

WELCOME

SOLVAY ELEMENTARY SCHOOL



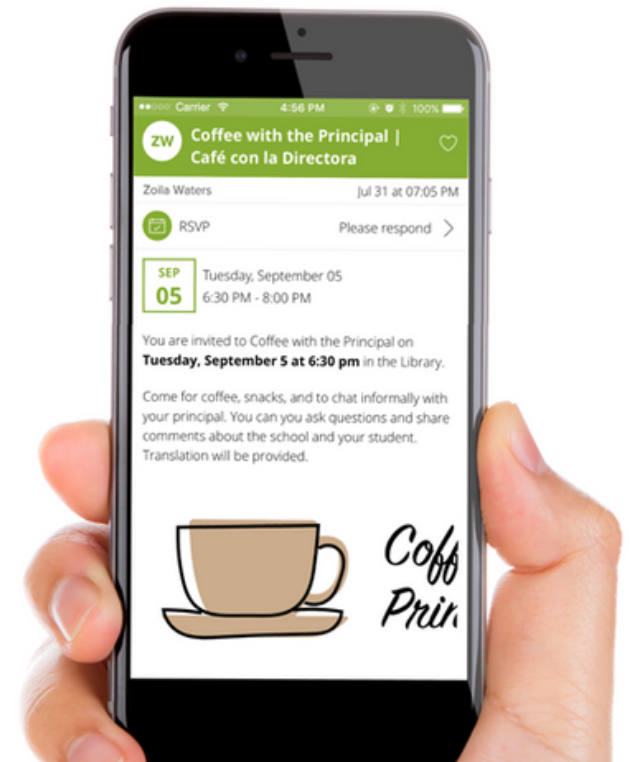
WHAT YOU NEED TO KNOW:

COMMUNICATION PLATFORM:

The Solvay Union Free School District uses the communication platform, Parent Square. Parent Square allows direct communication between parents, staff, administration, office staff and the district office. You can download the app to your mobile phone for easy access. For more information, please go to the district website and click on the district wide communication platform-parent square to log in and follow the link for training.

ParentSquare app today!

Stay involved with your child's learning and activities at school, from anywhere.



MEALS



BREAKFAST

Breakfast will be available for all students. All students will receive breakfast once they enter their classrooms

LUNCH

All students will have lunch in the cafeteria. When sending in lunch with your child, please be sure the child is able to open and put together the food themselves. Students will be offered either a hot meal, sandwich or PB&J meal with white or chocolate milk daily.

Although all students are eligible to receive free breakfast and lunch all families must fill out the form on the last page of the August 2022 Solvay Sentinel.

PHOTO POLICY

- Throughout the year, photographs may be taken of students for use in district publications including the district website or by the news media.
- Parents who DO NOT want their child photographed for these purposes are asked to send a note to the principal. A simple, written and signed not stating, "Please do not photograph my child, (student name), for use in publications and/or on the web" will suffice.



ARRIVAL AND DISMISSAL:

- All students who are not riding a bus, are to be dropped off and picked up in the main parking lot on Woods Rd. Every student who will be a "walker" EVERYDAY will be given a car tag that must be present during dismissal in order for the child to be released.
- From 8:45 a.m. - 9:00 a.m. parents should drive the loop of the parking lot at the west end of the building and drop their students off to enter the building. Parents will not be allowed to leave their cars and walk students up to the door. We are asking that you release your student to the staff assigned to that area.
- Parking in the front loop of the school is not allowed between the hours of 8:45 a.m. - 9:00 a.m. and from 2:30 p.m. - 3:20 p.m.

ARRIVAL PROCEDURES:

- Students may begin entering the building at 8:45 a.m.
- Students are considered tardy after 9:00 a.m. If your child arrives after this time, please bring them in to the main office.
- In order to provide optimum safety for all children, we do not allow parents to walk children to their classrooms in the morning. Staff are stationed throughout the hallways to assist students, should they need it.
- The front traffic loop is for LATE ARRIVAL and EARLY PICK-UP ONLY.
- Be sure to watch carefully for children and avoid them having to cross the street or parking loop by themselves.
- Please do NOT leave your vehicle unattended in the front loop.
- Parents needing to enter the building for a scheduled meeting must park in the staff/visitor parking lot located at the west end of the building.

DISMISSAL PROCEDURES:

- Dismissal begins at 3:10 p.m.
- If you are picking up your child, EVEN IF THEY ARE AN EVERYDAY "WALKER", they must be signed out in Parent Square **NO LATER THAN 2p.m.....EVERYDAY!**
- Students taking the bus will be dismissed by grade level as soon as all buses have arrived at the school.
- If you need to make a temporary change in your child's dismissal routine, a note must be received in the main office.
- If it is a bus change, please indicate the address the child is to go to. If you need to make a permanent change in bussing, please complete a new Transformation Request Form to indicate the change. It will take 1-2 business days for transportation to process and approve changes. In the meantime, a note must be provided to switch bussing until the change is approved and processed.
- If you would like to pick up your child every day, or certain days of the week, please send a note to the office and we will issue you a "pick-up tag".
- To avoid classroom interruptions and confusion at dismissal, phone calls after 2:30p.m. regarding changes in your child's dismissal must be limited to **emergency situations only.**
- Students being picked up at dismissal time will be sent to the gym to await their parents arrival in the parking lot where staff will bring the students to the correct vehicle.

EARLY PICK-UP:

- If you are planning to pick up your child from school before 3:10 p.m., please send in a note with the child containing what time they will be picked up, by whom and for what purpose and **SIGN YOUR CHILD OUT IN PARENT SQUARE.**
- To avoid classroom interruptions, phone calls regarding having to pick up your child early or stopping in without prior notice should be limited to emergency situations only.
- **After your child is signed out in Parent Square**, you can come to the main office to pick them up.
- To minimize loss of instruction time, your child will be called down to the office upon your arrival. Please plan your pick-up time accordingly.
- **ANYONE PICKING UP A STUDENT MUST SHOW IDENTIFICATION**
- Anyone other than a parent/guardian picking up a student must be authorized in writing by the parent/guardian **AND SHOW IDENTIFICATION.**

ATTENDANCE POLICY

- If your child is absent, please contact the Main Office at 315-488-5422 or the nurse's office at 315-484-1416 between 8:15 a.m. and 9:45 a.m. **Calls must be made every day your child is absent.** Messages may be left before 8:00 a.m. and after 3:45p.m. Please leave your child's full name, reason for absence and teacher's name.
- Please be aware of the school calendar and be sure to plan vacations around the planned school breaks to reduce absences and falling behind on work. Vacations taken outside of the school breaks are considered **unexcused absences.**
- NYS Law requires school boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school.
- It is the responsibility of parents/guardians to call school when their child will not be in attendance.
- If a parent/guardian has not called by 9:45a.m. to report an absence or lateness, we will use the messaging service to leave a voicemail at the designated contact numbers that the school has on file for the student. **PLEASE MAKE SURE THE OFFICE IS NOTIFIED OF ANY CHANGES IN CONTACT INFORMATION ASAP**
- Any absence not reported to the school will be considered an unexcused absence. Students returning to school after an absence will still need to bring in an excuse written and signed by a parent/guardian.
- It is required by law that a notice of student attendance be sent home once a student has 10 or more absences. It is also required that excessive unexcused absences be reported under the mandated reporter regulations for NYS. **IF YOU ARE STRUGGLING TO GET YOUR CHILD TO SCHOOL FOR ANY REASON, PLEASE REACH OUT TO THE SCHOOL AND A MEMBER OF THE STUDENT SUPPORT TEAM WILL ASSIST YOU IN ANY WAY YOU CAN.**

LOST AND FOUND:

- If your child has misplaced any articles of clothing, lunch containers or school related items, please have them check the lost and found cabinet.
- Due to the tremendous amount of lost and found items acquired each school year, **PLEASE REMEMBER TO LABEL YOUR CHILD'S BELONGINGS**
- Personal property, including electronic devices, toys, water bottles, etc. are brought to school at your own risk. The school or district is not responsible for items of this nature that may be lost, stolen or damaged.

CELL PHONE POLICY:

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus until 3:30 p.m. This includes iPads, MP3 players, phones or other hand held music or gaming devices. If a student brings one of these types of devices to school, it may be confiscated and held until a parent comes to school to get it.

At SES we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it turned off and out of sight during school hours.

- All cell phones that enter the school building must be turned off and must stay off throughout the duration of the school day.
 - Cell phones must remain in a student's school bag for the entire school day. At no point during the school day is a cell phone to be removed from a school bag.
 - If a cell phone is removed from a student's school bag at any point during the school day, they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up. It will be confiscated and returned only to the student's parent/guardian following a parent/guardian meeting.
- No other electronic device is permitted in the school building, including smart watches and other such devices.
 - During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 315.488.5422 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:30 p.m.

