

## “GOING FOR THE GOLD”

Columbus Magnet School

September 3, 2009

### THURSDAY NOTICE

#### Important Dates

Friday, September 4	All School Mtg., 9:30 am
Monday, September 1	Labor Day, School Holiday
Thursday, September 10	PTO Mtg, 7:00 pm
Friday, September 5	All School Mtg., 9:30 am
Tuesday, September 15	Understanding ADHD Workshop, 7:00 pm
Thursday, September 17	Open House Night, 6:30 pm
Friday, September 18	All School Mtg., 9:30 am
Friday, September 25	All School Mtg., 9:30 am

#### Welcome! Welcome!

Our first Thursday Notice of the new school year! By reading this weekly newsletter you are already on your way to being informed, in touch, and an active member of our school community. Look for your notice each week (on Thursday!). It will keep you abreast of school events, activities, meetings, volunteer needs, school procedures, and other items of interest. If you have questions about the notice or have information to include, please contact Emily Lopez at 203-899-2840 or by email: [lopeze@norwalkps.org](mailto:lopeze@norwalkps.org). Information to be included in the notice must be received by Tuesday, 3:00 pm.

***Special Note:*** *Although this week every child will receive a copy, in the future only one copy of the Thursday Notice will be distributed per family, sent home with the eldest child. If you prefer to receive the notice via email, please contact Emily by email stating your request and indicating if you would like to receive both an email version and a hard copy. You may also access the Thursday Notice on the Columbus School website: [www.norwalk.k12.ct.us/columbus](http://www.norwalk.k12.ct.us/columbus)*

#### Information Packets

All students received information packets including a letter from Mrs. Lopez, school calendar, emergency/media access card, free/reduced lunch applications, and insurance information. Please contact your classroom teacher if you did not receive this packet. **It is extremely important that we have 100% lunch form return to Columbus.** Thanks ☺

#### Traffic Pattern Procedures

By now you must know about our safer arrival and dismissal procedures. Thank you for those of you who have been here to assist us in getting it off the ground and running as well as your cooperation and flexibility. On the whole the feedback we've received has been very positive. As a reminder, Chestnut Street will be closed for the remainder of this week. The procedures are detailed to the right. If you need further information please contact Emily Lopez.

#### Bus Requests

We have just been notified by the Transportation Department that parents with bus stop requests, changes, or additions must

call the new “Bus Stop Request Line” at 854-4075 and follow the directions given. It is no longer necessary to submit your request in writing to the building principal.

#### Arrival/Dismissal Procedures

##### Arrival Procedures for Student Drop Off:

- Kindergarten students should be escorted to the classrooms via the Kindergarten entrance.
- The bus lane must remain clear on Chestnut Street.
- Arrival for drop-off students **will begin at 9:05 at the front door**. Cars can begin to queue at 8:55 via the King Kennedy Apartments access to Arthur Perschino Way.
- **Please do not allow your children to get out of the car until you are the first car stopped at the stop sign.** Children exiting from the passenger side of the car should walk around the front of your car to the main entrance.
- Any adults must enter through the front door so that they may sign-in in the main office. (Kindergarten parents may enter through the Kindergarten entrance with their children.)
- It is not necessary to escort children to class. Parents choosing to bring their children to the classroom must sign in at the office. (This does not apply to kindergarten parents.)
- School begins at 9:05 am. Students arriving after 9:20 am are tardy and must be escorted into the office and signed in by an adult.
- E-Care Parents use the rain door only. Ring the bell for admittance.

##### Afternoon Pick Up Procedures:

- School is dismissed at 3:25 pm. Parents picking up before that time must sign children out in the office prior to 3:15 pm.
- Due to the business of dismissal, students will not be available for pick up between 3:15 pm & 3:25 pm.
- The front door will open at 3:25 pm. Please do not ring the bell for admittance before that time.
- Parents must pick up kindergarten students directly from their classrooms. Enter through the front door and wait outside the classrooms until the students are dismissed. Kindergarten students are not dismissed from the front door directly unless accompanied by older siblings.
- Parents wishing to come in to pick up their children (Gr. 1-5) at the front door must park their car and enter and exit through the front door.
- Please do not move throughout the building at this time as we are trying to safely dismiss 355 students and need the hallways clear of extra traffic.
- Please do not leave your car unattended in the pick-up lane.

- Staff members will dismiss students out the front only when parents are the first car in the pick-up lane.
- Staff members are on duty at the front door from 3:25-3:40 pm. Students left waiting after that time will be sent to wait outside the school office. Parents must then enter the front door to get their children.
- E-Care Parents use the rain door only. Ring bell for admittance.

Regarding Front Door Pick Up: Please be patient. It takes time for staff members posted at the front door to recognize cars and match parents to children. To expedite this process and for easy identification, may we suggest placing a name sign in your driver-side window.

### **Behavior Management Plan**

**Our goal is to create a positive inclusive environment where every child has the opportunity to reach their highest potential academically, socially, and as overall members of society.** To do this we need to create a structure by which children are **aware of the expectations** for their behavior, are **consistently held to those expectations**, and are **able to monitor their status/progress** in relation to the expectations.

### **The following has been created in response to those needs:**

In each classroom throughout CMS the five steps for behavior management will be as follows:

- Each child starts the day with a clean slate. They aim to maintain their highest card, (or visual tag), throughout the day.
- The first time they choose to break a rule they will get a warning and their card remains the same.
- The second time they choose to break a rule their card will be changed.
- The third time they choose to break a rule the child's card will be changed. They will then be sent for a time-out to the buddy teacher\* for ten minutes during which time they will complete a reflection sheet.
- The fourth time a child chooses to break a rule the card will be changed again and a note will be sent home from the teacher or assistant to the child's parent at the end of the day. The note should be signed and returned the following day. (It is at this point that an administrator should be notified of the child's behavior.)
- The fifth time a child chooses to break a rule the card will be changed to the final color and that child will receive a phone call home from the teacher to have a discussion with the parent about that day's behavior. (Again, the administrators should be made aware of the situation.)

### **Phone Calls to Classrooms**

Phone calls to classrooms will automatically be put through to teachers' voicemail. Teachers will check their messages two times during the school day. Messages regarding students' change of after school plans must be left before 3:00 pm. We cannot guarantee messages left after that time will be received.

### **All School Meeting**

We end each week at Columbus School with Friday All School Meeting. The entire school gathers in the auditorium to

share classroom activities, sing songs, and celebrate birthdays. Parents and guests are always welcome. Our programs begin at 9:30 am unless otherwise noted. The Thursday Notice and monthly calendars will list program events and times. Remember to don your Columbus School Spirit Wear to ASMs. Prizes are given to classes with 100% school spirit wear on Fridays. **Also please remember to sign in on our ASM Family Attendance Sheet.**

### **Lunch Schedule**

Kindergarten:	12:00 pm (in classrooms)
Grade 1 & 2:	11:45-12:15 pm
Grade 3:	12:15-12:45 pm
Grade 4 & 5:	12:45-1:15 pm

The cost of lunch is \$2.20 per day. Breakfast is also offered at a cost of \$1.25 per day. Please make your checks payable to "Whitson Foods." Free/reduced breakfast and lunch applications went home yesterday. **Please return the completed applications (one per household) by no later than September 18<sup>th</sup> regardless of whether your child participates in the school lunch program.**

### **Upcoming Events**

Our PTO co-presidents Christine Limone and Donna Spellman have many wonderful events planned this year. Please make a note of the following upcoming dates.

PTO Meeting: Thursday, September 11, 7:00 pm in the Columbus library.

Welcome Back Family Event: Stay tuned for further information and details.

*Look for complete details coming home soon!*

### **Gift Wrap Fundraiser**

Our Innisbrook Wraps Fundraiser begins on Thursday September 10<sup>th</sup> and ends on Friday, September 25<sup>th</sup>. Innisbrook gift wraps make a great first impression and you can also purchase gifts you can use throughout the year for teachers, friends, and relatives. Look for your package coming home next week. Fun prizes will be announced at the All School Meeting. If you have any questions, please call Jane Hayes Robillard at 857-4885 or Suzanne Abrams at 855-0331.

### **Choke! Choke! Help! Choke!**

The gardens need you! In case you didn't know (especially new parents), the gardens are not maintained by the city or the custodial staff (they only mow and trim bushes). The flowerbeds around the school are getting nicer each year due to the time and efforts of parents and students alike. Over the summer, however, the weeds take over. If you have some time in the next few weeks to help weeding and thinning it would be greatly appreciated. There is not a set schedule in place yet, but please call Diane Cano 855-8701 if you have any interest in beautifying our school environment. No gardening experience necessary. Help once, once in a while, or all year long. No big commitment here. This is a great way to meet people if you are new to the school!

