Caledonia-Mumford Elementary School Student Handbook 2023-2024



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Mission Statement

The Caledonia-Mumford Central School District, in collaboration with our community, takes pride in providing safe, comprehensive and rigorous educational experiences, in order for all students to graduate as ethical, responsible, lifelong learners, who are college and career ready.

ALMA MATER

Caledonia, hear us praise thee; All hail to thy dear name; Oh may we ne'er disgrace thee Or cause thee any shame. We will honor thee and love thee, Obey thy law and rule, For none can rank above thee, Caledonia, our dear school

You have taught us to be steadfast, To be faithful, good and true; To be honest in our dealings And always loyal, too. These aren't all the priceless lessons We've learned at thy footstool, And for all of them we thank thee, Caledonia, our dear school.

When we have left the classrooms,
When we are far away,
Fond memories will linger
To cheer us every day.
Though we roam in foreign countries,
Our love will ne'er grow cold,
But we will still adore thee,
Caledonia, our dear school.

~ Margaret McCabe
Class of '27

Elementary School Faculty and Staff

Elementary School Principal Michele Meyer/David Bulter	Elementary School Assistant Principal Peter Greene
Elementary School Secretary Tracy McGinnis	School Counselor Sandra Marchese
Director of Pupil Services Megan Rogers	Psychologist Abigail Monroe
Nurse Jennifer Nusbickel, R.N	Attendance Katie Hillman
Pre-Kindergarten Erin Hopkins Teresa Pukos Peggy Stein, Aide Laurie VanAllen, Aide	Kindergarten Wendy Bulter - Special Education Autumn Gray Sandy Hilderbrant, Aide Jennifer Kelley
Grade One Erin Kearney Patricia McMullen Kacey Rogers Cristie Sluberski - Special Education	Grade Two RoniJo Bellos Odette McClurg - Special Education Patricia Wade Karly Yarwood
Grade Three Sydney Carollo Ashley Cornwell Danielle Santiago - Special Education Kayla Kosinski	Grade Four Nicole Flint Matthew Heins - Special Education Mackenzie Stickel Gregg Yaekel
Grade Five Amy Harmon Michelle Fridmann - Special Education Kyle Leonard Andy Habecker	Art Heather Cassidy-Schaffer
<u>Library</u> Courtney Wilson-Monahan	Music Jody Parisi, Vocal Jacqueline Peterson, Instrumental
Physical Education Kelda DePrez Steve Gaffney	Speech Shannon Beardsley Melanie Tresco
Intervention Specialist Lisa Carney Rita Merlo Tamara Nothnagle Teresa Pukos	ESL Teacher Colleen Coolidge Alana Burns

Carly Taggart	
Occupational Therapist Karlee McCorry	Physical Therapist TBD
Aides Lisa Balasi Vicky Fox Renee Pohler Denice Reynolds, Teaching Assistant	Cafeteria Staff Eileen Burnside Margaret Hurley Scott Marble Lindsay McKay Margaret Newbern Sharon Smith
Custodial Staff Richard Ganino, Superintendent of Grounds Paul Brandes Jacob Scott Jennifer VanDyne	

ARRIVAL / DISMISSAL

K-5 Students should not arrive at school before 7:35am, as there is no supervision available. All students are expected to leave school grounds upon dismissal unless under the supervision of a teacher or adult.

BEHAVIORAL GUIDELINES

A copy of the District-Wide Code of Conduct, which includes the Behavioral Guidelines, is given to each family electronically. You can also view this on our school website or additional copies are available in our elementary school office or district office.

BICYCLES

All bicycles are to be parked in the racks provided at the Elementary School. Students riding bikes should be properly equipped with helmets for safety. Similarly, students using roller blades should be wearing helmets to protect from a potential head injury. It is recommended that students secure their bikes with locks in an effort to avoid theft.

TRANSPORTATION

Bus Schedules

All elementary students are transported by school bus, if needed. For the approximate time of passing a particular home, the transportation office may be consulted at 538-3412.

Bus Transportation

- 1. Please note that during the first two weeks of school, bus routes are adjusted and schedule problems worked out. Please refrain from contacting the transportation office with non-emergencies such as a late bus. These situations will be adjusted as soon as possible.
- 2. Bus Request Changes:
 - Parents must update transportation information annually.
 - Changes to transportation must be made in writing.
 - Changes to transportation will take two days to process.
 - In the event of an emergency situation, parents are asked to call the Transportation Office at 538-3412.

Bus Safety Rules For Children

- 1. Children should be ready to board the school bus at the road on time. A minute delay on everyone's part would delay our schedule for more than an hour.
- 2. Children should remain seated while the bus is in motion. No general "fooling around" on the school bus.
- 3. Children MUST OBEY the driver's order(s) promptly.
- 4. Do not carry the following on the school bus: glass jars or materials in glass jars, large toys or articles, live animals or large band instruments.
- 5. Children should refrain from eating or drinking on the school bus.
- 6. No knives or other sharp or dangerous articles are permitted.
- 7. Students are responsible for any damage caused to the bus.
- 8. It is a privilege for children to ride the school bus. Improper conduct on the bus may forfeit this privilege.
- 9. Students need to wait for the driver's signal before crossing in front of the bus.

CAFETERIA PROGRAM

The elementary cafeteria provides both a breakfast and lunch program. The breakfast program is available for students each morning from 7:35 to 7:55. All students are scheduled for a 30 minute lunch period each day.

The Cal-Mum cafeteria utilizes a system called MySchoolBucks that allows for online prepayment to students' meal accounts and nutrition education on a variety of topics. You can find more information on our district website by clicking on the Food Services link or go directly to MySchoolBucks.com.

Monitors are scheduled to supervise and assist the children on a daily basis. Students sit with their classmates during their lunch period. Students are expected to follow rules and procedures as outlined in our Behavioral Guidelines Booklet

CLOTHING

The administration and faculty can expect that all students will be dressed appropriately and in good taste for the regular school sessions and respective school activities. The administration and faculty can insist on clean and decent clothing. Students are not permitted to wear hats in school during school hours.

If, in the judgment of an administrator or teacher, the student is dressed in a manner that is deemed distractive to students or teachers in educational pursuit, the student will be sent home to change into more tasteful clothing. All outerwear (coats, backpacks, book bags, etc.) must be kept in a student's locker during the day.

CURRICULUM

Information pertaining to the curriculum is available by contacting your child's teacher and can be found on our district webpage. Information will be shared with parents at parent meetings and conferences throughout the school year. Caledonia-Mumford Central School follows the New York Common Core Learning Standards. The district continually reviews and develops curriculum in all educational areas.

DANGEROUS WEAPONS IN SCHOOL

No student shall have in his/her possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. In accordance with law, a student found guilty of bringing a firearm to school will be subject to, at least, a one year suspension from school and will be referred to the criminal justice system. Only authorized law enforcement officers are permitted on school property with a weapon in their possession.

We advise all parents and guardians to make sure weapons contained at home are secure and out of the reach of children.

HEALTH SERVICES/MEDICATION

Each building has a school nurse. Services available to students in the health suite are listed below. You may also refer to the district calendar and school website regarding health services.

- Care for ill children and first aid to students with minor injuries
- All emergency cases are handled through the health office
- Notifies parents of injuries and health problems as warranted
- Administers authorized medications (*see policy on Cal-Mum website)
- Tests hearing and vision per NYS guidelines
- Screens students for scoliosis per NYS guidelines
- Provides individual health counseling

Physicals

New York State law requires a health examination for all students entering the school district for the first time, when entering PreK or K, 1st, 3rd, 5th and every 3 years for the Committee of Special Education. The examination must be completed by a NYS licensed physician, physician assistant or nurse practitioner. Dental certificates which state your child has been seen by a dentist or dental hygienist are also required at the same time as grade level requirements.

It is recommended that your child goes to their own physician for a complete physical. Limited physical exams are available in school, by our school physician, for those students without a primary health care provider or health insurance. Physicals will be done during school hours and will be arranged by the nurse.

ELEMENTARY HOMEWORK GUIDELINES

Purpose

In order for students to be successful, it is extremely important they develop skills of independence, master academic skills and learn to be responsible. Homework plays an important role in the development of these areas. Homework also becomes a tool to assess student progress by teachers and parents and in many cases provides insight for parents as to what their children are learning in school.

The expectations for students to meet more rigorous standards have increased. Students need to practice new skills frequently above and beyond the time allocated in the classroom. Homework assignments focusing on practice are valuable extensions of the classroom and enable students to become independent learners and learn responsible behavior.

Parent Role

The role of the parent is an important one. Two primary responsibilities focus on fostering the development of independence and setting conditions at home for success. In addition, home/school communication is essential when questions or confusion takes place.

Listed below are some suggestions that may assist parents with issues related to homework. In addition, it is extremely important for all of us to recognize that each child is unique and each family's daily routines are different.

- Ask your child to share with you their homework assignments.
- Since assignments are opportunities to practice, limit your assistance in the completion of homework.
- Monitor student progress and check for homework completion.
- In the event your child is having difficulty with assignments, communicate with the teacher at school for assistance.
- Clearly articulate your expectations in terms of homework schedule, organization of materials, etc. A structured homework routine is important.
- Provide a comfortable, well lit, ventilated and distraction free environment for homework completion.
- Consider the attention span of your child and the need for snack and play breaks.
- Provide the appropriate supplies and materials for students to complete their assignments.
- Encourage your child to do their best and reinforce the importance of homework in a positive fashion.
- If your child is taking a lot longer than the "approximate" time completing their homework, please contact their teacher to let him/her know that this is happening.

Teacher Role

Teachers...

- will assign approximately ten minutes of homework each night per grade level. {ei. Grade $5 = 10 \text{ minutes } x = 50 \text{ minutes per night}}$
- may allot some time to begin homework during school hours. However, most homework assignments should be completed at home.

- will assign homework as a review or extension of previously learned material or introduce students to a new topic to develop background knowledge prior to a lesson.
- will communicate homework expectations with parents and students.
- will communicate student homework concerns with parents.
- will assign meaningful assignments.
- will encourage independence on the part of students when completing assignments.
- will assist students in developing homework strategies.
- will reinforce appropriate study habits. {location selection, planning, scheduling, material usage, etc.}
- will vary assignment types.
- will provide feedback to students concerning student progress or the lack thereof.

ACADEMIC INTERVENTION SERVICES

Support services in the area of reading and mathematics are provided to students in grades first through fifth experiencing difficulty in these subject areas. The program provides additional support supplemental to the classroom instructional program. Students participating in the program are recommended by their classroom teacher based on classroom performances as well as test results. The amount of service provided is based on the age of the student and their need for support. Services are provided in the classroom or in the support service classrooms. Student progress is reported to parents at parent/teacher conferences and reports generated mid-year and end of the year.

SPECIAL EDUCATION SERVICES

Students identified by the Committee on Special Education receive special education services based on their needs. A referral process is used to determine eligibility. More specific information pertaining to special education is included in the school calendar.

PLACEMENT

Our placement process begins during the month of May. Quality placement means that all students have the right to be educated in a learning environment which promotes optional educational needs. All students will be given equal consideration in the process of classroom assignments.

Parent input forms are electronically sent after the 26 week marking period and you are encouraged to use the form as a way of communicating important information about your child. The information which you will provide, along with current classroom and special area teacher input, will help the school create the best learning environment for all students.

Your input is welcomed and will be carefully taken into consideration. With this in mind, please do not select a specific teacher or program.

Notification of class assignment will be included with your child's report card.

REPORT CARDS

13 week report cards: Grades PreK – 5 report cards are handed out on Parent Teacher

Conference Day.

26 week report cards: Grades PreK – 5 report cards are handed out on Parent Teacher

Conference Day.

40 week report cards: Grade PreK – 5 report cards are sent home with students on the last

day of school.

STUDENT ATTENDANCE

Attendance

The attendance of all students eligible to attend school is considered to be an important element in an effective school learning program. All students are expected to attend classes on a regular basis in accordance with the provisions of Education Law.

The attendance office will be using ParentSquare as a two-way communication tool for attendance. When you know in advance that your child will be absent, you can use the form in ParentSquare, linked on the right hand side of your dashboard titled Absence Excuse. When you fill this form in advance (24 hours before the planned absence), we will not need to notify you on the morning of the absence that your child is not in attendance at school. You can notify us in advance by completing that Absence Excuse form in ParentSquare. We do need excuses for absences in writing so completing this step OR sending in a written note in advance with your child are the best ways to communicate. You are always welcome to call us with questions 585-538-3421. From 11:30 to 3:00 please communicate with the Elementary Office at 538-3481.

When your child wakes up in the morning not feeling well, you do not need to notify us before the school day starts. ParentSquare will send you an automated text message, push notification if you have the app (which we recommend) and an email providing you notice that your child is not in attendance. With this notice, you will receive an Attendance Excuse form to complete electronically. This notice will come to you no later than 8:25 in the morning. The message is automated. If your child is tardy to school you may still receive the automated message asking you to verify the absence. The safety of our students is a top priority. Notifying you of their absence from school is part of our safety procedures.

Definition Of Absences

The following are excused absences: illness, serious illness or death in the immediate family, emergency medical or dental attention, religious holidays, and absences approved in advance by the Principal or his/her designee.

The following are unexcused absences: truancy, missing the bus, trips not approved in advance, shopping, working, hunting, fishing or leaving school without permission. Final determination of excused and unexcused absences is subject to state and school regulations. Although students are permitted to participate in family vacations, each day of school lost is considered an unexcused absence. It is the parent's responsibility to contact the classroom teacher to inform them of the dates of absence, as well as to request all assignments that will be missed. Prior to

leaving on the trip, the parent must also notify the attendance officer of the dates of absence. A written or electronic note is required upon returning to school.

Excuses

Upon return to school, the student must present a written excuse from home or submit one electronically. The excuse must have the reason why the student was absent and it needs to be signed and dated by the parents (this is required by law).

Tardy to School

The definition of being tardy to class is the failure to be in the classroom by the sound of the bell (7:55 a.m.). Students are expected to report to the Elementary office upon arrival to school with a note from their parent or guardian as to the reason for their tardiness.

EARLY RELEASES

All students wishing to be released early for an appointment (doctor, etc.) must bring an excuse on the day of the appointment to their teacher. A parent/guardian must sign their child out when dismissing early. If the appointment is completed before the end of the school day, the student should return to school. Upon returning to school, the parent is to report to the Elementary foyer and sign the student back in.

Should a student become sick during the day, he or she is to ask permission from his or her teacher to report to the Nurse's Office. Students too ill to stay in school must receive official consent to leave school from the Nurse's Office and parents. Parents are asked to report to the Elementary foyer when picking up their child, to sign them out.

SCHOOL CLOSING

There may be times that we may not have a choice and need to close school early due to bad weather conditions. For school closing and emergency dismissal information, you may listen to WHAM-1180AM and/or Local Weather Channels.

In the event of any emergency closing we need to be time efficient and well-organized. Your child's care is of most importance to us, therefore, we ask that you discuss with your child exactly what to do in the event of an early dismissal, especially if you will not be at home.

If school is dismissed early, all children will go to their usual destinations (bused or picked-up), unless otherwise notified by a parent. If you need to make other arrangements for your child, please complete the form below. You need only to complete the form if your child's destination will change due to an emergency closing. All forms are to be returned to the elementary school office.

It would be helpful if you reviewed the form with your child, so that your child clearly understands the plans you have made for him/her.

Special Note: Please inform emergency care providers that they are the provider on emergency days.

PLEASE RETURN TO TEACHER OR ELEM. SCHOOL OFFICE

Student's Name
Teacher
In the event of an emergency school closing, I request that my child be bused to the following destination:
Address of destination:
Name of person caring for your child:
Phone number of destination:
Remember that the address of the destination you are requesting your child to be bused to MUST be in the Caledonia-Mumford School District. Also, this change is only used for emergency school closings NOT when we have a scheduled half day due to parent/teacher conferences.
The above IS NOT my child's usual bus destination.
Parent signature
Date

Please return to the Elementary School Office by Friday, September 29th. Thank you.

Elementary Yearbook

In the fall of each year, order forms are sent home for those families wishing to order elementary yearbooks. The yearbook contains class pictures, individual pictures and pictures of extra-curricular groups. The yearbook also contains a supplement which highlights major current events taking place around the world.

STUDENT ACTIVITIES

Instrumental Music

In 4th and 5th grade, students have the opportunity to begin playing a band instrument! Band is an exciting activity that provides many benefits and opportunities. Through band and the study of music, your student will learn many valuable life lessons. Band is a fun way for students to be a part of a group and interact with students in their entire grade. Research shows that band has academic benefits, as music students get higher grades, score higher in math, have higher test scores, and have higher graduation rates. Being in a musical group also teaches discipline, increases self-esteem, and relieves stress. Students are strongly encouraged to try band in elementary school—this is a great way to see if it is something that they are interested in!

4th Grade Band

This ensemble rehearses once a week, during the school day. 4th Graders perform in the Beginner Band Showcase and Spring Concert. Students will also receive a small-group lesson once a week, scheduled on a rotating basis.

5th Grade Band

This ensemble rehearses twice a week, during the school day. 5th Graders perform in the Winter Concert and Spring Concert. Students will also receive a small-group lesson once a week, scheduled on a rotating basis.

Additional information regarding our instrumental music program will be sent home by Mrs. Peterson. We are looking forward to welcoming our incoming 4th and 5th graders to the Cal-Mum Band!

4th and 5th Grade Chorus

The fourth and fifth grade choruses are composed of students in those grade levels who wish to dedicate more time to singing. Participation in chorus is on a volunteer basis, students who participate must commit to the chorus for the entire school year. Because of the popularity of chorus with our students, chorus rehearsals are split between the grade levels and take place during school from 2:05 until 2:50 on two separate days.

The choruses perform for a number of events throughout the school year: our winter concert traditionally takes place in December, while our spring concert is in May. We also perform for various sporting events in the Rochester area. Anyone and everyone in the fourth and fifth grades are welcome to join the chorus. If your child would like to become a member, please contact Mrs. Parisi at 538-6811 ext. 2134.

SAMPLE of After School Activities (subject to change each year)

K	1	2	3	4	5
Creativity Club / Stem	Creativity Club/ Stem	Creativity Club/ Stem	Lego Club	Lego Club	Lego Club
		Building Club • Keva Planks • Rigama jig	Building Club Keva Planks Rigama jig	Band	Band
		Coding Club • Sphero	Coding Club • Sphero	Chorus	Chorus
				Ukulele	Ukulele
			Chess Club	Chess Club	Chess Club
			Virtual Reality	Page Turners	Page Turners
				Student Council	Student Council
K/1 Art Club	K/1 Art Club	2/3 Art Club	2/3 Art Club	4/5 Art Club	4/5 Art Club

STUDENT ASSESSMENTS

The following is a list of New York State Assessments required for elementary students. Specific dates for the following assessments are listed on the school calendar.

Third Grade, Fourth Grade, Fifth Grade:

New York State – Language Arts New York State – Math

New York State- Science (Fifth Grade Only)

TEXTBOOKS / WORKBOOKS / CHROMEBOOKS

Textbooks are furnished by the Board of Education and loaned to the students, free of charge. In case a textbook, workbook, trade book, library book or chromebook is damaged or lost, the parent must pay for the materials.

VISITORS

All visitors will be required to report to the office upon entering the building. For security purposes, all visitors will enter the main foyer and will be greeted by our secretary or another adult. The Raptor system will be utilized to allow visitors to gain access to the building. Please make sure you bring your driver's license or a valid ID. Upon entering the foyer, you will be asked to sign in and will be given a visitor's pass. In order to maintain a safe and secure building, your cooperation with this policy is necessary. In addition, security cameras are used to monitor the building for student and staff safety.

WHO TO CONTACT REGARDING...

School Policy

• Principal	Mrs. Meyer/Mr. Bulter	538-6811
 Vice Principal 	Mr. Greene	538-3433
Health / Medical Concerns	Mrs. Nusbickel	538-3409
Special Education	Mrs. Rogers	538-3404
Lost and Found	Mrs. McGinnis	538-6811
Bus Transportation	Mr. Otto	538-3412
Breakfast / Lunch Program	Mr. Flynn	538-6811 ext.1166
Attendance	Mrs. Hillman	538-6811 ext.1020
Technology	Mrs. Villone	538-6811 ext. 1111
Psychological Services	Dr. Monroe	538-6811
Counseling Services	Mrs. Marchese	538-3444
Physical Education	Mrs. DePrez Mr. Gaffney	538-6811 ext.2137 538-6811 ext.2130
Speech, OT / PT	Mrs. Rogers	538-3404