

Wood Road Elementary School

Parent/Student Handbook and
PBIS Guide



GENERAL INFORMATION

School opens for student arrival at 9:10am. Our Breakfast Program will begin at 9:00am. Please do not have your child arrive before 9:00am. Supervision will not be available before that time. If you need to leave a message or drop something off, please see the receptionist in the front lobby. The office staff will make sure the teachers receive your message.

SCHOOL TELEPHONE

Each school and department in the Ballston Spa Central School District can be reached directly. Students are allowed to make calls for important reasons only (forgot lunch, need permission slip, etc.). Calling home to make plans with friends after school is not an acceptable reason. This should be done outside of school hours.

Wood Road Elementary School - 884-7290

Extensions:

Main Office/Principal x 3390
Attendance x 3391
Nurse x 3325
Receptionist x 3462
Social Worker x 3396
School Psychologist x 3347
Administrative Aide x 3411
Library x 3315
FAX machine - 884-7286
Transportation 884-7140

DAILY SCHEDULE

9:00 - Breakfast Program
9:10 - School Day begins
3:15 - Bus Dismissal
3:25 - School Dismissal

REGISTRATION

Registration forms are available in the district transportation office on Route 50. The phone number is 602-0256. Transfer students in grades K-5 will be admitted upon completion of registration forms and confirmation of immunization records by the school nurse. Transportation will be arranged at the time of registration.

EMERGENCY CLOSING

Parents and students can learn of a school delay or closing by using our School News Notifier System to sign up for email alerts. SNN sign up is available on the district website. You can also listen to one of the following radio stations: WGY.com (online), 99.5 WRVE (The River), or 92.3 FM WFLY. Television stations WRGB (Channel 6), WTEN (Channel 10), WNYT (Channel 13) and WXXA (Fox 23) also broadcast school delays and closings. ***Breakfast will not be available if school is delayed.***

In inclement weather or due to an emergency situation (i.e. power outage), school may be forced to close early. In this event, we will make every effort to contact you by phone, as well as, update the information on the School Notifier System and broadcast it over the announced radio and TV channels. **It is imperative that we have updated contact information to reach you in the event of an emergency situation. Please have an emergency plan in place so your child knows where to go in the event that no one is home and/or we are unable to reach you.**



HEALTH SERVICE

The school health office makes every attempt to identify conditions, which might hinder a child's maximum educational development. Working closely with our Health office benefits your child's health and the general well being of the entire school population. A full time registered nurse cares for student illness and accidents that may occur in school.

MEDICATIONS

If your child needs to take medication during the school hours, it is necessary for both the physician and parent to provide written permission. This must include the name of the drug, dose and time to be given. The medication must be in the **original** labeled container and brought in to school by the parent or a responsible adult. Children are not allowed to transport medication to and from school. **NO** medication will be administered without written permission from the physician. These regulations apply to all drugs, even non-prescription drugs. Whenever possible, please try to arrange to administer medication outside the school hours. Please do not send cough drops, ointments or other over the counter products to school.

ATTENDANCE

Please call the school office if your child will be absent - 884-7290 x 3391.

It is important that children be *punctual* and *in attendance* beginning with the first day of school. *Regular attendance* on the part of your child is most important for successful school progress. A pupil not only misses work on the day of absence, but also is usually unprepared the next day because he missed the instruction for the new material. Tardiness hampers the learning sequence, decreases a child's interest in school and slows progress. Unnecessary absence and tardiness place a child at a disadvantage to the learning process. Your child will be considered tardy if he/she arrives at school after 9:15 am.

There are times when a child must be absent from school. The New York State Education Law permits legal absences or tardiness for the following reasons:

1. Sickness
2. Sickness or death in family
3. Recognized religious holidays
4. Quarantine
5. Required presence in court
6. Attendance at organized clinics
7. Remedial health treatment
8. Impassable roads/weather conditions

When a child is absent from school with the knowledge and consent of his/her parent or guardians, for other than lawful reasons, it may be considered a case of unlawful detention and can, in some instances, be subject to court action. Excuses such as the following come under this heading and are **not** considered legal absences.

1. Family trip out of town
2. Over-slept
3. Too cold or raining
4. Missed bus or could not ride because of unacceptable behavior

EXCUSES

New York State Law requires a written excuse for all pupils who are absent or tardy. The excuse should include the date and a definite reason for the absence, and be signed by the parent. Please send an excuse to school with your child the first day he/she returns - even if you called the school to notify us of the absence. A written excuse is *always* required and is kept on file for two years.

LATE ARRIVAL PROCEDURE

Please bring your child into the front lobby to sign your child in with the receptionist. **PLEASE do not drop your child off, you must sign them in.**

EARLY RELEASE (during the school day)

If you need to pick up your child from school during school hours the following procedure should be followed:

1. Send a note with your child to let the teacher know you will be picking your child up, state the time and reason.
2. **When you arrive at school, go to the receptionist's desk in the front lobby to sign out your child.** Please remember to bring a photo ID. We cannot release your child, to you or anyone you authorize to pick up, without photo identification.
3. The **office personnel** will call your child's room over the intercom and have him/her sent to you.
4. Children **cannot** be released during the school day without a parent signing him/her out.

Please do not go to your child's class to get your child — this must always be done through the office for safety reasons.

PICKING UP STUDENTS AT THE END OF THE SCHOOL DAY

Parent pickups will begin at 3:25pm. Parents will pick up students at 3:25 in the cafeteria if they are not riding the bus home. Please send a note when this will be happening.

If your child needs to be picked up for an appointment, we kindly ask that you pick them up by 3:00pm as we are trying to avoid any early dismissals between the 3:00pm and 3:25pm.

STUDENT SERVICES

ACADEMIC INTERVENTION SERVICES (AIS)

AIS services are provided for students in need of support in the areas of ELA and Math. The level of services and frequency is determined on an individual basis. All students who earn a Level 1 or 2 on the NYS Assessments in ELA or Math will be provided AIS Services. Services may be push-in during class time or pull-out. Questions concerning the AIS program can be directed to the Principal's office at 884-7290, extension 3390.

INSTRUCTIONAL SUPPORT TEAMS (IST)

There may be a time when your child is referred to the Instructional Support Team (IST). During an IST meeting, discussions take place regarding your child's needs. Interventions, strategies and modifications are offered or reviewed. A follow-up meeting is arranged to discuss progress and make additional recommendations. Parents are always notified and welcomed to attend any IST meeting discussing their child. For further information regarding IST meetings, please contact Principal's office at 884-7290 extension 3390.

SPECIAL EDUCATION

Special Education services are provided to students who require such a program as validated by the district's Committee on Special Education. Services are provided according to each child's Individualized Education Program (IEP). Wood Road Elementary School offers a continuum of services as set by New York State.

SPEECH AND LANGUAGE

Speech and language services are provided to students with Individualized Education Plans (IEP) that require speech and/or language as a related service. Speech improvement services are provided, on a priority basis, to children who would benefit from these services. The speech and language pathologist screens, evaluates, implements therapy, and provides input on areas of speech and language development. If you have any concerns about your child's speech and language development or program, please call the Principal's office at 884-7290 extension 3390.

SOCIAL WORKER

School Social Work services are available to our staff and school community. Services provided include parent consultation, consultation with community service agencies and direct pupil contacts. Please call the office at 884-7290 extension 3396, if you have questions or concerns.

SCHOOL PSYCHOLOGIST

A school psychologist is available to staff and school community for assistance in developing specialized programs for children. The psychologist also does various screening activities for handicapping conditions as defined by the State of New York.

Wood Road Elementary School

Keys to School Success

Student Responsibilities

- Attend school regularly
- Be active in learning
- Follow the "Three B's"
- Follow staff directions
- Be courteous and kind to others
- Complete homework every day and hand in on time
- Develop good study habits
- Speak positively about classmates and teachers
- Cell phones must be **turned off** and kept in your lockers or backpack

Parent Responsibilities

- Teach safety, health and nutritional habits
- Become acquainted with teachers
- Prepare for Parent/Teacher conferences
- Share appropriate information regarding your child with the teacher
- Seek information concerning your child's progress and behavior in school
- Build your child's confidence in him/herself and in school
- Show interest in your child's work activities
- Encourage your child to achieve
- Contact the school if problems arise
- Speak positively about school and teachers
- Read all written communication sent home by school

Teacher Responsibilities

- Maintain consistent rules with consequences clearly posted in the classroom
- Keep students safe at all times
- Communicate positive behavior and academic achievements as well as behavior or academic deficits
- Facilitate a positive learning environment
- Encourage children to do their personal best
- Model a healthy class using the district's wellness policy as a guide
- Respond to parent communication in a timely manner
- Be respectful to all staff, parents and other caregivers

Wood Road Expectations Contract

September 2011

My child and I have reviewed the Wood Road Parent Handbook and PBIS Guide. We understand the general policies, procedures and responsibilities at Wood Road. We are also aware of the behavioral expectations: Be Safe, Be Respectful, Be Responsible. We realize that the school staff will teach and reinforce these expectations. We understand that children will be most successful when parents/guardians work together with school staff.

Child's Signature

Date

Parent's Signature

Date

Teacher's Signature

Date

Please return this form to school with your child by

Friday September 16, 2011