

# W. A. Wettel Elementary Family Handbook



**2023/2024**  
**Vernon - Verona - Sherrill**

# **Contents Page**

**Principal Message**  
**General Information**  
**District Information and Calendar**  
**Families & School**  
**Assessment Practices / Student Expectations / Middle Level**  
**Program**  
**VVS District Policies**





## **School-Parent Compact**

W.A. Wettel Elementary School  
4329 Peterboro Street  
Vernon, NY 13476

When parents actively participate in their child's education, studies have shown that their children do better in school. Neither parents nor schools alone can ensure the educational success of the child. It takes working together to meet this common goal. Toward that end, the faculty and staff of the Vernon Elementary School and parents, working cooperatively to provide for the successful education of the children, agree:

<b>The School Agrees...</b>	<b>The Parent/Guardian Agrees...</b>
<ul style="list-style-type: none"><li>• To convene an annual meeting for parents to inform them of the educational program within the school and their right to be involved.</li><li>• To offer a flexible number of meetings at various times.</li><li>• To actively involve parents in planning, reviewing, and improving the educational programs and the district parental involvement policy.</li><li>• To provide parents with timely information about all programs.</li><li>• To provide individual student assessment results for each child and other pertinent individuals.</li><li>• To provide a high-quality curriculum and instruction.</li><li>• To deal with communication issues between parents and teachers through:<ul style="list-style-type: none"><li>- Parent/teacher conferences at least annually</li><li>- Reports to parents on progress at least quarterly</li><li>- Reasonable access to staff</li><li>- Opportunities to volunteer/participate in your child's class</li></ul></li><li>• To assure that parents may participate in professional development activities if the school determines that it is appropriate, i.e., literacy classes, workshops on reading strategies, etc.</li></ul>	<ul style="list-style-type: none"><li>• To oversee my child's attendance at school and completion of homework on time.</li><li>• To balance my child's activities so he/she is reasonably rested and ready to learn at school.</li><li>• To send my child to school prepared for learning (i.e., with textbooks, library books, signed notes, homework, etc.)</li><li>• To work with my child on his/her schoolwork (i.e., to practice basic math facts, read with my child for 15 minutes each day, check assignment notebooks and proofread all written work for neatness and accuracy).</li><li>• To become involved in developing, implementing, evaluating and revising the school parent involvement policy.</li><li>• To demonstrate through words and actions proper respect for all school faculty, staff and facilities.</li><li>• To share responsibility for improved student achievement.</li><li>• To communicate with my child's teachers about his/her educational needs.</li><li>• To ask parents and parent groups to provide information to the school on what type of training or assistance they would like and/or need to help them be more effective in assisting my child in the educational process.</li></ul>

**Legal Reference: Improving America's Schools Act of 1994. Section 1118(B) - Parent Involvement Signature Section**

*We agree to work together, to the best of our abilities, as educators and parents to fulfill our common goal of providing for the successful education of our children.*

# General Information





## W.A. Wettel Daily School Schedule

Students may enter building.....8:25 a.m.  
Homeroom ends.....8:55 a.m.  
Walkers and students being picked up dismissed.....3:10 p.m.  
Students riding the bus dismissed.....3:20 p.m.

### IMPORTANT REMINDERS:

Visitors to our school will need to press the doorbell located to the right of the single point of entry doors. Please remain in front of the camera until the office has verified your identity.

Due to supervision and safety concerns, student walkers and students being dropped off in the morning will be allowed to enter the building starting no earlier than 8:25 am. Thanks in advance for your cooperation.

For the safety of our kids, faculty and staff, visitors will be allowed very limited entry to the building at this time. The office will assist those students arriving late or leaving early. Please contact the office with any concerns.





## **STAFF (Tentative)**

Mr. Pompo.....	Principal
Mrs. Killian .....	Building Secretary
Mrs. Williams.....	Clerk/Library Aide
Mrs. Cowles.....	Nurse
Mr. Panzone.....	Custodian
Ms. Emig.....	Cleaner
Ms. Green.....	Cleaner
Mrs. Rentzis.....	Reading Aide
Mrs. Krawiec.....	Teacher Aide
Mrs. Matt .....	Teacher Aide
Mrs. McRae.....	Teacher Aide
Mrs. Simpkins.....	Cafeteria
Mrs. Sreca.....	Cafeteria
Mrs. Darling.....	Cafeteria
Mrs. Berberick.....	Lunch Monitor
Mrs. English.....	Lunch Monitor
Mrs. Krawiec.....	Lunch Monitor
Mrs. Wilczak.....	Lunch Monitor
Mrs. Wilson.....	Lunch Monitor

## **FACULTY (Tentative)**

Pre-Kindergarten	Mrs. Cartini, Mrs. Crosby
Kindergarten	Mrs. Adams, TBD
First Grade	Mrs. Bronk, Mrs. Rubyor
Second Grade	Mrs. Platt, Mrs. Snyder
Third Grade	Mrs. Barbano, Mrs. Martin
Fourth Grade	Mrs. Mulligan, Mrs. Purcell
Fifth Grade	Mrs. Harrington, Mrs. Woodard
Sixth Grade	Mrs. Critelli, Mrs. Crosby
Math AIS	Mr. Protheroe
Reading AIS	Mrs. Sinacore
Reading AIS	Mrs. Hatch
Reading AIS	Mrs. Losowski
Media Center Specialist	Mrs. Sperber
Physical Education	Mr. Whipple
Art	Mrs. Moore
General Music	Mrs. Tomaino
Band / Instrumentals	Mr. McCoy
String Lessons	Mrs. Russell
Special Education	Mrs. Jantzi
Speech	Mrs. Caraher
Occupational Therapist	Mrs. Blanchard
Physical Therapist	Mrs. Adey
Social Worker	Mrs. Peck
Computer Science	Mr. Feola
Digital Reading	Mrs. Congden
Career Exploration & Citizenship	Ms. Monahan & Ms. Widomski

## **Vernon - Verona - Sherrill Administration Office**

Superintendent of Schools.....Mrs. Martha Group

Assistant Superintendent for Finance  
and Operations.....Mr. Mark Wixson

Assistant Superintendent for Curriculum,  
Instruction and Assessments.....Mr. Chris Brewer

Director of Pupil Services  
and Personnel Development .....Ms. Erin Tiffany

## **Vernon - Verona - Sherrill Board of Education**

### **Board of Education 2023-2024**

*Ms. Ann Pangburn, President*

*Ms. Samantha Netzband, Vice President*

*Mr. Stephen Adamkowski*

*Mr. Steven Adams*

*Mr. Matthew Cole*

*Mr. Mark Kinne*

*Ms. Julie McMullen*

*Mr. Thomas Moats*

*Ms. Jenna Boice*

W. A. Wettel Elementary School

**Vernon P.T.S.O.**  
(Parent Teacher Student Organization)



**PTSO Officers 2023/2024**

President.....	Marilyn Berberick
Vice-President.....	Sarah Williams
Treasurer.....	Reanna Krawiec
Secretary.....	Kristi Krawiec
Teacher Representative.....	Kim Bronk





# **Families & School**



## PARENTAL GUIDANCE

Parents are their child's first teacher. Much of what your child learns will be based on your expectations, support, and interest in school. Here are a few ways you can support your child's learning:

- ◆ Set aside a place and time for homework
- ◆ Ask your child questions that are specific to school. For example, ask questions such as: "What did you do in science class?"
- ◆ Be positive about learning new things
- ◆ Have your child attend school unless ill
- ◆ Provide a variety of reading material for your child
- ◆ Get to know your child's teacher
- ◆ Help your child learn to work independently

## PHYSICAL EXAMINATIONS

The State Education Department requires a physical examination of children who:

- Are entering the school district for the first time or are entering Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup>
- Participate in interscholastic sports
- Need working papers
- Are referred by/to the Committee on Special Education

The district will provide physicals if necessary.

## ILLNESS AND ATTENDANCE GUIDELINES

For the health and safety of all our students, faculty and staff, it is important that you contact the school nurse whenever your child is displaying any signs of illness. Please keep your child at home if s/he has a temperature of 100 degrees or greater. Children with severe symptoms from GI issues, chest congestion, colds, and/or having a high fever should have one good day at home before returning to school. If your child is taking an antibiotic for any contagious disease, s/he may return to school after 24 hours of antibiotic treatment.

Please remember to contact the school nurse by 9:00 AM when your child is absent. This is important for the health and safety of all students. **A written excuse is required for all student absences.**

## MEDICATIONS

The Bureau of School Health Services of the State Health Department specifies guidelines for the administration of medication in school. The school nurse may only dispense prescribed and over-the-counter medication with written permission from parent and physician. Medicine must be in original containers. All medicine must be kept in the Health Office and given out by the nurse. Parents should bring medications to the nurse in the drug store-labeled and dated container. Controlled substances and glass containers are not permitted on the bus. Medications prescribed for three times a day may be given before school, after school, and at bedtime. This dosage schedule eliminates the need to send medicines to school.

## **COMMUNICATION SYSTEMS**

- **FACEBOOK**

- Please follow our Facebook page, <https://www.facebook.com/WettelElemVVS/>, for important reminders and updates, and pictures of students and staff learning and growing together.

- **In an effort to streamline our communications, and effectively communicate important information to our VVS families, the VVS School District will be using ParentSquare and Peachjar.**

- **PARENTSQUARE**

We will primarily utilize the ParentSquare platform to deliver important information about events, school closings, safety alerts and more. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with our district. To learn more about this exciting new platform, please visit the district website at

<https://www.vvsschools.org/departments/communications/parentsquare>.

- **PEACHJAR**

This year, we will continue distributing flyers electronically for communications about school, community and district events. This means lighter backpacks for students, and parents will learn about school and community activities directly- no more flyers lost on the way home. Over time, such flyers will be sent through ParentSquare.



### **ELECTRONIC EQUIPMENT**

**We strongly encourage you to keep all electronic devices – cell phones, MP3 players, PS games, etc. – home. Should any student be found using an electronic device without permission it will be confiscated and kept in the Main Office until a parent picks it up. VVS School District is not responsible for damage or loss of such devices during school time.**

### **STUDENT BICYCLES**

Bicycle riding to and from school is discouraged for safety reasons. If parents feel it is necessary for their child/children to ride a bicycle, **please provide written permission** which will be kept on file. Bikes should be parked at the designated place. Bike helmets must be worn by all students riding bikes to and from school.

**No students in grades K-2 are permitted to ride their bike to school.**

### **STUDENT WALKERS**

All students who walk to and from school are encouraged to use sidewalks, practice good safety habits and walk with a peer. **Written permission from a parent is required** stating the child can walk to and from school.

### **STUDENT PICK-UP BY PARENT**

Please press the doorbell to inform the office when picking up a student for early dismissal. The office will escort the student to the single point of entry doors.

For those students on our everyday pick-up list, a tent and table will be set up outside of our single point of entry doorway. Please sign out your student and wait outside until he/she has been escorted out of the building.

### **CHANGE IN BUS PICK-UP/DROP OFF**

Currently, we are unable to accommodate daily busing changes that result in a student taking a different bus. However, should you need to make a permanent or long-term bussing update, please contact the main office.

### **LATE BUSES**

Late buses are available Monday, Tuesday, Wednesday, and Thursday at 4:20 p.m. Prior permission to ride the late bus must be given by the parent before a student may stay after school.

## **WEATHER EMERGENCY -- SCHOOL CLOSING**

It may be necessary to close schools due to severe weather conditions. This decision is carefully made as early as possible in the morning. **Information regarding closings will be sent out through ParentSquare.**

**In cases of early closing once school is in session, please make sure you have a plan arranged with your child/children as to what they should do or where they should go.**

## **FIELD TRIP POLICY**

Student field trips are off-campus experiences that extend and enhance classroom and after-school activities. Teachers and administrators are charged with the responsibility of determining curricular and extra-curricular experiences that are advantageous and meaningful. All school field trips, athletic team trips and off-campus activities require approval from the Principal and parent permission slips. Field trips within the district do not require a permission slip signed by a parent / guardian. However, parents will be notified in advance. **Due to NYS regulations, if your child requires the use of an Epi-Pen, the parent must go with the child on the trip. If this is not possible, the child will not be able to participate in the field trip.**

## **CAFETERIA**

Free and reduced lunch applications were mailed home and are available in the main office. Breakfast is available to students at a cost of \$1.00 and lunches are available at a cost of \$2.00. In addition, snacks may be purchased a la carte. Students have an account in the cafeteria. Funds can be added to the account at any time by sending in money to the cafeteria or applying to your child's account online through MySchoolBucks. Students may bring part or all of their lunch from home. Students who bring drinks are asked not to bring glass.

## **CAFETERIA SAFETY & COURTESY RULES**

VVS students demonstrate safe and courtesy behavior while in the cafeteria by following these rules:

- Follow directions of the lunch monitors and kitchen staff
- Walk quietly to and from the cafeteria and wait patiently in line
- Keep all food in the cafeteria
- Keep hands, feet and food to yourself
- Keep your area clean and pick up anything dropped on the floor
- Report any spills to the lunch monitor
- Visit quietly with people closest to you



## **MANDATED REPORTING**

A mandated reporter is required by law to report to the New York State Child Abuse Hotline whenever they have reasonable cause to suspect that a child, under the age of 18, is being abused, neglected, or maltreated. Mandated reporters include physicians, nurses, lawyers, law enforcement officials, childcare providers, and school professionals. It is not the responsibility of the reporter to investigate the legitimacy of a reported incident or situation.

Reports accepted, are then investigated by the County Department of Social Services. As part of the investigation process, Child Protective Caseworkers interview the parties involved. The law allows children to be interviewed in school, by a Child Protective Caseworker, without parental notification. In addition, parents and/or guardians should expect to be contacted by Child Protective Services in a timely manner.

Any individual can make a report to suspected abuse, neglect, or maltreatment to the New York State Child Abuse Hotline. Child Protective Services is obligated to keep the source of the report confidential.

NYS Child Abuse Hotline: 1-800-342-3720

## **LEAVING THE SCHOOL BUILDING**

**Students must report to the Nurse or Principal for permission to leave the building.** The Nurse or Principal will contact the Parent for permission. **Due to obvious health and safety issues, students are not to call to be released or picked up from school, the Nurse or Principal must be the one to contact the Parent.** Failure to follow this procedure will result in disciplinary consequences.

A student who must leave the school because of illness **must report to the Nurse or to the Principal. Students must not leave school without such permission.** If a student must be excused for part of the school day, he/she must present a written request to the Nurse upon arrival at school. The request should specify name, date, time to be excused, destination and reason for leaving, means of transportation from school and telephone number by which the above information may be confirmed (parent, doctor, dentist, etc.). Please make appointments, if possible, on school holidays or after school hours.

Because of school's legal responsibility for the welfare of students, we cannot honor requests for students to leave school to run errands during school hours. **Leaving school without prior permission from the Nurse or Principal is considered TRUANCY and warrants disciplinary consequences.** A parent/guardian/legal representative of the student must sign the student out in the main office. When the student returns to school during school hours, the parent/guardian/legal representative must sign the student in at the main office. In every building of the District, parents or guardians should write a note or call the school if the parent/guardian/legal representative needs a student released during the school day.



### **Teacher Qualifications under No Child Left Behind**

The Vernon-Verona-Sherrill Central School District is pleased to employ a team of talented and highly qualified teachers. All permanently employed teachers meet New York State certification and licensing requirements. This enables each school within the district to provide an education that helps each child meet the rigorous educational standards and graduation requirements as defined by the New York State Education Department and the district. Under No Child Left Behind Act of 2001, parents or guardians of students attending a school that receives Title I funds may inquire about the qualifications for the teacher(s) who work with their child.

This information is available under the Freedom of Information Act. Information must be requested using the district application for public access to records. The application may be obtained from the district Records Access Officer, the Assistant Superintendent for Finance, between the hours of 8:00 a.m. and 4:30 p.m. on district business days.

### **Special Education Programs and Services**

For information on parents' rights regarding referral and evaluation of their child for the purposes of special education services or programs, please visit the New York State Education Department website at <http://www.p12.nysed.gov/specialed/publications/policy/parentsguide.pdf>. for the Parents' Guide to Special Education. In Addition, should you have specific questions regarding special education, please contact V.V.S. Special Education Coordinator, Mr. Patrick Goodman at (315) 829-7435

# W. A. Wettel Elementary School

- Assessment Practices
- Student Expectations
- Middle Level Program



## **ASSESSMENT & TESTING**

Assessments have been used in VVS for several years to help the learning community gauge student achievement. Recently, measuring academic growth and using the information as a tool to further learning has been accelerated. It is important for you to be aware of the assessments your children are taking. There are other assessments such as teacher-made exams, chapter tests, projects with rubrics, all of which help to provide a picture of your child's academic achievement.

Generally speaking, there are several reasons why students are assessed:

1. To determine a child's readiness to learn specific content and skills
2. To determine what a child has learned about specific content and skills that have been taught.
3. To determine what students know about specific content and skills required of NYS and the district
4. To diagnose learning challenges more narrowly
5. To inform next steps taken as they relate to instructional, curricula and assessment practices

### **ELEMENTARY NY STATE ASSESSMENTS**

<b>Assessment</b>	<b>Grade Level</b>	<b>Testing Month</b>
ELA	3 - 6	April 2024
Math	3 - 6	April/May 2024
Science	5	May 2024

Teachers use a variety of methods to determine how well your child is learning. These assessments all help the teacher provide feedback regarding your child's academic growth. These may include:

- ◆ Classroom tests & quizzes
- ◆ VVS Quarterly Exams and unit exams
- ◆ Effective Communicator
- ◆ Portfolio – a collection of your child's work
- ◆ Rubric – an outline of what should be done to get a certain grade
- ◆ Homework – assignment to be completed at home
- ◆ Projects – culminating activities for units of study
- ◆ Conferences – individual review of a student's work to date

Please peruse the web page of your child's teacher to better understand his / her philosophy and grading calculation. Similarly, please utilize the parent portal to access your child's academic data

To ensure a successful testing experience for your child, we encourage you to help in the following ways:

- ◆ Make sure your child gets plenty of sleep each night before a testing situation
- ◆ Discuss the importance of doing one's best work on each test
- ◆ Try to reduce any anxiety your child may be feeling about tests



**V.V.S. Report Cards**  
**(Pre-k - 6)**

Students attending school in NY State are required to demonstrate proficiency in meeting the NY State standards in the areas of English Language Arts, Mathematics, Science and Social Studies. The NY State Learning Standards describe what your child should know and be able to do at their grade level. Our report cards outline your child's progress in meeting the NY State and district curriculum standards and contain a tentative list of topics to be covered during each marking period. For grades three through six, students additionally obtain grades in our Expressive Academic Classes (music, art, library, physical education).

We have worked to develop report cards that are unique for the curriculum at each grade level while also having consistent grading scales and a similar format from year to year. Please keep in mind that report cards are only one form of school/home communication about student progress. Please make sure to review your child's class work, tests/quizzes, teacher correspondence, and student planner on a daily basis.

**Beginning this school year, students in grades 3<sup>rd</sup> through 5<sup>th</sup> will have new report cards.**

**Student Performance Levels**

<b>Level 1 Not meeting Learning Standards</b>	<b>Level 2 Partially Meeting Learning Standards</b>	<b>Level 3 Meeting Learning Standards</b>	<b>Level 4 Meeting Learning Standards with Distinction</b>
Student performance does not demonstrate an understanding of the curriculum content expected at this grade level	Student performance demonstrates a partial understanding of the curriculum content expected at this grade level	Student performance demonstrates an understanding of the curriculum content expected at this grade level	Student performance demonstrates a thorough understanding of the curriculum content expected at this grade level

*The mission of the Vernon-Verona-Sherrill School District is to serve the community by preparing individuals to value challenges, learning opportunities, diversity, and civic responsibility*

**VERNON-VERONA-SHERRILL SCHOOL DISTRICT**  
**STUDENT CODE OF CONDUCT**

The Vernon-Verona-Sherrill School District staff and faculty have high expectations for student behavior. Each student will be expected to be respectful and responsible. Students will:

- Treat all school personnel, visitors and their peers with courtesy and respect.
- Respect all school and personal property.
- Be on time and prepared for school and class.
- Wear appropriate school clothing.
- Keep their hands, feet and objects to themselves.
- Use appropriate school language.

**THESE EXPECTATIONS EXTEND TO ALL SCHOOL PROPERTY AND OFF CAMPUS  
ACTIVITIES INCLUDING SCHOOL BUSES, ATHLETIC EVENTS, FIELD TRIPS, ETC.**

Examples of consequences for inappropriate behaviors:

Verbal warning / counseled warning  
Parent Contact  
After-school detention  
Time out periods  
Principal's hearing

Loss of privileges  
Restricted lunch  
Work detail  
Out of school suspension  
Superintendent's hearing

We ask that parents be supportive of school rules and regulations. If a question arises, do not hesitate to contact your child's teacher or principal for clarification. It is our attempt to keep the lines of communication between teachers, principal and parents open at all times. In conjunction with the rules and consequences, students will receive positive reinforcement for their success and achievements.



## **V.V.S. Middle Level Program**

### **Your child is in the “Middle Level” if he/she is in grades 5 – 8**

#### **What is the Middle Level Program?**

Our program focuses on the needs of children in grades 5 through 8, and their unique academic and developmental needs. Due to these students' special characteristics, our 5 – 8 teachers and administrators have come together as a team to develop and implement a program that meets their needs.

#### **Is middle-level education something that only takes place in school buildings designated as middle schools?**

No. Middle-level education is seen as a supportive but academically rigorous bridge between the elementary grades and high school, and may take place in various school buildings as long as the program and its staff are involved and committed to a common goal, mission, and elements of the program.

#### **Middle Level (grades 5 – 8) Mission Statement**

**The VVS Middle Level School Program provides the opportunity for our students to acquire the skills and experience to be successful, and to develop a positive self-concept, a respect and appreciation of others, and the desire to continue learning.**

**It is the Mission of the Vernon Verona Sherrill School District to educate and prepare every child to be successful in life**

#### **What does our program look like?**

Seven elements have been established that best reflect our particular program.

##### **Essential Elements of a Standards-Focused Middle Level Program:**

- ✧ Element #1 – A philosophy and mission that reflects the intellectual and developmental needs and characteristics of adolescents
- ✧ Element #2 – An educational program this is comprehensive, challenging, purposeful, integrated, and standards based
- ✧ Element #3 – An organization and structure that support both academic excellence and personal development
- ✧ Element #4 – Classroom instruction appropriate to the needs and characteristics of young adolescents provided by skilled and knowledgeable teachers
- ✧ Element #5 – Strong educational leadership and a building administration that encourages, facilitates, sustains involvement, participation, and partnership
- ✧ Element #6 – A network of academic and personal support available for students.
- ✧ Element #7 – Professional training and staff development that are ongoing, planned, purposeful, and collaborated.

All students in grades 5-8 are challenged by a balanced and academically rigorous education that prepares them to succeed throughout their public school experience. Subject-by-subject curriculum includes the facts students must know, the skills they must acquire, and the concepts they must understand. Students and parents understand that teachers believe learning is a lifelong process and believe in continually updating their skills.

Between January and May, meetings in the various buildings take place with Mrs. Hodkinson, Middle School Principal, and the Middle School guidance counselor. Monthly middle level program task team meetings take place. Sixth grade visits to the Middle School will take place. Parent orientation occurs in late April or early May.



# **VERNON-VERONA-SHERRILL**

## **DISTRICT POLICIES**



All District Policies, including a list of policies that require annual notification, can be found at  
<https://www.vvsschools.org/our-district/policies>  
or vvsschools.org>Our District>Policies

# W. A. Wettel Elementary

