

2022-2023

Floyd Winslow Elementary School Family Handbook

755 Pinnacle Road
Henrietta, New York 14467

**Showing Strength and Independence...
The Winslow Way**



Grade K-3 Hours

7:55 a.m. - 1:57 p.m.

Important Telephone Numbers

Attendance Line	359-5081
Main Office	359-5090
Principal	359-5090
Nurse	359-5093
Main Office Fax	359-5073
Transportation Office	359-5382

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A Message from the Principal

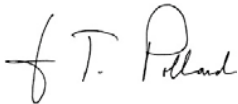
Welcome to Winslow! The staff and I look forward to working with you and your child over the coming school year. Winslow is committed to quality teaching and learning and we recognize that all children are curious and eager to learn. We want them to achieve their fullest academic, social, and emotional potential.

We also recognize that the school, the students, the families, and the community must all work together to provide a learning environment that fosters the development of that potential. We invite you to work with us to maintain and enhance our reputation for excellence.

This handbook will answer many questions for you and will assist you in working with us as we strive to meet the needs of your children. Please review this handbook to familiarize yourself with the various programs, expectations, and opportunities our school community has to offer.

We all join together in wishing you and your child much success and happiness here at Winslow Elementary School. If you ever have any questions, comments, or concerns, feel free to contact me or your child's teacher.

Sincerely,

A handwritten signature in black ink that reads "J. T. Pollard". The signature is written in a cursive style with a large, looped initial "J".

Jeffrey Pollard
Principal, Winslow Elementary School

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GENERAL SCHOOL INFORMATION

School Hours

School hours for all grades, kindergarten through third grade, are from 7:55 a.m. to 1:57 p.m. A student arriving at 7:58 a.m. is considered to be late.



Parking

Please park in the parking lot during school hours. The bus loop is reserved for school buses. Cars are not allowed to park in the bus loop during student arrival and dismissal..

Student Drop-Off

Students being driven to school will unload at the side entrance, the parking lot side of school. A staff member will be at the door to greet children from 7:50 a.m. to 7:57 a.m. and will escort your child into school. Please note that doors will close promptly at 7:57 a.m.

Early Arrival

Students should not arrive at school prior to 7:50 a.m. No one is available to supervise children before that time and, therefore, will not be allowed into school prior to 7:50 a.m.

Late Arrival

Students who arrive late to school (7:58 a.m. or later) should be escorted to the front door of the school. Please ring the doorbell and respond to the two-way intercom. You will need to tell office staff your child's name and the reason for the late arrival. Main office staff will unlock the door and the child will be allowed into school.

Changes in a Student's Arrival Routine

Children benefit from consistent routines. If a child arrives to school late, an adult must accompany the child to the front door. In the unlikely event that arrival routines are changed, please use the following procedures:

- Please complete our online form, "**Attendance Form**," if your child will arrive late to school or will be absent. A reason for your child's tardiness or an absence must be included in the online "Attendance Form."
- Escort your child to the front door and ring the doorbell. You will be asked, by way of a two-way intercom, for your child's name and the reason for the late arrival.

Daily
Schedule

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Student Pick-Up

For an early pick up, please complete the online form, "**Early Dismissal/Pick Up Form**," noting the reason for the early pick up and the name of the authorized person who will pick up your child. The individual picking up your child from school should also be listed on the Confidential Blue Card. ***Please note that this Early Dismissal/Pick Up Form form must be submitted by noon on the day of the change.***

HERE'S WHERE TO FIND THESE TWO IMPORTANT FORMS:

Attendance Form and Early Dismissal/Pick-Up Form

These electronic forms are automatically sent to Winslow to the key staff members who must be alerted. We no longer circulate paper notes or paper forms.

On Mr. Pollard's eNews:

- Scroll to the bottom of Mr. Pollard's weekly eNews and you will see these important links. Just click on the desired link.

On the computer:

- Please go to the R-H CSD homepage.
- Go to "Schools" on the upper ribbon and select "Winslow" from the drop down menu.
- Scroll down, slightly, until you see "Quick Links" on the right hand side of the page.
- Choose the third ribbon called "Important Forms" and then click on the Attendance Form or the Early Dismissal/Pick up Form

From your cell phone:

- Please go to R-H CSD homepage.
- Click on the menu bars
- Choose "Schools"
- Click on "Winslow"
- Scroll down, beyond the photos, until you see "Quick Links"
- Choose the third ribbon called "Important Forms" and then click on the desired link – the Attendance Form or the Early Dismissal/Pick up Form

PLEASE NOTE: This is an electronic, online, attendance and dismissal request system. We no longer use paper notes nor the paper dismissal passes.

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Busing

The busing of your child to school from home and from school back home is a service that the District proudly provides. **NO FORMS ARE REQUIRED FOR HOME-TO-SCHOOL BUS SERVICE.** This service is available to all district children from the residence of the primary parent.

- Busing is available from your childcare provider's home or location if, in fact, your childcare provider's location is within the District's boundaries. Busing is available, as well, to and from area childcare facilities. A *Transportation Request Form – To Babysitter or Child Care* should be completed and submitted to the main office for this service. This permanent change in transportation adheres to the District protocol whereby the request must be submitted the Wednesday before the week affected.
- The district requires an adult, or responsible sibling, to be present and visible when a child, in grades K-3, disembarks from the school bus at the designated point of delivery at the end of each school day. Please make suitable and sustainable arrangements in this regard.
- Should an adult, or responsible sibling, not be present and visible to receive your child from the school bus for home delivery, your child will be transported to Good Shepherd, 3288 East Henrietta Rd. where he/she will be safely cared for by the District's child care providers. You will be charged a first time fee of \$50 (which includes a \$25 registration fee and a \$25 childcare fee). Any additional childcare returns to Good Shepherd throughout the school year will be a charge of \$25 per day, per child. This service is provided for the health and safety of our young students.
- The district cannot honor bus transportation to play dates due to calculated and balanced rosters on school buses, numbers of passengers allotted, and to benefit our students by adhering to a routine.



Cub Care Contact Information

- Cub Care, Good Shepherd, phone - 359-7911
- Winslow Cub Care Cell - 353-1016, 2-6 pm only
- Cub Care Specialist, Pearl Tokar - 359-7912
- Cub Care registration information- 359-7911

To pick your child up from Winslow's Cub Care Zone, after school, please call (585) 353-1016 for information on the location of pick up.

Please note that it is the responsibility of a parent/guardian to notify child care providers of their child's absence on any given day. The main office staff cannot share attendance information, any personal information, or the location of your child.

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Students Bicycling to and from School

Parents of students who ride their bikes to school must send an email to Mr. Pollard, the principal, indicating your permission. This email should contain your child's name and the date/days in which he/she will be biking to school. All bikers must have a bike lock and a helmet. Bikes should be parked in the bike racks provided on the school grounds. To allow your child to bike, please send your email permission to: JPollard@rhnet.org



Attendance Line, 359-5081

An absence or a late arrival should be noted on the Attendance Form found online. Directions to this form may be found on page 3 of this handbook. Our attendance line is still available to you 24 hours a day, 7 days a week to leave a voice message regarding an absence or a late arrival: 585-359-5081.

Lost & Found

The location for lost and found items is in the cafeteria. Items may be claimed there. This area should be checked by your child who has lost something. Unclaimed items, at year's end, are donated to charity.

Items lost on the school bus may be claimed at the bus garage at 1133 Lehigh Station Rd., Henrietta, NY 14467. Please telephone the bus garage at 359-5382 if you have concerns regarding a lost item and be prepared to supply the transportation office with your child's bus number(s).

Electronics and Valuables

Please leave them home. Personal items such as electronics, large sums of money and valuables can be a source of distraction and work against our philosophy of "being ready to learn." ***The Rush-Henrietta Central School District is not responsible for lost or stolen items.***



School Security at Winslow

It is our purpose to educate, to keep your child safe and to have a great deal of fun along the way! Please abide by the following safety and security measures in that regard:

- ***Between the hours of 7:50 a.m. and 2:00 p.m.:*** parents and guardians needing to come to school should ring the front doorbell at the main entrance of the school, facing the bus loop.

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- ***Between the hours of 2:00 p.m. and 6:00 p.m.,*** student pick-ups from Cub Care are achieved by telephoning (585) 353-1016 for the exact pick up location.

PLEASE NOTE: THE MAIN OFFICE STAFF IS NOT CONNECTED TO THE CUB CARE DOORBELL.

Please refer to information from Cub Care regarding entry to the building during Cub Care hours.

Because of the above protocols and procedures, **please carry identification** with you whenever you visit Winslow Elementary School.

School Closings

When district schools must be closed for any reason, an automated phone call (to the first number listed on the Blue Confidential/Emergency Information sheet) will be made to Rush-Henrietta families. There will also be radio announcements made on the major local stations. Television channels 8, 10, and 13 will also announce closings. In addition, a "Parent Alert" will also be posted on the district website, www.rhnet.org. When schools are closed, all adult education and after-school functions for the evening are canceled. When school resumes due to an unexpected closing, we will revert back to the letter day missed.



Confidential/Emergency Information (Blue Info Sheets)

These "blue sheets" (also referred to as "blue cards") will be distributed to you. If you haven't reviewed, corrected, updated and signed the card on our August 31st Meet and Greets or at Kindergarten Orientation, please return your card to school with your child in his/her take home folder by September 12, 2022. It is from these papers that we obtain the necessary information to contact you should the need arise. It is the responsibility of the parent(s)/guardian(s) to inform the main office of any changes in your contact information throughout the school year.

Volunteers and School Security

Those who would like information on volunteering may call the school, contact the parent group officers or your child's classroom. When coming into the school, all visitors must enter through the main entrance, check in at the main office, and secure a visitor pass. Entry must be through the front doors during school hours.

School-Home Communication

We believe school-home communication is vital to your child's success in school. Your child's teacher will be in touch with you during the first two weeks of school to inquire as to your preferred mode of communication. A staff member is expected to respond to your call within 24 hours unless it is a weekend or vacation.

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Faculty/Staff Voice Mail System

To leave a voice message for a staff member, you may find the appropriate phone numbers and/or extensions on this list: [2022-2023 Staff Voice Mail & Email Directory](#)

Staff Email

Staff may be contacted by email. The email formula for staff is:

firstinitiallastname@rhnet.org

(for example: Mr. Pollard's email is jpollard@rhnet.org)

A complete listing is here: [2022-2023 Staff Voice Mail & Email Directory](#)

Interpreters and Translators

Interpreters and translators are available upon request to your child's classroom teacher or your child's ELL teacher. We encourage your use of this service for PTO meetings and PTO events, parent- teacher conferences, concerts, and various events throughout the year if you need it. **Please make the request to your child's teacher OR to your child's ELL teacher two weeks in advance of the event** to guarantee the service reservation. If the event includes, or pertains, to more than one child in your family, make the request to the teacher of your oldest child and include the names of your younger child/children, with their teacher's name.

We also have a phone service called Propio Language Services which provides verbal translation in over 80 languages to help us communicate to our diverse population.

E-News

The very best way to be informed of up-to-the-minute happenings in your child's classroom, school and in the district is to access E-News which is a free email communication made directly to the inbox on your computer or smartphone. Please provide an accurate email address on the Confidential Blue Card to receive these important and timely Enews communications from the superintendent and the principal. Please call the main office should you decide to change your email address throughout the school year. Accurate email addresses are also essential for access to your SchoolTool account. Keep the main office informed of updates and any changes to your email address.

Where to go for immediate assistance:

If you have questions or concerns about classroom events or activities, please contact your child's teacher. You may contact your child's teacher via email or voice mail or in a way that the teacher requests.

If you have questions or concerns about events on the school bus, please talk to the bus driver. The transportation department can be reached at (585) 359-5382.

If you have further questions or concerns, please contact Mr. Pollard at the Main Office (359-5090).

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PROGRAMS AND SERVICES

Art

The art program is designed in alignment with the Rush- Henrietta visual arts standards and elementary art curriculum. Students in grades kindergarten through three attend art classes for 35 minutes once every four days of school. Each year students gain an understanding and use the Art Elements and Principles of Design. They manipulate line, shape, color, space, and texture in a variety of media while using art tools with the proper techniques. Within many of the lessons, students learn about visual art connections to other academic disciplines and about art in history and society. The art program emphasizes creative problem solving, independent thinking, and individual creativity.



Music

Students participate in singing, moving and playing instruments in music class. Learning the elements of music is the main focus of primary music education. The target of the Winslow music program is to help your child develop a lifelong love of music. Please plan on your child wearing comfortable shoes and clothes for music day.



Physical Education

Certified physical education teachers teach a district wide curriculum. Students receive physical education for 35 minutes in a four-day rotation.

Students are required to wear appropriate clothing and sneakers when participating in class and are asked to be prepared for outside activities, weather permitting. Medical excuses and concerns regarding P.E. should be directed to the school nurse.



Library

A library media specialist manages the school-based resource center for students, teachers and parents. This information center contains such resources as books, online databases, and computers. The library media specialist and classroom teachers' work together to provide library skills, digital literacy instruction, and literature appreciation experiences as well as technology integration to supplement classroom information.



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Response to Intervention (RtI)

A team of reading, special education, and consultant teachers collaborate with classroom teachers to provide targeted interventions for those students needing additional support through our Academic Intervention Services (AIS) in ELA and/or math. Students who are in need of this instructional support are assigned to work in additional groups, or on an individual basis, with their classroom teacher to reinforce instruction. The goal of intervention is to help students become more successful in their regular classroom programs.

Students are identified to receive AIS based on multiple measures including benchmark assessments and teacher recommendation. Classroom teachers work closely with the reading and/or consultant teacher assigned to their classroom to develop an instructional program that will best meet each student's needs using a variety of targeted and differentiated strategies and techniques.

English as a New Language (ENL)

This New York State mandated program is designed to service the needs of students who are English Language Learners. After screening, the students are placed in appropriate small groups for English instruction. They can receive integrated and stand-alone services by a certified ENL teacher. Instructional emphasis is placed on listening, speaking, reading, and writing skills. The length of time spent by the student in the ENL program is determined by his/her performance on the NYS English as a Second Language Achievement Test (NYSESLAT).

Speech/Language

Speech/language therapists evaluate students for articulation, voice, fluency, and language problems (understanding and using words). Mandated speech or language services are available to students identified by the district's Committee on Special Education as having a need in any area of communication that impacts academic performance. Services are also available to non-classified students through the Speech-Language Improvement Program (SLIP). Eligibility for services are determined through screening or evaluation; this is a building-level support program. The student and therapist have regularly scheduled small group or individual sessions which may be provided in the classroom or therapy room setting. The speech/language pathologist also provides in-class services and consultation to classroom teachers. The speech/language program is designed to complement the student's educational program and to meet his/her communication needs.

Instructional Support Team (IST)

The Instructional Support Team (IST) is a strength-based, child-centered support system to promote success for all students. The IST helps to assess and make recommendations for students in need of special support for learning, social-emotional, and/or behavioral difficulties. The IST is also available to provide support to those students needing a challenge in their learning as a result of high levels of performance. The team carefully monitors student progress throughout the year making every effort to devise strategies for students to successfully participate in their educational

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program. Parents are invited and strongly encouraged to attend any IST meetings to be part of the team discussing and devising interventions for their child. Another function of the IST is to assess the potential for special education services to the Committee on Special Education process.

Committee on Special Education (CSE)

If a student has needs beyond the general education program, the IST will refer the student to the Committee on Special Education (CSE). The CSE will determine if the child is in need of special education and will recommend to the parents, and the Board of Education, the appropriate educational program and services for the child. Parents have a right to attend the CSE meeting to present their views on what their child needs. Parents also have the option of presenting information in the form of writing, through an outside professional, or through a district staff member.

The district must notify parents in advance of the CSE meeting for their child. In addition, parents have the right to appeal any decision of the CSE. An individual education plan (IEP) must be written for each child needing special education services and this program must be reviewed annually, and revised, as needed. The program is written by the child's special education teacher and parents, based upon the recommendations of the CSE.

Special education classes provide an educational program for students identified by the CSE as having a handicapping condition and needs beyond the regular educational program. Certified special education teachers deliver a range of services striving for the least restrictive environment appropriate for each child. Services may include consultant teacher

programs, primary or supplemental instruction taught by a special education teacher in or out of the regular classroom, and self-contained classrooms. The goal of the special education program is to improve the students' success in a general education program. Student progress is closely monitored and communicated to families.

School Social Worker

The school social worker has many different responsibilities within the school setting. These may include:

- providing short-term counseling and crisis intervention support services to children, adults, and families under stress, including providing mandated IEP counseling
- referring individuals and families to appropriate outside counseling agencies and acting as a liaison to follow-up on these services
- participating on the school's Instructional support teams
- facilitating classroom social skills training as necessary
- facilitating topical groups to support/enhance students' school/educational experience
- acting as a consultant to the school staff
- acting as a member of the attendance team

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In addition, the school social worker completes developmental/social histories as necessary, and works with administration to promote and facilitate consistent student attendance and punctuality in school.

School Psychologist

The school psychologist provides many services including consultation, intervention, prevention, and education. The school psychologist consults with teachers, parents, and administrators about problems in learning aptitudes, personality and emotional development, learning environment, and eligibility for special education services. Intervention services include individual and/or group counseling, crisis intervention, teaching self-advocacy, social skills and bullying prevention strategies. Prevention services may involve identifying learning difficulties and designing programs for students who are at risk of failure.

School Counselor

Rush-Henrietta has added school counselors at the K-3 levels. The school counselor has many different responsibilities within the school setting. These may include:

- providing short-term crisis intervention counseling services to children, adults, and families
- referring individuals and families to appropriate outside counseling agencies
- facilitating short-term groups to support/enhance students' school / educational experience
- acting as a consultant to the school staff.

In addition, the school counselor is responsible for facilitating counseling lessons according to a specific timeline and curriculum established in the district K-12 Comprehensive School Counseling Program.

School Improvement Team (SIT)

The New York State Education Department required every school district to adopt a plan for school-based planning and shared decision making by February 1, 1994. The School Improvement Team consists of staff, parents, and community members. The group meets several times throughout the year. Through shared decision-making, the team has established a plan to increase student achievement. If you would like to see the plan, or acquire further information about the SIT Team, please feel free to contact the school.



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Attendance Team

The Attendance Team reviews student absences/tardiness. The goal of the team is to promote regular and punctual attendance so that the students have the maximum opportunity to achieve their potential.

Concerns regarding a particular student's absences or tardiness will be brought to the attention of the parents or guardians by the attendance team. The attendance team will work with you to ensure your child is taking full advantage of the instructional day.



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GENERAL CLASSROOM INFORMATION

Parent-Teacher Conferences

These conferences are scheduled by appointment, once in the fall and, again (*if desired by the parent or teacher*), in the spring. Appointments for the November conferences may be made at Winslow's Open House in the fall. At the parent- teacher conferences, parents will review their child's progress with the teacher. Please consult your school calendar for these important dates. Additional conferences may be arranged at other times during the year if the parties concerned feel it necessary.

Progress Reports

Students in grades K-3 receive progress reports at the end of each quarter. Parents will access their child's report card by signing into their parent account on SchoolTool.

Classroom Supplies

The supply lists for each Rush-Henrietta school and grade level can be found on our district website, www.rhnet.org/winslow. Please label each item with your child's name.

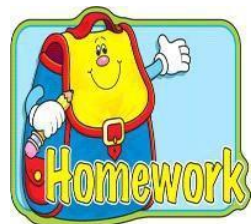
Library Books

Lost library books must be paid for. If the book is found within thirty days of a payment, a refund will be issued. It is a great routine to keep library books in backpacks, take them out to read and then return them to the backpacks. Then you will always have your library book to enjoy!

Homework Philosophy

Homework provides students with an opportunity to deepen their understanding and skills relative to learning standards and classroom instruction. At the elementary level, homework should help children develop good study habits, foster positive attitudes toward school, and communicate to students and families that learning takes place both inside and outside school.

- A. Students at all grade levels will be encouraged to engage in reading activities each evening.
- B. Assigned homework will reinforce classroom instruction, at the appropriate instructional level.
- C. Students will receive constructive feedback on assigned homework to inform them of their progress.



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Celebrations in Schools

School activities which relate to holidays and seasonal observances shall have a clear instructional purpose aligned with the district's learning standards and curriculum.

Commemoration of special days and events shall emphasize cultural, historical, and artistic values. Such activities shall respect the variety of religious affiliations and beliefs existing within the school community and shall observe constitutional requirements that public school districts avoid practices that promote or discourage any specific religion.

Should celebrations involve the exchange of cards or gifts, the classroom teacher shall ensure that the activity is inclusive of all students.

Should celebrations involve student costumes, those costumes shall have relevance to the instructional purpose of the activity.

No celebration or observance shall explicitly or implicitly impose any expense or medical danger upon a student as a condition of his/her participation.

A student may be excused from school celebrations or observances if his/her parent/guardian files a request with the building principal. The request must give assurance that instruction on the learning standard(s) involved will be given at home. In this case, please email the principal, Mr. Pollard: JPollard@rhnet.org.

Should you desire to distribute invitations in school, for your child's recognition outside of school, make sure there are enough invitations for each student in the class.



Birthday Celebrations/Student Recognitions

We are always looking for opportunities to get to know and celebrate students on an individual basis. This gives him/her a chance to share their interests and uniqueness with classmates. Traditionally, this occurs on a student's birthday but it could also happen on a holiday or as part of the classroom culture (ie. student of the week, etc.). **Due to allergies, safety concerns with sharing food, and classroom interruptions, we will not be allowing teachers to celebrate student birthdays with food.** Each classroom teacher will have more information on how they recognize special occasions and celebrations in the classroom.

*Deliveries of items for students to schools are not allowed (balloons, flowers, etc.)

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ELEMENTARY HEALTH SERVICES

School Health Office Staff

Every school has a school nurse-teacher (SNT) who is a registered professional nurse, and a health aide. The SNT coordinates healthcare in the school setting; answers routine medical questions for parents, staff, and children; gives immediate first aid; and provides medical care according to the medical regimen prescribed by the private health provider. In addition, the SNT coordinates mandated physical examination requirements and teaches the NYS health curriculum. The health aide monitors attendance and assists the SNT with a variety of responsibilities.

Confidentiality

The district adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives. If you have any questions, please contact the Winslow SNT.

Mandated Physical Examinations

New York State law requires parents or guardians to furnish a certificate of physical examination for all new students and for students in grades kindergarten, 1, 3, 5, 7, 9, and 11, and for those students participating in sports, requiring special education services, or seeking work permits.

To ensure continuity of care, the Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner. If you require, but cannot afford health insurance to secure private health care for your child, please contact the SNT for confidential assistance in applying for Child Health Plus. A physical exam is valid for 12 months through the last day of the month in which the exam was conducted. This exam is valid for an entire school year for new entrants and mandated exams. In the rare event that a certificate of private examination is not provided, a physical examination may be conducted in the school by scheduled appointment. A parent has the right to be in attendance at these examinations and/or to review history questions that may be asked of your child. Please make prior arrangements with the Winslow SNT.



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Immunizations

All students are required to furnish satisfactory proof of immunization for:

Vaccine	Kindergarten and Grades 1, 2 and 3
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)	5 doses or 4 doses if the 4th dose was received at 4 years of age or older, or 3 doses if aged 7 years or older and the series was started at 1 year of age or older
Polio vaccine (IPV/OPV)	4 doses or 3 doses if the 3rd dose was received at 4 years of age or older
Measles, Mumps and Rubella vaccine (MMR)	2 doses
Hepatitis B vaccine	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (Chickenpox) vaccine	2 doses

Mandated Screenings

The NYS Education Department requires specific screening exams be done on children of certain ages or grades. The NYS Department of Health (DOH) also requires that your private health care provider reports and that the school district collects information on your child's Body Mass Index (BMI) and Weight Status Category (WSC). Information requested by the DOH regarding BMI or WSC will not identify your child. If you do not wish to have your child's unidentified assessment included on the survey, please advise the SNT.

The following screening evaluations are conducted by the SNT who will advise you of any concerns:

1. Distance and near visual acuity for all new entrants and for children in grades K, 1, 3, 5, 7, and 11, or at any time deemed essential.
2. Color perception for all new entrants within six months of entrance.
3. Hearing acuity for all new entrants and for those in grades K, 1, 3, 5, 7, 11, and at any other time deemed essential.
4. Scoliosis (curvature of the spine) for girls in grades 5 and 7 and for boys in grade 9.

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Dental Certificates

The Board of Education recognizes the importance of good oral hygiene for all children. The board recommends that your child have regular periodic complete dental examinations by your private dentist ideally every six months, but at least upon entrance to school and again in grades, K, 1, 3, 5, 7, 9, and 11. If you wish to provide a certificate of dental examination for inclusion in your child's permanent health record, which is saved until your child is 27 years old, please submit or have your dentist submit the completed certificate to your SNT.

Emergency Care Plans

Any child with a severe or life-threatening medical condition that may require adult intervention and oversight during the school day, including but not limited to, diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an emergency care plan created by the SNT in cooperation with the parent and their private health care provider. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the SNT medical documentation from your physician as soon as possible before the start of school, so she can work with you to develop a safe plan for your child.

Medications

Medications will be dispensed in school only with written permission from the student's physician and parents. This also applies to non-prescription drugs such as aspirin, cold remedies, or cough drops, etc. These rules are necessary to comply with New York State law. Parents/guardians must personally bring medicines to school. Students may not bring in medications. Pharmacies will supply duplicate containers upon request.

Absences & Tardiness

Call each day that your child will be absent from or late for school OR complete the electronic form as noted on page 3 of this Handbook.. The 24-hour Attendance Line number is **359-5081**. The answering service is for parents only. Please give the following information when calling the Attendance Line or completing the electronic form:

- *your name and a phone number where you can be reached*
- *your child's name and his/her teacher's name*
- *the reason for the absence or tardiness*

A written excuse, including the date(s) and the reason for the absence or tardiness, is still required even after the Attendance Line has been called. Those excuses should be given to the classroom teacher on the first day that the child returns to school.

When late, a parent must accompany the student to the main entrance and staff members will ask the reason for the late arrival and mark the child accordingly with the arrival time. The student then says "goodbye" to the parent and the student is allowed entry and admitted to class.

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The student will then receive a pass and report to his/her classroom. Please notify the classroom teacher, in advance, if your child will be late due to an appointment as well as leaving a voice message on our **attendance line, 359-5081** or completing the electronic form.

A student's repeated illegal tardiness, and/or absences will be reviewed by the Attendance Team and discussed with the parent in writing, in a phone call, or personal conference.

Injuries/Illness/Allergies

If your child is injured or becomes ill during school hours, the school nurse will notify you. The school provides first aid only for injuries or acute illness that occur during school hours. In an extreme emergency, the Henrietta Ambulance will be called, and the school nurse will contact you.

****Please note: It is very important that the Confidential Information Form (the "Blue Card"), referred to in the Main Office Information section of this handbook, be updated whenever information changes.** Without correct and current information, it may be extremely difficult to get in touch with you in the event of an emergency. New home phone numbers or addresses, new work situations and numbers, your child's doctor and phone number, or new after-school care providers are all examples of the types of information we need to give your child the best care possible. Please keep the main office current with changes and updates.

Please alert the health office of any allergies your child may have, especially of any potentially life-threatening allergies.

Physical Education Excuses

All students are expected to participate in P.E. classes. All physical education excuses must be submitted in writing to the SNT. A physician's request must be submitted if the student is to be excused for more than one day. Students excused from physical education may not participate in playground activities.

Child Health Plus

Child Health Plus is New York State's medical insurance program that serves uninsured children under age 19 in families whose household income exceeds Medicaid income eligibility. The insurance is provided free or at a low cost. Coverage includes well child check-ups, immunizations, prescriptions, doctor's visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one- page form requiring proof of the child's age, household income, and residency. For information or assistance, contact your SNT or in the Rochester area call 1- 800- 698-4KIDS (4543).

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GENERAL CAFETERIA INFORMATION

School Breakfast/Lunch

Nutritious breakfasts and lunches are served every day at school. Milk, fresh fruit, juice and snacks may be purchased, as a supplement, for those who bring lunch from home.

Occasionally, a student will come to school without money or a lunch from home. Because a hungry child cannot learn, these children will be given a complete meal and the parent will be billed. These children will not be allowed to buy snacks and their families will be expected to reimburse the district for the meal.

School meals may be paid on a daily, weekly or monthly basis. Weekly or monthly prepayments may be made by cash or check (\$5 minimum for checks made payable to Rush-Henrietta Food Services). Students may bring the payment to the cafeteria before 9:10am. Or, checks may be mailed to the address below. If you have several children in the school or the district, you may write just one check and send it to:

Rush-Henrietta Food Service Office,
1133 Lehigh Station Rd.
Henrietta, NY 14467

Be sure to include your children's names when mailing a single check for multiple children and designate the amounts intended for each child. If your check is returned for insufficient funds or your account is found to be closed, a \$20 fee will be charged by the food service office and your checks will not be accepted in the future.

A prepay online option is available for your child's food purchases at www.mypaymentsplus.com or by calling the toll-free number: 866-727-3053. There is a 4.75% transaction fee of your total transaction which is waived if you prepay \$100 or more. For this "My Payments Plus" program, you will need your student's ID number which may be found on SchoolTool. Your deposit is made within moments. You may check your child's balance at any time as well as review their purchases 24/7. All students have a meal/food account which is accessed with their student ID numbers. Students in grades K-3 have an ID card which they use when they check out of the cafeteria line.

Of course, you may send in cash with your child to pay for lunch at the checkout each day but a prepay option may be more suitable to eliminate the unfortunate scenario of lost money.



Menus

Consult your monthly menu for specific information. Menus are available on the district website home page under "menus" or by following this link:

<https://schools/mealviewer.com/school/winslowelementaryschool>.

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Free or Reduced-Price Meal Program

Applications for free or reduced meals are mailed to all R-H families by mid-August. This application may also be found on the R-H website at: www.rhnet.org/mealapplication. A new application must be submitted every year. Processing time is 10 days once received. Eligibility is determined by federal guidelines and some applications are verified for correct information. You will be notified in writing regarding your approval and the school's cashier is notified, as well. Questions regarding this program may be directed to: (585) 359-5388.

Having an application on file will allow eligible students to receive free meals for the first 30 operational days of the next school year. For example, if your student currently has an application on file for the 2021-2022 school year, (s)he will qualify for free/reduced meals until October 18, 2022. Therefore, for free or reduced meals to continue throughout the 2022-2023 school year, your application must be submitted to the address below.

If you do not submit a new application by October 18, you will have to pay full price for your child's meal or have your child bring lunch from home. The district does not accept faxed applications. Submit your application to:

Rush-Henrietta Central School District
Food Service Office
1133 Lehigh Station Road
Henrietta, NY 14467

Important reminders:

- ❖ An application must be submitted each year.
- ❖ Applications take 10 days to process.

For assistance, please contact the district's food service department at 585-359-5390 or 585-359-5388.



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SOCIAL EMOTIONAL LEARNING (SEL) & POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) & RESTORATIVE PRACTICES

In grades K-12, Rush-Henrietta uses a framework that aligns Social Emotional Learning (SEL), Positive Behavioral Interventions and Supports (PBIS), and Restorative Practices. This alignment allows for a range of strategies and approaches to be used to build community within our schools and supports students in developing competencies for lifelong success and well-being.



The five SEL competencies include:

- **Self-Awareness** (Understanding one’s emotions, personal goals, and values, assessing one’s strengths and weaknesses)
- **Self Management** (Skills in regulating emotions and behaviors, managing stress, and persevering through challenges)
- **Social Awareness** (Ability to understand the perspectives of others, demonstrate empathy, and understand social norms)
- **Relationship Skills** (Ability to communicate clearly, engage in active listening, cooperate with others, resolve conflicts, and resist negative social pressure)
- **Responsible Decision-Making** (Ability to understand the consequences of actions and to make constructive choices taking the health and well-being of self and others into consideration)

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The expected behaviors, known as PBIS traits, are:

Be Respectful

Be Responsible

Be Ready to Learn

Be Caring

Be Trustworthy

A behavioral matrix has been created that provides clear guidelines as to what these SEL competencies and PBIS behaviors look like in various school settings. Focus on these skills is embedded throughout the school day with opportunities for students to be recognized and acknowledged for demonstrating these competences and behaviors within school.

The PBIS matrix may be found on pages 24 and 25.

At Winslow, we take pride in recognizing students for positive behaviors!



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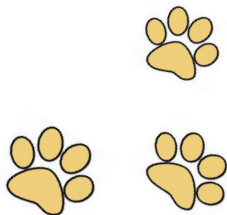
Student Dress Code

Children are expected to have clothing and footwear that supports a safe and focused learning environment. Acceptable forms of clothing include: sweaters and long-sleeved or short-sleeved shirts, slacks or jeans, shorts that approach the knees, dresses and skirts that approach the knees, leggings, socks and shoes that support the arches and protect the toes. Examples of **unacceptable dress include**, but are not limited to, spaghetti straps, muscle shirts, high heels, short shorts or short skirts. Flip flops on the playground are particularly dangerous and unacceptable. Students who are wearing unacceptable forms of clothing may be sent to the Health Office for alternative, loaned attire.



Meet Comet

This is our school's friendly mascot, Comet, pictured here with our principal, Mr. Pollard. Comet is often seen at our school assemblies and sometimes he'll even visit students during their lunch!



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The Winslow Way - Showing

Expectation

	Classroom	Hallway	Bathroom
Be Respectful	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Wait your turn to speak • Give proper credit when using others' work • Listen to each others' ideas and opinions 	<ul style="list-style-type: none"> • Use quiet voices • Respect people, property, & hallway displays • Follow directions • Keep hands & feet to self • Greet others appropriately 	<ul style="list-style-type: none"> • Use bathroom appropriately • Respect the privacy of others • Use quiet voices • Wait your turn • Keep your hands and your feet to yourself
Be Responsible	<ul style="list-style-type: none"> • Follow directions • Keep your work area clean • Be careful with school materials and devices • Wear appropriate clothing and footwear • Use ROAR system to handle problems 	<ul style="list-style-type: none"> • Maintain physical space in line • Walk on right side • Pick up after yourself • Walk at an appropriate pace 	<ul style="list-style-type: none"> • Use the closest bathroom • Keep bathroom clean • Flush toilet • Wash hands • Follow classroom sign-out procedure • Report any spills or bathroom needs
Be Ready to Learn	<ul style="list-style-type: none"> • Be prepared and on time • Give your best effort • Use "whole body" listening • Use time wisely • Use technology modes when directed 	<ul style="list-style-type: none"> • Return to class quickly and quietly • Listen for directions 	<ul style="list-style-type: none"> • Re-enter the classroom quietly • Return to your work you are expected to do
Be Caring	<ul style="list-style-type: none"> • Accept differences • Be helpful • Be kind and sensitive to the feelings of others • Share ideas and materials 	<ul style="list-style-type: none"> • Be helpful and considerate 	<ul style="list-style-type: none"> • Be polite and use appropriate language • Wait your turn
Be Trustworthy	<ul style="list-style-type: none"> • If you make a mistake, always tell the truth • Visit only safe and educational web sites • Ask permission to use others' belongings 	<ul style="list-style-type: none"> • Go directly to destination and back 	<ul style="list-style-type: none"> • Promptly return to class

Courage & Pride in All We Do!



Bus	Library	Playground	Cafeteria
<ul style="list-style-type: none"> • Keep body and objects inside the bus. • Keep hands and feet to yourself • Use kind words, tone and volume of voice • Keep bus clean and in good condition 	<ul style="list-style-type: none"> • Be patient, polite and kind to others • Use appropriate voice volume 	<ul style="list-style-type: none"> • Stay away from classroom windows • Keep hands and feet to yourself • Treat the play materials with care 	<ul style="list-style-type: none"> • Keep hands, feet and belongings to yourself • Use manners and use kind words • Wait patiently in line • Use inside voices
<ul style="list-style-type: none"> • Keep the aisle clear • Keep food and drinks in your bag while on the bus • Sit and stay in the seat assigned to you by the bus driver • Follow directions and safety rules 	<ul style="list-style-type: none"> • Replace books using the shelf marker • Use care with materials • Return books on time • Use technology as instructed 	<ul style="list-style-type: none"> • Stay with your class and adults in the allowed areas • Leave stones, woodchips, and snow on the ground • Clean off your shoes/boots • Report any injuries or broken equipment • Use school provided equipment safely 	<ul style="list-style-type: none"> • Eat only your food • Stay seated and raise your hand for help • Keep area clean by throwing away trash and recycling • Sit quietly before dismissed
<ul style="list-style-type: none"> • Listen to the driver during bus drills and emergencies • Take all belongings with you when you exit the bus 	<ul style="list-style-type: none"> • Stay on task while visiting library • Whole body listening • Use self-control 	<ul style="list-style-type: none"> • Line up quickly & carefully • Watch for adult's signal • Follow the playground rules • Wear appropriate clothing & footwear 	<ul style="list-style-type: none"> • Be prepared to leave on time • Make healthy food choices • Follow directions
<ul style="list-style-type: none"> • Treat others the way they want to be treated • Be kind and polite to each other 	<ul style="list-style-type: none"> • Be kind & sensitive to the feelings of others • Treat all technology and devices safely 	<ul style="list-style-type: none"> • Take turns • Include everyone in games • Play fairly 	<ul style="list-style-type: none"> • Be kind to others • Include everyone in games and conversations • Be accepting of others' food choices and needs
<ul style="list-style-type: none"> • Tell the truth • Admit mistakes • Report problems to the driver • When you exit the bus, go directly to your destination 	<ul style="list-style-type: none"> • Return books on time • If you make a mistake, always tell the truth • Visit only safe and educational web sites 	<ul style="list-style-type: none"> • Follow rules • Make sure the adults can see you 	<ul style="list-style-type: none"> • Stay in at table unless you have permission to leave • Be prepared to pay for lunch/snacks • Play games fairly

(Updated August 2017)

PTO Officers and PTO Information

President.....Heather Perry
Email contact: WPTOWinslow@gmail.com

Vice President Brittany Freeman
Email contact: freemanscreations@yahoo.com

Secretary..... Heather Lancett
Email contact: heathermbrown@gmail.com

Treasurer.....Tabbitha Griffith
Email contact: tgriffith8@gmail.com

Please join us for PTO (parents - teachers organization) meetings, once a month, from 6:30-7:30 PM, in Winslow's cafeteria or virtually. Our meeting dates may be found on the District calendar and on the R-H website calendar. **For those needing an interpreter or translator for meetings and events, contact your child's teacher two weeks in advance.**

For additional information, please check the website frequently. You can find information on what's happening, and obtain complete contact information, by going to:

rhnet.org → Schools → Winslow Elementary → Winslow PTO.

Please join us for PTO meetings!

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A Message from the Winslow Parent Teacher Organization

Hello!

As a parent/guardian of any student enrolled at Winslow, you are invited to be a part of the Winslow PTO with no membership dues or fees. Our mission is to support the great things already happening at Winslow and to add community building opportunities as well as enrichment opportunities that complement the existing educational programs.

A few of the activities and programs that we sponsor are:

Scholastic Book Fairs

Family Movie Nights

End of year Family Picnic

Student Talent Show

Staff Appreciation Lunch

Trunk or Treat

...and so much more!

We encourage you to become involved in your child's education. Being part of the Winslow PTO is a great way to come alongside and support that effort. We have meetings once a month for one hour. These meetings keep you connected with what is happening here at Winslow. There are also many opportunities for volunteering which you can learn about at our monthly meetings. It is our hope to enhance your child's experience during his/her elementary years, so come join us!

We look forward to working with you.

Sincerely,

The Winslow PTO Board



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**RUSH-HENRIETTA
Central School District**

2034 Lehigh Station Road
Henrietta, New York 14467
Phone: (585) 359-5000
Fax: (585) 359-5045
www.rhnet.org

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