

Country Parkway Elementary School



Our Children, Our Future

Parent Handbook

Country Parkway Elementary School

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Williamsville, NY 14221

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http://www.williamsvillek12.org/country_parkway.cfm

Principal: Andrew Bowen

Assistant Administrator: Rebekah Skinner

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WELCOME!

Dear Parents,

Welcome to Country Parkway Elementary School! This handbook has been prepared to acquaint you with our school. You will probably have occasions to refer to the information during the year, so please keep it as a handy reference.

Country Parkway is characterized as a school that is dedicated to providing children with a quality education in a nurturing environment. Our mission statement reflects our belief in the understanding of children to grow as learners, friends, and citizens. We are committed to helping your child reach his/her greatest potential socially, emotionally, physically and academically.

We welcome you as an integral part of our school family. Our PTA and school community provides many opportunities for your involvement. We urge you to join us in this most important partnership for your child.

Sincerely,

Andrew Bowen
Principal

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MISSION STATEMENT

The Mission of Country Parkway Elementary School is to provide a nurturing and stimulating environment that promotes learning, cooperation, responsibility, and respect. Guided by our highly-dedicated staff, students will be inspired to succeed through a challenging educational program that is uniquely adapted to their needs.

We believe...

- that we can best accomplish our mission through collaboration among families, schools, and community groups.
- that all students can learn.
- that all children and adults are lifelong learners.
- that students need to be responsible and actively involved in their learning.
- that every individual deserves to be treated with dignity and mutual respect.
- that all individuals deserve a safe and nurturing environment where the entire school community (staff, families, and community members) continually monitors and supports students' academic progress and social growth.
- that a well-rounded education provides learning experiences in the academic areas, the arts, technology, and physical/emotional wellness.
- in providing learning experiences which promote a firm foundation in effective communication, decision-making, and creative problem-solving.
- in the importance of providing students with opportunities for community involvement.
- in the importance of fostering integrity and perseverance.

-- Adopted by the faculty and staff, PTA and Shared Decision Making Team

Character Education Policy

The Board of Education defines character education as the conscious effect of families, school and community groups to teach, advocate and model ethical behavior. The Board of Education affirms that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. High standards of conduct are closely related to high levels of academic achievement for effective participation in a democratic society.

Our schools strive to develop behavior which reflects widely-held community values including but not limited to: honesty, respect, responsibility, compassion, self-discipline, perseverance, and giving to others. In accepting the responsibility to help all students develop their unique potential and character, the district is not usurping the role of families or other institutes in the community but seeking to work in partnership with them.

Country Parkway Code of Conduct

Student behavior or student conduct is also a part of our Character Education Program. We have some general guidelines for student behavior:

- We expect all students to accept everyone and appreciate our differences.
- We expect all students to be respectful of others and their property at all times.
- We expect all students to use appropriate manners and speak politely throughout the school day.
- We expect all students to follow classroom, cafeteria, gymnasium and library rules.
- We expect all students to walk in the halls.
- We expect all students to put forth their best effort by coming prepared and maintaining a positive attitude that is conducive to learning.

The complete Williamsville Central School District Code of Conduct can be found in the Williamsville Central School District Calendar and Handbook.

School Information

School Hours

8:30 am	Doors Open for Children
8:45 am	Bus Arrival
8:55 am	School Begins
8:55 am - 2:50 pm	Instructional Day
2:50 pm	Dismissal for Bikers, Walkers, Pick-up
2:55 pm	Bus Dismissal
3:03 pm	Buses Depart

Please Note:

Children should be not dropped off for school until 8:30 am when supervision is provided. Please arrange your child's schedule so that she/he arrives after 8:30 am.

Attendance

Punctual and regular attendance is very important in order for your child to achieve his/her best in school. Should your child be absent, a written excuse is necessary upon return to school. This could pertain to personal illness as well as other absences, such as religious holidays or family emergencies. Daily attendance is used by the New York State Education Department in determining state aid assistance for schools.

District policy mandates that a time span of five days be given to bring in an excuse. After this time, if we have not received the excuse, your child will be marked unexcused. Absences are reviewed each marking period. If the number of absences or days tardy is excessive, a letter will be sent to alert you and included in your child's file.

If a parent knows in advance of a student absence, please send in a note stating the reason and dates for the absence. This is extremely helpful to the attendance aide.

Absences

Please call the **attendance office (626-9866)** to notify the school of your child's absence. It is the parent's responsibility to send a written note on the first day back after an absence. Our attendance aide will call parents of children not in school on their first day of absence unless the office has been notified.

Homework is not required when children are ill. We want them to rest and recover. Parents may request to pick up assignments; however, we request 24 hours to put the materials together.

Vacations

Parents receive a calendar listing of official school holidays. State education law requires that students attend school every day it is in session unless they are excused. It is considered an unexcused absence when children are taken out of school for vacation during the regular school session. Please understand that we cannot provide extra work or makeup work that will prepare your child in the same way that class work does. **Homework:** All classwork missed will be given to the student upon returning.

Tardiness

When a student is late for school, the parent is required to sign in at the health office **before** the child proceeds to class. Parents **must** accompany children into the school.

Drop-Off of Students in the Morning

- Please enter the parking lot using the west entrance (farthest entrance).
- Please stay in one line and drive up to the sidewalk and drop your child off at any spot along the sidewalk.
- If the driver must get out of the car for any reason, please park in a parking space in the lot.
- Please look carefully for parents and children crossing in front of you as you drive.
- Never form a double line to drop children off.
- Never drop your child off in the second row of the parking lot.
- Parents' vehicles are NOT permitted in the bus loop.

Dismissal During the School Day/Special Requests

Children who need to be released early from school must have a note from the parent stating the time and name of the person who will pick up the child. We will call the child to the office once the parent/designee has signed the child out. Please allow appropriate time for this procedure. We respectfully request that parents remain in the office and wait for their child.

Dismissal at the End of the School Day

Students who are picked up, walk, or ride bikes are dismissed from school at 2:50 pm. Students riding the bus are dismissed at 2:55 pm. Parents meeting their children for pick-up must report to the main entrance and will be required to show identification to sign out their child. **You must send a note to your child's teacher the morning of the pick-up stating who will pick up the child at dismissal. Please reserve calling the office to inform your child of an alternate dismissal arrangement for emergencies only.** If you will be picking your child up on a regular basis, you may send in one note so a daily note is not necessary. Please be sure to include the person(s) who are permitted to pick up your child, as we will not release your child to anyone who is not designated to do so without parental consent. Children may not be picked up in the halls or outside of the building. We respectfully request that parents remain in the lobby and wait for their child.

Emergency Information Cards

Parents are responsible for completing all information requested on the Emergency Information Cards (sent home each September) **AND** to update any changes during the year. Example: parent changes place of work, phone number, address or change of family situation. Parents are responsible for providing transportation home in the event of illness or other emergency.

Emergency School Closing

If the school needs to close during the day, we would likely transport children to another school site from which they would continue until the regular dismissal time. On the rare occasion when children would be transported home, radio stations would be informed. It is essential that children know where they should go if parents are not at home. *Remember, your child's safety is always our most important concern.*

Bad Weather: Radio stations and local television stations are notified when school closing is necessary. Please listen to the major agencies. The District website and an email sent through the eAlert system will be sent if a parent is registered. To register for eAlerts, please go to the District website. The District does not call individual parents' phones in the event of an emergency cancellation of school.

Safety and Security

1. Emergency Plan

Country Parkway has an emergency/crisis team, which has prepared a building plan to address issues related to the safety and security of students. Parents should be reassured that all precautions will be taken to ensure the safety of their children. The Country Parkway Plan is connected directly to the district and to local and county emergency help.

2. Safety Drills

From time to time during the school year, the children and staff will practice a variety of routines, which will prepare them for emergency situations such as fire, evacuation, or intruder. We do this with seriousness, but in a non-threatening way.

3. Security Door

The school doors are locked during the school day. The building is accessible through the front door only by ringing the doorbell, which alerts office staff. Entrants to the school may be asked to show identification. All entrants must sign in and wear an identification badge while they are in the school.

4. Defibrillator

Two defibrillator units are located in the school for use by those trained in CPR/AED. The units are wired directly to 911 for backup support. Look for the signs upon entry to the school noting their locations.

Appropriate Dress for Elementary Students

The dress code at Country Parkway is one of practicality and in compliance with the Williamsville Central School District Code of Conduct. Students should be dressed appropriately for the school day and weather conditions. We strive to ensure a comfortable and safe environment for all our students. The following is a listing of types of apparel that we feel compromises the learning environment to which our students are entitled:

- mesh tops
- shirts that expose the midriff
- low-riding pants or shorts that expose bare skin
- short shorts
- "spaghetti strap" tops (tank tops are acceptable)
- flip-flops, high-heeled shoes/sandals, platform shoes/sandals

In the elementary setting, we promote physical activity including physical education, recess and outdoor play. We highly recommend students wear sneakers or rubber-soled shoes for safety in play.

Use of Telephone

Children are allowed to use the office telephones when deemed an emergency or essential. Permission should be given by teachers or office staff. Students are not permitted to have any cell phones on during the school day. All cell phones must be kept in book bags in the "off" position. Children do not have access to a public pay telephone.

Before/After School Program

If you are in need of before- or after-school care for your child, you should be aware that such a program is available at Country Parkway. If you would like further information about this program, please contact Just For Kids* at 639-8500. Other after-school programs do bus children to destinations or pick them up right here at the school.

*Just For Kids is an independently-operated afterschool/before school program that is not affiliated with the Williamsville Central School District.

Moving/Withdrawal from School

Please notify the office as soon as possible if your child will no longer attend Country Parkway. When transferring to another school, the child's records will be sent as soon as the form to release the records is signed by the parent.

Assemblies

Assemblies are scheduled three to four times annually for the purpose of sharing our learning experiences as a school body. Parents are always welcome to join us.

Field Trips

Field trips enhance the curriculum and are an important part of instructional planning, and this occasionally involves a trip outside of school property. Consequently, the Williamsville School Board has mandated that field trips are curricular in nature. All field trips are planned by teachers and are supervised. Parental permission slips will be distributed for each field trip. Field trips are an extension of the regular classroom; proper behavior is expected at all times. Parents may be asked to chaperone a field trip; however, parents are not permitted to use District transportation.

PTA

The PTA is organized by an Executive Board. The Parent Teacher Association meets bi-monthly at Country Parkway. It is a strong partner with the school, providing invaluable information, activities, and funding for special projects/field trips. Volunteers are always welcome.

Student Directory

The PTA annually produces a directory of students by classroom. Permission of the parents to publish information is required. Families that join the PTA will receive a directory.

School Pictures

The PTA organizes school picture day each year in the fall. A flyer is sent home explaining packages available, but parents are under no obligation to purchase packages. All students will have their picture taken to be in the yearbook. If needed, retakes may be taken.

Events and Activities

Special events and activities are arranged by PTA Room Parents, who may contact you for assistance.

Severe, Life-Threatening Food Allergies

The prevalence of chronic medical conditions including diabetes, obesity and life-threatening food allergies has increased steadily over the last 10 years. Food allergies affect approximately 1 in 13 children, roughly 2 children in each classroom. Eight foods account for 90% of all allergic reactions: peanut, tree nut, wheat, soy, egg, milk, fish, and shellfish. Peanut and tree nut allergies tend to be life-long, may worsen over time, and often produce some of the most severe reactions. Avoidance of food allergens is the only way to prevent an allergic reaction.

You will notice that some of our classrooms are designated as allergen restricted. We ask that all members of the school community work collaboratively to safeguard children with life-threatening food allergies. Protocols exist in the allergen-restricted classrooms and are designed to facilitate safe and inclusive participation for all students. Expectations for these classrooms include washing hands before and after eating, no food sharing or trading, no home-baked goods or bulk items due to the potential of unknown ingredients and/or cross contaminated ingredients, and signage posted outside the classroom as a reminder that allergens are prohibited. Additionally, in these classrooms, snacks must consist of one of the following options: 1) fresh fruits or vegetables, 2) pre-packaged food items containing an ingredient label. Please consult with your child's teacher for more information regarding the celebratory practices for his/her classroom.

Healthy Snacks

Please make every effort to send a healthy snack for your child should your child's teacher set aside time for snack. Please do not send in cookies, potato chips, or other forms of junk food. Fruits and vegetables, whole grain crackers, pretzels, etc. are good substitutes. Children may also have water (not juice) with their snack.

To facilitate healthy eating in school, a list of nutritious and safe food options has been provided for your consideration when choosing snacks for your child.

Fresh/Frozen Fruit & Vegetable Suggestions

Bananas	Cantaloupe
Apples	Honeydew
Blueberries	Carrots (sticks & baby carrots)
Strawberries	Cucumbers
Raspberries	Pepper slices (green/yellow/red)
Oranges	Broccoli
Peaches	Cauliflower
Grapes (red/green)	Cherry tomatoes
Watermelon	Celery sticks

Peanut/Tree Nut Restricted Classrooms: Additional Safe Snack Suggestions

Please reference the following website to help guide your selection of "safe" snack items if you are not sending in fresh/frozen fruits and vegetable snacks. This guide is frequently updated and should be referenced when making your food selections.

<http://snacksafely.com/snackguide>

Disclaimer: Please be aware that this snack list is intended to be used as a guide and use of any product contained on this list does not guarantee that said product is actually peanut/tree nut free. The Williamsville Central School District does not accept any liability from reliance on the snack suggestions contained in this guide. It is also important to recognize that potential changes in manufacturing procedures and ingredients may also render items listed as no longer appropriate.

Please carefully look at product and ingredient labels and do not send in items that state any of the following:

- "Contains: peanuts, tree nuts"
- "May contain peanuts, tree nuts"
- "Manufactured in a facility...with peanuts, tree nuts"
- "Manufactured on shared equipment...with peanuts, tree nuts"

The above statements may be found throughout the ingredient list or at the end of the ingredient list as a separate statement. Manufacturers also list a contact number that you can call to verify the safety of a product.

Please note that due to safe health practices all food brought in for allergen-restricted classrooms must be store bought. **Homemade food and food items from the bulk section are no longer allowed to be shared. Thank you.**

CELEBRATIONS

Birthday Parties

We will be honoring and celebrating each child's birthday **without** food treats. There are many alternatives which can be considered such as:

- choosing a game for the class to play,
- providing a small party favor for each child (stickers, pencils, notepads, erasers, etc.),
- donating a favorite book to the classroom library, etc.

Your child's classroom teachers will provide specific details regarding nonfood birthday celebration activities.

Please make arrangements with your child's teacher at least three days prior to the event to assist in planning for the special day.

Other School-Initiated Celebrations or Events

The following may be chosen:

- fresh fruit or vegetables,
- prepackaged food items that contain an ingredient label (please reference the information under "healthy snacks" to better guide your selection),
- food items from the Healthy Celebration order form,
- non-food items or activities

If you are choosing to order food items from the Healthy Celebration order form, please pre-order one week in advance through the child nutrition manager at your child's school. Questions can be directed to Child Nutrition at 626-8870.

Your child's classroom teachers will provide specific details regarding celebration activities.

Shared Decision Making (SDM)

The SDM Team is made up of an administrator, teachers, parents, and support staff representatives. Its primary focus is to oversee the School Improvement Plan for student achievement, character education, and wellness. The team meets monthly throughout the school year.

Student Belongings/Valuables/Toys

All outerwear, lunch boxes, backpacks, etc. should be labeled with your child's name to facilitate return in case of loss. **Valuable items and toys should not be brought to school.** Please help your child have a special place for his backpack and school belongings at home. Help to establish a routine of having things such as library books, pencils and lunch money ready the night before. This prevents the morning rush and gives the child a feeling of being prepared.

Lost and Found

Articles are kept in the hallway across from the health office. Please have your child check for any lost articles. During parent/teacher conferences, we display the articles in the hallway for you to check. If your child loses an item on the school bus, those items are located either at our District Transportation Department on Mill Street or at the bus garage on Aero Drive. You can call transportation directly at 626-8394.

Forgetting Belongings

Since we believe it is important for children to assume responsibility for bringing their belongings and homework to school and back, we discourage after-school entry into classrooms. Custodians are not allowed to let children into classrooms after school hours unless they are accompanied by their parent.

If your child forgets to bring a necessary item to school (i.e. band instrument, clothes for PE), he or she will be permitted to call home. If you are able to bring the item to school, please come to the office, and we will ensure your child receives the item upon arrival.

Pets

Other than scheduled presentations, we are unable to allow pets to visit school since we wish to protect those with allergies.

Materials - Distribution at School

Students may distribute materials subject to the following conditions:

- a. The materials are not disruptive (i.e. obscene, promote illegal actions or substance for minors, step on the rights of others, appear libelous or are disruptive to the school program) AND approved by the principal in advance.
- b. The materials are distributed by the student him/herself with no assistance from adults.
- c. The materials are distributed in non-instructional areas (hallway/ lobby) during non-instructional times (before 8:55 AM or after dismissal).
- d. The student must understand that fellow students are not obligated to accept the materials. They have the right to say "No, thank you."

Visiting School

Parents are welcome and encouraged to visit the school for planned activities. If you plan on visiting a classroom, permission from the teacher is required. Parents must sign in at the main office before going to the classroom. Badges are provided for all visitors in the office.

Health Information

Physical Examinations

All new entrants, kindergarten, second- and fourth-graders are *required by New York State* law to submit a current physical examination report to the Health Office. Any physical exam performed within one year from the date your child enters Grades K, 2 or 4 is acceptable.

Vision Screening: All students in Kindergarten through Grade 3 are required by New York State law to be screened.

Hearing Screening: All students in Kindergarten, Grade 1 and Grade 3 are required by New York State law to be screened.

Immunizations

The New York State Health Department issues immunization requirements for school entrance/attendance. Please work with your child's health care provider and school nurse to determine what immunizations are needed to comply with the most recent vaccine requirements. Demonstrated serologic evidence of Measles, Mumps, Rubella, Hepatitis B, Varicella or Polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases.

Dental Health

The New York State Education Department requires us to request that all children entering Pre-K, Kindergarten and Grades 2 and 4 present a current (within the most recent 12 months) dental health certificate reflective of a comprehensive dental examination. All examinations must be completed by a licensed NYS dental practitioner. It has been recommended that dental examinations for children begin as early as age 2 and continue every six months thereafter.

When Your Child is Ill

Children are most vulnerable to contracting diseases while in school because of the close contact they maintain. While we cannot prevent this from occurring, with your help we can implement some simple guidelines to help promote a healthy environment.

1. Teach your child the importance of correct hand washing as a means of preventing the spread of germs.
2. Proper disposal of tissues, and covering one's mouth with one's sleeve when coughing, also prevents germs from circulating.
3. If your child is coughing excessively, keep him/her home to prevent exposing other children.
4. A child should be fever free without fever-reducing medication for 24 hours before returning to school. Temperature may indicate the onset of an illness.
5. A child should remain at home if he/she has vomited or experienced diarrhea within a 24-hour period.
6. Communication is a two-way street. Please report any contagious diseases your child has been diagnosed to have (e.g., Strep Throat, Chicken Pox, Head Lice, Pink Eye, etc.). The more we know, the better prepared we are to keep your child on the road to good health. When necessary, notices containing information regarding communicable diseases will be sent home.

Picking Up a Sick Child

If a student must leave the school during school hours due to illness, parents or guardians will be contacted by the nurse's office. Students should be picked up and signed out at the nurse's office.

Medications

If your child is to be given medication in school, all medication must be brought to the health office by the parent (not the child), with the written directions from the physician, which indicate the frequency and dosage of the prescribed medication. Also mentioned should be the condition for which the child is being treated. The medication must be in the original container prepared by the pharmacist. Over-the-counter medications, such as cough drops, will require a physician's note.

Emergencies

A school nurse is on duty during the school day. Students who become ill at school will report to the Health Office, and parents will be contacted. **It is critical that we have current home, work, and emergency numbers on file.** If an accident with injury occurs in school, the school nurse will administer first-aid emergency treatment and call the parent.

Communicable Diseases

If your child is diagnosed as having a communicable disease, please inform the school nurse. A notice will be sent home if clusters of communicable diseases are noted. Any child with an unidentified or suspicious rash, temperature of 100°, vomiting, or severe earache should be kept home until diagnosed and/or treated.

CAFETERIA

To encourage good nutrition, a well-balanced lunch is offered. Menus are available on line. Lunch in the cafeteria is one of the few times in the day that our children truly have an opportunity to socialize with peers. We want to make this time of the day a pleasant experience for all children. Therefore, we would appreciate it if you would review these guidelines with your child:

- Stay in your seat and raise your hand for assistance.
- Use good table manners, just like when eating at home.
- Use an appropriate voice level, just like when eating at a restaurant.
- When waiting in line, always keep hands to yourself.
- Clean up after yourself; check the table and floor for garbage.
- When the lights are turned off, stop talking and listen to instructions.
- Respect the cafeteria staff and lunch monitors.

In the event a child is displaying inappropriate behavior, he/she will be spoken to by one of the two cafeteria monitors. If inappropriate behavior continues, a student may be asked to sit at an alternate table. The child's teacher will be notified of anything inappropriate. If the behavior is severe or constantly inappropriate, a building administrator will be notified during the lunch period, and a consequence will be given.

Free and Reduced-Price Breakfast and Lunch Program

Free and reduced-price meal applications can be obtained from the office. Income guidelines are listed on the application. Eligibility will be verified, and parents will be informed by letter. Parents must apply each year. The information provided by parents is confidential.

Volunteers in the Cafeteria

The volunteer program in the cafeteria is coordinated through the PTA. Parents assist children with lunchroom needs. Children love to see their parents or grandparents helping out in this way. Sharing lunch with your child on birthdays or special occasions is permitted. Parents who come in during a lunch time are expected to volunteer in the lunchroom for the duration of the visit. Thank you for your understanding regarding this matter. Please report to the office, sign-in and wear a visitor's badge before going to the lunch room.

Lunch/Breakfast Charges

Students have the opportunity to purchase breakfast and lunch daily. If you choose, you may prepay by writing a check made payable to Williamsville Food Services or use the online payment option found on the Williamsville Schools Website (<http://www.williamsvillek12.org>). Breakfast is available at 8:40 a.m. Milk may also be purchased, and pre-sale milk tickets are available. *Please consult the monthly menu for additional information. Prices are subject to change.*

Forgotten Lunches/Lunch Charges

If a child forgets his/her lunch, a school lunch may be ordered. The student will receive a lunch slip indicating how much he/she owes. Students may charge lunches when necessary. Snacks, however, may not be charged. Lunch charges should be paid the following day. A student may not charge his/her lunch and then use their lunch money to purchase snacks.

Transportation

Bus Transportation and Conduct

Bus transportation is a service provided to all students. Bus drivers are responsible for safely transporting students to and from school and enforcing the bus rules. Children are responsible for reasonable and acceptable behavior while riding the school bus. Bus drivers

report bus safety or discipline violations. All safety or discipline violations are investigated. Proper consequences, including contacting the parents, are assigned based on the nature of the situation. Our transportation department realizes some buses may arrive earlier than expected or a moment or two later than expected due to a variety of circumstances. Our goal is to transport children safely and punctually so they have a successful day.

Children must:

- Remain seated
- Sit where directed by the driver
- Keep all portions of the body inside the bus and out of the aisles
- Obey all directions of the driver promptly and courteously
- Keep voices low, avoid yelling
- Bring no pets
- Refrain from throwing objects

Special Transportation

Special transportation to a private babysitter's residence located within the Country Parkway attendance area or to a licensed daycare facility within the Williamsville School District is available by submitting a Special Transportation Request form. The Special Transportation Request form should be submitted to the District Transportation Department. These forms are available on the district website and also in the main office of Country Parkway. Special transportation must be on a five-day per week basis only. *Parents need to apply/reapply every year.*

Bus Permission

It is school policy that all students ride the bus home unless written permission from a parent is obtained. Per district policy, students are not permitted to ride any bus other than their assigned bus for any reason (e.g. going home with a friend). Bus drivers will not accept notes from parents making bus change requests. Articles lost on the school bus are available at the bus garage.

Bicycle and Pedestrian Safety

If you wish your child to walk or ride a bike to school, you must provide written permission. The note can be of a general nature covering the full school year, and we will assume that you and your child will decide what procedure you will use on any given day. Without such a note, teachers do make the assumption that children will ride the bus. Please stress safety with your child, including crossing with the guards on Country Parkway. Bicycles must be walked on school grounds and parked in the bicycle rack. All bicycles should have locks. The school is not responsible for damage or theft of parts while bicycles are parked.

Parent-Teacher Communication

Kindergarten Registration and Orientation

Children who have reached 5 years of age on or by December 1st of the school year may be registered for kindergarten. A birth certificate, two proofs of residency and immunization record signed by a physician are required for admittance to school. Parents/guardians will be invited to provide this information to the school in March, and an appointment for our kindergarten screening process will be scheduled in May for each child.

Open House

Each grade level will have an Open House scheduled in the beginning of the school year. This is an opportunity for parents to meet their child's teacher and become familiar with the requirements and expectations for the coming year. It is encouraged that all parents make every effort to attend.

Calls to Teachers

Teachers want and need to discuss your child's progress with you. We believe a partnership between home and school will promote a healthier child who is more capable of succeeding in school. Please do not wait until parent/teacher conferences to discuss your questions and concerns. Please call the school, and the teacher will return your call as soon as possible. Please discuss concerns or problems with the teacher prior to contacting the principal. Usually a call to the teacher will clear up information regarding classroom events. Follow-up calls may be made to the principal. Since we do not interrupt instruction, please leave a message for the teacher to return your call.

Email to Teachers

Many teachers and parents opt to use email as a means of correspondence. In the event that you need to communicate with your teacher immediately, please leave a message in the office communicating your need. As teachers are providing meaningful instruction, attending meetings and taking care of daily business, please do not assume that he/she will read email throughout the day. Therefore, **never leave important information in an email that needs to be addressed before the end of the school day** (i.e. a student has an alternate dismissal arrangement).

Parent/Teacher Conferences

Parent/Teacher conferences are held in November and March, at which time there will be afternoon and evening conferences scheduled. Dismissal will be at 10:30 a.m. on days afternoon conferences are scheduled. We encourage you to attend these conferences so that your children's work and progress can be shared.

Suggestions for a successful conference:

1. Write yourself a few notes about what you would like to ask the teacher. Let your child have some input.
2. Be ready to listen to the teacher. It might be that your child has not understood everything that has happened in school. By listening, being ready with your own notes and by talking, your conference should be a productive work session, not just a "listen and agree" session.
3. Ask questions about anything you do not understand.
4. Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
5. If you are unable to attend a scheduled conference, please call or send a note to reschedule.

Progress Reports

Communication with parents is important to us. Progress Reports and Parent/Teacher Conferences provide meaningful information regarding your child's progress in school. Progress reports will be given at the November and March Parent/Teacher Conferences. They will be available in June. Curriculum extension reports (i.e. physical education, art, music) will be available in January and June.

Retention of Students

District policy regarding retention of students is guided by consideration of the best interests of individual students, the resources of the district and research concerning the best educational practices. Students must be placed in the best possible learning levels for successful educational experiences. Retention shall be limited to those situations where in the best interests of the child a successful learning experience is reasonably assured. Diligent effort shall be made to use all available resources to determine the child's appropriate placement.

Curriculum

Overviews for all grade levels, special subject areas and support services are available. You will receive a copy during the first weeks of school for your child's grade level. Call the office if you wish an additional copy.

Curriculum Extension Classes

The Country Parkway Curriculum Extension Program is designed to provide students with experiences that build appreciation for art, music and physical education. In addition, the focus is on building the critical- and creative-thinking skills of our children. Our ultimate goal is to develop well-rounded, independent learners.

Curriculum Extension is provided on a 5-day rotating schedule. Once a week students will

participate in art, library and music classes, and twice each week students will be actively engaged in physical education.

Art

The Art Education Program at Country Parkway Elementary School operates under two main goals: *Learning About ART* and *Making ART*. A culture of respect is demanded in order to ensure that these two main goals can be addressed. Students in kindergarten through grade four are actively engaged in creating artwork in a wide variety of media areas, and a great deal of techniques and skills are developed. As students create, they also learn about the wonderful world of art, including art history, elements, principles, art criticism, and aesthetics. The art room also serves as a forum for all types of academic pursuit, ranging from contextual and natural awareness, augmentation of classroom curricular topics, geography, and writing. Third- and fourth-grade students write in art journals each week to develop writing skills and art knowledge. This journal serves as a tangible record of the students' art learning, and student art portfolios house evidence of their art creation. All learning experiences for students are planned in accordance with the WCSD and NYS Standards in Art Education, and creativity and imagination are fostered throughout the program.

Library/Media Center

The library program is an integral part of the school curriculum. Its goal is to help children become lifetime readers and lifelong learners. The Country Parkway Library contains approximately 20,000 print and non-print items. It also houses over 20 computers that are used for library skills instruction as well as for individual classroom use. Unique to our library is a mini-library known as the Leveled Library. The Leveled Library contains over 2,200 books, shelved according to reading level, that circulate on a daily basis to children in grades K-2.

Students visit the library, as part of Curriculum Extension, on a weekly basis for 45 minutes to listen to and discuss stories and to engage in research activities. Students also learn to locate books on shelves by call number, search the library's online catalog, and use reference materials. During each visit, students have the opportunity to check out books. Walk-ins are welcome anytime during the school day. With parent permission, students also are able to borrow an e-reader. The library currently has 18 black and white Nooks and 15 color Nooks loaded with numerous popular titles. In addition, there is an e-book collection called Overdrive that any student may access from home and download e-books to his/her own personal e-reading device.

There is no charge for overdue material. Instead, we hope to instill in our students a sense of responsibility regarding proper care and return of library items. We hope that this will

be reinforced at home. However, if a book is lost or irreparably damaged, a bill for replacement of the item is sent out at the end of the school year. Parents can check the status of overdue items through their child's WITS account on the district website.

We do have an extensive collection of books for parents. These books focus on many topics, such as:

- Parenting
- Death of a loved one
- Disabilities
- Behavioral assistance

Currently, these books are located in the office of our school psychologist. Parents are welcome to check them out.

Music

The goal of the music program at Country Parkway Elementary is to provide each child with a comprehensive education that explores all facets of the art of music. All children will have experience in the areas of composition, listening, moving, analyzing, playing instruments, and singing. The New York State Standards for the Arts, as well as the Williamsville Central School Standards, guide the curriculum.

Additional Music Instruction

Chorus

Chorus is offered in third and fourth grades on a weekly basis. The choruses present two evening concerts per year.

Instrumental Music

Instruction in instruments of the band and orchestra begins in grade 4. Lessons are given in a group format and are offered weekly throughout the school year. Enrollment is open to all students and is dependent only on available times and the student's willingness to meet the minimum practice requirements. Each large ensemble meets once a week with every child in band or orchestra. Opportunities for performances are made available throughout the year in the form of assemblies and concerts. Instruments may be obtained on a rental/purchase plan from various area music stores, and a limited number of instruments may be rented from the school district. Questions should be directed to either the band or orchestra directors at the school.

Physical Education

The Physical Education program is an exciting and integral part of the students' total learning experience. All activities and lessons are designed to help students become more proficient with the Williamsville Physical Education Curriculum that is aligned with New York State Physical Education and Health Standards. Developmentally-appropriate activities cover the following areas: spatial awareness, locomotors movements, sports skills, health-related fitness, social skills, teamwork, cooperation, and development.

Through our lessons, we anticipate helping your child understand, enjoy, improve, and/or maintain their physical health and well-being. One of our goals is to offer enough diverse activities to interest each student to choose a physically-active lifestyle. Through our physical education program, we hope to instill rich character traits that will aid in developing their unique potential and character. Students will be invited to participate in a variety of activities that will challenge their minds and their bodies. It is through these activities that we hope they continue to develop their own personal responsibility, citizenship, leadership and, of course, sportsmanship!

Program Highlights-

- 4th Grade Boys & Girls Intramurals
- Physical Health & Healthy Nutrition
- Gymnastics, Basketball, Volleyball, Track & Field,
- Locomotors & Rhythmic Movements

Students should wear sneakers and comfortable clothing. Fourth grade students will be expected to change for each Physical Education class. Gym shorts, sport socks, T-shirts, sweatshirts and sweatpants are appropriate for indoor and outdoor Physical Education classes. *Locker room facilities are available for the 4th graders.*

Physical Education Excuses

All physical education excuses should be sent to the Health Office. Excuses of more than a week's duration should be accompanied by a physician's note.

Playground Rules

1. I will not run, chase, or play tag anywhere on the playground. If I want to run or play tag, I will only do so on the grass.
2. I will play tag games on the grass behind the playground.
3. I will not touch others while they are going on a piece of equipment.
4. I will travel down the slides, not climb up.
5. I will travel feet first down all slides - never head-first or on my knees.
6. I will not climb over the sides of the slides.

7. I will not push others on the swings, and I will stay clear of the swing path. Teachers may push if they want.
8. If something is on the ground, I will leave it on the ground. I will not touch or pick up unknown objects or someone else's garbage.
9. I will climb through the barrels on the old playground, and I will not sit on them.
10. I will not climb on top of any horizontal bars.
11. I will use the see-saw "Snake" (new playground) and the see-saw beams (old playground) as see-saws, which means I will not stand on them.
12. I will remember that the "monkey bars" and the "jacks" are only for students in grades 2-4.
13. I will only use equipment I can reach on my own, or I won't use it (the Zip Line).
14. I will only climb on the Rock Wall, and I will not jump off of it.
15. I will look before climbing up or down the rock wall to avoid collisions.
16. I will send someone to get a teacher if I need help.
17. I will NOT CLIMB on Field Hockey Nets. I will only use them the way they are supposed to be used, as a net.

Intramurals

During the course of the year, morning intramurals are offered to 4th graders.

New York State English Language Arts Assessment (ELA)

This is a comprehensive test that is administered to Grade 3 and Grade 4 students in the spring. The testing situation takes place over several days and includes assessing student's progress in writing, reading, and listening skills. These tests go through a rigorous scoring procedure, and the results of this test are available securely in digital format through WITS. Students not meeting the minimum level for acceptable performance are eligible to receive Academic Intervention Services (AIS).

New York State Mathematics Assessment

This is a comprehensive assessment that is given over several days in the spring to Grade 3 and Grade 4 students. These tests go through a rigorous scoring procedure, and results from this assessment are available securely in digital format through WITS. Students who do not score as meeting the state standards also are given the opportunity to become involved in Academic Intervention Services (AIS).

New York State Elementary Science Program Evaluation Test

This test is given to students in Grade 4 in late May/early June. It will assess the content, inquiry skills, and aptitude contained in the New York State Elementary Science Syllabus. There is both a multiple-choice portion and a hands-on manipulative portion to the test.

How Can Parents Help?

Attendance at school on testing days, a good night's sleep, a good breakfast, and encouraging a child's best effort are all ways parents can contribute to their child's performance on these state-wide assessments. Students falling below the state standard level in language arts, mathematics and/or science may be placed in an appropriate remedial program of Academic Intervention Services (AIS). Parents and guardians will be notified when this affects their child.

SUPPORT SERVICES

Child Support Team (CST)

The CST is designed to assist students who may be having difficulty across any and all school-related domains. Referrals are accepted for children who may be experiencing academic or social concerns in the classroom. This team is a first-level support for finding potential interventions to the perceived problems. Occasionally, specialized assessments are necessary to help determine the child's needs. These assessments are always shared with parents who are fully involved in decisions for further steps, such as referral for Special Education services.

School Psychologist

Our school psychologist provides services to *all* people within the school community. The school psychologist evaluates children's academic, cognitive, and social emotional abilities. Results of the child's strengths and weaknesses are discussed with parents and teachers. Our school psychologist is also available to provide consultation to parents and staff regarding a child's behavior and educational needs at home and at school. Our school psychologist is also involved in the development of the Individualized Education Program for each student who has been determined to qualify for special education services. In addition, small group and individual therapy sessions are provided to children when appropriate.

Social Worker

The school social worker is in the building on a full-time basis and is available to meet with children and parents as well as personnel. Services include individual, family and group sessions around issues that may be interfering with school performance. This may include adjustment to family changes such as loss of employment, serious illness, separation, divorce, or loss of a family member. Also, consultation may be provided for chronic behavior problems, peer relationships, social skills and parenting issues. The social worker also coordinates our Primary Project program for kindergarten and grade 1 students, helping them adapt to the school environment.

Special Education

In some cases, when children have been determined by the Committee on Special Education (CSE) to have special learning needs, they are eligible to receive the services of Special Educators. These teachers work closely with classroom teachers to provide an Individualized Education Plan for the child. These students receive placement through the Committee on Special Education. The special education teacher provides supplemental instruction and remediation to students according to their individual needs. The classroom teacher and special education teacher work together to coordinate each student's program. The student's program is reviewed annually for appropriateness.

Speech, Language and Hearing Services

The speech/language pathologist is responsible for assessment and remediation of communication disorders. Services can be provided to students individually and in small groups that is determined at a Committee on Special Education (CSE) meeting. Frequency and duration of the service varies according to the severity of the disorder. Communication disorders may include receptive and expressive language delays, auditory processing difficulties, or speech production difficulties in the areas of articulation, voice and fluency.

Occupational Therapy

Occupational therapy is available as a related service to children up to age 21 who have been identified as having a handicapping condition by the Committee on Special Education (CSE). A therapy program is designed to assist the development of underlying skills that are prerequisites for academic learning. It may include improving gross and fine motor skills, visual motor skills, visual perceptual skills, organizational skills and self-care skills.

Physical Therapy

Physical therapy is available as a related service to children up to age 21 who have been identified as having a handicapping condition by the Committee on Special Education (CSE).

Reading Recovery

An intensive tutorial reading program for high-need 1st graders is provided by trained reading specialists based on assessments completed by teachers and reading specialists.

Reading Lab

Children in kindergarten and first grade receive reading support in our reading center when their classroom performance and assessed skills on screening tools necessitate the service. Reading teachers and trained support staff provide small-group instruction within the areas of need.

English as a New Language - ENL

Our ENL program is designed to meet the needs of students who speak a language other than English and meet the criteria established by the New York State Board of Regents. This program addresses the listening, speaking, reading, writing and socio-cultural needs of the students. Services are based on individual student need and New York State guidelines and are provided by an English for Speakers of Other Languages (ESOL) teacher. Translators are provided by the school district to parents and/or guardians to communicate with the educational staff when necessary.

Gifted Programming

Giftedness is represented through achievement and creative productivity over a sustained period of time, in a domain that matters to the person. This conception of giftedness includes characteristics or traits that can be nurtured or enhanced through appropriate instruction and experiences.

Technology and Computers

All classrooms are equipped with networked computers, which use CD Rom, disks, and other peripherals. A computer lab is part of a regular instructional schedule for all children. Children are taught appropriate ways for using computers as well as using computers for instructional purposes. The Internet is available in classrooms, the lab, and the library/media center. The district has a policy on its use for the protection of children. The following contains the district guidelines for acceptable use of technology by students.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) WCSD POLICY #7315

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The

appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Assistant Superintendents for Exceptional Education and Student Services, and/or their designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be available to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

DISTRICT PROTOCOLS

Student Dress Code

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education will regulate a student's dress to ensure that students attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. For example, clothing and jewelry that presents a threat to the student's or another student's health or safety will be banned. Clothing or materials that are obscene, lewd, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program will not be allowed. Also, specific dress requirements may be established for students participating in activities in which clothing and jewelry may be a safety or health concern, such as science laboratories, physical education, Industrial Arts classes, and interscholastic athletics. We join you in taking pride in the appearance of the children. We support the right of parents to exercise their responsibility in determining proper dress and grooming for their child. School clothing should be appropriate for the weather and activity and not interfere with a child's safety or distract from his/her or other's learning.

Student Conduct on School Bus

It is crucial for students to behave appropriately while riding on school buses to ensure their safety, that of other passengers, and to minimize distractions for bus drivers. Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Also, it is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

Only after a child boards the bus does he/she become the responsibility of the district. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day. The parent or guardian is responsible for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Title IX Compliance Activities

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and Section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, gender, sexual orientation, military/veteran status, or disability. The following person is designated to coordinate Title IX compliance activities: Assistant Superintendent for Human Resources, 716-626-8051.

DASA

The Dignity for All Students Act (DASA) was signed into law on September 13, 2010 and took effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. In addition, amendments to the regulation (effective July 1, 2013) have added explicit references prohibiting bullying and cyber bullying. The Act covers all public elementary- and secondary-aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as at school-sponsored events or activities. Districts will be responsible for identifying at least one employee at every school to serve as the DASA coordinator. This individual must be thoroughly trained to "handle human relations" in the protected areas. All schools in the District have named at least two Coordinators. Please contact one of the persons listed below should you have any concerns or wish to report an incident at Country Parkway.

The Coordinators for Country Parkway are: Andrew Bowen, Mary Carol Dearing, and Rebekah Skinner. They can be reached at: 716-626-9860.

Section 504 Compliance Activities

Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services, is the person designated to coordinate Section 504 Compliance activities. Please call 626-8061 with additional questions or concerns.

Sexual Harassment

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District Policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students and members of the public.

Public Conduct on School Property

The purpose of this provision is to maintain public order and prevent abuse of the rights of others while on school property. The Board of Education recognizes that the primary purpose of the district is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect is in violation of this policy. The Board will seek restitution from and prosecution of any person or persons who willfully damage school/district property. Public conduct not permitted on school property or at school functions include possessing, consuming, selling, distributing or exchanging alcohol, illegal or controlled substances, or being under the influence of any such substance; possessing or using firearms or any other weapons (except law enforcement); loitering; gambling; or smoking.

COUNTRY PARKWAY SCHOOL SONG

Country Parkway is our school
Where we try to obey the rules.
We do our best and take great pride
With our country's flag flying high.

Here we work and here we play,
Learning new things every day.
From north to south and east to west,
Our Country Parkway is the best.