



MAPLE WEST ELEMENTARY

Encouraging · Nurturing · Challenging

West Elementary School Parent Student Handbook

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

Maple West is characterized as a school that loves children. Our mission statement reflects our belief in the capacity of children to grow as learners, friends, performers, and citizens.

We welcome you as an integral part of our school family. Our PTA and school community provides many opportunities for your involvement. We urge you to join us in this most important partnership for your child.

Sincerely,
Mrs. Kate Wendling
Principal

Maple West Elementary School
851 Maple Road, Williamsville, New York 14221
(716) 626-8840
Principal : Kate Wendling
Assistant Principal : Lindsey Kubera
Office Staff: Rosalie Chamberland, Rachel Tschari
School Nurse: Michele Hillebrand
Main Office Hours: 8:00 am – 4:00 pm
(716) 626-8850-Health Office / (716) 626-8836 –Report an Absence

MISSION STATEMENT

The faculty, staff and parents of Maple West Elementary School, who are committed to high standards and appreciation of the arts, dedicate themselves to developing the special talents of all students to think creatively and critically, to accept responsibility for learning and growth in order to become confident learners and productive citizens in our school and community.

Character Education Policy

The Board of Education defines character education as the conscious effect of families, school and community groups to teach, advocate and model ethical behavior. The Board of Education affirms that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. High standards of conduct are closely related to high levels of academic achievement for effective participation in a democratic society.

Our schools strive to develop behavior, which reflects widely held community values including but not limited to: honesty, respect, responsibility, compassion, self-discipline, perseverance, and giving to others. In accepting the responsibility to help all students develop their unique potential and character, the district is not usurping the role of families or other institutes in the community but seeking to work in partnership with them.

School Information

School Hours

8:35 am Doors Open for Children
8:45 am Bus Arrival
9:00 -2:52 pm Instructional Day
2:55 Dismissal

Please Note:

Children should not be dropped off for school until 8:35 am when

supervision is provided. Please arrange your child's schedule so that she/he arrives after 8:35 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 schools.

Absences

Please call the **ATTENDANCE NUMBER (716-626-8836)** 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.

Homework is not required when children are ill. We want them to rest and recover. Parents may request to pick up assignments after the second day of illness.

Homework

At Maple West, we believe that homework is for the benefit of the child. Its purposes include:

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

General Time Allotments per School Day

Grades K- 1	20 minutes
Grade 2	30 minutes
Grades 3- 4	45 minutes

Homework: All classroom work that is missed will be given to students when they return to school.

Tardiness

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

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 are dismissed at 3:00 pm. Parents meeting children for pick-up must wait outside Door #16. **You must send a note to your child's teacher the morning of the pick-up stating who will pick up the child at dismissal.**

AM Drop Off of Students

We have designated children drop-off areas at the West end of the school.

Emergency Information Sheets

Parents are responsible for completing all information requested on the Emergency Information Sheet (this is done in September at open house) **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

On rare occasions it may be necessary to close Maple West Elementary school during the school day due to loss of power, loss of water or other emergency situations. Procedures are in place to transport students to an alternative location, if necessary. Students and staff would remain at this alternate site until the regular dismissal time.

There are times when inclement weather or other emergency situations would require the closing of all district schools. In these situations,

information will be communicated via radio and television broadcast. Notification is also available through the E-Alert system [described below] for those that have registered for the service. It is essential that your child know what plans your family has in place if school is dismissed due to an emergency. Please make sure your son or daughter knows what they should do in the event school is closed in the middle of the day. Please discuss with your child where to go and what to do if you are not home. Remember, your child's safety is always of utmost concern.

Childcare before and after school

Emergency School Closings

Just For Kids

In the event that District schools are closed in the morning for the full day the *Just for Kids* program will also be closed.

On days where the District cancels after school activities the Just for Kids (JFK) program will close early and requests that parents pick-up their children before 4:30 PM at school. The JFK program will work with the District to hold all enrolled students at schools when after school activities are canceled. Students will not be placed on a bus to home.

PARENTS MUST SIGN ON TO THE E-ALERT SYSTEM.

Subscribe to Emergency – E Alerts

The Williamsville Central School District has made available on its website a feature that will allow parents, students, staff members and community members to sign up to receive emails and/or text messages about emergency alerts and school closings.

Simply click on the “E - Alerts” icon located on the top left corner of the homepage at www.williamsvillek12.org and you will land on the sign-up page. The new messaging system is an opt-in service for residents. You will be able to select the schools that are of interest to you **including JFK** and you will automatically receive information about emergency notices, such as school closings, to your selected e-mail address or cell phone.

Also, users may change their information or opt-out of the E-Alerts at any time. Watch the district website for the official launching of the new E-Alert system and sign up for important email or text message announcements concerning our schools.

Safety and Security

1. Emergency Plan

Maple West 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 Maple West 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 front door only using a bell which signals the office. Entrants to the school may be asked to provide credentials or identification. All entrants must sign in and wear a 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. **Cell phones, smart watches and other personal electronics are not allowed in school.**

Transfer to other Schools

Please notify the office as soon as possible if your child will no longer attend Maple West. 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.

Assemblies

Assemblies are scheduled throughout for the purpose of sharing our learning experiences as a school body.

Field Trips

Field trips enhance the instructional program and are carefully planned by teachers. Permission slips explaining each trip will be sent home. Parental permission is needed for each trip, except intra-district visits (i.e. Planetarium). Parents will be informed of such trips.

Student Directory

The PTA annually produces a directory of students by classroom. Permission of the parents to publish information is required.

Lost and Found

Articles are kept in our cupboard located in the main office. Please have your child check for any lost articles. At parent conferences we display the articles on tables in the hallway for you to check.

Student Belongings/Valuables/Toys

All outerwear, lunch boxes, backpacks, etc., **should be labeled with the child's name to facilitate return in case of loss.** Valuable items should not be brought to school. We cannot

guarantee their safety. Toys should not be brought to school for the same reason.

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.

Forgetting Belongings

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.

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.

Pets

Other than scheduled presentations, we are unable to allow personal pets to visit school since we wish to protect those with allergies.

When Your Child is Ill

Children are most vulnerable to contracting illness 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 teaching your child to cough or sneeze into their elbow can help prevent germs from circulating. Coughing also prevents germs from circulating.

3. If your child is coughing excessively, keep him/her home to prevent exposing other children.
4. A child should be fever free for 24 hours without fever reducing medicine such as Tylenol 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.

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), with 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.

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 and emergency treatment, notify the parent, and call Emergency Services if necessary.

Communicable Diseases

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 100.4°, vomiting, or diarrhea should be kept home until diagnosed and/or treated.

Cafeteria

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Menus are sent home monthly, and also on the school website.

Student Conduct

Your child's cooperation will be appreciated in the following:

- Eating quietly and using good table manners
- Cleaning the area, leaving all food in the lunchroom
- Remaining seated
- Respecting cafeteria staff and volunteers

Visitors to the Lunch Room

Occasionally parents wish to visit or eat lunch with their children. **We ask parents not to drop in** without letting teachers know because of security issues. Please make previous arrangements with the classroom teacher at least one day in advance so our lunch monitors can make necessary arrangements. Please sign-in at the office before proceeding to the cafeteria.

Transportation

Bus Transportation and Conduct

Bus transportation is a service provided to all students. Bus drivers report bus safety or discipline violations. **First report**, the principal/designee speaks with the student and notifies the parent in writing. **Second incident** the child is again counseled and direct communication by phone or in person is made with the parent. **Third violation** the student is again counseled, the parent is communicated with directly, and the child may be suspended from the bus for up to a one-week period.

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 Maple West attendance area is available by applying through the Business Office.

Parents need to apply/reapply every year. Special transportation must be on a five-day per week basis only.

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 a STA bus are located at 850 Aero Dr., 276-9683.

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 safe conduct with our child including crossing with the guards in front of the school. Bicycles must be walked on school grounds. Bicycles must be parked in the racks provided. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

Driving

If you drive your child to and from school please follow our drop off and pick up procedures noted under dismissal.

Parent – Teacher

Supply Drop off

Held prior to the start of school:

- 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!

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 will be given at the November Parent Teacher Conferences. They will be posted to WITS in March and June. Reports will include Special Subject Area information.

Calls to Teachers

Please discuss concerns or problems with the teacher prior to contacting the principal. Usually a call to the teacher will clear up information regarding classroom events. Follow-up calls may be made to the principal.

Since we do not interrupt instruction, please leave a message for the teacher to return your call.

Curriculum

Overviews for all grade levels, special subject areas and support services are available on the Maple West Website. Call the office if you wish an additional copy.

Special Subject Areas

All children will have a regular rotation of Art, Music, (Vocal), and Physical Education taught by specialists. We believe these are critically important to the development of the whole child.

Physical Education

Sneakers are required for all children

All students will participate in a minimum of 15 minutes of vigorous activity each class period as part of our health-related physical fitness curriculum.

Preparedness

An ever-increasing dilemma is the frequently unprepared child. In order to maintain a quality program, your child's participation is essential. Consequently, reminders may be sent home regarding any patterns of consistent unpreparedness.

Physical Education Excuses

All physical education excuses should be presented to the Health Office by 9:00 each morning. Excuses of more than a week's duration should be accompanied by a physician's note.

Intramural

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

Technology and Computers

All classrooms are equipped with networked computers. Both the ways of appropriately using computers and using computers for instructional purposes are taught.

The Internet is available in classrooms, and the library/media center. The district has a very clear policy on its use for the protection of children.

Internet Acceptable Use Policy – Maple West Elementary School

The Internet is a vast, global network, linking computers at universities, schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of forums including electronic mail. In addition, there is

much educational information, which can be downloaded from the Internet. It is possible to exchange information with famous scientists, authors, political leaders, and friends at other schools, to get up-to-date resources, and access primary information sources for curriculum-related topics. It is the purpose of these guidelines to make sure that all who use the Internet, both students and staff, understand and use this valuable resource in an appropriate manner.

The effective use of telecommunications is a necessary skill for the twenty-first century. Because of the size and scope of the Internet, many kinds of materials find their way on the system. Should a teacher happen to find materials, which may be deemed inappropriate while using the Internet, he or she will refrain from downloading this material or sharing or using the material.

The primary purpose of the Internet is educational. It is essential that everyone who uses this connection understand that purpose. The district reserves the right to examine all data stored in the computers on the Internet to make sure that all users are in compliance with these regulations.

Cultural Diversity/Religion

Our district policy is aimed at creating an environment where students of various cultural and religious backgrounds feel comfortable and accepted in our schools. We discuss holidays and religions as they relate to our curriculum although we do not celebrate them. Frequently parents come in to share their customs.

Student Dress Code

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education will regulate a student's dress to ensure that students attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process.

For example clothing and jewelry that presents a threat to the student's or another student's health or safety will be banned. Clothing or

materials that are obscene, lewd, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program will not be allowed. Also, specific dress requirements may be established for students participating in activities in which clothing and jewelry may be a safety or health concern, such as science laboratories, physical education, Industrial Arts classes, and interscholastic athletics.

We join you in taking pride in the appearance of the children. We support the right of parents to exercise their responsibility in determining proper dress and grooming for their child.

School clothing should be appropriate for the weather and activity and not interfere with a child's safety or distract from his/her or other's learning. Hats are not allowed.

Student Conduct on School Bus

It is crucial for students to behave appropriately while riding on school buses, to ensure their safety, that of other passengers and to minimize distractions for bus drivers. Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Also, it is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

Only after a child boards the bus does he/she become the responsibility of the district. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day. The parent or guardian is responsible for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.