



Student Handbook 2020-2021

Wellsville Elementary School

50-98 School Street

Wellsville, NY 14895

www.wellsvilleschools.org

Facebook: www.facebook.com/wellsvilleschools/ **Twitter:** @WellsvilleCSD

Principal – Elizabeth Sinski

Assistant Principal – Stefanie Mayr

Secretary – BethAnne Common

Secretary – Samantha Sawyer

Office Phone: 585-596-2122

Attendance: 585-596-2105

Nurse (PreK-2): 585-596-2107

Nurse (3-5): 585-596-2117

Cafeteria Manager: 585-596-2111

Elementary Fax: 585-596-2120

Special Services Department: 585-596-2185

Bus Garage: 585-593-5450

Wellsville Central School's Mission Statement

Our mission is to prepare our students to be successful contributing members of their communities through excellence in education.

This agenda belongs to:

Name _____

Grade _____ Teacher _____

General Information

Welcome to the Wellsville Elementary School. This handbook includes important information about various school policies and procedures, as well as general information, which may be of interest to you.

The Wellsville Elementary School is organized to provide a safe secure environment for your child where s/he can explore and grow. If you have any questions about the programs and/or organizations of the school, please call. We encourage you to visit and become a part of the school community.

Arrival, Dismissal & Tardiness

School begins and student supervision starts at 9 am; please do not arrive early, as the doors will be closed until that time. This year we will be having a staggered arrival time (9:00-9:25) and dismissal time (2:50-3:15). School busses will arrive and depart during these windows of time as well as parent pick up; you will be given a time slot by last name- please arrive during your assigned time only. For safety reasons, students are pre-assigned to enter and exit doors by grade level.

Parent pick up and drop off from school will occur in front of the school. We ask parents to remain in their cars & use the “parent pick up ticket” distributed at the start of the school year.

Students are to report directly to their homeroom. **Students are considered tardy if they are not in their classrooms by 9:30 am. Any tardy students must enter in through the main doors to the office. A written excuse MUST accompany your child if s/he is late to school Your child will be given a late pass at that time to go to class.**

There will be NO changes to transportation requests unless an EMERGENCY any changes MUST be in written form and be into the main office by 1:00 pm.

School Visitation

In order to provide a safe environment for all students and staff at Wellsville Elementary School, we ask cooperation from everyone on the following procedures during school hours.

Due to COVID-19 regulations and the need to limit the number of people within our building, there will be limited access to Wellsville Elementary School. Only essential personnel will be allowed within our schools this year.

1. Parents or Guardians will not be allowed to walk students to their classrooms.
2. Parents or Guardians picking up students must report to the main office & your child will meet you there.
3. There will be no parent or guardian visitation to eat lunch with their child this school year.

Student Attendance

Students are expected to attend school (in person or remotely) except in cases of emergency, illness, or school-approved absences. If your child is late or absent, please follow this procedure. For the safety and welfare of all students, strict adherence to this procedure will be followed.

1. When students are absent from school, it is our procedure to call home on a daily basis to ensure the safety and welfare of all students. If you know your child is going to be absent, please call 585-596-2122.
2. Anytime a student is tardy or absent, a written excuse is required when returning to school. Please send this excuse in with your child on the **first** day back.
3. A doctor's statement will be required for an extended illness of five days or more.
4. If your child cannot go out for recess or participate in physical education, s/he **MUST** bring a signed note from the doctor stating the reason for being excused. Also, a doctor's note **MUST** be provided for your child to resume activities.
5. When a student is absent or tardy from school, s/he is expected to make up the work that was missed.
6. If a student is excused from school during the school day a written excuse needs to be sent with the student when s/he comes to school. The excuse is then brought to the Main Office and his/her absence is recorded on the attendance bulletin. At the time the student is to be picked up s/he will be met in the Main Office. Parents ARE NOT to go directly to the classroom to pick up a child or meet them outside of the school building.

Missed School Work Due to Absence

When a child is absent due to an illness or other excused absence, missed school work may be provided at the end of the missed day. At the beginning of the day, parents may call and leave a request for work.

Registering New Students

When new students enter Wellsville Elementary School, a district registration packet must be picked up and filled out for the Wellsville Central School District Office (registration paperwork can be found on the district website). For your child to enter school, an original birth certificate with parent's names, proof of residency, copy of photo ID and proof of immunization is required and must be presented when registering your child. Children entering from out of state are allowed to register, but proof of immunization and birth certificate must be presented within thirty (30) days. Improperly immunized children will not be allowed to remain in school.

Change of Phone Number or Address

Please let the office know by note or phone call if there is a change in contact information. It is important that we have the most up to date information in the event of an emergency.

Snacks & Celebration Treats

To account for the health of all our students, including those with food allergies, all snacks or celebration food items (birthday treats) must be store bought sealed or provided in individual pre-packaged sealed items (no homemade or packaged items). We encourage parents and guardians to have a conversation with their student's classroom teacher before sending in food items. All items should arrive a couple of days in advance, when possible.

Academic Information

Reporting Student Progress

In an effort to keep parents informed about student progress, the following measures are used:

1. A report card is issued 3 times a year (Fall, Winter & Spring). Report cards will be handed out during parent teacher conferences or mailed home in the Fall & Winter. All Spring report cards will be mailed home the last week of student attendance in June.
2. Intermittent notes, phone calls and conferences are also used to report progress.
3. On different occasions, home visits may be set up to address progress and needs of individual students.
4. New York State Performance tests in English Language Arts and Mathematics are administered at grades 3, 4, and 5. All fourth grade students also take the Science Assessment. Individual results are reported to parents. Group results are provided annually to the Board of Education and School Community.

School iPad Information

1. The Wellsville CSD Acceptable Use Policy is available on our school website. The Acceptable Use Policy is to be followed on and off of school grounds.
2. Students in grades PK-5 are to leave their iPads in school every day.
3. It is the students' responsibility to make sure their iPad is plugged in to charge before leaving school for the day.
4. The school provided iPad cover needs to remain on the iPad at all times.
5. Passcodes are not permitted.
6. Pictures and videos saved on the iPad should be for educational purposes only (they take up a great deal of memory on the iPads).
7. Adding or moving icons/shortcuts on the iPads are only to be done with the teacher's approval and supervision.
8. Students should not borrow or share iPads.
9. If you notice any damage or issues with your iPad—bring it to the main office immediately.

Health Information

All Students are required to fill out a COVID-19 district symptom survey before entering the building each day.

Medication in School

New York State Education Department regulations for all medications are as follows:

1. Medication must be delivered to the Health Office by a parent.
2. Written instruction from a physician must accompany the medication.
3. Written permission from the parent must accompany the medication.
4. Medication must be in the original container with the student's name and instructions on the label.

Students are NOT allowed to carry any medication in school, including cough drops or throat lozenges without a doctor's order, parent consent, and medication delivered to the nurse. Parents are responsible for picking up medication the last day of school.

Should there be an emergency involving an accident and we cannot reach you, the child will be taken to the Jones Memorial Hospital Emergency Room and the doctor on call will administer emergency treatment.

Please remember to notify the Health/Main office of any changes of address or telephone numbers.

It is imperative that our records are kept updated on these changes, **especially in case of an emergency.**

Guidelines for Keeping your Child Home

1. If your child has a temperature above 100.0—they should stay home until they have a normal temperature (about 98.6) for 24 hours without the use of a fever reducing medication.
2. If your child has an unexplained skin rash, they should stay home until a doctor verifies it is not contagious.
3. If you suspect that your child has pink eye or any redness in the “whites” of the eyes they should stay home.
4. Vomiting: Please keep your child home for at least 24 hours after vomiting stops.
5. Diarrhea: Please keep your child home for at least 24 hours after last diarrhea stool.
6. Constant aggravating cough/constant nose blowing/constant nasal drainage: Please keep your child home.
7. If your child is frequently scratching their head please contact the school nurse so your child's head can be checked for lice. Remember lice can't jump or fly. If your child has lice please keep them home and treat them immediately. If your child comes home and says they had their head checked please don't be alarmed. We do check for lice periodically.
8. If you have any questions please feel free to call your child's nurse:
PreK-2nd & BOCES: 585-596-2107
3rd-5th: 585-596-2117
It's also very helpful to send in an extra set of clothes for your child just in case. Please send these in a bag labeled with your child's name.

Special Area Classes

All students in PreK through 5th grade participate in regularly scheduled art classes (Art, Music, Library & Physical Education). These classes will rotate with each marking period. Please remember that your child will need to wear appropriate clothing for each class (aka. Not the best clothing on art days or sneakers for Physical Education days). Students in grade K-5th will be graded in each of these areas.

Counseling/Social Emotional Services

Counseling is designed to help all children as they grow and develop. All students, teachers and parents have access to counseling services at school. Parents may call the counselor to schedule an appointment. Sessions focus on normal developmental concerns of children in elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, getting along with brothers and sisters, and improving behavior at school and home.

In addition to individual sessions with children, parents, and teachers, the counselor conducts groups for children, which focus on a particular concern.

The counselor or outside Health agencies may also conduct classroom guidance for children. Topics may include social skills, making healthy decisions, hygiene, bullying, friendship making skills and feelings. Classrooms may also receive character education lessons about P.R.I.D.E.

Academic Intervention Services

Academic Intervention Services are available to children throughout the elementary school in the following subjects:

*English Language Arts (including reading and writing)

*Mathematics

Parking

The lower back parking lot behind the school is OFF LIMITS to ALL non-District vehicles during the school day.

When buses are lined up during arrival and dismissal times, vehicles cannot enter or exit certain parking lots until the buses are gone. Failure to comply with this request could result in a fine for passing a stopped school bus. The posted speed limit during school hours is 5 MPH, and is strictly enforced. **All student drop off & pick up occurs in front of the school, parents MUST remain in their cars & use the "Parent Parking Ticket" distributed at the start of the school year.**

Throughout the campus, "NO PARKING" signs are posted that restrict parking in certain areas during school hours. If a vehicle

is parked in a restricted area, a complaint will be lodged with the Police Department and a parking ticket will be issued.

Bicycles/Scooters

Students may ride bicycles/scooters to school. However, the school will not accept responsibility for the safety of either. Locks are recommended. Upon arrival students should dismount their bikes/scooters and walk them to the bike rack at the end of the building by the playground. Bicycles/scooters are to remain there for the duration of the day. As per NYS law all children under the age of 14 must wear a bike helmet. Under no circumstances are **skateboards and motorized bikes** allowed on school property. This rule will be strictly enforced and if not adhered to, skateboards and motorized bikes will be turned over to the Police Department.

Parent Teacher Association (PTA)

The PTA meets monthly to plan and initiate many opportunities for the children in the school. PTA projects include activities such as The Scholastic Book Fairs, school wide book give aways, and box top collections. They are always available to assist in major school activities such as the Author Visit Ice Cream Social, Kindergarten registration, field trips, and Teacher Appreciation Week. In addition they host fund raisers to support school wide initiatives. Meetings are usually held virtually on the 3rd Tuesday of each month. Please follow our Facebook page at WellsvilleElementaryPTA.

Lost & Found

Clothing and personal belongings that are brought to the school should be labeled with the child's name. Found articles are turned in to the school's **Lost and Found Box in the Nurse's Office**. Unlabeled or unclaimed property is turned over to one of the needy organizations at the end of the school year.

Emergency Closing Information

All School closings and delayed opening information will be broadcast over local radio stations: WLSV, WJQZ, WPIG, WZKZ AND WKPQ. Also, check TV channels 2, 4 and 7 for information.

When roads are potentially hazardous due to inclement weather, the Wellsville Central School District will either close or operate on a delayed schedule.

On a delayed opening day—Breakfast will NOT be provided. Lunch Periods will be held in all buildings. Students scheduled to attend Special Education classes in any building in Wellsville will be contacted to set up a drop-off time.

Classroom Telephones & Cell Phones

Teachers have telephones in their classrooms. Unless there is an emergency, the office will not transfer phone calls directly to classrooms during teaching times. Callers can be transferred to a teacher's voicemail or the office can take a message.

Students will only be allowed to use the telephone to call parents when the call is of an emergency nature. Students are not permitted to use phones without permission of a staff member.

Student cell phones use is not allowed during school hours. All student cell phones should be kept in their lockers.

Newsletters

Most teachers send home newsletters on a regular basis electronically. Information regarding school activities, rules, field trips, special events, etc. are contained in these articles. If there are special announcements for the entire Elementary School, a note will be sent from the Main Office or an automated all-call phone call.

Field Trips

When a field trip is taken, your child will bring home a permission form giving you pertinent information about the scheduled trip. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Please understand, field trips are part of the curriculum and are an important part of the learning process.

Conduct at School Functions

Proper conduct at all events is essential to ensure good relations with other schools, community members, communities, visiting teams and their supporters.

Demonstrating good conduct and sportsmanship is an essential part of showing school spirit. It is expected that all attending school functions behave in a manner that is civil and appropriate. Unsportsmanlike conduct and disruptive behavior will not be tolerated. Site Supervisors and Administrators reserve the right to remove any person in violation of these guidelines and to notify law enforcement.

Breakfast & Lunch

1. The district is able to provide a free breakfast and lunch to all students daily.
2. Breakfast is available in students' classroom each morning.
3. Monitors are present for supervision and assistance. Students are responsible for cleaning up after themselves.
4. Additional money can be added to student accounts using the "My School Bucks" account on the district website or by bringing a check/cash to the school cafeteria.

