Dear Parents of WCS Elementary Students,

Welcome to Williamson Central School District. This booklet will provide you with information regarding the Williamson Elementary School. The school houses approximately 500 students, Kindergarten through Fourth Grade. We hope while reading and using this booklet, you will become acquainted with our school and will find the answers to commonly asked questions.

If you have any further questions, now or in the future, please call 589 -9668.

Anne P. Ressler
Elementary Principal, K-4

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OUR SCHOOL

The K-4 school is basically a graded organization. Classes are heterogeneous (students of various abilities in each room). Individual needs are met by regrouping within the classroom and through the support of our Enrichment Coordinator, Reading and Special Education Leaders.

ENTERING OUR SCHOOL

Required for entering school is information for a student data sheet, which includes a complete immunization record and proof of age - a birth certificate is best. We also require the student Social Security number and proof of residency.

New students entering Grades 1-4 will be screened in reading and math by our Reading Consultant to achieve the best placement for the student.

KINDERGARTEN REGISTRATION is held in May. Children must be five years of age on or before December 1st of the entering year. A birth certificate or baptismal record is required. Before a kindergartener can enter school, all immunization requirements must be met, together with a complete physical (see immunization requirements).

Pre-school screening (testing) is conducted in June. Appointments for screening are set up at the time of registration.

Those students determined to be significantly below readiness for entering kindergarten are further screened. Should further screening results support the first conclusions, the alternative of joining the Good Start Program for a year of school prior to entering kindergarten may be recommended. Such a placement is strictly optional based on parent choice and school recommendation.

THE SCHOOL SCHEDULE

The official school day runs from 8:50 a.m. - 3:15 p.m. Parents are asked not to drop off students in the morning before 8:50 a.m. due to the lack of supervision. Each day’s schedule involves a special (art, music, library, and/or physical education), lunch, and a 30 minute playground period.

SPECIAL CLASSES

Special classes include Art, Music, Gym, and Library, which are offered on a rotating basis. Sneakers are required for gym classes. Smocks are needed for art at the K-4 level.

PLAYGROUND

1. Students have playground activities for ½ hour daily under supervision of monitors.

2. Playground is held outside when possible; therefore, they must come dressed for weather conditions. If weather does not permit, it is held inside with a movie once a week or quiet games the other days.
3. Students are expected to obey all playground rules. If they break the rules, the following steps are taken:
   a. Verbal warning from the monitor.
   b. Student assigned a time-out.
   c. Detention is assigned on the playground by the monitor.
   d. Students referred to Principal.

4. Clothing requirements for winter months (November 1-April 1 unless otherwise notified):
   a. Gloves or mittens, hat.
   b. Boots.
   c. Coat or snowsuit.
   d. Snowpants or a second pair of pants to wear.

The following are rules for playground behavior:

1. Obey the monitor.
2. Stay out of parking/driving areas.
3. Do not litter, do not throw objects.
4. Do not use inappropriate language.
5. No fighting of any kind (pushing, pulling, tripping, wrestling).
6. Do not damage or deface equipment.

**SPECIAL SERVICES K-4**

Reading Consultants work in conjunction with all K-4 classroom teachers to improve the reading skills of all students. Reading consultants also provide direct reading instruction in both small groups and 1:1 settings.

Speech and Language Therapy is available. Speech and language therapists provide students with support in improving articulation, and understanding the structure of language. Services are available following wither C.S.E. or P.P.S. referral.

Psychological Services are available for K-4 students. Students may be referred for this service based on a document need.

Counseling is available through the Project TRY Program and the Home School Counselor.

Health Needs receive care through the School Nurse. The Nurse can be reached at ext. 2520.

Volunteers can help in many ways:

1. As tutors helping in reading, math, etc.
2. As counselors or just as good friends and models to some students.
3. As helpers when there are special needs, i.e., book fair, rollerskating, field trips, etc.
4. As clerk helpers copying, collating, etc.
5. As a helper in the Publishing Center.
6. If interested, call the Main Office to offer your services at 589-9668.
REPORT CARDS- GRADES 1-4

Report cards will be sent home three times during the year, November, March, and June. Parent-teacher conferences can be called at any time by either parent or teacher. Teachers will do their best to hold at least one conference for each student each year. The report card provides you with a profile of your child’s academic and behavior/work habits.

KINDERGARTEN REPORT CARDS

Kindergarten report cards are issued three times during the school year, November, March, and June. Parents will receive the first report card at a parent/teacher conference.

PLACEMENT

Placement for the next year is based upon committee recommendation as to where we can best meet the needs of the student. In instances where parents are in disagreement with the recommended placement, a special procedure is provided. The parents should contact the Building Principal following the discussion with the classroom teacher.

LUNCH

Lunch is served daily in the Elementary School Building.

- Hot Lunch ........................................... $1.75
- Milk.................................................... $0.40

Menus are sent home each month with the youngest sibling in each family. Menus are also published weekly in the Williamson Sun.

Free and Reduced Lunches are available for those children whose families meet the regulations. Forms and information are available in the Main Office.

HEALTH

To enter Kindergarten, each child must meet the following minimal requirements for school entry set by State Law:

- 3 doses Polio vaccine
- 3 doses diphtheria – Usually given as DPT/DTAP
- 3 doses Hepatitis B
- 2 doses Measles
- 1 dose Mumps (usually given together as MMR)
- 1 dose Rubella
- varicella 1 dose on or born after 1/1/98

Clinics are available twice a month on the third Wednesday between 10 am-12noon at the Public Health Center, Route 31, Lyons, and the second Wednesday of each month from 4:30-6:30p.m. Call 946-5749.
Physicals are required before entrance to Kindergarten and in Grades 1 and 3. It is best if family doctors give the pre-school physical. At grades 1 and 3 the school doctor will give the physical if it has not been done outside of school. A copy of the form is included with a report card earlier in the school year in Grades K and 2. Each year the nurse checks vision and hearing for all grade levels. Scoliosis exams are conducted annually on children 8-16 years old.

State law requires that we must have written instructions from a physician and a request signed by the parent or guardian in order to have a student receive any medication at school. Medicine should be brought to school by the parent in the original prescription bottle. They will be kept in a locked box in the Health Office.

When injuries cannot be fully treated by the nurse, parents are contacted and encouraged to take the student to their own doctor or hospital. When the child is injured at school and needs professional attention, insurance papers are prepared by our nurse, but school coverage only takes over where the family insurance leaves off; however, there is a limit on our insurance as there is on your insurance. Contact the school nurse for further details.

In cases of significant health problems and/or allergies parents are asked to make the nurse aware of medical and/or allergic conditions that could impact in the classroom setting.

**ATTENDANCE**

Good attendance is crucial to the learning process. Students returning to school after an absence are required to provide the school with a note-signed by a parent-stating the reason for the absence and the date of the absence. If no excuse is brought in, the student is marked illegally absent.

Tardiness interferes with the learning program. Students arriving at school more than 5 minutes should report to the Health Office.

Early dismissal for any reason such as, dentist or doctor appointments require a note, which the student shows to the teacher and takes to the Health Office. A blue slip, allowing the students to leave the school grounds, will be prepared. It is to be picked up by the parent at the Health Office before the student is released.

**BUS PASSES**

In the event that you wish you child to go to an alternate destination, a bus pass is required. The procedure for destination changes is as follows. The parent/guardian should send a note in to the classroom teacher indicating the bus change for their child. The note should include: teacher’s name, student’s full name, date, name and address of the new destination, bus number, and parent’s signature. Please indicate whether this is to be a permanent bus pass or only for one day. All notes will go to the Health Office in the morning where changes will be logged and bus passes made out and returned to the classroom teachers.

If changes are made by phone, parent is to call the Health Office before noon to ensure the proper changes have been communicated. There will be no bus changes without proper notification as mentioned above. Please try to limit the number of bus changes since overcrowding of busses could cause an unsafe situation.
NOTIFICATION OF BUSING ARRANGEMENTS

1. For the beginning of the school year (including kindergarteners) and changes from previous busing arrangements
   o Parents are required to provide the school either in person or in writing with accurate information about where their child is to be picked up from and delivered to after school.
   o Such notification must be received no later than the day before the child enters school.

2. In cases where a change in either pick up or delivery site is sought:
   o Parents are required to provide to the school, either in person or in writing with accurate information about the requested changes in busing arrangements. Such notifications should be made no later than 12:00 p.m. of the day of the proposed change.

3. In cases of emergency (when a change in busing arrangements is required by uncontrollable circumstances)
   o Parents must call the Health office and ask for Mrs. Ticconi. The parent should be prepared to explain the general nature of the emergency and to provide personal data that insures the caller’s identity.

   The Bus Garage will not process such requests.

BUS PASS FORMAT

NAME______________________BUS#_____________
TO____________________________________________
_______________________________________________
TEACHER_____________________________________
_______________________________________________
Authorizing Signature Date

RIDING BUSSES

BUS BEHAVIOR IS IMPORTANT TO SAFETY! PARENTS AND TEACHERS ARE TO EMPHASIZE OBEDIENCE TO THE FOLLOWING RULES:

1. Rules for getting on the bus:
   a. Be on time.
   b. Stay off the road at all times while waiting for the bus.
   c. Do not move toward the bus until it has come to a complete stop.
   d. Look both ways before crossing the road to board a school bus.

2. Rules while on the bus:
   a. Keep hands and head inside at all times.
   b. Keep bus safe and clean at all times.
   c. Do not throw anything out of the bus windows.
   d. Remain in your seats while the bus is in motion.
e. Remain on the bus in case of a road emergency unless directed by your driver to do otherwise.
f. Obey the bus driver at all times.

3. Rules for leaving the bus:
   a. Cross the road only after being directed by the School Bus Driver, making sure you are at least ten feet in front of the bus.
   b. Do not leave the bus at places other than the regular bus stop unless you have a bus pass to do so.

Misbehavior will be reported to the Director of Transportation and/or Principal when the drivers deem necessary. Bussing privileges can be suspended in cases when the child’s misbehavior is deemed a threat to health or safety.

WALKING AND RIDING BIKES TO SCHOOL

Students in the Elementary School are not allowed to walk or ride a bike to or from school. Due to lack of sidewalks and the heavy traffic, we require all students to ride the bus to and from the Elementary School. If you have any questions or concerns, please contact the Building Principal at 589-9668.

ACTIVITIES

Elementary students may be interested in:

4th Grade Chorus
Students may join chorus at the beginning of Grade 4.

4th Grade Band
Screening for participation in band is conducted at the end of Grade 3. New students expressing an interest in band should contact the band director, Mr. Perry Plyter. Students begin instrument lessons in the fall of Grade 4. Instrument lessons will be held Monday-Friday from 3:15-4:15p.m. Mr. Plyter will schedule lessons by instrument. The entire band will begin to rehearse together mid-year on Fridays during the students’ playground period.

Rollerskating
Rollerskating parties are scheduled in the Elementary School Gym one day a month for Grade 1-4 students from 3:15-4:45 p.m. Parents must provide transportation home at 4:45 p.m.

SUPPLIES

Textbooks and other materials required to meet our curriculum goals are supplied by the WCS District. Prior to the beginning of the school year, your child’s teacher will provide you with a list of school supplies needed in the classroom, (pencils, pens, folders, etc…) Special requests are made from time to time for a variety of lessons.
GENERAL INFORMATION

Goldenrod Rule- The Elementary School uses the deep mustard yellow paper (Goldenrod) to indicate the need for you to read, sign, and return a paper. When you see the mustard yellow in your child’s papers, please be sure to read, sign, and return the form to school.

Snow Days or other emergencies are announced over the AM radio station WHAM Rochester, 1180, and/or on television Channel 13. Early closings for such emergencies require that students at all times know where they are to go, especially if no one is going to be home.

Calls to Teachers-Teachers at the Elementary School can receive calls from 7:45-8:30 a.m. and after 3:15 p.m. All other times, callers are asked to leave a message or a call-back number. The Elementary School telephone is 589-9668. Teachers can also be reached via e-mail.

Office Hours
8:00 a.m.-4:00 p.m., District Office, 589-9661
Superintendent Mrs. Ehresman Ext. 4105
District Office Secretary Mrs. Cairns Ext. 4109

7:30 a.m.-4:00 p.m., Elementary School, 589-9668
Building Principal Miss Anne Ressler Ext. 2501
Elementary Secretary Mrs. Tori Kolyer Ext. 2505
Elementary Secretary Mrs. Joanne Greaney Ext. 2506
Elementary Nurse Ms. Amy Burdett Ext. 2520
Bus Passes/Attendance Mrs. Diane Flanders Ext. 2521

Information/authorization forms-These forms will be sent home the first week of school. We ask that these forms be completed and returned to school as soon as possible. These forms are important to the operation of our school and the security of your children.