

**Elba Elementary School
Student-Parent Handbook
2025-2026**



**57 South Main St.
PO Box 370
Elba, NY 14058
Phone: (585) 757-9967
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**Elba Elementary School
Phone Directory**

(585) 757-9967

Superintendent of Schools	Gretchen Rosales
District Principal (UPK-12)	Jessica Cramer
District Assistant Principal (UPK-12)	Jamie Pratt
Director of Pupil Personnel & Psychologist	Nicole Kohlstaedt Ext. 1600
Elementary Office	Ext. 1600
Elementary Secretary CSE/CPSE Secretary	Pam Pedro Ext. 1600
Dean of Students	Mark Beehler Ext. 1210
Attendance Clerk	Glennnda Boyce Ext. 1241
School Nurse	Lindsay Fisher Ext. 1240
Transportation	Andy Reeb Ext. 1770
Tech Support	Ron Cain Ext. 1350
Elementary Counselor	Carley Fairchild Ext. 1560
School Social Worker	Ally Terranova Ext. 1070
School Resource Officer	Ryan Young Ext. 2131
Nutrition Coordinator (Cafeteria)	Kim Walczak Ext. 1010

Elementary Information A-Z

Arrival & Dismissal Procedures:

School Hours: 7:35 am - 2:27 pm

Arrival:

- Students who ride the bus will be dropped off at the front bus loop (North Door).
- Morning parent/guardian drop off, at the Attendance Office (south entrance), begins at 7:30 am. Students are not allowed in the building before 7:30 am. All doors lock at 7:40am. If your student arrives after this time, they will need to sign in at the Attendance Office.
- There will be two lanes for drop off access. The right lane, closest to the building, will be for drop offs only. The left lane will be a thru lane for vehicles that are ready to exit. After dropping students off, vehicles are permitted to use the thru lane and should exit the end of the lanes via Lancer Lane or Rt. 98.
- Please **do not** get out of your car when dropping off your child. If you need to help your child get out of the car, you **must** park in the parking lot. All students should be dropped off on the passenger side of the car.
- Students who need breakfast will check in to their classrooms first for attendance.
- Students are welcomed into classrooms at 7:35 am.

Dismissal:

- Afternoon pick up begins at 2:20pm for UPK - 4 students, 2:27pm for students in grades 5-12 at the Attendance Office loop (south entrance). The right lane, closest to the building, will be for pick ups only. The left lane will continue to be a thru lane for vehicles that are ready to exit. Vehicles are permitted to exit using the thru lane once they are ready to leave.
- For elementary students in grades UPK-4, you will need to use your pick up cards. This has your child's name and grade level and **MUST** be in your vehicle's front window upon pick up. Anyone picking up your child(ren) must have a pick up card. Once your vehicle moves where dismissal staff can see, your child(ren) will be released. Please contact the elementary office if you need an additional card.
- Students in grades 5-12 will be dismissed from the building at 2:27pm and will be free to find their vehicle independently.
- If you have children in different buildings, you may want to wait until 2:27pm for pick up.
- Please do not get out of your car when picking up your child. If your child requires assistance getting in a car seat or buckled, please park and walk to pick up your child.

Attendance:

- New York State requires parents/guardians to notify schools if children will not be in attendance. If your child will be absent from school or tardy, please contact the Attendance Office at 585-757-9967 ext. 1241. You can leave a message any time of day or night.
- A message on Parent Square or a written excuse must be sent when the child returns from an absence.
- If your child is tardy, please sign your elementary child in at the Attendance Office.
- If your child will be dismissed early, please provide a note which states the child's name, time, and the reason for early departure to the elementary office. Elementary students need to be picked up in the Attendance Office.
- If your child is sent home from school from the Health Office, please pick up your child at the Attendance Office.

Teachers will convey attendance information to parents via student report cards. A letter of concern will be sent to parents through the mail at the following thresholds:

- Tardies: letters at 4 and 8 tardies; principal phone call at 10 tardies
- Absences:
 - Stage 1 (5 days): Letter from attendance clerk
 - Stage 2 (10 days): Letter from counselor
 - Stage 3 (15 days): Letter from principal with a request for a meeting/conference
 - Stage 4 (20 days): Letter from superintendent and principal with a request for a meeting/conference

B.E.S.T.

We encourage all parents to join the Building Elba School Together (B.E.S.T.), our PTO, and become active volunteers. Without volunteers, many of the wonderful supplemental activities your children experience would not happen each year! Please see their [Facebook page](#) for updated information.

Cafeteria

Breakfast is available each morning beginning at 7:35 am.

Students have a 30-minute lunch period daily. Lunches are served between 10:00 am and 11:30 am. Students may bring their lunch from home or receive a school lunch. Please see the menus

posted on the district website for both breakfast and lunch. Students may also purchase snacks.

This year, at this point, there is free breakfast and lunch for all students. Parents are still encouraged to complete an application for breakfast and lunch to keep the program continuing.

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. Parent requests for a specific teacher will not be honored.

Computers

Students in grades K-6 are issued school Chromebooks for use in school. Students will use their Chromebooks to enhance their learning. If your child's Chromebook has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families will be fined for repairs or Replacements. *Optional, **but highly recommended**, insurance coverage is available for families to purchase at the beginning of each school year.*

Conduct & Discipline

PBIS stands for Positive Behavior Interventions & Supports. The goal of PBIS is to encourage positive behaviors which will increase instructional time and improve student achievement. Elba Elementary School has been implementing the program for five years. Our intentional focus on positive reinforcement is creating and maintaining a positive school climate for the students and teachers. We believe that Lancers can lead the way by being **respectful, responsible, and safe**.

Therefore, our students are explicitly instructed on how to be respectful, responsible, and safe. Students who display these behaviors are reinforced through our PBIS Rewards system, in which they can receive points to later cash in for incentives. Students who go above and beyond in any of these areas may also be recognized on weekly announcements.

Students who violate school rules and expectations will be provided reteaching opportunities and will be required to accept consequences at the discretion of the classroom teachers and the school administrator.



Lancers Lead the Way

School Wide Expectations	Classroom	Hallways	Cafeteria	Bus	Playground
Respectful	Listen to the teacher and other students Keep discussion to classroom topic Work well with others Be friendly and tolerant of others	Use a quiet voice Enjoy the artwork; look with your eyes only	Quietly wait your turn Use good manners Honor others space and property	Talk quietly Honor others space and property Use kind words and actions	Show good sportsmanship Take turns Use kind words Help others when needed Include others and be a good friend
Responsible	Do your best work Complete all assigned tasks Be prepared Be on time Follow classroom rules	Walk promptly to where you are going Keep locker area and hallways clean Turn electronic devices off when entering the building	Be appropriate with your food and drink Clean up after yourself Stay in your assigned seat Raise your hand for help	Follow drivers instructions Remain seated	Listen to adults in charge Follow directions promptly Seek adult when help is needed
Safe	Keep hands and feet to self Stay in your personal space Walk Use materials appropriately	Keep hands and feet to self Keep to right in hallways and stairways Walk at all times	Remain seated Eat your own food Keep hands and feet to self	Enter and exit bus appropriately Face forward Keep aisle clear Keep hands and feet to self	Wear appropriate clothing and shoes Use equipment properly Keep hands and feet to self

Counseling

Counseling services are available for students who are in need of this service. The counselor can provide individual and group counseling services to meet the developmental, preventive and remedial needs of students. The school counselor can also consult with students, parents, teachers and other school and community personnel to assist in meeting the needs of students. Please contact the school counselor with questions or concerns regarding your child(ren).

Emergency Procedures

School closings, delays, and early dismissal due to adverse weather conditions or other emergency situations will be posted on Parent Square and on local news stations. Snow days are determined by the Superintendent as early in the morning as possible. If there is inclement weather, you will be notified as soon as possible.

If it is necessary for us to close school before the end of the normal school day, information will be pushed out via ParentSquare. 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. Students will be dismissed their usual way (bus or pick up), unless there is an alternate plan provided to the school.

Enrichment Opportunities

The Elba Elementary School offers a variety of programs to enrich the educational experience of students seeking expanded academic challenges. These include:

- After-school Enrichment clubs (Page Turners, Art Club, Lego Club, Announcements, Library Club, Student Council, Intramurals, PBIS Committee, and Drama Club)
- Band and Chorus
- Students in K-6 are offered enrichment activities daily, during WIN time. “What I Need” time provides students daily interactions with rigorous, high-quality materials to extend a student’s learning within their classroom setting.

Health Office

Health Concerns, Medical Diagnoses, and Your Child

If your child has a medical diagnosis, or you have a health concern regarding your child, please let the school nurse know. Keeping the nurse informed about your child helps the school keep your child safe and healthy in the school environment. The health office is a source of information and education for you, the parent. Please do not hesitate to contact the nurse if you have questions about your child’s health needs in school.

When to Keep a Child Home with Illness

Children should attend school on a daily basis. Good attendance promotes academic success. It is sometimes difficult to know when to send a child to school and when to keep them home. If your child has a fever, it is not a good idea to give them medicine like Tylenol or Motrin and send them to school because as soon as the medicine wears off, the fever may return. To prevent the spread of infection and to keep your child safe, you will be called to pick up your child if they are showing signs and symptoms of illness.

Please keep your child home and contact the child’s doctor for one or more of the following symptoms:

1. Fever of 100.4° F (38° C) or greater taken by mouth. *Your child must be fever free for 24 hours to return to school.*
2. Severe sore throat and feeling ill.
3. Sore throat with exposure to a Strep throat infection.
4. Vomiting and/or diarrhea within the last 24 hours. *Please wait until vomiting/diarrhea have stopped for at least 24 hours before sending your child back to school.*
5. Severe ear pain or fluid draining from the ear.
6. New cough and feeling ill.
7. Body aches.
8. Honey-crusted sores around the nose or mouth or rash on other body parts.

9. Red, runny, itchy eyes.

A student must be fever, diarrhea, and vomit-free for 24 hours before they return to school.

If you find your child is frequently asking to stay home from school, if they are falling behind, or appear anxious about school, or if there does not appear to be physical symptoms, please contact the school nurse and your healthcare provider to discuss your child's concerns.

Required Health Screening & Immunizations

Health Examinations (Physicals)

Examinations should be done by your child's doctor or will be done by the school physician at no charge to you. Please bring in your child's health appraisal form or have it faxed by the doctor to the Health Office. The form *must* be completed on the [Required NYS Health Examination Form](#). Physical examinations are required in the following grade levels:

- New entrants
- Pre-K
- Kindergarten
- First grade
- Third grade
- Fifth grade

Screenings

All new entrants, kindergarten, first, third and fifth grade students will have vision and hearing screening done by the school nurse if they are not done by your healthcare provider at the time of your student's physical examination. Female students in fifth grade will also have scoliosis screening performed by the school nurse. You will be contacted in the event that your child needs a referral to a healthcare provider following these screening. It is your responsibility to arrange follow-up with the physician of your choice. Please notify the school nurse of the results of that follow-up evaluation.

Required Immunizations

All children must be age-appropriately immunized to attend school in NYS. For more information on specific requirement regarding immunizations, please visit the [NYS Department of Health Immunizations](#) webpage.

The following [table](#) is published by the NYS Department of Health and outlines the requirements for School Entrance/Attendance for the 2025-2026 school year.

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older and the series was started at less than 1 year of age or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³		Not applicable	1 dose given after age 10 years	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart and between the ages of 11 years through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

Medication in School

If your child is prescribed a medication, or takes a medication frequently, please contact the school nurse to discuss this as soon as possible. Medicine will be given by the school nurse ONLY if the following conditions are met:

1. Medicine will not be given without a *written order from the child's healthcare provider* (this includes Tylenol, Motrin, Benadryl, cough drops, lotion, chapstick, throat lozenges, etc.). The order should include a reason for administration (indication) and any relevant instructions for administration.
2. Parents must also give written permission for the nurse to give medication.

3. Parents are to bring the medication to school and give it to the nurse. Students **ARE NOT** allowed to carry medication to school.
4. All medicine must be in an unopened drugstore container labeled properly with directions and the child's name. For prescription medications, please ask your pharmacy to give you a second, empty container with a label on it so that it can be sent on field trips and for emergencies.
5. Any changes in frequency or dosage must be in writing from the doctor.
6. **There must be a new doctor's order for each school year for any medicine.**
7. The above rules apply to any over-the-counter medicine as well as prescription medicine.
8. Please note: students need a written note from a parent to have and apply sunscreen at school.
9. Parents must pick up medications at the end of the school year. They cannot be held over to the next year.

Food & Other Allergies

Allergies are very common in children. The CDC estimates that 1 in 13 children in the United States have a food allergy. That is about 2 children per classroom! If your child has any allergy, food or otherwise, please contact the school nurse to discuss a plan to keep them safe as soon as possible. Our school is not a nut-free school; rather, we are an allergy-aware environment. We acknowledge that all allergies can be life threatening. If there is a serious allergy in your child's classroom, we will notify you and ask that you please cooperate by not sending in allergens that can put others at risk. Keeping our students safe is everyone's responsibility.

Head Lice

All students are checked for head lice if they are showing symptoms and as needed throughout the year. The peak time that children become infested with head lice is in the summer, but lice are present in all communities, all year long. Head lice are a nuisance, but they are treatable and are not life threatening. Check all family members for lice and nits (lice eggs) at least once a week. Lice are reddish-brown wingless insects. Nits are grayish-white, always oval shaped, and are glued at an angle to the side of the hair shaft.

Looking for signs and symptoms at home and notifying the school nurse is the best way to prevent and treat head lice.

Homework

Students may have homework to complete each night or during the week. This may include reading or practicing math facts in the early grades or practicing math or reading skills in the intermediate grades.

Lost and Found

Lost articles should be reported to the office and to the teacher of the child. Found articles should be turned in at the office. Items are kept during the school year; however, any unclaimed articles are given to a charity over the summer.

Multi Tiered System of Supports (MTSS)

Multi Tiered System of Supports (MTSS) is a New York State mandated multi-level approach to providing differentiated support to all students. Therefore, to determine if students are meeting grade-level expectations, every child will be screened three times per year (fall, winter, spring) to measure progress in reading and math. If screenings show that interventions are needed, some may take place within the classroom and some may take place outside the classroom with an Instructional Specialist. Families will be notified if their child is in need of an intervention outside the confines of the classroom. The Elba Elementary School MTSS model uses a three tiered approach to instruction/intervention:

Tier 1- Classroom teachers will use a variety of strategies within the core curriculum to address individual instructional needs. Interventions may be provided within the classroom setting by a classroom teacher or teaching assistant.

Tier 2- Based on district assessment criteria; students who qualify will be provided additional research-based interventions by an Instructional Specialist, classroom teacher or teaching assistant. This service may be provided within the classroom or in a separate location. The teacher responsible for providing the additional support will monitor student progress and parents will receive reports.

Tier 3- Based on district assessment criteria; students who qualify will be provided with a more intensive research-based intervention by an Instructional Specialist. This service may be provided within the classroom or in a separate location. Instructional Specialists will monitor student progress and parents will receive reports.

Interventions will continue as needed to ensure student success in the Tier 1 instructional program. The vast majority of students meet grade-level expectations within three tiered approach.

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. Students in grade 5 also take the Grade 5

Elementary-Level NYS Science Assessment. It is important that your child be present and on time during these testing days. Parents will be informed of student test scores when NYS provides the information late summer or early fall of the following school year.

ParentSquare

The Elba Central School District has implemented the ParentSquare notification service in order to enhance communication with parents and staff. This service enables us to send telephone messages, texts, and emails to serve as reminders, keep you updated about upcoming events, and provide notification of school closings. Please be sure that the phone numbers and emails on file in the main office are current and accurate. If you need assistance with ParentSquare, please reach out.

Parent/Teacher Conferences & Report Cards

Parent Teacher Conferences are scheduled for all students UPK-6 in November. Report cards are issued four times a year. It is important to note that any parent may request a conference to discuss his or her child's progress at any other time during the year.

Parties

The New York State Health Department does not allow homemade baked goods to be provided as a classroom treat for birthday or other parties.

Recess

Student participation in recess varies from grade to grade. Teachers are encouraged to provide time for recess daily and when the weather allows to take the class outside.

School Supplies

Please see the School Supply list located on the School [Website](#).

Special Education

The Committee on Special Education (CSE) meets during the school year to discuss the special needs of students who are referred or have already been classified. New referrals must have a multi-disciplinary evaluation (school psychologist, speech therapist, etc.) that measures areas of concern. A student who is found eligible may be assigned a special education teacher to provide

programs and/or make accommodations. Related services (speech/language, OT, PT, counseling, etc.) may also be offered. Each student's Individual Education Plan (IEP) is reviewed at least annually to discuss progress and plan for the next school year.

Specials

Elba Elementary students have the opportunity to participate in various specials depending on the grade level. Students in UPK-3 attend Library, Music, Art, STEM and/or Spanish, as well as Physical Education. Our fourth through sixth graders have the opportunity to participate in band and chorus, as well as taking Agriculture and Technology courses.

During library class students are given time to return, to search for, and check out books. It is important that students remember to return their library materials on time so that others may enjoy them. Students are required to take responsibility for their library books. Payment is required for lost or badly damaged books before being allowed to borrow another library book.

Students in grades UPK-6 will have either a General Music class, band, or chorus. Students in band and chorus (grades 4-6) are expected to attend lessons (if applicable) on a regular basis and attend concerts.

Physical Education is a required class in public school. Parents may NOT write notes to excuse their child(ren) from P.E. class. A written doctor's note will be required for a child to be medically excused from P.E. for any period of time. Students in grades 5 and 6 may change for PE and should be prepared with appropriate clothing and footwear.

Transportation

- Be sure to fill out the transportation request form each year. This is located on the district's website. This includes pick up and drop off locations and any changes.
- Students need to be waiting OUTSIDE five (5) minutes prior to the scheduled pick-up time for the school bus. The school bus driver has a schedule to follow.
- The school bus driver is authorized to assign seats for students to promote school bus safety. The school bus driver will explain the rules for riding the school bus and request that every student follow these rules.
- Students' conduct on the school bus is expected to be the same high standard exhibited in the classroom. The school bus driver has a difficult job under ideal conditions. Every student must cooperate fully with the school bus driver's instructions. Transportation is a privilege not a right.
- If a student must cross the road, they proceed only after receiving the school bus driver's hand signal.

- Every student is asked to participate in keeping the school bus clean and sanitary. Food and drink cannot be consumed on the school bus. Any incidence of vandalism will result in consequences and restitution.

Updates

Monthly updates will be communicated to parents/families through a newsletter. Information will include upcoming events and what is happening at Elba Elementary.

Visitation

All visitors must bring their identification to the Attendance Office in order to obtain a visitor's badge before going anywhere in the building. The Attendance Office is the only point of entry to the building. Classroom visits should be arranged with the teacher prior to the visit.