

The Baldwinsville Central School District



Reynolds Elementary School

Student/Family Handbook
2022-2023



Reynolds Elementary School

222 Deerwood Drive
Baldwinsville, NY 13027
P: 315-638-6124 F: 315-638-6169

Together, We Learn!

Dear Reynolds families,

The start of our new school year has arrived! Welcome to Mae E. Reynolds Elementary School! We are so excited you chose the Baldwinsville Central School District as your home. This year is going to be one filled with countless new opportunities and endless possibilities. We are here to help; this handbook provides you with pertinent information that you will need as a valued member of our learning community. Should you have questions regarding any information contained in this resource, please do not hesitate to call the main office (315-638-6124) for clarification.

At Reynolds, one of our goals is to provide the strongest of educational experiences for ALL students. To ensure that this occurs, students, parents, and school staff must work together. This collaborative partnership embodies our mission statement, *Together, We Learn!* Throughout the Baldwinsville Central School District, school communities aim to provide a multitude of educational experiences that promote creativity, collaboration, and academic risk-taking, as well as varied extra-curricular opportunities that foster growth and allow all students to reach their fullest potential. In doing this, students become socially, emotionally, physically, and academically well-rounded individuals primed for success. By working together, all of our children can reach this attainable goal.

Thank you for your continued support in the education of your children. As you know each one of us plays a crucial role in contributing essential elements that will make Reynolds Elementary a wonderful environment for students to learn, grow, and succeed.

Sincerely,

Melissa Chiodo

Principal

Reynolds Staff

Main Office

Principal: Ms. Melissa Chiodo: mchiodo@bville.org

School Secretary: Mrs. Tina Abraham: tabraham@bville.org

Attendance: Mrs. Susan Pompo: spompo@bville.org

Nurse: Mrs. Judy Tack: jtack@bville.org

Pre-K

Mrs. Kat Martin: kamartin@bville.org

Mrs. Amanda Yerdon: ayerdon@bville.org

Mrs. Erica Young: eyoung@bville.org

Kindergarten

Mrs. Keri Melfi: kmelfi@bville.org

Mrs. Tiffany Collacchi: tcollacchi@bville.org

Mrs. Morgan Murray: mmurray@bville.org

First Grade

Ms. Colleen Dembs: cdembs@bville.org

Mrs. Kristin Monterville: kmonterville@bville.org

Mrs. Lindsey Parker: lparker@bville.org

Ms. Kaitlin Lanzatella: klanzatella@bville.org

Second Grade

Mrs. Colleen Donegan: cdonegan@bville.org

Ms. Natalie Thompson: nthompson@bville.org

Mrs. Shannon DeSantis: sdesantis@bville.org

Third Grade

Mrs. Shana Bach: sbach@bville.org

Mrs. Marisa Casciano: mcasciano@bville.org

Ms. Lisa Seeley: lseeley@bville.org

Fourth Grade

Mrs. Katie Reap: kreap@bville.org

Mr. Peter Moore: pmoore@bville.org

Mrs. Courtney Mullaley: cmullaley@bville.org

Fifth Grade

Mrs. Courtney Nicholson: cnicholson@bville.org

Mrs. Therese Carlin-Erich: tcarlin-erich@bville.org

Mr. Jon Langstaff: jlangstaff@bville.org

Special Area Teachers

Art - Ms. Leah LaChausse: lachausse@bville.org

Library - Ms. Kelly Nugent: knugent@bville.org

PE - Mrs. Colleen Natale: cnatale@bville.org

Music - Mr. Tim Vernyi: tvernyi@bville.org

Band - Ms. Jennifer Vacanti: jvacanti@bville.org

Orchestra: Ms. Kathryn Kimble: kkimble@bville.org

Reading/Speech/RTI/ENL

Mrs. Rhonda Wayman: rwayman@bville.org

Ms. Megan Powell: mpowell@bville.org

Ms. Madison Gonzalez: mgonzalez@bville.org

Ms. Trish Trait-Manning: ptrait-manning@bville.org

Helen MacDonald: hmacdonald@bville.org

Mrs. Laurie Ravas: lravas@bville.org

Food Service

Maureen Hennessey: mhennessey@bville.org

Arrival/Dismissal

Early Arrival Parent/Guardian Drop off: 8:00am -8:20am

Buses Unload: 8:30-8:35am

Regular Parent/Guardian Drop off: 8:35-8:55am

(no car drop off during bus unloading times)

Late Bell: 8:55am

Parent/Guardian Pick-Up Dismissal Begins 3:00pm

Bus Dismissal Begins 3:15 pm

There is no supervision prior to early arrival. When dropping off children for Early Arrival, please enter the parking lot to the right and pull up in front of the main entrance. Staff will assist the children out of the vehicle and into the main entrance. Students will remain there until the 8:30 bell to go to class. **We ask for no parent drop off between 8:15-8:30 so that buses can enter safely.** Buses unload at 8:30. When dropping off children for Regular Arrival, please enter the parking lot to the right and pull up in front of the cafeteria. Staff will assist the children out of the vehicle and the children will proceed directly to class.

Students being dismissed for parent pick-up will be released at 3:00 PM. When picking up your children in the afternoon, please **do not** park in the bus loop. Please enter the parking lot to the right and pull up in front of the cafeteria. Students that are designated as every day pick up will be assigned hanging tags for vehicles and matching tags for student backpacks. Staff members responsible for duty may request identification to ensure the safety of all students. Staff will assist the children, please do not exit the vehicle. You will exit the campus to your immediate left. Please do not drive around the bus circle as buses will start entering the campus at this time.

Health Office Information

Health assessments are made by the school physician, nurse practitioner, or the school nurse. Individuals with symptoms of communicable disease will be referred to the family, urging diagnosis and treatment by the family physician. Contacts of individuals with symptoms of a communicable disease are to be screened as appropriate to contain the spread of infection and will be referred, under the New York State Public Health Law, or Educational Law, to the Onondaga County Department of Health. As necessary, school employees will work in collaboration with the Health Department to prevent the spread of any disease.

Parent Note: The District practice is that being out of PE because of illness can happen for one day with a parent note; the restriction includes play time. After that a physician note is needed. As PE is only every 4-5 days, if an illness extends that long the parent should consult with his/her provider.

Immunizations: Public Health Law requires that each child be up-to-date with New York State immunization/health requirements before entering school.

Insurance Information: To find out about low cost or free health insurance, call United Healthcare at 1-800-339-5380. You can also call the Onondaga County Health Department at 425-3236 for information regarding low cost or free health and dental insurance.

Guidelines for Medication: Occasionally, it may be necessary for a student to take prescribed medication during school hours. The New York State Education Department allows medications to be administered under the following conditions:

1. Written permission from the parent and physician must be provided containing the following: student's name, name of the medication, dosage, time to be given, and reason for medication.
2. The parent or guardian must deliver the medication in the original prescription bottle to the Health Office. **Students may not carry medication to school.**
3. If an over-the-counter medication such as aspirin or cough syrup is needed for a student, the same guidelines apply. It is not legal for the school nurse to administer any medication, prescribed or over-the-counter, unless prescribed by a doctor.
4. Any changes regarding a student's medication should be made known to the school nurse immediately.
5. There are also specific guidelines about medication on field trips and your child's teacher or the nurse will discuss this with you, if applicable.

If you have any questions, please call the school nurse at (315) 638-6120.

Attendance and Tardiness

School attendance is both a right and a responsibility. The Baldwinsville Central School District is an active partner with students and parents/persons in parental relation in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the district recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the district expects all students to attend scheduled classes.

1. This expectation serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - a. Learn subject matter and increase academic performance.
 - b. Develop responsible school work/study habits.
 - c. Prepare for his/her future in the workplace and community.
2. This expectation provides for the known whereabouts of every student for safety and academic reasons.
3. This expectation maintains that the parent(s)/person(s) in parental relation are responsible for the regular attendance of their child(ren).

It is the responsibility of the parents and students to see that the student arrives at school on time. When tardiness/attendance becomes a concern, the principal is required to send a formal letter. Formal letters are sent automatically to parents beginning with 7 absences and/or unexcused tardies in a quarter, reminding families of the importance of attendance.

If a student's tardiness and/or absenteeism continues to be a problem:

1. The school Social Worker may reach out to offer assistance.
2. The attendance officer may visit the home to verify absences.

Teachers are not expected to make up for the student's lost instructional time, or give the student make-up work for unexcused absences (including vacations). If a signed written excuse or contact with the parent is not made in four days after the student returns to school, the absence will be recorded as illegal.

New York State Law requires school boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school. The Baldwinsville School System has implemented this mandate. In order to minimize the interruptions at your place of employment, **we request that you call the school daily to let us know that your child will be absent or will arrive late to school. If you wish to call during non-school hours, you can leave a message at (315) 638-6124 on our voice mail; otherwise, please call the main office as soon as possible on the morning of any absence. On the voice mail, leave your child's name, reason for the absence, and the teacher's name. If you do not call in an absence, you will receive an automated voice mail message regarding your child's absence.**

This system will ensure that both home and school are aware of the whereabouts of each absent child, thereby discouraging the chance of missing or lost children.

If your child comes to school after 8:55 AM, **the child must be escorted to the Main Entrance by an adult to be signed in and to get a late pass.**

Students Excused During the Day

If you need to pick up your child early (ex: dental or doctor appointment), please send a “blue note” in order to communicate the information with both the teacher and main office. If someone other than yourself will be picking up your child, please indicate that. Please always bring identification.

Homework/Assignments During Absence

If a student is absent from school, the parent/guardian is invited to email the teacher directly or call the office to request assignments. School work may be picked up in the main office, or it may be sent home with another student.

Visitors

Visitors are asked to report to the attendance window vestibule. **Please note, visitors are not allowed to go beyond the main entrance vestibule during the regular school day.** Our staff will request a reason for your visit when you push the doorbell requesting entry. Please identify who you are, and bring in your driver’s license so a tag may be generated for your visit. School district personnel will be wearing identification badges.

Raptor System

The Raptor system will be used to check ID’s for anyone picking up a child early from school. This will apply to visitors with whom we are both familiar and unfamiliar. When you visit Reynolds during school hours to pick up your child, we ask that you please get in the habit of bringing your ID.

Custody Arrangements

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a student is not to be released to a specific person. Once again, **there must be a written legal document.** A hand-written note is **NOT** sufficient. This information needs to be brought to the school’s attention each school year and as situations change. Non-custodial parents have the legal right to receive information about a student unless there is a specific court order stating otherwise. The non-custodial parent needs to notify the school office regarding his/her wish to receive report cards, progress reports, and other such information.

Delays and Emergency Notification Systems

Sometimes, due to bad weather, power outages, etc., school may be delayed for an hour or two.

Please check local radio or television announcements about delays. You may also be notified by the District's notification system using the phone or email. A one-hour delay means that the late bell will ring at 9:55 AM and that students may not arrive at school before 9:35. A two-hour delay indicates that the late bell will ring at 10:55 AM and that students may not arrive at school before 10:35 AM. **EARLY drop off will not take place on 1 hour or 2 hour delays.**

School Messenger Notification System

The district uses this message system for important notifications to parents, as well as emergency messages, such as school closings. Messages are sent via the telephone and emails. Parents automatically receive these messages. You do not have to register to receive them; however, parents can opt in to receive the messages as text messages. To opt in for text messages, provide Reynolds with your **cell phone number**. This update will be effective within 24 hours, after which you can text the word YES to 68453 from your wireless device. Please note that the district does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.

Cafeteria Services

Students may choose a hot lunch, sandwiches, milk, ice cream or snacks, or they may bring a lunch. Please see the district website **for breakfast \$2.50 and lunch \$3.50 menus**. Purchase of milk alone is \$.75. Snacks and Ice Cream range from \$.75 to \$1.00.

Families may apply for the federal free/reduced lunch program. Applications are mailed out with the District calendar in August. They are also available in the school office and District office or following this link to print a copy [Application for Free and Reduced Lunch](#)

Please see that your child has a lunch or lunch money each day. Information on how to register for the [mySchoolBucks](#) lunch payment program is available on the [Food Services](#) page at www.bville.org.

Learning Commons/Library Media Center Information

Our library/media center/learning commons is available to all students and staff. The LMC is open daily from 8:35 AM to 3:30 PM for study, research, and browsing. Students will attend the library as a special each week. All students are taught Digital Citizenship skills including media balance, privacy and security, cyberbullying and media literacy. Students at all grade levels are encouraged to sign out books and other materials from the school library. Library materials are expected to be returned in a timely manner. Parents will be notified to help students locate missing materials if they are overdue.

Instrumental Music

Fourth and fifth grade students may elect to take band instrument lessons, and third, fourth, and fifth grade students may elect to take string lessons. Parents may rent instruments or borrow school owned instruments, if available. Students are given the opportunity to sign-up for a band or string instrument in June prior to the year they are eligible to play an instrument. Interested students may continue to sign-up through September. If you would like to receive information, or if you have additional questions, please contact Mrs. Jen Vacanti for band or Mrs. Kathryn Kimble for orchestra. Band and orchestra lessons are given during the school day, and students are

responsible for any missed class work.

Classroom Parties and Celebrations

Each classroom celebrates birthdays in different ways; please contact your child's teacher about birthday or other celebrations. In order to prevent the spread of communicable disease/allergy problems, **only store bought foods will be allowed for school parties/celebrations**. Also, so that students do not miss classwork or disturb the class, we do not have siblings from other classes go to birthday parties or other events.

Field Trips

Field trips are an important educational extension of classroom instruction, and various grade levels will schedule field trips during the year. For the safety of all children, field trip permission forms must be completed for each field trip. Students without completed forms will not be able to participate and will remain at school with another class. There are special guidelines for students who take medication. The teacher and/or nurse will organize this prior to field trips.

Photographs/Social Media

The school district will use and take students' photographs throughout the year for classroom projects and school events. These images are at times posted on Reynolds' district website or Facebook page. If you wish to request that no images of your student(s) be taken, please fill out the form attached and return it to the school's main office [No Image Request](#)

Student Support Services: We have a full-time school psychologist and a full-time school social worker at Reynolds who are available for general student support services and counseling. If you would like to find out more information, please contact our school psychologist or school social worker through the main office, (315) 638-6124.

Marking Periods 2022-2023

Marking Period	End Date	Report Cards Posted Online
1	November 10, 2022	November 18, 2022
2	January 27, 2023	February 3, 2023
3	April 14, 2023	April 21, 2023
4	June 23, 2023	June 23, 2023

Parent Portal

Baldwinsville Central Schools utilizes the [SchoolTool student management system](#). This parent portal provides parents real-time information from a safe login. Student report cards, attendance and discipline information is accessible to parents 24/7. Please contact the main office if you are unable to login successfully. A [User Guide](#) is available on the B'ville homepage.

Behavior Expectations

Behavioral expectations are stated with the intent of keeping students and staff safe and orderly throughout the school day.

1. School doors open at 8:35 AM. Students line up and enter the building in a calm, orderly manner and go directly to classrooms. Students should not arrive on school grounds before 8:35 AM, unless utilizing early arrival, as there is no supervision before this time.
2. Students move through the halls in a quiet manner, so as not to disturb classes.
3. Students and adults are polite and courteous to each other.
4. Students take care of their own property, other students' property, and school property. A student will have to replace or pay for the expense of replacing property which he/she damages or steals.
5. Intermediate level children may go to the lavatory unsupervised; however, if vandalism occurs, the individual/class/student body will be more closely supervised until there is assurance that the vandalism will not occur again.
6. Playground supplies are available. If supplies are exhausted through misuse or are lost or stolen, no new supplies may be available.

7. Students may use the phone for “IMPORTANT” calls only. This should be rare, since students can now call from the classroom, when it will not be an interruption to class.
8. Students go to and from the playground calmly and quietly so as not to disturb classes.
9. Students keep classroom areas neat, clean, and orderly. They are urged to display their written work and projects on bulletin boards in the classrooms, halls, and office for everyone to enjoy.
10. Students are expected to dress in a clean, neat manner. Children may not wear hats inside the school. Halter tops, mesh shirts, cut-off shirts, and short shorts are examples of improper attire. Also, clothes with inappropriate slogans or drawings may not be worn. We ask parents to please help us by monitoring student clothing before students leave for school.
11. Students will wear footwear designed for indoor wear. Students may not walk in stocking feet because of health and safety concerns. Students must have appropriate shoes to participate in wellness.
12. Gum chewing is not permitted EXCEPT on special occasions as determined by the teacher.
13. Students are expected to stand in a respectful position when saying the “Pledge of Allegiance” and/or singing “The Star Spangled Banner.”
14. Whistling, stamping feet, yelling, booing, etc. is not permitted in the APR/Gym at assemblies. Students should demonstrate their displeasure by silence or their pleasure by applause.
15. Radios, CD players, iPods, DS’s etc., and other hand held games are not permitted in school. **Students should not bring cell phones, etc. to school as they are also not needed and could easily become lost or damaged. If there is an extenuating circumstance where you feel your child must have a cell phone in school, please contact the principal to discuss.**
16. Children should not bring any toys or cards to school unless requested by the teacher for a special project. These items often get lost or traded causing further problems.
17. **Dangerous items or any items that could be considered a weapon (or look like a weapon) are never permitted and will lead to suspension.**

Please see the [district code of conduct](#) for a broader list of rules and responsibilities.

Cafeteria Expectations

1. Students will be polite and quiet when moving through the serving line, so that the kitchen assistants can hear student requests.
2. Straws, plastic ware, napkins, condiments, etc. are to be obtained when moving through the line, therefore avoiding the need to return to the line.
3. Students may not move about the dining room without permission from the monitor in charge.
4. Food is to be eaten only in the dining room. Food is not to be played with or thrown.
5. Polite socialization among students is encouraged.

Severe Disruption

A severe disruption occurs when:

- A child willfully inflicts physical harm on another child or adult.
- A child willfully destroys property.
- A child overtly refuses to do what a staff member tells him/her to do.
- A child abuses, assaults, or threatens to assault a staff member.

Consequences: The child will be escorted to the principal, or the principal goes to the child. The principal will deal with the severe disruption in one or more of the following ways:

1. Immediate parent/principal contact.
2. Immediate parent/principal conference.
3. Loss of wellness time.
4. Detention.
5. Out-of-school suspension.

Wellness

Wellness is a supplement to our physical education program wherein children go outside whenever possible to run and play in the fresh air. Teachers will not take their classes outside in inclement weather, or when the temperature is below 22 degrees; therefore, please dress your child every day ready to go outside for wellness time. If a child is well enough to be in school, then the child is considered well enough to go outside for Wellness. If a child has a doctor's note indicating that he/she should remain inside during Wellness, it will be honored. The following are the playground rules that we share with the children:

1. Use equipment appropriately: do not walk up the slide, jump out of the swing, sit on the monkey bars, or do other things that could hurt yourself or others
2. Play appropriately: there should be no pushing, shoving, or other physical contact. Throwing snowballs or ice is dangerous and not allowed at any time.
3. Stay within the playground boundaries so adults can always see you.
4. Use good manners: take turns, walk quietly in and out of the building, use outdoor voices on the playground but don't yell or scream, and ask an adult for permission to go inside. Help pick up and take care of wellness materials so that they stay in good condition.
5. Dress appropriately: In very cold weather, students must have appropriate clothing such as hats, coats, mittens, boots, etc. In warm weather, students must always wear shoes to avoid injury. Always stay out of wet or muddy areas so that your clothes do not become dirty or wet.
6. Treat others with kindness and respect: teasing or name-calling should never occur. Everyone should have a chance to participate in games and activities. If there is a problem, let an adult know immediately.

School Bus Information

General Bus Information:

- Students may not get on or off the bus except at their designated stop.
- **Students may not ride a bus other than their assigned bus except in an emergency and with prior parental and school permission.** All bus notes should be handed in to the teacher in the morning
- Students should be at their stops on time, at least five minutes prior to the scheduled arrival of the bus. The bus will not wait for students who arrive late.
- Students should wait patiently and be orderly at the bus stop. They should never be on the road.
- Before crossing, wait until the bus has made a complete stop and its red lights are flashing. Look both ways, and watch for the bus driver for a signal to cross. Cross so that you have eye contact with the driver at all times.
- Large class projects may not be transported on the bus. All materials should fit in the lap of the student. Dangerous materials may not be taken on the bus.

Behavior:

Goal: To ensure a safe and pleasant trip for all children who ride a bus.

Responsibility: Student obeys bus rules; bus driver maintains good discipline; principal supports the bus driver; parents support the bus driver.

Belief: All students assigned to ride the bus are capable of obeying the safety rules.

Specific Bus Rules:

1. Students are expected to behave in a polite and safe manner.
2. Students must remain seated while the bus is in motion.
3. Students will not yell, whistle, or create loud noises.
4. Students will not use foul or obscene language or gestures.
5. Students will not stick their heads, hands, or arms out of the windows.
6. Students will not throw objects inside the bus or out of the windows.
7. There will be no smoking or lighting of matches or open flames.
8. There will be no verbal or non-verbal abuse of the driver.
9. There will be no spitting inside or out of the bus windows.
10. Students will not touch the controls or emergency exits.
11. Emergency exits are to be used only upon the explicit directions of the driver.
12. Students are to follow the driver's directions completely. If a student does not agree with the instructions, he/she should still comply. He/she may then appeal to the principal later.
13. Parents will be asked to pay for damages to the bus caused by students.
14. Students may not bring balloons, glass, or other objects on the bus that may present a danger or distraction to the driver or students.
15. These rules are the same for field trips or regular runs.

Bus Rule Infractions/Consequences:

- Physical abuse of driver
- Use of profanity or abusive language against the driver

- Smoking, use of drugs or alcohol on the bus
- Damage of school/bus property
- Possession of firearms or a weapon on the bus
- Other serious infractions deemed to be a Class A infraction by the building principal.

Consequences:

1st Referral: Minimum of 3-day bus suspension, parents notified (may require suspension from school.)

2nd Referral: 5-day bus suspension and/or principal may recommend a longer suspension to superintendent; parents notified.

3rd Referral: (Or more) Same as 2nd referral.

Severe Infractions/Consequences:

- Refusing to follow driver's instructions
- Unauthorized use of emergency exits
- Spitting
- Throwing objects inside or out of the bus
- Use of profane and obscene language
- Fighting
- Other infractions as determined by the building principal

Consequences:

1st Referral: Warning, school consequence, or 1-day bus suspension; parents notified

2nd Referral: 1-day bus suspension; parents notified

3rd Referral: 5-day bus suspension; parents notified

4th Referral: Same as 3rd; principal may recommend a longer suspension to superintendent; parents notified.

School Board Policies

The Baldwinsville Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin, sexual orientation, or disability. Inquiries regarding this non-discrimination policy may be directed to: *Title IX and Section 504 Coordinator, BCSD 29 East Oneida Street Baldwinsville, NY 13027*

Sexual Harassment of Students: Acts of sexual harassment are contrary to school district policy and will not be tolerated in the school district environment. The term “Sexual Harassment” includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct by an individual is the basis for academic decisions affecting such individual; or
2. Such conduct has the purpose or effect of unreasonably interfering or creating an intimidating, hostile, or offensive learning environment. The term “Sexual Harassment” does not refer to occasional compliments of a socially acceptable nature.

Employment Practices: The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, national origin, sexual orientation, or physical handicap. P.L. 90-202 prohibits discrimination on the basis of all applicants for employment. The New York State Human Rights Law, in addition, covers marital status and ex-offender status.

The Baldwinsville Central School District concurs with and strives to uphold the above anti-discrimination laws in all areas of employment and program opportunity.