

Gayhead  
Elementary  
School

2019-  
2020



Parent &  
Student  
Handbook

**Absences:**

The WCSD Board of Education recognizes that regular school attendance is a major component of academic success. If your child is going to be absent from school - please call the attendance line and/or provide a note to the classroom teacher when they return to school. Student work can be picked up from the Homework bin in the Main Lobby or outside in the vestibule after school hours. Please refer to the WCSD Code of Conduct for a list of excused absences from school.

### **Attendance/Tardiness:**

Students must be present in school to learn. The school day starts at 8:25am so please make sure your child is in school on time each and every day. If your child is struggling with coming to school, contact the classroom teacher and Principal immediately so that they may be of assistance.

**Perfect Attendance** is defined as a student who is in attendance every school day, for the entire school day.

### **Bus Notes:**

All bus notes must be given to the classroom teacher at the start of the school day. Bus changes are not granted without a note from the parent.

### **Bus Safety:**

1. Be kind to each other.
2. Cooperate with the driver/monitor.
3. Use the appropriate voice levels.
4. Keep feet out of the aisle.
5. Keep body parts inside the bus.
6. Keep hands and feet to self.
7. Stay in their assigned seat.
8. Report any bus problems/concerns to the driver/monitor/teacher.
9. Cross in front of the bus ONLY when the driver gives the signal.
10. Glass, pets, sports equipment, or anything potentially dangerous are prohibited on the bus.

\*Riding the school bus is a privilege and not a right. It is imperative that students follow the rules and understand this concept as their parents/guardians will have to drive them to/from school in the event that they are unable to ride the bus safely/appropriately.\*

### **Bus Seats:**

Bus seats may be assigned by Transportation or school administration by grade level with Kindergarten in the front seats and 6<sup>th</sup> grade in the back seats. At any point in time, the bus driver reserves the right to change a student's seat for a health or safety reason.

### **Cell Phones:**

Per the WCSD Code of Conduct, cell phones should be off and not visible during school. This includes watches that function as a cell phone and/or tracking device as all electronic devices are prohibited in school. A cell phone may be confiscated and held for parent pick up if behavior repeatedly violated code of conduct policy.

### **Change in Address/Moving:**

If you are moving within the Gayhead boundaries or are moving out of the Gayhead boundaries/out of district, please contact the Main Office. You will be asked to provide two proofs of residency for your new address.

### **Dismissal Procedure:**

Students are escorted to the busses in bus order by their teacher at the end of the day once a PA announcement is made. Any busses that have not yet arrived will be announced and those students are to report to the cafeteria as their class is escorted.

**Students who ride vans** will be dismissed at **2:55pm**.

**Students who are on daily pick-up or who are being picked up that day** are picked up at **3:00 pm in the lower lobby**.

Please make sure that you have your ID when picking up your child at any time of day. If your child is being picked up by someone other than those authorized on their emergency card, they will only be released if there is a written and signed note from you indicating who will be picking up. That designated person must present ID as well.

**Dismissal to the buses occurs AFTER 3:15pm** (when all buses have arrived).

### **Health Office:**

New York State Law requires that any medication given to a child in school must be accompanied by a doctor's written order and parent's written permission. Parents/Guardians must transport medication to the school – do NOT send it to school with a student. The health office will administer all medication, as outlined by the doctor's orders.

### **Homework:**

Students are responsible for writing down their assignments in their personal planner. Daily homework is posted every night on the teacher's website. Please check for long-term and daily assignments. Students should always be reading, writing, and practicing their math facts every night. If homework is taking more than 10 minutes per grade level to complete please speak to your child's teacher. Homework at Gayhead should never cause frustration or anxiety, if this is occurring please contact your child's teacher or a school administrator.

### **Lunch:**

Lunch is served every day at Gayhead except on ½ Days and emergency weather closings. It is important that your child eat lunch every day, students expend a lot of energy as they work and lunch is an important time to refuel. In addition to bringing lunch from home students can buy lunch everyday. Students also have the ability to buy snacks, you can monitor your child's purchases on your myschoolbucks.com account.

### **Morning Drop Off Procedures:**

- Please stay on the right side of the road as you enter the school drive. Please do not cross into the left lane for traffic exiting the school grounds. We understand that cars are moving into the left hand lane so that buses would be able to pass on the right and we appreciate that thinking however the result is that cars pulling in and out of the lower parking lot create a bottleneck that is unsafe and stops both cars and buses from dropping off students.
- Please do not let your child(ren) out of the car until you have reached the cones in the lot. The cones create a safe walking lane for students who might not otherwise be seen walking in the parking lot.
- Please pull as far forward as possible before letting your child(ren) out of the car. This helps keep the main driveway as clear as possible.
- If possible please have your child(ren) exit on the passenger side of the car.
- Please have your child(ren) if they exit on the driver side **walk in front of your car.** This will keep them safe from any car that may be pulling into the drop lane behind you.
- Please be courteous to other families and keep good-byes as short as possible.
- At times Gayhead staff members may need to give directions to drivers in order to maintain a safe drop off process. Please be mindful of these directions.

### **Positivity Project:**

The Positivity Project or P2 is our character strength and social/emotional curriculum. Every day students participate in a class meeting where they discuss a different trait, like humor, curiosity, or kindness. They explore what it means to grow within that trait and why that trait creates positivity in their classroom, their community, and within themselves. The motto of P2 is "other people matter" and we work to live that everyday.

### **PBIS:**

Positive Behavioral Interventions and Supports (PBIS) is a research-validated approach to discipline which emphasizes defining and teaching students the expectations for behavior in school. At Gayhead, students are taught to be responsible, respectful, and safe at all times and in all locations of the building. Please emphasize these same principles at home to create consistency between home and school. For more information about PBIS, please check out the Gayhead Website under "Character Education".

### **PTA Meetings:**

Please join our Gayhead PTA! They volunteer a lot of time and energy to help our kids. It is encouraged that all parents/guardians attend meetings and events put on by the Gayhead PTA.

**Recess:** Recess is an important part of the school day. It gives active minds time to process new information as well as a break from all the hard work. Recess is also a great time for students to socialize and organize their own games. Monitors supervise recess by class. All students are expected to be respectful, responsible and safe and to comply with directions from the monitors during recess.

**Safety Drills/Procedures:**

Safety is a priority at Gayhead. Practicing safety drills is a regular part of school. Please make sure that you have a safety plan at home with your child. In the event that school is dismissed early, your child should know where to go or what to do if no one is home.

**School Entrance/Exit:**

Gayhead operates with a single point of entry (front lobby doors). All building doors are locked while school is in session. At ALL times, visitors must have a purpose for visiting the school and a valid photo ID to show the greeter at the front lobby.

**Student Behavior:**

Please make sure to teach and remind your child of our Gayhead Expectations: be safe, be responsible, and be respectful. Refer to the WCSD Code of Conduct for more information regarding rules and consequences in schools.