



Family Handbook

Colebrook School

2024-2025

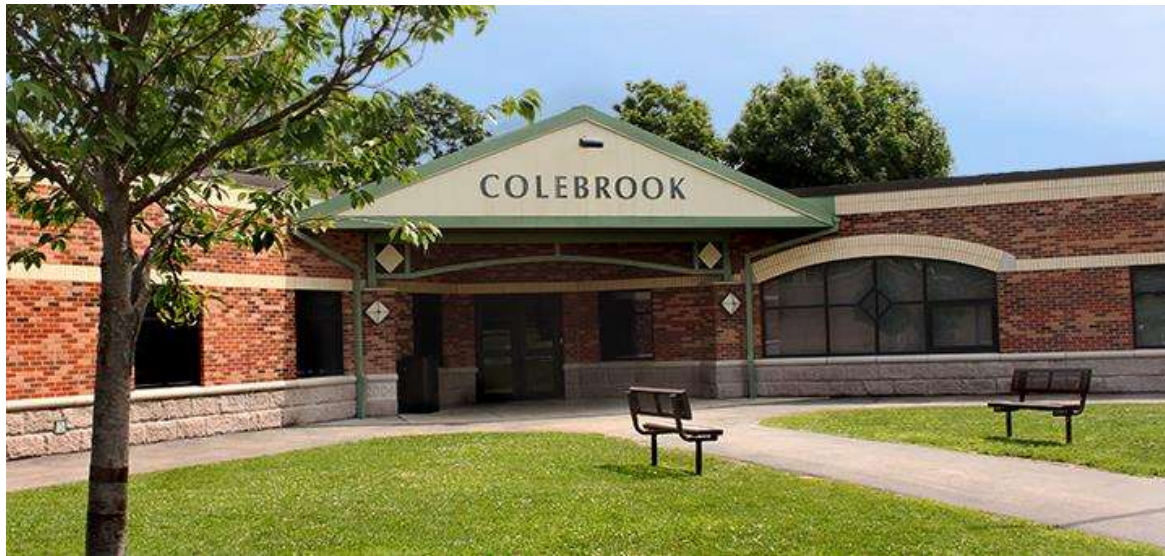


TABLE OF CONTENTS

Topic	Page Number
Introduction	4
The School Day	4
Attendance	4-5
• Reporting Absences	
• Make-Up Work	
• Request for Early Dismissal	
• Vacations	
Emergency Closings	6
Safety Drills	6
Lunch & Breakfast Program	7-8
• Cafeteria/All Purpose Room	
• Recess	
• Playground	
Transportation	8-9
• Transportation Guidelines	
• Bus Conduct	
Daily Arrival	10
Dismissal	10
Sidewalk Safety	10
Bicycles/Scooters	11
Respect/Responsibility	11
Party Invitations	13
Birthday Celebrations	13
Discipline	13
Electronic Devices	14
Health Information	14-15
• Physical Examinations	
• Immunizations	
• Medication Policy	
• Health Screenings	
• Health Office	

Academic Program	16-17
• English Language Arts	
• Math	
• Science	
• Social Studies	
• Technology	
• Art	
• Library	
• Music	
• Physical Education	
Support Services	19-20
• School Counselor	
• School Psychologist	
• School Nurse	
• Social Worker	
• Speech Language Therapist	
• Problem Solving Team	
• Academic Support Services	
Field Trips	20
Visitor Management	20
Home School Communication	21
Contact Information	
• E-News	
• Parent Portal	
• Parent Teacher Conferences	21
Common Questions Re: Conferences	22
Report Cards	23
Newsletter	23
PTSA Activities & Building Representatives	23
Who to Call	24
Colebrook School Staff	25
Calendar of Events	26

INTRODUCTION

Colebrook School's staff is committed to working with children, parents/guardians, family, and community members in providing an excellent educational program so that each student will demonstrate progressive development of the knowledge, skills, and values to function effectively in a complex and changing world.

Mission Statement: The West Irondequoit School District partners with our community in providing a comprehensive educational experience that balances high expectations, diverse opportunities, intellectual growth, and personal responsibility. Our community welcomes each child, nurtures each mind, and inspires each other to peak performance.

THE SCHOOL DAY

Student drop off begins at 8:00 - 8:25 a.m. The school day for Grades K-3 begins at 8:30 a.m. **Dismissal will be 2:30.**

During the first five minutes, children get themselves ready for the day. Coats and backpacks are hung up in the students' lockers, attendance is taken, lunches are put away, milk is ordered, morning work is started, and the tone of the day is set.

ATTENDANCE

Reporting Absences

If your child is absent for any reason, please call the 24-hour school attendance line (voicemail system) at 336-1600 before 8:30 a.m. Please state your **child's name, teacher, and the reason for his/her absence or tardiness**. Please call each day of the absence. If a student is absent and the absence is not reported, the school will attempt to contact the parent/guardian by phone.

On the day your child returns to school, it is necessary to bring a written note stating the date and specific reason for the absence. A similar statement is required for all instances of tardiness and/or early dismissal. State law requires that the school keep these notes on file.

If your child is late, past 8:30, an adult must come into the main office to sign the student in. In the case of appointments or emergencies, please do not hesitate to send your child late to school. It is better to miss part of the day rather than the entire day.

Make-Up Work

If a child misses more than two days of school **due to illness**, a family may wish to call the school to make arrangements with the child's classroom teacher regarding any possible make-up work.

Requests for Early Dismissal

If it is necessary for your child to be dismissed for part of the day, a note is necessary. This written excuse is required in advance and needs to indicate the date, time, and reason for early dismissal.

Should a situation occur during the school day that causes you to change dismissal plans, we ask that you call the main office **before 12pm** so we can assure your child is dismissed correctly.

Parents/guardians are encouraged to schedule appointments for children outside of the school day, so as not to miss valuable instructional time.

Children who need to be dismissed early must report to the main office. Prior to leaving school, a parent or adult authorized by the parent will sign the dismissal log in the school office. (Please note: ID may be asked for when signing the child out). No child in Grades K-3 will be dismissed during school hours unless released to a parent or another designated adult.

Vacations

Absences for vacations are considered illegal under New York State law. The school is not responsible for providing assignments or make-up tests a student misses during an illegal absence.

Individual teachers may honor requests for special assignments if given enough time to prepare. If a teacher fills such a request, your encouragement in helping your child to complete assignments is appreciated.

EMERGENCY CLOSINGS

There may be times, due to adverse weather or other emergencies, when it will be necessary to close school. If the decision to close school is made before the opening of school in the morning, the district's automated phone systems will contact you. If school is closed for successive days, the announcement will be repeated each day. **Additionally, the District's automated phone system will also be used. In this event you will receive a phone call to your primary phone – not your emergency numbers.**

If it is necessary to close school during the day, the following emergency procedures will apply:

K-8: Parents/guardians will be contacted via the district's automated messaging service. Thus, it is crucial that we always have correct, up-to-date phone numbers including emergency phone numbers. Parents/guardians are responsible to verify and update their child's emergency contact information each September using the Parent Portal. Changes that occur during the school year should be submitted immediately to your child's school through the Parent Portal. If conditions permit, busses will be available to transport students who regularly ride the bus. If the principal feels that they can reach their destination safely, students will be released in accordance with instructions on each child's dismissal form.

Please review with your children, neighbors, and relatives the plans you have pre-arranged, should an early dismissal or emergency school closing occur. It is crucial that parents/guardians understand the emergency notification procedures we are using and that you think about how you and your children will respond under these rare conditions. *We appreciate your efforts to keep your child's emergency plan up to date as family schedules and circumstances change.* Please do not call the school during adverse weather conditions. No child will be dismissed without notifying a parent/guardian or the authorized adult as listed on the dismissal form.

SAFETY DRILLS

At least ten safety drills are held throughout the school year to ensure the students' safety and to comply with state law. These drills include evacuation (fire), lockdowns, and early dismissal, and shelter-in-place per our District and Building-Level Emergency response Plans. Families will be notified approximately one week in advance of each safety drill throughout the school year.

LUNCH & BREAKFAST PROGRAM

Breakfast will be served from 8:00-8:25 a.m. Breakfast consists of an 8 oz. carton of fat free milk, a bowl of cereal, a pouch of 100% juice, and a package of whole grain snacks.

Children are supervised by monitors. Milk only may be purchased for .60 cents. Menus are posted on the District Website and listed in our monthly newsletter. **A free/reduced price milk program is available to qualifying families.** Please fill out this paperwork if it applies to your family as there are additional benefits beyond free/reduced breakfast and/or lunch.

The lunch hour is split into two separate time segments. Lunch for 30 minutes and then recess is an additional 30 minutes.

Recess

Children are provided with recess every day. The children will be taken outdoors when the temperature and/or wind-chill is 20 degrees or above and it is not raining. During the winter weather, it is important that children arrive in appropriate outdoor wear (including boots, snow pants, hats, mittens, and scarves), so that they can enjoy playing outdoors.

Families can expect that recess will occur each day for 30 minutes. This will occur through activities that support active involvement, exploration, imagination, and pretend opportunities. Play is essential to development as it contributes to the cognitive, physical, social, and emotional well-being of children. Play allows children to learn how to work in groups, share, negotiate, resolve conflicts, and learn self-advocacy skills. Hence, play is integral to the academic environment, and it ensures that the school setting attends to the development of the whole child.

Playground

The following rules will be reinforced by your child's teacher and adults in supervisory positions while children are using the playground equipment.

- Running is encouraged in the large open grassy areas.
- Stones/wood chips must be left on the ground.
- All equipment must be used in a safe and appropriate manner.
- Everyone should be treated with courtesy and respect.
- Children must respond to the redirection of all adults in a supervisory role.
- All students must wear closed-toe shoes as sandals are not permitted for play on the playground.

TRANSPORTATION

All students in Grades K-3 are eligible for transportation to and from school. Students are scheduled to arrive between 8:00 and 8:25 a.m. and depart between 2:25 to 2:30 p.m. Bus monitors supervise bus riders before and after school. After dismissal, car riders are welcome to use the playground **with the supervision of their adult**. Before school and after dismissal, it is the responsibility of families to supervise their children while still on school property.

Transportation Guidelines

At the beginning of the school year, parents/guardians designate their child's normal transportation routine. Any transportation changes regarding bussing must be submitted in writing to the district's transportation department and not the school.

Children will not be allowed to make their own decisions (i.e., walk to a friend's house) without parental/guardian consent. Unfortunately, we cannot let children call you for these decisions at the end of the school day, as this is a time when there are many incoming and outgoing phone calls.

West Irondequoit Central School District permits busing to and from a day care provider **within West Irondequoit Central School District** boundaries. The form can be found on the district website at: https://www.westirondequoit.org/transportation_department

The Transportation Department requires that students must ride the same bus and get off of the bus at the same location every day; they may not alternate afternoon stops. Students are not permitted to ride a different bus home with a friend for a playdate or daycare.

Bus Conduct

It is a privilege to ride a school bus and appropriate, respectful behavior is expected. Courteous behavior toward the driver and other students is key to establishing a positive environment as children travel to and from school.

The safety of your child is our priority. Children who act inappropriately on the bus are reported by the bus driver to the school. This is usually done using a Bus Incident Report. One copy of this form is kept on file in the building and the second is sent to the Transportation Department. Should your child receive a bus incident report, a phone call home is made so families are aware of the incident and any resulting consequences at school, such as detention. Serious violations of behavior and frequent reports could mean the loss of bus privileges for a period of time.

The purpose of these rules is to provide a safe bus trip for all students. Bus safety is a team effort which involves students, teachers, drivers, and parents/guardians. Students and parents/guardians should become familiar with the expected bus behaviors. Families should discuss and practice with your child:

- Respect your driver and fellow riders by being courteous.
- Stay in your seat until the bus comes to a complete stop.

- Have respect for other students' property (book bags).
- Keep your hands, feet, head, and belongings inside the bus at all times.
- Keep the driver's view clear. Personal items should be placed on the floor, under a seat or on the student's lap.
- Students may not carry any object that may cause injury on the bus.
- New York State regulations prohibit eating and drinking on the bus.
- Students are strongly encouraged to wear seat belts and must stay seated in their seat.

DISMISSAL

Children who ride buses will be walked to their buses by a staff member.

All walkers and car riders are to exit the building at the exiting door. Parents/guardians should park and come to their child's exiting door to get their child and be checked out by a school official (identification will be required). We ask that all children leave the building from the specified exit to ensure safety, security, and consistency. All K/1 students will be dismissed from the K/1 Exit Doors closest to Iroquois School (Blue Hallway) and all 2/3 students will be dismissed from the 2/3 Exit Doors closest to Colebrook Drive (Gold Hallway). Older siblings will exit from the younger sibling's Exit Door.

All walkers and car riders depart from the school grounds immediately upon dismissal unless a parent/guardian chooses to **supervise his/her child on the playground.**

Please help the buses to provide safe passage in the school driveway. **During dismissal, the loop area needs to be clear of parked cars so that the buses may park and allow the students to safely board.**

BICYCLES/SCOOTERS

If you give permission for your child to ride his/her bicycle/scooter to school, it must be securely locked at the bike rack. It is crucial that children know and follow safety rules on bicycles/scooters. We prefer that kindergartners not ride bikes/scooters to school unless accompanied both ways by an adult. State law requires children under age 14 to wear bicycle helmets. Please be sure that your child wears an approved bicycle safety helmet when riding/scootering to and from school.

Thank you for your cooperation in helping to ensure a safe and problem-free arrival and dismissal from school!

RESPECT/RESPONSIBILITY

Young children enjoy bringing personal possessions to school. The responsibility for such items is in the hands of the child. Classroom teachers have their own policies, which will be discussed with the children, as to the type of items that may be brought to school. Children are not permitted to bring electronic games and other expensive toys to school.

- Students are expected to bring appropriate school materials and be responsible for them.
- Please label school supplies and personal items with your child's name.
- The use of a backpack is strongly encouraged to ease the organization of school materials for your child.
- Students may only bring legal and safe objects to school. Please do not allow your child to bring or have items in school which are unsafe, dangerous, or illegal such as knives, sharp objects, firecrackers, matches, or lighters.
- Please do not send cell phones, Smart Watches, Air Pods, iPods, hand-held games, and other expensive technology items/electronic devices to school. Should these items be brought to school, students will be asked to put them into their backpacks and/or lockers.
- We will not be responsible for damage to or loss of personal property.

DISCIPLINE

Our approach to discipline is through restorative practices, which are a set of skills and processes for building community and healthy relationships, as well as responding to challenging behaviors in schools. To this end, discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. Discipline actions place emphasis on the students' ability to grow in self-discipline and repair any harm that has been done, especially when the feelings of another student have been impacted. Discipline will be firm, fair, and consistent to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- student age;
- the nature and offense and the circumstances that led to the offense; and,
- other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. In all cases, we will provide opportunities for students to engage in restorative conversations with peers, as appropriate, and with adults to promote reflection, ownership of actions, and to ensure that all parties feel comfortable in the classroom and across all areas of the school.

Please refer to the West Irondequoit Code of Conduct.

ELECTRONIC DEVICES, CELL PHONES AND SOCIAL MEDIA

Inappropriate use of electronic devices, cell phones, smart watches, and social media that includes but is not limited to harassment, bullying, threatening or intimidation of any kind or that creates a disruption to the normal business of the school day will result in school based consequences to include in-school or out-of-school suspension. If the conduct occurs off school grounds and causes or threatens to cause ill will towards a student, the building, or its staff, the conduct will be treated just as it had occurred at school, and the school administration will impose consequences in accordance with the inappropriate conduct.

Colebrook Expectations and Character Education: Students are always expected to exhibit good citizenship and respect the rights of others.

The following expectations ensure safety and learning:



Colebrook 3Bs School Expectations for Being a Good Citizen



Core Beliefs	I can...
Be Kind and Safe	I can show others that I care. I can stay in self space. I can use walking feet.
Be Responsible	I can be ready to learn each day. I can do my best even when it's hard. I can take care of my learning tools.
Be Respectful	I can be helpful, not harmful. I can use whole body listening. I can raise a quiet hand. I can follow directions.

PARTY INVITATIONS

Party invitations may be distributed when given to all the students in the class. Due to the laws of confidentiality, school personnel cannot give the names, addresses and/or phone number of your child's classmates. PTSA may publish a friendship list that families have an option to be placed on for classroom contact information. This is not a list published by the district.

BIRTHDAY & HOLIDAY CELEBRATIONS

Birthday and holiday celebrations will be led by the classroom teachers. Due to the variety of dietary restrictions and allergies that may be throughout the building, we feel it best to celebrate with special activities in the classroom. Please save all treats, goodie bags, etc. for at-home celebrations.

HEALTH INFORMATION

Physical Examinations

New York State requires physical examinations for all new entrants and students in Kindergarten, Grade 1 and 3. It is recommended that your child have this examination done by his/her family physician. This recommendation is based on the premise that the family physician is most familiar with the medical history of the child and better able to treat, when necessary. The physical examination form for kindergarten, grade 1 and 3 should be completed and returned to your child's school by September 20th. A school physician and/or nurse practitioner is available for physical exams if the completed forms are not received.

Immunizations

When a child enters the school district, parents/guardians are required to provide proof that the child has been adequately immunized according to New York State Guidelines. Failure to provide proof of immunization or to obtain the required immunizations will result in a child being excluded from school until this requirement is met.

Medication Policy

When it is necessary for the administration of any medication to students by school personnel, including non-prescription, as well as prescription medicines, the following procedure is required and strictly adhered to:

- The school nurse must receive a written request from the physician indicating the frequency and dosage of the medication.
- The school nurse must receive a written request by the family to administer the medication at school.

- The medication must be in the prescription container. If it is an over-the counter medicine, (for example: Tylenol, cough medicine, etc.) it must be in the original container.
- Medication must be delivered to school by a parent/guardian or other responsible adult. Do not send this with a student.
- A medication request must be renewed annually.

Health Screenings

Your child will receive the following health screenings:

- Vision Screening – near and far vision checked yearly K, 1 & 3
- Color Perception - upon entry to school
- Hearing Screening – K, 1 & 3

If any problems are found, you will be notified, and a referral form will be sent home. This form should be returned to the School Nurse after a physician has evaluated your child.

Health Office

The Health Office is in the Main Office. The nurse's office number is 336-1608.

Colebrook School uses the following guidelines to determine when a student's illness or injury necessitates parent notification:

- Fever - A temperature of higher than 100 degrees F is considered a fever. The child should be fever-free for 24 hours without medication before returning to school.
- Communicable Disease Symptoms - A child who has symptoms of a communicable disease will be sent home. A list of minimum exclusion periods for common communicable diseases is sent home in September.
- Illness or Injury - Any illness or injury that interferes with or prevents a child's ability to learn or may require follow-up care outside school warrants a call home by the school nurse (for example: earache, headache, persistent cough, sprained ankle, etc.).

If it is necessary to send your child home from school, parents/guardians will be contacted first. If the parents/guardians are unavailable, persons listed as an emergency contact will be called. A child may be released only to a parent or an adult authorized by the parent. Therefore, it is most important to keep the emergency information current and accurate, for these are the names and numbers used when such an event arises.

ACADEMIC PROGRAM

Our academic program is based upon West Irondequoit Learning Outcomes and New York State Next Generation Learning Standards.

English Language Arts

The ELA program supports 21st-century literacy with a focus on the foundational elements of reading and the development of students as lifelong readers and writers. The primary resource for reading instruction is Core Knowledge Language Arts. Additionally, teachers may employ a variety of literary resources to best meet the reading and writing needs of all students. Furthermore, the ELA program includes literacy across disciplines, research and argumentation, academic vocabulary, language skills, and digital literacy.

Mathematics

The West Irondequoit Central School District Mathematics Program provides for developing our students deep understanding of mathematical concepts, focusing on both the content of mathematics as well as the skills in processing needed to solve problems in a variety of contexts. These process skills include problem solving, modeling/multiple representations, connections, communication skills and reasoning. To help facilitate this learning, we use the Ready Math curriculum resource.

Science

It is essential today that all students be prepared to be scientifically literate citizens. The West Irondequoit Central School District science program challenges students to become familiar with, and recognize the diversity and unity within, the natural and physical world. Additionally, our science program moves students toward understanding key concepts and principles of science, while at the same time building their scientific thinking skills.

The goals of West Irondequoit's science program include:

- Developing a fundamental understanding of key concepts and unifying principles of science.
- Encouraging curiosity, creativity, collaboration, and a passion to understand science.
- Actively engaging students through an inquiry approach to learning.
- Developing a deep understanding between what students learn and their own lives.
- Understanding the role of mathematics and technology in the fields of science.

Humanities

Our Humanities curriculum at the K-3 level is focused on helping students develop an understanding of themselves and their relationship to their world. With each grade level, students' concept of "world" gets larger, from family and classroom, to communities around the world! Classroom instruction for Social Studies, often aligned with ELA reading and writing instruction, looks to engage students in opportunities for discussion, respecting the opinions of

others, and appreciating diversity among their peers. The main areas of study at the various grade levels include:

Kindergarten

1st grade

2nd grade

3rd grade

Self and Others

My Family and Other Families, Now and Long Ago

My Community and Other US Communities

Communities around the World

Technology

Each student will have access to a laptop device. These devices will most likely be left in the classroom for daily use although some teachers may send them home for specific assignments. Teachers will continue to utilize computer software to integrate technology with curriculum objectives.

Art

In grades K-3 students will explore and observe the world as they experiment with art tools and techniques, practice fine motor skills and create works of art that reflect their growing perspective and expanding knowledge of their environment. Through the study of the elements of art they will communicate visually and understand how to express and read ideas and stories through art across time and culture.

Library

The main goal of the library program is to introduce young children to outstanding literature and to encourage and nurture a love of reading books. In addition, children become aware of the variety of resources available to gain information and learn to become responsible digital citizens. Students in Kindergarten through grade three have a library class each six-day cycle. After an initial library orientation, library skills are gradually introduced and expanded throughout the school year. Materials are selected based on curricula being taught at each grade level, thereby reinforcing classroom learning. In addition, various themes are used to help connect library skills with real life. Books and literature-related media are shared with the students. Grade appropriate computer programs and databases are available for use by students with teacher supervision. The library is always open during school hours. Children are free to exchange books without waiting for scheduled class sessions. Parents/guardians are encouraged to promote the proper care and timely return of library materials, as there is a charge for damaged or unreturned materials. The library is stocked with a wonderful selection of quality books. Young learners are always welcome visit the library! Daily home reading is an enjoyable and productive habit.

Music

The goal of the primary music program is to instill a love for music in children that will remain with them for the rest of their lives. Children are born with an innate musical ability, which is one of the eight intelligences. With proper training, this ability can be developed in the first nine years of life. It must be cultivated, or it can be lost. The greater the musical ability, the greater will be the potential love of music. Much time in musical development is spent by providing

growth experiences in listening and performing. Utilizing the hands-on techniques of Carl Orff and the methods of Dr. Edwin Gordon, music students will develop a sense of beat, tonality, various rhythmic and tonal patterns, an ability to move to music with large and fine physical motions and a familiarity with basic childhood and patriotic song literature. As children progress through Colebrook School, they also gain elementary music reading skills.

Physical Education

The physical education program at the primary level is one in which each child is given the opportunity to become a thoughtful problem solver as well as to experience the joy of movement. The high energy level and natural delight in movement which all children possess are fostered and directed by introducing thought-provoking movement problems from a variety of movement concepts upon which all sports, games, and gymnastics are based. The children are encouraged to respond physically in many ways at their own levels of ability. Their responses are individual and personal so that their movement experiences become a facet of who they are.

All movement themes are interrelated and repeatable. Themes will be expanded upon and added to as the children move from one class to the next, as well as from one grade level to the next. In order to experiment with these concepts, the children are introduced to a wide variety of equipment. Perceptual-motor activities, rhythms, dance dramatization, and the importance of health-related physical fitness are also woven through the curriculum. Finally, physical education class provides learning experiences that are used to support positive attitudes and self-concepts starting at the beginning of the educational experience. Safety is emphasized throughout the program to enable a warm, positive physical experience.

SUPPORT SERVICES

School Counselor

The School Counselor is available to all children to help them grow as individuals. The Counselor provides services, programs, and consultation with parents/guardians and teachers that contribute to the social, emotional, and educational development of each child. Students meet with the Counselor individually, in small groups, and through whole class instruction. Class lessons focus on themes such as effective communication, personal responsibility, respect and relationships, problem solving, friendship, and coping with change. The Counselor assists students in developing a greater awareness of self and the world around them so that they can make better decisions and life choices.

School Psychologist

The services of the School Psychologist are available to help individual children by analyzing their educational and psychological strengths and needs, by interpreting findings to teachers and parents/guardians, and by offering suggestions to provide a more productive learning experience. Parent permission is obtained for testing and follow up consultation is arranged.

School Nurse

The School Nurse is responsible for meeting the health care needs of the students during the school day by promoting wellness and safety, providing communicable disease control, administering first aid for injury and illness, and meeting individual student's health needs.

Social Worker

The School Social Worker serves as a liaison between home and school and as a resource to staff for children with academic or behavioral difficulties that impair learning. The social worker interacts with parents/guardians to determine the nature of school problems, helping to develop a plan for their remediation.

Speech and Language Therapist

The primary responsibilities of the Speech and Language Therapist include:

- identification of children who have speech disorders which require special attention;
- comprehensive evaluation of the identified problem;
- planning and conducting a program of clinical services appropriate to the child's needs; and,
- communication of student needs and services to parents/guardians

Problem Solving Team

The services of the Problem-Solving Team (PST) (Principal, Psychologist, Social Worker, Teacher, School Counselor, Special Education, Speech, Occupational Therapist, Physical Therapist and Intervention Teacher) are integral to the total educational program. Team members work together to combine areas of expertise, design and execute plans that address specific academic and behavioral issues, monitor growth, and help structure children's success. Individual members of the team can be contacted by calling the school.

Academic Support Services (Intervention Services)

Students who qualify for additional academic support may receive instruction from an intervention teacher. Each K-3 School is staffed to meet the Math and/or Reading goals of students. Intervention teachers work with students individually or in small groups. Parents/guardians are informed by letter if their child qualifies for these services.

FIELD TRIPS

Field trips are an important part of the learning experience. Effective coordination, planning, and teaching provide rich, real-life experiences. All field trips are taken on authorized school buses. It is necessary to have a permission slip for each child, in writing, before a child can participate in a field trip. A blanket permission slip is sent home in the fall, and each teacher sends a reminder note home just before a trip is scheduled. In order to avoid tears, frustration, etc., we ask that you fill out the permission slip when it comes home and return it to school as soon as possible. Unfortunately, telephone permission is not acceptable.

If you sign up to chaperone a field trip, we require you to arrive at school ten minutes prior to the field trip to receive your Raptor badge. Chaperones are able to ride the bus with the students to and from the field trip. For supervision and safety reasons, siblings, regardless of age, are not able to join field trips. If your child needs to be dismissed from a field trip location instead of returning to school with the class, please contact the school principal for approval at least two school days prior to the field trip to ensure necessary communication and arrangements.

VISITOR MANAGEMENT (Raptor System)

Visitors to any school building shall go directly to the main office or designated location prior to conducting their business. The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff and guests. When any visitor including parents/guardians and volunteers wish to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license.

HOME-SCHOOL COMMUNICATION

The importance of forming cooperative home-school partnerships cannot be overestimated. Maintaining effective communication throughout the school year provides a rich means of support for children's development. Please call 336-1600 with any questions or concerns.

Parent Portal

Parent Portal is a communication tool providing parents/guardians secure access to contact information, attendance, and student report cards. Parent Portal accounts can be set up by visiting the main office of your school to receive log on instructions. You will need to provide a license for photo identification. It is important to review and update contact information so that you are kept informed of any communication coming from the school and/or district. Please make any changes, including parent/guardian phone numbers, emergency contact information, and email addresses directly in Parent Portal. If you need support in accessing or updating this information in the Parent Portal, please contact the school secretary for assistance.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent/Guardian - Teacher conference days are scheduled in the Fall and Spring. Teachers may request conferences before, during, or after school in addition to the scheduled dates. Parents/guardians may request a conference at any time and may be scheduled in advance with a note or phone call.

There may be a time, however, when an emergency arises, and it is imperative that you talk with a teacher during the school day. If this should happen, please call or visit the school office and ask the school secretary for assistance.

COMMON QUESTIONS ABOUT CONFERENCES

Is a parent conference scheduled for every child each year?

Yes, conferences are scheduled with each student's parents/guardians at least once during the school year.

Do conferences only take place on the set aside conference days?

No, there is not enough time during conference days to schedule meetings with all parents/guardians in one class. Therefore, teachers are available and will schedule conferences before school, after school, during lunchtime, or other planning time.

Who initiates a conference?

Either teachers or parents/guardians may initiate a parent-teacher conference. Conferences take place whenever needed, and parents/guardians need not wait to be invited to a conference if they desire one.

How can parents/guardians initiate a conference?

Teachers have sign-up sheets for conferencing at curriculum night and send home a notice just before each conference day inviting parents/guardians to let them know if a conference is

desired. Parents/guardians are also invited to call school or send a note to ask for an appointment at any time.

If I suspect that my child is having a problem at school, should I call for a conference, or just hope that things will work out?

If you suspect that your child is having a problem, please contact the classroom teacher. By forming an effective partnership, we can work together in the best interest of your child. The school counselor is also available to support when needed.

REPORT CARDS

Report cards for Grades 1-3 are available four times a year and for Kindergarten three times during the year. Report cards are available ONLY on Parent Portal.

SCHOOL NEWSLETTER

The School Newsletter is a monthly newsletter that is sent home electronically. This publication communicates important school-related information, features classroom areas of focus, posts notices of upcoming events, and provides helpful ideas to support learning at home.

PTSA ACTIVITIES

Colebrook School is extremely fortunate to have an active, dedicated, and hard-working Parent Teacher Student Association membership. The school community appreciates and enjoys the wonderful spectrum of activities sponsored by the PTSA. The PTSA provides a wide variety of services ranging from enlisting room parents/guardians, hosting special events, and running our cultural arts experience.

The Parent Teacher Student Association serves to bring the home and school closer together for the purpose of enhancing the successful learning experiences of all children. Volunteers invest time and effort in supporting and supplementing educational activities. Membership in the West Irondequoit Central Parent and Teacher Association (WICPTA), suggestions, and support are encouraged and appreciated!

WHO TO CALL

Parents/guardians often ask who they should call to address questions or concerns. The following considerations may be helpful:

- The first person to call is the teacher, and he/she is always available to return calls and arrange conferences as necessary.
- The school counselor is available to answer questions concerning children's social and/or emotional needs.
- The principal can provide support to parents/guardians and teachers regarding school/district programs or concerns about individual children.
- PTSA Building Representatives are available to answer questions regarding PTSA programs, suggestions for parental involvement, or to discuss ideas you may have.
- The school secretary is always available to answer an array of questions and concerns.

SCHOOL STAFF

Building Principal
 Secretary
 Lead Teacher
 Kindergarten
 Kindergarten
 Grade 1
 Grade 1
 Grade 2 Integrated Co-Taught
 Grade 2 Integrated Co-Taught
 Grade 2 Integrated Co-Taught
 Grade 2 Integrated Co-Taught
 Grade 2
 Grade 3
 Grade 3
 Self-Contained (8:1:1)
 Self-Contained (8:1:1)
 Self-Contained (8:1:1)
 Academic Intervention Teacher
 Academic Intervention TA
 Art 1st- 3rd Grade
 Art Kindergarten
 Custodian
 Counselor
 Library Media Specialist
 Library Clerk
 Lunch Monitor
 Lunch Monitor
 Lunch Monitor
 Lunch Monitor
 Music
 Occupational Therapy
 Physical Education
 Physical Therapy
 Psychologist
 School Nurse
 Social Worker
 Speech Pathologist
 Teacher Assistant (Kindergarten)
 Teacher Assistant

Dr. Brenna Farrell
 Mrs. Melanie Maloney
 Ms. Jennifer Bonfanti
 Mrs. Emily Huntington
 Mrs. Leighann Szmania
 Ms. Julie Warth
 Mrs. Ashley Beatty
 Mrs. Ryanne Ellis (General Education)
 Mrs. Katelyn Wolk (Special Education)
 Ms. Christina Garritano (Teacher Assistant)
 Mrs. Amanda Ostrander (Teacher Assistant)
 Mrs. Nicole Ferrari
 Mrs. Sara Belt
 Ms. Yahan Xie
 Mrs. Shawna Wagner
 Mrs. Lisa Cardon (Teacher Assistant)
 Mrs. Linda Bianchi (Teacher Assistant)
 Mrs. Lori May (Reading)
 Mr. Justen Arnold
 Mrs. Catherine King
 Mrs. Angela Nassimos
 Mr. William Weis
 Mrs. Meghan Barber
 Mrs. Jennifer Joyce
 Mrs. Kelly Matteson
 Ms. Veronica Lyman
 Ms. Mary Grape
 Ms. Amanda Perry
 Ms. Kristina Rodriguez
 Mr. Robert Line
 Ms. Shannon Vankerkhove
 Mrs. Renee Gould
 Mrs. Helene Hoople
 Ms. Caitlin DiBattista
 Ms. Suzanne Johnston
 Mr. Marc Bigsby
 Mrs. Deborah Williams
 Mrs. Valerie Lessard
 Mrs. Lisa Flynn

2024-2025 Colebrook Calendar of Events: July 30, 2024

Date(s):	Event(s):
9/4/24	Colebrook Family Event Meet and Greet: 1 to 2pm
9/5/24	First Day of School (Grades K-12)
9/20/24	PTSA Family Event: Kids Bike Rodeo 6:30PM (9/27 Rain Date)
9/25/24	Parent Curriculum Night 6:30 PM (Grades K/1 from 7 to 7:30pm and Grades 2/3 from 6:30 to 7pm)
10/2/24	National Custodian Day
10/1/24	Picture Day
10/10/24	Go Home Early Drill
10/11/24	NO SCHOOL - Staff Development Day
10/14/24	NO SCHOOL -Indigenous Peoples' Day/Columbus Day
Mid-October	Central PTSA Leo Pie Sales (Fall Fundraiser) – Pie Orders Due
10/22-10/25/24	PTSA Book Fair
10/23/24	Open House- 6:30 PM
10/25/24	PTSA Family Event: Trunk or Treat 6:00PM
10/29/24	School Pictures Make-up Day
10/31/24	Halloween Parade
11/11/24	NO SCHOOL -Veteran's Day
TBD	Leo Pie Sales – Pie Pick-Up (Before Thanksgiving)
11/26/24	NO SCHOOL - Parent/Teacher Conference Day
11/27-11/29/24	NO SCHOOL - Thanksgiving Recess
12/12/24	PTSA Staff Breakfast
12/16/24	Winter Singalong
12/23-1/05/25	NO SCHOOL -Holiday Recess
1/06/25	School Resumes
1/20/25	NO SCHOOL -Martin Luther King Jr. Day
1/24/25	PTSA Family Event: Bingo 6:30PM
1/29/25	NO SCHOOL for Students
2/14/25	PTSA Event: Carnival during the day
2/17-2/21/25	NO SCHOOL -Winter Recess
2/26-3/19/25	PTSA WINTRY WEDNESDAYS
3/5/25	Colebrook Kindergarten Orientation for 2025-2026 7:00 PM
3/26/25	Open House 6:30 PM
4/4/25	PTSA Pottery Night
4/7/25 – 4/8/25	NYS ELA Assessment Grade 3- Testing Window
4/24/25	Administrative Assistant Professional/Library Clerk Day
4/11/25	Parent/Teacher Conference ½ Day for Students
4/14-4/18/25	Spring Recess – No School
5/7 – 5/8/25	NYS Math Assessment Grade 3 – Testing Window
5/5-5/09/25	Teacher & Nurse Appreciation Week
5/26/25	NO SCHOOL -Memorial Day Recess
5/29/25	Sports Day
6/6/25	PTSA Playground Event (6/13 Rain Date)
TBD	Flag Day Recognized
6/19/25	NO SCHOOL - Juneteenth Observed
6/24/25	Grade 3 Recognition 9:00AM & Kindergarten Celebration 1:00PM
6/25/25	Last Day of School – ½ for students