

# Parent Handbook

## Forest Elementary



## CUBS

Forest Elementary School  
250 N. Forest Road  
Williamsville, NY 14221  
716-626-9800



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## **ACCIDENTS**

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Our school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home. Our school nurse will administer first aid which is limited to first treatment only. The parent or guardians will be notified and if necessary, emergency help will be called.

## **ACADEMIC INTERVENTION SERVICES (AIS)**

Academic Intervention Services (AIS) are defined as additional support services and instructional interventions which supplement the instruction delivered in the general curriculum. In accordance with Commissioner's Regulations (part 100), Academic Intervention Services must be considered in the areas of English, Math, Social Studies, and Science. This is accomplished through a two-step process beginning with considering performance within ranges of identified scale scores and subsequently examining multiple measures to determine eligibility. Using a variety of qualitative and quantitative data, eligibility for AIS services is determined at the school level by the principal in partnership with educators and mental health staff. (students who transfer into the Williamsville Central School District with no academic history will be assigned AIS pending a thorough review of all educational records by the principal.)

## **ACCOUNTABILITY/SCHOOL PROPERTY**

School property is owned by the patrons of our community. Therefore each student is responsible for the books assigned to him/her as well as library materials borrowed. Students are expected to take appropriate care of books and school property and will be charged if any of the items are lost/damaged.

## **ALLERGIES – SNACKS - FOOD/PEANUT**

### **SEVERE LIFE THREATENING 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 or 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. Fruits and vegetables, whole grain crackers, pretzels, etc. are preferred healthy. Children may also have water (not juice) with their snack. Please remember that snack is a privilege and unhealthy snacks will go back in your child's lunch bag. 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	Watermelon
Apples	Honeydew	Grapes (red/green)
Blueberries	Carrots (sticks & baby carrots)	Peaches
Strawberries	Cucumbers	Broccoli
Raspberries	Pepper slices (green/yellow/red)	Cauliflower
Oranges	Celery Sticks	Cherry tomatoes

### **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/Celebratory Events:**

We will be honoring and celebration 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’ 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.

Outside of School Party Invitations: Please remember to sign up on the PTA Directory at Open House as we cannot give out home addresses. Please refer to the PTA directory for the home address or parent email of the student to send the invitation.

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.

### **ASSEMBLIES**

A student's behavior in the auditorium should be courteous and polite. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, booing or loud talking during a program.

### **ATTENDANCE**

State law requires that all students be in school when school is in session. Regular school attendance and punctuality are essential for a child to make continuous progress. Parents can help their children succeed by ensuring their attendance except when illness or extreme family emergencies occur. If need be, letters indicating excessive absence will be sent home to parents and filed in a child's permanent file. The following policy has been established:

1. In the event of any absence, call the **Attendance Office** at 626-9818.
2. If we do not receive a call, parents will be called to verify a child's absence.
3. A written excuse is necessary upon a child's return to school. This includes illness, religious holidays and family emergencies.
4. District policy mandates that if the written excuse signed by the parent or guardian is not presented within **three school days** of the first day of return, the absence will be classified as illegal.

Please note: The absence for children taken out of school for vacations during school times will be identified as an "unexcused" absence.

### **AWARDS**

Students who demonstrate proper behavior, set a good example, display cooperation, effort and meet their academic responsibilities are acknowledged, and often times are given special recognition. Awards are periodically given by teachers and the principal.

### **BICYCLES**

Students are allowed to ride bicycles to school with parent permission. Bicycles must be parked in the rack located near the N. Forest loop. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

## **BUS INFORMATION**

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Parents with Kindergarten students will receive written notice directly from the Transportation Department detailing bus numbers and approximate pick up times. For all returning families, you will access your child's bus information via the WITS Parent Portal. A bus tag for students in grades K & 1 will be given for your child to display on their backpack.

## **BUS RULES**

Riding the school bus is a privilege. Improper conduct on the bus will result in the privilege being denied. Bus rules help enforce the students' safety. Important rules include:

1. Children are expected to be on time at the bus stops.
2. While waiting for the bus, good conduct must be observed.
3. No eating or drinking, medication, glass objects, dangerous articles or animals are allowed on the bus unless a medical condition warrants food or a drink.
4. Books, bags, lunch boxes, etc. are not to be placed in the aisle.
5. Safe driving requires students to refrain from unnecessary noise and loud talking; no music is to be played on the bus.
6. Vulgar or argumentative talk is not permitted by the student or bus driver.
7. Students are not to converse with the driver nor the driver with the students while the bus is in motion.
8. Students are to stay seated while the bus is moving.
9. Hands, feet, head and arms must be kept inside bus.
10. Students are to ride assigned buses at all times.
11. Seats may be assigned when necessary.
12. Once aboard the bus, all students are expected to follow the directions of the bus driver and all bus safety guidelines.

If a student breaks these rules, the bus driver will complete a misconduct/discipline report. The principal or administrative assistant will then meet with the child to discuss the report. Parents or guardians will be contacted and receive a form letter with a copy of the discipline report. If the misbehavior continues, a student may be suspended from bus service by the principal (five to ten days).

## **CAFETERIA RULES**

Student behavior in the lunch room should be based on courtesy and cleanliness. Responsibility and respect are expected at all times. A well-balanced lunch is offered to children at a reasonable price. Your child's cooperation will be appreciated by following these rules:

1. Respect cafeteria staff and their authority, as well as parent volunteers.
2. Raise his/her hand for permission to leave the seat.
3. Talk in a normal voice. No yelling or screaming is allowed. No toys are permitted.
4. Deposit all litter in wastebaskets.
5. Return trays and utensils to proper areas.
6. Leave his/her table clean. Double check under tables to make sure floor is clean.
7. No food or drink may be taken from the cafeteria.

Providing a safe, clean cafeteria is our goal. Therefore if a student continually breaks the rules, the cafeteria monitor will fill out a misbehavior report. The principal or administrative assistant will meet with the child to discuss the inappropriate behavior. A report will then be sent home to the parents. If the misbehavior continues, a student will be removed from the cafeteria and assigned to eat lunch for a period of three to five days in another location (ie. Principal's Office). Help us reinforce these rules. If you wish to become a volunteer, you must review the rules before doing so, especially related to students who have peanut or nut allergies.



## **CHANGE OF ADDRESS AND/OR PHONE NUMBERS**

Parents are asked to notify the school of any change of address or telephone number as soon as you know of the change. Proof of your new address must be submitted in order for us to update your address.

## **CHARACTER DEVELOPMENT POLICY**

The Board of Education defines character education as the conscious effort of families, schools 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.

In order to maintain a learning and working environment, it is expected that Board members, administrators, staff, students and volunteers in the schools will recognize their role as models for others, consistently exemplifying and enforcing high standards of respect and responsibility. Teachers will incorporate character education as it arises naturally in the curriculum, in interactions with others, and in all school activities. *Adopted by the BOE 6/9/97*

## **CIVIL RIGHTS POLICY**

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. District Title IX officer is Dr. John McKenna. District 504 officer is Mr. Anthony Scanzuso, Assistant Superintendent for Exceptional Education and Student Services. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability.

## **CLASS PLACEMENT**

Class placement procedures start in the Spring. Sending, receiving teachers, principal and other school personnel work collaboratively to organize and combine students to best serve their educational and program needs.

When we arrange classroom groups many factors such as academic ability, learning styles, social needs, skill groups and group balance (boys/girls, etc.) are considered. We do appreciate any pertinent information concerning a child's special needs and ask that it be put in writing to the principal prior to May 15.

## **COMMUNICATION WITH TEACHERS**

Email and WITS mail is a great tool to communicate with your child's teacher. If you would prefer a telephone call, please call the Main Office at 626-9800 and they will have the teacher return the call. We will not interrupt the classroom instruction during the school day for parent phone calls.

## CURRICULUM EXTENSION (CE)

Your child will participate in Music, Art, Physical Education and Library. The CE schedule is posted on our website and also included in the monthly Forest Fanfare newsletter.

## CUSTODY INFORMATION

It is important that the school have a copy of any court ordered custody for your child. If a child is to be released from school at any time to anyone other than his/her parent, it is necessary that the parent send a note to that effect. We CANNOT release a child to anyone other than a custodial parent without the custodial parent's written permission.

If there are significant changes in your child's home life, please consider sharing the information with the teacher, social worker and/or principal.

For the sake of the safety of our children, it is important that all of the above be strictly adhered to.

## DISCIPLINE/FOREST ELEMENTARY SCHOOL RULES

Good discipline is another word for respect: respect for authority, respect for others, respect for self and respect for rules. Students are responsible for conducting themselves in an orderly manner in accordance with school district policy. It is important that your children know that when a rule is broken, a natural consequence will follow. Our goal is not to punish but to emphasize the fact that we must all live together and those who choose to disregard rules will be dealt with firmly and fairly. Help us to reinforce the following:

- 1. Students should follow common sense safety rules to help make Forest a safe school.**  
(Examples of unsafe activities **not** allowed are: fighting, running in the building, throwing things, recklessly using or standing on playground equipment, playing in the street at bus stops and standing on the bus.)
- 2. Students should show courtesy and respect to each other at all times.**  
(Examples of disrespectful behavior **not** allowed are: ignoring adults in authority, loud talking, booing, interrupting, wearing hats in the building, bullying, name calling, lying and gum chewing.)
- 3. Students should respect the property rights of the school and other individuals.**  
(Examples of unacceptable behavior **not** allowed are: throwing food, littering, stealing, writing on furniture/walls, dirtying bathrooms and using another person's property without permission.)
- 4. Students should not interfere with another person's right to learn.**  
(Examples which interfere with learning and therefore **not** allowed in school include: running, loud talking in the halls/bathrooms and bothering others when they are trying to learn.)

Teachers and administrators will advise students of behavior expectations and school rules. If a child continues to repeatedly break any school rule, a teacher or teacher aide may complete a Discipline Report form which will be forwarded to the principal or administrative assistant for further action. The parent will be called. A form letter and a copy of the Discipline Report will be sent home to parents for their information/follow through.

The school and home must work together to provide a safe and respectful learning environment.

## **DISTRICT CODE OF CONDUCT**

The Williamsville Central School District is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal. Williamsville has had a code of conduct in place since 1979, with a revised code adopted in accordance with New York State S.A.V.E. Legislation in 2001. In 2005, the Code of Conduct was updated to include expectations outlined in the Board's policy on staff-student relations. The Code of Conduct is reviewed annually. On **May 28, 2019**, the Board of Education adopted a revised code.

To view the complete version of the District Code of Conduct, please go to the district website at: <http://www.williamsvillek12.org> . If you would like to request a written copy of this, please contact our Forest Main Office at 626-9800.

## **DRESS CODE**

We take pride in the appearance of our students. We support the right of parents to exercise their responsibility in determining proper dress and grooming for their child. However, school clothing should be appropriate as to time, place, weather and not interfere with a child's safety or distract from his/her or others' learning. Hats or flip-flop type sandals are not permitted to be worn **IN** school. Tied sneakers are required for Physical Education as well as going on the playground.

## **EARLY DISMISSAL**

Students being picked up from school other than the regular dismissal time (2:15 pm) must be picked up at the Main Office. Please send a note with your child indicating the time for early dismissal. If it is an emergency or a last minute unexpected change, please call the office so that approval from an administrator can be obtained for an early release. Any child who walks to or from school must have a permission slip. This procedure is for the safety of your child.

## **ELECTRONIC DEVICES**

Personal electronic devices have gradually become more prevalent at the elementary school level. Expectations regarding the possession and use of these devices at Forest Elementary are as follows:

- a. The school will not be responsible for lost, damaged, or stolen personal electronic devices (cell phones, tablets, etc).
- b. If it is necessary for a student to bring a cell phone to school, students will not be permitted to call or text during the school day. Students have access to the phone in the Main Office should an issue arise. Cell phones should also be either turned off or have their alert/ring tones silenced.
- c. The use of electronic reading devices (i.e. – Kindles and Nooks) is permissible during lunch time and at the discretion of the classroom teacher. The use of personal electronic devices for purposes other than reading is prohibited.
- d. Students are prohibited from using personal electronic devices to take pictures, audio record, or video record others.

It is the school's recommendation that under most circumstances personal electronic devices not be brought to school.

## **EMERGENCY SCHOOL CLOSING**

School closings due to inclement weather or other situations will be announced on social media, local radio and television stations; posted on the district website; and communicated via e-Alert to subscribers.

The decision to close schools in weather-related situations normally will be made by the superintendent by 6 a.m. The safety of students and staff is the basis for any decision. Key factors that are considered include current and projected weather conditions, particularly for the Town of Amherst and northern Erie County; and road conditions, as reported by the Amherst Police and the district's Transportation Department\* (see special note, below).

At times, temperature and wind chill factors are also a consideration in whether or not to close schools. Health officials recommend that the district consider closing schools if the wind chill is expected to fall to minus-25 F or lower.

When schools are closed due to inclement weather, local television stations (Channels 2, 4, 7 and Spectrum News) will be notified as well as the following radio stations: WBEN-AM (930); WNED-AM (970); WKSE-FM (98.5); and WGR-FM (96.6). The fastest way to get news about a snow day is by signing up for [eAlerts](#) and following the district on Facebook and Twitter.

If schools are closed because of bad weather, all other activities including athletic practices and contests, student activities, and Community Education classes will be cancelled. If schools are closed for other reasons, activities and sports that are not affected by the specific situation may be permitted with prior approval of the building principal.

Ultimately, it is the responsibility of parents or guardians to make the final decision regarding school attendance. If schools are open but parents feel the weather is too severe, they have the right to keep their child(ren) home. In this instance, it is essential that the parent contact the school to alert them of their child(ren)'s absence and to make arrangements for missed school work.

\*Special Note: On rare occasions, severe weather conditions and road closures in other parts of Western New York may impact the district's ability to operate school. A recent example is the Snow-vember Storm of 2014 when severe weather conditions and municipal travel bans prevented many WCSD staff members from getting into work. Also, the district's bus contractor Student Transportation of America, located on Aero Drive, was not able to put buses on the road due to surrounding road closures. Meanwhile, much of the Amherst area was spared by the storm!

## **CLOSING DURING THE SCHOOL DAY**

On rare occasions it may be necessary to close a school during the day due to loss of power, loss of water or other emergency situations. If this occurs, procedures are in place to transport the students to another building, if necessary. Students and staff would remain at the alternate site until the regular dismissal time. A pre-established program of instruction would be implemented.

Parents are reminded to provide the school office with up-to-date emergency contact information. Also, families are encouraged to have a plan in place should students be dismissed early because of an unanticipated emergency. Your children should be familiar with a safe alternate site (e.g. neighbor's house) where they may go in the event that you are not home. Please make sure your child's school has updated emergency contact information for the current year!

## **E-ALERT**

The District's **E-Alert System** service allows parents, students, faculty, staff and community members to sign up to receive email messages about school related emergency information. In the event there is a need to communicate regarding a school emergency or school closing, the system enables us to rapidly communicate to all subscribers. You can register on-line on the District website at [www.williamsvillek12.org](http://www.williamsvillek12.org). E-Alert is an opt-in service; you may opt out at any time by revising your information on the website.

## **FIELD TRIPS**

Field trips enhance the instructional program offered to your children and are carefully planned by each grade level. Permission slips explaining each trip will be sent home. Parental permission is needed for each trip other than those scheduled to other buildings in our district such as the Planetarium at North High School in our district. Field trips are listed in our monthly newsletters to parents and on the WITS calendar.

## **FIRE DRILLS**

Fire drills at regular intervals are required by law (twelve per year) and are an important safety precaution. It is essential that when the alarm is sounded, everyone follows rules and promptly clears the building by the prescribed route as quickly as possible without talking.

## **GRADE SYSTEM**

The evaluation of student achievement is one of the most important tasks of the teacher. The student shall be allowed to progress through the elementary curriculum in a way and time best suited to his/her abilities. Children's progress will be reported using the following key:

E -- Exceptional

V -- Very Good Progress

N -- Needs Improvement

S -- Satisfactory Progress

You will receive three academic reports during the year (November, March and June). Children will receive grades for effort, attitude and academic progress in all subjects. Portfolios of student work will be shared with parents during December conferences and will be available for viewing on your WITS Parent Portal.

## **HEALTH**

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. Frequent hand washing is important to prevent the spread of germs and illness. Children should be reminded to wash their hands before eating and after the use of the lavatory.

## IMMUNIZATIONS

The New York State Health Department will update immunization requirements for school entrance/attendance for the 2020-21 school year. Please work with your child's health care provider and school nurse to determine what immunizations are needed to comply with the new vaccine requirements.

1. **Diphtheria and Tetanus-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap):** three doses, grades 6 through 12; three to five doses, grades K through 5.
2. **Tetanus and Diphtheria toxoid-containing vaccine and Pertussis booster (Tdap):** one dose, students eleven years of age or older enrolling in grades 6 through 12 who have not previously received a Tdap at 7 years of age or older.
3. **Polio vaccine (IPV/OPV):** three doses, grade 12; three to four doses, grades K through 11.
4. **Measles, Mumps and Rubella vaccine (MMR):** two doses, grades K through 12.
5. **Hepatitis B vaccine:** three doses, grades K through 12.
6. **Varicella (chickenpox) vaccine:** two doses, grades K through 11; one dose grade 12 OR documentation of positive disease history from the primary care provider.

Demonstrated serologic evidence of Measles, Mumps, Rubella, Hepatitis B, Varicella or \*Polio (must be for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant, or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

\*Please note: Polio serology can no longer be accepted as proof of immunity. The only exception is previous serology testing demonstrating positive immunity to **all three polio serotypes**.

## HOMEWORK

Home study is a necessary part of each student's education program. Homework boosts achievement and helps children develop responsibility. Assignments relate directly to class work and extend students' learning beyond the classroom. Teachers assign homework when necessary. Parents, please: 1) Assign a definite time each day for study at home. 2) Have a definite place at home to study away from distractions with necessary materials available.

Parents, please be reminded that if your child is absent from school for more than two days, you may request homework assignments by calling the school early in the day and picking up these assignments (in the office) **on the next day**. Most times homework is not necessary since your child is ill and probably not up to doing the homework. The work can always be made up once your child is feeling better and returns to school. If there is a concern, the teacher will call you.

## IMPORTANT PHONE NUMBERS

Classroom Teacher	Main Office	626-9800
Forest Main Office	Mrs. Schrlau/Mrs. Hooper	626-9800
Attendance	Mrs. Grygier	626-9818
Health Office - Nurse	Mrs. O'Neil	626-9805
Principal	Mr. Wing	626-9800
Administrative Assistant	Mrs. Wendling	626-9807
Bus Transportation	Mr. Graham Violino	626-8390

## KINDERGARTEN REGISTRATION/ORIENTATION

Each Spring, complete information concerning the procedures for registering a child for entrance into kindergarten will be published. Children who will have reached five years of age by **December 1** of that year may be registered for kindergarten. **PLEASE DO NOT REQUEST A SPECIFIC TEACHER.** A birth certificate, immunization records, a dental health certificate and proof of residence are required for admittance to school. These documents **MUST** be presented at the time a child is registered. Children will also be invited to an **OPEN HOUSE** in late August or early September.

## LATE ARRIVALS

Children should arrive at school on time. They need to be here by **8:15 am each day**. Children arriving on a late bus are excused. Please have your child check in at the nurse's office if he/she arrives late. If a child is continually late, the school will contact the home in an effort to gather more information. If need be, a form letter (district mandate) indicating excessive tardiness will be sent home to a child's parents and a copy filed in the child's permanent file. A meeting with the principal will be scheduled to discuss the letter.

## LOST AND FOUND

**Please mark your child's name on all articles of clothing and personal property**, i.e., lunch boxes, pencil cases, art smocks, etc. This is very important since many lost articles are unclaimed each year. Lost and found articles are placed in a bin in the front hall. Small lost items like key chains, glasses or jewelry can be found in the office. Students and parents should periodically check the bin and office. Anything left on the bus will go directly to the Bus Garage Lost & Found, not the school.

## LUNCHES/BREAKFAST

Hot lunches, beverages, sandwiches, salads, soups and snacks are served in our cafeteria. Prices are subject to change each school year. There is a pre-paid lunch option at [www.myschoolbucks.com](http://www.myschoolbucks.com). You need your child's Student Number to sign up for this option. This can be obtained from the school. Lunch charges are allowed **only in emergencies**. Children need to pay these charges on the following day.

## MATERIAL DISTRIBUTIONS AT SCHOOL

Students may distribute any other materials subject to the following conditions:

- a. These other 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. These other materials are distributed by the student him/herself with no assistance from adults.
- c. These other materials are distributed in non-instructional areas (hallway/ lobby) during non-instructional times (before 8:15 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."

### **MEDICATION AT SCHOOL**

The school nurse must have on file a written request from the family physician in which the frequency and dosage of any prescription and non-prescription medication is indicated. A verbal or telephone request from the parent or the physician is not acceptable. **Please note that all over-the-counter medications must be accompanied by a physician's order (NYS requirement).** The condition being treated and the recommended regime is to be outlined by the physician. Forms for the physician can be obtained in the Health Office. The medication must be in the container prepared by the pharmacist; the label must include the name/strength of the medication. Parents should ask the pharmacist for two (2) containers (one to remain home and one for school). Over-the-counter medications must be in the **original** manufacturer's container/package. The medication should be delivered directly to the nurse by the parent. **NO MEDICATION SHOULD BE SENT TO SCHOOL WITH THE CHILD.** No medications are provided by the school. Please share excuses if your child needs to be excused from Physical Education.

### **MONTHLY FANFARE NEWSLETTER**

On approximately the first day of each month a Forest Fanfare newsletter will be posted on the Forest page of the district website, [www.williamsvillek12.org](http://www.williamsvillek12.org). This newsletter contains important school news and a calendar of activities for the current/upcoming months. You have the option to request a hard copy of the newsletter be sent home with your child.

### **NEW YORK TESTING**

During March/April/May children at grade levels 3 and 4 will be tested with a New York State Test in English Language Art (ELA) and Mathematics. The New York State Tests indicate which children are in the need of remediation and will help determine school improvement goals. Remedial services called "Academic Intervention Services" (AIS) or "Response to Intervention" (RTI) will be provided to those children in need. Fourth graders are also given a NYS Science Test. Parents will receive letters from the district indicating their child's score on all state tests.

### **OPEN ENROLLMENT**

Williamsville parents may apply for open enrollment to attend another school within our district if it is classified as an open enrolled school. A letter must be sent to our District Office requesting this by a date designated by the District prior to the start of the school year. A school's open enrollment status is based on yearly enrollment numbers, school availability and pending district approval.

### **OPEN HOUSE**

Parents will be invited yearly to visit Forest Elementary with their children. Teams/teachers will share the highlights of their programs.



## **PARENT SUPPORT, VISITS AND VOLUNTEERS**

A school thrives when everyone connected to it works together to provide quality learning experiences for students. One measure of quality is the positive support from parents. Working together with staff enhances instruction and self-esteem. Your child's teacher may find a need for adult volunteers in the classroom. Interested persons should contact the classroom teacher who may also distribute forms to gather the names of interested parents. The PTA recruits Kindergarten parent volunteers to help during lunch. You are welcome to visit our school at any time but do not interrupt instruction. Arrangements should be made with the classroom teacher prior to any visits. Please **DO NOT ENTER A CLASSROOM** unless a teacher is present due to confidentiality/respect issues. For children's safety, all visitors **MUST FIRST REPORT TO THE MAIN OFFICE** to sign in and receive a badge. Please sign out when you leave and return the badge. Drop off things in the office and we will deliver to your child's classroom.

## **PARENT/TEACHER CONFERENCES**

Parents should be aware of their child's progress at all times. Parent-Teacher conferences are scheduled via the WITS Parent Portal. Conferences will be held in December. On these days, students will attend school a half day. Dismissal will be at approximately 10:30 am. We encourage you to visit with us during these conferences so that the progress of your children can be discussed. You may also make appointments for conferences with teachers or the principal at any time to discuss a particular problem or concern. You are encouraged to talk with the teachers any time throughout the year. Just call the main office and leave a message.

## **PARKING AT SCHOOL**

If parents pick up students at dismissal (2:15 pm), please park in designated parking spots. **Parking is NOT** allowed in the front circle or in front of the kindergarten door. This is a **No Parking Zone**.

## **PTA MEETINGS**

The Parent Teacher Association (PTA) does a magnificent job fostering and promoting a positive educational program. We invite you to become actively involved in one of the many PTA-sponsored activities to help make a meaningful contribution to our school and your child. Get involved and be a part of our team. Monthly meetings are held in the building. A list of the meeting dates/times/locations and membership is posted yearly on the PTA bulletin board near the office. Informative PTA articles are included in the Forest Fanfare each month on the district website and also on the PTA website page. Please take time to review these.

## **REDUCED/FREE LUNCH/BREAKFAST PROGRAM**

Children may receive a free or reduced lunch or breakfast if parents meet the eligibility requirements. Those families who may qualify must fill out an application form sent home on the first day of the school year. These forms are also available in the office throughout the year.

## **RESPONSE TO INTERVENTION (RTI)**

All kindergarten through grade 4 students will be tested in September to determine who needs remedial services called RTI in reading.

## **RETENTION**

In Spring, parents will be informed of children in need of another year at a given grade level. Letters recommending retention will be sent home requesting parent support by June 1. If parents themselves request their child to be retained, a letter must be submitted to the principal. Otherwise a form letter will be sent home specifying the parent's request. A copy of the letter will be filed in the child's file. The Child Support Team (CST) helps determine the value of retention.

## **SCHOOL DAY --- ARRIVAL**

Students are to arrive at school no earlier than **8:05 am** each day unless they are participating in a special activity. School staff cannot supervise your child before 8:05 am. Please do not drop children off early unless you have prior approval from the teacher. **School officially begins at 8:15 am.** After the first few weeks of school have your child walk to his/her classroom alone to encourage independence.

## **SCHOOL DAY --- DISMISSAL**

Children are dismissed at **2:15 pm**. If you wish to personally pick up your child at dismissal, please send a note in the morning and pick your child up at 2:15 pm. A staff member will be assigned to sign out your child upon departure. All children must be picked up by **2:25 pm**.

## **SCHOOL IMPROVEMENT PLAN**

Each Williamsville school is required to develop a yearly School Improvement Plan (SIP) that determines data-driven goals that strengthen student achievement and character development. Get involved and join one of the action teams that are formed yearly to help meet each of the SIP goals.

## **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. The Board prohibits all forms of sexual harassment by employees, students and members of the public.

## **SHARED DECISION MAKING COMMITTEE**

A team composed of three teachers, three parents, a support staff member, community member and the principal are members of Forest's Shared Decision Making (SDM) team. The SDM team meets monthly to determine ways to help strengthen student achievement and character development. Many exciting family activities are planned! This team is responsible for working with the school staff to develop/assess the yearly School Improvement Plan. We invite you to share views or observe a meeting. A list of meeting dates/times and membership is posted yearly on the PTA bulletin board near the office.

## **SPECIAL REQUESTS**

When it is necessary for a child to deviate from his/her normal routine, a note from the parent should be presented to the teacher or the office. The note should give instructions as to riding or walking to another address, staying after school for a special reason or being picked up by the parent or another person instead of riding the bus, etc. Children are not permitted to ride a different bus to go to a friend's house to play.

## **SPECIAL TRANSPORTATION**

Special Transportation to a daycare located within the Forest Elementary attendance area is available by applying through the Transportation Office. **You need to apply/reapply every year. Forms should be completed by July 15 in order for buses to be scheduled for September.** If special transportation is required to begin after the school year starts, please allow 2 weeks for our Transportation Department to respond to your request. Special transportation must be on a **five-day per week** basis only. A principal may approve a temporary transportation change but not for the reason of playing at a friend's home.

## **STUDENT CLUBS/INTRAMURALS**

Students will be given opportunities to join clubs after school. The type of clubs and grade levels involved change yearly. If a student participates, parents **MUST PROMPTLY PICK UP THE CHILD AT THE DESIGNATED TIME at the Forest Road side entrance.** Information will be sent home notifying parents of opportunities.

## **SUMMER SCHOOL**

In late Spring, parents will be informed of those children being recommended for summer school. Letters of recommendation will be sent home from the office by June 1.

## **TELEPHONE CALLS FROM SCHOOL**

Children are allowed to use the office telephones when deemed an emergency or essential. Cell phone use is not allowed in school.

## **TRANSFERS**

Please notify us as soon as possible if your child will no longer attend Forest. When transferring, copies of student records will be sent to the new school when the records release is signed by the parent.

## **VISITOR'S LOG**

All doors to the school are locked. To enter Forest Elementary, use the buzzer at the Main Entrance. All visitors must sign in and pick up a visitor label in the office upon entering our school. Signing the log and stating the reason for your visit is required before going to your destination. You must also sign out. Keeping our school safe is of utmost importance.

## **WALKING/BICYCLE RIDING TO SCHOOL**

If you wish to allow your child to walk to and from school, permission is needed. Fourth grade pupils may also ride their bicycles to and from school but a permission slip is necessary.

## **WEBSITE**

Please check our district website for updated information and events. The web address is: [www.williamsvillek12.org](http://www.williamsvillek12.org) and specific information for Forest can be found on the "Our Schools" tab.

## **WITS PARENT PORTAL**

The WITS parent portal offers secure access for parents and guardians to monitor their student's progress and communicate with your student's teachers. With the creation of **one** account, you will access all of your children's information across the school district, print report cards and be able to email their teachers directly. Many important communications and school emails will be sent through the WITS mail system. New parents will receive an account activation letter by mail from the District Information Technology Department. More information is available on the district website. You may also call the Parent Help Desk at 716-626-8058.

## **STUDENT USE OF TECHNOLOGY**

### **STUDENT CONDUCT**

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

#### **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)**

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 Superintendent for Technology Services or his/her 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.