Maryvale Primary School

1 Nagel Drive♦ Cheektowaga, New York 14225 ♦716-631-7471

"Where Flyers Get Their Wings!"

Caregiver Handbook 2026 – 2027

Maryvale Central Office Administration

1050 Maryvale Drive, Cheektowaga, NY 14225
(716) 631- 0300

Mr. Joseph D'Angelo
Superintendent of Schools

Mr. Jeffery Hazel
Assistant Superintendent for Curriculum and Instruction

Mr. Jeffery Lawrence
Assistant Superintendent for Administrative Services

Ms. Michelle Mailhot
Director of Special Education and Pupil Personnel Services

Ms. Julie Pernesky
Director of Human Resources

Mr. David Hess
Director of Facilities

Board of Education:

Mr. James McDermott, President
Mr. Christopher Pew, Vice President
Ms. Candice Marshall
Mr. Adam Szymczak
Mr. Jason Baier

Maryvale Primary School Staff Directory

Kristen Hada	Principal
Linda Rogacki	School Nurse
Trish Winicki	School Counselor
Rebecca Goff	School Psychologist Intern
Katie Nowak	Family Support Center & School Social Worker
Officer Bill Cookfair	School Resource Officer
Becky Blotzer & TBD	Senior Office Clerk
Neil Scofield	Attendance Clerk

Other Important Contact Information

Main Office (Attendance, Questions, etc.)	716-631-7471
	716-631-7492
	716-631-7475
Office Fax Number	716-651-0031
Health Office	716-631-7489
Social Worker/Family Support Center	716-631-7442
Office of Special Services	716-631-7433
Office of Transportation	716-631-7437
WNY Bus Company	716-681-2100
School Resource Officer	716-635-4664
District Registration Office	716-631-7460
Sodexo Cafeteria Staff (Manager: Amber Zambron)	716-631-7478

Willie Hutch Jones Before/After School Program	716-715-4980
	whjesp.assistance@gmail.com

Communication with Our School

We understand that as caregivers, you may have questions or concerns related to your child while they are at school. Therefore, we have created this guide to help you understand who to contact and when to ensure effective communication between home and school.

- If you need to get in touch with someone at the Main Office, please note that our Primary School Office hours are from **8:00 am to 4:00 pm**.

- For contacting the classroom teacher, you can choose to email, message via Parent Square, or call the Main Office. Please note that teachers will respond to your message on weekdays (Mondays to Fridays) between 8:05 am and 3:35 pm. Staff will work hard to respond to your communication within 24 hours during the weekday. If you need immediate assistance, please call the Main Office.

- The first Friday of every month we will publish the "***Maryvale Primary Monthly Flyer News***!"
    - The newsletter will be emailed to families via Thrillshare. All monthly newsletters will be available on our Maryvale Primary website so you can refer back to the information as needed.
    - You can also follow us on Facebook @Maryvale Primary School

- To ensure that your concerns are addressed by the correct person, **please direct all communication regarding dismissal and attendance to the Main Office.**
    - **If you want to change how your child will be dismissed from school, please call the Main Office by 1:00 pm.** To ensure the safety of your child, we kindly request you not to message the teacher because they may not check their messages in time.

- If you have any questions or concerns regarding classwork, behavior, academics or personal concerns, please reach out to the classroom teacher first. If the issue remains unresolved, you can then contact the principal.

- **For transportation concerns**, please contact Mr. Mariani, Maryvale Transportation Director at (716) 631-7437 or WNY Bus at (716) 681-2100.

- **For questions/concerns regarding the before and after school program**, please contact Willie Hutch Jones Educational and Sports Programs at (716) 715-4980.

- **For questions regarding funds on your child's lunch accoun**t, please contact the cafeteria staff at (716) 631-7478.

- If you need to call your child off from school, please contact the office at (716) 631-7471. We request that you not message or email your child's teacher regarding attendance without informing the office.

- **If you have any questions or concerns regarding immunizations, medications, medical needs,** please contact Nurse Linda Rogacki at (716) 631-7489.
    - If your child becomes ill or requires medical attention, they will be sent to the Nurse's Office, and our nurse will contact caregivers.
    - **Please call the office as soon as possible regarding any changes or updates to contact information.**
    - **Each child needs at least 1 emergency contact listed.**
    - **Please notify the office for any contact information changes/updates**

Board of Education

Board of Education members represent the public in defining the philosophy of the District, setting goals and objectives and establishing policies for the operation of the District. The Board conducts its business in open meetings which the public is invited to attend. Meetings begin at 6:00 PM in the Board Room in the Samuel R. Bennett Building. Please refer to the District calendar for meeting dates.

District Vision

A diverse community, Maryvale Union Free School District is committed to creating a positive environment that provides a multitude of opportunities to enrich the lives and emotional and physical well-being of all.

Members of the Maryvale community are partners in the educational process to ensure that all students meet the New York State Learning Standards thereby acquiring the academic, technological and social skills necessary for life-long learning, cultural appreciation and productive citizenship.

District Mission

Our mission is to enable our students, staff and community members to grow as responsible, productive and involved citizens who possess self-motivation, a love for learning and respect for others through participation in a comprehensive educational program.

We take our mission very seriously. We try to "enable growth through education" - among all of our stakeholders: the students, the staff and the community at large.

We endeavor to provide a sound education through a wise use of resources - human and financial - so that we can prepare our students to live in the 21st Century as responsible, productive adults and so that we can offer our community a sharing in that process. As we often say at Maryvale, "It starts with the community".

District Beliefs

All children can learn.
A school district's success is reflected by the success of its students.
It takes a whole community to educate children.
The best decisions are made by those closest to the point of implementation.
To effectively implement decisions, organizational support is required.
The school must make a connection, a bond with each child.
Maryvale has the primary responsibility for educating its students.
Parents need to share in the responsibility of educating their children.
Students need to accept responsibility for their own learning and actions.
The school environment needs to be welcoming, safe and respectful.
The district has a responsibility for continual staff development.
Reading is the foundation for all other learning.
Students need to have access to relevant technology.
All members of the school community should continually strive for excellence.

Enrolling in School

If you are new to the Maryvale Union Free School District, please register at the District's Administration Office located on Maryvale Drive. Parents transferring students from another school district should contact the registration office at 716-631-7460.

The entrance age for Pre-Kindergarten is 4 years old on or before December 1st.

The entrance age for Kindergarten is five years old on or before December 1st.

There are no exceptions for this State-recommended beginning age.

Primary School Daily Schedule

School Office Hours are from 8:00 PM- 4:00 PM

Pre-Kindergarten

AM Pre-Kindergarten	8:45 am - 11:30 am
PM Pre-Kindergarten	12:55 pm - 3:05 pm

Full Day Pre K & Kindergarten-2nd Grade 9:00 am - 3:10 pm

Arrival time for Grade K-2 is between 8:45 a.m. - 9:00 a.m.

Arrival time for Full day and AM Pre K is 8:35

After 9:00 a.m. your child will need to be walked into the building and signed in with the Main Office.

Drop Off and Pick-Up Procedures

- To ensure the safety of all students, **only students will be permitted to enter the school building**. Staff will be stationed in every hallway to assist students and get him/her into the classroom.
    - **Student Arrival: All students will enter in the Main Entrance (Bus and drop offs)**
        - There is no parking in the Bus Lane.
        - Parents who choose to drive their children will enter via Nagel Drive and follow along the side parking lot. Our school will have staff members stationed on the sidewalk to assist with student safety. Parents will now stop and drop off their child and continue to drive and exit via Nagel Drive. All students being dropped off will also enter through the main entrance. Parents will be able to stop, quickly exit the vehicle, and assist their child to get out of the car if needed.
        - There will be designated drop-off parking available at the back of the large parking lot should a parent need to come to the school with their child or for an appointment.
    - **Student Dismissal -**
        - PreK AM - 11:30 am @ **Door #7**
        - PreK PM & Full Day PreK - 3:10 pm @ **Door #7**

- Self-Contained Special Education Students - 3:05 pm @ **Door #7**
- Kindergarten, First Grade, Second Grade - 3:10 pm
  - **Door # 2** - All second grade students, Kindergarten students from Gestwick, Spring and White's classrooms.
  - **Door # 4** - All first grade students, Kindergarten students from Loomis/Hillyard, Pieri, Kamrowski, Kaspryzk and classrooms.

Parents/guardians who pick up their child, will need to sign their child out and provide a picture ID before their child is released.

Please park in the visitor parking lot in front of the school when dropping off or picking up your child. We need to keep the fire lane free for buses and emergency vehicles if necessary.

All dismissal changes need to be reported to the Main Office no later than 1:00 p.m.

You can call the Main Office or use the Google Form HERE

Should you have any questions or concerns, please feel free to contact the Main Office and we will be more than happy to assist you anyway we can.

Procedures for Leaving School During the School Day

1) Parents are to report to the office to pick up their child who will be leaving the building.
2) An excuse **should be sent in that morning** for the child to be excused.
3) If a note was not sent in, the parent/guardian is required to bring in the excuse at pick up.
4) Students who are excused will be called to the office to be excused from there.
5) Individuals picking students up will be asked to show picture identification.
6) Any changes in student dismissal must be reported to the office by 1pm.

½ Day Schedule

Half-Day Pre-Kindergarten

October 30 **PM attends** school (9:00-11:30)/**NO School for the AM class**
December 11 **AM attends** school (9:00-11:30)/**NO School for the PM class**
January 8 **PM Class** attends school (9:00-11:30)/**NO school for the AM class**
March 12 **PM Class** attends school (9:00-11:30)/**NO school for the AM**
June 21 **AM Class** attends school (9:00-11:30)/**NO school for the PM**
June 22 **AM Class** attends school (9:00-11:30)/**NO school for the PM**
June 24 **PM Class** attends school (9:00-11:30)/**NO school for the AM**
June 25 **AM Class** attends school (9:00-11:30)/**NO school for the PM**

Full Day Pre-Kindergarten & Grades Kindergarten through 2nd Grade9:00am-12:00pm

Transportation

Bus transportation is provided by *WNY Bus Company*. You can reach *WNY Bus Company* at 716-681-2100.

Bus transportation is provided free to all Primary School children. Parents must inform the school of any address change to ensure service. If your child will not be taking the bus home, **a note must be sent to the school office in advance**.

Students must be 4 years of age to ride on the bus.

****Your child's bus information, bus stop and arrival time of the bus at that location, will be posted in your Parent Portal** See this video on how to access this information on your Parent Portal Account: Parent Portal Video**

Safety is a paramount consideration in school transportation. It can never be taken lightly. A student who misbehaves can seriously endanger the lives of all who are riding on the bus. The regulations governing student bus conduct are as follows:

- Students must remain in their seats while the bus is in motion.
- Students are to keep hands, feet, etc., to themselves and inside the bus.
- Students must use quiet voices
- Students will be let off the bus only to a parent or their designee.

IMPORTANT: YOU MUST BE VISIBLE AT THE DOOR DURING AFTERNOON DROP OFF.

Maryvale Transportation Department: 716-631-7437
Transportation Director: Mr. Richard Mariani

Bus Changes

If your child requires alternate transportation to an address other than your home, you will need to fill out an **Alternative Transportation Form**. This form needs to be filled out each year. You can do this at the beginning of each school year, or if changes are made throughout the year. You can find the form to apply for alternate transportation on our District website under transportation, or click HERE.

Transportation Cut Off Dates

Friday, 8/21/2026 at 3:00PM was the cutoff date for new student registration to receive transportation at the start of the 2026-27 school year. The only changes that will be made after the cutoff date during the first week of school will be mistakes made on our end and WNY Bus's end in routing students already registered.

WNY Bus will send out bus information letters to all families before the beginning of the year, and that information will also be put into eschool and can be accessed via Parent Portal.

New students that register, and changes to transportation after the cutoff date will be given to WNY Bus on Monday 9/14.

Students who registered after Friday 8/21 3:00 PM are expected to receive transportation by the third week of school, Monday 9/21.

Students that registered the week of 9/14-9/18 will be processed on Monday 9/21 and transportation will start within 3-5 days.

Newly enrolled students will have transportation set up within 3-5 days of registration.

School and District Information

Communication with our families is very important. Our district utilizes a special program called *Thrillshare* to send emails, texts, and voice calls. Please make sure all contact information is always up to date and each child has at least one emergency contact. A sheet will be sent home with your child the first week of school to verify all contact information. If changes need to be made during the school year, please notify the Main Office or your child's teacher.

The district utilizes *Apptegy* in place of communication apps such as Remind and

Class Dojo. *Apptegy* will allow you to to still communicate with teachers/school staff and will be linked to your eschool Parent Portal account. More information will be provided at our Parent Information Nights in September.

Another great way to know important information is to check your child's take home folder daily.

Communication

School staff can be reached via email, calling the Main Office, or communication via ***Parent Square***. **ParentSquare** is the main communication tool between you and your child's teacher, as well as informational posts from their classes. If you need to activate your account, please see this link for further information: https://www.maryvaleufsd.org/page/parentsquare-helpful-information.

To stay up to date on your child's academic progress throughout the year, including report cards, please register for an eSchool **Parent Portal** account. The Parent Portal will also be where you'll find your child's schedule and bus transportation information. For more information regarding Parent Portal, please follow this link: https://www.maryvaleufsd.org/page/parent-portal-info

Maryvale Primary Website: https://www.maryvaleufsd.org/o/mps

- Excuse Google Form (Report absences, Tardies, pick up changes)
- Staff contact information
- Parent Portal
- School Supply Lists
- Family Support Center Information
- Lunch/Breakfast Menus
- *Primary School Monthly Flyer* Newsletter

Maryvale UFSD app - This app is used for district-wide communications and other informational communications.

Apple: https://apps.apple.com/ms/app/maryvale-schools/id1596658027
Android: play.google.com

Maryvale Primary School Facebook Page
https://www.facebook.com/profile.php?id=61553438854615&mibextid=LQQJ4d

Maryvale Primary School PTO Facebook Page
https://www.facebook.com/share/WNFCZTmc9bxrpZ8w/?mibextid=adzO7l

School Closings

If schools must be closed due to inclement weather or other emergencies, parents and students will be notified in the early morning or the evening before by our automated system (phone call, text message, email). We will also post information on our district and Primary School Facebook pages.

Emergency School Closing

The Superintendent is responsible for school closings. In case of emergency closing during the school day, announcements will be made via our automated system, *Thrillshare*. If it is necessary to evacuate the building during the school day, students may be moved to an alternate site prior to dismissal. No students will be released until all students have arrived at the alternate site and are accounted for.

****Please make sure all family contact information is current and up to date and each child has a least 1 Emergency Contact** Call the Main Office at any time to update information on file.**

Attendance Information & District Attendance Policy

Regular attendance is important for success in school. Parents should make every effort to have their child in school, rested and ready for work. Only illness, emergency, medical or dental reasons should keep a child from attending school.

Tardiness is also a serious problem since work and assignments are missed. Parents should stress with their children the importance of arriving at school on time, ready to work. Research has shown that poor attendance and tardiness negatively impacts your child's success.

As per the Maryvale School District Comprehensive Policy, Section III D., every absence must be followed by a written excuse (using the google form, or handwritten) signed by a parent or guardian or sent in via our Google Form.

See the District Comprehensive Attendance Policy 26-27 for more information.

Tardy

- Arrival time ends at 9am, and your child is considered tardy after that time.
- When your child is tardy, they are to be accompanied by a parent to the office before going to their class.
- A written note must be sent to the school with an explanation for tardiness.
- Parents will be contacted in instances of recurring tardiness.

Maryvale School District Code of Conduct

Link: Code of Conduct 26-27

Student Support Services

School Counseling Services:

Classroom Lessons: Mrs. Winicki is able to push-in to the classrooms to provide lessons on social skills, emotions and career exploration. This provides an opportunity to reach all students.

- Examples of possible lesson topics: dealing with strong emotions (frustration, anger, excitement, etc), conflict resolution, self control, career exploration. And many more!

Small Groups: Mrs. Winicki runs small groups for students who need extra support outside of the class. These groups will center around the students' needs.

- Examples of possible groups: lunch bunch, friendship, school adjustment, managing emotions, etc.

Counseling: Mrs. Winicki is able to meet with students who may be having a difficult day, and provide immediate calming strategies to help them return back to the classroom. She can provide short-term counseling when necessary. If long term counseling is what is needed she can provide a list of resources & referrals.

Consultation & Collaboration: Mrs. Winicki is a liaison between all working parties, the students, parents, teachers, and administration. She can also provide referral information for any outside counseling that may be needed for the whole family or just the student.

Family Support Center & School Social Worker:

The mission of the Maryvale Family Support Center is to enhance the physical, social, and emotional health of our community members by providing direct support, school-based support, and community education/enrichment.

The Family Support Center uses a collaborative partnership between families, schools, and partner agencies designed to meet the needs of our community and improve performance both in and out of school.

The role of a school social worker is to provide direct and indirect services to students, families, and school personnel to promote and support students' academic and social successes.

The school social worker in the Primary School, Mrs. Nowak, doubles as both a social worker for individual/group student support and also family support, as she splits her time between the Primary School and the Family Support Center which is located on our main campus.

Mrs. Nowak will be providing both individual and group support to Primary students and is also able to make outside referrals to students and families as needed. Mrs. Nowak also helps bridge connections between the district and outside community partners to provide educational trainings, events and presentations on various topics throughout the school year.

School Psychology Services:

Consultation- Ms. Goff will consult with classroom teachers on an individual basis and within the Child Study Team setting regarding student academic and behavioral concerns. I also consult with parents who have concerns about their child's school performance and attempt to offer strategies to address these concerns.

Assessment- Mrs. Goff completes psycho-educational assessments. These assessments may address student functioning in the areas of cognitive, academic, perceptual, behavioral, social/emotional, and/or adaptive behavioral areas.

Counseling- As a school psychologist, Ms. Goff can provide individual and/or group counseling to students as needed. I am also available to provide counseling to students in crisis situations.

Behavioral intervention and planning- Ms. Goff is frequently called upon to assist teachers in addressing student behavior problems in the classroom. Most

students respond positively to classroom behavior management systems. However for some students with more chronic and persistent behavior problems, individualized behavior planning may be needed.

Referral- When students require counseling support due to home issues and/or issues that do not interfere with their learning in the school setting, the school psychologist can refer families to appropriate outside agencies within the community for help.

Academic Intervention Services: Reading and Math

Maryvale Primary provides targeted academic support for both reading and math for students in grades K-2. The intervention team consists of 3 certified Reading Specialists, 1 Reading Teacher Assistant, and 2 Reading Teacher Aides. We also have 1 Math Interventionist.

All students in grades K-2 are screened 3 times a year using Curriculum Based Measures (CBM) and reading/math diagnostic assessments. Intervention services are determined using data from these measures along with classroom observations. Students who receive AIS (Academic Intervention Services) are monitored regularly to ensure adequate progress is made and interventions best meet the needs of each student.

All students receiving AIS are instructed using research and evidence based programs in both push-in and pull out settings. The intervention team works closely with classroom teachers to ensure the academic success of the students.

Frequent communication regarding AIS is shared with families. Entrance/exit letters are sent home, as well as progress reports, and parent teacher conferences will also be offered. **Regular attendance in school is essential and can impact a student's progress in the program.**

Every Child Succeeds Act (ESSA) and Title 1

Under ESSA (Every Student Succeeds Act), Title I, Part A provides federal funds to Public School Districts, for the purpose of providing all children a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps among groups of students. Title 1 supports our Reading Academic Intervention Programs. More information on ESSA and Title 1 can be found on our website.

Math Intervention
Do The Math

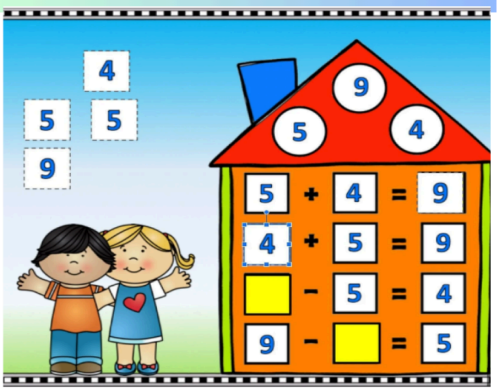
Our math program focuses on developing math reasoning with an emphasis on number sense and building of conceptual understanding to add and subtract.

Fact Fluency Goal

By the end of 2nd grade, students should be fluent in both addition and subtraction facts up to 20.

Math Websites

- www.fun4thebrain.com
- www.softschools.com
- www.factmonster.com
- www.abcya.com



The Science of Reading

The SCIENCE of READING is a body of research that investigates how children learn to read and what instructional approaches are most effective.

Our curriculum incorporates the Science of Reading which focuses on these five big ideas:

- Phonemic Awareness- the ability to identify and play with the individual sounds in spoken words.
- Phonics- Understanding how letters and groups of letters link to sounds.
- Fluency- the ability to read words, phrases, sentences, and stories. accurately, at an appropriate rate using expression.
- Vocabulary- knowing what words mean and how to say and use them.
- Comprehension- the ability to understand what you are reading.

For more information scan the QR code below:

Parent Involvement

Parent involvement is an integral part of the Title 1 program. Parents are encouraged to become partners in helping their children succeed. This includes involvement in all aspects of the process of the Title 1 program from the writing of the plan to its implementation and evaluation. Ongoing research shows that family engagement in schools improves student achievement, reduces absenteeism, and restores parents' confidence in their children's education. Students with involved parents/caregivers earn higher grades and test scores, have better social skills, and improved behavior. Materials, strategies, and help from teachers are available to parents of students receiving Title 1 services. Opportunities for active parent participation at Maryvale Primary include, but are not limited to:

- Parent Night
- Regular Parent-Teacher Communication
- ParentSquare (for communication)
- Parent Teacher Organization (PTO)
- School Improvement Team (SIT)
- Monthly newsletters/school website
- Opportunities to volunteer or attend school-wide activities

If you are interested in volunteering at school please contact:
Mrs. Hada: hada@maryvaleufsd.org
PTO: maryvalepspto@gmail.com

Encourage your child to become a reader! Reading at home for at least 20 minutes a day is the best way to help a learner grow.



Maryvale School District

Our Mission

Maryvale Union Free School District is a welcoming community that provides opportunities to grow as responsible, productive, and involved citizens who possess self-motivation, a love of learning, and respect for self and others.

Maryvale Primary School

Dr. Kristen Hada, Principal
1 Nagel Drive
Cheektowaga, NY 14225
Phone 716-631-7471
Email: hada@maryvaleufsd.org

Math Intervention
Crystal Geasling
geasling@maryvaleufsd.org

Title 1 ELA Specialists
Elise Mackey
mackey@maryvaleufsd.org
Julie Meszaros
meszaros@maryvaleufsd.org
Rachel Swenson
rswenson@maryvaleufsd.org

Our Reading Team is also supported by a Teaching Assistant and Reading Aides.

Title I

New York State is committed to ensuring that all students succeed and thrive in school no matter who they are, where they live, where they go to school, or where they come from.

The Every Student Succeeds Act (ESSA) was designed to promote educational equity. ESSA includes a wide array of programs that help to ensure success for students and schools.

Under ESSA, the Maryvale School District receives Title 1 funding to provide all children the opportunity to receive a fair, equitable, high-quality education and to close educational achievement gaps. If you would like further information, please go to our district's website at www.maryvaleufsd.org and click on the parent tab and Every Student Succeeds Act —Title I.

Maryvale Primary School uses the following assessments to monitor progress and identify students who may need additional support:

- Star Testing
- Diagnostic Assessments
- Progress Monitoring Assessments

For specific information on your child's progress, please feel free to contact your child's teacher.

ENL (English as a New Language) Services

The goal of the ENL Program is to transition non or limited English speaking students to English proficiency and assist them in achieving the high academic standards that are required of all students by the State of New York.

Support is provided by 3 ENL teachers for students in grades K-2. Support provided includes co-teaching in the classrooms with the student's classroom teacher as well as small group instruction. Our ENL teachers help facilitate communication with our families and assist in the registration of new, incoming ENL students.

Ms. Borowiak- Kindergarten
Mrs. Loder- Grade 1
Ms. Krivonos- Grade 2

Maryvale Primary School Building Procedures

Late/Visitor Entry

For the safety of the children, all Maryvale Primary School doors will be locked after the arrival of our students in the morning. It is not intended to discourage any of our Maryvale Primary families from entering our building. We need and want you to be a part of our Maryvale Primary School community, but our priority is the safety of your children.

- If you wish to enter the building, you must do so through the main doors of the school. Please ring the doorbell outside the main door and identify yourself to office staff and the locked door will be released by office personnel so that you may enter.

- Report immediately to the office to sign in and receive a visitor tag from a member of the office staff. ***Anyone without a visitor tag will be immediately directed to the office.**

- Parents/volunteers who will be spending time in the school should sign in at the office using their state issued ID card, Driver's License, military ID, etc. Our Visitor Management System will issue a tag that will be affixed to their clothing.

- During the day, if you bring a forgotten lunch, sneakers, etc. for your child, please report directly to the office. We will make sure your child receives the item promptly.

Lead Testing and Water Safety

This year, all school districts in New York State were mandated to test their water sources for lead. Below, you will find a link from our website detailing the testing results for each school, as well as a link to our water safety video, which was shown to all Primary students at the start of the school year.

Link: Maryvale School District Lead Testing & Water Information

Birthday Celebrations In School

Due to many food allergies we do not allow birthday treats to be brought into school. If you would like, you may send in a special book to be added in your child's honor to the classroom library or a non-perishable, non-edible treat bag. Party invitations for outside parties can not be distributed in school. Each classroom will provide parents a birthday list of names and addresses so that invitations can be mailed. Please do not send any

invitations or individual treats to school. If you would like your child's name and address added to a class birthday list, a form will be sent home for you to include contact information. This information will be shared with the class.

Outside Food in School

Outside food from restaurants cannot be brought to school. Breakfast and lunch are available to all students free of charge.

Dress Code

The Primary School follows the Maryvale School District Code of Conduct. You can view the policy here: Maryvale UFSD Code Of Conduct 26-27. When on school property or at a school function, a student's dress, grooming and appearance should be safe, appropriate and not disrupt or interfere with the educational process. Students should be wearing safe and appropriate footwear like sneakers. Open-toed shoes, crocs and flip flops should not be worn. Undergarments shall not be visible and see through garments are not permitted. Tops must meet the waistline of the pants and clothing must be of modest length.

Maryvale Primary School Building Procedures

K-2 Dismissal

We will dismiss students being picked up, known as "walkers" at 3:10pm. When the "walkers" announcement has been made, students should immediately go to the door designated by their teacher. Parents/Guardians picking up students as "walkers" will need their ID to pick them up. Bus students will be dismissed at 3:25pm.

Very Important! A parent or their designee must be present to meet each student as they get off the bus.

Dismissal times are 3:10 pm for walkers and 3:25 pm for buses on regular school days. For half days dismissal is 12:00 pm for walkers and 12:15 pm for buses.

Information regarding delays in bus transportation will be communicated via Thrillshare (phone call, text, email and Maryvale Primary Facebook Page.

Lost and Found

There is a "Lost and Found" rack in the front lobby. The rack will be cleaned out and its contents given to a charitable group at winter break, February Break, April Break, and in June at the end of the year. Please encourage your children to look on the Lost and Found rack for missing items. Items of value (e.g. glasses, jewelry, etc.) will be kept in the office.

Safety Drills: Fire Drills, Lockdown Drill & Evacuation Drills

The safety of our students and staff is very important to us. To keep everyone safe we have safety procedures, such as our drills, keeping doors locked at all times, visitor policies, security cameras and our School Resource Officer.

The emergency response terms used in New York are:
• **Lockdown**: To secure school buildings and grounds if an immediate threat of violence happens in the school or outside. Students and staff move from hallways into rooms. Doors and windows are closed and locked and students and staff move away from doors and windows and remain quiet and out of sight.

• **Secure Lockou**t: To secure school buildings and grounds against a danger outside of the school. All students and staff outside move into the school building. Outside doors and windows are closed and locked. Some visitors to the building may not be allowed inside the building. The school day continues as normal.

• **Evacuation**: To move students and staff from the school building to a safe location.

• **Shelter-in-Place**: To keep students and staff safely inside the building when there is a safety concern outside the building. Students may stay in their classrooms for a continuation of instruction. Sometimes students and staff may need to shelter together in a predetermined safe area of the school, such as for weather emergencies.

Our school works with local law enforcement (Cheektowaga Police Department), fire departments (UCREST), and other emergency response partners to make sure we are prepared in an emergency. Part of this work includes:

• A District-Wide School Safety Plan: District Safety information can be found HERE
• A confidential Building-Level Emergency Response Plan in place at each school building.
• Safety drills in each school to practice and learn what to do in case of an emergency. State law requires we have eight evacuation (fire) drills, four lockdown drills, and an early dismissal drill during the school year.

• Three school bus safety drills each year.

We will notify parents/guardians within a week before each safety drill.
Each school year before we have drills, we teach our students and staff about our emergency procedures to be sure that everyone knows what to do in an emergency. We teach in a trauma-informed way, which means we try not to scare anyone or make it seem like a real emergency. In a developmentally appropriate way, we talk about the kinds of safety drills we will practice during the school year, how a safety drill will be announced, and what students should do in each type of safety drill. When we practice evacuation (fire) drills, the drill is announced by the fire alarm
going off. For all other drills, we always tell students and staff that it is a drill and not a real emergency.

In an Emergency:

If there is an emergency at your child's school, please:
• **Do not go to the school**. Coming to the school can prevent emergency personnel (e.g., police, fire department) from getting to the school quickly.
• **Do not call the school**. Our priority is to protect the wellbeing of our students and communicate with emergency personnel, and we cannot respond to callers.
• We will contact parents/guardians using our notification system, Thrillshare as soon as possible. **Please make sure your emergency contact information is always up to date at your child's school.** Please call the Main Office to update this information as needed.
• Check the district website/Facebook/Maryvale App. We will provide information to the public as soon as possible. We will provide regular updates as quickly as we are able. Information that is not from our school administration or our communications office may not be correct.
If you get a call or text from your child, help your child stay calm. Tell them that school staff know what to do in an emergency and will keep everyone safe.
If you have any questions regarding school safety, please contact the Principal.

Thank you for helping us protect the wellbeing of our students!

School Health Office Information

Parental Responsibilities:

- Students returning to school after an acute illness, a communicable disease, or having been absent three days or more, are checked by the school nurse.
- A note from the family physician is required for those students who were absent due to a communicable disease.

- Per New York State, as of July 1, 2018 ALL students entering grades Pre K/K, 1, 3, 5, 7, 9 and 11 must provide a grade level physical.
- Ensure your child is up to date on their immunizations.

If a child is unable to receive any of these vaccines for medical reasons, medical exemption documentation must be provided from the doctor in written note form. Medical exemption must be re-submitted each school year as per NYS Law.

* Children who are enrolling in grade-less classes should meet the immunization requirements of the grade for which they are age equivalent. Please see the chart below for the required immunizations.

Please contact Nurse Linda Rogacki via email or phone for any questions regarding health care, immunizations and annual check ups.

NYS Immunization Requirements for School

Link: 26-27 New York State Immunization Requirements for School Entrance/Attendance

Medications Administered in School:

Internal Medications are not given at school unless the following conditions are met:

- Parents must submit a written request to the school nurse.
- Parents must also submit a written request from the physician, which must indicate the frequency and dosage of a prescribed medication.
- Parents are to request a separate container of the labeled medication from the pharmacist so that it may be kept at school or the parent may provide an adequate supply of the medication in the original container. Medication **SHOULD NOT** be sent daily.
- Parents are to bring medication to the Health Office.

Parent Teacher Organization (PTO)

The PTO is a group of parents who meet many times during the school year to plan and sponsor activities for the school's student body. The funds raised through the PTO support class field trips, concerts, presentations, and an end of the year field day for all students and staff. PTO Meeting days can be found on the District Calendar. The PM meetings are held at 6:30 PM and the day time meetings are held

at 9:30 AM. All meetings take place in the Primary School Library and will have a Virtual option for attendance.

If you have any questions or would like to join, please feel free to contact the Maryvale Primary PTO at MaryvalePSpto@gmail.com

26-27 PTO Officers:

President:	Christy Norman
Vice President:	Shannon Spahn
Co-Vice President:	Sarah Kidder
Secretary:	Lindsay Cardona
Secretary:	Katie Hulbert
Treasurer:	Deanna Gallagher
Alternate:	Sharlyn Carpino
Alternate:	Courtney Gromek
Alternate:	Ashley Robbins

Public Notices

The Maryvale School District and Board of Education are committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors, is essential to achieving this goal.
To this end, the board reviews and reauthorizes the Code of Conduct on an annual basis. The Code of Conduct contains provisions prohibiting discrimination and harassment against any student, by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation or abuse, of such a severe nature that:
1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her safety.
Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11 (6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854 (2) (a) and Title IX of the Education

Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973. The following is a summary as required by New York State Project SAVE legislation. The full text is available at any one of our schools, the district office or web site.

The Cheektowaga-Maryvale UFSD hereby advises students/ potential students, parents, employees/potential employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, age, religion, national origin or disability including Vietnam era, special disabilities, recently separated and other protected veterans. Further it recognizes its responsibility to provide a nondiscriminatory educational environment that is free of sexual and racial harassment. Grievance procedures are available to interested persons by contacting the Title IX/Section 504 Complaint Officer through the office of the Assistant Superintendent for Administrative Services, 1050 Maryvale Drive, Cheektowaga, New York 14225, (716) 631-7485. (Commissioner's Regulation 100.2 (K); Civil Rights Act of 1964; Title IX Education Amendments of 1972; Section 504 Rehabilitation Act of 1973; Executive Law S.291 (1) 45 Code of Federal Regulations, Part 90 1975; Americans With Disabilities Act of 1990; VietNam Era Readjustment Assistance Act of 1974 (amended).