



SKOI-YASE PRIMARY SCHOOL WATERLOO CSE
22-23 FAMILY HANDBOOK

Welcome to the 22-23 school year! We are looking forward to another exciting and successful school year!!! This year we will be focusing on the following PRIDE traits to:

Be Respectful

Be Responsible

Be Engaged

Be Safe

Our school is participating in an important district initiative. It is called Positive Behavior Intervention Support (PBIS). We will be implementing our school-wide environmental change to help foster positive behaviors in our students. Our goal with PBIS is to improve the school climate and maximize academic achievement. We will work to accomplish this goal by continuing to set behavioral expectations in the classroom and non-classroom settings. Students will be encouraged through rewards and incentives when they demonstrate these expected behaviors on a consistent basis. These positive behaviors tickets will be “cashed in” for rewards throughout the school year. Our long-term goal is to reduce the number of disciplinary referrals and increase overall academic achievement.


Students will learn more about these expectations through classroom lessons, modeling, and practice. In addition, PRIDE trait posters will be placed around the building. Students will receive tickets as rewards for showing PRIDE traits. Our goal is to acknowledge students who are making the right choices. You will be hearing more about PBIS as the year progresses.

At Skoi-Yase, we are dedicated to creating a positive safe learning environment where respect is present everywhere. Attached you will find a Behavior Chart that describes expectations for student behavior in the following areas: Cafeteria, Playground, Bathroom, Hallway, Classroom, Bus and Assemblies, Fieldtrips.

As we work as partners in educating children, please review the attached Behavior... I Can Chart...with your child.

Thank you!

Skoi-Yase Primary PBIS Team

Expectations	Lunch 	Bathroom 	Hallway/Stairs 	Classroom 	Bus 
Be Respectful	I CAN... *say please and thank you and use kind words *raise my hand for adult help	I CAN... *Use my manners *quietly wait my turn *keep the bathroom neat and clean, just the way I found it	I CAN... *walk in the hall with a level 0 voice *keep my hands at my side	I CAN... *use kind words *follow directions *treat others the way I want to be treated *use the voice level as directed by teachers	I CAN... *listen to my bus driver *keep my voice level at 1 or 2 *use kind words
Be Responsible	I CAN... *wash my hands before I eat *stay in my seat	I CAN... *use the bathroom when I need to *go in, take care of business, and rejoin my class	I CAN... *walk on the right sides of the hall and stairs *carry my supplies carefully *walk where I need to go and return	I CAN... *Be truthful about my actions *Be on time and prepared for learning *Take care of my school supplies	I CAN... *be truthful *keep my bus clean *stay in my seat to social distance
Be Engaged	I CAN... *only eat and drink my own food *wait my turn to get my lunch and empty my tray	I CAN... *flush *leave the bathroom with my hands by my side *use hand sanitizer *wash my hands with soap and water	I CAN... *listen to the teacher *keep my eyes forward	I CAN... *Actively listen *Try my best *Participate appropriately	I CAN... *pay attention to the bus driver as I am entering and exiting the bus *face forward in my seat
Be Safe	I CAN... *Keep my hands and feet to myself. *use walking feet *wash my hands and wipe my face after I eat	I CAN... *wear my mask to keep others safe *keep water where it belongs *go to sink *use hand sanitizer upon entering and leaving the bathroom	I CAN... *use walking feet *keep hands and feet to myself	I CAN... *walk and watch where I'm going *clean up after myself *follow all emergency procedures	I CAN... *keep my feet, hands, objects, and backpack to myself *stay in my seat *walk to and from the bus



School Hours/Drop-Off and Dismissal Procedures

SCHOOL DAY FOR STUDENTS

8:48 A.M – 3:33 P.M

Students should not arrive at school before 8:45 A.M., unless they are part of the before/afterschool program.

If you wish to pick up your child at school, please send a note to the school telling your child's teacher that you will be picking him/her up.

Main Office (Skoi-Yase): 7:45 A.M. – 3:45 P.M.
(315-539-1520)



ENTRY AND DISMISSAL

For the safety and protection of your child, please ensure that he/she does not arrive at school before 8:45 A.M. Students are to be dropped off at the main office entrance. Please follow the Arrival and Dismissal procedures.

Please make every effort to have your child remain in school the entire day. Try to schedule medical appointments or other events after school is dismissed. This will help to decrease the number of interruptions in your child's day. Picking your child up from school early is discouraged without a written note. Parent pick-up begins at 3:25 PM. Please do not ask to have your child released earlier unless it is an emergency. When a child is dismissed early, a call has to be made to the classroom teacher and the teacher has to stop teaching and prepare the student to leave early. The student needs to be walked down to class with two other students, thus interrupting the learning process in the

classroom. Thank you in advance for doing all you can to keep the learning process flowing.

Arrival and Dismissal Plan:

Arrival: Student Drop Off

- Students will be dropped off at the north side of the building labeled #1. This entrance is located by the main office.
- Vehicles will enter the parking lot from Washington Street. Please follow the path of the traffic cones forming a line along the front sidewalk curb.
- Everyone will stay in their vehicles until a staff member signals the adult in the car to have the students exit.
- Students will only exit on the driver's side of the vehicle directly onto the sidewalk. This is for safety reasons.
- Adults will remain in their vehicle when students are being dropped off. Please do not exit your vehicle to talk to other parents.
- Students should be ready to depart when the staff member arrives, and students should exit quickly. Please make sure you have already said your goodbyes, so your child is ready.
- Six cars will be allowed to pull up at one time to unload (supervised by staff members).
- Please stand in the car line and do not pull out until you are signaled to leave by a staff member
- Students drop off time is between 8:45 to 9:00. At 9:00 the Late Bell rings.
- If your child refuses to leave the car, you will be asked to pull over to the right-hand side of the parking lot. Once traffic clears, a staff member will walk over and see if your child will exit safely. Students that refuse to come into the building on their own need extra attention and will NOT be forced or carried into the building by a school staff member.

Dismissal: Student Pick-up

- Student pick-up begins at 3:25. Adults will remain in their vehicles. Buses are dismissed by 3:40. Any student not picked up during the above time frame will ride the bus home.
- Please let your child know how he /she is getting home. "You are riding the bus home ... I will be there to pick you up." Please do not say to your child "I might pick you up." This can cause a lot of

confusion and tears for your child. Let your child's teacher know your plans.

- Every family, including bus riders, will receive a window visor card with their child's name on it. Each family will receive 4 copies to give to others that are on their child's pick-up list.
- Please secure this to your visor so that your child's number and name appears in your windshield on the driver's side. When you drive up to school, please put your visor down so your pick-up tag can be displayed. Please make sure you check to see that your car tag is displayed correctly and not placed upside down.
- A staff member will ask to see your driver's license and will verify that the person in the vehicle with your child's pick-up tag can pick up your child.
- Adults will remain in the car and will allow students to get in the car on their own. Please practice with your child getting in and out of the car independently and safely. Adults are permitted to exit the car to assist with seatbelts only.
- A staff member will have a clipboard with student names and numbers to check off who has been released.

What if I need to pick up my child before dismissal time?

- If you need to pick up your child early, please send a note to your child's teacher. An adult will need to enter the school show ID and must be on the child's information sheet to be released.

We can do this safely!

- Please be alert when waiting in the pick-up line and remember that Cell Phone use in a moving vehicle is not allowed.
- Smoking on school property is also prohibited.
- Please stay in your vehicle.
- Pre- K/K dismissal begins at 3:25.
- 1st/2nd dismissal begins at 3:30

Please practice with your child how to get buckled and unbuckled safely. If your child is not able to do this, then adults will be allowed to assist.



IMPORTANT PHONE NUMBERS

Principal – Sarah Marchitell	315-539-1520
Principal’s Secretary–Main Office–Karen Struzik	315-539-1520
School Nurse – Karen Campbell RN	315-539-1525
School Psychologist – Taylor Vogler	315-539-1595
School Social Worker- Cori Turchetti	315-539-1520
School Counselor & Dignity School Coordinator: Jada Bryant	315-539-1596



Student Attendance

Board Policy

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor starting at six years of age should regularly attend school full time.

Every student is expected to be on time and attend all classes, except in those instances listed below. Teachers take attendance each day. The school makes telephone calls home when a student is not in attendance. Please call the school office when your child is absent. This will be very helpful to our office staff and would save a call home.



Student Absences and Excuses

The following reasons for student absences from school are recognized as valid by the Board of Education: personal illness, illness or death in the family, impassable roads or weather making travel unsafe, religious observance, attendance at a medical clinic, approved school-sponsored trips, quarantine, required court appearances

Any other absence is considered unexcused. Each absence must be accounted for. It is the parent’s responsibility to notify the school secretary (315-539-1520) or school nurse (315-539-1525) on the morning of the absence. It is essential that parents provide a written excuse for each absence. An excuse

should contain the reason and date of absence and should be presented to the child's teacher as soon as the student returns to class.

Every report card marking period an attendance report is run on each student. Students with 10% or more excused or unexcused absences will receive a letter home indicating their absences from school per Board of Education policy.



Truancy and Tardiness

Sko-Yase Primary School believes it is important to ensure students are attending class as well as arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning.

Any absence for a reason other than those listed by the Board of Education or otherwise approved by the school is considered truant. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court. Any student being brought to school late needs to be accompanied by an adult and signed in at the main office.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and, therefore, will not be tolerated.



EMERGENCY SCHOOL CLOSING

Sometimes it is necessary to dismiss students early because of bad weather or facility emergencies. Please listen to area radio stations for information. Plan

with your child what procedures he/she should follow. Waterloo Central Schools uses the Parent Square program. This program sends personalized messages to all families in Waterloo via telephone/text message. Please make sure your telephone numbers are up to date.

INFORMATION UPDATES

In cases of emergency or illness it is important that we have current information regarding:

- Your home address
- Home telephone number/cell phone number
- Place of employment
- Work phone number
- Sitter information

Please call our office (315-539-1520) when any of this information changes. It is the parent's responsibility to update the main office concerning changes and personal information. If we are unable to contact you due to an emergency, health related issue (high fever, injury, etc.), we will need to contact authorities so that your child can receive immediate care.



SCHOOL VOLUNTEER PROGRAM SUMMARY

Who is a volunteer?

A volunteer is anyone that enters our campus who is donating their time and energy to assist school personnel. Some examples of volunteers are classroom volunteers, chaperones on field trips, drama club/musical volunteers, extracurricular volunteers, etc.

What volunteers need to be Board approved?

ALL VOLUNTEERS! All volunteers must be Board approved. There are three forms that must be completed prior to Superintendent/Board of Education approval:

- The two-page 2022 revised volunteer application 3150F (no other application will be accepted).
- Privacy and Confidentiality Agreement 3150F.1
- Reference checks 3150F.2: at least two reference checks must be completed.

All forms will be sent home via parent square and available at the SY Main office upon request.



(Skoii-Yase Parent Teacher Group) – A group of parents, teachers, and administrators meet periodically throughout the school year to review and discuss various issues of importance to the school community. This team works on specific projects to improve the educational environment of the building. Any SYPTG meeting will be held virtually.



HEALTH SERVICES

Parents need to consider the child's health condition each day. Students should be kept home if a fever exists, if there is a persistent cough, an upset stomach, a suspicious skin condition, or any other health abnormality. Students need to be fever-free for 24 hours in order to return to school. The welfare of our total school body must be considered.

A nurse is available to assist a child who becomes ill or injured at school. Once illness is suspected, the child can no longer remain in school. The nurse's office will contact the parent or guardian, or others listed on the emergency sheet if we are unable to locate the parent.

Medications can be dispensed at school only by permission of the parent and written instructions from the physician. **Please do not send medication such as prescription drugs, Tylenol, and aspirin to school with your child!** An adult must bring any/all medication into the nurse.

If your child has bathroom difficulties, please supply appropriate changes of clothing.

Parents are urged to contact the school regarding health-related information.



REPORT CARDS

Trimester Reporting

Students in grades K-5 receive a report card three times a year. This is known as Trimester Reporting. Shifting report card grading to three times a year from four times a year allows students more time to demonstrate knowledge, skills, and concepts in content areas. It also provides teachers with additional opportunities to meet the needs of individual students based on their demonstrated abilities. Students will receive report cards in December, March and June. Parent teacher conferences will be held in December and March. You will be notified of the time and date the conference will be held.

The school administration strongly encourages parents to become involved in the education of their children. If you have a question or concern that you would like to discuss with your child's teacher, please call the teacher to arrange a meeting. Teachers welcome the opportunity to speak with parents.



COUNSELING

Counseling for students is available. You may contact our School Counselor for further information. Therapists from the Seneca County Community Counseling Center can be accessed through school via a referral from school officials.

SECOND STEP

The Second Step program consists of a skills-focused, social-emotional learning (SEL) curriculum that emphasizes skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. This program will be taught in your child's classroom by his/her teacher.



Skoi-Yase school is a mandated reporter of suspected abuse. CPS Investigators are allowed by law to speak to your child on school property without the consent of parents. The principal/principal designee will always remain with your child. CPS will notify you of the visit



SPECIAL AREAS

Each student attending Skoi-Yase Primary School will be instructed in the following special areas:

- ❑ Physical Education
- ❑ Music
- ❑ Library
- ❑ Art
- ❑ Maker Space



PHYSICAL EDUCATION

Children must wear rubber-soled sneakers that tie or close with Velcro for safety and protection on gym days. They shall dress for play on their scheduled gym day.

If a student is to be excused from Physical Education for medical reasons, he/she needs a written excuse. If absence from Physical Education exceeds more than three consecutive classes, a physician's statement is required.



MUSIC

Students in grades K-2 learn by doing. Singing, playing instruments, moving to music, and creating music enable children to acquire musical skills and knowledge that can be developed in another way.

Music classes include singing, performing on classroom instruments, movement, ear training, listening, and rhythmic activities at appropriate ability levels and in a positive environment.

Each grade level will have one occasion to perform on the stage for their parents and friends. This is when the sharing of their music through a performance can be a very worthwhile contribution to their learning.



LIBRARY

Students will have the opportunity to take books home from the library at Skoi-Yase in addition to attending weekly special library time. Please be sure that books are cared for and returned promptly.



ART

It is helpful if students have art smocks (an over-sized **ADULT** T-shirt or an old button up shirt) labeled with their name for use in art class.

Occasionally, artwork will be submitted to be on display at museums, banks, newspapers for public viewing, newspaper. Your child's name will be on the work submitted. If you do not want your child's name attached to his/her artwork, please submit this request in writing to Mrs. Marchitell.

Maker Space

Make space is a once-per-week special that provides Science, Technology, Engineering, and Math lessons as our young-learners work to explore the world around them.



DISCIPLINE

Productive, satisfying and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach.

Each student is expected to be responsible for his/her own behavior. The following principles of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Students who fail to meet these standards and violate school policies may be subject to appropriate disciplinary action and more regulated supervision.

Disciplinary action, when necessary, will be fair and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense.

A copy of a student behavior referral will be sent home and mailed following the need for behavior intervention.

Breakfast/Lunch Information



Breakfast is available each morning at 8:45 A.M. Your child may bring lunch or purchase lunch in the school cafeteria. Menus will be sent home at the beginning of each month. Students can order what they like in the classroom every morning.

Some children may qualify for the Free or Reduced Breakfast and Lunch Program. The required qualifications and forms are available online, can be obtained in the office, and are sent home at the beginning of the school year. Please be sure your child understands whether he/she should eat breakfast at school.



Transportation

Printed rules will be posted on school buses. Building administrators are also responsible for making all students aware of bus transportation behavioral rules.

Severe misbehavior is behavior that jeopardizes the safety of passengers or driver such as fighting and includes violations such as smoking, vandalism or the use of alcohol or drugs. Action taken in such cases will be as follows:

- The driver will call dispatcher for removal of student(s) from bus, if necessary.
- Driver submits written referral to administrator for disciplinary action.



BRINGING TOYS TO SCHOOL

Bringing toys to school creates a distraction in the classroom, as well as conflicts between children. Please do not send any toys to school unless the classroom teacher specifically requests them for "Show and Tell" or a classroom theme. School policy prohibits any weapon (real or pretend) on school premises. The school does not assume liability for lost items belonging to students. Skoi-Yase Primary School cannot act as the resource to finding lost items. Electronic toys brought to school are the responsibility of the student/parent.



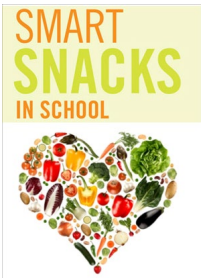
CLOTHING – If you value it, label it!

Dress your child in washable, comfortable clothes for work and play. Encourage your child to dress himself/herself (remembering little hands when purchasing snowsuits, boots, etc.) Be sure boots are BIG ENOUGH to be put on easily by your child. Please label all clothing – especially boots, sweaters, raincoats, backpacks, lunch boxes and mittens – which at times look just like many others.



PHOTOGRAPHS

Throughout the school year, photographs or videotapes may be taken of students for use in school and district publications, social media, videos, and web pages. If you do NOT wish for your child's image to be used, please indicate this in writing to your child's principal.



GUIDELINES FOR BIRTHDAY / UNBIRTHDAY PARTIES AT SCHOOL

- (1) Birthdays may be acknowledged at school. Children whose birthdays occur during the summer months will have a day to celebrate an "unbirthday".
- (2) Please give your child's teacher advance notice if you are sending in a SMART SNACK for your child's birthday. No cupcakes or cakes allowed.



- (3) All treats MUST be commercially prepared and, if possible, individually packaged. Please consider nonedible items.

- (4) Sending in helium balloons or floral bouquets for your child's birthday is discouraged. They tend to distract the children during learning time and can be a safety concern. If you choose to send in these items, please make sure you pick up your child from school. Balloons are not allowed on school buses due to safety/medical (allergy) concerns. To keep distractions to a minimum, flowers or balloons will be kept in the main office and not delivered to classrooms. Balloons must be latex free.
- (5) **Birthday Invitations:** In order to avoid tears and hurt feelings, birthday invitations cannot be given out in school to just a few students. Teachers are not allowed to give parents' addresses or telephone numbers of students in their class.



Student Lockers, Desks, and Other Storage Places

The rules of our Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain authority over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Searches will be documented by the school official involved.



The Dignity Act

No student shall be subjected to harassment by school employees or students on school property or at a school function; nor shall any student be subjected to discrimination or bullying based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or a school function.

Coordinator- Jada Bryant, School Counselor

Allergy Safe Environment

This information is to inform you that there are students in our school that have severe allergies to foods/items such as peanut/nut, milk, berries, shellfish, latex. I am writing to help make you aware of a few procedures that have been in place at Skoi-Yase Primary School.

- 1) All students use hand wipes after they have finished eating breakfast or lunch in the cafeteria. Hand wipes are also used when entering any special areas such as: Music, Computer, Art, Gym, Library, Nurse and the Multi-Purpose Room.
- 2) All cafeteria tables are cleaned with soap and water, sprayed with a safe bleach solution and wiped with paper towels.
- 3) If a student(s) with the severe peanut/allergy is in your child's classroom, you will be notified that your child's classroom will be peanut/nut /allergy free. You will be made aware of how this happens within the classroom. All students and adults will be asked to wash their hands upon entering the classroom.
- 4) Since lunch is eaten in the cafeteria, your child **may** bring peanut butter, peanut or nut products. In the cafeteria there will be a designated peanut-free section where any classmate without peanut or nut products can sit. If your child sits at this table with a peanut or nut product, she/he will be asked to move to another section of the table. This plan will help to maintain safety in school while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment.
- 5) How can you help to keep Skoi-Yase Allergy Safe? Simple! Just keep your hands clean after eating and entering our building. Have your child wash his/her hands before coming to school. Peanut/tree/berries/shellfish objects are not to be placed in the Discovery Zone located in the main hallway across from the nurse.
- 6) Latex Allergies- Please do not bring latex balloons or any other item that may contain latex to Skoi-Yase. This will allow us to keep students/staff latex-allergy safe.
- 7) Please do not have your child wear scented smells, perfume, or body spray. Many of these items cause students to experience allergy symptoms. We appreciate your support with these procedures. If you

should have any questions or concerns, please feel free to contact Karen Campbell, school nurse.

