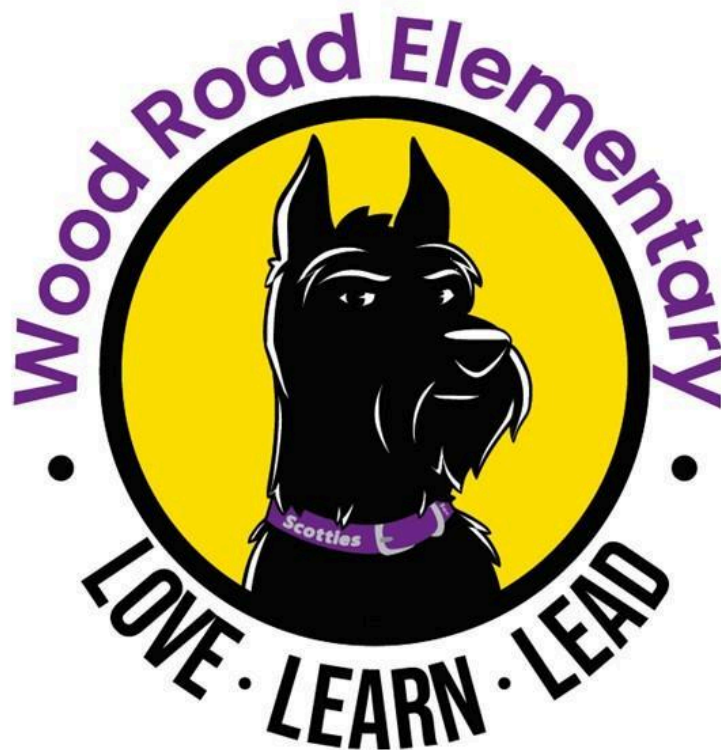


# Wood Road Elementary School

Parent/Student Handbook



## **GENERAL INFORMATION**

School opens for student arrival at 9:00 am. Please do not have your child arrive before 9:00 am.

**Supervision will not be available before that time.** Breakfast will be available in the cafeteria.

**Breakfast and Lunch are no longer free for all students. Families that may be eligible for free or reduced breakfast and lunch should make sure to fill out the form sent home in the Take Home Folder and return it to school.**

## **SCHOOL TELEPHONE**

Each school and department in the Ballston Spa Central School District can be reached directly. Students are allowed to make calls for urgent scenarios only (forgot lunch, need permission slip, etc.). If you need to leave a message or drop something off, please see the receptionist in the front lobby. The office staff will make sure the teachers receive your message.

## **Wood Road Elementary School – 884-7290**

### **Extensions:**

Main Office/Principal x 3390

Administrative Aide x 3411

Attendance x 3391

Nurse x 3325

Receptionist x 3462

Library x 3315

Social Worker - R. Flynt x 3424; V. Tommasone x 3212

School Counselor - x C. Roy x 3396; R Terry 3369

School Psychologist- R Keefe x 3347

FAX machine – 884-7286

Transportation 884-7140

## **DAILY SCHEDULE**

9:00 – School Day begins

3:15 – Parent Pick-up begins

3:25 – Bus Dismissal

## EMERGENCY CLOSING

Parents and students can learn of a school delay or closing by using our SchoolMessenger System to sign up for phone, text and email alerts. Our website lists updated information as well as our school and district social media sites. Television stations WRGB (Channel 6), WTEN (Channel 10), WNYT (Channel 13) and WXXA (Fox 23) also broadcast school delays and closings. **Breakfast will not be available if school is delayed.**

In inclement weather or due to an emergency situation (i.e., power outage), school may be forced to close early. In this event, we will utilize our SchoolMessenger System, our social media sites as well as broadcast it over the announced TV channels. **It is imperative that we have updated contact information to reach you in the event of an emergency situation. Please have an emergency plan in place so your child knows where to go in the event that no one is home and/or we are unable to reach you.**



## HEALTH SERVICE

The school health office makes every attempt to identify conditions which might hinder a child's maximum educational development. Working closely with our Health office benefits your child's health and the general well-being of the entire school population. A full-time registered nurse cares for student illness and accidents that may occur in school.

## MEDICATIONS

If your child needs to take any medication during the school hours, it is necessary for both the physician and parent to provide written permission. This must include the name of the drug, dose and time to be given. The medication must be in the **original** labeled container and brought in to school by the parent or a responsible adult. Children are not allowed to transport medication to and from school. **NO** medication will be administered without written permission from the physician. These regulations apply to all drugs, even over the counter products. Whenever possible, please try to arrange to administer medication outside the school hours. Please contact the school nurse (518) 884-7290 x3325 for additional information.

## ATTENDANCE

**Please call the school office if your child will be absent - 884-7290 x 3391.**

It is important that children be **on time** and **in attendance** beginning with the first day of school. *Regular attendance* on the part of your child is most important for successful school progress. A pupil not only misses work on the day of absence, but also needs additional instruction the next day because they missed the instruction for the new material. Tardiness hampers the learning sequence, decreases a child's interest in school and slows progress. Unnecessary absence and tardiness place a child at a disadvantage to the learning process. **Your child will be considered tardy if he/she arrives at school after 9:15 am.**

There are times when a child must be absent from school. The New York State Education Law permits legal absences or tardiness for the following reasons:

1. Sickness
2. Sickness or death in family
3. Recognized religious holidays
4. Quarantine
5. Required presence in court
6. Attendance at organized clinics
7. Remedial health treatment
8. Impassable roads/weather conditions

Absences for reasons other than those permitted are considered unexcused. Excuses such as the following come under this heading and are **not** considered legal absences.

1. Family trip out of town
2. Overslept
3. Too cold or raining
4. Missed bus

## **EXCUSES**

**New York State Law requires a written excuse for all pupils who are absent or tardy.** The excuse should include the date and a definite reason for the absence, and be signed by the parent. Please send an excuse to school with your child the first day he/she returns - even if you called the school to notify us of the absence. A written excuse is *always* required and is kept on file for one year.

## **LATE ARRIVAL PROCEDURE (after 9:15 am)**

Please bring your child into the front lobby to sign your child in with the receptionist. **PLEASE do not drop your child off, you must sign them in.**

## **EARLY RELEASE (during the school day)**

If you need to pick up your child from school during school hours the following procedure should be followed:

1. Send a note with your child to let the teacher know you will be picking your child up, state the time and reason.
2. **When you arrive at school, ring the bell and proceed to the entryway window.**  
Please remember to bring a photo ID. We cannot release your child, to you or anyone you authorize to pick up, without photo identification. Parents are not allowed to go to the classroom.
3. The **office personnel** will call your child's classroom and have him/her sent to you.
4. Children **cannot** be released during the school day without a parent signing him/her out.

## **Pick-up Protocol**

### **Students require a written note for parent pickup.**

- Pick-up time begins at 3:15 pm to allow for a full day of instruction.
- Pick-up Passes
  - Students will bring home a "pick-up pass" placard the first week of school. The pass will include your child's name and teacher's name. Passes should be displayed in the passenger window at pick up.
- Please follow the traffic guidelines to drive to the designated student pick-up areas.
- Anyone picking up a student must be on the pre-approved pick-up list and show a government issued photo ID.
- We ask that you remain in your vehicle and that your child enters/exits the vehicle curbside. When picking up your child, please display both the pick up pass and your ID in the driver's side window.

# Wood Road Elementary School

## Keys to School Success

### Student Responsibilities

- Attend school regularly
- Be active in learning
- Follow the “Four B’s”
- Follow staff directions
- Be courteous and kind to others
- Complete homework every day and hand in on time
- Develop good study habits
- Speak positively about classmates and teachers
- Cell phones must be **turned off** and kept in your locker or backpack

### Parent Responsibilities

- Teach safety, health and nutritional habits
- Become acquainted with teachers
- Prepare for Parent/Teacher conferences
- Share appropriate information regarding your child with the teacher
- Seek information concerning your child’s progress and behavior in school
- Build your child’s confidence in him/herself and in school
- Show interest in your child’s work activities
- Encourage your child to achieve
- Contact the school if problems arise
- Speak positively about school and teachers
- Read all written communication sent home by school

### Teacher Responsibilities

- Maintain consistent rules with consequences clearly posted in the classroom
- Keep students safe at all times
- Communicate positive behavior and academic achievements as well as behavior or academic deficits
- Facilitate a positive learning environment
- Encourage children to do their personal best
- Model a healthy class using the district’s wellness policy as a guide
- Respond to parent communication in a timely manner
- Be respectful to all staff, parents and other caregivers



# Wood Road Expectations Contract

September 2023

My child and I have reviewed the Wood Road Parent Handbook and PBIS Guide. We understand the general policies, procedures and responsibilities at Wood Road. We are also aware of the behavioral expectations: Be Safe, Be Respectful, Be Responsible and Be Kind. We realize that the school staff will teach and reinforce these expectations. We understand that children will be most successful when parents/guardians work together with school staff.

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Child's Signature

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Date

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Parent's Signature

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Date

-----  
Teacher's Signature

-----  
Date

**Please return this form to school with your child by**

**Monday, September 18, 2023**

The Ballston Spa Central School District Code of Conduct is available on our website at [bscsd.org](http://bscsd.org) under Parent Resources. Copies are available in the Wood Road Office.

