

West Genesee Elementary School Handbook

- District Information
  - Mission Statement
  - District Vision
  - District Contact Information
  - Communication Resources
    - Website
    - SchoolTool
    - Printed Calendar
- Stonehedge Elementary
    - Principal
    - Assistant Principal
    - School Nurses
    - Health Office Clerk
  - About Stonehedge
    - Mission Statement
    - Vision Statement
- Onondaga Road Elementary
    - Principal
    - School Nurse
  - About Onondaga Road
    - West Genesee Mission Statement
    - Onondaga Road School Vision Statement
- East Hill Elementary
    - Principal
    - School Nurse
  - About East Hill
    - Mission Statement
    - Vision Statement
- Split Rock Elementary
    - Principal
    - School Nurse
  - About Split Rock
    - Mission Statement
    - Vision Statement

School Procedures / Protocols
- Contacting School Personnel
- Family Contact Information
- Closings & Delays

Attendance
- Absent Students
- Tardy Students
- Upon Return to School
- Illness During the School Day

Arrival & Dismissal Procedures
- Arrival & Dismissal
- Early Dismissal
- Change in Transportation
- Walkers & Bicycle Riders

General Information
- Requesting Assignments for Absences
- Breakfast & Lunch
  - My SchoolBucks
- Playtime & Recess
- School Parties
- Birthday Parties
- Class Placement

Parent Involvement
- Parent-Teacher Conferences
- Volunteers
- Visitors
- PTA/PTO
- Curriculum Night & Open House

Health Office Information
- Student Illness
- Medication
  - Procedure
- Student Physicals
- Immunizations

- Dental Health Certificates
- Health Screenings
- Accident Insurance

Social-Emotional Program
- The Dignity for All Students Act
- Second Step

Student Services
- Multi-Tiered System of Supports (MTSS)
- Data Inquiry Team (DIT)
- Response to Intervention (RTI)
- ADA-PEP (Alcohol Drug Abuse Prevention Education Program) Counselors

Special Education
- Special Education Team (SET)
- School Psychologist
- Speech Therapist
- Occupational / Physical Therapists

Special Area Subjects
- Library
- Physical Education
  - Physical Education Participation
- Art
- Music

Assessments & Grading
- NYS Assessments
- Grading and Reporting
- Report Cards

Transportation
- Rules
  - When Waiting for the Bus
  - Riding the Bus
- Disciplinary Procedures
  - First Bus Conduct Report
  - Second Bus Conduct Report
  - Third Bus Conduct Report

- Request for Change of Bus Assignment

Code of Conduct
- Elementary School Expectations
- Student Attire
- Electronic Devices
  - First Report
  - Second Report
  - Third Report

Student Discipline

How Parents Can Help

Universal Pre Kindergarten UPK (Stonehedge ONLY)

District Information **10**
Mission Statement 10
District Vision **10**
District Contact Information **10**
Communication Resources **10**
Website 10
SchoolTool 10
Printed Calendar 11

Stonehedge Elementary **13**
Principal 13
Assistant Principal 13
School Nurses 13
Health Office Clerk 13
About Stonehedge 13
Mission Statement 14
Vision Statement 14

Onondaga Road Elementary **15**
Principal 15
School Nurse 15
About Onondaga Road 15
West Genesee Mission Statement 15
Onondaga Road School Vision Statement 15

East Hill Elementary **16**
Principal 16
School Nurse 16
About East Hill 16
Mission Statement 16
Vision Statement 16

Split Rock Elementary **18**
Principal 18
School Nurse 18
About Split Rock 18
Mission Statement 18

Vision Statement 18

School Procedures / Protocols 19
Contacting School Personnel 19
Family Contact Information 19
Closings & Delays 19

Attendance 20
Absent Students 20
Tardy Students 21
Upon Return to School 21
Illness During the School Day 21

Arrival & Dismissal Procedures 21
Arrival & Dismissal 21
Early Dismissal 22
Change in Transportation 22
Walkers & Bicycle Riders 22

General Information 22
Requesting Assignments for Absences 22
Breakfast & Lunch 23
My SchoolBucks 23
Playtime & Recess 23
School Parties 24
Birthday Parties 24
Class Placement 24

Parent Involvement 24
Parent-Teacher Conferences 25
Volunteers 25
Visitors 25
PTA/PTO 25
Curriculum Night & Open House 25

Health Office Information 26
Student Illness 26
Medication 26
Procedure 27
Student Physicals 27

Immunizations 27
Dental Health Certificates 28
Health Screenings 29
Accident Insurance 29

Social-Emotional Program 29
The Dignity for All Students Act 29
Second Step 30

Student Services 30
Multi-Tiered System of Supports (MTSS) 30
Data Inquiry Team (DIT) 31
Response to Intervention (RTI) 31
ADA-PEP (Alcohol Drug Abuse Prevention Education Program) Counselors 32

Special Education 33
Special Education Team (SET) 33
School Psychologist 33
Speech Therapist 34
Occupational / Physical Therapists 34

Special Area Subjects 34
Library 35
Physical Education 35
Physical Education Participation 35
Art 35
Music 36

Assessments & Grading 36
NYS Assessments 36
Grading and Reporting 37
Report Cards 37

Transportation 37
Rules 38
When Waiting for the Bus 38
Riding the Bus 38
Disciplinary Procedures 39
First Bus Conduct Report 39

Second Bus Conduct Report 39
Third Bus Conduct Report 39
Request for Change of Bus Assignment 39

Code of Conduct 40
Elementary School Expectations 40
Student Attire 41
Electronic Devices 42
First Report 42
Second Report 42
Third Report 42

Student Discipline 42

How Parents Can Help 42

Universal Pre Kindergarten (Stonehedge ONLY) 42

District Information

Mission Statement

The mission of the West Genesee Central School District, in partnership with the community, is to ensure that each student attains the knowledge, skills and attitudes necessary, not only for lifelong learning, but also for becoming a cooperative, self-directed, productive, caring citizen.

District Vision

West Genesee continues to focus on improving, every day, the educational opportunities and academic performance of each student.

District Contact Information

District Office	315-487-4562
Transportation	315-487-4576
Food Service	315-487-4661

Communication Resources

Website
The West Genesee Central School District website: www.westgenesee.org contains up-to-date information about each school and extracurricular events. There is also a district calendar that notes all activities for the entire year.

SchoolTool
The student management system (SMS) is called SchoolTool. Families will be able to activate their accounts and update their information (phone numbers, email addresses, emergency contacts, call order, custody, digital equity survey, etc).

If you have not activated your account, please check your email for the communication. If you do not see the message in your inbox, please check your spam folder. Please feel free to email centralregistrar@westgenesee.org if you have any questions.

Printed Calendar

Finally, the school district calendar is printed annually and distributed to all families. This contains not only school and district activities, but also pertinent health, transportation, Code of Conduct, and policy information. Please check the website for updates.

Dear Parents & Guardians,

Welcome to the West Genesee School Central School District! Our goal is to provide the best possible education to ensure that our children learn academic and social skills necessary to be successful as they progress, learn, and grow.

There are four elementary schools in the West Genesee School District that house grades K-4 (Onondaga Road, Split Rock, Stonehedge). We offer Universal Pre-Kindergarten (UPK) at Stonehenge, East Hill and at various community partners. When our students transition beyond fourth grade, they attend West Genesee Intermediate School for grades 5 and 6.

There are many opportunities to become involved in our school community. We have an active Parent-Teacher Association and many parent volunteers for various activities. Watch for information throughout the school year regarding programs and activities.

The start of each school year brings a renewed sense of excitement as our faculty and staff prepare to work with your child. We strive to provide an environment where all students experience success.

This handbook is designed to provide you with information we feel is important and useful. Through shared communication and knowledge, together we can make your child's experience here a rewarding one.
We are confident that your child's time spent with us will be full of growing, exploring and learning.

Sincerely,

West Genesee Elementary School Faculty & Staff

Stonehedge Elementary

400 Sanderson Drive
Camillus, NY 13031-1698

Main Office: 315-487-4633
Fax: 315-487-4699
stonehedgeoffice@westgenesee.org

Grades: UPK-4
K-4 Arrival: 9:00 AM
K-4 Dismissal: 3:17 PM*
*Early pick-up by 2:30 PM
UPK Arrival: 9:30 AM
UPK Dismissal: 2:30 PM

Principal
Amanda Simmons
asimmons@westgenesee.org

Assistant Principal
Matthew Grecco
mgrecco@westgenesee.org

School Nurses
Stephanie Skardinski
sskardinski@westgenesee.org

Annie Zeleznock
azeleznock@westgenesee.org

Health Office Clerk
Katrina Bertelli
kbertelli@westgenesee.org

Phone: 315-487-4636
Fax: 315-487-4599

About Stonehedge

Stonehedge Elementary School is nestled in the heart of a lovely Camillus neighborhood. Our campus has expansive lawns and playing fields that surround and separate the West Genesee District Office Building at the north end, West Genesee Middle School at the south end and our school in the center.

Stonehedge Elementary School opened in 1962 as a kindergarten through grade 6 facility. Our two story addition was opened for the 1967-68 school year. A capital project brought major renovations in 1994. Since that time, our Buildings and Grounds Department has kept our facility well maintained. The district has invested in state-of-the-art instructional technology for every classroom. Presently, Stonehedge has approximately 36 UPK students and

750 Kindergarten through Fourth Grade students. The building is led by Mrs. Amanda Simmons, Principal and Mr.Matthew Grecco, Assistant Principal.

The exceptional faculty work together to make Stonehedge Elementary one community, where all students feel a sense of belonging and experience success every day. The faculty and staff strive to maintain a positive learning environment that is focused on high expectations for students and their growth in the skills, knowledge, sense of responsibility and respect necessary to be successful students and citizens.

Stonehedge Elementary is also fortunate to have an active and supportive Parent Teacher Association (PTA). Our PTA sponsors many programs for students including character education assemblies, cultural programs, guest authors, an enrichment program, family activity nights, and Pick A Reading Partner (PARP).

While being the largest elementary school in the West Genesee School District, Stonehedge remains proud of its “small school feel.” An environment which remains strongly close knit, inclusive, and supportive of all who work and learn within its walls.

Mission Statement
The mission of the West Genesee Central School District, in partnership with the community, is to ensure that each student attains the knowledge, skills and attitudes necessary, not only for lifelong learning, but also for becoming a cooperative, self-directed, productive, caring citizen.

Vision Statement
West Genesee continues to focus on improving, every day, the educational opportunities and academic performance of each student.

Onondaga Road Elementary

703 Onondaga Road
Syracuse, NY 13219

Main Office: 315-487-4653
Fax: 315-487-2598

Grades: K-4
Arrival: 9:00 AM
Dismissal: *3:17 PM
*3:10 for walkers & pick up, 3:20 for bus riders

Principal
Michelle Collier
mcollier@westgenesee.org

School Nurse
Carrie Heaphy
Email: cheaphy@westgenesee.org
Phone: 315-487-4655
Fax: 315-487-2598

About Onondaga Road

Onondaga Road Elementary School is a K-4 school in the West Genesee School District. It is located just west of Syracuse, New York in the town of Camillus. Our current enrollment is about 330 students with an average class size of 20 students.

We are very proud of the faculty members of our school. All are well qualified in their teaching areas. They do everything in their power to ensure that every child reaches all the district Learner Outcomes for each grade level.

Our teaching staff consist of 17 classroom teachers and 4.5 special education teachers. Also, we have two (.6) music, one (.6) art, one (1.0) physical education, two (.4) instrumental teachers and one (.6) librarian. Our support staff includes twp (2.0) speech language therapist, three (3.00 IS teachers, one school psychologist, one school counselor, and one (1.0) school nurse. In addition, we have a number of teacher assistants and aides who work in classrooms.

Originally renovated in 1992, Onondaga Road Elementary School has continued to receive updates and improvements over the years to support a modern, engaging learning environment. Each classroom is equipped with an interactive Promethean Board, providing teachers and students with opportunities to enhance instruction through technology.

Every student is also provided with an iPad or Chromebook to support learning, collaboration, creativity, and access to digital resources throughout the school day.

Our school has a very active Parent Teacher Association (PTA). It provides a wide range of support and activities for our children. Throughout the year they sponsor many enrichment opportunities for all students.

The Onondaga Road school community is committed to providing all our students with the educational experience necessary for them to reach all the standards set by New York State. Through the combined efforts of all, we work to create an outstanding learning environment for our students.

West Genesee Mission Statement
The mission of the WGCSD, in partnership with the community, is to ensure that each student attains the knowledge, skills and attitudes necessary, not only for lifelong learning, but also for becoming a cooperative, self-directed, productive, caring citizen.

Onondaga Road School Vision Statement
Onondaga Road School staff is committed to building relationships with every child and meeting children's needs through communication and teamwork to foster learning for all students.

East Hill Elementary

401 Blackmore Road
Camillus, NY 13031

Main Office: 315-487-4648
Fax: 315-487-5499

Grades: UPK-4
K-4 Arrival: 9:00 AM
K-4 Dismissal: 3:17 PM*
*Early pick-up by 2:30 PM
UPK Arrival: 9:30 AM
UPK Dismissal: 2:30 PM

Principal
Joseph Curtin
jcurtin@westgenesee.org

School Nurse
Abigail Falconer
Email: afalconer@westgenesee.org
Phone: 315-487-4640
Fax: 315-487-5499

About East Hill

Located in a charming Camillus neighborhood, East Hill Elementary School has a current enrollment of approximately 350 students in grades UPK-4. East Hill was built in 1957 and has undergone two renovations over the years. Today it is an energy efficient, bright, attractive elementary school with internet access and Promethean Boards in every classroom. The library media center is an inviting setting that is both high tech and cozy at the same time. The 27 acre campus includes several practice fields, a basketball court, a baseball diamond, and our classic playground which is a favorite community place for families!

Mission Statement
It is the mission of East Hill Elementary School to provide a strong foundation for all students to learn at high levels.

Vision Statement
The vision for East Hill Elementary School is to provide an environment focused on continual growth and shared responsibility where all students succeed.

Split Rock Elementary

4151 Split Rock Road
Camillus, New York 13031-9722

Main Office: 315-487-4656
Fax: 315-487-5394

Grades: K-4
Arrival: 9:00 AM
Dismissal: 3:17 PM

Principal
Matthew Kimpland
mkimpland@westgenesee.org

School Nurse
Brendan Hind
Email: bhind@westgenesee.org
Phone: 315-487-4658
Fax: 315-487-5394

About Split Rock

Split Rock Elementary has an enrollment of approximately 300 students in grades K-4 with an average class size of 20. Our school has been on this site since the late 1800s. The building itself is unique as it consists of two facilities connected by a bridge with a great view! These buildings were renovated in 1992, providing both students and staff the platform for success.

Mission Statement
In partnership with the community, it is the mission of Split Rock Elementary to provide a safe and nurturing environment that allows all students the opportunity to grow and succeed academically, socially, and emotionally.

Vision Statement
The vision of Split Rock Elementary is to become a nationally recognized building of excellence, focused on continual growth and share responsibility, where all students succeed. .

School Procedures / Protocols

Contacting School Personnel

Please feel free to contact the school at any time regarding questions or concerns. Should you wish to speak to your child's teacher during the school day, simply send an email (links are on the school web-site) or call and leave a message at the main office so that they may get back to you during a break in their schedule.

The following may be beneficial in knowing to whom you should address any concerns:

- Transportation Issues → Transportation Office
- Attendance, Excuses, Medication → School Nurse
- School Events → Main Office
- Curriculum or Classroom Concerns → Teacher

Family Contact Information

It is extremely important that we have current contact information for parents in case of emergency. At the start of each year, be sure to update your family and contact information in your SchoolTool account. If any of this information changes during the school year, we ask that you inform the main office or teacher immediately.

Closings & Delays

School closings, delays, and early dismissal due to adverse weather conditions or other emergency situations will be posted on the Latest News section of the district website, www.westgenesee.org and on local news and radio stations.

Snow days are determined by the Superintendent and Director of Transportation as early in the morning as possible. If there is inclement weather, you will be notified via text or email by the school district. You may also tune in to any social media, local television, or radio stations.

If it is necessary for us to close school before the end of the normal school day there will be an announcement on local TV and radio and stations, and via push-out notifications (email or text).

Snow storms and other emergencies cannot always be predicted, and we must be prepared to transport students home quickly. It is important for students to be aware of what they should do if school is dismissed prior to the regular dismissal time. Please be sure to discuss this with your child before any emergency situations arise, and also make plans with babysitters, daycare providers, neighbors or relatives.

Attendance

Absent Students

Parents should call the Health Office each and every day that your child will be tardy or absent from school. Please call the health office directly; it has a voicemail so calls may be taken 24 hours a day.

Please include the following:

- Student's full name
- Student's grade and teacher
- Brief description of absence

If your child has any of the following, please keep them home: Sore throat, cough, nausea/vomiting, fever of 100 or over, skin rash, diarrhea, swollen glands, head lice or nits, chills, inflamed or discharging eyes, earache, or discharge from ear. In addition, a child should be fever-free for 24 hours before returning to school.

If your child is absent, and you have not reported it to the Health Office, a telephone call will be made by the Health Office staff to your home to verify the absence. If you know your child is going to be tardy (example: A morning doctor appointment) please notify the Health Office in advance to eliminate the need for a call home. All absences will be considered unexcused until verified.

Tardy Students

Students are permitted into the building at 9:00 AM, and the school day officially begins at 9:10 AM. Any arrivals after 9:10 AM are considered tardy. Parents/guardians should NOT drop students off unaccompanied at the front door. If tardy, a parent/guardian must accompany the student to sign-in at the Main Office. The school nurse will record the reason for the late arrival, provide a late pass, and then send the child to their classroom. Adults may not accompany students to the classrooms.

Upon Return to School

Upon a child's return to school, a written note or email is required to be sent to the Health Office.

Please include:

- Student's full name
- Date of absence or tardiness
- Reason for absence or tardiness; please be specific when noting the reason for the absence (rather than just "sick").

Illness During the School Day

If a child becomes ill or injured during the school day, parents will be called to pick up the child from school. In the event that neither parent can be contacted, we will contact the names listed on the student's Emergency Contacts.

A student that is ill, especially vomiting or fever, cannot remain in school or ride the school bus. Upon arrival, parents must stop at the Main Office to sign the student out.

Arrival & Dismissal Procedures

Arrival & Dismissal

The school day begins at 9:00 AM Please do not leave your children at school before 9:00 AM since we do not have appropriate supervision for them. If students are arriving after 9:00 AM, it is important for you to bring them to the

office to sign them in. This will ensure that they have arrived safely in the building.

Dismissal is at 3:17 PM. Procedures and routines will be communicated by individual schools.

Early Dismissal

Students who must leave early from school for an appointment must bring a note from a parent explaining the time for dismissal, the reason, and the name of the person who will pick the child up. They must stop at the Main Office upon arrival and sign the child out and must provide picture identification. The child will then be called to the Main Office to be dismissed. All early dismissals should occur prior to 2:30 PM, to allow for a safe building dismissal with all buses and pickups.

Change in Transportation

We understand that from time to time there may be unexpected circumstances that require a change in transportation. Due to safety considerations, and in compliance with Transportation Guidelines, any changes in daily transportation arrangements should be made in writing prior to 2:00 PM.

Walkers & Bicycle Riders

Students must have written permission from a parent in order to walk or ride a bike home. Note that students in Kindergarten and First Grade are NOT permitted to walk home alone.

Students assigned to a bus must have written permission from a parent in order to walk home or ride a bike. The note must include the specific date that the child will be walking.

General Information

Requesting Assignments for Absences

Each year we have families who plan vacations or other activities which take children out of school when we are in session. It should be noted that missing extended time from school may have a negative effect on academic progress. In many cases the material must be reviewed or retaught when the children return. While parents may request work, each child is unique, so the teacher will know best which lessons and activities may need to be made up.

Breakfast & Lunch

Breakfast and lunch will be available daily for students. There is no charge for breakfast and lunch for all students. Menus for breakfast and lunch are posted on the district website each month.

My SchoolBucks

All students who purchase ala carte items (chips, ice cream, etc) in our cafeterias utilize the point-of-sale system called MySchoolBucks. All students are issued a 4-digit PIN (in SchoolTool) which they use at the register. Using MySchoolBucks, you can create an account and add money to your child's school meal account. You will need your child's name, student ID number (which is located in SchoolTool) and school ZIP code.

Please call the Food Service Department for further questions at (315) 487-4661, or visit their website at: https://www.westgenesee.org/district-services/food-services-overview/

Playtime & Recess

All classes have a scheduled recess/play time every day, outdoors if possible. Any student excused from physical education class is not permitted to participate in outside playtime. Children look forward to playing outdoors, weather permitting, and should dress appropriately for the weather.

In the case of inclement weather, students will have playtime in their classrooms. During indoor play only quiet games are permitted. Students

must have their teacher's permission before bringing any toys, games, cards, etc. to school.

School Parties

Students celebrate Halloween, Winter Holidays, Valentine's Day and Spring/End of the Year. Volunteers can sign up to be room parents at our fall Open House. Each room parent then contacts other parents for help.

Birthday Parties

Teachers at all levels recognize students' birthdays in their classroom. We are working to promote healthy minds and bodies. Decreasing the availability of "empty calorie" foods, foods that are high in fat, sugar, and salt with little nutritional value (the type typically brought in for birthday celebrations), is just one strategy schools can use to promote wellness.

We celebrate birthdays without food to preserve instructional time. We still celebrate birthdays; we just do it in a way that preserves as much instructional time as possible.

If your child is having a birthday party outside of school, please send invitations through the mail. Party invitations need to be distributed outside of school.

Class Placement

Many factors are involved in a child's placement into a given classroom. Class size, academic performance, special needs, and peer relationships are just a few of the considerations. Although parent requests for a specific teacher cannot be honored, information about your child which may assist in making the most appropriate placement will be accepted.

Parent Involvement

We expect that parents/guardians be involved in planning and supporting the academic program for their child. Multiple opportunities are provided for open communication between parents/guardians and the school, including

Curriculum Night, parent/teacher conferences, parent meetings, and a comprehensive standards-based grading reporting system.

Parent-Teacher Conferences

Each year, two half-days are set aside for parent/teacher conferences. Additional conferences can be arranged by contacting the classroom teacher.

Volunteers

Another way for parents to get involved in school and become acquainted with school procedures is to become a parent volunteer. We welcome parent involvement in a wide variety of volunteer activities.

Regularly scheduled classroom volunteers' names must be submitted to the Board of Education for approval (volunteers working directly with students).

Visitors

Each building has a single point of entry through the main entrance. All exterior doors into the building are locked soon after the children arrive. Anyone visiting our school must push the intercom button outside of the building to be admitted. Visitors must be prepared to state their nature of business and have proper ID with them. All guests will have their identification scanned before entering the building. The office will grant each guest a visitor badge. This procedure is used by anyone in the building during the regular school day who is not a West Genesee employee.

PTA/PTO

We encourage all parents to join the PTA/PTO and become active volunteers. Without volunteers, many of the wonderful supplemental activities your children experience would not happen each year!

The West Genesee CSD values and appreciates the dedication of our volunteers in supporting our students, staff, and school community. To ensure a safe, respectful, and productive environment, we ask all volunteers to adhere to the following expectations when visiting and participating in school events sponsored by the PTO or PTA.

1. Student Confidentiality
Volunteers must respect and maintain the confidentiality of all students. Any information regarding students, including academic performance, behavior, or personal details, must not be shared outside of the school setting. Discussions regarding students should be left to teachers and staff.

2. Designated Areas & Assigned Duties

- Volunteers must remain in the designated areas assigned for their specific duties and should not wander into other classrooms or school spaces unless explicitly directed by a staff member.
- Volunteers are expected to focus on their assigned tasks and avoid disrupting classroom instruction or other school operations.

3. Professional Conduct

- Volunteers should serve as positive role models, demonstrating respectful and appropriate behavior at all times.
- Any concerns or issues should be directed to the PTO/PTA leadership or school administration rather than being discussed with students or other parents.

4. Student Safety & Well-being

- Volunteers must follow all school safety procedures, including checking in at the main office upon arrival and wearing a visitor badge at all times.
- Volunteers should not be alone with students in an unsupervised setting.

5. Communication & Coordination

- Volunteers should follow the directions of school staff and PTO/PTA coordinators.
- If unable to fulfill a volunteer commitment, the PTO/PTA leadership should be notified in advance.

6. Respect for School Policies

- Volunteers must adhere to all school policies, including dress code, cellphone use, and the prohibition of unauthorized photography or video recording of students.
- Any behavior that contradicts school policies or disrupts the learning environment may result in the loss of volunteer privileges.

Acknowledgment

All volunteers will be required to review and acknowledge this policy prior to participation in PTO/PTA-sponsored events. By volunteering, individuals agree to uphold these expectations to support a safe and respectful school environment.

Curriculum Night & Open House

In the fall at Parent Curriculum Night, the teacher will introduce the parents to the daily schedule, outline educational goals for the year, explain the academic curriculum, define the grading system and testing information and share examples of assignments.

In the spring, an Open House is planned so students and parents can come to school together to visit.

Health Office Information

The goal of our health office is to facilitate the educational process by helping your children stay in the best possible health. Our school nurse is present throughout the school day to provide first aid as necessary. If the nurse deems it necessary, parents will be notified of an injury, the nature of the first aid, and what further precautions may need to take place. Our nurse also verifies compliance regarding immunizations. In addition, she performs vision (annually), hearing (annually) and health examinations during the year. Health examinations are needed for all children entering kindergarten, grade 2, grade 4 and any student new to the district. We encourage parents to have this exam done by the family physician since they know the child best. Our school physician is scheduled throughout the school year to examine children if this is requested by parents.

Student Illness

If a child becomes ill at school, the parent will be notified to make arrangements for transportation home. Children are generally sent home with fevers (greater than 100.4), vomiting, or diarrhea. If a student leaves school during the day due to illness, they must be signed out in the Main Office.

If your student is sick, it is most appropriate to keep your student home from school. A student who is sick will not be able to perform well in school and is likely to spread the illness to other students and/or staff. Our school guidelines state that you should not send your student to school if they have the following:

- Fever of 100.4 or higher within the last 24 hours
- Diarrhea and/or vomiting within the last 24 hours
- Bad cold/cough with congestion; especially if cough is disruptive and uncontrollable and has kept your student up at night.

If your student was prescribed an antibiotic for an illness such as strep throat, impetigo, pink eye, pneumonia, etc. your student should be on the antibiotic for 24 hours before returning to school.

In general, your student should be fever free, no vomiting or diarrhea for 24 hours without the use of medication, before returning to school. If your student becomes ill at school and the nurse feels your student is too sick to benefit from school and/or is contagious to classmates and staff, you will be contacted to pick up your student and go through the appropriate measures to sign them out for the remainder of the school day.

Medication

If it is necessary for a student to receive prescription or over-the-counter medication (including Tylenol, Benadryl, or cough drops) during school hours, the procedure outlined in the New York State Education Law must be followed:

Procedure

1. A written request from the parent to the school nurse to administer the medication as specified by the family physician.
2. A written request from the family physician in which s/he indicates the name, frequency, dosage of a prescribed medication and for what condition, and doctor's signature. This is necessary for all medications, over the counter as well as prescription drugs.

3. The medication must be delivered directly to the school nurse by the parent, never by the child.
4. Medication must be in the original packaging. Ask the pharmacist to package the prescription in two (2) containers, one for home and one for school.

ALL medications must be stored in the health office at all times. Students are not permitted to leave any kind of medication in classrooms, desks, lockers, backpacks, etc. or carry it with them with the exception of an Epi-Pen or Puffer under specific doctor's order.

Student Physicals

A physical examination is required by state law for all students entering the school district for the first time (Kindergarten and new enters), and all students in first and third grades. We encourage parents to have their family physician conduct this exam. Exams done within twelve months of entry will meet this requirement and must be provided to the Health Office within 30 days of starting school. Any student who does not have a completed physical exam form on file in the Health Office by this date will receive written notification of the school's intent to provide a physical exam by our District Physician. NYS Education Law requires that BMI and weight status group information be included as part of the physical exam.

Immunizations

The current New York State Public Health Law requires that all school children be immunized against measles, mumps and rubella, diphtheria and tetanus toxoid-containing vaccine and acellular pertussis vaccine, hepatitis B, and polio. Please see the table below for dosage information; the number of doses that each child needs to meet all of the requirements will vary according to their individual schedule. Please provide the most up to date record of immunizations to the health office. Please call the health office with any questions.

Name of Immunization	**Number of Doses Required**

DTaP/DTP (Diptheria, Tetanus, Pertussis)	5 doses required for school entry, if 4th dose is received after 4 years old only 4 doses are required.
Polio (IPV)	4 doses required for school entry, if the 3rd dose is received at 4 years of age or older, only 3 doses are required.
MMR (Measles, Mumps, Rubella)	2 doses of measles and mumps and 1 dose of rubella
Hepatitis B	3 dose series
Varicella (Chicken Pox)	2 doses required for entrance to K

There is a 14 day window (from the 1st day of school) to complete all vaccination requirements, or the student will be excluded from school until all vaccination requirements have been met.

These immunizations must be documented and signed by your healthcare provider. All immunizations must specify the exact date each immunization was administered.

Dental Health Certificates

Children in New York State are encouraged to obtain dental certificates when entering school for the first time, and in grades K, 1, & 3.

Health Screenings

Students in grades K, 1, and 3, as well as newly enrolled students within 6 months of admission to the school, who did not have a hearing and/or vision screening, noted on their physical exam, require screening in school.

Distance Visual Acuity	New entrants and grades K, 1, 3
Near Vision Acuity	New entrants and grades K, 1, 3

Color Perception	New entrants
Hearing Screening	Conducted on new entrants and K, 1, 3

Accident Insurance

Claims for accidents that occur are handled through the Health Office. The school district's insurance is secondary/limited coverage insurance with the parents' insurance being the primary.

Social-Emotional Program

The Dignity for All Students Act

The New York State Dignity for All Students Act was signed into law on September 13, 2010 and took effect July 1, 2012. The goal of The Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

Our students participate in CODE (Community-Oriented Drug Education) grade-level lessons four times a year. Topics include self-esteem, social media and internet safety, appropriate touch, stranger danger, alcohol and drug awareness, problem-solving, and bullying.

Second Step

Second Step Elementary is a research-based social-emotional learning (SEL) program designed to improve students' social-emotional skills, including growth mindset, goal setting, emotion management, kindness and empathy, and problem-solving.
Studies show that these skills can support students' school performance, increase positive social behaviors, and reduce conduct problems such as bullying. SEL programs can also create positive classroom and school climates.

Second Step Elementary is taught in the classroom, to all students, and helps students develop a common set of skills and strategies that can be practiced, used, and reinforced throughout the school community, including at home.

Student Services

Multi-Tiered System of Supports (MTSS)

The Multi-System of Supports is a collective response by all staff, which occurs during grade level WIN Times throughout the instructional day where all students receive an additional level of support based on student need. This one system of support and enrichment for all students has three focus points; a focus on learning, a focus on collaboration, and a focus on results. This system is carried out in a cyclical two-step process with data meetings and team time.

Grade-level teams meet every week to analyze student work (formative and summative assessments), as well as, instructional practices to identify the needs of students, with the understanding that not all students learn the same way or at the same speed. During this time, four questions are addressed:

- What do we expect every student to know? (essential standards)
- How will we know if they have learned it? (assessments)
- What will we do if they don't? (supports)
- What will we do if they already know it? (enrichment)

As part of our collective responsibility model, our Instructional Specialists work collaboratively with classroom teachers, Special Education teachers, and additional support staff to support students' in grades K-4 in the areas of reading and math. Some students require interventions or additional practice to meet essential learning targets. In other cases, students who have already reached the essential targets are challenged with additional opportunities. Our Instructional Specialists help to facilitate our Multi-Tiered System of Support (MTSS).

Student Support Team (SST)

The Student Support Team (SST) consists of classroom teachers, the principal, Instructional Specialists (IS Teachers), school psychologist, and other staff (speech therapist, school nurse, etc.) as needed. This is an interdisciplinary team designed to focus on individual student needs by analyzing assessment data and student work, identifying academic and behavioral concerns, and suggesting interventions to help the student progress. The SST reconvenes to monitor students' progress and refocus the interventions providing support and instruction as needed.

Response to Intervention (RTI)

The West Genesee Central School District Response to Intervention (RtI) Plan is developed to meet the requirements of Section 117.3 to ensure student progress toward meeting state standards and is an integral part of our MTSS model. RtI is the practice of providing high quality instruction and interventions matched to student needs. Learning rate over time and level of performance are used to make educational decisions about individual students. RtI is a systematic, research based, educational approach to close achievement gaps for all students, including students at risk, students with disabilities, and English Language Learners, by addressing specific needs with specific interventions.

All students in grades K-4 will be given a universal screening which is an assessment procedure characterized by brief, efficient, repeatable testing of age-appropriate skills or behaviors. These reading and math assessments are used to determine a baseline at the beginning of the school year and to monitor progress of all students throughout the school year. At-risk students are identified and closely monitored.

Screening results along with classroom assessments will be used to identify students in need of interventions, additional practice, or extension. Students will be grouped for WIN time based on these results utilizing a collective responsibility model.

The West Genesee Central School District's RtI model uses a three tier approach to instruction/intervention:

- Tier 1 - Classroom teachers will use a variety of strategies within the core curriculum to address individual instructional needs.
- Tier 2 - Data driven instruction is provided during WIN time to all students based on their current needs.
- Tier 3 - Students who do not make adequate progress may receive more intensive interventions. Parents will receive notification when a student is identified in need of Tier 3 support. The instructional support teacher will progress monitor the student and provide a report of the student's progress at the end of each marking period. Interventions will continue as needed and parents will be notified if a change in service is recommended.

ADA-PEP (Alcohol Drug Abuse Prevention Education Program) Counselors

Counselors provide information, skill-building, support, and growth opportunities to encourage individuals to adopt healthy lifestyles through social/emotional education and counseling.

Programming for all grades provided by the ADA-PEP counselors is research based, incorporating the most recent knowledge about what works in prevention. The counselor utilizes an approach which considers risk and protective factors when providing services to students. There is a strong emphasis on resiliency building and character education. The counselor provides educational services such as classroom instruction, small group work, peer leadership and assemblies. Topics covered in small groups are divorce, separation, grief/loss, stress reduction techniques, conflict/anger management and communication skills. The counselor also provides crisis intervention and short term 1:1 counseling support. The counselor also communicates with parents on issues related to their children and links families to community resources. In order to participate in these groups, each child must have written permission from a parent.

Special Education

Special Education Team (SET)

The Student Evaluation Team (SET) consists of the school psychologist, classroom teachers, support personnel in the building, and the building principal. They meet to discuss the needs of children with identified special education needs and assist in planning and monitoring the special education programs for these children.

The SET operates at the building level and is a direct link to the District Committee on Special Education (CSE). The SET has the responsibility of recommending to the CSE any child who has a suspected disability that affects his/her progress in school. They also complete formal evaluations on students referred by the Student Support Team (SST) who have been approved for testing by the CSE.

When a child is thought to have an educational disability, permission for any testing must be obtained from the parent in order to proceed with administration of any testing.

The district CSE then reviews that recommendation and if in agreement, forwards it to the Board of Education for approval. It is the Board of Education who then acts on educational placement to address the needs of the child's educational disability.

If a child has an identified educational disability, then an Individual Education Plan (IEP) is cooperatively developed by those teachers working with the child and the child's parents. The IEP includes both year-long goals and specific instructional objectives which are viewed and updated approximately every ten weeks.

School Psychologist

The school psychologist provides evaluations of students' educational strengths and weaknesses to assist in establishing effective educational programs that best meet students' needs. The school psychologist also consults and works collaboratively with parents, teachers, support staff and

administrators to help children succeed academically, socially, behaviorally and emotionally by providing academic strategies, positive behavioral supports as well as crisis prevention and intervention. The school psychologist also supports students' emotional needs through counseling, focusing on coping skills/resilience, positive social interactions and problem-solving / decision making. Students receive services from the psychologist in accordance with their IEPs.

Speech Therapist

Speech therapists work with children who are moderate to severely delayed in their communication skills. Delays can be present in their receptive language (understanding), expressive language (use of language), and articulation (speech sound production). Students can only receive speech and language services after a complete speech-language evaluation, psychological evaluation, and a full review is conducted by the Special Education Team (SET), the Committee on Special Education (CSE) and approval of the Board of Education.

Occupational / Physical Therapists

Occupational Therapists and Physical Therapists work with students having specific goals through an Individualized Education Plan, but also offer support interventions to classroom teachers for students with specific needs. Occupational and physical therapy are designed to physically support the skill development of students.

Special Area Subjects

Art	1x / week
Music	1x / week
Physical Education	2x / week
Library	1x / week. All students are invited and encouraged to borrow library books from the school library.

Instrumental Music	Students in grade 4 can join Band or Orchestra. Students participate in weekly small group lessons and before-school large ensemble rehearsals. Parents are responsible for supplying an instrument, and we suggest renting instruments from local music stores. The school provides a few of the larger instruments.
Chorus	Students in grades 3 and 4 will participate in chorus.

Library

Library classes are provided weekly for all students. During that scheduled time, students also have an opportunity for book exchange. In addition, the library is open throughout the day for browsing, exchange of materials, and research. We encourage students to be personally responsible for items that they check out. If a book is lost, a notice will be sent home indicating the replacement cost. Students who consistently forget or lose books will need to keep borrowed items in school. The circulation time for all materials (books, magazines, and videos) is one week.

Physical Education

Physical education provides students with the knowledge, skills and attitudes necessary for participating in physical activity. Classes are provided for all students two days per week. Sneakers are required for all grades.

Physical Education Participation
A parent may request that their child be excused for participating in physical education class for up to one week (two consecutive classes) by sending a written note indicating the reason. To be excused beyond that time, a note from the child's physician is required. An excuse for physical education class also means no participation in playtime or any other physical type of activity while the excuse is in effect.

Although the excused student will not be permitted to participate in physical activity during gym class, usually that student will remain in a safe area in the gym (to be decided by P.E. teacher) while the class is being conducted. The

intent is to allow the student to receive the nonphysical portion of instruction of the lesson. In unique circumstances (i.e. broken bones, head injury, etc.), the school nurse and principal will decide if it is not in the best interest of the student to remain in the gym while the P.E. class is being conducted. The principal will determine an alternate location for the student.

Art

Students in grades K–4 have art classes scheduled once a week for forty minutes. Smocks or an old shirt are encouraged to protect clothing.

Music

All students in grades K-4 are provided with music instruction once a week.

We provide string and band instrument instruction starting in grade 4. Lessons are scheduled during the school day. Students who participate meet before school once a week. Both the band and orchestra groups participate in a concert in the spring.

Assessments & Grading

NYS Assessments

Each spring (typically April and May) all students in grades 3-8 take New York State English Language Arts (ELA) and Mathematics assessments.

It is important that your child be present and on time during these testing days. Students tend to do much better on these tests when they take them as scheduled, in the order they are given, as opposed to taking them on a make-up day when their classmates are enjoying other activities. We will do our best to prepare the students for these assessments. The best way for you to help your children is to simply encourage them to do their best, ensure they get a good night's sleep, and eat a nutritious breakfast each morning.

Parents will be informed of student test scores with Individual Student Reports that will be mailed home in the summer or early fall of the following school year.

Grading and Reporting

The West Genesee Grading and Reporting System is Standards-Based and is designed to accurately monitor and communicate each student's educational progress and encourage students to reach their academic potential. Components of the grading and reporting system include various assessments of student achievement, comprehensive, standards-based report cards, and scheduled parent/teacher conferences. Effective communication between home and school is the best way to help students meet educational goals. Standards-based report cards at the elementary level will help to communicate how a student is performing in regards to essential grade level standards.

3	Student is meeting NY State and District Standards
2	Student is working toward NY State and District Standards
1	Student is not meeting NYS and District Standards
N/A	Standard is not assessed at this time

The grades on trimester report cards reflect achievement during individual marking periods; they are not cumulative. Grade reports are intended to inform parents and students about academic success on learning standards and to identify student needs.

Report Cards

Report cards are accessible three times per year via SchoolTool. Comments from parents, including requests for conferences, are welcomed.

Transportation

Before the start of each school year, parents will receive information on SchoolTool indicating their children's bus and bus stop.

Please visit our district transportation website for any pertinent information regarding transportation procedures, as well as, transportation forms for any

transportation requests or temporary changes for pick up or drop off. Reach out to the Director of Transportation with any transportation concerns.

Please note, our bus drivers will not allow students in kindergarten and grade 1 off the bus unless the driver can see an older child or adult at the home. If there is no one visible, the student will be returned to the school. School protocol is that after the third occurrence of no one at home the school resource officer will be contacted and will make a home visit. After the fourth occurrence where a child is brought back to school after dismissal, we will notify Child Protective Services (CPS).

Rules

A school bus driver has a critical responsibility in getting students to and from school safely. It is imperative that the driver can focus on the road and his or her driving at all times. To allow this to happen, the students must abide by all expectations and rules while on the bus. Students violating these rules will be reported by the driver to the building principal through a Bus Conduct Report and their bus privilege could be revoked.

Additionally, when a school bus is stopped and the lights are flashing you may not pass the bus even when it is stopped in front of the school. Please obey the posted traffic pattern and drop students off in the designated area.

When Waiting for the Bus

1. Be on time at the school bus stop.
2. Wait for the bus well back from the road, until the bus comes to a complete stop.
3. Be respectful of the property of others at the bus stop.
4. Cross in front of the bus, at the driver's signal, looking both ways, crossing 10 feet in front of the bus, and keeping in sight of the bus driver at all times.

Riding the Bus

1. Obey bus driver at all times.
2. Stay seated the entire bus ride.
3. Keep your hands and feet to yourself and inside the bus.
4. Use "inside" voices.
5. No food or drink is to be eaten on the bus.

Disciplinary Procedures

It is crucial for students to behave appropriately while riding on West Genesee buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Pushing, shoving, fighting, harassment or excessive noise will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the West Genesee Code of Conduct (Board Policy #8414.3).

Students who violate safety rules may be subject to denial of bus privileges as indicated:

First Bus Conduct Report

- The Bus Conduct Report will be sent to or discussed with parents, the school the student attends, and the driver.

Second Bus Conduct Report

- The student may be denied bus privileges for up to five school days.

Third Bus Conduct Report

- The student may be denied bus privileges for the balance of the school year.

The superintendent or principal may waive the above sequence and deny bus privileges immediately to any student guilty of grossly offensive conduct or language. Parents will be notified accordingly.

Request for Change of Bus Assignment

Your child's safety is our top priority. If you need to make any permanent changes to a student's transportation you will need to do so in writing through your school. The transportation department does not accept any changes that are faxed or placed over the telephone and will only make changes received from the building level, on the appropriate forms. Any request for a change of pick-up or drop-off location may take from three to five days to implement depending on the location of stop and route availability. You will be notified as soon as the change is made and what date

it will be implemented. Please remember that these procedures have been implemented to protect the safety of all persons involved in the daily transportation of your child.

Bus drivers are authorized to transport only those children who are regularly assigned to their particular bus route. All other children must have a “Temporary Change of Bus Assignment” form presented to the driver upon entering the bus.

A child who tries to board a bus without the "Temporary Change of Bus Assignment" authorization form and is denied entrance on the bus and then fails to board his/her regular bus before departure of bus from the school must be transported by parent or guardian.

Approval in special situations is left to the discretion of the Building Principal, Transportation Director and/or Superintendent of Schools.

Code of Conduct

A complete version of the District Code of Conduct is available at each school or on the West Genesee website. Unless otherwise indicated, this “Code” applies to all students, school personnel, parents and other visitors when on West Genesee property or attending a West Genesee function.

Elementary School Expectations

We have tried to simplify things by having three expectations of all of our students in every setting across the school. These expectations are:

1. Be Responsible
2. Be Respectful
3. Be Safe

Students will be taught what it means to be responsible, respectful, and safe across all settings, including the bus, the hallway, the playground, the lunch line, the cafeteria, the gymnasium, the classroom and the bathroom. These expectations will be practiced and reinforced throughout the school year.

1. Be Responsible: This includes being on time, taking care of belongings, cleaning up after self and others, using the bathroom prior to lunch,

following classroom procedures, sitting and staying in your assigned seat on the bus, etc.

2. Be Respectful: This includes using manners, kind words and actions, an appropriate voice level, treating others the way you want to be treated, walking quietly in the halls, taking turns, playing fairly, congratulating and acknowledging others, waiting for and listening to the safety patrol officer, greeting people, and listening to the bus driver.
3. Be Safe: Being safe includes keeping hands and feet to yourself, walking appropriately to your destination (sidewalks, hallways), washing your hands before and after eating and after using the bathroom, eating only your own food, using playground equipment properly, staying seated when the bus is in motion, leaving food and drink in your backpack on the bus, using two hands on your lunch tray, and signing in with an adult when you are late to school.

Student Attire

At the elementary level, parents and children are expected to show good judgment in selecting the appropriate attire to wear to school. If we have a concern about a child's attire, we will contact the parents.

According to the district Code of Conduct, students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize appropriateness of garments
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of blankets/sunglasses in the school building except for a medical or where it is part of a uniform.
5. Not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item.

Electronic Devices

To maintain a focused and distraction-free learning environment, personal electronic devices including “internet-enabled devices” such as smartphones, tablets, smartwatches, or any other device capable of connecting to the internet and accessing online content including social media are strongly discouraged from being brought to school. This does not apply to devices provided by the district for educational or health care purposes.

Students are discouraged from bringing devices to school. Should a student bring a personal electronic device to school, the device must be silenced and checked in at the school office upon arrival. It will be securely held for the duration of the school day and returned to the student at dismissal.

The school and/or district will not be held responsible for any lost or damaged items during the storage process or while students are in possession of the item throughout the day that the building might not be aware of.

Students who violate this policy may be subject to the following disciplinary sequence:

First Report

- The device will be held in the office and parents will be notified of the violation. Students may pick up device at the end of the school day.

Second Report

- The device will be taken away and a parent will be required to pick it up.

The superintendent or principal may waive the above sequence. Parents will be notified accordingly.

Student Discipline

We understand that at times, students will make mistakes. In these instances, it is our goal to make sure the student learns from their mistakes. Most discipline problems are handled by the classroom teacher. If, in the teacher's judgment, parents need to be notified, a note may be sent home or a telephone call made. Occasionally, it may be necessary for a disruptive student to speak to a school administrator. The administrator may choose from a variety of consequences including (but not limited to) writing a behavior plan, consulting support staff, time out in office, a warning, discussing the problem/solution, or a school suspension. We believe parents, students, and teachers cooperatively working together provide the most desirable results.

How Parents Can Help

Parent cooperation is an integral part of the discipline process. Listed below are some helpful hints of ways parents can become involved.

1. Set aside a time each evening when the school day can be discussed; let your child know that you value education and the work your child is doing.
2. Communicate to the classroom teacher any problems that you feel might be impacting the behavior.
3. If the teacher notifies you of a discipline problem, talk with your child; together, try to think of ways the behavior can be changed.
4. If a problem continues, arrange a meeting with the teacher so that your child knows you are interested, involved, and working with the teacher to find a solution to the problem.

Universal Pre-Kindergarten (UPK) (Stonehedge & East Hill ONLY)

Stonehenge & East Hill UPK Hours

Stonehedge UPK begins at 9:30 a.m. and runs through 2:30 p.m. Parents may drop off in the morning starting at 9:30 a.m. Please plan to have your child

picked up at 2:30 p.m. each day. Dropoff and pickup are in the side parking lot in front of the district office.

Stonehenge & East Hill UPK Before & After School Care

Stonehedge does not have before and after school care for UPK. Before and after school care is available through BASCOL once a student is attending Kindergarten.

UPK Curriculum

The UPK curriculum utilized by West Genesee CSD is Creative Curriculum by Teaching Strategies. This curriculum focuses on the development of the whole child, including cognitive, social-emotional, and physical development. It uses play-based learning strategies and project-based studies that teach children content about the world with explicit instruction in ELA and Math to support early literacy skill development and numeracy understanding. Units you will see your child engage with this year are: The First Six Weeks, Percussion, Architecture, Cameras or Lights (unit choice), Grocery Store, Seeds, and Getting Ready for Kindergarten. Additionally, to support your child's literacy development, we also utilize Heggerty Phonics, which provides lessons around phonemic awareness and phonics development, things like rhyme, letter naming and sound recognition. West Genesee UPK classrooms also incorporate PEDALS, the precursor to Second Step (used in grades K-6), which emphasizes explicit social-emotional skill lessons for students.

UPK Assessments/Report Cards

You will receive family reports and updates from the assessment program (Teaching Strategies Gold) linked to our curriculum (Creative Curriculum) three times a year, which line up with the trimester dates our K-4 students also receive report cards. This will provide an overview in each area of some of the evidence of learning your child is demonstrating and where they fall in the range of development for that category of learning.

UPK Equity in Programming

Each of our community partner organizations for UPK, just like our own four K-4 buildings (East Hill, Onondaga Road, Stonehedge, Split Rock), have their own structures and aspects that make them unique. There will be differences in events, activities, arrival and dismissal procedures, meals, and more. What will be common across our UPK sites are the academic expectations and overall programming and screening/testing for our students.

Regulatory agencies oversee our community partners, just like the New York State Education Department (NYSED) does for West Genesee Central School District, and those agencies sometimes have different requirements for staff and children/students attending programming at that site. The Office of Child and Family Services is the regulatory agency for Learn As You Grow and the Diocese of Syracuse oversees Holy Family. In addition to meeting our programmatic requirements under NYSED, our partners must also follow any guidance or directives issued by those agencies. This sometimes impacts the events, activities, rules, and general structure of the programs at those sites.

UPK Events

As mentioned above, UPK at different sites will have different events on occasion. Stonehedge and East Hill UPK does not celebrate the end of the school year with a graduation program. Instead, we have many other fun activities planned for students. Please look for more information on end-of-year events from our UPK teachers in the spring.

UPK Lottery Process

1. Application submission:
    - Parents complete a standardized application form, providing necessary information about their child and family. This is

completed on the district's student management system as part of the online registration process.
    - The form includes the child's name, date of birth, parent contact details, and preferred UPK locations.
    - To be included in the lottery, applications for UPK must be submitted by March 1 of the spring prior to the school year in which the child would be enrolled.
2. Eligibility verification:
    - The West Genesee Office of Central Registration reviews each application to ensure the child meets age requirements for UPK (4 years old by December 1 of the school year in which the child is enrolled in UPK).
    - The office also verifies residency within the school district.
    - Incomplete or ineligible applications are flagged for follow-up. If the application is not considered complete by March 1, the application will be removed from the lottery pool.
3. Priority:
    - There are no priorities in the UPK lottery. Siblings, qualification for free/reduced lunch, English language learners, children who receive special education services, and/or children of active military personnel do not receive preferential placement at any of the West Genesee UPK sites. The lottery is completely randomized.
    - If a child is in need of special education placement, other sites outside of West Genesee UPK may be considered during the CPSE (Committee on Preschool Special Education) process. Participating in the CPSE process does not guarantee placement in the West Genesee UPK.
4. Random number assignment:
    - After March 1, each eligible application is assigned a random number or lottery ID. This is done using a computer algorithm to ensure fairness and prevent bias.
5. Sorting and selection:
    - If a particular site is not filled with applications identifying it as the first site of preference, those applications are granted that location for UPK attendance and removed from the lottery.
    - Following that, available UPK slots are filled at the locations where there are more expressed preferences than available slots

using the randomized number or lottery ID on a first-come, first-served basis. Phone calls are made to the parent contact identified in the registration/application process. If a parent does not answer the phone call, they are given 24 hours to return the phone call before the slot is released to the next family on the list.
    - This process continues until all slots are filled or all applications are processed.
    - If a child's preferred locations are filled, they will be offered available alternative locations.
    - Families not selected are informed of their waitlist status and position.
6. Waitlist management:
    - Unplaced applicants are added to a waitlist in the order determined by the lottery.
    - As slots become available (e.g., due to families declining placement), they are offered to waitlisted applicants.
    - The waitlist remains active throughout the school year. If a family moves into the district and has a student of age for UPK attendance and there are no available slots to be offered, they will be placed on the waitlist.

This detailed process aims to provide a fair and transparent method for allocating limited UPK slots. It balances the needs of priority groups with a random selection to give all eligible students a chance at placement.

Stonehedge/East Hill UPK Meals

UPK students at Stonehedge/East Hill are provided with lunch through the West Genesee Central School District Food Service program.

Stonehedge/East Hill UPK Early Dismissals/Delays

In the event of a 1-hour delay, UPK start time will be 10:30 am. In the event of a 2-hour delay, UPK will start at 11:30 am. UPK half day dismissal starts at 12:00 pm.

UPK Photos (Opt-Out)

Occasionally, the WG Publications Office gathers photographs, videos, and other celebratory evidence of our UPK programs at all sites and posts them on our social media. If you do not wish for your child to be included in these photo opportunities, please send in a written note to your child's teacher. These will be maintained on file for the duration of the 2026-2027 school year.