

**2019-2020**

*Floyd Winslow Elementary School  
Family Handbook  
755 Pinnacle Road  
Henrietta, New York 14467*



**Winslow Elementary School**  
*Showing Pride & Courage in All We Do!*

**Grade K-3 Hours**

**7:45 a.m. - 2:00 p.m.**

**Important Telephone Numbers**

<b>Attendance Line</b>	<b>359-5081</b>
<b>Main Office</b>	<b>359-5090</b>
<b>Principal</b>	<b>359-5090</b>
<b>Nurse</b>	<b>359-5093</b>
<b>Main Office Fax</b>	<b>359-5073</b>
<b>Transportation Office</b>	<b>359-5382</b>

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## **A Message from the Principal**

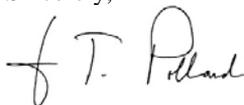
Welcome to Winslow School! The staff and I look forward to working with you and your child over the coming school year. Winslow School is committed to quality teaching and learning, and we recognize that all children are curious and eager to learn. We want them to achieve their fullest academic, social, 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 attempt to meet the needs of your children. Please review the handbook in order 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 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 cursive script that reads "Jeffrey T. Pollard". The signature is written in black ink and is positioned below the word "Sincerely,".

Jeffrey Pollard, Principal Winslow Elementary School

## GENERAL SCHOOL INFORMATION

### School Hours

School hours for all grades, kindergarten through third grade, are from 7:45 a.m. to 2:00 p.m.



### Parking

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

### Student Drop-Off

Students being driven to school will unload at the side entrance at the east side door. A staff member will be at the door to greet children from 7:40 a.m. to 7:50 a.m.



### Early Arrival

Students should not arrive at school prior to 7:40 a.m. No one is available to supervise children before that time and, therefore, will not be allowed into school prior to 7:40 a.m.

### Late Arrival

Students who arrive late to school (after 7:55 a.m.) must be accompanied by an adult to sign them in at the main office.

### 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 into the main office to sign him/her in. In the unlikely event that arrival routines are changed, please use the following procedures:

- Entries and exits must be made through the side door, 7:50 a.m. to 2:00 p.m. Please ring the doorbell labeled "Main Office."
- If the child arrives late to school, an adult **must** accompany the child into the main office to sign him/her in.

Daily  
Schedule

### Student Pick-Up

Any time that an authorized adult will be picking up a student during the school day, they must come into the main office to sign her/his student out. Please be prepared to show identification when picking up a student. Even if a child is ill and the nurse has called, the parent must sign them out in the main office.

## Dismissal Procedure

Should you need to make a one-day change in your child's dismissal routine, please use the Winslow Dismissal Pass (see sample below). Please note the district policy regarding bus changes: the request must be made the Wednesday before the affected week. Use of the dismissal passes allow the students, teachers, and main office staff to make sure students go where they need to at dismissal time in an efficient way. Please plan for appointments outside of the school day, on the weekends and/or during school recesses as much as possible. Dismissal passes should also be used when picking up your child from school, either an early pick-up or at dismissal time. The pass can be submitted the day of the change for student pick up.

Today's Date: _____	<b>Winslow Dismissal Pass</b>	
Date of change: _____		
Student's name: _____		Teacher: _____
Parent's name: _____		Phone #: _____
<input type="checkbox"/> <b>Student Pick-up Request</b>		
<input type="radio"/> Early pick-up at: _____ Returning to school: Yes _____ No _____		
<input type="radio"/> Dismissal pick-up by: _____ Adult's name Relationship		
<b>ID is required for all student pick-ups</b>		
<input type="checkbox"/> <b>Bus Pass Request (due to child care change)</b>		
<small>A request needs to be submitted the Wednesday prior to the week affected. Bus passes will not be granted for late bus pass requests. We cannot honor requests for playdates or parties.</small>		
Child is going to: _____ Bus No. _____		
Address: _____ <i>(to nearest bus stop)</i>		
Parent/Guardian Signature _____		
<small>17.07.25</small>		

Submit both copies of the dismissal pass – the top green copy AND the bottom white copy – to your child's teacher.

**PLEASE DO NOT SEPARATE THE COPIES.**

You have been provided a supply of Dismissal Passes in your student's teacher placement packet. Additional Dismissal Passes may be obtained from your child's teacher or in the main office.

It is also school policy that, for permanent changes in dismissal, from/to a child care provider and school, the change requires the completion of a "Transportation Request Form – To Babysitter or Child Care" form (Exhibit # 8411-E.1 ) or Split Custody Arrangement (Exhibit # 8411-E.2) available on the R-H website or in the main office. After completion, submit the form to Winslow's main office and know that the change will take affect the week after the preceding Wednesday.

Change requests received after August 23 will not be accommodated until the second week of school. Bus passes will not be written for the late submission of child care transportation forms.

## 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 children whose parents/guardians are residents of the Rush-Henrietta Central School District whereby the child resides with that parent.

- Busing is available from your childcare provider's home 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 to be present and visible when the 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 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 \$40 (which includes a \$20 registration fee). Any additional times throughout the school year will be \$20. 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

- Winslow Cub Care Office - 359-5076
- Winslow Cub Care Cell - 359-1016
- Cub Care Specialist, Pearl Tokar - 359-7912
- Cub Care registration information- 359-7911

*To pick your child up from Winslow's Cub Care Zone, please use the Cub Care doorbell, at door #5, which faces the parking lot. Cub Care staff members will ask you to identify yourself, via an intercom system, and tell you of their location within the school.*

**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 the whereabouts, personal information, or the location of your child.**

## Students Walking or Bicycling to School

All students who walk or ride their bikes to school must complete Walkers/Bikers form available in the main office. All bikers must have a bike lock and a helmet. To allow your child to bike or walk from school for one day only, or once in a while, please complete a Dismissal Pass for each and every day to which it pertains.



## Attendance Line, 359-5081

Please telephone the attendance line, 359-5081, to report an absence or an anticipated late arrival. Our attendance line is equipped with voice mail, 24 hours a day, 7 days a week, to receive your message. **Please note that the main office staff may not call in an absence and cannot report a tardy arrival.**

## Lost & Found

The location for lost and found items is in a large bin to the rear of the cafeteria. Items may be claimed there. This area should be checked periodically by anyone 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 6:30 a.m. and 7:30 a.m.:*** if children are registered for Cub Care, parents and guardians may deliver their children to Cub Care at the flag pole entrance of the school.
- ***Between the hours of 7:50 a.m. and 2:00 p.m.:*** parents, guardians and other visitors must be allowed entry to school through the side doors near the parking lot. Use the doorbell labeled "Main Office."

- You will be asked your name, your child’s name, the teacher’s name and/or the purpose of your visit. We are fortunate to have many school visitors and volunteers so please be patient if we do not immediately recognize your voice or name.
- After proper identification occurs, we will buzz the door to unlock it and allow your entry.
- Visitors must report directly to the main office whereby you will be asked to sign in, present identification and you will be provided a badge to wear in the front shoulder area.
- Please allow all guests behind you to announce themselves and to follow the same procedures and protocols.
- Upon completion of your school visit, we ask that your identification badge be returned to the office and that you sign out with your time of departure.
- **When departing school, please exit as you have entered, through the side door (temporary main door) as a part of our safety and security protocol.**
- ***Between the hours of 2:00 p.m. and 6:00 p.m.,*** student pick-ups from Cub Care are achieved by buzzing the bell at door #5, the door that faces the parking lot. Cub Care staff members will identify you and allow your entry.

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](http://www.rhnet.org).

When schools are closed, all adult education and after-school functions for the evening are canceled.



### **Confidential/Emergency Information (Blue Info Sheets)**

These “blue sheets” (also referred to as “blue cards”) are included in your student’s teacher placement packet. Please return these sheets to your child’s teacher on the first day of school. 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.

## **Volunteers**

We welcome and encourage all volunteers. Parents and guardians who would like information on volunteering may contact the parent group officers. (Please see the PTO section of this handbook.) Those who do not have children attending Winslow, but are interested in volunteering, must complete a volunteer form available on the Rush-Henrietta website.

## **Classroom Visitors**

We welcome your visit to our school. Steps to ensure a pleasant visit include:

1. Contacting your child's teacher, in advance of your visit, to discuss your desire to visit and the purpose of your visit, and
  2. Signing in with our main office staff upon your arrival and receiving, and wearing, a visitor's pass/badge to be worn while in the building.
  3. Your child's teacher will work with you to determine the best time for a classroom visit to promote or enhance the instructional program in the classroom.
- Birthday recognitions – should you wish to recognize your child's birthday in school, please contact your child's teacher. If you would like to send in a snack, please provide enough for each child in the classroom. All food provided to students **must be purchased from a store and presented in its original packaging**. Policy is such that homemade/home baked goods may not be served in school. The time for a celebration should be limited.
  - The school encourages healthy snacks for in-school celebrations. Reading a book to the class can also be a great way to celebrate.
  - Please do not bring any latex balloons into school due to possible allergic reactions.

## **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.

## **Faculty/Staff Voice Mail System**

Each member of Winslow's faculty and staff has been assigned a voice mailbox. The general access number for the service is 359-5183. You will need to know the mailbox number of the person you wish to contact to leave him/her a message. The mailbox numbers may be found online at the R-H website and the Winslow page of the website.

## **Staff Email**

Staff may be contacted by email. The email formula for staff is:  
FirstinitialLastname@rhnet.org

## **Interpreters and Translators**

Interpreters and translators are available upon request to your child's 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 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 smart phone. When email addresses are provided on the confidential blue card, you will begin receiving E-News within the month.

## **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 359-5382.

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

## PROGRAMS AND SERVICES

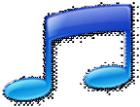
### Art

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

The music program is a district program for students in grades Kindergarten through three. It is based on the New York State Standards for elementary music instruction. Students participate in a 35 minute class that meets once in a four-day rotation. They participate in many activities in order to learn the elements of music. The focus of the program is on music literacy. Students are taught in a sequential approach to read melodies and rhythms. They learn to match. They listen to music with an emphasis on understanding the elements of melody, rhythm, form, and harmony.



### 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.



### Library

A library media specialist manages the school-based resource center for students, teachers and parents. This information center contains such resources as books, magazines, online data bases, 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.

## **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, formerly ESL)**

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 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 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

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 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 quarterly. 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.



### **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.

## 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

Student in grades K-3 receive progress reports at the end of each quarter.

### Classroom Supplies

The supply lists for each Rush-Henrietta school and grade level can be found on our district website, [www.rhnet.org](http://www.rhnet.org).

### 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 out to read and then return to 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.
  - A. Students will receive constructive feedback on assigned homework to inform them of their progress.



### 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 over another. 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.

## **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 health care 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.



## 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)	<b>5 doses or 4 doses</b> if the 4th dose was received at 4 years of age or older, or <b>3 doses</b> if aged 7 years or older and the series was started at 1 year of age or older
Polio vaccine (IPV/OPV)	<b>4 doses or 3 doses</b> if the 3rd dose was received at 4 years of age or older
Measles, Mumps and Rubella vaccine (MMR)	<b>2 doses</b>
Hepatitis B vaccine	<b>3 doses or 2 doses</b> 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	<b>2 doses</b>

## **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.

## **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. 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:

- *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 office and sign in as late. The student then says "goodbye" to the parent and reports to the Health Office, on his/her own, to pick up his/her attendance card. 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**.

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, 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).

## **GENERAL CAFETERIA INFORMATION**

### **School Breakfast/Lunch**

Nutritious breakfasts and lunches are served every day in school. Consult your monthly menu for specific information. Milk, fresh fruit, juice, and snacks may be purchased, as a supplement, for those who bring a meal from home. Menus are available on the district website home page under "menus."

### **Food Service Payment**

School meals can be paid for on a daily, weekly, monthly, or full-school-year basis. Weekly, monthly, or full-school-year prepayments may be made by 1.) cash, delivered to the Winslow cafeteria; 2.) check, payable to Rush-Henrietta Food Services and delivered to the Winslow cafeteria; or, 3.) credit card by going to the R-H website, choose Food Service, and then choose MyPaymentsPlus.com. Credit card payments of \$100 or more do not carry a service charge.

Occasionally, a student will come to school without money or a lunch from home. Because a hungry child cannot learn, children in grades K- 3 will be given a sandwich and a carton of milk. These children will not be allowed to buy snacks.

### **Free or Reduced-Price Meal Program**

A federally subsidized free or reduced-price meal program is available to families who qualify. Necessary forms may be obtained in the main office. Once completed, the form must be sent to Food Services; the return address is included on the back page of the application form. These forms need to be completed and submitted each year.

## POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

In grades K-12, Rush-Henrietta uses Positive Behavioral Interventions and Supports (PBIS), a framework that supports students in their efforts to become good citizens. PBIS provides a model for appropriate behavior in classrooms, cafeteria, hallways, on the playground, on school buses, and in other areas where students spend time.

The five expected behaviors are to Be Respectful, Be Responsible, Be Ready to Learn, Be Caring, and Be Trustworthy. A behavioral matrix has been created that provides very clear guidelines as to what these behaviors look like in the various settings across the school, please see the following pages. Students will be explicitly taught these behaviors and will receive positive recognition and acknowledgement for *consistently* exemplifying the PBIS standards. We teach students about what it means to “Put Your Best Paw Forward” in making good choices, treating others courteously, and exhibiting good behavior. We teach them that the “Winslow way” is to show courage and pride in all we do.

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



## 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.

## School Mascot



This is Comet!  
He is our friendly mascot.  
He is often seen at  
our school assemblies.



# The Winslow Way - Showing

**Expectation**

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

# Courage & Pride in All We Do!



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

(Updated August 2017)

## PTO Officers and PTO Information

**President** ..... **Heather Perry**  
Email contact: Curlysue644@hotmail.com

**Vice President** ..... **Tabbitha Griffith**  
Email contact: Tgriffith8@gmail.com

**Secretary** ..... **Amberlee Jones**  
Email contact: Amjdis22@gmail.com

**Treasurer** ..... **Emily Richardson**  
Email contact: eprichardson@gmail.com

**Teacher Liaison** ..... **Holly Landschoot**  
Email contact: Hlandschoot@rhnet.org

**General Board Member** ..... **Farheen Gillani Siddiqui**  
Email contact: Farheengillani254@gmail.com

**General Board Member** ..... **Leah Jackson**  
Email contact: Leahjackson92@yahoo.com

**General Board Member** ..... **Alaina Long**  
Email contact: Alainalong84@gmail.com

Please join us for PTO (parents - teachers organization) meetings, once a month, from 6:30-7:30 PM, in Winslow's cafeteria. 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!*

# 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:

A 'Welcome Back' Family Picnic  
Scholastic Book Fairs  
Family Movie Night  
A Family Dance Party

Student Talent Show  
Warm Hearts/Full Bellies Food Drive  
Staff Appreciation Lunch  
...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



**RUSH-HENRIETTA  
Central School District**

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

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Mr. Lawrence Bo Wright