's Student ID number is enclosed for all kindergarten students and students who are new to the District.

The price for one regular lunch is \$2.00. Your \$40.00 check will cover the first lunches for the year. As your child depletes his/her lunch fund, notification will be sent to you to replenish the account. Snacks and milk may be purchased with lunch account funds. Cash is also accepted.

Lunch and Recess Schedule

Kindergarten	11:10 to 11:55 a.m.
Grade 1	11:10 to 11:55 a.m.
Grade 2	12:05 to 12:50 p.m.
Grade 3	1:00 p.m. to 1:45 p.m.
Grade 4	12:05 to 12:50 p.m.
Grade 5	1:00 p.m. to 1:45 p.m.

Breakfast:

- Breakfast is available for purchase.
- Breakfast will be served from 8:15 a.m. to 8:45 a.m. in the cafeteria.
- Students who arrive to school before 8:15 a.m. and are purchasing a breakfast will remain in the auditorium until 8:15 a.m. when a school aide will escort them to the cafeteria.
- The cost is \$1.50 for students. Students may pay cash, or use the existing point-of-sale system currently in place for our school lunch program. (Students on reduced lunch will be charged 25 cents. There will be no charge for students receiving free lunch.)
- If a parent wants their child to be completely blocked from purchasing a breakfast meal, please email the cafeteria manager, Julia Lindblad, at lindblad-julia@aramark.com and a notation will be made on the child's account. If a student is blocked from purchasing breakfast, they cannot go to the cafeteria in the morning.
- Children in all grade levels who are having breakfast may not leave the cafeteria after they have finished, and must remain in the cafeteria until the bell rings to move to their classes.

Applications for free and reduced meals are contained in the Food Service Information Packet which is mailed to you under separate cover. Students who were eligible for free and reduced lunch last school year will remain eligible until the end of September 2019. By that time, a new application must be submitted and new eligibility determined for this school year.

Monthly Calendar:

The monthly school calendar, which informs you of the various activities that are taking place at school and which "letter day" it is in our school's 6-day cycle, will be sent home only in September this year. Thereafter it can be located on the school website (www.harrisoncsd.org).

Reminders:

- Be sure to **label your child's loose clothing items**, especially jackets, sweatshirts, sweaters, lunch boxes, water bottles and bookbags. Please **include student's last name and grade level**. Items will not be saved. At the end of each month, all unclaimed articles will be donated.
- Please **ensure that children do not bring non-school related items to school** ~ they are an unnecessary distraction.
- The **Mathews Street Parking Lot** is designated **for parent parking**. All parking spaces in the **Union Avenue Parking Lot are reserved for faculty only**.
- **Attendance at school is crucial**. Please do not plan vacations when school is in session. Check the district calendar for testing dates prior to scheduling appointments. To help instill good habits, please make sure that children arrive to school on time each day.
- **All parents and visitors must enter through the front door to sign into the school building**. Visitor's Passes will be issued at the security desk after providing proper identification. While on school grounds, all visitors must be prepared to show photo ID upon the request from school personnel.

We appreciate your cooperation and thank you for your partnership!

Upcoming dates to remember:

HAS Open House for Parents	Thursday, September 12	6:30 p.m.
PTA Welcome Back Family Party	Thursday, September 19	5:00 p.m. – 7:00 p.m.
PTA Newcomer's Coffee	Friday, September 20	8:15 a.m. – 9:00 a.m.
PTA Meeting	Monday, September 23	7:00 p.m.
Early Dismissal	Friday, September 27	11:50 a.m.

