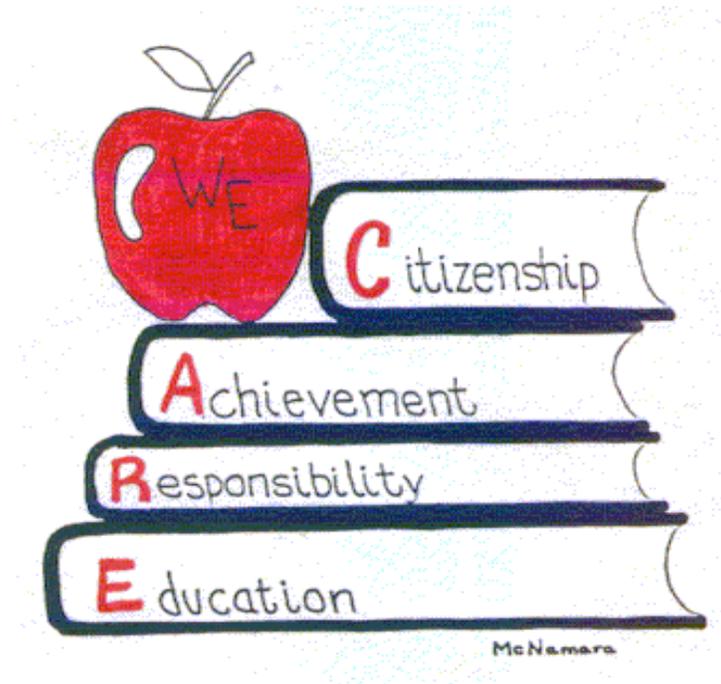


McNamara Handbook



2016 – 2017



September 2016

Dear McNamara School Community Members,

On behalf of the McNamara Staff and myself I would like to extend a warm welcome back to all of our McNamara families and a special welcome to our new families joining us this school year.

Our focus at McNamara Elementary School is to continue working together with you and your children to provide the best possible educational experience. Our primary goal is to deliver excellent instruction that maximizes academic performance and personal development within a safe and caring environment.

Our school policies and procedures can be found within this handbook . Please read through it carefully to become familiar with the way we do things at McNamara to ensure our students' safety and continued success.

All of us at McNamara are looking forward to meeting you and welcoming your children as they begin a new school year!

Sincerely,

Jane Nadolski

Jane B. Nadolski, Principal

McNamara Elementary School

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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

2016 – 2017 McNamara Staff

Jane Nadolski, Principal 638-6130 School

<u>Office Personnel</u> Mrs. Karen Szakaly, Secretary Ms. Kelly Palmer, Teacher Aide	<u>School Nurse</u> Mrs. Marge Duger	
<u>Kindergarten</u> Mrs. Bund Mrs. Clarke Mrs. Jones Mrs. Tice Mr. DuBois, TA Mrs. McArdell, TA	<u>Grade 1</u> Miss Gawlik Mrs. Gottlieb Mrs. Lamberton Mr. Wolf Mrs. Lawrence, TA	<u>Grade 2</u> Mrs. Allen Mrs. Bertrand Mrs. Davis Mrs. Hughes Mrs. Halligan, TA Mrs. Kuryla, TA Mr. Northrup, TA Mrs. Redfield, TA
<u>Grade 3</u> Mrs. Branigan Mrs. Dixon Mrs. Hyde Mrs. Smegelsky Mrs. Leathers, TA Mrs. Paice, TA Mrs. Painter, TA	<u>Grade 4</u> Mrs. Abbott Ms. Hitchcock Ms. Wavercak Mr. Wallon Ms. Andrews, TA Mrs. Calnan, TA Ms. Walker, TA	<u>Grade 5</u> Mr. Hudson/Mrs. Murphy Mrs. Manton Mr. Smith Ms. Zimmer
<u>Resource</u> Mrs. Connery Miss Corbishley Mrs. Higgins Mrs. Kemmerer Mrs. Wrench	<u>Reading/Math</u> Mrs. Campanaro Mrs. Nissen Mrs. Rush, TA	<u>Music</u> Ms. O'Reilly Mrs. Grimaldi, Orchestra Mrs. Vacanti, Band
<u>Psychologist</u> Mrs. Marilyn Sindone	<u>Social Worker</u> Mr. Jeff Seltzer	<u>Art</u> Mr. Brown
<u>Physical Education</u> Mr. Lewis	<u>Speech</u> Mrs. Johnstone Mrs. Greenwood Mrs. MacDonald, ENL	<u>Library</u> Mr. Ashworth Mrs. Michaels, TA Mrs. Young, Secretary
<u>Food Service</u> Mrs. Temple Mrs. Benedict	<u>Custodial Staff</u> Mr. Resseguie, Head Custodian Mr. Gauthier Mr. Palmer	

Parent/Teacher Association

President

Mrs. Amy Peterson

Vice President, Programs

Mrs. Colleen Lorenzo

Vice President Public Relations

Mrs. Denise Falso

Treasurer

Mrs. Morgan

Vice President, Ways and Means

Mrs. Stacey Gingrich

Secretary

Mrs. Laurie Neville

Scheduled PTA Meetings 7:00 PM

Tuesday, October 4

Tuesday, November 15

Tuesday, January 10

Tuesday, March 14

Tuesday, May 9

Tuesday, June 13 - Dinner Meeting

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.

A. Curriculum Night

McNamara's 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. 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.

B. 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.

C. 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.

D. 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.

E. 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

Wednesday, September 14th

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)

Monday, October 31st

Tuesday, November 1st

Monday, November 21st

Tuesday, November 22nd

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

Thursday, March 16th

Report Card Dates 2016-2017

November 11th

January 27th

April 7th

June – June 23rd

School Procedures

A. Attendance

1. 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.
2. 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.
3. 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.

4. 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.

5. 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.

Absence from school 7 days or more in a ten-week period is considered excessive and results in a cautionary letter. Continued, excessive absences or tardiness may require a referral to our social worker and an administrative conference. Absences beyond 21 days may be referred to the New York State Office of Children and Family Services.

B. Arrival and Dismissal

1. 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.

2. 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.

3. 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.

******Parents arriving between 2:45 and 3:15 for regular dismissal pickup are asked to wait until the doors are opened at 3:15 and not request individual access to the building**

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.

4. 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.

5. 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.

6. Student Walkers

Families living in the neighborhood adjacent to the school sometimes ask that students be allowed to walk or ride bikes home. A signed parent note is required and kept on file. Walkers will be dismissed at 3:20 and escorted by an adult to the walking path.

C. Visitors and Volunteers to the building

- All entrance doors are on an automated locking system and are locked throughout the school day.
- Main entrance at front of building is only access point for parents and visitors to the building.
- Enter building using the intercom system and proceed directly to office.
- Upon entering office, present identification (valid driver's license or state ID)
- A visitor's badge will be issued and required to be worn while in the school.
- When visiting or volunteering during school hours, it is important to give your full attention to the task at hand; arrangements must be made for other children.

D. 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.

E. 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 food.**

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, only store bought birthday treats can be given out after approval by the classroom teacher and/or school nurse. 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:

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

F. 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 & 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 to attend the field trip – which can carry and administer the medication to your child for you. You will need to complete an authorization form for administration of medication prior to the trip.
- 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.

G. 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.**

H. 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.