

Tonawanda FAQs

Who are some key staff members? Who is the PTO President?

Principal:	Mrs. Kristin Olson
Administrative Assistant:	Ms. Michelle Kiese
Health Room Assistants:	Mrs. Ann Bumgardner and Mrs. Scarlet Hansen
School Psychologist:	Mrs. Heidi Rowley
Head Custodian:	Mr. Jamie Maki
PTO President:	Mr. Spencer Mayhew

What are some key phone numbers?

Tonawanda Elementary School:	262-785-3950
Tonawanda Health Room:	262-785-3950 ext. 202
Tonawanda Principal:	262-785-3950 ext. 201

How do I register my student?

Registration is an annual process which typically happens each summer. Registration for the 2017-2018 school year runs July 24th - August 25th. Registration is done in Infinite Campus, while fees are paid in MyPaymentsPlus. You will need two emergency contacts, as well as physician and dentist information.

What are the school hours?

Outside Supervision: 8:30 a.m. until 8:42 a.m.
Upon morning arrival, students may play on the playground.
Students enter in the school building at the 8:42 a.m. bell.

Morning Bells: 8:42 a.m. and 8:50 a.m.

Monday, Tuesday, Wednesday, Friday school day hours: 8:50 a.m. - 3:43 p.m.

Dismissal Bells: 3:41p.m. for parent pick-up students and 3:43 p.m. bus riders are dismissed to the gym until their bus has arrived.

Thursday school day hours: 8:50 a.m. -2:46 p.m.

Thursday Dismissal Bells: 2:44 pm for parent pick-up students and 2:46 p.m. bus riders

What is the bus schedule?

All students are given a bus assignment. Prior to the beginning of school you will receive an email from Go Riteway, the bus company, with your student's assigned bus number, along with pick up/drop off times and location. In your primary classroom orientation (K-2), you will receive a card to attach to your student's backpack which you will complete with his/her daily mode of transportation. Deviations from your student's daily mode of transportation should be sent on a note or an email from home, including parent pick-up on a typical bus day, staying for after-school activity, or going home with a friend.

Where do we drop off/pick up our student?

Students are dropped-off and picked-up at the corral on the east side of the main parking lot. Pick-up after school is much busier than drop-off before school.

As you enter the parking lot, the right lane (closest lane to the school building) and front entrance to the school are reserved for buses; personal vehicles use the middle left lane to approach the corral. When picking up in the corral loading zone, there are 5 loading spaces. Students may only enter/exit vehicles in the corral loading zone, doing so from the passenger side.

As a vehicle vacates the corral loading zone, the remaining 4 vehicles should pull forward to occupy spaces 1 through 4, with the first vehicle waiting in the middle left lane pulling forward into space 5. The vehicles waiting in the middle left lane always enter the corral loading zone in space 5. If a vehicle in the corral loading zone does not immediately pull forward when a space is vacated during parent pick-up, please wait as staff will wave them forward if they are not actively loading.

Many parents park in the parking lot or on adjacent streets and walk to the corral to meet their students after school. Students may not enter the parking lot or leave the corral without an adult; students may not enter a car waiting in the middle left lane for a spot in the corral loading zone.

Please have a family last name sign displayed in the car for pick up. Mrs. Bond, our PE Teacher and Parent Pick-up supervisor, can get you a laminated sign upon request.

How do I enter the school?

Follow the covered entry to the front doors. There are cameras and a buzzer to allow entry through the double doors. Once inside, you will check in with Ms. Kiese at the front office to your left. If you are staying, enter your information into the computer log and get a visitor sticker.

What if my child needs medications during the school day?

An adult is required to transport any medications to and from Tonawanda. Please drop off any medications and report any allergies to Mrs. Bumgardner and/or Mrs. Hansen in the Health Room located in the main office.

How do I sign up to volunteer?

All volunteers for classrooms, field trips, and PTO activities must complete a background check. This can be completed through the Tonawanda website home page. There is no cost. It is recommended you complete the background check prior to the start of the school year so you will be ready to participate. Teachers, room parents, and PTO committees use a variety of methods and websites to facilitate volunteer opportunities.

What about recess and inclement weather?

Assume your student will be outside for recess and have them dress accordingly. Be prepared for light rain and cold weather down to zero degrees wind-chill. When snow is present, snow boots and snow pants are required for students who wish to leave the blacktop area. If the blacktop is wet or slushy, your student may be asked to stand near the wall if they do not have proper footwear.

What do I need to do if we.....

...are tardy? You must sign- in tardy students at the front office in the Health Room. Be sure indicate if your student is hot or cold lunch.

...have a planned absence? Please notify your student's teacher, Ms. Michelle Kiese in the office at kiesem@elmbrookschools.org, and the health room assistants Mrs. Ann Bumgardner at bumgarda@elmbrookschools.org and Mrs. Scarlet Hansen at hansens@elmbrookschools.org by email that your child will not be attending school. For tracking purposes, please be specific regarding medical-related absences.

...have an unplanned absence? Call the school at 262-785-3950 extension 202. Leave your student's first and last name, teacher, and reason for absence. Again, please be specific regarding medical-related absences.

...are going on vacation? Vacation forms are in the hanging information file next to the art display cabinet as you walk into the school.

...have an appointment? Please send a note from home to your student's teacher. You must come into the office to the health room to check your child in and out of school. For medical appointments, request a physician's note whenever possible so it will not count as a parent-initiated absence.

What is the lunch process?

Each morning, student attendance will be taken and your child will make their lunch choice for the day. You can review the menu choices on the Tonawanda website.

Student meals are paid for through MyPaymentsPlus, at the office, or by sending a sealed and labeled envelope to your student's class. The cost is \$2.50 (including milk) and \$0.40 for milk only. Third through fifth grade students use a PIN pad to enter their student identification number when collecting their lunch, while kindergarten through second grade students are checked-in individually with assistance from an adult lunch paraprofessional. Third grade students begin the year checking-in individually, eventually transitioning to PIN pad.

You may eat lunch with your student at the reserved visitor's table in the lunch room. You may bring lunch or purchase a hot lunch. If you are planning to eat an adult hot lunch meal, please notify Mrs. Bumgardner or Mrs. Hansen at the beginning of the school day with your hot lunch selection. Lunch times are split up by grade levels. Space permitting, your student may have up to two friends join you at the visitor's table.

Is there a school directory?

Yes, our online directory is MySchoolAnywhere, and is crucial for staying connected to your student's educational experience. You will receive an email with instructions for how to enter your student and family information. MySchoolAnywhere is the hub of our school community, operating as a place to volunteer, ask a classmate or parent a homework question, arrange after-school activities or ride-shares, or track down a lost item. MySchoolAnywhere is most effective when all our families register and participate.

Where is the lost and found?

Lost items are brought to the front hall closet across from the library entrance. Occasionally, high-value items will be held in the office. Unclaimed items are periodically donated to Goodwill, typically during winter break, spring break, and the end of the year. Please follow Tonawanda Lost & Found on Facebook where PTO volunteers make an effort to post current pictures of lost items for parents to scan.

Many new, brand-name items have been donated throughout the years. Please have your student get in the habit of checking Lost & Found periodically.

What are PAW Slips and CLAW Slips?

PAW (Positively Awesome Work) slips are small orange paper slips given to students and staff to recognize a variety of positive reasons (showing kindness, being extra helpful, encouraging a peer, going above and beyond). When students receive a PAW slip, the PAW slip is placed in the classroom bucket. Each week on Friday, a student's PAW slip is pulled out of each classroom's bucket to be read over the announcements. The week's collection of PAW slips from the classroom buckets are placed into the grade level bucket on Friday mornings. At the quarterly PAW assembly, one student's PAW slip is pulled from each grade level bucket and that student may choose a small school spirit item.

CLAW (Communicating Less Appropriate Work) slips are small white paper slips given to students to communicate a concern, usually regarding student behavior. Some teachers may not use CLAW slips and will communicate these concerns through email, phone call, and/or Think It Through sheets.

My child has a birthday. What can I do?

Your child's birthday (or half-birthday for summer birthdays) will be announced on the morning announcements. The birthday student is welcome to come to the office for a birthday pencil. If your child would like to bring in a special treat to celebrate their birthday with their class, please feel free to do so. Please send in napkins and have the treat cut into pieces ahead of time, if needed. If at all possible, we ask you to consider avoiding treats with nuts due to student allergies. Thank you!

What is Tonawanda's peanut policy?

Peanuts are allowed at Tonawanda. We ask our parents to work with our health room to determine reasonable accommodations for those children with allergies. In the lunchroom, we follow the parents' guidelines for seating for their child. Some classrooms and grade levels, due to student needs, have restrictions for nuts in the classroom. Please adhere to your child's teacher for specifics.

What is Tiger Time?

Our entire school community gathers Thursday mornings in the gym for Tiger Time. Tiger Time is a short all-school assembly led by a team of teachers and several fifth grade students where social-emotional learning topics are presented, students are recognized, and brief presentations are made. Many parents will drop-off their students Thursday mornings and attend the 10-minute assembly.

May my student have a phone or other personal electronics?

Students requiring a phone or other personal electronic device before or after school may keep one turned off in their backpacks during school hours. If it is necessary for you to speak to your student during school hours, please contact Ms. Kiese in the office. Students may not check texts or personal e-mails during school hours.

What are some helpful resources?

Tonawanda pages on Facebook: Tonawanda Elementary School, Tonawanda PTO, Tonawanda PE, Tonawanda Kinders, Tonawanda Lost & Found.

Elmbrook Schools pages on Facebook: Elmbrook Schools, Elmbrook Parent Network and Leadership Council, Elmbrook Education Foundation, Elmbrook GT PAO.

Tonawanda on Twitter: @Ton_SDE

Elmbrook Schools on Twitter: @ElmbrookSchools, @ElmbrookSUP, @FoodServ_SDE, @ElmbrookPN, @ElmbrookMTSS