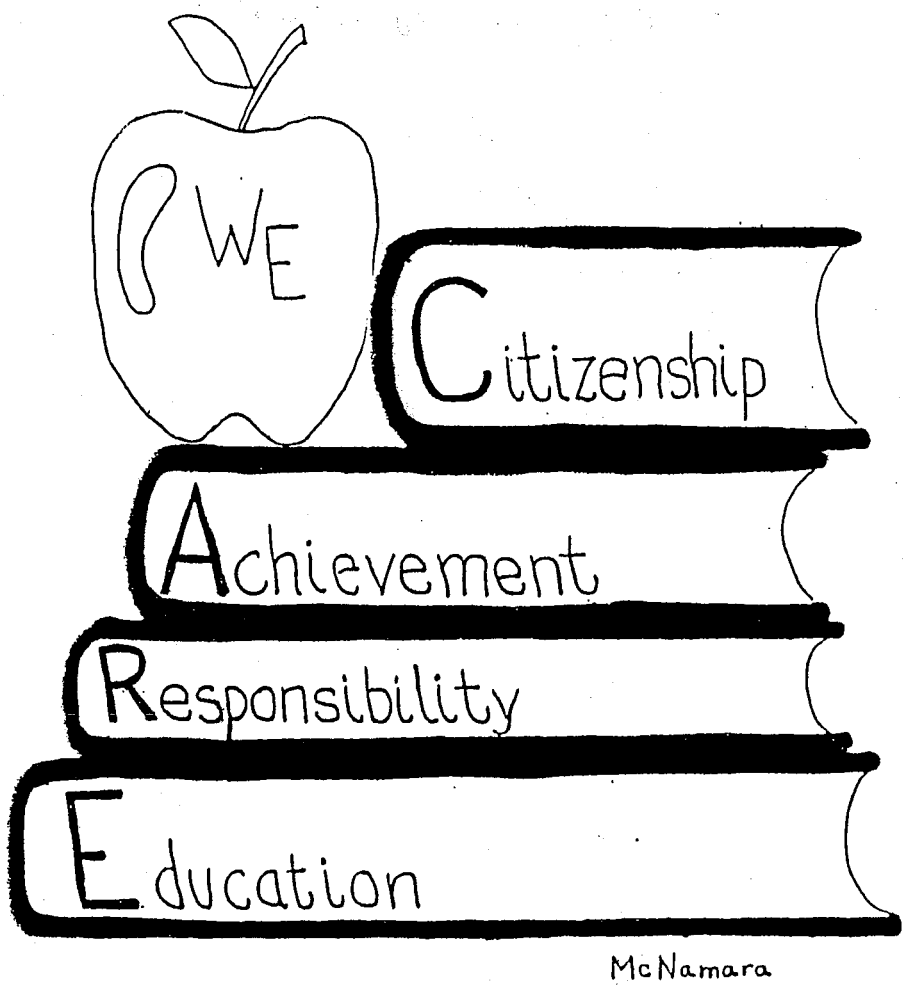
McNamara Handbook

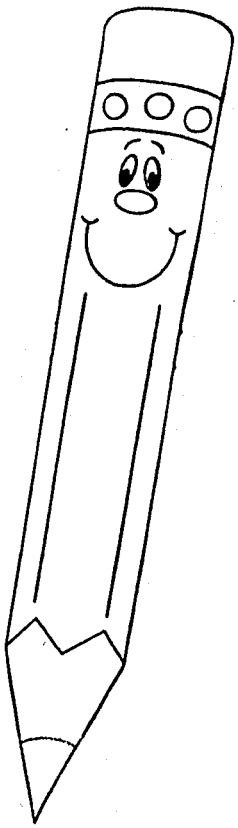


Jane Nadolski, Principal

2014 - 2015

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School Address and Phone Number

McNamara Elementary School
7344 O'Brien Road
Baldwinsville, NY 13027

School Phone Numbers:
Main Office 638-6130 for all calls including student absences.

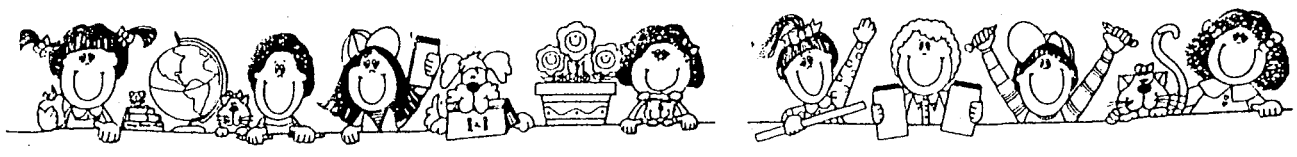
Nurse 638-6130, select 2 when prompted for extension

District Office 638-6043

Transportation 638-6097

School Psychologist 638-6130

School Social Worker 638-6130



2014 - 2015 McNamara Staff

Jane Nadolski, Principal 638-6130 School

Office Personnel:
Mrs. Karen Szakaly, Secretary
Mrs. Christine Kidd, Teacher Aide

Nurse: Mrs. Marge Duger



Kindergarten
Mrs. Bund
Mrs. Clarke
Mrs. Jones
Mrs. Tice
Ms. Andrews, TA
Mrs. Deming, TA
Mrs. Kuryla, TA
Mrs. Leathers, TA
Mrs. McArdell, TA

Grade 1
Miss Gawlik
Mrs. Gottlieb
Mrs. Lamberton
Mr. Wolf
Mrs. Lawrence, TA
Ms. Margeson, TA

Grade 2
Mrs. Bertrand
Mrs. Davis
Mrs. Hughes
Mrs. Nichols
Ms. Blum, TA
Mrs. Halligan, TA
Mrs. Painter, TA

Grade 3
Mrs. Ancona
Mrs. Branigan
Mrs. Hyde
Mrs. Smegelsky
Mrs. Paice, TA

Grade 4
Mrs. Allen
Ms. Hitchcock
Mr. Wallon
Ms. Wavercak
Mrs. Calnan, TA

Grade 5
Mrs. Manton
Mrs. Murphy
Mr. Smith
Ms. Zimmer

Resource
Mrs. Connery
Miss Corbishley
Mrs. Higgins
Mrs. Wrench

Reading
Mrs. Campanaro
Mrs. Nissen
Mrs. Rush, TA

Music
Ms. O'Reilly
Mrs. Grimaldi, Orchestra
Mrs. Vacanti, Band

Psychologist: Mrs. Marilyn Sindone

Art
Miss Herrmann

Social Worker
Mr. Seltzer

Speech
Mrs. Johnstone
Mrs. Greenwood
Mrs. MacDonald, ESL

Math
Mrs. Heatley TA

Physical Education
Mr. Lewis

Library
Mr. Ashworth
Mrs. Reidy, TA
Mrs. Whitmire

Food Service
Mrs. Temple
Mrs. Kratz

Support Staff
Mr. Dave Resseguie, Head Custodian
Mr. Rick Palmer, Mr. Dave Wentworth, Night Custodians

Parent/Teacher Association

President
Mrs. Beth DeWeese

Vice President, Programs
Mrs. Holly Parker

Vice President Public Relations
Mrs. Alysia Clary

Treasurer
Mrs. Jen Gebhardt

Vice President, Ways and Means
Mrs. Donna Hack

Secretary
Mrs. Amber Balistreri

Scheduled PTA Meetings 7:00 PM

Tuesday, September 9

Tuesday, October 14

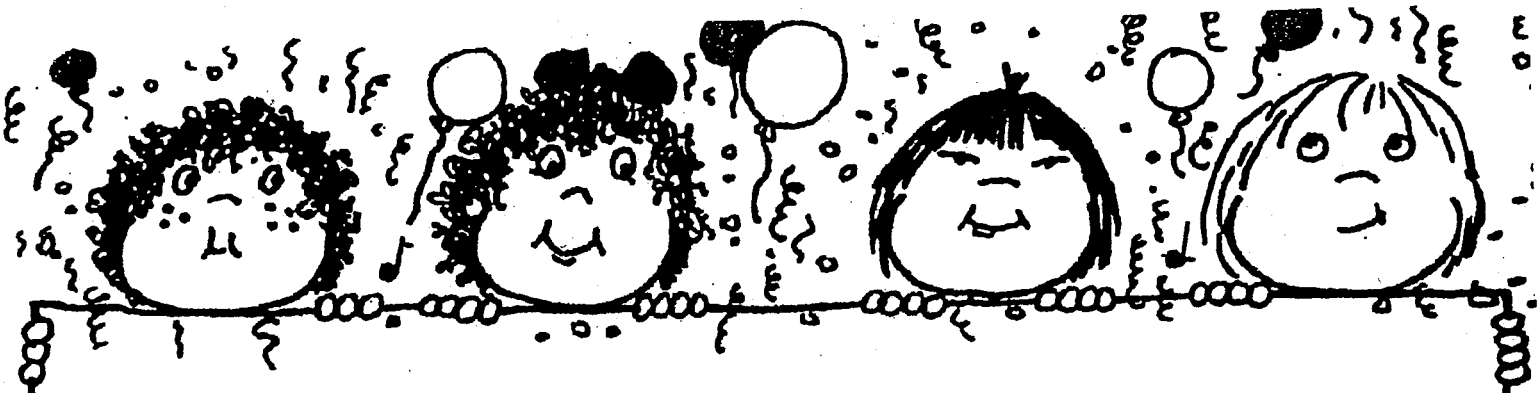
Tuesday, November 18

Tuesday, January 13 at Baldwinsville Library

Tuesday, March 10

Tuesday, May 12

Tuesday, June 9 - Dinner Meeting



School Visitors' Procedure for McNamara Elementary School

Protecting our children covers several areas including protection from harm, as well as protecting their learning time with their teachers. ***Upon entering the office, all visitors will be required to present a valid driver's license or state ID that will be swiped through a scanner. A visitor's badge will be issued and be required to wear while in the building.***

It is the district's expectation that all staff focus on your children the moment the children arrive in the morning. Sometimes, parents want to just step in their child's classroom to see the teacher for just a second. Even short visits distract the teacher from attending to their classes. There are many details to focus on to start the day on a positive note.

It certainly is very important to communicate with your child's teacher in a timely manner. Teachers prefer you call, leave a message, email or send a note. This way, when you make an appointment, you are assured of a private and uninterrupted conference. This also means we are not interrupting teachers when they are responsible for their classes.

If you have a medical message to relay to your child's teacher, please call the school nurse, Mrs. Duger. She will take several messages for one room, then take care of them in one visit.

I would also like to take this time to thank all of the supportive parents who recognize the importance of protecting our students' academic day and allowing us to make that day as free of interruptions as possible. As you might imagine, students on a daily basis forget the following: lunches, lunch money, books, library material, instruments, sneakers, agendas, snacks, water bottles, coats, homework and Friday folders. **You have supported our policy of not interrupting instruction and having the students collect these items when the teacher believes it is a good time. We appreciate your cooperation and understanding of the many diverse learners who achieve more when there are fewer interruptions.**

If you have any questions about this policy, please call me at 638-6130. It is my intent to keep open lines of communication between home and school while minimizing classroom interruptions.

©Ms Karen B Jacobsen

Communication – Parents and Teachers

There are a variety of opportunities throughout the school year to communicate with your child's teacher. The function and focus of each of these is somewhat different, but all will provide information about the school's goals and your child's progress towards them.

Open House/Curriculum Night

McNamara's Open House/Curriculum Night is designed to familiarize parents with teachers, curriculum and educational materials used in each classroom. Teachers will introduce the parents to daily schedules, outline educational goals for the year, explain the academic curriculum, define the grading system, testing information and share examples of assignments. Open House/Curriculum Night is designed to provide a grade level program for the year. It is not designed for individual discussion of a child's progress. However, if you have any concerns or questions about your child's progress, please feel free to arrange for a parent conference at any time during the school year.

Parent/Teacher Conferences

Each year all parents are scheduled to attend one parent conference in the fall. This is one more way, in addition to report cards, to learn about your child's performance in school. Spring conferences are scheduled when teachers have concerns about student progress. Children only attend for half a day on these dates to provide sufficient time for parents and teachers to meet.

If you have any questions or concerns, you are always welcome to schedule a conference with your child's teacher. Call the main office at 638-6130. When you make an appointment, you are assured of a private and uninterrupted conference. These conferences may be in person or a telephone conference.

Report cards

Report cards are designed to communicate student educational progress to parents. Parents receive information regarding progress through routinely monitoring their child's success on assignments and at ten-week intervals four times a year. The grades on the report card reflect achievement during individual marking periods. In addition, one formal parent/teacher conference is scheduled for the fall. Additional conferences may be scheduled at the request of a parent or teacher.

School Website

Our website is designed to provide parents with important dates, grade level curriculum, lunch calendar, newsletter and individual teacher websites.

School Schedule and Important Dates

Full Day Schedule

Student's day begins at 8:35 AM and dismissal is at 3:20 PM.

Half Day Schedule

Professional Development Days (D) dismissal is at 12:15 PM for all students.
Parent/Teacher Conference Days (P) dismissal is at 11:30 AM for all students.

Fall Parent Curriculum Night

Tuesday, September 16th
K-5 All Grades 6:15-6:45
K-5 All Grades 7:00-7:30

K-5 will be conducting 2 presentations for your convenience. You may attend any session. We have arranged for parking at St. Augustine's.

Fall Parent Conference Dates (1/2 day for students)

Thursday, October 30th
Friday, October 31st
Monday, November 24th
Tuesday, November 25th

Spring Parent Conference Date (1/2 day for students)

Wednesday, March 19th

Report Card Dates 2013-2014

November 14th
January 30th
April 24th
June – Last Day

I. Attendance

A. It is compulsory for all students to attend school regularly, except in case of illness, death in the family, religious observance, health treatment or quarantine. Absence for any other reason is illegal and is recorded on the student's permanent record.

B. If illness occurs in school, we may have to send the child home. It is important, therefore, that we have your telephone number and a number of someone who will take care of your child if you cannot be contacted.

C. A written statement of the reason for absences (or tardiness) is required upon a student's return to school. This note is required even if the home was contacted during the student's absence.
In any instance when a child will not be attending school because of illness, doctor's appointment, vacation, family emergency, etc., parents need to notify the school's main office the morning of the absence, or, if possible, the day before. Calls can be made anytime, since the answering machine is on before 8:00 AM and after 4:00 PM.

D. If you would like assignments sent home on the day of the absence, or plan to pick them up at the close of school, the office will need the request by **11:00 AM** so the teacher can be notified and has time to prepare assignments and gather the materials without stopping instruction.

E. Special Note regarding vacations:
Our school calendar, by New York State, requires school to be in session for 180 days each year. With this requirement, however, comes a generous vacation schedule that is designated a year in advance. It is our hope that, when planning family vacations, you use the days that are designated so that your child will not miss any valuable instruction time.

If a child misses more than 10 percent of the school days and the sequence of instruction is interrupted, the chances for success are greatly diminished.

Many parents request the work their child will miss during an illegal absence. There is a critical link between classroom instruction and the independent follow-up work children are expected to do. Teachers are discouraged from filling these requests because it is not only a difficult, but educationally unsound to distribute practice work prior to instruction.

As professional educators, we recommend that children who are kept out of school engage in academic tasks that reinforce and strengthen skills that are already in place. If an illegal absence is deemed necessary, we would suggest the following activities:

1. Keep a detailed, written journal of daily experiences.
2. Read books that are at an independent reading level.
3. Summarize reading materials orally or in writing.
4. Practice computational skills.
5. Active involvement in map-study skills.
6. Calculate costs of meals, admission tickets, etc.
7. Practical application of geographical facts and concepts by noting changes in plants and animals.

Please be aware that direct instruction is the most effective learning mode. It is impossible to duplicate the classroom experience. Your continued support in our educational partnership will yield dividends for your children.

Picking Children up at the end of the school day

To help avoid disruptions to classroom instruction and end of the day activities and help ensure that the child is present for necessary information, we ask for your cooperation in picking up your children. If children are to be picked up at the end of the school day, please remember that our school day ends at 3:20.

If a parent knows that they will be picking up their child on a particular day or days, **a pink note should be written by the parent and sent to school with their child.** The child will give the note to their teacher in the morning requesting that the child be dismissed at 3:20 to the main lobby. At 3:20, the classroom teacher will send the child to the front lobby and the parent can sign the child out from there.

Picking up children before the end of the school day

Students being picked up from school for early dismissal should bring in a ***Pink Note*** informing the teacher of the approximate pick-up time. When you arrive, the student will be called to the office.

Picking up children without a pink note

Requests need to be received to the main office by ***11:00 AM***, with the exception of an emergency.

Early arrivals to school

The school day begins at 8:35 AM. Please do not leave your children at school before 8:35 AM. Students are not allowed to enter the building prior to 8:35. Please keep in mind there is not supervision available before the school day begins.

Birthday Lunch

I would like to, again this year, extend an open invitation for ***parents/guardians only***, to join your child/children for lunch on their birthday or during the week of their birthday. If you need an alternative, please let us know. This program was a huge hit with students and parents, and I would like to continue this year. To help us manage this program, I need your cooperation in honoring the following request. If your child has a birthday during vacation, you are invited to join them the week before or after. Those children who have summer birthdays, parents can join them on their half birthday. **Birthday lunch is not intended to replace classroom or family celebrations.**

1. Please purchase your lunch at school or bring a lunch from home. This request is consistent with the current policy, **which discourages fast food or commercial take out.**
2. Stop in the main office to sign in, put on a visitor's tag and sign out in the Main Office before you leave.
3. Meet your child by the cafeteria and say your goodbyes **in the cafeteria** at the end of lunch. Please do not use this opportunity to speak to the classroom teacher. Even short visits distract the teacher from attending to their class. This will minimize disruption of class routine.
4. **Due to the limited space and children's safety, only parents and guardians are invited for birthday lunches. No other siblings or other relatives are to attend. This will be strictly enforced.**
5. Due to the many food allergies, birthday treats can only be given out by the classroom teacher. You may leave any treat with the office staff, and they will see that the classroom teacher receives it.
6. Classroom birthday visits are arranged through the classroom teacher. Parents/Guardians ONLY will be permitted to join their child during their classroom visit.
7. Invitations for celebrations planned for outside of the school will only be distributed within school if they include all of student's classmates.

For your convenience, a copy of the lunch schedule is on the next page:

Class	***Lunch***	***Activity Time***	***Specials***
Kindergarten			
Clarke	11:00-11:30	11:35-12:05	12:40-1:20
Jones			
Bund	11:05-11:35		
Tice			
1st Grade			
Lamberton	11:20-11:50	12:00-12:30	1:20-2:00
Wolf			
Gawlik	11:25-11:55		
Gottlieb			
2nd Grade			
Hughes	11:40-12:10	12:25-12:55	2:00-2:40
Davis			
Bertrand	11:45-12:15		
Nichols			
3rd grade			
Ancona	12:05-12:35	12:50-1:20	10:30-11:10
Branigan			
Smegelsky	12:10 – 12:40		
Hyde			
4th Grade			
Allen	12:25-12:55	2:45-3:15	9:45-10:25
Wavercak			
Hitchcock	12:30-1:00		
Wallon			
5th Grade			
Murphy	12:45-1:15	2:45-3:15	9:00-9:40
Zimmer			
Manton	12:50-1:20		
Smith			

II. HEALTH

Medicine

No medicine or over the counter drugs may be given in school without a doctor's prescription and parent's written consent. Parents must bring the medicine to the Health Office.

Parents must provide medication for the duration of treatment in a labeled pharmacy bottle. Parent must supply an adequate amount of over the counter medicines also.

Immunizations

The first time a student is enrolled in school, verification of immunizations must be submitted. The law requires that every child have polio, diphtheria, mumps, measles, Hepatitis, and German measles immunizations.

Physicals

The state mandates medical inspections for students new to the district and those in grades K, 2, and 4. As in the past, the school is prepared to give the inspections at no additional cost to you. If you prefer to have your own physician examine your child at your own expense, you may do so. If this is your preference, the law requires that it must be done and the report delivered to the nurse within 5 days of the opening of school.

Field Trip Medication

Parent Options for Children who require medication on field trips

- Chaperone the trip and carry your child's medication.
- Designate someone who doesn't work in the school district to attend the field trip – which can carry and administer the medication to your child for you.
- Discuss with your doctor whether the medication is required for the field trip. If the medication is not required for the field trip, you and your doctor provide written documentation confirming this. BOTH notes are necessary.
- Discuss with your doctor whether or not your child can be self-directed in administering their own medication. To be self-directed your child must be able to: identify the medication, state the purpose of the medication, state the correct dose, state when the medication must be taken and what would happen if the medication is missed. This option requires a note from both you and your doctor indicating that he/she is self-directed. Finally, your child must be able to demonstrate to the school nurse his/her ability to meet the criteria.

III. **TRANSPORTATION – Due to mandatory busing, our buses are full and students are assigned seats. Therefore, we cannot honor requests for play dates.**

A. Bus Regulations

1. Observe the same conduct as in the classroom.
2. Be courteous; use no loud or profane language.
3. No electronic devices or trading cards, food or drink on the school bus.
4. Help keep the bus clean.
5. Cooperate and show respect for the driver at all times.
6. Vandalism on the bus will result in immediate loss of bus privileges.

7. Bus drivers are authorized to assign seats.
8. Keep head, hands and arms inside the bus.
9. No throwing of objects.
10. Remain seated at all times and observe all other state and district safety regulations.

B. Bus Infractions

Any student failing to comply with bus regulations will be referred to the principal for disciplinary action.

C. Transportation Concerns

1. If problems/concerns/complaints arise, call the Transportation Supervisor at 638-6100.
2. If concerns arise concerning a student, contact the Principal at 638-6130.

D. Requests for bus changes or changes in bus stop locations

The school principal must approve ***all*** requests for students to ride a bus other than their regularly scheduled bus, or for a change in the drop location.

Requests will be approved to accommodate regularly scheduled childcare, family emergencies or school sponsored activities only, provided that there is room on the bus, **as per Board of Education guidelines.**

Requests for changes need to be made in writing and include:

1. The child's full name.
2. The regular drop off location as well as the requested drop location. (**complete address**)
3. The reason for the request.
4. A telephone number where a parent can be reached.
5. Parent signature.

School bus drivers do not have the authority to change a stop location for a child. **All** requests of this nature must be directed to the building principal.

E. Students must be picked up at the same locations **5 days per week**. They must be dropped off at the same location 5 days per week. Pickup and drop off need not be at the same location, **but both must be consistent.**

IV. Visitors and Volunteers to the building

ALL visitors and volunteers are required to report to the main office upon arrival and sign in. When visiting or volunteering during school hours, it is important to give your full attention to the task at hand, therefore we request that arrangements be made for other children.

V. School Assemblies /Student Performances

Assemblies and student performances during the school day are held for our student body. Due to limited seating, we ask that parents and family members attend events held after school hours. Parents need to contact the principal for special consideration.

VI. Sign in and out procedures for students

Students arriving late for school, or leaving school early, should be signed in or out in the main office. Students being picked up at the close of school will be dismissed from the front lobby. In the interests of student safety, children will not be permitted to wait for rides outside of the building, or to walk unescorted to cars in the parking lot.

VII. Homework

Homework can be an effective way to help children review the material they are responsible for in school. It can also help prepare them to be lifelong learners by helping them develop the skills they need to study independently. As such, teachers can assign homework for many reasons. These include:

- review and practice of material covered in class to reinforce skills and concepts;
- develop good study habits;
- encourage self-discipline (time management, responsibility and independence)

To be most effective, homework assignments should:

- have a specified purpose, although a single homework assignment can serve more than one purpose;
- come with clear instructions about what needs to be done for the assignment to be completed successfully, including whether help from others is required;
- be well-matched to the student's abilities.

The "10-Minute Homework Rule"*

The "10-minute rule" conveys to students and parents that each night they should expect all homework assignments together to last about as long as 10 minutes multiplied by the student's grade level. Daily assignments per night should last no more than the following for each grade level:

- K - 10 minutes
- 1st - 10 minutes
- 2nd - 20 minutes
- 3rd - 30 minutes
- 4th - 40 minutes
- 5th - 50 minutes

Reading outside of class time would be above and beyond these suggested maximum homework times.

VIII. Student Discipline

In keeping with the goals set forth for McNamara School, all efforts toward developing positive student behavior will focus on teaching self-discipline and lead to students' accepting full responsibility for the consequences of their actions. All students are entitled to an education in an environment conducive to learning and any student who interrupts that process must be dealt with immediately. The Baldwinsville School District enjoys a fine tradition of consistency in its program for developing appropriate student conduct and McNamara will follow the same guidelines set forth in **the student code of conduct manual**, adopted by the Board of Education.
Please review this manual with your child at the beginning of the school year.

Internet Access Notification

We are pleased to offer students of the Baldwinsville Central School's access to the Internet.

Such access will enable students to explore thousands of libraries, databases, and bulletin boards which exchange messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make this access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from this access, in the form of information resources and opportunities for collaboration, exceed any disadvantages.
Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity, to ensure that users are using the system responsibly and to check their contents. **Users should not expect that files stored on district servers will be private.**
As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

BALDWINSVILLE CENTRAL SCHOOL DISTRICT
ANNUAL SCHOOL CALENDAR
2014-2015

BOE APPROVED

MARCH 10 , 2014

JULY 2014

M	T	W	T	F
	1	2	3	4H
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2014

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

KEY:

	No School - Students
D	Professional Development Day - 1/2 day for students
H	Designated Employee Holidays - All Buildings Closed
C	Superintendent's Conference Day
M	Grs. K-12 Marking Period Ends
P	1/2 Day for K-5 Students; Parent-Teacher Conferences
	State Testing Days:
E	ELA Grades 3-8
M	Mathematics Grades 3-8
S	Science Grades 4 & 8
R	Regents

SEPTEMBER 2014

M	T	W	T	F
1H	2C	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25D	26
29	30			

OCTOBER 2014

		1	2	3
6	7	8	9	10D
13H	14	15	16	17
20	21	22	23	24C
27	28	29	30P	31P

NOVEMBER 2014

3	4	5	6	7M
10	11H	12	13	14
17	18	19	20	21
24P	25P	26	27H	28H

DECEMBER 2014

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25H	26H
29	30	31		

JANUARY 2015

			1H	2
5	6	7	8	9
12	13	14	15	16
19H	20	21	22	23M
26	27	28	29	30

FEBRUARY 2015

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13D
16H	17	18	19	20
23	24	25	26	27

MARCH 2015

2	3	4	5	6
9	10	11	12	13
16	17	18	19P	20C
23	24	25	26	27
30	31			

APRIL 2015

		1	2	3H
6	7	8	9	10
13	14E	15E	16E	17M
20	21	22M	23M	24M
27	28	29	30	

MAY 2015

				1
4	5	6	7	8
11	12	13	14	15
18	19	20S	21	22
25H	26	27	28	29D

JUNE 2015

1S	2R	3	4	5
8	9	10	11	12
15	16R	17R	18R	19R
22R	23R	24R	25RM	26C
29	30			

Student Days: 180 Teacher Days: 184