

Heim Elementary School



Information Handbook

Heim Elementary School
155 Heim Road
Williamsville, New York 14221
(716) 626-8686
(716) 626-8679 FAX

Principal: Dr. Bonnie L. Stafford
Assistant Principal: Mrs. Heather M. Newton
Office Staff: Mrs. Jeannette Mussolini
Mrs. Shirley Tulowiecki

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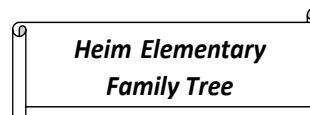
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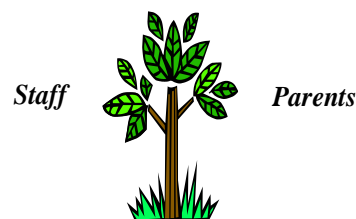
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Student



Dear Families,

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

Heim Elementary offers a challenging educational program built upon excellence and delivered by a professional, dedicated, and caring staff. The curriculum is monitored and evaluated, as we strive to maintain and improve the quality of our school programs and services. We offer support services that address the academic, emotional and physical needs of all students. We provide Academic Intervention Services to assist students who require additional support in Math and English Language Arts. We also provide for a variety of extra-curricular activities, from intramural sports to kids clubs.

We welcome you as an integral part of our school community family. Our PTA and school community provide many opportunities for your involvement. We urge you to join us in this most important partnership for your child. On behalf of the Heim Elementary School staff, we look forward to working with you and your child in the coming year.

Sincerely,

Dr. Bonnie L. Stafford, Principal
Mrs. Heather M. Newton, Assistant Principal

A Message from our PTA:

The Heim Elementary PTA has been recognized as a National PTA School of Excellence. It is made up of dedicated parents, teachers, and administrators who truly believe that our children are our first priority. Our goal is to positively enrich our Heim Elementary students' elementary school experience. With that in mind, we organize and perform many important support roles and provide many valuable programs to the Heim Elementary students throughout the year. The PTA's vision is making every child's potential a reality.

We invite you to participate in your child's education and enrichment, meet new people, have some fun, and get to know your child's school by volunteering to help on one or more of our Heim Elementary PTA Committees. Whether you are new to our Heim Elementary community or just looking to get more involved, please contact someone on the Executive Committee to see how you can help. By doing so, you'll be sending your child a significant message that his/her school is important enough for you to donate your time and energy toward making it the best it can be.

Code of Character for Heim Elementary



Our Heim Hero Pledge is posted in all our classrooms and recited at the end of morning announcements daily.

SCHOOL INFORMATION

Mission Statement

Heim Elementary is a community of parents, teachers, and students, working as a team to create a nurturing environment of respect, tolerance, and diversity while developing life-long learners. We will provide opportunities for growth and success for each student to reach their individual potential while building a character of integrity, honesty, perseverance, and responsibility. We value every child's path to success.

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

Shared Decision Making

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

Character Education

Character Education promotes and teaches qualities of good character such as respect, responsibility, honesty, fairness, courtesy, kindness, courage, diligence, perseverance, friendship, self-control and giving to others.

The principles of our Character Education Program are woven into our curriculum as appropriate. Our philosophy of appropriate student conduct is also a part of the Character Education Program. We have the program, "No Put Downs" which focuses on positive student behaviors and treating others as we would like to be treated.

General Guidelines for Student Behavior:

- Respectful of others at all times
- Quiet and polite in classrooms and hallways
- Quiet and attentive during announcements
- Be alert of doors opening into hallway

- During morning announcements, the Pledge of Allegiance and patriotic songs, all students and adults in the hallway should stop all activity until the end of announcements
- Be prepared and ready to learn
- Do not bring toys or items not appropriate for school, ex: Game Boy, radios, card collections, etc.
- Keep coat areas and hallways neat and orderly

School Hours

8:00 am	Doors open for children
8:00 am	Bus arrival
8:20 am	Instructional day begins
2:10 pm	Dismissal
2:25 pm	Buses leave campus

Please Note:

Children do not have access to the building until 8:00 am when supervision is provided. Please arrange your child's schedule so that he/she arrives at 8:00 am.

Attendance

Punctual and regular attendance is very important in order for your child to achieve his/her best in school. Should your child be absent, a written excuse is necessary upon return to school. This could pertain to personal illness as well as other absences such as religious holidays or family emergencies. Daily attendance is used by the New York State Education Department in determining state aide assistance for school district policy mandates that a time span of five days be given to bring in an excuse. After this time, if we have not received the excuse, your child will be marked unexcused. After nine days of absence or excessive tardiness a letter will be sent to alert you and included in your child's file.

Absences

Please call the **Attendance Office (626-8682)** to notify the school of your child's absence. It is the parent's responsibility to send a written note on the first day back after an absence. Our attendance aide will call parents of children not in school on their first day of absence unless the office has been notified.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, participation in designated "Take Your Child to Work Day", quarantine, required court appearances, attendance at health clinics, and late bus.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, haircut, over sleeping, missed bus, private instruction or other.)

Makeup Opportunities for Excused Absences

Students who have an excused absence shall be given reasonable time to make up assignments missed during their absence. When necessary and applicable, assignments may be sent home and teachers shall be available to render necessary assistance. It is the student's responsibility to request all makeup assignments from subject teachers following absence from class.

Homework at Heim Elementary

We believe that homework is for the benefit of the child. Its purposes include:

- fostering a love of learning
- learning organizational skills and good study habits
- building responsibility and independence
- practicing skills
- learning to use resources
- extending and/or reinforcing classroom learning

Vacations

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

Tardiness

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

Drop-Off of Students in the Morning

We have designated a parent-child drop-off loop in the front of Heim Middle School. You will let your child off in this designated area onto the sidewalk where they can walk directly into the school. Please keep the traffic in this area moving.

Dismissal During the School Day/Special Requests

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

Dismissal at the End of the School Day

Students who are picked up, walk, ride bikes or attend the after school program are dismissed from school at 2:10 pm.

Dismissal for students is as follows:

2:10 - Kindergarten

2:15 - Grades 1 & 2

2:20 - Grades 3 & 4

Parents meeting their children for pick-up must report to the gym entrance to the left of the front doors. Parents will be required to show identification to sign out their child. Children may not be picked-up in the halls or outside of the building.

You must send a note to your child's teacher the morning of the pick-up stating who will pick up your child at dismissal. *Please refrain from last minute dismissal arrangements, since this causes a disruption to the classroom and instruction.*

Emergency Information Cards

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

Emergency School Closing and E-Alerts

E-Alerts is a service that allows parents to sign up to receive emails and/or text messages about school related emergency information. E-Alerts

is an **opt-in** service you sign up with through WITS. Please select "District Emergency/Closing Information" to receive information about district-wide closings. Then, select the individual school(s) that are of interest to you and you will automatically receive notice of an emergency situation affecting only those particular schools (for example, a power outage).

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

Bad Weather: Radio stations and local television stations are notified when school closing is necessary. Please listen to the major agencies. Additional District information is on the District website at:

www.williamsvillek12.org.

Safety and Security

1. Emergency Plan

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

2. Safety Drills

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

3. District Security

The Williamsville District Security Alert Plan is found on the District website. Parents may access the site to check the alert status and activities tied to them.

4. Security Door

The school doors are locked during the school day. Entry is through the Visitors Entrance by ringing a doorbell which signals the office. *Please do not hold the door open for other visitors.* Entrants to the school may be asked to show identification. All entrants must sign in and wear an identification badge while they are in the school.

5. Defibrillator

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

Use of Telephone

Children are allowed to use the office telephones when deemed an emergency or essential. Permission should be given by teachers or office staff

After School Program

If you are in need of after-school custodial care for your child, you should be aware that such a program is available at Heim Elementary School. If you would like further information about this program, please contact Just For Kids at 639-8500.

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

Transfer to Other Schools/Moving Out of District

Please notify the office as soon as possible if your child will no longer attend Heim Elementary. You must also come to the Main Office to sign a "Student Separation Form" before the last student attendance day. When transferring to another school, the child's records will be sent as soon as the form to release the records is signed by the parent.

Field Trips

Field trips enhance the curriculum and are an important part of instructional planning, and this occasionally involves a trip outside of school property. Consequently, the Williamsville School Board has mandated that field trips are curricular in nature.

All field trips are planned by teachers and are supervised. Parental permission slips will be distributed for each field trip. Field trips are an extension of the regular classroom; proper behavior is expected at all times.

Student Belongings/Valuables/Toys

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

Lost and Found

Articles are kept in the custodial hallway. Please have your child check for any lost articles. At parent conferences we display the articles in the hallway for you to check. Items lost on the School Bus are taken to the WCSD Bus Garage.

Access to Classrooms After School

Hours

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

Volunteers

Parents are welcome and encouraged to volunteer in our school. If you plan on volunteering in a classroom, permission from the teacher is required. Parents must sign in at the main office before going to the classroom. The same applies for visits to the cafeteria. Please notify the teacher in advance and sign in at the office. Badges are provided for all visitors in the office.

PARENT VOLUNTEERS in the Cafeteria, SCHEDULED BY THE PTA, are always welcome. To volunteer in the cafeteria, volunteers must attend a training session with the school nurse.

Parties

Holiday parties are arranged by PTA Room Parents, who may contact you for assistance. Invitations for outside (home) parties should not be brought to school. Your child will not be permitted to hand them out because this contributes to hurt feelings of uninvited children. You can use the PTA student directory for mailing.

Please contact your child's teacher for details on birthday recognition in their classroom.

Pets

We are unable to allow pets to visit school since we wish to protect those with allergies.

Health Information

Physical Examinations are also required under New York State Education law for all new entrants (including Universal Pre-Kindergarteners, and Kindergarteners) as well as for all students in second, fourth, seventh and tenth grades. As a new requirement, the physical examination must include the child's BMI (Body Mass Index) and BMI percentile (weight status category) which your medical provider should include on the physical examination form. Your medical provider or you may wish to download a copy of these recommended physical examination form from the district's website. Your school nurse also has available forms as well.

- **Vision Screening**: All students in Kindergarten – grade 3 are required by New York State law to be screened.
- **Hearing Screening**: All students in Kindergarten, grade 1 and grade 3 are required by New York State law to be screened.
- **Scoliosis Screening**: All students' in grades 5-9 are required by New York State law to be screened annually. (Scoliosis is a curvature of the spine). This screening is usually done each year in the early spring during physical education class.

NYS Immunization Requirements –

The New York State Health Department issues immunization requirements for school entrance. Please work with your child's health care provider and school nurse to determine what immunizations are needed to comply with the new vaccine requirements. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases.

Vaccines	Kindergarten & Grade 1	Grades 2-5
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP/DTP/Tdap)	5 doses <i>or</i> 4 doses if the 4 th dose was given at 4 years of age or older <i>or</i> 3 doses if series was started at age 7 or older	5 doses <i>or</i> 4 doses if the 4 th dose was given at 4 years of age or older <i>or</i> 3 doses if the series was started at age 7 or older
Polio Vaccine (IPV/OPV)	4 doses <i>or</i> 3 doses if the 3 rd dose was given at 4 years of age or older	3 doses
Measles, Mumps and Rubella (MMR)	2 doses	2 doses
Hepatitis B	3 doses	3 doses
Varicella (Chickenpox)	2 doses	1 dose

For further information and a detailed list of immunization requirements with vaccine specific footnotes, please visit <http://www.csat-k12.org/cms/lib/NY19000803/Centricity/Domain/43/Requirements%20for%20School%20Entrance%202015-16.pdf>

Dental Health Certificate

Dental examination certificates are required to be requested, under New York State Education Law, 2008, for all children upon entering the district or in grades Kindergarten, Second, Fourth, Seventh or Tenth grade indicating that a comprehensive dental examination was completed. Certificates can be obtained from your dentist, your building nurse or by downloading from the district’s website.

Your cooperation in fulfilling these requirements is greatly appreciated.

Please contact your school nurse if you have any questions.

When Your Child is Ill

Children are most vulnerable to contracting diseases while in school because of the close contact they maintain. While we cannot prevent this from occurring, with your help we can

implement some simple guidelines to help promote a healthy environment.

1. Teach your child the importance of correct hand washing as a means of preventing the spread of germs.
2. Proper disposal of tissues, and covering one’s mouth when coughing also prevents germs from circulating
3. If your child is coughing excessively, keep him/her home to prevent exposing others.
4. A child should be fever free for 24 hours before returning to school. Temperature may indicate the onset of an illness.
5. A child should remain at home if he/she has vomited or experienced diarrhea within a 24-hour period.
6. Communication is a two-way street. Please report any contagious diseases your child has been diagnosed to have (e.g., strep throat, chicken pox, pink eye, etc.). The more we know the better prepared we are to keep your child on the road to good health. When necessary, notices containing information regarding communicable diseases will be sent home. Picking-Up a Sick Child

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

Medications

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

Emergencies

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

Communicable Diseases

When a contagious disease is reported in an elementary classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse. Any child with an unidentified or suspicious rash, temperature of 100°, vomiting, or severe earache should be kept home until diagnosed and/or treated.

Child Nutrition

Nutritious & Healthy Food Options

The prevalence of chronic medical conditions including diabetes, obesity and life threatening food allergies has increased steadily over the last 10 years. To facilitate healthy eating in school, a list of nutritious and safe food options has been provided for your consideration when choosing snacks for your child:

Fresh/Frozen Fruit & Vegetable Suggestions

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

Celebrations

Williamsville elementary schools do not allow food treats for birthday celebrations. This adjustment is intended to maximize student safety and wellness. We encourage other means of birthday celebrations to occur in the classrooms.

Peanut/Tree Nut Restricted

Classrooms: Additional Safe Snack

Suggestions

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

<http://snacksafely.com/snackguide>

Disclaimer:

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

Cafeteria

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Menus are sent home monthly.

Students are scheduled for a 30 minute lunch time. During this time they should remain seated and raise their hand if they need help. Proper table manners and behavior are expected at all times. Children should be encouraged to eat their entire lunch before snacks and dessert. Since children sit with their classmates, they are allowed to talk quietly. Appropriate language and topics of conversation are expected. No toys or electronic devices are allowed in the cafeteria. **We request that parents not bring in a purchased fast food meal for their child.** We recognize your good intentions, but it is unfair to the other children in the area. **Also, due to various allergies, food restrictions and the general safety concern of the children, we request that parents not purchase food for any student other than their own.** *Seating in the school cafeteria is extremely limited, and so we request that parents do not plan to have lunch with their children.*

PARENT VOLUNTEERS, SCHEDULED BY THE PTA, ARE ALWAYS WELCOME. To volunteer in the cafeteria, volunteers must attend a training session with the school nurse.

Cafeteria Expectations

- Make smiles by saying *please* and *thank you*.
- Sit properly on the bench
- Only eat food from your own lunch – *do not share food with other students*.
- Be neat when you eat.
- Raise your hand for permission to get out of your seat.
- Use inside voices.
- Sit quietly when the lights go out.
- Place your garbage in the trash can.
- Save your running for outside.

Free and Reduced Price Lunch Program

These programs are coordinated through the Heim Elementary Main Office. Applications are sent home the first week of school. Parents should return the completed form to the school office. Eligibility will be verified by the Child Nutrition Director and parents will be informed of acceptance by a letter. *Parents must apply each year.*

Lunch/Breakfast Charges

Students may buy lunch and breakfast in school. Prices are listed on the monthly menu distributed at the beginning of the month or on the district website. Milk and other items are also available for purchase. Breakfast is available at 8:00 a.m. Please consult monthly menu for additional information. Prices are subject to change.

Prepaying Lunches for Students

Parents may choose to prepay for their children's lunches. You may choose to send in cash, check or visit www.MyNutrikids.com for the online payment program. All checks should be made payable to Williamsville Food Services.

Transportation

Bus Transportation and Conduct

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

Children must:

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

Special Transportation

Special transportation to a private baby sitter's residence located within the Heim Elementary attendance area or to a licensed day care facility within the Williamsville School District is available by submitting a Special Transportation Request form. The Special Transportation Request form should be submitted to the District Transportation Department. These forms are available in the main office of Heim Elementary. Special transportation must be on a five-day per week basis only. Parents need to apply/reapply every year.

Bus Permission

It is school policy that bus students have written permission from a parent or guardian not to take the bus. It is school policy that bus students are not allowed to ride any bus other than their assigned bus for any reason (e.g. going home with a friend). Bus drivers will not accept notes from parents making bus change requests. Articles lost on the school bus are available at the Bus Garage.

Bicycle and Pedestrian Safety

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

Driving

If you are driving your child to or from school, please be aware that there is no parking in front of the school between 7:55 a.m. – 8:15 a.m. and 1:55 p.m. - 2:20 p.m. Visitor parking spaces are located in front of Heim Elementary.

Afternoon Pick-Up of Children:

- Parents who pick up their child at dismissal should park in the Heim parking lot.
- Parking spaces at this time of the day are limited, so park in the first available space anywhere in the parking lot.
- Handicap spaces are reserved for vehicles with handicap tags. Parking illegally in handicap spaces may result in cars being ticketed. Please be respectful and courteous.
- Parents should report to the gym entrance to the left of the main entrance to the building. Proper identification is required.
- Please enter and exit the school using the **cross walks** and do not walk between school buses.
- When leaving the parking lot, use caution and follow traffic signs.

Parent – Teacher Communication

Kindergarten Registration and Orientation

Children who have reached five years of age on or by December 1st of the school year may be registered for kindergarten. A birth certificate and immunization record signed by a physician are required for admittance to school. Registration will be held in early spring with an Orientation Program in late August or September. Children will also visit their classrooms prior to the opening day of school.

Parent Information Night - Held early in the school year, Parent Information Night will:

- Offer parents and teachers an opportunity to become acquainted
- Provide parents with specific information regarding curriculum, policy and classroom routines
- Communicate the sharing of expectations for students
- Present ways in which parents can become further involved in their children's education, and
- Foster a spirit of partnership between parents and teachers as they strive toward the common goal of school success!

Parent/Teacher Conferences

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

Suggestions for a successful conference:

1. Write yourself a few notes about what you would like to ask the teacher. Let your child have some input.
2. Be ready to listen to the teacher. It might be that your child has not understood everything that has happened in school. By listening, being ready with your own notes, and by talking, your conference should be a productive work session-not just a "listen

and agree” session. Ask questions about anything you do not understand.

3. Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
4. If you are unable to attend a scheduled conference, please call or send a note to reschedule.

Progress Reports

Communication with parents is important to us. Progress Reports and Parent/Teacher Conferences provide meaningful information regarding your child’s progress in school. Progress reports from your child’s classroom teacher will be available on WITS. Curriculum Extension progress reports will be available on WITS at the end of January and on the last day of school in June.

Retention of Students

District policy regarding retention of students is guided by consideration of the best interests of individual students, the resources of the district and research concerning the best educational practices.

Students must be placed in the best possible learning levels for successful educational experiences. Retention shall be limited to those situations where in the best interests of the child a successful learning experience is reasonably assured. Diligent effort shall be made to use all available resources to determine the child’s appropriate placement.

Calls to Teachers

Please discuss concerns or problems with the teacher prior to contacting the principal or assistant principal. Usually a call to the teacher will clear up information regarding classroom events. Follow-up calls may be made to the building administrators. Since we do not interrupt instruction, please leave a message for the teacher to return your call.

The New York State English Language Arts Assessment (ELA)

This is a comprehensive test that is administered to Grade 3 and Grade 4 students. The testing situation takes place over several days and includes assessing student’s progress in writing, reading, and listening skills. These tests go through a rigorous scoring procedure and we received scores back just prior to school ending in June. The results of this test are sent home to parents from the district level by mail. Students not meeting the minimum level for acceptable performance are eligible to receive Academic Intervention Services (AIS).

The New York State Mathematics Assessment

This is a comprehensive assessment that is given over several days to our Grade 3 and Grade 4 students. These tests go through a rigorous scoring procedure and we received scores toward the end of the school year and/or in the summer. Results from this assessment are also sent home to parents in the mail from the district office. Students who do not score as meeting the state standards also are given the opportunity to become involved in Academic Intervention Services (AIS).

How Can Parents Help?

Attendance at school on testing days, a good night’s sleep, a good breakfast, and encouraging of a child’s best effort are ways parents can contribute to their child’s performance on these state-wide assessments.

Each time your child is tested, you have the right to have the results explained to you at a conference with the teacher and/or principal. Students falling below the state standard level in language arts, mathematics and/or science may be placed in an appropriate remedial program of Academic Intervention Services (AIS). Parents and guardians will be notified when this affects their child.

Curriculum Extension Classes

All children will have a regular rotation of Art, Library/Media Center, Music, and Physical Education taught by teachers. The curriculum extension classes are important to the development of the whole child.

Art

The Art program actively engages students in creating works of art, learning new techniques, use of various art materials, and learning to appreciate and talk about works of art. Art history is included at grade levels K-4. Other areas included in the program are multi-cultural connections, linking children's literature with art, and developing projects that enhance classroom subjects. The main goal of the program is to encourage students to develop their own creativity by offering a variety of experiences and materials.

Library/Media Center

The library program is an integral part of the school curriculum. Its goal is to help children become lifetime readers and lifelong learners. Students in grades K-4 visit the library to listen to and discuss stories, and participate in activities related to stories. Students also learn to locate books on shelves by call number, search the OPAC's, and use reference materials. During each visit, students have the opportunity to check out books, magazines and/or CD's.

Destiny is our new web-based, district-wide library system and OPAC. We invite you to explore the many new features offered on the enhanced OPAC. You can request books, see the "Top Ten" book choices of our students, see what are the newest items purchased in our library, check the availability of copies in other district libraries, read book reviews and sample chapters, access e-books and videos-on-demand, write book reviews that other users can read and rate books with a five-star rating, create unique resource lists and bibliographies. Feel free to ask for help in navigating this new system if you need it. Have fun!

<http://wcsdestiny.williamsvillek12.org>

Music

Students in grades K-4 enjoy a variety of musical experiences. They participate in singing, moving to rhythms, and identifying and playing instruments. Students learn to read, create and compose music. Students learn about their own and other cultures through of study of music from around the world.

Additional Music Instruction

Chorus

Chorus is offered in third and fourth grades. Grade 3 performs at a spring concert and Grade 4 performs at a winter concert and a musical at the end of the school year.

Instrumental Music

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

Physical Education

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

Students should wear sneakers and comfortable clothing.

Physical Education Excuses

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

Intramurals

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

SUPPORT SERVICES

Child Support Team

The forenamed professionals comprise the Child Support Team (CST). This team accepts referrals of children who may be experiencing academic or social concerns in the classroom. This team is a first level support for finding possible interventions to the perceived problems. Occasionally, specialized assessments are necessary to help determine the child's needs. These assessments are always shared with parents who are fully involved in decisions for further steps such as referral for Special Education services.

School Psychologist

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

Social Worker

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

Speech, Language and Hearing Services

The Speech/Language Pathologist is responsible for assessment and remediation of communication disorders. Services can be provided to students individually and in small groups. Frequency and duration of the service varies according to the severity of the disorder. Communication disorders may include receptive and expressive language delays, auditory processing difficulties, or speech production difficulties in the areas of articulation, voice and fluency.

Occupational Therapy Program

Occupational Therapy is available as a related service to children up to age 21 who have been identified as having a handicapping condition by the Committee on Special Education.

A therapy program is designed to assist the development of underlying skills that are pre-requisites for academic learning. It may include improving gross and fine motor skills, visual motor skills, visual perceptual skills, organizational skills and self-care skills.

Physical Therapy Program

Physical Therapy is available as a related service to children up to age 21 who have been

identified as having a handicapping condition by the Committee on Special Education.

Special Education

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

Reading Recovery

Reading Recovery is an intense reading and writing program for some first graders. Each school that is fully implemented in Reading Recovery can address 20% of the grade level before the year is out! Reading teachers

specially trained in Reading Recovery work 1:1 with 4 individual students approximately 20 weeks (it could be 12-15 weeks long if the student is working on grade level in the classroom) and then another 4 individual students 1:1 for the last 15 weeks of school (unless the student has started earlier – it could be a 20-week program). Any student who does not discontinue the second round has an opportunity to finish their Reading Recovery Program in the summer.

Math Specialist

The purpose of the remedial math program is to provide math intervention to students who are at risk of not meeting the New York State Learning Standards in Math. The math specialist provides additional teacher contact time to supplement and support the classroom math program. Students receive additional instruction and have an opportunity to practice their skills with close supervision.

There is ongoing assessment of students' progress and close monitoring of their classroom performance with the classroom teacher.

English as a New Learner – ENL

Our ENL program is designed to meet the needs of students who speak a language other than English, (ELL) and either understand and speak little or no English; or meet the criteria established by the New York State Board of Regents. This program has four major components: socio-cultural, linguistic, academic, and cognitive processes. Services are based on individual student need and are provided by an ESL teacher

Gifted Programming

The goals of gifted programming include recognizing talent or academic strengths in all students and providing appropriate programming options for the development and application of those talents and strength. All kindergartners and children new to the school are screened for potential giftedness according to New York State law.

Gifted Programming in Williamsville is delivered through four levels of service.

Level 1 - provides **ALL** students with formal instruction in critical and creative thinking skills.

Level 2 - services for **MANY** students, provides opportunities in which students may choose to participate.

Level 3 - services offer opportunities for **SOME** students who demonstrate sustained interest or motivation, above average ability, and the willingness to bring creative thought to an area of their academic strength. In Level 3 groups, students engage in learning, which provides challenge and enrichment in their strength area as well as acceleration when appropriate.

Level 4 - services are provided for a **FEW** students who demonstrate outstanding interest and ability in a specific academic area.

Technology and Computers

All classrooms are equipped with four networked computers, which use CD Rom and other peripherals. The Internet is available in classrooms and the library/media center. The District has a policy for the protection of children.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

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

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

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

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

Standards of Acceptable Use

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

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

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

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

Notification

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

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

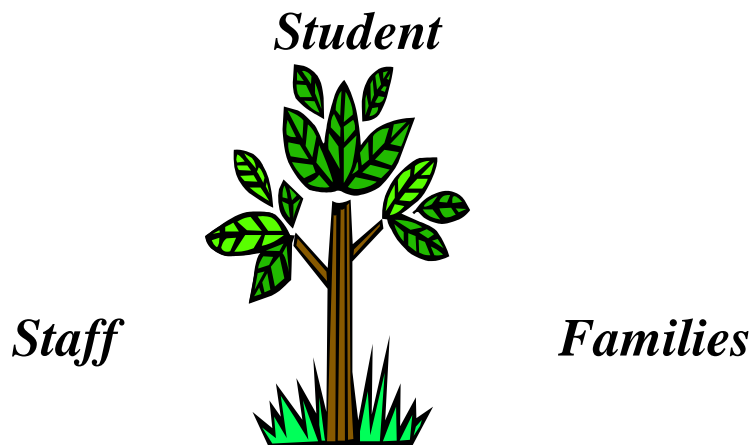
NOTE: Refer also to Policy #8271 -- [Internet Safety/Internet Content Filtering Policy](#) - *District Code of Conduct on School Property*

Adoption Date: 7/07/09
Revised Policy Adopted: 5/22/12
Revised Policy Adopted: 5/26/15

“Life affords no greater responsibility, no greater privilege, than the raising of the next generation”.

C. Everett Koop-Former Surgeon General

Heim Elementary Family Tree



Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability.

The following person is designated to coordinate Title IX compliance activities: Dr. Kim Kirsch, Assistant Superintendent for Human Resources - Telephone: 716-626-8051

The following person is designated to coordinate Section 504 Compliance activities: Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services - Telephone: 716-626-8061

Dignity for All Students Act Information Notification of DASA Coordinator

The Dignity for All Students Act (DASA) was signed into law on September 13, 2010 and takes effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. It covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities. Districts will be responsible for identifying at least one employee at every school to serve as the DASA coordinator. This individual must be thoroughly trained to “handle human relations” in the protected areas. All schools in the District have named two Coordinators. The Coordinators for Heim Elementary are: Mrs. Patricia Langton and Ms. Nancy Fultz. They can be at 626-8686 or via email, plangton@williamsvillek12.org or nfultz@williamsvillek12.org. Please contact either one of them should you have any concerns or wish to report an incident at Heim Elementary.

SEVERE LIFE THREATENING ALLERGIES

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

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

HEALTHY SNACKS

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

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

Fresh/Frozen Fruit & Vegetable Suggestions

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

Peanut/Tree Nut Restricted Classrooms: Additional Safe Snack Suggestions

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

<http://snacksafely.com/snackguide>

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

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

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

“Manufactured on shared equipment...with peanuts, tree nuts”

The above statements may be found throughout the ingredient list or at the end of the ingredient list as a separate statement. Manufacturers also list a contact number that you can call to verify the safety of a product. Please note that due to safe health practices all food brought in for allergen restricted classrooms must be store bought. Homemade food and food items from the bulk section are no longer allowed to be shared. Thank you.

CELEBRATIONS

Birthday Celebrations:

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

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

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

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

Other School Initiated Celebrations or Events:

The following may be chosen:

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

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

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