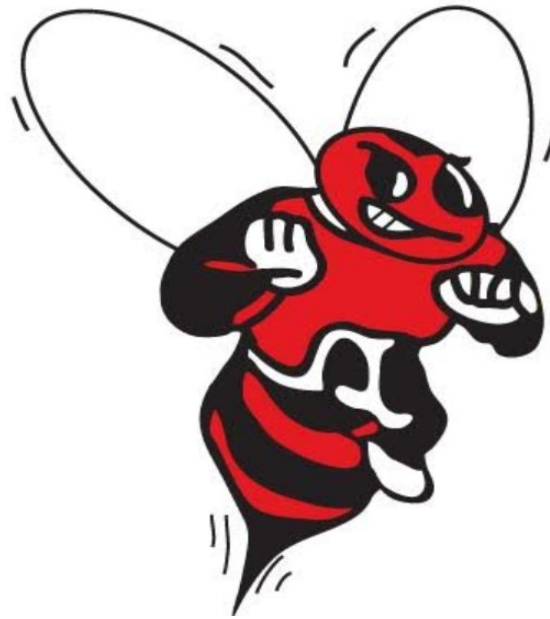


# McNamara Elementary



Student Handbook

2020 - 2021

September 2020

Dear Students and Families,

On behalf of the McNamara Staff and myself we would like to welcome you to McNamara Elementary School! We are looking forward to an amazing year and getting to know each student and family individually! Here at McNamara we pride ourselves in communication, building relationships with each individual student and their family and engaging our students daily so they are always striving towards their personal best.

We strive to create an environment that encourages each and every student to reach their maximum potential through excellent instruction, analysis of data and personalized learning. We also need your help and support throughout the course of the year! Building relationships with each family member and community member will always be a top priority at McNamara Elementary!

This handbook outlines the policies and procedures at McNamara Elementary. Please feel free to reach out to me at any point throughout the school year. I look forward to getting to know each and every one of you!

Sincerely,

Jennifer Homeyer

Principal – McNamara Elementary School

Please Note: Due to unforeseen circumstances, some of the dates listed in this handbook may change. Please make sure you have provided an email address for your child's schooltool account to receive the latest information. Please refer to the McNamara webpage to get the most updated information, calendar of events and Principal Homeyer's Newsletter.

Table of Contents

1. School Information
2. McNamara Staff Directory
3. Calendar of Events – McNamara Elementary
4. Arrival and Dismissal Procedures
5. Student Attendance Policy
6. Health Information
7. Transportation
8. Student Discipline
9. Additional McNamara Policies and Procedures
10. Parent Teacher Association Information

Address:

McNamara Elementary School

7344 O'Brien Road

Baldwinsville, NY 13027

jhomeyer@bville.org

Phone Numbers:

Main Office 315-638-6130

Nurse 315-638-6132

District Office 315-638-6043

Transportation 315-638-6097

Fax Number:

315-638-5049

Arrival and Dismissal

### **Sign in and out procedures for students**

Students arriving late for school, or leaving school early, should be signed in or out in the attendance booth. Students being picked up at the close of school will be dismissed from the cafeteria. 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.

### **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 by the main office by 12:30 p.m., with the exception of an emergency.

### **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 3:00 and escorted by an adult to the walking path.

It is expected that all students attend school regularly, except in cases 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.

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.

A written statement of the reasons 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 appointments, vacation, family emergency, etc., parents need to notify the school's main office the morning of the absence, or, if possible, the day before.

**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 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.

Please be aware that direct instruction is the most effective learning mode. It is impossible to duplicate the classroom experience. Absence from school for 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.

## Health

- Medicine - No medicine or over the counter drugs may be given in school without a doctor's order 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. Parents must supply an adequate amount of over the counter medicines also.
- Immunizations - Verification of immunizations must be submitted. Please refer to the Health link on the McNamara webpage for the most up to date information on immunizations.
- Physicals - The state mandates physicals for students new to the district and those in grades K, 2, and 4.

Field Trip Medication - Throughout the course of the school year students will have the opportunity to go on field trips. Below outlines several different options for students who require medication administration on field trips. Please contact the health office directly if you have any concerns.

- 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.

## TRANSPORTATION

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

### **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.

### **Bus Infractions**

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

### **Transportation Concerns**

1. If problems/concerns/complaints arise, call the Transportation Supervisor at 315-638-6100.

### **Request for Change in Bus Stop Location**

Requests for bus changes or changes in bus stop locations 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. 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 for changes need to be made in writing and include: the child's full name, the regular drop off location as well as the requested drop location (complete address), the reason for the request, a telephone number where a parent can be reached and the parent signature.

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.



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.

Website: <https://www.bville.org/tfiles/folder2303/Code%20of%20Conduct%202019-2020%20FINAL%20for%20print.pdf>

McNamara Policies and Procedures

### Homework

Teachers will assign homework on an individual classroom basis. Homework is an effective way for students to review previously taught materials, develop good study habits and promote responsibility and independence. Please work with your child to create a system for reviewing their homework folder nightly and returning any important materials the next day.

### Report cards

Report cards are designed to communicate student educational progress to parents. Report cards are shared at ten-week intervals four times a year. All report cards can be accessed by parents through Schooltool. Please contact the main office if you are having difficulty accessing your child's report cards.

Website: <https://bville.schooltool.cnyric.org/schooltoolweb/>

### School Website

Please refer to our website for the most up to date information for events, grade level curriculum, newsletters and other McNamara Elementary information.

Website: <https://www.bville.org/mcnamara>

### Lunch

The cost of student lunch for the 2020-2021 school year is \$2.90. Students will have the opportunity to purchase additional items (milk, ice cream and snacks) on a daily basis. Each student has a pin number that they will use to purchase these items. Parents can directly upload money to their child's account at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>.

### Personal Items/Electronic Devices

The Baldwinsville Central School District Board Policy states, "Elementary students may not use or possess electronic devices during the school day. Prior to the start of the school day, students' electronic devices must be turned off and immediately placed in backpacks or other designated areas for personal belongings".

Additionally, non-instructional tools are not permitted in the building. Students are not permitted to bring cards, fidgets and other toys to school. If a student is found in possession of these items they will be confiscated and the parent/guardian will be notified to pick these items up from the main office.

### Birthday Lunch

Please contact the classroom teacher 72 hours in advance regarding classroom birthday treats. We have several allergies and restrictions this year and teachers will be able to go over specifics for their classroom with you.