

Welcome to the 2019-2020 school year!
Titusville Intermediate School
IMPORTANT INFORMATION FOR PARENTS!!

Dear Parents/Guardians:

Our first day of school this year is Thursday, September 5, 2019. During this important first day, our faculty and staff will greet each child and help them find their new classroom. We will be sending home a few very important items that need to be filled out and ***returned to school the next day.***

We look forward to working with all of our families to ensure a successful school year for your children. As always, we welcome you to be active partners in your children's education so that each student can reach his or her full potential.

I encourage you to join us for our monthly "School Meetings," where the entire school comes together to sing, dance, showcase student talent and share appreciations. Also, please consider becoming a member of our PTA and become involved in some of the wonderful events the PTA sponsors throughout the year.

This newsletter contains important information about our school and procedures that we follow. Please take the time to read it carefully and become familiar with our procedures and policies. September events are included in this newsletter and our school calendar can also be found at [our school's website](#).

In the fall you will be receiving a Parent Calendar that contains important dates of events, school holidays, programs, policies, procedures and services offered. Please keep this in a visible spot in your home to use as a quick reference throughout the year.

Finally, please make sure that your child reads daily this summer. Students that complete the summer reading log that was sent home on the last day of school will receive a little prize on the first day of school this year.

Looking forward to a great school year!



Rick Sutton, Principal

Titusville Summer Tours for new students and families!

Our annual Titusville Summer Tours for our incoming 3rd graders and all new students and families will take place on Wednesday, August 28th from 9:30 a.m. to Noon. This is an opportunity to tour our building and visit their new classroom as well as our playground, cafeteria and other classrooms. Our 5th grade students will be tour guides and will be prepared to share information about our wonderful school community. Please join us!

School Schedule:

School begins at 8:40 am and ends at 3:15 pm.

Please do not drop off students before 8:30 am. During morning arrival, students must be dropped off in the back of the building at the rear entrance. ***Please do not use the circular driveway in front of the building to drop off/pick up your child between the hours of 8:15-9:15AM and 2:15-3:45PM. These periods are for bus traffic only.***

Student Pick Up

Students must be picked up at dismissal (3:10 pm) in the **back of the school**. **All students who will be picked up at the end of the school day MUST have a note that states WHO will be picking up the child that day.** When you arrive at the back of the school, there will be a line of cars. You will NOT be parking or getting out of your vehicle.

When you get to the dismissal door, **please have your ID READY** so that our staff can quickly verify that you are the person picking up and have your student brought to your car. If for any reason we do not have you listed for pick-up or your child is not in the dismissal area, we will have a pull-off area for you to wait while we reconcile the situation. In order to ensure student safety, *proper identification is required.*

A written parent/guardian note is required for all students who will **not** be taking regular transportation home. Include the student's first and last name, teacher name, date, alternate transportation and/or bus route numbers, parent/guardian signature and phone number.

Transportation changes made by telephone or fax **must be made by 2:30 pm.** Our fax number is (845) 350-4143. **For safety reasons, the office must be notified by note, phone or fax before coming to pick up your child.** Thank you for your cooperation.

Other Times

If you are dropping off or picking up your child between the hours of 8:40 am – 3:00 pm, you must come to the main office to sign your child in or out. However, we expect students to be in attendance for the entire day to maximize learning. Please schedule doctor visits after school whenever possible. Thanks for your cooperation!

Please Note: If your child has alternate plans on a regular basis for going home, e.g., babysitter, daycare, after school programs, please send or fax a note to the main office (fax 845-350-4143) the week **before** school begins. Thank you.

Student Absenteeism and Tardiness

Regular school attendance is vital to student learning. Absences and tardiness interrupt the continuity of students' programs and adversely affect achievement. There are, of course, times when a child is ill and needs to stay home. If absent, a parent/guardian note should include the date of the note and absence, reason, parent/guardian signature, and phone number.

Students are considered illegally absent unless we receive a note from the parent/guardian. If students are late, parent/guardians are required to sign them in at the main office. We appreciate your cooperation.

IMPORTANT -

If you have any legal custody arrangements regarding your child, the office needs to have the most **updated legal documents** on file. If you have any questions, please contact Mrs. Morano in the main office at 486-4470.

Nurse's Corner

Welcome everyone! If in-school medications are required for your child, please give your provider a Licensed Healthcare Prescriber's Medication Form (available from the Health Office). No medication may be carried in school by a student unless they have a written order from their prescriber to carry it on them, e.g.: asthma inhalers, EpiPens. All medication must be delivered to the Health Office by the parent/guardian together with the prescriber's original order. Mrs. Heilmann, R.N.

Titusville September Calendar

First day of school is Thursday, September 5th - FULL DAY - School Hours: 8:40 a.m. - 3:15 p.m.
Lunch Menu- Hamburger or cheeseburger, baked beans, broccoli, diced pears, fresh fruit

Thursday, September 12th

Titusville Fall Curriculum Night - 6:30 p.m. – This is a parent event only. Thank you.

Friday, September 13th

Our first School Meeting – 8:50 a.m. in the cafeteria
Parents are always welcome!
PTA Meeting – TIS – 10:15 a.m.